

AGENDA  
BRANDON BOARD OF ALDERMEN & MAYOR  
REGULAR BOARD MEETING  
BUTCH LEE, MAYOR PRESIDING  
AUGUST 19, 2024

1. CALL TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE
  1. Mayors Youth Council-  
Prayer-  
Pledge- Keith Forbes
3. PUBLIC COMMENTS AND RECOGNITIONS
4. OLD BUSINESS
  1. Approve the Work Session and Regular Board Meeting Minutes of August 5, 2024.
  2. Approve the Budget Public Hearing Minutes, Work Session Minutes, and Special Called Board Meeting Minutes of August 12, 2024.
5. BUTCH LEE, MAYOR
  1. Consideration to approve an engineering services agreement with Neel Schaffer regarding the Richland Creek Stonebridge EWP Ditch Project in the amount of \$61,200.00. Half of the engineering agreement's estimated cost will be covered by a grant from the NRCS. The Finance Director has permission to make all necessary budget amendments.
  2. Consideration to approve a contract with North American Midway Entertaining - Astro Amusement, LLC to furnish amusement rides and concessions during the 2025 Brandon Days to be held on May 1-4, 2025, dates inclusive.
  3. Consideration to approve the lowest and best quote to Puckett Rents for two (2) Wacker LLT6 Light Towers to use at the Amphitheater in the amount of \$24,228.00.
  4. Consideration to accept the best professional services proposal for ROW Tree Removal (Project #3) to Specialty Tree Service, as selected by the Tree Evaluation Committee (consisting of Sharon Womack, Jarrad Craine, and David Farris) at various areas in the City.
  5. Consideration to approve an advertisement for Brandon High School in the amount of \$230.00.
  6. Consideration to grant permission to the Mayor to travel to Vicksburg, MS to attend the 2024 Small Town Conference October 9-10 and authorize payment of all related travel expenses.
  7. Consideration to discuss further "Task Order #2", an agreement with Waggoner Engineering concerning the storm water assessment in the amount of \$658,000.00.

6. MARY ANN HESS, CITY CLERK

1. Consideration to adopt the FY 2025-2025 Taxing and Spending Plan and authorize publication of the same.
2. Consideration to approve professional services agreements for the purposes of promoting tourism in accordance with HB1521 (2023 MS Legislative Session) and other lawful and related purposes; authorize the Mayor to execute the same; and approve payment of all show related expenditures:  
Jon Pardi - Sell-off Agreement Brandon Amphitheater 10/10/2024
3. Consideration to accept a donation of a small piece of property located adjacent to the City Hall parking lot in order to create additional parking spaces and also to approve recording the attached warranty deed with the Chancery Clerk's Office.
4. Consideration to approve payment to Waggoner Engineering in the amount of \$9,990.00 for the engineering specifications related to the Tennis Court Rehab project.
5. Consideration to grant permission for the advertisement to bid related to the Tennis Court Rehabilitation Project.
6. Consideration to approve the Mississippi Municipal League annual membership fees for fiscal year 2025 at the rate of \$10,455.20 and authorize payment of the same.
7. Consideration to approve:
  - a. Docket of Claims for August 19, 2024.
  - b. Fox Everett claims released on 8/8/2024.

7. CARLY DEARMAN, PUBLIC WORKS DEPARTMENT

1. Consideration to approve Pay Request 1 FINAL in the amount of \$7,150.00 from Sullivan Construction Services for the Serenity Court Drainage Improvements Project and authorize payment of the same.
2. Consideration to approve Pay Request 1 FINAL in the amount of \$13,000.00 from Sullivan Construction Services for the Louis Wilson Drive Box Culvert Retaining Wall Repairs Project and authorize payment of the same.
3. Consideration to approve Pay Request 2 FINAL (including the Final Summary Change Order) in the amount of \$2,718.25 from Hemphill Construction Company Inc. for the 2023 Grandeur Drainage Improvements Project and authorize payment of the same.
4. Consideration to approve Pay Request 1 in the amount of \$34,490.00 from Duraco Construction, Inc. for the Pecan Circle Drainage Improvements Project and authorize payment of the same.
5. Consideration to approve Pay Request 5 in the amount of \$496,125.69 from Adcamp, Inc. for the 2024 Street Overlay Project and authorize payment of the same.
6. Consideration to approve invoice #53802 in the amount of \$120,432.00 from Sunbelt Crushing, LLC for concrete crushing services and authorize payment of the same.

7. Consideration to approve the quote in the amount of \$12,258.20 from Southern States Utility Trailer Sales, Inc. as the best and lowest quote received for the replacement of the bedliner in the 2016 Freightliner Dump Truck - Vin #5746.
8. Consideration to declare an emergency the repairs to the Provonce Park Lift Station located on Provonce Park pursuant to the memo.
9. Consideration to allow Tim Martin, Public Works Inspector, to travel to Gulfport, MS, on October 22-24, 2024, for the Introduction to ArcGIS Online course offered through the MS State Extension offices.
10. Consideration to approve the quote & purchase of TWO Myers VS50-5HP/1PH-230 volt submersible lift station pumps in the amount of \$10,398.33 per pump from Harvey Services, Inc. as the best and lowest quote received. These pumps will be spares that will be kept at the City of Brandon Shop for future lift station repairs as these pumps are compatible at multiple lift station sites.
11. Permission to proceed with the storm drain point repairs in Town Station Subdivision as listed on the attachment and authorize Hemphill Construction Company to perform said repairs at the FY24 General Construction Services commodity pricing.
12. Consideration to declare an emergency the sewer line repairs near 437 & 439 Greenfield Ridge Circle.

8. SAM HAWKINS, COMMUNITY DEVELOPMENT

1. Consideration of a Comprehensive Sign Plan submitted by Texaco / Munn Enterprises for the ground sign located at 2145 Hwy 18 (parcel # H8-10-70)

9. JOSEPH FRENCH, POLICE CHIEF

1. Request permission to accept the FY24 Homeland Security Grant # 24LE128 in the amount of \$30,000.00 and authorize Mayor Butch Lee, Chief Joseph French, City Clerk Mary Ann Hess, Finance Director Tracie Riffin, Detective William Saul and Lydia Easley to execute all necessary documents.

10. BRIAN ROBERTS, FIRE CHIEF

1. Request permission to purchase two (2) sets of turn-out gear from Delta Fire and Safety on state contract in the amount of \$6,830.00 and authorize payment of the same.
2. Consideration to approve a three (3) year contract with Timeclock Plus for our fire department scheduler software and authorize Chief Brian Roberts to execute the same.
3. Request Permission to accept the Homeland Security Grant #24HS128 in the amount of \$20,204.00 and authorize Mayor Lee, Chief Roberts, City Clerk Mary Ann Hess, Finance Director Tracie Riffin and Carolyn Palmer to execute all documents.
4. Request permission to purchase tires for Engine 2,3 and 5 from Southern Tire Mart as the lowest and best quote.

11. EXECUTIVE SESSION

12. ADJOURN





MINUTES OF THE REGULAR BOARD MEETING OF THE  
BRANDON BOARD OF ALDERMEN OF AUGUST 5, 2024  
MAYOR BUTCH LEE, MAYOR PRESIDING

1. CALL TO ORDER - Mayor Lee and Aldermen Farris, Middleton, Coker, Womack, Williams, Vinson and Craine were present.
2. INVOCATION AND PLEDGE OF ALLEGIANCE – Alderman Womack gave the invocation and Alderman Middleton led the Pledge of Allegiance.
3. PUBLIC COMMENTS AND RECOGNITIONS – Kendall Goza, Mayor's Youth Council, presented ideas for the Christmas Parade and this year's theme.
4. OLD BUSINESS
  1. Approve the Work Session and Regular Board Meeting Minutes of July 15, 2024.

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. Reject the quotes received for the ROW Tree Removal at various areas in the City (see attached list), and authorize advertisement for bid.
2. Approve the payment of the professional services for tree removal of dead trees on the right of way along Luckney Road to D.A.T.S. Tree Work in the amount of \$54,200.00.
3. Authorize Murphy's Lawn and Landscape, Inc. to provide professional landscape services (pruning and cleanup) along north side of Highway 80 between Stonegate Drive and the corner of Lakebend Condominium fence in the amount of \$7,982.50 and along the Hwy.18 and 80 corridor in the amount of \$4950.75.
4. Authorize Core & Main to provide professional services for manhole inspections at various locations within the City in the amount of \$7,685.00.
5. Authorize Live Nation permission to make periodic requests for "Terms of Use" (TOU) sweeps directly with Ticketmaster, in order to prevent scalping on the tickets at the Amphitheater.
6. Approve a professional services Limited License Agreement with Fun Guys, LLC. re: Magic of Lights 2024.
7. Approve an invoice from Baker, Donelson, Bearman, Caldwell & Berkowitz, representing the East Metro Corridor Commission in the amount of \$1,428.00 (25% of the total invoice of \$5,712.00).
8. Advertise in the 2025 Mississippi Tour Guide with a half-page ad in the amount of \$6,000 plus \$500 for copying and editing as authorized by MCA 17-3-1 (1972, as amended) for the purpose of advertising and bringing into favorable notice the opportunities and possibilities of the City, first finding that this mode of advertising is in the best interests of the citizenry.
9. Authorize the City Clerk to establish a reserve fund known as the Municipal Reserve Fund in accordance with MCA Section 21-35-22 (1972 as amended).

10. Authorize the Mayor to travel to Tunica, MS to attend the MML Fall Board of Directors Meeting and related registration, meals and lodging expenses.

Alderman Vinson made the motion to approve agenda items 5.1-5.10, in accordance with the memos from the Mayor's office which are appended hereto, seconded by Alderman Womack and upon unanimous vote the motion carried.

6. MARY ANN HESS, CITY CLERK

1. Approve professional services agreements for the purposes of promoting tourism, parks and recreation in accordance with HB1521 (2023 MS Legislative Session) and other lawful and related purposes; authorize the Mayor to execute the same; and approve payment of all show related expenditures:
  - Jordan Davis - Live Nation Sell-off Agreement Brandon Amphitheater
  - Sturgill Simpson Sell-off Agreement - AEG and Brandon
2. Approve an engagement letter with Barlow and Company, PLLC for the FY 2024 audit and authorize the Mayor to execute the same.
3. Accept the Deed of Dedication from Striker Property Group, LLC re: 0.54 acres +/- comprising Harrell Street for the purpose of public streets, drainage, utility and other municipal purposes and authorize the mayor to execute the same and to formally naming the same as Harrell Street.
4. Designate the City Clerk Mary Ann Hess and City Accountant Tracie Riggins as the authorized users at Trustmark National Bank regarding the City of Brandon's business credit cards.
5. Accept the Mississippi Office of Highway Safety (MOHS) and Brandon Police Department Grant Agreement for FY 2025, part of the 402 Police Traffic Services funding, in the amount of \$60,000.00 and authorize the Mayor to execute the same.
6. Approve the quote from Adam Evans Waterproofing Co., Inc. in the amount of \$5,581.00 as the lowest and best quote received to remove and replace all concrete masonry unit (cmu) expansion joints across the front of City Hall and accept the quote from Malone Roofing Services LLC, in the amount of \$6,800 as the lowest and best quote received, to install a new termination bar to the existing roof membrane and repair the existing wall to roof flashing and authorize payment.

Alderman Farris made the motion to approve agenda items 6.1-6.6, in accordance with the memos of the City Clerk's office which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

7. Accept the quote from Mity Incorporated in the amount of \$34,115.93, as the lowest and best quote received, to purchase 500 chairs and 10 chair racks and authorize payment.
8. Accept the quote from Elcon Electrical Contractors, Inc. in the amount of \$16,750.00, as the lowest and best quote received, for the interior power to the Quarry Maintenance Building and authorize payment.

9. Approve Jody Compton permission to attend an Introduction to ArcGIS pro course on September 25-26 and an Intermediate ArcGIS Pro course on December 4-5, in Pearl, and an on-line GIS course on October 23-24 in Gulfport, and to approve registration and related travel expenses.
10. Approve the registration/travel for the City Accountant Tracie Riggins to attend the MSCPA Annual Conference on August 15-16, 2024 in Ridgeland, MS in the amount of \$295.00.
11. Approve the disposal/shredding of the FY 2019 Payable documents: 1) Letters A-Z Files, Check Copies, and Invoices; 2) AP Cash Disbursements; 3) AP Paper copies of the Claims Dockets; 4) AP Pre-Check Audits; 5) AP Umpire Manual Warrants; 6) AP Voided Checks; 7) AP Check Registers by Detail, Summary and Department.
12. Authorize a request declaring surplus of approximately 82 fluorescent light fixtures and 14 stage spotlights, which are no longer of use or value to the City, and authorize the sale of the same on GovDeals.
13. Consideration to approve:
  - a. Docket of Claims for August 5, 2024.
  - b. Fox Everett claims released on July 25, 2024.
  - c. Electronic fund transfers for July 31, 2024.

Alderman Womack made the motion to approve agenda items 6.7 - 6.13(a)-(c), in accordance with the memos of the City Clerk's office which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

## 7. CARLY DEARMAN, PUBLIC WORKS DEPARTMENT

1. Approve Pay Request 4 in the amount of \$638,658.54 from Adcamp, Inc. for the 2024 Overlay Project and authorize payment of the same.
2. Approve a Memorandum of Understanding between the Board of Aldermen and Mayor Butch Lee with regard to ARPA Funding as detailed in MDEQ Agreement No. 547-2-DW-5.15 for the Burnham Road Waterline Improvements Project and authorize execution of the same.
3. Declare as surplus and of no further value to the City certain City of Brandon equipment listed on the memo of Carly Dearman dated August 5, 2024, attached hereto and authorize and authorize the sale of the same on GovDeals or the destruction of the same as set forth in the memo.
4. Hire Karter Bounds as a Water Laborer II in the Public Works Department effective August 6, 2024, at a rate of pay pursuant to the memo.
5. Approve the modification of MCWI Sub-award Agreement #547-2-DW-5.15 from MDEQ and authorize the Mayor to execute the same.
6. Approve utility adjustment approvals and denials pursuant to the memo first finding that the adjustments as presented are the result of unforeseen circumstances and that the customers did not receive the benefit of the service thereby warranting the adjustment.

7. Declare as an emergency in accordance with MCA Section 31-7-13(k) (1972 as amended) the traffic signal repairs at Highway 18 & I-20 which occurred on July 3, 2024, and approve invoice #M2024.132 in the amount of \$14,917.00 from Lewis Electric, Inc. and authorize payment of the same.
8. Approve invoice #H24023-07 in the amount of \$40,350.41 from Hemphill Construction Company for General Construction Services in the month of June 2024 at the FY24 commodity pricing and authorize payment of the same.
9. Approve Pay Request 1 in the amount of \$74,437.23 from Simmons Erosion Control for the 2024 Eastgate Sidewalk Project and authorize payment of the same.
10. Approve the bid renewal for Herbicide Treatment of Right-of-Ways, Ditches, Detention Ponds, & Cemeteries with Chempro Services, Inc. for the 2024 spraying season.
11. Approve invoice #H24023-07-54394 in the amount of \$8,710.41 from Hemphill Construction Company for sewer point repairs as part of the Hunters Woods Sewer Repair Project - Group 2 of 6, authorize payment of the same, and amend the budget accordingly.

Alderman Craine made the motion to approve agenda items 7.1-7.11, in accordance with the memos of the City Clerk's office which are appended hereto, seconded by Alderman Womack and upon unanimous vote the motion carried.

12. Declare as emergencies in accordance with MCA Section 31-7-13(k)(1972 as amended and authorize repairs and payment of the Hemphill Construction invoices for each repair, to-wit:
  - Marquette Road near the GM Plant - \$5,196.00 - invoice #H24023-07-54393 – ER water valve repair
  - 138 Meadowlane - \$11,855.14 - invoice #H24023-07-53778 - ER sewer repair.
  - 53 Terrapin Cove - \$13,588.41 - invoice #H24023-07-53829 - ER sewer repair.
  - 652 Trickhambridge Road - \$5,196.00 - invoice #H24023-07-53864 - ER sewer repair.
  - 194 Huntview Drive - \$5,568.12 - invoice #H24023-07-53912 - ER sewer repair.
  - 22 Quail Ridge Drive - \$3,983.00 - invoice #H24023-07-52486 - ER sewer repair.
  - 288 Cornerstone Drive - \$46,157.00 - invoice #H24023-07-52067 - ER storm drain repair.
13. Approve Pay Request 2 in the amount of \$331,584.41 from Thornton Construction Company, Inc. for the Marquette Road Multi-use Path Project and authorize payment of the same.
14. Approve Pay Request 1 in the amount of \$178,418.55, Pay Request 2 in the amount of \$23,821.25, and Pay Request 3 FINAL in the amount of \$10,644.20 from Hemphill Construction Company for the Highway 471 Sewer Line Extension Project and authorize payment of the same.
15. Approve Pay Request 3 in the amount of \$224,662.82 from Eubank Construction Company, Inc. for the Highway 18 Highway 468 Sewer Force Main Replacement Project and authorize payment of same.

16. Approve Pipeline Crossing Contract #23-15239(RL) from Meridian Speedway, LLC, (Railroad Company) authorize the Mayor to execute the same, and authorize payment of the contract fee in the amount of \$9,375.00 for the Cornerstone Grants Ferry Parkway Waterline Extension Project.
17. Approve Change Order 2 from Cain, Inc. for an increase of 35 days in contract time for the Shiloh Park EWP Bank Stabilization Project.
18. Adopt resolution re: 601 W. Jasper re: assessment of costs and penalties for clean up and authorize the filing of the same with the Tax Collector and Circuit Clerk

Alderman Vinson made the motion to approve agenda items 7.12-7.18, in accordance with the memos from the Public Works Department, which are appended hereto, seconded by Alderman Craine and upon unanimous vote the motion carried.

#### 8. SAM HAWKINS, COMMUNITY DEVELOPMENT

1. Set a public hearing for September 3, 2024, during the Regular Board Meeting, to consider an application to rezone certain property as described in the memo to the Mayor and Board regarding the same, to Office Research Campus (ORC).
2. Set a public hearing for September 3, 2024, during the Regular Board Meeting, to consider an application to rezone certain property owned by Rankin County from TND to I-2 and a conditional use application as presented, as described in the memo to the Mayor and Board regarding the same.

Alderman Womack made the motion to approve agenda item 8.1 and 8.2, 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.

#### 9. JOSEPH FRENCH, POLICE CHIEF

1. Redesignate Dwyane Martin to a part-time investigator effective August 3, 2024 and change rate of pay in accordance with the memo.
2. Authorize a request for Sgt. Inv. Robbie Reid to travel to Hoover, AL to participate in the Digital Evidence Investigations Course on October 13-18, 2024.

Alderman Farris made the motion to approve agenda items 9.1 & 9.2 in accordance with the memos from the Police Department, which are appended hereto, seconded by Alderman Williams and upon unanimous vote the motion carried.

#### 10. BRIAN ROBERTS, FIRE CHIEF

1. Hire Lawton Burnham and Jackson Swales as firefighter trainees effective August 6, 2024, and set a rate of pay per memo.
2. Authorize permission to purchase uniform pants from The Southern Connection as the lowest and best quote received.
3. Approve paramedic school contracts from School of EMS for Capt. McClora and FF Max Chandler and authorize Div. Chief Jerry King to execute the same.
4. Authorize permission for Chief Roberts, Deputy Chief Wofford and Division Chief King to travel to Meridian, MS to attend the Mid-Winter Chiefs Conference and approve all

travel expenses.

Alderman Coker made the motion to approve agenda items 10.1-10.4 in accordance with the memos from the Fire Department, which are appended hereto, seconded by Alderman Womack and upon unanimous vote the motion carried.

#### 11. ADJOURN

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

(Next Regular Board Meeting: August 19, 2024)

Minutes approved this the 19<sup>th</sup> day of August 2024.

---

Hon. Butch Lee, Mayor

Attest:

---

Hon. Mary Ann Hess, City Clerk

MINUTES OF THE  
BRANDON BOARD OF ALDERMEN  
WORK SESSION  
BUTCH LEE, MAYOR PRESIDING  
AUGUST 5, 2024

1. CALL TO ORDER – Mayor Lee and Aldermen Farris, Middleton, Womack, Coker, Williams, Vinson and Craine were present. Mayor Lee led the invocation.

2. Discussion re:

- FY 25 Budget
- Tax Assessor – Recap of Values (Ad Valorem)
- Municipal Reserve Fund
- Infrastructure Modernization Update
- Cooperative Entergy Update
- MYC Christmas Parade Planning
- Budget Item - Employee Health and Wellness
- Budget Item - Water and Wastewater Study
- Budget Item - Eastmark Drive CIPP Project
- Budget Item - Amphitheater Operational Fund (Van/Lights)
- MDOT – Transportation Alternative (TA) Grants
- Jackson MPO – Transportation Management Area Certification
- HOA Assistance – Storm Water Detention – Engineer Support
- Hwy. 80 Area – Murphy Landscaping Quote Consideration
- Hwy. 80 – MDOT – Signalization and Timing
- Mississippi Diabetes Network – Diabetes Solutions
- Additional Parking at City Hall
- Cornerstone Tank and Distribution Update
- Rankin County Rezoning / Conditional Use Applications

Minutes approved, this the 19<sup>th</sup> day of August 2024.

---

Hon. Butch Lee, Mayor

Attest:

---

Hon. Mary Ann Hess, City Clerk

MINUTES OF THE  
PUBLIC HEARING OF THE  
MAYOR AND BOARD OF ALDERMEN OF THE CITY OF BRANDON  
HELD ON AUGUST 12, 2024 AT 6:00 P.M.  
RE: FY 24-25 TAXING AND  
SPENDING PLAN AND TAX LEVY

Those present at the Public Hearing are noted as reflected on the sign-in sheet attached hereto.

The City Clerk advised the Mayor and Board of Aldermen that the prerequisites to the Public Hearing regarding the FY 2024-2025 Taxing and Spending Plan and Tax Levy have been met. The notice of the Public Hearing as published in the Rankin County News is attached hereto.

The City's Finance Director then presented the proposed FY 2024-2025 Taxing and Spending Plan and Tax Levy and those present were given an opportunity to make public comment and to ask questions regarding the same. Other than the Mayor and members of the Board of Aldermen, no additional comments were made.

The Public Hearing was then closed.

Minutes approved, this the 19<sup>th</sup> day of August 2024.

---

Hon. Butch Lee, Mayor

Attest:

---

Hon. Mary Ann Hess, City Clerk



MINUTES OF THE  
WORK SESSION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF  
BRANDON ON AUGUST 12, 2024  
BUTCH LEE, MAYOR PRESIDING

1. CALL TO ORDER – Mayor Lee and Aldermen Farris, Middleton, Womack, Coker, Williams, Vinson and Craine were present.
2. INVOCATION - Mayor Lee gave the invocation.
3. BUTCH LEE, MAYOR
  1. Discussion on the timing and the appointment of David Farris, Jarrad Craine, and Sharon Womack to the RFQ Evaluation Committee regarding the ROW Tree Removal contractor.
  2. Discussion of the Rouse Elementary Traffic Report on Boyce Thompson.
  3. Discussion on the newly-approved funding project - Emergency Watershed Project (EWP) on Richland Creek in the City of Brandon. It is through the USDA NRCS and the purpose of the project is to rock riprap bank stabilization of active erosion areas on Richland Creek. The award is in the amount of \$336,600.00 with our matching share of \$102,000.00 for a total of \$438,600.00.
  4. Discussion of the Pecan Ridge Progress.
  5. Discussion on the 2024 Street Resurfacing Progress.
  6. Discussion of the Magic of Lights Contract.
  7. Discussion of the Reduction of Waste-Water Treatment (WRUA).
  8. Discussion of the Appointment to MML Board and Committees.
  9. Discussion on Rezoning Update for Rankin County.
  10. Discussion on the "Task Order #2", an agreement with Waggoner Engineering concerning the city-side storm water assessment in the amount of \$658,000.00. Further discussion is required to clarify the expectations of both the City and Waggoner regarding this study, specifically as to the topics included in the scope of work.

Minutes approved, this the 19<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Hon. Butch Lee, Mayor

Attest:

\_\_\_\_\_  
Hon. Mary Ann Hess, City Clerk

MINUTES OF THE SPECIAL BOARD MEETING OF THE  
MAYOR AND BOARD OF ALDERMEN OF THE CITY OF BRANDON, MISSISSIPPI OF  
AUGUST 12, 2024  
MAYOR BUTCH LEE, MAYOR PRESIDING

1. CALL TO ORDER – Mayor Lee and Aldermen Farris, Middleton, Coker, Womack, Williams, Vinson and Craine were present.
2. INVOCATION AND PLEDGE OF ALLEGIANCE – Alderman Vinson gave the invocation and Alderman Williams led the Pledge of Allegiance
3. PUBLIC COMMENTS AND RECOGNITIONS – None
4. APPEND SPECIAL MEETING NOTICE TO MINUTES

Alderman Coker made the motion to append the Special Meeting Notice to the Minutes, seconded by Alderman Farris and upon unanimous vote the motion carried.

5. BUTCH LEE, MAYOR

1. Approve an agreement with the lowest and best bidder to Woodward Contracting, LLC for the Waterline Project Along Trustmark Bank Property in the amount of \$97,730.00.
2. Approve a professional engineering services agreement with Neel- Schaffer, LLC for the Overhead to Underground Utility Study - Phase 1 Study, in an amount not to exceed \$50,000.00.

Alderman Craine made the motion to approve agenda items 4.1 & 4.2, in accordance with the memos from the Mayor's office which are appended hereto, seconded by Alderman Womack and upon unanimous vote the motion carried.

3. Amend the Rental Agreement with UMMC on the date of August 19, 2024, and then using the same contract language for two more agreements that will cover the dates of December 2, 2024, March 18, 2025, May 1, 2025, and May 22, 2025.

Alderman Williams made the motion to approve agenda items 4.3, in accordance with the memos from the Mayor's office which are appended hereto, seconded by Alderman Womack and upon unanimous vote the motion carried.

6. MARY ANN HESS, CITY CLERK

1. Adopt a resolution regarding the tax levy for the City of Brandon ad valorem taxes for the Fiscal Year 2024-2025.

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

7. CARLY DEARMAN, PUBLIC WORKS DEPARTMENT

1. Authorize permission to apply for funding through the Natural Resources Conservation Service (NRCS) for the Richland Creek Stonebridge Emergency Watershed Project

(EWP) Ditch Project, authorize the Mayor to execute all related documents, and permission to advertise the project for bid and to revise the budget as necessary. ( The award amount is \$336,600.00, along with The City's match of \$102,000.00 for a total of \$438,600.00).

2. Approve outside equipment repairs in accordance with MCA Section 31-7-13(m)(ii) by Puckett Rents for maintenance and repairs on the CAT 299D2 XPS Skid Steer - SN #4562 and approve payment in the amount of \$7,083.50.
3. Approve outside equipment repairs in accordance with MCA Section 31-7-13(m)(ii) by Deviney Equipment for repairs to the New Holland Tractor T6050 - Vin #4448 and approve payment in the amount of \$9,476.01.
4. Accept the joint commodity term bids for asphalt and asphalt products as advertised by Rankin County effective through December 31, 2024 and approve the Recommended Vendor, alternate #1 and alternate #2 in accordance with MCA Section 31-7-13(f) as presented.
5. Correct prior Board action for item #7.4 on August 5, 2024, due to a scrivener's error regarding the hiring of Karter Bounds pursuant to the memo.

Alderman Vinson made the motion to approve agenda items 6.1-6.5, in accordance with the memos from the Public Works Department which are appended hereto, seconded by Alderman Williams and upon unanimous vote the motion carried.

#### 8. BRIAN ROBERTS, FIRE CHIEF

1. Accept the quote from Sunbelt Fire in the amount of \$13,726.72 for the purchase of 1600 feet of 5" combat ready fire hose, as the lowest and best quote received, and authorize payment and approve travel to Fairhope, AL for the same.
2. Authorize Firefighter Maxell Chandler and Captain Jay McClora to travel Greenwood, MS for paramedic lab school and approve related travel expenses.

Alderman Farris made the motion to approve agenda items 7.1 & 7.2 in accordance with the memos from the Fire Department, which are appended hereto, seconded by Alderman Womack and upon unanimous vote the motion carried.

#### 9. EXECUTIVE SESSION

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

Alderman Womack made the motion to enter into Executive Session to discuss personnel matters and the property acquisition of real property, seconded by Alderman Craine and upon unanimous vote the motion carried.

(The Mayor announced outside of Executive Session the reasons therefore).

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

(That no votes were taken in Executive Session was announced upon return to the Board Room).

10. ADJOURN

Alderman Womack made the motion to adjourn the Special Board Meeting, seconded by Alderman Craine and upon unanimous vote the motion carried.

Minutes approved this the 19<sup>th</sup> day of August 2024.

---

Hon. Butch Lee, Mayor

Attest:

---

Hon. Mary Ann Hess, City Clerk



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: BUTCH LEE  
DATE: 08/16/2024  
SUBJECT: **RICHLAND CREEK - NEEL SCHAFER**

---

Consideration to approve an engineering services agreement with Neel Schaffer regarding the Richland Creek Stonebridge EWP Ditch Project in the amount of \$61,200.00. Half of the engineering agreement's estimated cost will be covered by a grant from the NRCS. The Finance Director has permission to make all necessary budget amendments.

**ATTACHMENTS:**

---

1. Richland Creek Stonebridge EWP Ditch Project



NEEL-SCHAFER

August 15, 2024

Mayor Butch Lee  
City of Brandon, Mississippi  
1000 Municipal Drive  
Brandon, MS 39042

REFERENCE: RICHLAND CREEK STONEBRIDGE EWP DITCH PROJECT  
CITY OF BRANDON, MISSISSIPPI – ENGINEERING SERVICES AGREEMENT

Dear Mayor:

Neel-Schaffer, Inc. is pleased to offer you this Letter Agreement to provide professional services for topographic surveying, design engineering, and construction review for work related to the NRCS EWP funded erosion mitigation efforts along a 400-foot stretch of Richland Creek's west bank located approximately 1500 feet southwest of highway 18. Over time, head cutting and streambank erosion has exposed the sanitary sewer line in this location. This project is intended to restore and armor the streambank along this stretch of Richland Creek and protect the sanitary sewer line which runs in a parallel path along the streambank.

Our services under this letter agreement will include providing a topographic survey of the project site, design engineering, developing of construction plans, preparation of cost estimates, bidding and contracting services, construction engineering, and submittal for a nationwide permit to the U.S. Army Corps of Engineers.

Services which are outside those services listed above will be considered additional services and are not considered a part of the project fees. Examples of additional services may include right of way/easement surveys, preparation of easement maps, right of way/easement acquisition, geotechnical investigation and reporting, permitting requirements beyond those necessary to obtain a nationwide permit, and utility relocation coordination. Any additional services that are deemed necessary to the project will be presented to the city for consideration prior to proceeding with said services.

Neel-Schaffer, Inc. will provide our services in accordance with Exhibit A, General Terms and Conditions, which is attached to and hereby made a part of this Letter Agreement. Compensation for Neel-Schaffer, Inc.'s. services will be for a **LUMP SUM fee of \$61,200** based on the scope of work stated above. Services not explicitly outlined in the scope above will be considered additional services and may be provided on an hourly basis, as requested, in accordance with our Standard Rate Schedule (Exhibit B).

Neel-Schaffer, Inc. will complete tasks described herein in accordance with a mutually agreeable schedule to be developed between the Owner and Neel-Schaffer. Neel-Schaffer, Inc. will bill monthly for work performed on the project. Payment for our services will be due within forty-five (45) days of receipt of the invoice and is not dependent on any factor except our ability to provide services in accordance with generally accepted standards of the engineering profession.

landscape architects  
environmental scientists  
surveyors  
planners  
engineers

P: 601.724.1953

2101 Courtside Cove  
Brandon, MS 39042

[www.neel-schaffer.com](http://www.neel-schaffer.com)



We appreciate the opportunity to work with you on this project. If this Letter Agreement is acceptable, please execute this document and return the original to us.

Sincerely,

NEEL-SCHAFFER, INC.

*Chad Edwards*

Chad Edwards, P.E.

Engineer Manager

ACCEPTED:

BY:

DATE:



**EXHIBIT A**  
**GENERAL TERMS AND CONDITIONS**  
**PROFESSIONAL SERVICES**

1. **Relationship between Consultant and Client.** Neel-Schaffer, Inc. ("Consultant") shall serve as the Client's professional consultant in those phases of the Project to which this Agreement applies. The relationship is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other. Consultant shall not be considered to be the agent or fiduciary of the Client.
2. **Responsibility of Consultant.** Consultant will perform services under this Agreement in a manner consistent with that standard of care and skill ordinarily exercised by members of the same profession currently practicing in the same locality under similar conditions (the "Standard of Care"). No other representation, warranty or guarantee, express or implied, is included or intended in this Agreement or in any report, opinion, document, or otherwise.
3. **Responsibility of the Client.** Client shall provide all information and criteria as to its requirements for the Project, including budgetary limitations. Consultant shall be entitled to rely upon the accuracy and completeness of any and all information provided by Client. If applicable to the scope of work, Client shall arrange for Consultant to enter upon public and private property and obtain all necessary approvals required from all governmental authorities having jurisdiction over the Project. Client shall provide reasonable notice to Consultant whenever Client becomes aware of any development that affects the scope or timing of Consultant's services.

Client shall notify the Consultant of any deficiency in the Consultant's services of which the Client becomes aware, so that Consultant may take measures to minimize the consequences of such deficiency. Client's failure to notify the Consultant shall relieve the Consultant of any liability for costs to remedy the deficiency above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

4. **Construction Phase Services.** If Consultant's scope of services includes the observation and monitoring of work performed by Client's other contractors, Consultant shall provide personnel to observe and monitor the work in accordance with the Standard of Care in order to ascertain that it is being performed in general conformance with the plans and specifications. Consultant shall not supervise, direct, or have control over any construction contractor's work. Consultant shall not have authority over or responsibility for construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work of the construction contractor. Consultant does not guarantee the performance of the construction contractor and does not assume responsibility for the contractor's failure to furnish and perform its work in accordance with the plans and specifications.
5. **Ownership of Documents.** All reports, drawings, specifications, data, calculations, notes, and other documents, including those in electronic form prepared by Consultant shall be the property of the Client. Any reuse or distribution to third parties without such express written permission or project-specific adaptation by Consultant will be at the Client's sole risk and without liability to Consultant or its employees, subsidiaries, and subconsultants.
6. **Opinion of Costs.** When required as a part of its scope of services, Consultant will furnish opinions or estimates of construction cost on the basis of Consultant's experience and qualifications, but Consultant does not guarantee the accuracy of such estimates. The parties recognize that Consultant has no control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices.
7. **Suspension of Services.** Client may, at any time, by written notice, suspend the services of Consultant. Upon receipt of such notice, Consultant shall take all reasonable steps to mitigate costs allocable to the suspended services. Client, however, shall pay all reasonable and necessary costs associated with such suspension including the cost of assembling documents, personnel and equipment, rescheduling or reassignment costs necessary to maintain continuity and the staff required to resume the services upon expiration of the suspension.
8. **Termination.** This Agreement may be terminated by either party upon 30 days' written to the other party. Upon such termination, Client shall pay Consultant for all services performed up to the date of termination. If Client is the terminating party, Client shall pay Consultant all reasonable cost and expenses incurred by Consultant in effecting the termination, including but not limited to non-cancellable commitments and demobilization costs, if any.
9. **Indemnification.** Consultant shall indemnify and hold harmless Client from and against those damages and costs (including reasonable attorneys' fees) that Client incurs as a result of third party claims for personal injury or property damage to the extent caused by the negligent acts, errors or omissions of Consultant.



**EXHIBIT A**  
**GENERAL TERMS AND CONDITIONS**  
**PROFESSIONAL SERVICES**

Only to extent permitted by law, Client shall indemnify and hold harmless Consultant from and against those damages and costs (including reasonable attorneys' fees) that Consultant incurs as a result of third party claims for personal injury or property damage to the extent caused by the negligent acts, errors or omissions of Client.

10. **Legal Proceedings.** In the event Consultant or its employees are required by Client to provide testimony, answer interrogatories, produce documents or otherwise provide information in relation to any litigation, arbitration, proceeding or other inquiry arising out of Consultant's services, where Consultant is not a party to such proceeding, Client will compensate Consultant for its services and reimburse Consultant for all related direct costs incurred in connection with providing such testimony or information.
11. **Successors and Assigns.** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided however, that neither party shall assign this Agreement in whole or in part without the prior written consent of the other party.
12. **Insurance.** Consultant agrees to maintain the following insurance coverage with the following limits of insurance during the performance of Consultant's work hereunder:
  - (a) Commercial General Liability insurance with standard ISO coverage and available limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate;
  - (b) Automobile Liability insurance with standard ISO coverage and available combined single limits of \$1,000,000 per accident;
  - (c) Worker's Compensation insurance with limits as required by statute and Employer's Liability insurance with limits of \$1,000,000 per employee for bodily injury by accident/\$1,000,000 per employee for bodily injury by disease/\$1,000,000 policy limit for disease; and
  - (d) Professional Liability insurance covering the Consultant's negligent acts, errors, or omissions in the performance of professional services with available limits of \$1,000,000 per claim and annual aggregate.

Consultant shall provide a certificate of insurance evidencing such insurance coverage to Client prior to the start of Consultant's work and annually upon renewal of coverage. Consultant shall cause Client to be named as an additional insured on Consultant's commercial general liability and auto liability policies, which shall be primary and noncontributory.

13. **Payment.** Only to the extent permitted by law, unless agreed to otherwise, Consultant shall submit monthly invoices to the Client. Payment in full shall be due upon receipt of the invoice. Payment of any invoices by the Client shall be taken to mean that the Client is satisfied with the Consultant's services to the date of the payment and is not aware of any deficiencies in those services. If payments are delinquent after 45 days from invoice date, the Client agrees to pay interest on the unpaid balance at the rate of one percent (1%) per month. If the Client fails to make payments when due; then Consultant, after giving seven (7) days written notice to the Client, may suspend services until the Client has paid in full all amounts due for services, expenses, and other related charges without recourse to the Client for loss or damage caused by such suspension. Payment for Consultant's services is not contingent on any factor, except the Consultant's ability to provide services in a manner consistent with the Standard of Care. If the Client contests an invoice, the Client may withhold only that portion so contested and shall pay the undisputed portion.
14. **Force Majeure.** Neither Client nor Consultant shall be liable for the failure to perform (except Client's obligation to make payment when due) caused by any contingency beyond their reasonable control, including but not limited to, acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
15. **Compliance with Laws.** To the extent applicable to Consultant's services, Consultant shall exercise due professional care to comply with all applicable laws, including ordinances of any political subdivisions or governing agencies.
16. **Invalid Terms.** If any provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall be valid and binding as if the unenforceable provisions were never included in the Agreement.
17. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state where the services are performed.

**EXHIBIT A**  
**GENERAL TERMS AND CONDITIONS**  
**PROFESSIONAL SERVICES**

18. **Dispute Resolution.** All disputes, controversies or claims, of whatever kind or character, between the Parties, their agents and/or principals, arising out of or in connection with the subject matter of this Agreement shall be litigated in the appropriate state court in Rankin County, Mississippi.
19. **Additional Services.** Consultant shall be entitled to an equitable adjustment to its fee and schedule for additional services resulting from significant changes in the general scope, extent or character of the Project or its design including, but not limited to, changes in size, complexity, Client's schedule, construction schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or other documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to the preparation of such studies, reports or documents, or are due to any other causes beyond Consultant's control.
20. **Amendment.** This Agreement may only be amended in writing and where such amendment is executed by a duly authorized representatives of each party.
21. **Entire Understanding of Agreement.** This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and Consultant hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of this Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.
22. **Survival of Provisions.** The provisions of this Agreement shall continue to be binding upon the parties hereto notwithstanding termination of this Agreement for any reason.
23. **Nonwaiver.** No waiver by a party of any provision of this Agreement shall be deemed to have been made unless in writing and signed by such party.
24. **Identity of Project Owner.** Within ten (10) days of the entry of this Agreement, Client, if Client is not the Project Owner, shall provide to Consultant the Project Owner's full legal name; Project Owner's physical address; Project Owner's mailing address; and the name, physical address and mailing address of the Client's point of contact with the Owner for the Project.
25. **Conflicting Terms.** If there are multiple agreements with varying or conflicting terms and conditions between Client and Consultant, the terms and conditions contained in this Agreement shall supersede and have precedence over any other conflicting terms and conditions contained in any other written or oral agreement.
26. Consultant acknowledges the Client is a governmental entity of the State of Mississippi and as such is entitled to certain privileges, immunities, protections, defenses, and limitations as provided by 11-46-1 et. seq. (The Mississippi Tort Claim Act) and otherwise and that the Client reserves and asserts the same herein, the provisions of this agreement notwithstanding.

[The remainder of this page intentionally left blank]

## EXHIBIT B

### NEEL-SCHAFFER, INC. 2024 RATE SCHEDULE FOR PROFESSIONAL SERVICES

| EMPLOYEE<br>CLASSIFICATION | POSITION                                                | HOURLY RATE |
|----------------------------|---------------------------------------------------------|-------------|
| P-8, P-9                   | Officer, Senior Engineer Manager or Survey Manager      | \$275.00    |
| P-7                        | Engineer Manager/Professional IV                        | \$245.00    |
| P-6                        | Senior Project Manager/Professional III                 | \$215.00    |
| P-5                        | Project Manager/Professional II                         | \$170.00    |
| P-4                        | Professional I                                          | \$140.00    |
| P-1, P-2, P-3              | Professional Intern                                     | \$125.00    |
| T-6                        | Senior Certified Engineering Technician                 | \$160.00    |
| T-5                        | Certified Engineering Technician/Supervisory Technician | \$150.00    |
| T-4                        | Technician IV/ Inspector IV/ Surveyor IV                | \$115.00    |
| T-3                        | Technician III/Inspector III//Survey Crew Chief         | \$110.00    |
| T-2                        | Technician II/Inspector II/Survey Instrument Person     | \$90.00     |
| T-1                        | Technician I/Inspector I/Survey Assistant               | \$80.00     |
| T-1                        | Student Intern                                          | \$45.00     |
| A-4                        | Senior Administrative                                   | \$95.00     |
| A-3                        | Senior Clerical                                         | \$90.00     |
| A-2                        | Clerical                                                | \$70.00     |
| A-1                        | Assistant Clerical                                      | \$60.00     |
|                            | Three-Member Survey Party                               | \$215.00    |
|                            | Two-Member Survey Party                                 | \$170.00    |
|                            | One-Member Survey Party                                 | \$130.00    |

“Professional” positions include engineer, architect, geologist, scientist, landscape architect, and planner.

“Technician” positions include engineering, soil, architecture, planning, GIS and information technology.

| REIMBURSABLE EXPENSE SCHEDULE |             |
|-------------------------------|-------------|
| EXPENSE                       | COST        |
| Vehicle Mileage               | \$0.67/mile |
| Traffic Counter/Video Monitor | \$10.00/day |

All other expenses, including contract reproduction/printing, travel and subsistence, parking, communications, equipment rental, postage and overnight mail, and supplies will be reimbursed at actual cost.  
Use State or Federal Rates for mileage, travel and subsistence where necessary and/or required.

The hourly rates as shown on this rate schedule shall be subject to equitable adjustment on an annual basis due to increased costs and the rate of inflation.



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: BUTCH LEE  
DATE: 08/09/2024  
**SUBJECT: CONTRACT - NORTH AMERICAN MIDWAY**

---

Consideration to approve a contract with North American Midway Entertaining - Astro Amusement, LLC to furnish amusement rides and concessions during the 2025 Brandon Days to be held on May 1-4, 2025, dates inclusive.

**ATTACHMENTS:**

---

1. Brandon 2025



# NORTH AMERICAN MIDWAY ENTERTAINMENT – ASTRO AMUSEMENT, LLC.

A DIVISION OF NORTH AMERICAN MIDWAY ENTERTAINMENT, LLC.

AGREEMENT FOR 2025

This agreement made and entered into this 12<sup>th</sup> day of August, 2024, by and between **NORTH AMERICAN MIDWAY ENTERTAINMENT – ASTRO AMUSEMENT, LLC.** of Farmland, Indiana, Party of the First Part and **CITY OF BRANDON** of Brandon, Mississippi, Party of the Second Part; **WITNESSETH:**

The Party of the First Part, North American Midway Entertainment – Astro Amusement, LLC., hereby agrees to furnish the Party of the Second Part Midway attractions, consisting of amusement rides and concessions during the 2025 Brandon Days to be held at Brandon, Mississippi, from **May 1 - 4, 2025**, dates inclusive.

**RIDES:** 19 Adult and Childrens  
**CONCESSIONS:** Games, Confections and/or Direct Sales.

It is understood and agreed between both Parties that “CONFECTIONS” consist of popcorn, caramel corn, cotton candy, candy apples, snow cones and drinks. “DIRECT SALES” include but are not limited to lemon shakes, drinks, fudge candy, snow cones, waffles, elephant ears, French fries, doughnuts, pizza, sausage, dog on a stick, foot long hot dogs, hamburgers and other food of every description. The number and types of GAMES, CONFECTIONS and/ or DIRECT SALES that First Party will furnish is to be determined by First Party and approved by Second Party.

The Party of the Second Part hereby grants the Party of the First Part the exclusive privilege for all rides, inflatable amusements and shows of every description as noted above with the following exceptions: No Exceptions.

The Party of the First Part agrees to pay the Party of the Second Part the sum of Twenty Percent (20%) of the total gross receipts of rides. The Party of the First Part shall settle with the Party of the Second Part at the close of each business day. Each payment by the Party of the First Part to the Party of the Second Part shall include a daily settlement sheet that will include the total of ride ticket sales by date, the calculated amount due and shall include a certification by the Party of the First Part that the amount reflected in each settlement sheet is a true and correct report of all sums then due and owing by the Party of the First Part.

The Party of the First Part shall be responsible for the payment of all taxes applicable to the activities of the Party of the First Part, including midway attractions including amusement rides and concessions.

The Party of the First Part shall obtain and maintain, from the first date of the event through completion of the engagement, commercial general liability insurance (including a contractual liability endorsement) with (i) per occurrence limits of not less than Five Million US Dollars (US\$5,000,000) with respect to bodily injury or death to any number or persons, in any one accident or occurrence and with respect to property damage in any one accident or occurrence and (ii) an aggregate limit of not less than Five Million US Dollars (US\$5,000,000), and (iii) business automobile liability insurance covering all owned, non-owned and hired vehicles in the protection of the Party of the First Part with coverage in the minimum combined bodily injury and property damage liability limits of Five Million US Dollars (US\$5,000,00) per occurrence. The Party of the First Part shall further keep and maintain in full force and effect Worker’s Compensation insurance, including Employers’ Liability with limits of not less than One Million US Dollars (US\$1,000,000) each accident, One Million US Dollars (US\$1,000,000) each person for disease, or as otherwise required by Mississippi Law. The foregoing liability insurance policies shall add the Party of the Second Part as additional insured as respects to the operations of the Party of the First Part. Certificates of Insurance evidencing the same will be furnished to the Party of the Second Part prior to the commencement of operations by the Party of the First Part. All policies are to contain a Waiver of Subrogation in favor of the Party of the Second Part. The insurance for the Party of the First Part shall be primary and non-contributory as the Party of the Second Part.

The Party of the Second Part agrees to furnish satisfactory locations for all attractions and related transportation equipment furnished by First Party at Brandon Amphitheater, 8190 Rock Way, Brandon, MS 39042 and to assume the expense and responsibility of furnishing water, police protection and security, lavatory facilities, trash receptacles and necessary licenses and permits for the operation of the event. Further, it is agreed The Party of the Second is responsible for the cleanliness of the premises occupied by First Party during and at the close of the event.

Advertising to be furnished as follows: The Party of the Second Part agrees to assume the expense and responsibility of furnishing and distributing all publicity (newspaper, radio, television and poster advertising).

The failure of any Party hereto to comply with the terms and conditions hereof because of a Force Majeure Occurrence, as hereafter defined, shall not be deemed a breach of this Agreement. Force Majeure Occurrence shall be defined to include, without limitation, Act of God, strike, labor disputes, war, fire, earthquake, acts of public enemies, acts of terrorism, epidemic, pandemic, action of Federal, State or Local governmental authorities or an event or reason beyond reasonable control of a Party that makes execution of the Agreement impossible or impracticable. Each Party shall be relieved of its obligations hereunder with respect to the performance so prevented by a Force Majeure Occurrence, unless and until the Force Majeure Occurrence ends or is reasonably resolved.

To the fullest extent permitted by law, the Party of the First Part expressly agrees to indemnify, defend and hold harmless the Party of the Second Part and its elected officials, officers, directors, employees and agents from and against any and all claims, citations, penalties or other loss arising out of any violation of any law, rule, regulation or order, and from any and all claims or liabilities, including reasonable attorneys' fees, for loss, damage or injury to persons or property of whatever kind or nature arising from the acts or omissions of the Party of the First Part, its parents, partners, affiliates, subsidiaries, successors or assigns and each of their respective agents, employees, workers, representatives, vendors and contractors.

The Party of the Second Part agrees to not sponsor or contract any other amusements or similar entertainment thirty days prior to the closing date of this engagement without the written consent of the Party of the First Part. Further, if any similar entertainment is allowed to exhibit within the City of Brandon at Brandon Amphitheater prior to the closing date of this agreement, First Party reserves the right to declare this agreement null and void.

It is expressly understood that there are no verbal agreements or understandings not covered by this agreement; any change or amendment to this agreement must be made in writing, and this agreement must be signed or approved and verified by Thomas Thebault.

The provisions of this Agreement notwithstanding, the Party of the First Part acknowledges that the Party of the Second Part is a governmental entity of the State of Mississippi and has certain rights, and is entitled to certain protections, defenses, limitations (including limitations of liability), privileges and immunities as provided by MCA Section 11-46-1 *et seq.* (1972, as amended) ("the **Mississippi Tort Claims Act**") and as otherwise provided by Mississippi Law by virtue of its status as a public entity and that Licensor reserves, asserts and maintains all such rights, protections, defenses, limitations (including limitations of liability), privileges and immunities in all respects.

The Parties acknowledge and agree that this Agreement shall be interpreted in accordance with Mississippi Law and that the exclusive venue for any dispute arising hereunder shall be in the appropriate state court in Rankin County, Mississippi.

It is expressly understood that Thomas Thebault is an authorized agent to sign this agreement for North American Midway Entertainment, LLC. and its subsidiaries.

**IN WITNESS WHEREOF**, the Parties hereunto have set their hands the day and year first above written.

**WITNESS:**

**NORTH AMERICAN MIDWAY ENTERTAINMENT –  
ASTRO AMUSEMENT, LLC**  
Thomas M Thebault, President

---

Party of the First Part

**CITY OF BRANDON MISSISSIPPI**

---

Party of the Second Part



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: BUTCH LEE  
DATE: 08/15/2024  
**SUBJECT: AMPHITHEATER - LIGHT TOWERS**

---

Consideration to approve the lowest and best quote to Puckett Rents for two (2) Wacker LLT6 Light Towers to use at the Amphitheater in the amount of \$24,228.00.

**ATTACHMENTS:**

---

1. LIGHT QUOTES



ORIGINAL COPY  
SALES QUOTE

Biloxi (228) 392-2211  
Hattiesburg (601) 264-1111  
Jackson (601) 939-5151  
Meridian (601) 703-0116  
Madison (601) 859-5131

Puckett Rents  
Post Office Box 321033  
Flowood, Mississippi 39232

CUSTOMER

CITY OF BRANDON  
P O BOX 1539  
BRANDON, MS 39043

20

SHIP TO

Job Site:

CITY OF BRANDON  
P O BOX 1539  
BRANDON, MS 39043

20

C#: 601-825-5021 J#: 601-825-5021

| INVOICE NUMBER | INVOICE DATE | CUSTOMER NO. | CUSTOMER PURCHASE ORDER NUMBER | STORE | DIV          | SALESMAN | TERMS | PAGE             |
|----------------|--------------|--------------|--------------------------------|-------|--------------|----------|-------|------------------|
| 1039884-0000   | 8/13/24      | 8168550      |                                | 010   | R            | 46       |       | 1                |
| PSO/WO NO.     | DOC. DATE    | PC           | LC                             | MC    | JOB LOCATION |          |       | INVOICE SEQ. NO. |
|                |              |              |                                |       |              |          |       |                  |

| Qty  | Item number                   | Unit | Price     | Amount   |
|------|-------------------------------|------|-----------|----------|
| 2.00 | WAKER LLT6 BASE UNIT 240V STD | EA   | 11889.000 | 23778.00 |
|      | *WAKER LLT6                   |      |           |          |
| 1.00 | IN OR OUT FREIGHT             | EA   | 450.000   | 450.00   |
|      | FREIGHTRESALE                 |      |           |          |

DELIVERY CHARGE

Sub-total: 24228.00  
Total: 24228.00

TERMS:

NET CASH ON RECEIPT OF INVOICE 1 1/2% PER MONTH SERVICE CHARGE ON BALANCE NOT PAID DURING THE MONTH FOLLOWING DATE OF INVOICE (ANNUAL PERCENTAGE RATE IS 18%).

It is understood as agreed that title to and rights of possession of above item(s) shall remain vested in the seller until any indebtedness and all sums due or to become due from the purchaser whether evidenced by note, book account, judgement or otherwise, shall have been fully paid to seller at which time ownership shall pass to purchaser.

If a trade allowance for equipment is indicated, customer warrants by his acceptance of dollar amounts on this invoice that he has title to the equipment for which he has been allowed credit, free and clear of liens, security interests or other encumbrances.

MISSISSIPPI LICENSE NO. 1949 (SENATE BILL 2028, LAW OF 1962)

PMEQPSL

| ORDERED BY     | USER      |
|----------------|-----------|
| RANDALL AMASON | XUPD44ABP |



visit our website at  
[www.puckettmachinery.com](http://www.puckettmachinery.com)

SEE GENERAL TERMS & CONDITIONS ON BACK.





## QUOTATION CONFIRMATION

Acme Equipment  
3401 GATEWAY DR  
GRAND FORKS, ND 58203-0815  
USA  
Phone: (701) 335-5022  
Fax: (701) 746-2880

**Quote Number**  
20932700

**Date**  
4/12/24

**Page**  
1

**Customer:** #797886  
City Of Brandon  
1000 MUNICIPAL DR  
BRANDON, MS 39042-2972  
USA

**Ship To:** Brandon Amphitheater  
8190 Rock Way  
BRANDON, MS 39042  
USA

**Entered:** 4/12/24      **Bid/Promo:** : Wacker Light Tower  
**Expiration:** 4/27/24      **Entered by:** Jeremy Anderson  
                                         **Phone/Email:** 701-746-2854 / janderson@acmetools.com

| Item                         | Description                                        | Quantity | UOM | Quote Price     | Extend. Price |
|------------------------------|----------------------------------------------------|----------|-----|-----------------|---------------|
| 5100067767                   | WACKER NEUSON LTT6L<br>LIGHT TOWER W/ COLD WEATHER | 2        | EA  | 11,495.00       | 22,990.00     |
| Customer is sales tax Exempt |                                                    |          |     |                 |               |
|                              |                                                    |          |     | Material Total: | 22,990.00     |
|                              |                                                    |          |     | Freight:        | 2,300.00      |
|                              |                                                    |          |     | Total Quote:    | 25,290.00     |

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: MARY ANN HESS  
DATE: 08/16/2024  
**SUBJECT: ROW TREE REMOVAL (PROJECT #3) PROPOSAL**

---

Consideration to accept the best professional services proposal for ROW Tree Removal (Project #3) to Specialty Tree Service, as selected by the Tree Evaluation Committee (consisting of Sharon Womack, Jarrad Craine, and David Farris) at various areas in the City

**ATTACHMENTS:**

---

1. ROW TREES EVALUATION FORMS

**REQUEST FOR PROPOSAL  
EVALUATION FORM  
RIGHT OF WAY TREE CLEARING (PROJECT #3)**

Contractor Name: Speciality Tree Service  
Date Submitted 8/15/2024  
Available Start Date 9/9/2024  
Responsible Party Signature Gabe Walters  
Contact Telephone Number 601-405-5857

\*\*\*\*\*

|                                                                                                                       | <u>Low</u> |   |   |   |   |   |   |   |   |    | <u>High</u> | <u>SCORE</u> |
|-----------------------------------------------------------------------------------------------------------------------|------------|---|---|---|---|---|---|---|---|----|-------------|--------------|
| Amount of Work Experience                                                                                             | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>9</u>     |
| Amount of City Specific Experience                                                                                    | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>9</u>     |
| Certificate of a \$1 million liability insurance designating the City of Brandon as an additional insured is attached | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |
| Proof of coverage of workers compensation policy for their employees is attached                                      | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>9</u>     |
| History of Job Site Cleanliness                                                                                       | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| History of adhering to City's Safety Guidelines                                                                       | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| Ability to start/finish in allocated time                                                                             | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |

OUT OF A POSSIBLE 70 POINTS

Jawad Chasie

63

**REQUEST FOR PROPOSAL  
EVALUATION FORM  
RIGHT OF WAY TREE CLEARING (PROJECT #3)**

Contractor Name: Davis Thornton D.A.T.'s Tree Work

Date Submitted August 15, 2024

Available Start Date September 16, 2024

Responsible Party Signature Davis Thornton

Contact Telephone Number 601-906-4450

\*\*\*\*\*

|                                                                                                                       | <u>Low</u> |   |   |   |   |   |   |   |   |    | <u>High</u> | <u>SCORE</u> |
|-----------------------------------------------------------------------------------------------------------------------|------------|---|---|---|---|---|---|---|---|----|-------------|--------------|
| Amount of Work Experience                                                                                             | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>7</u>     |
| Amount of City Specific Experience                                                                                    | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>5</u>     |
| Certificate of a \$1 million liability insurance designating the City of Brandon as an additional insured is attached | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| Proof of coverage of workers compensation policy for their employees is attached                                      | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>9</u>     |
| History of Job Site Cleanliness                                                                                       | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>7</u>     |
| History of adhering to City's Safety Guidelines                                                                       | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>7</u>     |
| Ability to start/finish in allocated time                                                                             | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |

OUT OF A POSSIBLE 70 POINTS

Janod Crasie

51

**REQUEST FOR PROPOSAL  
EVALUATION FORM  
RIGHT OF WAY TREE CLEARING (PROJECT #3)**

Contractor Name: SPECIALTY TREE SERVICE

Date Submitted 8/15/2024

Available Start Date 9/9/2024

Responsible Party Signature GABE WALTERS

Contact Telephone Number 601-405-5857

\*\*\*\*\*

|                                                                                                                       | <u>Low</u> |   |   |   |   |   |   |   |   |    | <u>High</u> | <u>SCORE</u> |
|-----------------------------------------------------------------------------------------------------------------------|------------|---|---|---|---|---|---|---|---|----|-------------|--------------|
| Amount of Work Experience                                                                                             | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| Amount of City Specific Experience                                                                                    | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| Certificate of a \$1 million liability insurance designating the City of Brandon as an additional insured is attached | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |
| Proof of coverage of workers compensation policy for their employees is attached                                      | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |
| History of Job Site Cleanliness                                                                                       | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| History of adhering to City's Safety Guidelines                                                                       | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| Ability to start/finish in allocated time                                                                             | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |

OUT OF A POSSIBLE 70 POINTS

62



**REQUEST FOR PROPOSAL  
EVALUATION FORM  
RIGHT OF WAY TREE CLEARING (PROJECT #3)**

Contractor Name: DAVE THORNTON D.A.T.'S TREE WORK

Date Submitted 8/15/2024

Available Start Date 9/16/2024

Responsible Party Signature DAVE THORNTON

Contact Telephone Number 601-906-4450

\*\*\*\*\*

|                                                                                                                       | <u>Low</u> |   |   |   |   |   |   |   |   |    | <u>High</u> | <u>SCORE</u> |
|-----------------------------------------------------------------------------------------------------------------------|------------|---|---|---|---|---|---|---|---|----|-------------|--------------|
| Amount of Work Experience                                                                                             | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>6</u>     |
| Amount of City Specific Experience                                                                                    | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>6</u>     |
| Certificate of a \$1 million liability insurance designating the City of Brandon as an additional insured is attached | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |
| Proof of coverage of workers compensation policy for their employees is attached                                      | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |
| History of Job Site Cleanliness                                                                                       | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| History of adhering to City's Safety Guidelines                                                                       | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| Ability to start/finish in allocated time                                                                             | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |

OUT OF A POSSIBLE 70 POINTS

58





**REQUEST FOR PROPOSAL  
EVALUATION FORM  
RIGHT OF WAY TREE CLEARING (PROJECT #3)**

Contractor Name: Davis Thornton D.A.T.'s Tree Work  
Date Submitted August 15, 2024  
Available Start Date September 16, 2024  
Responsible Party Signature Davis Thornton  
Contact Telephone Number 601-906-4450

\*\*\*\*\*

|                                                                                                                       | <u>Low</u> |   |   |   |   |   |   |   |   |    | <u>High</u> | <u>SCORE</u> |
|-----------------------------------------------------------------------------------------------------------------------|------------|---|---|---|---|---|---|---|---|----|-------------|--------------|
| Amount of Work Experience                                                                                             | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>6</u>     |
| Amount of City Specific Experience                                                                                    | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>6</u>     |
| Certificate of a \$1 million liability insurance designating the City of Brandon as an additional insured is attached | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |
| Proof of coverage of workers compensation policy for their employees is attached                                      | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |
| History of Job Site Cleanliness                                                                                       | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| History of adhering to City's Safety Guidelines                                                                       | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| Ability to start/finish in allocated time                                                                             | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |

OUT OF A POSSIBLE 70 POINTS

Swornack

58

**REQUEST FOR PROPOSAL  
EVALUATION FORM  
RIGHT OF WAY TREE CLEARING (PROJECT #3)**

Contractor Name: Specialty Tree Service  
Date Submitted: August 15, 2024  
Available Start Date: September 9, 2024  
Responsible Party Signature: Gabe Walters  
Contact Telephone Number: 601-405-5857

\*\*\*\*\*

|                                                                                                                       | <u>Low</u> |   |   |   |   |   |   |   |   |    | <u>High</u> | <u>SCORE</u> |
|-----------------------------------------------------------------------------------------------------------------------|------------|---|---|---|---|---|---|---|---|----|-------------|--------------|
| Amount of Work Experience                                                                                             | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| Amount of City Specific Experience                                                                                    | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| Certificate of a \$1 million liability insurance designating the City of Brandon as an additional insured is attached | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |
| Proof of coverage of workers compensation policy for their employees is attached                                      | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |
| History of Job Site Cleanliness                                                                                       | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| History of adhering to City's Safety Guidelines                                                                       | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>8</u>     |
| Ability to start/finish in allocated time                                                                             | 1          | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |             | <u>10</u>    |

OUT OF A POSSIBLE 70 POINTS

Swofford

62





---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: BUTCH LEE  
DATE: 08/15/2024  
**SUBJECT: ADVERTISEMENT - BRANDON HIGH SCHOOL**

---

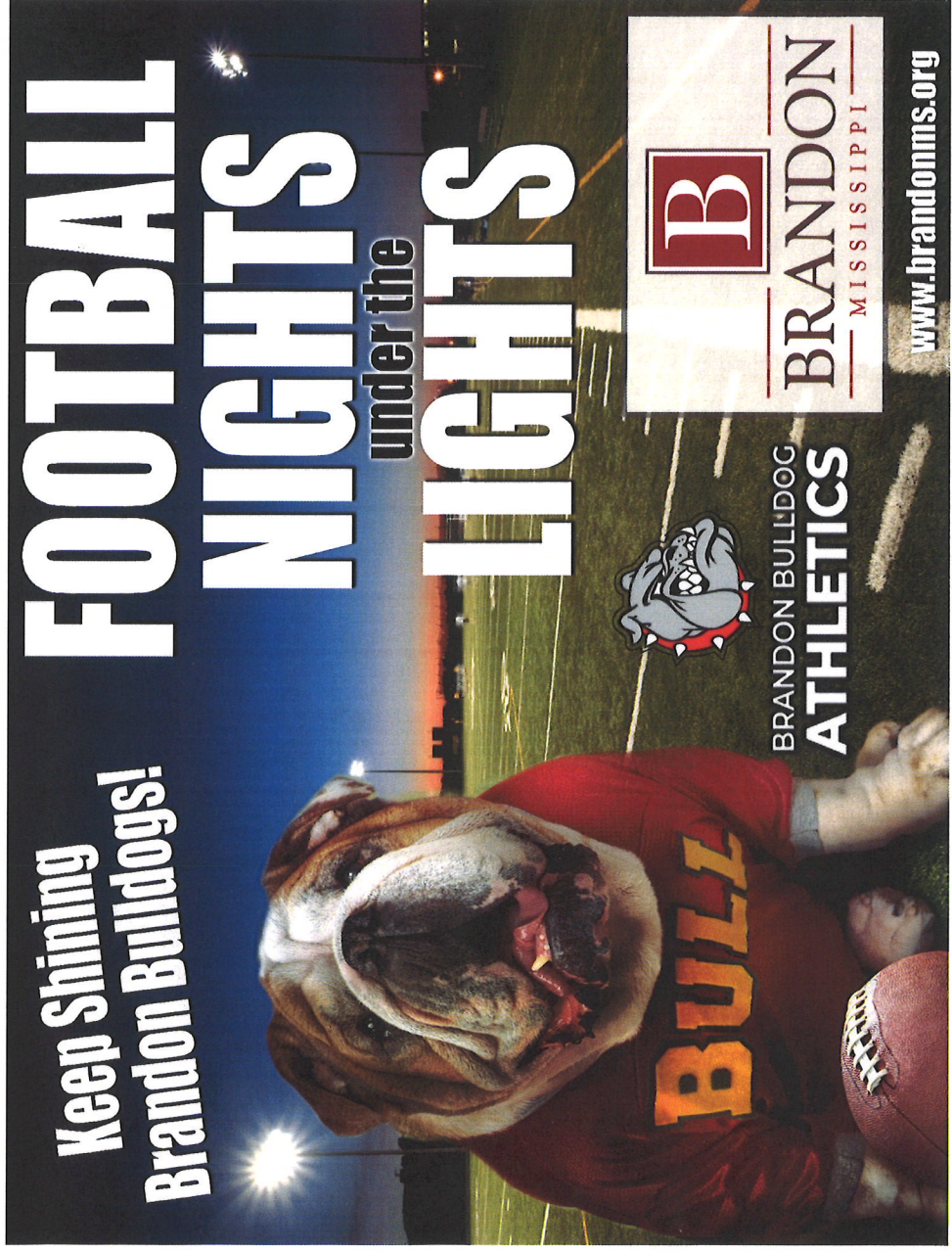
Consideration to approve a 4x5 advertisement for Brandon High School in the amount of \$230.00.

**ATTACHMENTS:**

---

1. Brandon High School Ad

4x5 230<sup>00</sup>



Keep Shining  
Brandon Bulldogs!

# FOOTBALL NIGHTS under the LIGHTS



BRANDON BULLDOG  
ATHLETICS



BRANDON  
MISSISSIPPI

[www.brandonms.org](http://www.brandonms.org)



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: GEORGINNA KEENUM  
DATE: 08/06/2024  
**SUBJECT: PERMISSION TO TRAVEL: 2024 SMALL TOWN CONFERENCE**

---

Consideration to grant permission to the Mayor to travel to Vicksburg, MS to attend the 2024 Small Town Conference October 9-10 and authorize payment of all related travel expenses.

**ATTACHMENTS:**

---

None



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: BUTCH LEE  
DATE: 08/13/2024  
**SUBJECT: AGREEMENT - WAGGONER ENGINEERING**

---

Consideration to discuss further "Task Order #2", an agreement with Waggoner Engineering concerning the city-side storm water assessment in the amount of \$658,000.00.

**ATTACHMENTS:**

---

None



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: MARY ANN HESS  
DATE: 08/13/2024  
**SUBJECT: ADOPT BUDGET FY 2025**

---

Consideration to adopt the FY 2024-2025 Taxing and Spending Plan and authorize publication of the same.

**ATTACHMENTS:**

---

1. Budget for publication FY 2025

**CITY OF BRANDON  
GENERAL FUND  
FY 2025**

**PROPOSED  
BUDGET**

PROJECTED CASH BALANCES AT 10/01/24:

|                                            |                  |
|--------------------------------------------|------------------|
| Unassigned fund balance                    | 6,186,165        |
| Restricted/committed/assigned fund balance | <u>2,918,792</u> |
|                                            | 9,104,957        |

REVENUES

|                       |                   |
|-----------------------|-------------------|
| Taxes                 | 5,890,855         |
| Licenses & Permits    | 1,251,637         |
| State Shared Revenues | 10,720,884        |
| Grants                | 2,182,178         |
| County Shared Revenue | 987,600           |
| Charges for Services  | 128,900           |
| Court Fines & Fees    | 318,978           |
| Miscellaneous         | 400,600           |
| Transfers             | (786,471)         |
| Non-Revenue Receipts  | <u>9,800</u>      |
| Total Revenue         | <u>21,104,961</u> |

|                        |                          |
|------------------------|--------------------------|
| TOTAL FROM ALL SOURCES | <u><u>30,209,918</u></u> |
|------------------------|--------------------------|

EXPENDITURES

CITY COURT

|                      |          |
|----------------------|----------|
| Personnel Costs      | 292,565  |
| Supplies             | 6,800    |
| Charges for Services | 16,558   |
| Capital Expenditures | <u>0</u> |
| TOTAL CITY COURT     | 315,923  |

ELECTIONS

|                      |              |
|----------------------|--------------|
| Personnel Costs      | 0            |
| Supplies             | 1,500        |
| Charges for Services | 21,700       |
| Capital Expenditures | <u>1,500</u> |
| TOTAL ELECTIONS      | 24,700       |

**EXECUTIVE / ADMINISTRATIVE**

|                                  |         |
|----------------------------------|---------|
| Personnel Costs                  | 592,000 |
| Supplies                         | 5,080   |
| Charges for Services             | 206,939 |
| Capital Expenditures             | 5,200   |
| Debt Service                     | 0       |
| TOTAL EXECUTIVE / ADMINISTRATIVE | 809,219 |

**GENERAL GOVERNMENT**

|                          |           |
|--------------------------|-----------|
| Personnel Costs          | 963,743   |
| Supplies                 | 23,925    |
| Charges for Services     | 759,631   |
| Capital Expenditures     | 710,795   |
| Debt Service             | 0         |
| TOTAL GENERAL GOVERNMENT | 2,458,094 |

**POLICE DEPARTMENT**

|                         |           |
|-------------------------|-----------|
| Personnel Costs         | 4,305,320 |
| Supplies                | 410,286   |
| Charges for Services    | 438,909   |
| Capital Expenditures    | 120,000   |
| Debt Service            | 0         |
| TOTAL POLICE DEPARTMENT | 5,274,515 |

**FIRE DEPARTMENT**

|                       |           |
|-----------------------|-----------|
| Personnel Costs       | 5,285,365 |
| Supplies              | 169,813   |
| Charges for Services  | 506,517   |
| Capital Expenditures  | 789,613   |
| Debt Service          | 0         |
| TOTAL FIRE DEPARTMENT | 6,751,308 |

**COMMUNITY DEVELOPMENT**

|                             |         |
|-----------------------------|---------|
| Personnel Costs             | 697,776 |
| Supplies                    | 13,550  |
| Charges for Services        | 130,379 |
| Capital Expenditures        | 5,829   |
| Debt Service                | 0       |
| TOTAL COMMUNITY DEVELOPMENT | 847,534 |

**STREET DEPARTMENT**

|                         |                  |
|-------------------------|------------------|
| Personnel Costs         | 264,100          |
| Supplies                | 106,170          |
| Charges for Services    | 2,492,320        |
| Capital Expenditures    | 3,523,951        |
| Debt Service            | 0                |
| TOTAL STREET DEPARTMENT | <u>6,386,541</u> |

**CONF CENTER RENTAL**

|                          |                |
|--------------------------|----------------|
| Personnel Costs          | 136,628        |
| Supplies                 | 11,250         |
| Charges for Services     | 282,546        |
| Capital Expenditures     | 1,700          |
| Debt Service             | 0              |
| TOTAL CONF CENTER RENTAL | <u>432,124</u> |

**PARK DEPARTMENT (INCLUDES SENIOR SERVICES)**

|                       |                  |
|-----------------------|------------------|
| Personnel Costs       | 973,370          |
| Supplies              | 205,175          |
| Charges for Services  | 1,011,025        |
| Capital Expenditures  | 538,000          |
| Debt Service          | 0                |
| TOTAL PARK DEPARTMENT | <u>2,727,570</u> |

**CEMETERY MAINTENANCE**

|                            |                |
|----------------------------|----------------|
| Supplies                   | 0              |
| Charges for Services       | 146,000        |
| Capital Expenditures       | 0              |
| TOTAL CEMETERY MAINTENANCE | <u>146,000</u> |

**LIBRARY**

|                      |                |
|----------------------|----------------|
| Contributions        | 0              |
| Supplies             | 4,650          |
| Charges for Services | 156,517        |
| Capital Expenditures | 335,000        |
| TOTAL LIBRARY        | <u>496,167</u> |

|                    |                   |
|--------------------|-------------------|
| TOTAL EXPENDITURES | <u>26,669,693</u> |
|--------------------|-------------------|

|                                            |                         |
|--------------------------------------------|-------------------------|
| Projected ending cash balances at 09/30/25 | <u><u>3,540,224</u></u> |
|--------------------------------------------|-------------------------|



**CITY OF BRANDON  
DRUG SEIZURE FUND  
FY 2025**

**PROPOSED  
BUDGET**

Projected Cash Balance 10/01/24 1,307,977

**REVENUES**

Forfeitures 0  
Interest Earnings 9,303

TOTAL REVENUE 9,303

TOTAL FROM ALL SOURCES 1,317,280

**EXPENDITURES**

Supplies 18,228  
Charges for Services 4,000  
Capital Expenditures 664,080  
Debt Service 0  
TOTAL EXPENDITURES 686,308

Projected Ending Cash Balance 09/30/25 630,972

**CITY OF BRANDON  
AMPHITHEATHER  
FY 2025**

**PROPOSED  
BUDGET**

Projected Cash Balance 10/01/24 1,117,180

**REVENUES**

Charges for Services 7,226,111  
Miscellaneous 208,651  
Transfers 0  
Non-Revenue Receipts 0

TOTAL REVENUE 7,434,762

TOTAL FROM ALL SOURCES 8,551,942

|                             |                |
|-----------------------------|----------------|
| EXPENDITURES                |                |
| Personnel Costs             | 331,955        |
| Supplies                    | 123,889        |
| Charges for Services        | 6,183,504      |
| Capital Expenditures        | <u>199,755</u> |
| TOTAL AMPHITHEATER EXPENSES | 6,839,103      |

|                                        |                         |
|----------------------------------------|-------------------------|
| Projected Ending Cash Balance 09/30/25 | <u><u>1,712,839</u></u> |
|----------------------------------------|-------------------------|

**CITY OF BRANDON  
SANITATION FUND  
FY 2025**

**PROPOSED  
BUDGET**

|                                 |         |
|---------------------------------|---------|
| Projected Cash Balance 10/01/24 | 148,679 |
|---------------------------------|---------|

REVENUES

|                        |                         |
|------------------------|-------------------------|
| Garbage Revenue        | 2,114,532               |
| Transfers              | 0                       |
| Interest Earnings      | <u>267</u>              |
| TOTAL REVENUE          | <u>2,114,799</u>        |
| TOTAL FROM ALL SOURCES | <u><u>2,263,478</u></u> |

EXPENDITURES

|                      |           |
|----------------------|-----------|
| Personnel Costs      | 89,578    |
| Supplies             | 100,065   |
| Charges for Services | 1,822,131 |
| Capital Expenditures | 250,000   |
| Debt Service         | <u>0</u>  |
| TOTAL EXPENDITURES   | 2,261,774 |

|                                        |                     |
|----------------------------------------|---------------------|
| Projected Ending Cash Balance 09/30/25 | <u><u>1,704</u></u> |
|----------------------------------------|---------------------|

**CITY OF BRANDON  
DEBT SERVICE FUND  
FY 2025**

**PROPOSED  
BUDGET**

|                                        |                          |
|----------------------------------------|--------------------------|
| Projected Cash Balance 10/01/24        | 5,810,774                |
| REVENUES                               |                          |
| Taxes                                  | 4,218,784                |
| Transfers In                           | 1,470,231                |
| Interest Earnings                      | <u>6,778</u>             |
| TOTAL REVENUES                         | <u>5,695,794</u>         |
| TOTAL FROM ALL SOURCES                 | <u><u>11,506,568</u></u> |
| EXPENDITURES                           |                          |
| Bonds Redeemed                         | 4,678,900                |
| Interest on Bonds                      | 1,272,842                |
| Bond Fees & Expenses                   | <u>22,000</u>            |
| TOTAL EXPENDITURES                     | <u>5,973,742</u>         |
| Projected Ending Cash Balance 09/30/25 | <u><u>5,532,826</u></u>  |

**CITY OF BRANDON  
CAPITAL IMPROVEMENTS FUND  
FY 2025**

**PROPOSED  
BUDGET**

|                                 |                             |
|---------------------------------|-----------------------------|
| Projected Cash Balance 10/01/24 | 6,819,626.00                |
| REVENUES                        |                             |
| Interest                        | 182,242.59                  |
| SB2948                          | 1,250,000.00                |
| ARPA funds                      | 1,303,948.75                |
| SECTION 592                     | 2,848,000.00                |
| HB 1353                         | 2,000,000.00                |
| HB 603                          | 1,000,000.00                |
| Transfers                       | <u>86,776.59</u>            |
| TOTAL REVENUES                  | <u>8,670,967.93</u>         |
| TOTAL FROM ALL SOURCES          | <u><u>15,490,594.00</u></u> |

|                      |                     |
|----------------------|---------------------|
| EXPENDITURES         |                     |
| Capital Expenditures | 8,522,492.00        |
| TOTAL EXPENDITURES   | <u>8,522,492.00</u> |

|                                        |                            |
|----------------------------------------|----------------------------|
| Projected Ending Cash Balance 09/30/25 | <u><u>6,968,102.00</u></u> |
|----------------------------------------|----------------------------|

**CITY OF BRANDON  
INFRASTRUCTURE ACT FUND  
FY 2025**

**PROPOSED  
BUDGET**

|                                 |           |
|---------------------------------|-----------|
| Projected Cash Balance 10/01/24 | 2,568,182 |
|---------------------------------|-----------|

|                    |           |
|--------------------|-----------|
| REVENUES           |           |
| Infrastructure Act | 2,111,446 |
| Interest           | 86,623    |
| Transfers          | <u>0</u>  |

|                |                  |
|----------------|------------------|
| TOTAL REVENUES | <u>2,198,069</u> |
|----------------|------------------|

|                        |                         |
|------------------------|-------------------------|
| TOTAL FROM ALL SOURCES | <u><u>4,766,251</u></u> |
|------------------------|-------------------------|

|                      |                  |
|----------------------|------------------|
| EXPENDITURES         |                  |
| Capital Expenditures | 100,000          |
| Debt Service         | <u>2,346,703</u> |
| TOTAL EXPENDITURES   | 2,446,703        |

|                                        |                         |
|----------------------------------------|-------------------------|
| Projected Ending Cash Balance 09/30/25 | <u><u>2,319,548</u></u> |
|----------------------------------------|-------------------------|

**CITY OF BRANDON  
ENTERPRISE FUND  
FY 2025**

**PROPOSED  
BUDGET**

PROJECTED CASH BALANCES AT 10/01/24:

|                                            |                |
|--------------------------------------------|----------------|
| Unassigned fund balance                    | 2,288,700      |
| Restricted/committed/assigned fund balance | <u>524,115</u> |
|                                            | 2,812,815      |

REVENUES

|                             |                |
|-----------------------------|----------------|
| Water Sales                 | 1,934,327      |
| Sewer Charges               | 2,768,628      |
| Sewer Charges - West Rankin | 4,579,795      |
| West Rankin Tap Fees        | 9,000          |
| Base Rate                   | 3,189,536      |
| Taps                        | 61,064         |
| Reconnect Fees              | 53,821         |
| Late Charges                | 193,481        |
| Misc. Income                | 18,855         |
| Transfers                   | 0              |
| Interest Earnings           | 98,618         |
| Loan revenue                | <u>850,000</u> |

|               |                   |
|---------------|-------------------|
| TOTAL REVENUE | <u>13,757,125</u> |
|---------------|-------------------|

|                        |                          |
|------------------------|--------------------------|
| TOTAL FROM ALL SOURCES | <u><u>16,569,940</u></u> |
|------------------------|--------------------------|

EXPENDITURES

|              |           |
|--------------|-----------|
| DEBT SERVICE | 5,029,962 |
|--------------|-----------|

CONSTRUCTION IN PROGRESS

|                            |          |
|----------------------------|----------|
| Capital Expenditures-Sewer | 0        |
| Capital Expenditures-Water | <u>0</u> |
| TOTAL CIP                  | 0        |

ADMINISTRATION

|                      |               |
|----------------------|---------------|
| Personnel Costs      | 570,288       |
| Supplies             | 8,250         |
| Charges for Services | 526,248       |
| Capital Expenditures | <u>38,800</u> |
| TOTAL ADMINISTRATION | 1,143,586     |

WATER DEPARTMENT

|                        |           |
|------------------------|-----------|
| Personnel Costs        | 911,912   |
| Supplies               | 526,420   |
| Charges for Services   | 2,342,188 |
| Capital Expenditures   | 1,417,549 |
| Debt Service           | <u>0</u>  |
| TOTAL WATER DEPARTMENT | 5,198,069 |

SEWER DEPARTMENT

|                        |           |
|------------------------|-----------|
| Personnel Costs        | 296,560   |
| Supplies               | 71,457    |
| Charges for Services   | 1,317,430 |
| Capital Expenditures   | 1,030,500 |
| Debt Service           | <u>0</u>  |
| TOTAL SEWER DEPARTMENT | 2,715,947 |

|                    |                   |
|--------------------|-------------------|
| TOTAL EXPENDITURES | <u>14,087,564</u> |
|--------------------|-------------------|

|                                            |                         |
|--------------------------------------------|-------------------------|
| Projected ending cash balances at 09/30/25 | <u><u>2,482,376</u></u> |
|--------------------------------------------|-------------------------|



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: MARY ANN HESS  
DATE: 08/15/2024  
**SUBJECT: JON PARDI - SELL-OFF AGREEMENT**

---

Consideration to approve professional services agreements for the purposes of promoting tourism in accordance with HB1521 (2023 MS Legislative Session) and other lawful and related purposes; authorize the Mayor to execute the same; and approve payment of all show related expenditures:  
Jon Pardi - Sell-off Agreement Brandon Amphitheater 10/10/2024

**ATTACHMENTS:**

---

1. Jon Pardi - LN Sell-off Agreement Brandon Amphitheater 10.10.2024



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: MARY ANN HESS  
DATE: 08/16/2024  
**SUBJECT: ACCEPT ADJACENT PARCEL NEXT TO CITY HALL**

---

Consideration to accept a donation of a small piece of property located adjacent to the City Hall parking lot in order to create additional parking spaces and also to approve recording the attached warranty deed with the Chancery Clerk's Office.

**ATTACHMENTS:**

---

1. DOC081524-08152024170319



Prepared by and Return to:

Baker Law Firm, P.C.  
P.O. Box 947  
Brandon, MS 39042  
601-824-7455

**STATE OF MISSISSIPPI  
COUNTY OF RANKIN**

**WARRANTY DEED**

For and in consideration of the sum of Ten Dollars (\$10.00) cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned,

2 Shoes Realty, LLC  
a Mississippi Limited Liability Company  
1301 West Government Street  
Brandon, MS 39042  
601-896-1156

hereinafter referred to as “Grantor”, does hereby donate, dedicate, transfer convey and warrant unto to the

The City of Brandon, Mississippi,  
a Mississippi Municipal Corporation  
1000 Municipal Drive  
Brandon, MS 39043  
601-825-5021

hereinafter referred to as "Grantee", the following described property situated in the City of Brandon, Rankin County, Mississippi, being more particularly described as follows, to-wit:

**See Exhibit "A" attached hereto and incorporated herein by reference.**

Together with all improvements thereon and appurtenances thereunto belonging.

INDEX: NW 1/4 OF NE 1/4 OF SECTION 17, TOWNSHIP 5 NORTH, RANGE 3 EAST,  
CITY OF BRANDON, RANKIN COUNTY, MISSISSIPPI

THIS CONVEYANCE is made subject to any and all recorded building restrictions, rights of way, easements, protective covenants and mineral reservations applicable to the above described property.

The property is a piece of a larger tract. Accordingly, Grantor shall be responsible for the payment of current year taxes thereon.

Grantor has been fully advised of and accordingly waive any rights, if any, under the provisions of MCA Section 43-37-1 et. seq. and 42 U.S.C. Section 4601 et. seq. and 49 CFR 1.48 (cc).

WITNESS THE SIGNATURE of the Grantor on this the 15<sup>th</sup> day of August, 2024.

2 Shoes Realty, LLC

Spencer Shoemaker  
By: Spencer Shoemaker, Manager

STATE OF MISSISSIPPI  
COUNTY OF RANKIN

PERSONALLY appeared before me, the undersigned authority in and for the jurisdiction aforesaid, the within named Spencer Shoemaker, Manger of 2 Shores Realty, LLC, who acknowledged to me that for and on said company he signed and delivered the above and foregoing instrument of writing on the day and year therein mentioned, after first being authorized so to do.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the 15<sup>th</sup> day of August 2024.



Brittini Bynum  
NOTARY PUBLIC

**Exhibit "A"**  
**Description**  
**For**  
**2 Shoes Realty, LLC Property**

This description is based on the Mississippi State Plane Coordinate System, West Zone, NAD 83/CORS 96 (EPOCH 2002.000), grid values, using a Convergence Angle of 00 degrees 10 minutes 30.73651 seconds, and a Scale Factor 0.999961769 developed using INET.

A tract or parcel of land containing **0.03 acres**, more or less, lying and being situated in the Northwest 1/4 of the Northeast 1/4 of Section 17, Township 5 North, Range 3 East, City of Brandon, Rankin County, Mississippi and being more particularly described by metes and bounds as follows:

**Commencing** at a found 5/8 inch iron pin marking the Northeast corner of said Section 17, said iron pin being the point of determination of the above cited convergence angle and scale factor, and being defined as N 1012647.09, E 2397957.84 on the above referenced coordinate system; run thence

West for a distance of 1959.95 feet; thence

South for a distance of 377.53 feet to a set 1/2 iron pin being the **Point of Beginning** of the herein described property and being defined as N 1012269.56, E 2395997.89 on the above referenced coordinate system; thence

South along the West line of the GS Properties, LLC property as recorded in Deed Book 2021, Page 13129 in the Office of Chancery Clerk of Rankin County for a distance of 9.14 feet to a found 1/2 inch iron pin marking the North line of the City of Brandon property as recorded in Deed Book 2015, Page 13032 in the Office of Chancery Clerk of Rankin County; thence

North 77 degrees 08 minutes 03 seconds West along said North line of the City of Brandon property for a distance of 157.91 feet to a found 1/2 inch iron pin; thence

North 38 degrees 34 minutes 01 seconds West along said North line of the City of Brandon property for a distance for 14.29 feet to a found 1/2 inch iron pin; thence

South 77 degrees 08 minutes 03 seconds East for a distance of 167.05 feet to the **Point of Beginning**.

PLAT OF SURVEY  
**2 SHOES REALTY, LLC PROPERTY**  
SITUATED IN THE NW ¼ OF THE NE ¼ OF SECTION 17, T5N, R3E,  
CITY OF BRANDON, RANKIN COUNTY, MISSISSIPPI



SCALE: 1"= 50'

DATE OF FIELD SURVEY: 8-13-24

S.I.P. = SET 1/2" x 18" IRON PIN

DEED BOOK 2021, PAGE 10424

Trustmark National Bank  
DB. 2017, Pg. 22028

U.S. Highway No. 80  
(West Government Street)  
(Var. Width R.O.W.)

Point of Commencement  
Found 5/8" Iron Pin Marking  
the NE Corner of Section 17,  
T5N, R3E, City of Brandon,  
Rankin County, Mississippi  
N: 1012647.09  
E: 2397957.84

West  
1959.95'

377.53'  
South

NW ¼ of the NE ¼

2 Shoes Realty, LLC  
DB. 2021, Pg. 10424

GS Properties, LLC  
DB. 2021, Pg. 13129

Municipal Cove  
(50' R.O.W.)

Fnd. ½"  
Iron Pin  
Fnd. ½"  
Iron Pin

2 Shoes Realty, LLC  
D.B. 2021, Pg. 10424

±0.03 Ac  
(±1448.02 s.f.)

City of Brandon  
DB. 2015, Pg. 13032-13039

P.O.B.  
S.I.P.  
N: 1012269.56  
E: 2395997.89

Municipal Cove  
(50' R.O.W.)

City of Brandon  
DB. 2015, Pg. 13032-13039

| Boundary Line Table |               |          |
|---------------------|---------------|----------|
| Line                | Bearing       | Distance |
| L1                  | South         | 9.14'    |
| L2                  | N 38°34'01" W | 14.29'   |

**CLASSIFICATION:**

THIS SURVEY MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN MISSISSIPPI FOR CLASS B SURVEYS AS ADOPTED BY THE MISSISSIPPI BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND SURVEYORS.

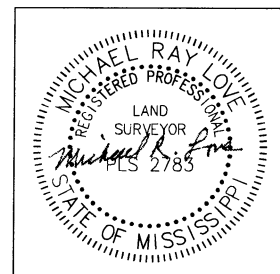
BEARINGS ARE DERIVED FROM PERFORMING GPS OBSERVATIONS AND BASED UPON THE NORTH AMERICAN DATUM 1983 (NAD83), MISSISSIPPI STATE PLANE, GRID COORDINATE SYSTEM, WEST ZONE, NAVD88, GEOID 12B. CONVERGENCE ANGLE 00°10'30.73651" SCALE FACTOR 0.999961769

**FLOOD NOTE:**

THIS PARCEL IS LOCATED IN FLOOD ZONE X (NOT SHADED) ACCORDING TO FLOOD INSURANCE RATE MAP NO. 28121C0192F, COMMUNITY PANEL NO. 280143 0192 F, EFFECTIVE DATE: JUNE 9, 2014.

THIS PROPERTY MAY BE SUBJECT TO RECORDED, UNRECORDED, OR MISINDEXED INSTRUMENTS WHICH WOULD BE DISCLOSED BY A TITLE EXAMINATION OF SAID PROPERTY.

I certify that the information on this plat is thorough and accurate to the best of my knowledge.



|                                                             |         |           |                       |
|-------------------------------------------------------------|---------|-----------|-----------------------|
| DATE:                                                       | 8-14-24 | DWG. NO:  | B-9168_ADDITIONAL.DWG |
| DRAWN:                                                      | MRR     | PROJ. NO: | B-9168                |
| CHECKED:                                                    | MRL     | CREW:     | AUSTIN                |
| REVISED:                                                    |         |           |                       |
| DWG PATH: F:\PROJECTS\B-9168\Drawings\B-9168_Additional.Dwg |         |           |                       |

**BENCHMARK**  
**ENGINEERING & SURVEYING, LLC**  
101 Highpointe Court, Suite B  
Brandon, Mississippi 39042  
601-601-1077  
880 Katherine Drive, Suite 302  
Flowood, Mississippi 39232  
601-627-7760  
www.benchmarkms.net



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: MARY ANN HESS  
DATE: 08/16/2024  
**SUBJECT: PAYMENT - WAGGONER ENGINEERING**

---

Consideration to approve payment to Waggoner Engineering in the amount of \$9,990.00 for the engineering specifications related to the Tennis Court Rehabilitation project.

**ATTACHMENTS:**

---

1. 2400185.000 Inv 42856 dated 8-16-24



P.O. Box 12227  
Jackson, MS 39236-2227  
(601) 355-9526 Office  
(601) 352-3945 Fax  
[www.waggonereng.com](http://www.waggonereng.com)

City of Brandon Parks & Recreation  
Attn: Jennifer Byrd, General Manager  
105 Kennedy Farm Parkway  
Brandon, MS 39042

August 16, 2024  
Project No: 101.2400185.000  
Invoice No: 42856

**City of Brandon Parks & Recreation - Tennis Rehabilitation**

**Professional Services from July 16, 2024 to August 16, 2024**

Phase 001 Design Phase Services

**Professional Personnel**

|                           | Hours | Rate   | Amount   |                   |
|---------------------------|-------|--------|----------|-------------------|
| PROJECT MANAGER II        | 5.00  | 240.00 | 1,200.00 |                   |
| ENGINEER II               | 1.00  | 150.00 | 150.00   |                   |
| ENGINEER I                | 64.00 | 135.00 | 8,640.00 |                   |
| Totals                    | 70.00 |        | 9,990.00 |                   |
| <b>Total Labor</b>        |       |        |          | <b>9,990.00</b>   |
| <b>Total this Phase</b>   |       |        |          | <b>\$9,990.00</b> |
| <b>Total this Invoice</b> |       |        |          | <b>\$9,990.00</b> |

# Billing Backup

Friday, August 16, 2024

Waggoner Engineering, Inc.

Invoice 42856 Dated 8/16/2024

2:23:20 PM

|       |     |                       |
|-------|-----|-----------------------|
| Phase | 001 | Design Phase Services |
|-------|-----|-----------------------|

## Professional Personnel

|                     |           | Hours | Rate   | Amount   |            |
|---------------------|-----------|-------|--------|----------|------------|
| PROJECT MANAGER II  |           |       |        |          |            |
| 52 - Overby, Alex   | 7/30/2024 | 1.50  | 240.00 | 360.00   |            |
| 52 - Overby, Alex   | 7/31/2024 | 1.00  | 240.00 | 240.00   |            |
| 52 - Overby, Alex   | 8/5/2024  | 1.00  | 240.00 | 240.00   |            |
| 52 - Overby, Alex   | 8/6/2024  | 1.00  | 240.00 | 240.00   |            |
| 52 - Overby, Alex   | 8/9/2024  | .50   | 240.00 | 120.00   |            |
| ENGINEER II         |           |       |        |          |            |
| 51 - Stone, Cline   | 8/9/2024  | 1.00  | 150.00 | 150.00   |            |
| ENGINEER I          |           |       |        |          |            |
| 161 - Gelston, Evan | 7/29/2024 | 8.00  | 135.00 | 1,080.00 |            |
| 161 - Gelston, Evan | 7/30/2024 | 8.00  | 135.00 | 1,080.00 |            |
| 161 - Gelston, Evan | 7/31/2024 | 8.00  | 135.00 | 1,080.00 |            |
| 161 - Gelston, Evan | 8/1/2024  | 8.00  | 135.00 | 1,080.00 |            |
| 161 - Gelston, Evan | 8/2/2024  | 8.00  | 135.00 | 1,080.00 |            |
| 161 - Gelston, Evan | 8/7/2024  | 8.00  | 135.00 | 1,080.00 |            |
| 161 - Gelston, Evan | 8/8/2024  | 8.00  | 135.00 | 1,080.00 |            |
| 161 - Gelston, Evan | 8/9/2024  | 8.00  | 135.00 | 1,080.00 |            |
| Totals              |           | 70.00 |        | 9,990.00 |            |
| Total Labor         |           |       |        |          | 9,990.00   |
| Total this Phase    |           |       |        |          | \$9,990.00 |
| Total this Project  |           |       |        |          | \$9,990.00 |
| Total this Report   |           |       |        |          | \$9,990.00 |





---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: MARY ANN HESS  
DATE: 08/16/2024  
**SUBJECT: ADVERTISEMENT - TENNIS COURT REHAB**

---

Consideration to grant permission for the advertisement to bid related to the Tennis Court Rehabilitation Project.

**ATTACHMENTS:**

---

1. A - ADVERTISEMENT FOR BIDS\_Tennis Rehabilitation Proj
2. 24-0819 Brandon Tennis Documents and Specifications

## ADVERTISEMENT FOR BIDS

NOTICE is hereby given that the City of Brandon will receive sealed bids from qualified Bidders for the following Project:

### TENNIS FACILITIES REHABILITATION

The contract time for the work included in this contract is **Seventy (70) Calendar Days**. The Contract will be subject to Liquidated Damages of **One Thousand dollars (\$1000.00)** per calendar day for each day in default after the stipulated completion date. The contract time will begin on the date specified in the written Notice to Proceed.

Sealed bids will be received by the City of Brandon at the City Clerk's Office, 1000 Municipal Drive, Brandon, MS 39042 until **1:00 p.m. local time on September 26, 2024**, and shortly thereafter publicly opened, read aloud, and recorded. Contractors have the option of submitting bids in a sealed envelope or through [centralbidding.com](http://centralbidding.com). Registration and a valid email address are required for electronic bid submission. Further instructions are provided in the Contract Documents package.

Bidders must be qualified under Mississippi State law and possess a Certificate of Responsibility issued by the Mississippi State Board of Public Contractors. This Project is expected to exceed \$50,000, therefore the Certificate of Responsibility Number shall be written on the outside of the sealed bid envelope. For electronic bids, the COR information may be submitted as an attachment with the electronic bid submittal. All bids shall be in compliance with and subject to the guidelines and requirements of Mississippi Code of 1972 as annotated and amended.

Mississippi has a reciprocal preference law. Mississippi Code 31-3-21 requires that a copy of any non-resident bidder's current state law pertaining to its treatment of non-resident contractors be submitted at the time the bid is submitted, or that bid shall not be considered further. Any preference an out of state bidder would have had in his home state shall be applied in a reciprocal manner.

Each bidder must deposit with his bid a Bid Bond or Certified Check in an amount equal to five percent (5%) of the total bid payable to City of Brandon as bid security. Prior to the start of work, the successful bidder shall furnish a Proof of Insurance, along with Performance and Payment Bonds in the amount of 100% of the contract amount awarded. Attorneys-in-fact who sign Bid Bonds or Payment Bonds and Performance Bonds must file with each bond a certified and effective dated copy of their Power of Attorney. Bidders shall also submit a current financial statement if requested by the City of Brandon.

Plans, Specifications, and Contract Documents are on file and open to public inspection at the City Clerk's Office, 1000 Municipal Drive, Brandon, MS 39042. Bid Documents will contain instructions for bidding by both sealed envelope and electronic means. Bidders are cautioned to read all instructions carefully.

Bid documents are being made available via paper copy or digital copy through [www.waggonerengplans.com](http://www.waggonerengplans.com). Plans can be viewed for no charge or physically purchased at this website location. All plan holders are required to have a valid e-mail address to register for an account and log in at [www.waggonerengplans.com](http://www.waggonerengplans.com). Purchased bid documents are non-refundable and must be purchased through the website.

The City of Brandon reserves the right to determine responsible bidders, responsive bids, the lowest and best bid, reject and all bids, award to the bidder believed most advantageous to the City of Brandon, and to waive any informalities in the bids and bidding process.

The BID SCHEDULE may be examined at the following location:

- A. Mississippi Procurement Technical Assistance Program (MPTAP) Mississippi Development Authority, Minority & Small Business Development, Woolfold Building  
501 North West Street, Suite B 01, Jackson, MS 39201

Minority and women's business enterprises are solicited to bid on this contract as prime contractors and are encouraged to make inquiries regarding potential subcontracting opportunities and equipment, material, and/or supply needs.

Published:

The Rankin County News

August 28, 2024, and September 4, 2024

## **INFORMATION FOR BIDDERS**

1. **Receipt and Opening of Bids:** Bids will be received by the City of Brandon, no later than **1:00 p.m. local time on September 26, 2024**, at the City Clerks Office, 1000 Municipal Drive, Brandon, MS 39042.
2. **Bids:**
  - A. Shall be made on the forms provided and all applicable blank spaces filled in. Alterations, erasures or changes of any kind must be initialed by the BIDDER and shall not contain any recapitulation of the work to be done. No oral, telephonic or telegraphic proposals will be considered.
  - B. Bidders are hereby notified that any proposal accompanied by letters, qualifying in any manner, the condition under which the proposal is tendered, will be considered as an irregular bid and shall not be considered in making the award.
  - C. Bids may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Bids received after the time and date specified shall not be considered.
  - D. Submit bids (**in duplicate**) in an opaque sealed envelope marked in the lower left hand corner as follows:
    1. Bid for construction of: **"TENNIS FACILITIES REHABILITATION"**
    2. Certificate of Responsibility No. \_\_\_\_\_.
  - E. Any addenda issued during the bidding shall be noted on the Bid Form and shall become a part of the executed Contract.
3. **Method of Bidding:**
  - A. The bid will consist of a base bid amount in accordance with the totals bid per various items and schedules of the project Bid Form with various additive and/or deductive alternatives.
  - B. The Board of Aldermen of the City of Brandon reserves the right to reject any or all bids and to waive any or all informalities.
  - C. The Board of Aldermen of the City of Brandon reserves the right to award the base bid and any additive or deductive alternatives which are in the best interest of the Commission.

4. **Addenda and Interpretations**

- A. Should a BIDDER find discrepancies in, or omissions from, the drawings or specifications or should they be in doubt as to their written meaning, they should at once notify the ENGINEER, who will send a written instruction or interpretation to all known holders of the documents. The ENGINEER will not be responsible for any oral instructions.
- B. Addenda to specifications or drawings that may be issued before or during the time of bidding shall be included in the bid form and will become a part of the Contract.

5. **Certificate of Responsibility Number:**

- A. Each CONTRACTOR submitting a bid must show on the face of the envelope containing the bid, their State of Mississippi Certificate of Responsibility Number unless there appears a statement on the face of the envelope that the enclosed bid does not exceed \$50,000.00 with respect to public projects or \$100,000.00 with respect to private projects.
- B. **No bids will be accepted, opened or considered unless the above information is given as specified.**
- C. Sufficient evidence that said Certificate of Responsibility Number has been issued and is in effect at the time of receiving bids, and that BIDDER'S Certificate of Responsibility work classification(s) qualifies them to perform the type(s) of work required for this project, must be submitted when required by OWNER or ENGINEER.

6. **Notice to Nonresident Bidders:**

- A. A nonresident BIDDER domiciled in a state having laws granting preference to local contractors shall be awarded Mississippi public contracts only on the same basis as the nonresident BIDDERS's state awards contracts to Mississippi contractors bidding under similar circumstances; and resident contractors actually domiciled in Mississippi, be they corporate, individuals or partnerships, are to be granted preference over nonresidents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state of domicile of the nonresident. This preference, if it is a percentage of the bid or other monetary amount, is not to be added to the nonresident BIDDER's bid by the nonresident BIDDER. The ENGINEER will add a line to the bid tabulation report that shows the amount of the nonresident BIDDER premium when the bids are tabulated for the sole purpose of determining the order of the BIDDERS.

- B. When a nonresident CONTRACTOR submits a bid for a public project, he shall attach thereto a copy of his resident state's current bid law pertaining to such state's treatment of nonresident CONTRACTORS.
  - C. Nonresident BIDDERS Certificate: CONTRACTOR must complete the Nonresident BIDDERS Certificate included in the Contract Documents (Section C) and submit same as part of their bid.
  - D. As used in this section, the term "resident contractors" includes a nonresident person, firm or corporation that has been qualified to do business in this state and has maintained a permanent full-time office in the State of Mississippi for two (2) years prior to January 1, 1986, and the subsidiaries and affiliates of such a person, firm or corporation.
- 7. **Bid Security:** Each bid must be accompanied by a certified check of the BIDDER, or a Bid Bond prepared on the form of a bid bond as included herein, duly executed by the BIDDER as principal and having as surety thereon a surety company licensed by the State of Mississippi and signed by an agent resident in Mississippi, **in the amount of five percent (5%) of the base bid.**
  - 8. **Liquidated Damages for Failure to Enter into Contract:** The successful BIDDER, upon their failure or refusal to execute and deliver the contract and bonds required within ten (10) days after they have received the contract for execution, shall forfeit to the OWNER, as liquidated damages, the bid security deposited with their bid.
  - 9. **Security for Faithful Performance:** Simultaneously with their delivery of the executed Contract, the CONTRACTOR shall furnish Contract Performance and Payment Bonds in the full amount of the Contract for the payment of all persons performing labor on this Contract and for furnishing all materials in connection with this Contract. The surety on such Bond or Bonds shall be a duly authorized Surety Company doing business in the State of Mississippi.
  - 10. **Law and Regulations:** The BIDDERS'S attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the Contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.
  - 11. **Condition of Work:** Each BIDDER shall visit the site and inform themselves fully of the conditions at the site relating to the completion of the project. Failure to do so will not relieve a successful BIDDER of their obligation to furnish all material and labor necessary to carry out the provisions of their contract.
  - 12. **Obligation of BIDDER:** At the time of the opening of bids, each BIDDER will be presumed to have inspected the site and to have read and to be thoroughly familiar with the Drawings, Specifications and Contract Documents (including addenda issued, if any).

13. **Time of Completion:** BIDDER must agree to commence work on or before the date specified in a written "Notice to Proceed" from the OWNER and to fully complete the project within the number of consecutive calendar days as set forth in these Contract Documents.
14. **Proposal Guarantees:** Proposal guarantees will be returned to the unsuccessful BIDDERS as soon as a Contract has been awarded and to the successful bidder after they have executed the Contract and have furnished Contract Performance and Payment Bonds and Certificates of Insurance as required.
15. **Non-Collusion Affidavit:** CONTRACTOR must complete **(in duplicate)** the non-collusion affidavits included in the Contract Documents (Section C) and submit same as part of their bid. **FAILURE TO DO SO WILL DISQUALIFY THEIR BID.**
16. **Interpretations:** No oral interpretation made to any BIDDER as to the meaning of the Drawings and Specifications or Contract Documents shall be considered an effective modification of the provisions of the Contract Documents. Written and oral requests for interpretation of the Drawings and Specifications shall be submitted to the ENGINEER for a formal decision which will be given in writing to all Drawing and Specification holders.
17. **Subcontractor:** The BIDDER is specifically advised that any person, firm or other party to whom it proposes to award a subcontract must be acceptable to the OWNER. **The total allowable subcontract amount shall not exceed fifty percent (50%) of contract amount unless otherwise approved by the OWNER.**
18. **Qualifications of Subcontractors: Material and Equipment Suppliers:**
  - A. Within ten (10) working days after award of contract, the CONTRACTOR will submit to the OWNER and the ENGINEER for acceptance, a list of the names of Subcontractors and such other persons and organizations (including those who are to furnish principal items of materials or equipment) proposed for those portions of the Work as to which the identity of the Subcontractors and other persons and organizations must be submitted as specified in the Contract Documents. Within thirty (30) working days after receiving the list, the ENGINEER will notify the CONTRACTOR in writing if either the OWNER or the ENGINEER, after due investigation, has reasonable objection to any Subcontractor, person or organization on such list. The failure of the OWNER or the ENGINEER to make objection to any Subcontractor, person or organization on the list within thirty (30) working days of receipt shall constitute an acceptance of such Subcontractor, person or organization but shall not constitute a waiver of any right of the OWNER or the ENGINEER to reject any Work, Material or Equipment that is not in conformance with the requirements of the Contract Documents.

- B. The CONTRACTOR will not employ any Subcontractor, other person or organization, whether initially or as a substitute, against whom the OWNER or the ENGINEER may have reasonable objection, nor will the CONTRACTOR be required to employ a Subcontractor who has been accepted by the OWNER and the ENGINEER, unless the ENGINEER determines that there is good cause for doing so.
- C. The CONTRACTOR shall be fully responsible for all acts and omissions of his Subcontractors and of persons and organizations directly or indirectly employed by them and of persons and organizations for whose acts any of them may be liable to the same extent that he is responsible for the acts and omissions of persons directly employed by him. Nothing in the Contract Documents shall create any obligation on the part of OWNER or ENGINEER to pay or to see to the payment of monies due Subcontractors or other persons or organizations, except as may otherwise be required by law. OWNER or ENGINEER may furnish to Subcontractors or other persons or organizations, to the extent practicable, evidence of amounts paid to the CONTRACTOR on account of specific Work done in accordance with the schedule of values.
- D. The divisions and sections of the Specifications and the identifications of Drawings shall not control the CONTRACTOR in dividing the Work among Subcontractors or delineating the Work to be performed by specific trades.
- E. The CONTRACTOR agrees to bind specifically every Subcontractor to the applicable terms and conditions of the Contract Documents for the benefit of the OWNER.
- F. All Work performed for the CONTRACTOR by a Subcontractor shall be pursuant to an appropriate agreement between the CONTRACTOR and the Subcontractor.
- G. The CONTRACTOR shall be responsible for the coordination of the trades and Subcontractors engaged in the Work.
  - a. The CONTRACTOR shall cause appropriate provisions to be inserted in all subcontracts relative to the Work to bind Subcontractors to the CONTRACTOR by the terms of these General Conditions and other Contract Documents insofar as applicable to the Work of Subcontractors, and to give the CONTRACTOR the same power as regards terminating subcontracts that the OWNER may exercise over the CONTRACTOR under provisions of the Contract Documents.
  - b. The OWNER or ENGINEER will not undertake to settle differences between the CONTRACTOR and his Subcontractors or between Subcontractors.
  - c. If in the opinion of the ENGINEER, a Subcontractor on the Project proves to be incompetent or otherwise unsatisfactory, he shall be replaced if and when the CONTRACTOR is so directed in writing.



19. **Qualifications of BIDDERS:** The OWNER may make such investigations as he deems necessary to determine the ability of the BIDDER to perform the Work and the BIDDER shall furnish to the OWNER all such information and data for this purpose as the OWNER may request. The OWNER reserves the right to reject a Bid if the evidence submitted by or investigation of such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the items of Work contemplated therein.
20. **Insurance:** The CONTRACTOR will be required to carry the types and amounts of insurance specified in the Project Supplemental Conditions, Section J.4, as enclosed herein for the full term of the Contract.
21. **Contract Award:** Award of Contract, if made, shall be within **60 days** of date of Receipt of Bids.
22. **Issuance of "Notice to Proceed":** If the Contract is awarded, the OWNER will issue the "Notice to Proceed" within **30 days** after the date of agreement of the Contract.



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: MARY ANN HESS  
DATE: 08/15/2024  
**SUBJECT: MISSISSIPPI MUNICIPAL LEAGUE ANNUAL MEMBERSHIP FEES**

---

Consideration to approve the Mississippi Municipal League annual membership fees for fiscal year 2025 at the rate of \$10,455.20 and authorize payment of the same.

**ATTACHMENTS:**

---

1. MML Dues 2025

MISSISSIPPI MUNICIPAL LEAGUE

600 E Amite Street  
Suite 104  
Jackson, MS 39201

Invoice

DATE INVOICE #  
10/1/2024 39249

City of Brandon  
Attn: City Clerk  
P.O. Box 1539  
Brandon, MS 39043



DUE DATE

10/31/2024

| DESCRIPTION                 | QTY | RATE                    | AMOUNT      |
|-----------------------------|-----|-------------------------|-------------|
| 2024 - 2025 MML Member Dues |     | 10,455.20               | 10,455.20   |
|                             |     | <b>Total</b>            | \$10,455.20 |
|                             |     | <b>Payments/Credits</b> | \$0.00      |
|                             |     | <b>Balance Due</b>      | \$10,455.20 |

If you have any questions concerning this invoice please contact our office at 800-325-7641 or 601-353-5854.



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: MARY ANN HESS  
DATE: 07/17/2024  
**SUBJECT: CLAIMS DOCKET**

---

Consideration to approve:

- a. Docket of Claims for 8/19/2024.
- b. Fox Everett claims released on 8/8/2024.

### **ATTACHMENTS:**

---

- 1. Claims Docket\_08-19-2024
- 2. 8\_8\_2024



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check Run #: 12908   |         |                                  |       |                |                                             |             | ttrebotich |               |
|----------------------|---------|----------------------------------|-------|----------------|---------------------------------------------|-------------|------------|---------------|
| Check#               | Vendor# | Vendor Name                      | PO#   | Invoice#       | Description                                 | GL Acct#    | Acct Per.  | Detail Amount |
|                      |         |                                  |       |                |                                             |             |            |               |
| Dept#                | 001-000 |                                  |       |                |                                             |             |            |               |
| 97363                | 2386    | BAY BRIDGE ADMINISTRATORS LLC    |       | BBA INS-623809 | AUG 2024 CANCER INS                         | 001-000-159 | 11         | \$92.57       |
| 97365                | 13840   | BIANCA JONES                     |       | 08/05/2024     | ROOM RENTAL FULL DEPOSIT REFUND             | 001-000-359 | 11         | \$200.00      |
| 97374                | 13838   | CHARLES THOMAS                   |       | 08/05/2024     | ROOM RENTAL FULL DEPOSIT REFUND             | 001-000-321 | 11         | \$500.00      |
| 97398                | 2420    | GREAT SOUTHERN EVENTS INC        |       | 9689           | RENT (14) 60" ROUND TABLES                  | 001-000-321 | 11         | \$182.00      |
| 97419                | 8051    | LORI SCHULER                     |       | 2684           | 07/06/2024 SECURITY-CITY HALL               | 001-000-511 | 11         | \$100.00      |
| 97441                | 11723   | PRIME EVENTS LLC                 |       | 927            | PKG #2 SOUND/VIDEO WALL-08/02 TO 08/03/2024 | 001-000-321 | 11         | \$25.00       |
|                      |         |                                  |       |                |                                             | 001-000-321 | 11         | \$350.00      |
| Total For Department |         |                                  |       | 001-000        |                                             |             |            | \$1,449.57    |
|                      |         |                                  |       |                |                                             |             |            |               |
| Dept#                | 001-010 |                                  |       |                |                                             |             |            |               |
| 97427                | 6168    | MIPCO IMPRESSION PRODUCTS, INC.  | 16702 | 255830         | AUG 2024-COURT SERVICES COPIER              | 001-010-640 | 11         | \$78.90       |
| 97468                | 13013   | TRUSTMARK VISA/MC - LYDIA EASLEY |       | 0020006243     | UPS STORE-BUBBLE MAILER FOR PKG TO AXON     | 001-010-640 | 11         | \$42.27       |
|                      |         |                                  |       |                |                                             | 001-010-500 | 11         | \$3.73        |
| Total For Department |         |                                  |       | 001-010        |                                             |             |            | \$124.90      |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#                      | Vendor#        | Vendor Name                        | PO#   | Invoice#   | Description                               | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|-----------------------------|----------------|------------------------------------|-------|------------|-------------------------------------------|-------------|-------------------------|---------------|
| <b>Dept#</b>                | <b>001-040</b> |                                    |       |            |                                           |             |                         |               |
| 97431                       | 816            | MS MUNICIPAL LEAGUE                |       | 39177      | MML 2024 SMALL TOWN CONFERENCE/MAY OR LEE | 001-040-696 | 11                      | \$125.00      |
| 97457                       | 3699           | STAPLES CONTRACT & COMMERCIAL, INC | 18188 | 6008521304 | Office Supplies                           | 001-040-500 | 11                      | \$4.94        |
|                             |                |                                    |       |            |                                           | 001-040-500 | 11                      | \$24.68       |
|                             |                |                                    | 18227 | 6008934938 | Office Supplies                           | 001-040-500 | 11                      | \$85.72       |
| <b>Total For Department</b> |                |                                    |       | 001-040    |                                           |             |                         | \$240.34      |

|              |                |                           |       |               |                                                      |             |    |            |
|--------------|----------------|---------------------------|-------|---------------|------------------------------------------------------|-------------|----|------------|
| <b>Dept#</b> | <b>001-092</b> |                           |       |               |                                                      |             |    |            |
| 97358        | 10919          | AMBIANCE LANDSCAPES, LLC  | 18150 | 16836         | Initial Mar-Lyn Dr Cleaning & Mulch App              | 001-092-637 | 11 | \$2,391.80 |
| 97360        | 13836          | APU LLC                   |       | C #81324756   | 2024 FALL CMC PROGRAM/CANDA NCE HUNLEY-B/A 7/15/2024 | 001-092-685 | 11 | \$321.00   |
| 97369        | 2254           | C SPIRE                   | 16729 | 3000744308-25 | AUG 2024-MONTHLY FIBER AND INTERNET                  | 001-092-605 | 11 | \$4,956.00 |
| 97375        | 1999           | CINTAS CORPORATION NO 210 |       | 4200182288    | UNIFORMS                                             | 001-092-535 | 11 | \$3.85     |
|              |                |                           |       |               |                                                      | 001-092-535 | 11 | \$8.02     |
|              |                |                           |       | 4200880532    | UNIFORMS                                             | 001-092-535 | 11 | \$3.85     |
|              |                |                           |       |               |                                                      | 001-092-535 | 11 | \$8.02     |
|              |                |                           |       | 4201602055    | UNIFORMS                                             | 001-092-535 | 11 | \$3.85     |
|              |                |                           |       |               |                                                      | 001-092-535 | 11 | \$8.02     |
|              |                |                           |       | 4198023470    | UNIFORMS                                             | 001-092-535 | 11 | \$3.85     |
|              |                |                           |       |               |                                                      | 001-092-535 | 11 | \$8.02     |
| 97388        | 370            | ELCON ELECTRICAL CO. INC. | 17509 | 51663         | Repair Parking Light Pole At City Hall               | 001-092-636 | 11 | \$2,000.00 |
| 97393        | 860            | FLEETCOR TECHNOLOGIES     |       | NP66906733    | ACCT #126876-                                        | 001-092-525 | 11 | \$67.31    |

Report run by: ttrebotich



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                    | PO#   | Invoice#     | Description                                                                                               | GL Acct#                   | ttrebotich<br>Acct Per. | Detail Amount        |
|--------|---------|--------------------------------|-------|--------------|-----------------------------------------------------------------------------------------------------------|----------------------------|-------------------------|----------------------|
|        |         |                                |       | NP66942166   | FUEL FOR WEEK<br>07/29/2024-<br>08/04/2024<br>ACCT #126876-<br>FUEL FOR WEEK<br>08/05/2024-<br>08/11/2024 | 001-092-525                | 11                      | \$53.72              |
| 97395  | 13837   | G2 INVESTMENTS LLC             |       | C #84672875  | 2024 FALL CMC<br>PROGRAM/REBEC<br>CA PEVEY-B/A<br>7/15/2024                                               | 001-092-685                | 11                      | \$357.00             |
| 97416  | 13793   | LIFELOCK MEDICAL SUPPLY LLC    | 18152 | PS-INV111585 | New 2024<br>Powerheart AED G5<br>W/Pediatric Defib<br>Pads                                                | 001-092-730                | 11                      | \$1,867.70           |
| 97423  | 4566    | METRO BUILDING SERVICES, INC   | 16771 | 55111        | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23                                              | 001-092-637                | 11                      | \$1,247.50           |
| 97425  | 6093    | MIDSOUTH ELEVATOR, LLC         | 16718 | INV-03801    | AUG 2024-CITY<br>HALL ELEVATOR<br>SERVICE                                                                 | 001-092-600                | 11                      | \$214.16             |
| 97448  | 3948    | RJ YOUNG                       | 16707 | INV7054113   | JUL 2024-<br>ACCOUNTING<br>COPIER                                                                         | 001-092-640                | 11                      | \$273.00             |
|        |         |                                | 16708 | INV7054112   | JUL 2024-HUMAN<br>RESOURCE<br>COPIER                                                                      | 001-092-640<br>001-092-640 | 11<br>11                | \$131.25<br>\$273.00 |
| 97452  | 5241    | SHRED-IT                       |       | 8007943178   | CITY HALL & PW<br>SHRED SERVICES-<br>07/23/2024                                                           | 001-092-640<br>001-092-600 | 11<br>11                | \$59.03<br>\$72.42   |
| 97454  | 4620    | SOUTHERN ELECTRIC CORPORATION  | 17910 | 126726       | Install Primer Elec<br>Service-Quarry Maint<br>Building-B/A<br>5/20/2024                                  | 001-092-720                | 11                      | \$29,994.00          |
| 97457  | 3699    | STAPLES CONTRACT & COMMERCIAL, | 18188 | 6008521304   | Office Supplies                                                                                           | 001-092-500                | 11                      | \$1.58               |

Report run by: ttrebotich



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#       | Vendor#        | Vendor Name                     | PO#   | Invoice#                    | Description                                                                  | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------------|----------------|---------------------------------|-------|-----------------------------|------------------------------------------------------------------------------|-------------|-------------------------|---------------|
|              |                | INC                             |       |                             |                                                                              |             |                         |               |
|              |                |                                 |       |                             |                                                                              | 001-092-500 | 11                      | \$11.90       |
|              |                |                                 |       |                             |                                                                              | 001-092-500 | 11                      | \$4.50        |
|              |                |                                 |       |                             |                                                                              | 001-092-500 | 11                      | \$24.02       |
|              |                |                                 | 18227 | 6008934938                  | Office Supplies                                                              | 001-092-500 | 11                      | \$5.21        |
|              |                |                                 |       |                             |                                                                              | 001-092-500 | 11                      | \$5.75        |
|              |                |                                 |       |                             |                                                                              | 001-092-500 | 11                      | \$14.37       |
|              |                |                                 |       |                             |                                                                              | 001-092-500 | 11                      | \$20.60       |
| 97464        | 13841          | TRACIE RIGGIN                   |       | 08/07/2024                  | MSCPA GAAC<br>CONFERENCE<br>FEE/T RIGGIN-B/A<br>8/05/2024                    | 001-092-696 | 11                      | \$295.00      |
| 97466        | 12914          | TRINITY CAPITAL INVESTORS, INC. |       | 08/05/2024                  | RE: INVESTMENT<br>MANAGEMENT<br>SERVICES FOR<br>QUARTER ENDING<br>06/30/2024 | 001-092-600 | 11                      | \$1,776.42    |
| 97470        | 11103          | VESTIS GROUP INC F/K/A ARAMARK  |       | 2780266919                  | MOPS FOR SENIOR<br>CENTER AND CITY<br>HALL                                   | 001-092-510 | 11                      | \$45.95       |
|              |                |                                 |       | 2780269024                  | MOPS FOR SENIOR<br>CENTER AND CITY<br>HALL                                   | 001-092-510 | 11                      | \$45.95       |
| 97477        | 1708           | WOLVERTON ENTERPRISE INC.       | 18196 | 20241083                    | Business<br>Cards/Tracie Rigglin                                             | 001-092-620 | 11                      | \$55.00       |
|              |                |                                 |       | <b>Total For Department</b> | 001-092                                                                      |             |                         | \$46,632.62   |
|              |                |                                 |       |                             |                                                                              |             |                         |               |
| <b>Dept#</b> | <b>001-112</b> |                                 |       |                             |                                                                              |             |                         |               |
| 97359        | 6291           | APPLICATION DATA SYSTEMS INC    | 16709 | 11680                       | SEP 2024-CAD<br>SYSTEM<br>SOFTWARE-PD                                        | 001-112-600 | 11                      | \$4,995.00    |
| 97373        | 389            | CENTERPOINT ENERGY ENTEX        |       | 3194068-7 AUG<br>24         | 1455 W<br>GOVERNMENT ST-<br>PD                                               | 001-112-630 | 11                      | \$66.46       |





**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                     | PO#   | Invoice#                    | Description                                                  | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|---------------------------------|-------|-----------------------------|--------------------------------------------------------------|-------------|-------------------------|---------------|
| 97378  | 4293    | COMCAST CABLE                   |       | 8396410610065<br>142 AUG 24 | PD TV SERVICES-<br>08/02 TO 09/01/2024                       | 001-112-605 | 11                      | \$169.39      |
| 97393  | 860     | FLEETCOR TECHNOLOGIES           |       | NP66906733                  | ACCT #126876-<br>FUEL FOR WEEK<br>07/29/2024-<br>08/04/2024  | 001-112-525 | 11                      | \$2,180.00    |
|        |         |                                 |       | NP66942166                  | ACCT #126876-<br>FUEL FOR WEEK<br>08/05/2024-<br>08/11/2024  | 001-112-525 | 11                      | \$1,595.14    |
| 97405  | 1161    | JACKSON COMMUNICATIONS          |       | 174538                      | VIN #5940 UNIT 15-<br>003-7/800 ANTENNA<br>& VUL             | 001-112-635 | 11                      | \$174.01      |
| 97411  | 13842   | JUSTIN BRAD MARTIN              |       | 08/08/2024                  | SCENARIOS &<br>TACTICS FTO<br>CLASS-B/A 3/4/2024             | 001-112-685 | 11                      | \$53.35       |
| 97423  | 4566    | METRO BUILDING SERVICES, INC    | 16771 | 55112                       | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23 | 001-112-637 | 11                      | \$669.50      |
| 97427  | 6168    | MIPCO IMPRESSION PRODUCTS, INC. | 16705 | 255829                      | AUG 2024-PD<br>ADMIN COPIER                                  | 001-112-640 | 11                      | \$331.00      |
|        |         |                                 |       |                             |                                                              | 001-112-640 | 11                      | \$75.48       |
|        |         |                                 | 16704 | 255770                      | AUG 2024-PD<br>BOOKING COPIER                                | 001-112-640 | 11                      | \$273.00      |
|        |         |                                 |       |                             |                                                              | 001-112-640 | 11                      | \$48.48       |
|        |         |                                 | 16703 | 255773                      | AUG 2024-CID<br>COPIER                                       | 001-112-640 | 11                      | \$273.00      |
|        |         |                                 |       |                             |                                                              | 001-112-640 | 11                      | \$48.96       |
| 97428  | 711     | MPH INDUSTRIES, INC.            | 17482 | 6023035                     | FY24 MOHS<br>GRANT-5 Python 3<br>Radars-B/A 3/4/24           | 001-112-722 | 11                      | \$7,350.00    |
|        |         |                                 |       |                             |                                                              | 001-112-722 | 11                      | \$150.00      |
| 97435  | 931     | O'REILLY AUTO PARTS             | 18215 | 1129-432132                 | Battery For Unit 18-<br>003                                  | 001-112-635 | 11                      | \$210.10      |
|        |         |                                 | 18224 | 1129-432134                 | Oil Filters For<br>Tahoes & Trucks                           | 001-112-525 | 11                      | \$52.92       |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#                      | Vendor# | Vendor Name                                           | PO#   | Invoice#       | Description                                             | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|-----------------------------|---------|-------------------------------------------------------|-------|----------------|---------------------------------------------------------|-------------|-------------------------|---------------|
| 97444                       | 2477    | RANKIN CO SHERIFF DEPT                                |       | SO-53722       | JUL 2024-INMATES<br>FEEDING/HOUSING<br>/MEDICAL         | 001-112-523 | 11                      | \$1,975.00    |
|                             |         |                                                       |       |                |                                                         | 001-112-522 | 11                      | \$95.59       |
| 97463                       | 9371    | TIREHUB, LLC                                          | 18218 | 43623766       | Tire For Unit 17-004                                    | 001-112-540 | 11                      | \$131.00      |
| 97465                       | 7227    | TRANSUNION RISK & ALTERNATIVE DATA<br>SOLUTIONS, INC. |       | 44081-202407-1 | ACCT ID 44081-<br>DATABASE<br>SEARCH-JUL 2024           | 001-112-600 | 11                      | \$75.00       |
| 97467                       | 4669    | TRUSTCARE HEALTH, LLC                                 |       | 9734K19538     | DRUG SCREENS,<br>NON DOT<br>PHYSICALS & EKG-<br>12 LEAD | 001-112-600 | 11                      | \$155.00      |
|                             |         |                                                       |       |                |                                                         | 001-112-600 | 11                      | \$115.00      |
| <b>Total For Department</b> |         |                                                       |       | 001-112        |                                                         |             |                         | \$21,262.38   |

|              |                |                          |       |                        |                                               |             |    |          |
|--------------|----------------|--------------------------|-------|------------------------|-----------------------------------------------|-------------|----|----------|
| <b>Dept#</b> | <b>001-161</b> |                          |       |                        |                                               |             |    |          |
| 97372        | 12555          | CAVENDER STORES, LTD     | 18163 | 0247569-IN             | REPLACEMENT<br>WORK<br>BOOTS/GAUNT            | 001-161-535 | 11 | \$165.00 |
|              |                |                          | 18230 | 0249095-IN             | REPLACEMENT<br>WORK<br>BOOTS/SWALES           | 001-161-535 | 11 | \$148.49 |
|              |                |                          | 18230 | 0249096-IN             | REPLACEMENT<br>WORK BOOTS FOR<br>BURNHAM      | 001-161-535 | 11 | \$165.00 |
|              |                |                          | 18265 | 0249328-IN             | REPLACEMENT<br>BOOTS FOR<br>BRYHN BECK        | 001-161-535 | 11 | \$165.00 |
| 97373        | 389            | CENTERPOINT ENERGY ENTEX |       | 6400692628-7<br>AUG 24 | 6577 GRANTS<br>FERRY RD                       | 001-161-630 | 11 | \$49.31  |
|              |                |                          |       | 3194066-1 AUG<br>24    | 16 WOODGATE DR-<br>FS #5                      | 001-161-630 | 11 | \$46.87  |
| 97393        | 860            | FLEETCOR TECHNOLOGIES    |       | NP66906733             | ACCT #126876-<br>FUEL FOR WEEK<br>07/29/2024- | 001-161-525 | 11 | \$712.57 |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                  | PO#   | Invoice#    | Description                                                               | GL Acct#                   | ttrebotich<br>Acct Per. | Detail Amount          |
|--------|---------|------------------------------|-------|-------------|---------------------------------------------------------------------------|----------------------------|-------------------------|------------------------|
|        |         |                              |       | NP66942166  | 08/04/2024<br>ACCT #126876-<br>FUEL FOR WEEK<br>08/05/2024-<br>08/11/2024 | 001-161-525                | 11                      | \$363.39               |
| 97403  | 566     | HINDS COMMUNITY COLLEGE      |       | 002         | EMT CLASS<br>REGISTRATION<br>FEE FOR FF COLE                              | 001-161-685                | 11                      | \$75.00                |
| 97404  | 575     | HOME DEPOT CREDIT SERVICES   | 18115 | 2022754     | 8 FT USED RR TIES<br>(2)                                                  | 001-161-637                | 11                      | \$48.96                |
| 97408  | 13843   | JOE GODDARD ENTERPRISES LLC  | 18263 | 7132-24-266 | TROUBLESHOOT<br>WEATHER SIRENS                                            | 001-161-637<br>001-161-687 | 11<br>11                | (\$0.98)<br>\$4,049.00 |
| 97423  | 4566    | METRO BUILDING SERVICES, INC | 16771 | 55105       | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23              | 001-161-637                | 11                      | \$147.50               |
|        |         |                              | 16771 | 55106       | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23              | 001-161-637                | 11                      | \$196.00               |
|        |         |                              | 16771 | 55122       | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23              | 001-161-637                | 11                      | \$196.00               |
|        |         |                              | 16771 | 55107       | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23              | 001-161-637                | 11                      | \$196.00               |
|        |         |                              | 16771 | 55108       | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23              | 001-161-637                | 11                      | \$147.50               |
|        |         |                              | 16771 | 55109       | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23              | 001-161-637                | 11                      | \$147.50               |
| 97435  | 931     | O'REILLY AUTO PARTS          | 18217 | 1129-432288 | OIL CHANGES-2020                                                          | 001-161-635                | 11                      | \$6.83                 |

Report run by: ttrebotich



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                            | PO#   | Invoice#            | Description                                                                          | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|----------------------------------------|-------|---------------------|--------------------------------------------------------------------------------------|-------------|-------------------------|---------------|
|        |         |                                        |       |                     | & 2021<br>CHEVROLETS                                                                 |             |                         |               |
|        |         |                                        |       |                     |                                                                                      | 001-161-635 | 11                      | \$11.20       |
|        |         |                                        |       |                     |                                                                                      | 001-161-525 | 11                      | \$27.99       |
|        |         |                                        |       |                     |                                                                                      | 001-161-525 | 11                      | \$22.47       |
|        |         |                                        |       |                     |                                                                                      | 001-161-525 | 11                      | \$54.99       |
| 97437  | 13831   | PARAMEDICS LOGISTICS HOLDING CO<br>LLC | 18233 | 4544                | PARAMEDIC<br>SCHOOL TUITION &<br>BOOK<br>FEES/MCCLORA &<br>CHANDLER-B/A<br>8/05/2024 | 001-161-685 | 11                      | \$15,500.00   |
|        |         |                                        |       |                     |                                                                                      | 001-161-685 | 11                      | \$1,266.52    |
| 97439  | 3565    | POLLCHAPS LLC                          | 18165 | 22468               | LIGHTWEIGHT<br>SNAG-PROOF<br>POLOS                                                   | 001-161-535 | 11                      | \$700.00      |
|        |         |                                        |       |                     |                                                                                      | 001-161-535 | 11                      | \$162.00      |
|        |         |                                        |       |                     |                                                                                      | 001-161-535 | 11                      | \$162.00      |
|        |         |                                        |       |                     |                                                                                      | 001-161-535 | 11                      | \$875.00      |
|        |         |                                        |       |                     |                                                                                      | 001-161-535 | 11                      | \$625.00      |
| 97440  | 984     | POSITIVE PROMOTIONS                    | 18225 | 07426246            | FIRE SAFETY<br>BRACELETS &<br>BADGE STICKERS                                         | 001-161-650 | 11                      | \$76.60       |
|        |         |                                        |       |                     |                                                                                      | 001-161-650 | 11                      | \$433.75      |
| 97448  | 3948    | RJ YOUNG                               | 16933 | INV7054114          | JUL 2024-FIRE<br>DEPT COPIER                                                         | 001-161-640 | 11                      | \$103.00      |
|        |         |                                        |       |                     |                                                                                      | 001-161-640 | 11                      | \$8.25        |
|        |         |                                        |       |                     |                                                                                      | 001-161-640 | 11                      | \$52.20       |
| 97455  | 1141    | SOUTHERN PINE ELECTRIC                 |       | 12569001 JUL<br>24  | 13 WOODGATE DR<br>FIRE STATION                                                       | 001-161-630 | 11                      | \$695.82      |
|        |         |                                        |       | 328904001 JUL<br>24 | 1058 STAR RD FIRE<br>STATION #4                                                      | 001-161-630 | 11                      | \$857.90      |
|        |         |                                        |       | 7351008 JUL 24      | 3090 HWY 80<br>BYPASS ER<br>WARNING SIREN                                            | 001-161-630 | 11                      | \$52.11       |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#                      | Vendor#        | Vendor Name                        | PO#   | Invoice#    | Description                                      | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|-----------------------------|----------------|------------------------------------|-------|-------------|--------------------------------------------------|-------------|-------------------------|---------------|
| 97457                       | 3699           | STAPLES CONTRACT & COMMERCIAL, INC | 18223 | 6008934936  | ERGONOMIC SWIVEL CHAIRS (3)                      | 001-161-749 | 11                      | \$393.30      |
| 97458                       | 1158           | STATE FIRE ACADEMY                 |       | 32622       | CLASS CANCELLATION FEE                           | 001-161-685 | 11                      | \$40.00       |
| 97460                       | 5591           | SUNBELT FIRE, INC.                 | 18039 | 00016241    | REPAIRS ON ENGINE-5-E-ONE                        | 001-161-635 | 11                      | \$2,502.13    |
| 97467                       | 4669           | TRUSTCARE HEALTH, LLC              |       | 9734K19538  | DRUG SCREENS, NON DOT PHYSICALS & EKG-12 LEAD    | 001-161-600 | 11                      | \$40.00       |
|                             |                |                                    |       |             |                                                  | 001-161-600 | 11                      | \$40.00       |
| <b>Total For Department</b> |                |                                    |       | 001-161     |                                                  |             |                         | \$31,727.17   |
| <b>Dept#</b>                | <b>001-180</b> |                                    |       |             |                                                  |             |                         |               |
| 97393                       | 860            | FLEETCOR TECHNOLOGIES              |       | NP66906733  | ACCT #126876-FUEL FOR WEEK 07/29/2024-08/04/2024 | 001-180-525 | 11                      | \$216.48      |
|                             |                |                                    |       | NP66942166  | ACCT #126876-FUEL FOR WEEK 08/05/2024-08/11/2024 | 001-180-525 | 11                      | \$63.30       |
| 97409                       | 13473          | JONES WALKER LLP                   |       | 1235153     | RE: ECO DEV PROJECT & RELATED MATTERS            | 001-180-600 | 11                      | \$390.00      |
| 97435                       | 931            | O'REILLY AUTO PARTS                | 18256 | 1129-432750 | BATTERY FOR CD-5                                 | 001-180-635 | 11                      | \$201.91      |
| 97436                       | 3914           | ORION PLANNING + DESIGN, LLC       |       | 4003        | MAY 2024 CONSULTING                              | 001-180-600 | 11                      | \$262.50      |
| 97438                       | 12324          | PETTY CASH-ELIZABETH JOHNSON       |       | TR #08813   | REIMBURSE PETTY CASH EXPENSE                     | 001-180-550 | 11                      | \$16.61       |
| 97448                       | 3948           | RJ YOUNG                           | 16706 | INV7054115  | JUL 2024-COMM DEV COPIER                         | 001-180-640 | 11                      | \$250.00      |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check Run #: 12908   |         |                           |       |            |                                                                              | ttrebotich                                                       |             |               |            |
|----------------------|---------|---------------------------|-------|------------|------------------------------------------------------------------------------|------------------------------------------------------------------|-------------|---------------|------------|
| Check#               | Vendor# | Vendor Name               | PO#   | Invoice#   | Description                                                                  | GL Acct#                                                         | Acct Per.   | Detail Amount |            |
|                      |         |                           |       |            |                                                                              | 001-180-640                                                      | 11          | \$85.01       |            |
| Total For Department |         |                           |       | 001-180    | \$1,485.81                                                                   |                                                                  |             |               |            |
| Dept#                | 001-201 |                           |       |            |                                                                              |                                                                  |             |               |            |
| 97356                | 19      | ADCAMP, INC.              |       | 43566      | JULY 2024<br>ASPHALT-REPAIRS<br>& 2024 STREET<br>OVERLAY<br>PROJECT #2024-01 | 001-201-637                                                      | 11          | \$3,525.20    |            |
| 97370                | 10054   | C&L DIESEL INC            | 18193 | 10547      | VIN #5746 Dump<br>Truck-A/C Repair                                           | 001-201-635                                                      | 11          | \$1,187.30    |            |
| 97375                | 1999    | CINTAS CORPORATION NO 210 |       | 4200182288 | UNIFORMS                                                                     | 001-201-535                                                      | 11          | \$11.83       |            |
|                      |         |                           |       |            |                                                                              | 001-201-535                                                      | 11          | \$9.94        |            |
|                      |         |                           |       |            |                                                                              | 001-201-535                                                      | 11          | \$12.50       |            |
|                      |         |                           |       | 4200880532 | UNIFORMS                                                                     | 001-201-535                                                      | 11          | \$11.83       |            |
|                      |         |                           |       |            |                                                                              | 001-201-535                                                      | 11          | \$9.94        |            |
|                      |         |                           |       |            |                                                                              | 001-201-535                                                      | 11          | \$12.50       |            |
|                      |         |                           |       | 4201602055 | UNIFORMS                                                                     | 001-201-535                                                      | 11          | \$11.83       |            |
|                      |         |                           |       |            |                                                                              | 001-201-535                                                      | 11          | \$9.94        |            |
|                      |         |                           |       |            |                                                                              | 001-201-535                                                      | 11          | \$12.50       |            |
|                      |         |                           |       | 4198023470 | UNIFORMS                                                                     | 001-201-535                                                      | 11          | \$11.83       |            |
|                      |         |                           |       |            |                                                                              | 001-201-535                                                      | 11          | \$9.94        |            |
|                      |         |                           |       |            |                                                                              | 001-201-535                                                      | 11          | \$12.50       |            |
| 97376                | 4106    | CLEO MCKINION             | 17911 | 1104-A     | Asphalt & Pothole<br>Repairs-Labor &<br>Equipment-B/A<br>3/18/24             | 001-201-637                                                      | 11          | \$1,838.75    |            |
|                      |         |                           |       | 18083      | 1104-B                                                                       | Asphalt & Pothole<br>Repairs-Labor &<br>Equipment-B/A<br>3/18/24 | 001-201-637 | 11            | \$2,981.25 |
|                      |         |                           |       | 18083      | 1105                                                                         | Asphalt & Pothole<br>Repairs-Labor &                             | 001-201-637 | 11            | \$4,820.00 |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name           | PO#   | Invoice#                         | Description                                                       | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|-----------------------|-------|----------------------------------|-------------------------------------------------------------------|-------------|-------------------------|---------------|
|        |         |                       |       |                                  | Equipment-B/A<br>3/18/24                                          |             |                         |               |
|        |         |                       | 18083 | 1106                             | Asphalt & Pothole<br>Repairs-Labor &<br>Equipment-B/A<br>3/18/24  | 001-201-637 | 11                      | \$4,820.00    |
| 97383  | 303     | CUSTOM PRODUCTS CORP. | 18128 | INV11817                         | Ellington Ct & Stock<br>At Shop-Do Not<br>Enter                   | 001-201-637 | 11                      | \$29.51       |
|        |         |                       |       |                                  |                                                                   | 001-201-550 | 11                      | \$75.38       |
|        |         |                       | 18120 | INV11822                         | Autistic Child Area<br>Signs                                      | 001-201-637 | 11                      | \$265.86      |
| 97385  | 10421   | DUNN UTILITY          | 18100 | 25158                            | 71 Terrapin Dr-<br>Concrete Pipe-<br>Sinkhole Repair/WO<br>#53523 | 001-201-637 | 11                      | \$6,418.60    |
|        |         |                       | 18100 | 25166                            | 71 Terrapin Dr-<br>Concrete Pipe-<br>Sinkhole Repair/WO<br>#53523 | 001-201-637 | 11                      | \$5,839.00    |
| 97389  | 2190    | ENTERGY               |       | 400003070122                     | 1346 W<br>GOVERNMENT ST                                           | 001-201-630 | 11                      | \$132.67      |
|        |         |                       |       | 400003070123                     | 1379 W<br>GOVERNMENT ST                                           | 001-201-630 | 11                      | \$132.51      |
|        |         |                       |       | 450003406101                     | 605 W<br>GOVERNMENT ST                                            | 001-201-630 | 11                      | \$133.67      |
|        |         |                       |       | 145007690634                     | LOUIS WILSON DR<br>& HWY 80                                       | 001-201-630 | 11                      | \$129.73      |
|        |         |                       |       | 205007254293                     | HWY 80 AT<br>TRICKHAMBRIDGE<br>RD SIGNAL                          | 001-201-630 | 11                      | \$124.12      |
|        |         |                       |       | ACCT<br>#194927737-<br>8/14/2024 | 498 CROSSGATES<br>BLVD                                            | 001-201-630 | 11                      | \$100.85      |
| 97393  | 860     | FLEETCOR TECHNOLOGIES |       | NP66906733                       | ACCT #126876-<br>FUEL FOR WEEK<br>07/29/2024-<br>08/04/2024       | 001-201-525 | 11                      | \$380.15      |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                          | PO#   | Invoice#                         | Description                                                                | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|--------------------------------------|-------|----------------------------------|----------------------------------------------------------------------------|-------------|-------------------------|---------------|
|        |         |                                      |       | NP66942166                       | ACCT #126876-<br>FUEL FOR WEEK<br>08/05/2024-<br>08/11/2024                | 001-201-525 | 11                      | \$352.61      |
| 97396  | 144     | GILMORE BROS BUILDING SUPPLY         | 17942 | 134531                           | Bagged Asphalt,<br>Elbow/Knee Pads                                         | 001-201-550 | 11                      | \$1,624.00    |
|        |         |                                      |       |                                  |                                                                            | 001-201-550 | 11                      | \$271.92      |
|        |         |                                      |       |                                  |                                                                            | 001-201-550 | 11                      | \$199.92      |
|        |         |                                      |       |                                  |                                                                            | 001-201-550 | 11                      | \$1.92        |
| 97401  | 5975    | HEMPHILL CONSTRUCTION COMPANY<br>INC |       | PAY REQUEST<br>2-FINAL &<br>FSCO | 2023 GRANDEUR<br>DRAINAGE IMP<br>PROJECT/PAY<br>REQUEST #2-FINAL<br>& FSCO | 001-201-720 | 11                      | \$2,718.25    |
| 97415  | 693     | LEWIS ELECTRIC                       |       | M2024.141                        | SIGNAL REPAIR-<br>ORLEANS WAY AT<br>HWY 18-7/31/24                         | 001-201-720 | 11                      | \$4,400.00    |
| 97420  | 2601    | LOVE IRRIGATION INC                  | 18178 | S-74588                          | Diagnostic<br>Fee/Troubleshoot<br>Irrigation<br>System/Mar-Lyn Dr          | 001-201-600 | 11                      | \$250.00      |
| 97424  | 6785    | MICHAEL SCOTT WELLS                  | 16713 | 08/05/2024-A                     | BEAVER<br>ERADICATION<br>MAINT-LOCATION<br>#1-B/A 11/7/2016                | 001-201-600 | 11                      | \$125.00      |
|        |         |                                      | 16712 | 08/05/2024-B                     | BEAVER<br>ERADICATION<br>MAINT-LOCATION<br>#2-B/A 11/7/2016                | 001-201-600 | 11                      | \$125.00      |
|        |         |                                      | 16711 | 08/05/2024-C                     | BEAVER<br>ERADICATION<br>MAINT-LOCATION<br>#3-B/A 11/7/2016                | 001-201-600 | 11                      | \$125.00      |
| 97433  | 2377    | MURPHY'S LAWN & LANDSCAPE            | 18190 | 17165                            | 122 Overlook Dr-<br>Yard<br>Restoration/WO#544<br>24                       | 001-201-637 | 11                      | \$1,598.36    |
| 97434  | 7173    | NJ FARMS INC                         | 18194 | 0251                             | City Hall Connector                                                        | 001-201-720 | 11                      | \$6,200.00    |

Report run by: ttrebotich





**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name               | PO#   | Invoice#            | Description                                                        | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|---------------------------|-------|---------------------|--------------------------------------------------------------------|-------------|-------------------------|---------------|
| 97442  | 1000    | PUCKETT MACHINERY COMPANY | 18192 | P00C6266344         | Rd-Concrete Pad<br>VIN #2771 Mini<br>Excavator-Teeth For<br>Bucket | 001-201-636 | 11                      | \$133.25      |
|        |         |                           |       |                     |                                                                    | 001-201-636 | 11                      | \$14.15       |
|        |         |                           |       |                     |                                                                    | 001-201-636 | 11                      | \$30.70       |
| 97450  | 13898   | RONALD TOAL               |       | 08/07/2024          | REIMBURSE<br>DAMAGED<br>PASSENGER<br>WINDOW &<br>WINDSHIELD        | 001-201-550 | 11                      | \$754.35      |
| 97455  | 1141    | SOUTHERN PINE ELECTRIC    |       | 400037515 JUL<br>24 | 3267 LOUIS<br>WILSON DR<br>TRAFFIC LIGHT                           | 001-201-630 | 11                      | \$79.99       |
|        |         |                           |       | 15316001 JUL<br>24  | S OF I-20 SIGNAL<br>LIGHT/GREENFIEL<br>D INT                       | 001-201-630 | 11                      | \$61.23       |
|        |         |                           |       | 15314001 JUL<br>24  | N OF I-20 SIGNAL<br>LIGHT/GREENFIEL<br>D INT                       | 001-201-630 | 11                      | \$55.11       |
|        |         |                           |       | 7351019 JUL 24      | HWY 18 RED LIGHT<br>AT HWY 18                                      | 001-201-630 | 11                      | \$52.22       |
|        |         |                           |       | 7351017 JUL 24      | HWY 18 RED LIGHT<br>AT BHS                                         | 001-201-630 | 11                      | \$52.56       |
|        |         |                           |       | 7351015 JUL 24      | HWY 80 EAST/RED<br>LIGHT                                           | 001-201-630 | 11                      | \$60.00       |
|        |         |                           |       | 15456001 JUL<br>24  | SERVICE DR<br>CROSSGATES<br>CIRCLE LIGHT                           | 001-201-630 | 11                      | \$56.78       |
|        |         |                           |       | 7351005 JUL 24      | HWY 18 &<br>GREENFIELD RD<br>RED LIGHT                             | 001-201-630 | 11                      | \$73.34       |
|        |         |                           |       | 7351002 JUL 24      | ORLEANS WAY<br>SIGNAL LIGHT                                        | 001-201-630 | 11                      | \$63.90       |
|        |         |                           |       | 7351003 JUL 24      | GREENFIELD RD<br>RED LIGHTS/HWY<br>80                              | 001-201-630 | 11                      | \$143.47      |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#               | Vendor# | Vendor Name                 | PO# | Invoice#             | Description                                       | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|----------------------|---------|-----------------------------|-----|----------------------|---------------------------------------------------|-------------|-------------------------|---------------|
|                      |         |                             |     | 7351004 JUL 24       | HWY 18 & STAR<br>BRANDON RD RED<br>LIGHT          | 001-201-630 | 11                      | \$56.11       |
|                      |         |                             |     | 7351014 JUL 24       | STONEGATE DR<br>RED LIGHT                         | 001-201-630 | 11                      | \$57.67       |
|                      |         |                             |     | 7000208002<br>AUG 24 | STREET LIGHTS                                     | 001-201-630 | 11                      | \$6,598.02    |
|                      |         |                             |     | 7000208004<br>AUG 24 | GREENFIELD/ORLE<br>ANS                            | 001-201-630 | 11                      | \$1,143.59    |
|                      |         |                             |     | 7000208003<br>AUG 24 | CLERK LIGHTS                                      | 001-201-630 | 11                      | \$5,846.40    |
|                      |         |                             |     | 7000208001<br>AUG 24 | WINDSOR RIDGE                                     | 001-201-630 | 11                      | \$655.61      |
| 97456                | 6085    | SOUTHERN TIRE MART, LLC     |     | 2600185429           | VIN #5746 DUMP<br>TRUCK-ER TIRE<br>REPAIR         | 001-201-540 | 11                      | \$167.50      |
|                      |         |                             |     | 2600184534           | VIN #7815 DUMP<br>TRUCK-ER NEW<br>FRONT TIRE      | 001-201-540 | 11                      | \$583.95      |
| 97459                | 11223   | SUNBELT CRUSHING, LLC       |     | 53802                | CONCRETE<br>CRUSHING<br>SERVICES-B/A<br>5/06/2024 | 001-201-604 | 11                      | \$60,216.00   |
| 97473                | 2500    | WASTE MANAGEMENT OF JACKSON |     | 3198532-0078-4       | DUMPSTER AT<br>CITY SHOP-JUL<br>2024              | 001-201-600 | 11                      | \$981.47      |
| Total For Department |         |                             |     | 001-201              |                                                   |             |                         | \$129,000.98  |
| Dept#                | 001-340 |                             |     |                      |                                                   |             |                         |               |
| 97368                | 12141   | BRAN SFM, LLC               |     | FUND0824             | AUG 2024-<br>OPERATING<br>FUNDING<br>REQUEST      | 001-340-600 | 11                      | \$141,370.00  |
| 97393                | 860     | FLEETCOR TECHNOLOGIES       |     | NP66906733           | ACCT #126876-<br>FUEL FOR WEEK                    | 001-340-525 | 11                      | \$589.28      |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                   | PO#   | Invoice#   | Description                                                                              | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|-------------------------------|-------|------------|------------------------------------------------------------------------------------------|-------------|-------------------------|---------------|
|        |         |                               |       | NP66942166 | 07/29/2024-<br>08/04/2024<br>ACCT #126876-<br>FUEL FOR WEEK<br>08/05/2024-<br>08/11/2024 | 001-340-525 | 11                      | \$706.72      |
| 97394  | 463     | FREDERICK'S SALES & SERV.     | 18247 | 01-103523  | EXM-PTO SWITCH<br>FOR MOWER AT<br>QUARRY MAINT<br>SHOP                                   | 001-340-636 | 11                      | \$59.79       |
| 97404  | 575     | HOME DEPOT CREDIT SERVICES    | 18198 | 8973720    | Items For Quarry<br>Maintenance Building                                                 | 001-340-637 | 11                      | \$21.50       |
|        |         |                               |       |            |                                                                                          | 001-340-637 | 11                      | \$17.38       |
|        |         |                               |       |            |                                                                                          | 001-340-637 | 11                      | \$28.54       |
|        |         |                               |       |            |                                                                                          | 001-340-637 | 11                      | (\$1.35)      |
|        |         |                               | 18198 | 9973678    | Items For Quarry<br>Maintenance Building                                                 | 001-340-637 | 11                      | \$22.72       |
|        |         |                               |       |            |                                                                                          | 001-340-637 | 11                      | (\$0.45)      |
|        |         |                               | 18198 | 9973657    | Items For Quarry<br>Maintenance Building                                                 | 001-340-637 | 11                      | \$149.00      |
|        |         |                               |       |            |                                                                                          | 001-340-637 | 11                      | \$32.98       |
|        |         |                               |       |            |                                                                                          | 001-340-637 | 11                      | \$99.86       |
|        |         |                               |       |            |                                                                                          | 001-340-637 | 11                      | (\$5.64)      |
| 97423  | 4566    | METRO BUILDING SERVICES, INC  | 16771 | 55113      | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23                             | 001-340-637 | 11                      | \$1,242.50    |
|        |         |                               | 16771 | 55114      | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23                             | 001-340-637 | 11                      | \$1,729.00    |
| 97476  | 2429    | WEST RANKIN UTILITY AUTHORITY | 16726 | SW-0824    | SANITATION<br>(SOLID WASTE)<br>SERVICE                                                   | 001-340-600 | 11                      | \$894.98      |
|        |         |                               |       |            |                                                                                          | 001-340-600 | 11                      | \$1,309.93    |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#               | Vendor# | Vendor Name                 | PO#   | Invoice#         | Description                                      | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|----------------------|---------|-----------------------------|-------|------------------|--------------------------------------------------|-------------|-------------------------|---------------|
| Total For Department |         |                             |       | 001-340          |                                                  |             |                         | \$148,266.74  |
| Dept#                | 001-342 |                             |       |                  |                                                  |             |                         |               |
| 97367                | 12360   | BLACK FORREST LAWN CARE LLC | 17494 | 2219             | Cemetery Mowing & Trimming-7/23/24-B/A 3/4/24    | 001-342-604 | 11                      | \$1,065.75    |
|                      |         |                             |       |                  |                                                  | 001-342-604 | 11                      | \$1,547.87    |
|                      |         |                             |       |                  |                                                  | 001-342-604 | 11                      | \$253.75      |
|                      |         |                             |       |                  |                                                  | 001-342-604 | 11                      | \$253.75      |
|                      |         |                             | 17494 | 2253             | Cemetery Mowing & Trimming-7/30/24-B/A 3/4/24    | 001-342-604 | 11                      | \$253.75      |
|                      |         |                             |       |                  |                                                  | 001-342-604 | 11                      | \$253.75      |
|                      |         |                             |       |                  |                                                  | 001-342-604 | 11                      | \$1,065.75    |
|                      |         |                             |       |                  |                                                  | 001-342-604 | 11                      | \$1,547.87    |
|                      |         |                             | 17494 | 2307             | Cemetery Mowing & Trimming-8/6/24-B/A 3/4/24     | 001-342-604 | 11                      | \$253.75      |
|                      |         |                             |       |                  |                                                  | 001-342-604 | 11                      | \$1,547.87    |
|                      |         |                             |       |                  |                                                  | 001-342-604 | 11                      | \$253.75      |
|                      |         |                             |       |                  |                                                  | 001-342-604 | 11                      | \$1,065.75    |
| Total For Department |         |                             |       | 001-342          |                                                  |             |                         | \$9,363.36    |
| Dept#                | 001-350 |                             |       |                  |                                                  |             |                         |               |
| 97362                | 13785   | BARRY LANDSCAPE INC         | 18036 | 34251            | Library Planting Design Renovation-B/A 6/17/2024 | 001-350-637 | 11                      | \$41,400.00   |
| 97373                | 389     | CENTERPOINT ENERGY ENTEX    |       | 3015580-8 AUG 24 | 1475 W GOVERNMENT ST-LIBRARY                     | 001-350-630 | 11                      | \$799.95      |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#               | Vendor# | Vendor Name                        | PO#   | Invoice#   | Description                                                  | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|----------------------|---------|------------------------------------|-------|------------|--------------------------------------------------------------|-------------|-------------------------|---------------|
| 97377                | 207     | CMRLS                              | 16710 | 08/05/2024 | T-1 LINE AT<br>LIBRARY AUG 2024                              | 001-350-605 | 11                      | \$384.00      |
| 97391                | 13383   | EXELL/MS BOTTLE WATER-ACCT #023270 | 16721 | 774029     | EQUIPMENT<br>RENTAL-LIBRARY<br>ACCT #023270                  | 001-350-640 | 11                      | \$11.00       |
| 97421                | 7934    | M & S ROOFING CO., INC             |       | SJ24-724   | EMERGENCY-SEAL<br>METAL WALL<br>PANELS AT ROOF<br>PERIMETER  | 001-350-637 | 11                      | \$475.00      |
| 97423                | 4566    | METRO BUILDING SERVICES, INC       |       | 55408      | ER SERVICE CALL-<br>STAFF LOUNGE<br>MEN'S RESTROOM           | 001-350-636 | 11                      | \$307.88      |
|                      |         |                                    | 16771 | 55110      | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23 | 001-350-637 | 11                      | \$907.50      |
|                      |         |                                    | 18072 | 55500      | Labor For Library<br>Chill Water Chemical<br>Treatment       | 001-350-600 | 11                      | \$1,656.00    |
| Total For Department |         |                                    |       | 001-350    |                                                              |             |                         | \$45,941.33   |
| Dept#                | 001-351 |                                    |       |            |                                                              |             |                         |               |
| 97470                | 11103   | VESTIS GROUP INC F/K/A ARAMARK     |       | 2780266919 | MOPS FOR SENIOR<br>CENTER AND CITY<br>HALL                   | 001-351-510 | 11                      | \$45.94       |
|                      |         |                                    |       | 2780269024 | MOPS FOR SENIOR<br>CENTER AND CITY<br>HALL                   | 001-351-510 | 11                      | \$45.94       |
| Total For Department |         |                                    |       | 001-351    |                                                              |             |                         | \$91.88       |
| Fund Total           |         |                                    |       | 001        |                                                              |             |                         | \$435,587.08  |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#       | Vendor# | Vendor Name          | PO# | Invoice#                    | Description                                      | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------------|---------|----------------------|-----|-----------------------------|--------------------------------------------------|-------------|-------------------------|---------------|
| <b>Dept#</b> |         | <b>002-100</b>       |     |                             |                                                  |             |                         |               |
| 97361        | 4898    | AXON ENTERPRISE INC. |     | INUS175479                  | FY23-BODY<br>CAMERA PRO<br>LICENSE BUNDLE<br>(8) | 002-100-550 | 11                      | \$3,314.40    |
|              |         |                      |     | INUS269614                  | FY24-BODY<br>CAMERA PRO<br>LICENSE BUNDLE<br>(8) | 002-100-550 | 11                      | \$3,314.40    |
| 97422        | 12671   | MATTHEW MOLTER       |     | INV-0929                    | DOGTEAMPRO<br>ANNUAL<br>SUBSCRIPTION             | 002-100-555 | 11                      | \$499.00      |
|              |         |                      |     | <b>Total For Department</b> | 002-100                                          |             |                         | \$7,127.80    |
|              |         |                      |     | <b>Fund Total</b>           | 002                                              |             |                         | \$7,127.80    |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#       | Vendor#        | Vendor Name                        | PO#   | Invoice#   | Description                                                 | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------------|----------------|------------------------------------|-------|------------|-------------------------------------------------------------|-------------|-------------------------|---------------|
| <b>Dept#</b> | <b>004-500</b> |                                    |       |            |                                                             |             |                         |               |
| 97358        | 10919          | AMBIANCE LANDSCAPES, LLC           | 17727 | 16967      | AMP-Landscaping-<br>B/A 4/15/24                             | 004-500-600 | 11                      | \$4,072.15    |
|              |                |                                    | 17727 | 16964      | AMP-Landscaping-<br>B/A 4/15/24                             | 004-500-600 | 11                      | \$4,072.15    |
| 97364        | 1944           | BEN NELSON GOLF & UTILITY VEHICLES | 18140 | 01-177798  | 2% FUNDS-2024<br>EZ-GO Golf Cart-B/A<br>7/15/24             | 004-500-730 | 11                      | \$12,686.00   |
| 97371        | 9854           | Capstar Radio Operating Company    |       | 8821583287 | DWIGHT<br>YOAKAM/WMSI-FM                                    | 004-500-615 | 11                      | \$387.58      |
|              |                |                                    |       | 8821581171 | JAMEY<br>JOHNSON/WMSI-<br>FM                                | 004-500-615 | 11                      | \$742.85      |
| 97375        | 1999           | CINTAS CORPORATION NO 210          |       | 4201474261 | MATS/AMPHITHEAT<br>ER                                       | 004-500-510 | 11                      | \$317.07      |
|              |                |                                    |       | 4198019650 | MATS/AMPHITHEAT<br>ER                                       | 004-500-510 | 11                      | \$317.07      |
|              |                |                                    |       | 4202191926 | MATS/AMPHITHEAT<br>ER                                       | 004-500-510 | 11                      | \$317.07      |
| 97392        | 786            | EXELL/MS BOTTLE WATER-ACCT #029737 | 16694 | 774883     | AMP ACCT<br>#029737-<br>EQUIPMENT<br>RENTAL                 | 004-500-640 | 11                      | \$11.00       |
| 97393        | 860            | FLEETCOR TECHNOLOGIES              |       | NP66906733 | ACCT #126876-<br>FUEL FOR WEEK<br>07/29/2024-<br>08/04/2024 | 004-500-525 | 11                      | \$21.13       |
|              |                |                                    |       | NP66942166 | ACCT #126876-<br>FUEL FOR WEEK<br>08/05/2024-<br>08/11/2024 | 004-500-525 | 11                      | \$16.70       |
| 97402        | 9857           | High Plains Radio Network          |       | 24060102   | JAMEY<br>JOHNSON/HPR<br>NETWORK                             | 004-500-615 | 11                      | \$275.40      |
| 97404        | 575            | HOME DEPOT CREDIT SERVICES         |       | 1134103    | ZEP INSTANT SPILL                                           | 004-500-510 | 11                      | \$20.94       |

Report run by: ttrebotich



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                  | PO#   | Invoice#                    | Description                                                  | GL Acct#                   | ttrebotich<br>Acct Per. | Detail Amount          |
|--------|---------|------------------------------|-------|-----------------------------|--------------------------------------------------------------|----------------------------|-------------------------|------------------------|
|        |         |                              |       |                             | ABSORBER                                                     |                            |                         |                        |
| 97417  | 9846    | LIVE NATION WORLDWIDE INC    |       | 2785                        | ADV PUSHDOWNS-<br>BORED<br>TEACHERS-<br>04/13/2024           | 004-500-510<br>004-500-615 | 11<br>11                | (\$0.42)<br>\$1,796.04 |
| 97419  | 8051    | LORI SCHULER                 | 17857 | 2681                        | AMP-EVENT<br>STAFF-PARKER<br>MCCOLLUM                        | 004-500-600                | 11                      | \$4,932.22             |
|        |         |                              | 17857 | 2680                        | AMP-SECURITY<br>STAFF-PARKER<br>MCCOLLUM                     | 004-500-600                | 11                      | \$7,263.19             |
| 97423  | 4566    | METRO BUILDING SERVICES, INC | 16771 | 55115                       | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23 | 004-500-637                | 11                      | \$1,965.00             |
|        |         |                              | 16771 | 55120                       | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23 | 004-500-637                | 11                      | \$681.25               |
| 97461  | 4221    | T ENTERPRISES INC            |       | 1238328-01                  | 6/24/2024 SHOW<br>POSTER FOAM<br>BOARD                       | 004-500-615                | 11                      | \$323.82               |
| 97469  | 4935    | UNITED RENTALS (N.A.), INC.  | 18245 | 237229317-001               | Purchase 6 Foot<br>Fork Extensions                           | 004-500-729                | 11                      | \$650.00               |
|        |         |                              | 18258 | 237347289-001               | Purchase Electric<br>Pallet Jack                             | 004-500-730                | 11                      | \$4,000.00             |
|        |         |                              |       | 232320744-005               | LAKE LIGHT<br>TOWER 11823744-<br>07/26 TO 08/23/2024         | 004-500-640                | 11                      | \$650.00               |
|        |         |                              |       | 231140113-008               | AMP-LIGHT<br>TOWERS-07/24 TO<br>08/21/2024                   | 004-500-640                | 11                      | \$3,250.00             |
| 97473  | 2500    | WASTE MANAGEMENT OF JACKSON  |       | 3198740-0078-3              | AMP DUMPSTER-<br>JUL 2024                                    | 004-500-600                | 11                      | \$388.02               |
|        |         |                              |       | <b>Total For Department</b> | 004-500                                                      |                            |                         | \$49,156.23            |





**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

**Check Run #: 12908**

| Check# | Vendor# | Vendor Name | PO# | Invoice#          | Description | GL Acct# | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|-------------|-----|-------------------|-------------|----------|-------------------------|---------------|
|        |         |             |     | <b>Fund Total</b> | 004         |          |                         | \$49,156.23   |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#       | Vendor#        | Vendor Name                | PO#   | Invoice#          | Description                                                 | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------------|----------------|----------------------------|-------|-------------------|-------------------------------------------------------------|-------------|-------------------------|---------------|
| <b>Dept#</b> | <b>100-220</b> |                            |       |                   |                                                             |             |                         |               |
| 97375        | 1999           | CINTAS CORPORATION NO 210  |       | 4200182288        | UNIFORMS                                                    | 100-220-535 | 11                      | \$9.61        |
|              |                |                            |       | 4200880532        | UNIFORMS                                                    | 100-220-535 | 11                      | \$9.61        |
|              |                |                            |       | 4201602055        | UNIFORMS                                                    | 100-220-535 | 11                      | \$9.61        |
|              |                |                            |       | 4198023470        | UNIFORMS                                                    | 100-220-535 | 11                      | \$9.61        |
| 97381        | 10569          | CROSS COUNTRY GROCERY, INC |       | TRANS<br>#1011242 | INMATE MEALS<br>07/19/2024                                  | 100-220-520 | 11                      | \$254.36      |
| 97393        | 860            | FLEETCOR TECHNOLOGIES      |       | NP66906733        | ACCT #126876-<br>FUEL FOR WEEK<br>07/29/2024-<br>08/04/2024 | 100-220-525 | 11                      | \$281.12      |
|              |                |                            |       | NP66942166        | ACCT #126876-<br>FUEL FOR WEEK<br>08/05/2024-<br>08/11/2024 | 100-220-525 | 11                      | \$321.22      |
| 97412        | 10529          | K&S TRUCKING LLC           | 18191 | 24916             | VIN #4366 Sanitation<br>Van-(2) New Tires                   | 100-220-540 | 11                      | \$270.00      |
| 97432        | 11299          | MSLCP, LLC                 |       | 276158            | INMATE MEALS<br>07/25/2024                                  | 100-220-520 | 11                      | \$296.80      |
|              |                |                            |       | 276159            | INMATE MEALS<br>08/02/2024                                  | 100-220-520 | 11                      | \$326.51      |
|              |                |                            |       | 276160            | INMATE MEALS<br>08/08/2024                                  | 100-220-520 | 11                      | \$308.58      |
|              |                |                            |       | 276161            | INMATE MEALS<br>08/15/2024                                  | 100-220-520 | 11                      | \$268.05      |
| 97443        | 2583           | RAMEY'S                    |       | 000810129313      | INMATE CUPS-<br>08/06/2024                                  | 100-220-520 | 11                      | \$4.58        |
|              |                |                            |       | 000810129312      | INMATE DRINKS<br>AND KETCHUP-<br>08/06/2024                 | 100-220-520 | 11                      | \$35.77       |
|              |                |                            |       | 000810129245      | INMATE DRINKS<br>AND CUPS-<br>08/05/2024                    | 100-220-520 | 11                      | \$40.37       |
|              |                |                            |       | 000810129414      | INMATE CUPS AND                                             | 100-220-520 | 11                      | \$32.58       |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                     | PO#   | Invoice#                | Description                                                       | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|---------------------------------|-------|-------------------------|-------------------------------------------------------------------|-------------|-------------------------|---------------|
|        |         |                                 |       |                         | DRINKS-08/07/2024                                                 |             |                         |               |
|        |         |                                 |       | 000810128951            | INMATE PLATES,<br>CUPS, DRESSING &<br>DRINKS-08/02/2024           | 100-220-520 | 11                      | \$62.43       |
|        |         |                                 |       | 000810129504            | INMATE PLATES,<br>FORKS, CUPS,<br>DRESSING &<br>DRINKS-08/08/2024 | 100-220-520 | 11                      | \$62.72       |
|        |         |                                 |       | 000810129607            | INMATE MEALS,<br>PLATES, CUPS &<br>DRINKS-08/09/2024              | 100-220-520 | 11                      | \$30.43       |
|        |         |                                 |       | 000810129882            | INMATE MEALS<br>08/12/2024                                        | 100-220-520 | 11                      | \$271.84      |
|        |         |                                 |       | 000810129892            | INMATE MEALS<br>08/12/2024                                        | 100-220-520 | 11                      | \$21.31       |
|        |         |                                 |       | 000810129953            | INMATE DRINKS,<br>CUPS & KETCHUP-<br>08/13/2024                   | 100-220-520 | 11                      | \$51.60       |
|        |         |                                 |       | 000810130045            | INMATE CUPS AND<br>DRINKS-08/14/2024                              | 100-220-520 | 11                      | \$38.87       |
|        |         |                                 |       | 000810130122            | INMATE CUPS AND<br>DRINKS-08/15/2024                              | 100-220-520 | 11                      | \$33.38       |
| 97449  | 1420    | ROGERS-DABBS CHEVROLET          | 18121 | CTCS691383              | VIN #4366 Sanitation<br>Van-Repair Rear A/C                       | 100-220-635 | 11                      | \$866.18      |
| 97453  | 1851    | SONIC                           |       | CHK 174-<br>08/07/2024  | INMATE MEALS<br>08/07/2024                                        | 100-220-520 | 11                      | \$304.16      |
|        |         |                                 |       | CHK #170-<br>08/14/2024 | INMATE MEALS<br>08/14/2024                                        | 100-220-520 | 11                      | \$325.24      |
| 97462  | 13733   | TASTE OF DETROIT RESTAURANT LLC |       | 2024-0805               | INMATE MEALS<br>08/05/2024                                        | 100-220-520 | 11                      | \$410.00      |
|        |         |                                 |       | 2024-0809               | INMATE MEALS<br>08/09/2024                                        | 100-220-520 | 11                      | \$410.00      |
| 97471  | 8048    | WALTER L. HARVEY                |       | 08/06/2024              | INMATE MEALS<br>08/06/2024                                        | 100-220-520 | 11                      | \$360.00      |
|        |         |                                 |       | 08/13/2024              | INMATE MEALS<br>08/13/2024                                        | 100-220-520 | 11                      | \$370.00      |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                   | PO#   | Invoice#                    | Description                            | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|-------------------------------|-------|-----------------------------|----------------------------------------|-------------|-------------------------|---------------|
| 97476  | 2429    | WEST RANKIN UTILITY AUTHORITY | 16726 | SW-0824                     | SANITATION<br>(SOLID WASTE)<br>SERVICE | 100-220-603 | 11                      | \$148,049.44  |
|        |         |                               |       | <b>Total For Department</b> | 100-220                                |             |                         | \$154,145.98  |
|        |         |                               |       | <b>Fund Total</b>           | 100                                    |             |                         | \$154,145.98  |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#       | Vendor#        | Vendor Name   | PO#   | Invoice#                   | Description                                                                             | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------------|----------------|---------------|-------|----------------------------|-----------------------------------------------------------------------------------------|-------------|-------------------------|---------------|
| <b>Dept#</b> | <b>300-610</b> |               |       |                            |                                                                                         |             |                         |               |
| 97356        | 19             | ADCAMP, INC.  |       | 43566                      | JULY 2024<br>ASPHALT-REPAIRS<br>& 2024 STREET<br>OVERLAY<br>PROJECT #2024-01            | 300-610-712 | 11                      | \$18,102.70   |
|              |                |               |       | PAY REQUEST<br>#5-2024 SOP | 2024 STREET<br>OVERLAY<br>PROJECT #2024-<br>01/PAY REQUEST<br>#5/2024 GO BOND           | 300-610-712 | 11                      | \$496,125.69  |
| 97376        | 4106           | CLEO MCKINION |       | 1107                       | BASE REPAIRS-<br>MATERIALS &<br>LABOR-B/A 2/5/24-<br>STREET OVERLAY<br>PROJECT #2024-01 | 300-610-712 | 11                      | \$4,820.00    |
| 97385        | 10421          | DUNN UTILITY  | 18135 | 25164                      | Street Cross Drain<br>Replacements-Part<br>Of 2024 Overlay<br>Project-B/A 2/5/24        | 300-610-712 | 11                      | \$5,886.20    |
|              |                |               | 17995 | 24599                      | Street Cross Drain<br>Replacements-Part<br>Of 2024 Overlay<br>Project-B/A 2/5/24        | 300-610-712 | 11                      | \$8,034.40    |
|              |                |               |       |                            |                                                                                         | 300-610-712 | 11                      | \$68.00       |
|              |                |               | 17995 | 24609                      | Street Cross Drain<br>Replacements-Part<br>Of 2024 Overlay<br>Project-B/A 2/5/24        | 300-610-712 | 11                      | \$8,034.40    |
|              |                |               |       |                            |                                                                                         | 300-610-712 | 11                      | \$68.00       |
|              |                |               | 17995 | 24615                      | Street Cross Drain<br>Replacements-Part<br>Of 2024 Overlay<br>Project-B/A 2/5/24        | 300-610-712 | 11                      | \$8,034.40    |
|              |                |               |       |                            |                                                                                         | 300-610-712 | 11                      | \$68.00       |
|              |                |               | 17995 | 24623                      | Street Cross Drain                                                                      | 300-610-712 | 11                      | \$6,573.60    |

Report run by: ttrebotich



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#                      | Vendor# | Vendor Name        | PO#   | Invoice# | Description                                                                         | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|-----------------------------|---------|--------------------|-------|----------|-------------------------------------------------------------------------------------|-------------|-------------------------|---------------|
|                             |         |                    |       |          | Replacements-Part<br>Of 2024 Overlay<br>Project-B/A 2/5/24                          | 300-610-712 | 11                      | \$68.00       |
| 97472                       | 4342    | WARREN PAVING, INC | 18172 | 95098    | 610 Slag For Base<br>Repairs-B/A 2/5/24-<br>2024 Street Overlay<br>Project #2024-01 | 300-610-712 | 11                      | \$12,908.28   |
| <b>Total For Department</b> |         |                    |       | 300-610  |                                                                                     |             |                         | \$568,791.67  |
| <b>Fund Total</b>           |         |                    |       | 300      |                                                                                     |             |                         | \$568,791.67  |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#                      | Vendor# | Vendor Name             | PO# | Invoice#                | Description                                                                               | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|-----------------------------|---------|-------------------------|-----|-------------------------|-------------------------------------------------------------------------------------------|-------------|-------------------------|---------------|
| <b>Dept#</b>                |         | <b>314-600</b>          |     |                         |                                                                                           |             |                         |               |
| 97386                       | 13184   | DURACO CONSTRUCTION INC |     | PAY REQ #1              | HB1353-PECAN CIR<br>DRAINAGE IMP<br>PROJECT #2024-<br>16/PAY REQ #1                       | 314-600-702 | 11                      | \$34,490.00   |
| 97407                       | 13474   | JAMES LESTER SULLIVAN   |     | PAY REQ #1-<br>FINAL    | HB1353-LOUIS<br>WILSON DR BOX<br>CULVERT<br>RETAINING WALL<br>REPAIRS-PAY REQ<br>#1 FINAL | 314-600-702 | 11                      | \$13,000.00   |
|                             |         |                         |     | PAY REQUEST<br>#1-FINAL | HB1353-SERENITY<br>CT DRAINAGE IMP<br>PROJECT #2024-<br>12/PAY REQUEST<br>#1-FINAL        | 314-600-702 | 11                      | \$7,150.00    |
| <b>Total For Department</b> |         |                         |     | 314-600                 |                                                                                           |             |                         | \$54,640.00   |
| <b>Fund Total</b>           |         |                         |     | 314                     |                                                                                           |             |                         | \$54,640.00   |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check Run #: 12908   |         |                               |       |             |                                                |             | ttrebotich |               |
|----------------------|---------|-------------------------------|-------|-------------|------------------------------------------------|-------------|------------|---------------|
| Check#               | Vendor# | Vendor Name                   | PO#   | Invoice#    | Description                                    | GL Acct#    | Acct Per.  | Detail Amount |
|                      |         |                               |       |             |                                                |             |            |               |
| Dept#                | 400-000 |                               |       |             |                                                |             |            |               |
| 97475                | 1983    | WEST RANKIN UTILITY AUTHORITY |       | 08/12/2024  | JUL 2024-WEST RANKIN TAP FEES                  | 400-000-371 |            | \$6,000.00    |
| Total For Department |         |                               |       | 400-000     |                                                |             |            | \$6,000.00    |
|                      |         |                               |       |             |                                                |             |            |               |
| Dept#                | 400-450 |                               |       |             |                                                |             |            |               |
| 97429                | 792     | MS DEVELOPMENT AUTHORITY      | 16722 | 08/2024     | SEPT 2024-GMS 50794 CAP LOAN #16-CP-01 LUCKNEY | 400-450-892 |            | \$1,897.24    |
|                      |         |                               |       |             |                                                | 400-450-851 |            | \$875.75      |
|                      |         |                               |       |             |                                                | 400-450-892 |            | \$742.57      |
| 97430                | 792     | MS DEVELOPMENT AUTHORITY      | 16723 | 08/01/2024  | SEPT 2024-GMS 50717                            | 400-450-892 |            | \$3,364.06    |
|                      |         |                               |       |             |                                                | 400-450-851 |            | \$683.01      |
|                      |         |                               |       |             |                                                | 400-450-892 |            | \$363.78      |
| 97474                | 1315    | WEST RANKIN UTILITY AUTHORITY | 16688 | WW-0824     | WASTEWATER (SEWER) BILLING                     | 400-450-890 |            | \$318,519.00  |
| Total For Department |         |                               |       | 400-450     |                                                |             |            | \$326,445.41  |
|                      |         |                               |       |             |                                                |             |            |               |
| Dept#                | 400-670 |                               |       |             |                                                |             |            |               |
| 97406                | 623     | JACKSON PAPER COMPANY         | 18187 | 1387383     | Copy Paper                                     | 400-670-500 | 11         | \$182.80      |
| 97414                | 3889    | LEC INC.                      | 16691 | 20160410-44 | WELL SITE WIRELESS MAINTENANCE-B/A 10/03/2016  | 400-670-600 | 11         | \$704.96      |
| 97418                | 4866    | LOGICS                        |       | 24-IN6802   | JUL 2024-IVR USAGE OVERAGES                    | 400-670-600 | 11         | \$187.32      |





**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#                      | Vendor#        | Vendor Name                           | PO#   | Invoice#            | Description                                               | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|-----------------------------|----------------|---------------------------------------|-------|---------------------|-----------------------------------------------------------|-------------|-------------------------|---------------|
| 97427                       | 6168           | MIPCO IMPRESSION PRODUCTS, INC.       | 16701 | 255831              | AUG 2024-PUBLIC<br>WORKS COPIER                           | 400-670-640 | 11                      | \$275.74      |
|                             |                |                                       |       |                     |                                                           | 400-670-640 | 11                      | \$144.83      |
| 97452                       | 5241           | SHRED-IT                              |       | 8007943178          | CITY HALL & PW<br>SHRED SERVICES-<br>07/23/2024           | 400-670-600 | 11                      | \$72.43       |
| 97455                       | 1141           | SOUTHERN PINE ELECTRIC                |       | 400028410 JUL<br>24 | 128 HEBRON HILL<br>DR METER<br>READING<br>ANTENNA         | 400-670-630 | 11                      | \$40.79       |
| 97457                       | 3699           | STAPLES CONTRACT & COMMERCIAL,<br>INC | 18188 | 6008521304          | Office Supplies                                           | 400-670-500 | 11                      | \$2.44        |
|                             |                |                                       |       |                     |                                                           | 400-670-500 | 11                      | \$43.08       |
|                             |                |                                       |       |                     |                                                           | 400-670-500 | 11                      | \$16.07       |
|                             |                |                                       |       |                     |                                                           | 400-670-500 | 11                      | \$9.03        |
|                             |                |                                       |       |                     |                                                           | 400-670-500 | 11                      | \$14.70       |
|                             |                |                                       |       |                     |                                                           | 400-670-500 | 11                      | \$22.85       |
|                             |                |                                       |       |                     |                                                           | 400-670-500 | 11                      | \$91.50       |
| <b>Total For Department</b> |                |                                       |       | 400-670             |                                                           |             |                         | \$1,808.54    |
| <b>Dept#</b>                | <b>400-673</b> |                                       |       |                     |                                                           |             |                         |               |
| 97357                       | 12016          | ALLIED UNIVERSAL CORPORATION          | 16864 | 12957911            | Stock At Shop-<br>Chlorine-FY24 Bid<br>Price-B/A 10/16/23 | 400-673-515 | 11                      | \$2,388.00    |
| 97370                       | 10054          | C&L DIESEL INC                        | 18101 | 10543               | VIN #1794 Dump<br>Truck-Repair<br>Steering Section        | 400-673-635 | 11                      | \$3,000.00    |
| 97375                       | 1999           | CINTAS CORPORATION NO 210             |       | 4200182288          | UNIFORMS                                                  | 400-673-535 | 11                      | \$14.20       |
|                             |                |                                       |       |                     |                                                           | 400-673-535 | 11                      | \$12.55       |
|                             |                |                                       |       |                     |                                                           | 400-673-535 | 11                      | \$11.64       |
|                             |                |                                       |       |                     |                                                           | 400-673-535 | 11                      | \$9.99        |
|                             |                |                                       |       |                     |                                                           | 400-673-535 | 11                      | \$5.21        |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                          | PO#   | Invoice#   | Description   | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|--------------------------------------|-------|------------|---------------|-------------|-------------------------|---------------|
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$9.99        |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$12.01       |
|        |         |                                      |       | 4200880532 | UNIFORMS      | 400-673-535 | 11                      | \$14.20       |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$12.55       |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$11.64       |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$9.99        |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$1.42        |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$9.99        |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$12.01       |
|        |         |                                      |       | 4201602055 | UNIFORMS      | 400-673-535 | 11                      | \$14.20       |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$12.55       |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$11.64       |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$9.99        |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$1.42        |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$9.99        |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$12.01       |
|        |         |                                      |       | 4198023470 | UNIFORMS      | 400-673-535 | 11                      | \$14.20       |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$12.55       |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$11.64       |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$9.99        |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$5.21        |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$9.99        |
|        |         |                                      |       |            |               | 400-673-535 | 11                      | \$12.01       |
| 97379  | 274     | CONSOLIDATED PIPE & SUPPLY CO., INC. | 18123 | MS0044181  | Stock At Shop | 400-673-550 | 11                      | \$157.50      |
|        |         |                                      |       |            |               | 400-673-550 | 11                      | \$1,216.00    |
|        |         |                                      |       |            |               | 400-673-550 | 11                      | \$1,340.00    |
|        |         |                                      |       |            |               | 400-673-550 | 11                      | \$91.00       |
|        |         |                                      |       |            |               | 400-673-550 | 11                      | \$119.00      |
|        |         |                                      |       |            |               | 400-673-550 | 11                      | \$247.50      |
|        |         |                                      |       |            |               | 400-673-550 | 11                      | \$37.50       |
|        |         |                                      |       |            |               | 400-673-550 | 11                      | \$310.00      |



City of Brandon  
Check Register by Department for Checks Dated 8/19/2024

Check Run #: 12908

| Check# | Vendor# | Vendor Name         | PO#   | Invoice#  | Description                                | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|---------------------|-------|-----------|--------------------------------------------|-------------|-------------------------|---------------|
|        |         |                     |       |           |                                            | 400-673-550 | 11                      | \$1,350.00    |
|        |         |                     | 18058 | MS0044180 | Stock At Shop                              | 400-673-550 | 11                      | \$192.00      |
|        |         |                     |       |           |                                            | 400-673-550 | 11                      | \$476.00      |
|        |         |                     |       |           |                                            | 400-673-550 | 11                      | \$1,216.00    |
|        |         |                     |       |           |                                            | 400-673-550 | 11                      | \$800.00      |
|        |         |                     |       |           |                                            | 400-673-550 | 11                      | \$1,375.00    |
|        |         |                     |       |           |                                            | 400-673-550 | 11                      | \$175.00      |
|        |         |                     |       |           |                                            | 400-673-550 | 11                      | \$450.00      |
| 97380  | 2442    | CORE & MAIN, LP     | 17903 | V196588   | Water Meters To<br>Keep At City Shop       | 400-673-637 | 11                      | \$21,912.00   |
|        |         |                     | 17903 | V322185   | Water Meters To<br>Keep At City Shop       | 400-673-637 | 11                      | \$8,190.00    |
| 97382  | 4870    | CROW BURLINGAME CO. | 18168 | 6006-6437 | VIN #4852-Lift<br>Support For Hood         | 400-673-635 | 11                      | \$33.00       |
|        |         |                     | 18179 | 6006-6434 | Stock At Shop-<br>Synthetic Oil            | 400-673-525 | 11                      | \$142.80      |
|        |         |                     |       |           |                                            | 400-673-525 | 11                      | \$71.40       |
|        |         |                     | 18180 | 6006-6374 | Stock At Shop-Power<br>Steering Fluid      | 400-673-550 | 11                      | \$120.00      |
|        |         |                     | 18182 | 6006-6433 | VIN #5863-<br>Serpentine Belt For<br>Motor | 400-673-635 | 11                      | \$46.00       |
|        |         |                     | 18199 | 6006-6599 | Stock At Shop-<br>Antifreeze               | 400-673-550 | 11                      | \$396.00      |
|        |         |                     | 18208 | 6006-6606 | VIN #5863-New A/C<br>Compressor            | 400-673-635 | 11                      | \$12.00       |
|        |         |                     |       |           |                                            | 400-673-635 | 11                      | \$285.00      |
|        |         |                     | 18212 | 6006-6611 | VIN #0992-Water<br>Pump & Thermostat       | 400-673-635 | 11                      | \$129.00      |
|        |         |                     |       |           |                                            | 400-673-635 | 11                      | \$16.00       |
|        |         |                     |       |           |                                            | 400-673-635 | 11                      | \$9.00        |
|        |         |                     | 18213 | 6006-6609 | VIN #1794 Dump<br>Truck-Batteries          | 400-673-635 | 11                      | \$405.00      |
| 97384  | 2183    | D&S SALES           | 18131 | 37652     | Drills For Water Crew                      | 400-673-550 | 11                      | \$223.35      |

Report run by: ttrebotich



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                        | PO#   | Invoice#     | Description                                                 | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|------------------------------------|-------|--------------|-------------------------------------------------------------|-------------|-------------------------|---------------|
|        |         |                                    |       |              |                                                             | 400-673-550 | 11                      | \$492.94      |
|        |         |                                    | 18181 | 37687        | VIN #5972 Mini<br>Excavator-Bucket<br>Repair Parts          | 400-673-636 | 11                      | \$280.00      |
|        |         |                                    |       |              |                                                             | 400-673-636 | 11                      | \$22.00       |
|        |         |                                    |       |              |                                                             | 400-673-636 | 11                      | \$34.40       |
|        |         |                                    | 18175 | 37688        | Tools-Water & Sewer<br>Crews                                | 400-673-550 | 11                      | \$79.95       |
|        |         |                                    |       |              |                                                             | 400-673-550 | 11                      | \$119.98      |
|        |         |                                    | 18177 | 37689        | Tools For Water<br>Crew                                     | 400-673-550 | 11                      | \$626.15      |
|        |         |                                    |       |              |                                                             | 400-673-550 | 11                      | \$349.95      |
|        |         |                                    |       |              |                                                             | 400-673-550 | 11                      | \$548.50      |
|        |         |                                    |       |              |                                                             | 400-673-550 | 11                      | \$1,629.32    |
| 97389  | 2190    | ENTERGY                            |       | 115007802800 | 311 OLD LAKELAND<br>DR WATER TANK                           | 400-673-630 | 11                      | \$73.47       |
| 97390  | 13384   | EXELL/MS BOTTLE WATER-ACCT #018566 |       | 772634       | WATER-SHOP<br>ACCT #018566                                  | 400-673-640 | 11                      | \$76.04       |
|        |         |                                    | 16720 | 773917       | EQUIPMENT<br>RENTAL-SHOP<br>ACCT #018566                    | 400-673-640 | 11                      | \$11.00       |
| 97393  | 860     | FLEETCOR TECHNOLOGIES              |       | NP66906733   | ACCT #126876-<br>FUEL FOR WEEK<br>07/29/2024-<br>08/04/2024 | 400-673-525 | 11                      | \$1,142.99    |
|        |         |                                    |       | NP66942166   | ACCT #126876-<br>FUEL FOR WEEK<br>08/05/2024-<br>08/11/2024 | 400-673-525 | 11                      | \$1,227.94    |
| 97394  | 463     | FREDERICK'S SALES & SERV.          | 18176 | 01-102483    | VIN #6664 Exmark<br>Zero Turn Mower-<br>Blades              | 400-673-636 | 11                      | \$119.94      |
| 97396  | 144     | GILMORE BROS BUILDING SUPPLY       | 18200 | 137275       | Parts For Fence At<br>Lakebend Well                         | 400-673-637 | 11                      | \$21.90       |
|        |         |                                    |       |              |                                                             | 400-673-637 | 11                      | \$27.93       |
|        |         |                                    | 17879 | 133963       | Stock At Shop/Fast                                          | 400-673-550 | 11                      | \$782.88      |

Report run by: ttrebotich



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                             | PO#   | Invoice#     | Description                                                                                  | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|-----------------------------------------|-------|--------------|----------------------------------------------------------------------------------------------|-------------|-------------------------|---------------|
| 97397  | 12957   | GLEASON TIRES LLC                       | 18066 | 07/10/2024   | Setting Concrete Mix<br>Dispose Of Old Tires<br>At City Shop                                 | 400-673-540 | 11                      | \$400.00      |
| 97399  | 10018   | GREG ROBERTS                            |       | INV112121645 | FIRE HYDRANT<br>REPAIRS & MAINT-<br>AGREEMENT B/A<br>3/18/2024                               | 400-673-637 | 11                      | \$7,950.00    |
|        |         |                                         |       | INV112121654 | FIRE HYDRANT<br>REPAIRS & MAINT-<br>AGREEMENT B/A<br>3/18/2024                               | 400-673-637 | 11                      | \$6,450.00    |
| 97410  | 12917   | JOSEPH MOAK TRUCKING                    | 18174 | cob8624      | Stock At Shop-Sand                                                                           | 400-673-550 | 11                      | \$4,994.00    |
| 97412  | 10529   | K&S TRUCKING LLC                        | 18238 | 25068        | VIN #2427 Mosquito<br>Truck-New Front<br>Tires                                               | 400-673-540 | 11                      | \$270.00      |
|        |         |                                         |       | 24976        | VIN #6664-ER NEW<br>TIRE-EXMARK<br>MOWER                                                     | 400-673-540 | 11                      | \$75.00       |
|        |         |                                         |       | 24881        | VIN #3101-ER NEW<br>TIRE                                                                     | 400-673-540 | 11                      | \$185.00      |
| 97413  | 12972   | KANSAS CITY SOUTHERN RAILWAY<br>COMPANY |       | 08/14/2024   | PERMIT FEE-#23-<br>15239(RL)-<br>CORNERSTONE<br>GFP WATERLINE<br>EXT PROJECT-B/A<br>8/5/2024 | 400-673-601 | 11                      | \$9,375.00    |
| 97423  | 4566    | METRO BUILDING SERVICES, INC            | 16771 | 55101        | HVAC EQUIPMENT<br>SERVICE<br>AGREEMENT<br>(FY24) B/A 10/2/23                                 | 400-673-637 | 11                      | \$84.50       |
| 97426  | 10037   | MIDWEST MOTOR SUPPLY CO. INC.           | 18171 | 102449089    | Shop Supplies                                                                                | 400-673-550 | 11                      | \$2,302.68    |
| 97427  | 6168    | MIPCO IMPRESSION PRODUCTS, INC.         | 16700 | 255832       | AUG 2024-SHOP<br>COPIER                                                                      | 400-673-640 | 11                      | \$195.00      |
|        |         |                                         |       |              |                                                                                              | 400-673-640 | 11                      | \$4.90        |
| 97433  | 2377    | MURPHY'S LAWN & LANDSCAPE               | 18189 | 17166        | 185 Peachtree St-<br>Yard<br>Restoration/WO#544                                              | 400-673-637 | 11                      | \$829.27      |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check#                      | Vendor# | Vendor Name                           | PO#   | Invoice#            | Description                                              | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|-----------------------------|---------|---------------------------------------|-------|---------------------|----------------------------------------------------------|-------------|-------------------------|---------------|
| 97445                       | 1028    | RANKIN COUNTY NEWS                    |       | 247163              | PH/(2) PROPOSED<br>WATER WELLS                           | 400-673-615 | 11                      | \$29.88       |
| 97446                       | 1029    | RANKIN COUNTY SCHOOL DIST             |       | 08/09/2024          | LEASE PMT/16-5-3<br>I8N-59-<br>50/LAKELAND<br>WATER WELL | 400-673-642 | 11                      | \$300.00      |
| 97447                       | 1038    | REDDY ICE-JACKSON                     | 16692 | 38-483711           | ICE FOR CITY<br>SHOP CREW                                | 400-673-550 | 11                      | \$218.70      |
|                             |         |                                       | 16692 | 38-483842           | ICE FOR CITY<br>SHOP CREW                                | 400-673-550 | 11                      | \$291.60      |
| 97455                       | 1141    | SOUTHERN PINE ELECTRIC                |       | 400007199 AUG<br>24 | 11 CROSSWOODS<br>RD-NEW<br>LAKEBEND WATER<br>WELL        | 400-673-630 | 11                      | \$4,391.12    |
| 97457                       | 3699    | STAPLES CONTRACT & COMMERCIAL,<br>INC | 18188 | 6008521304          | Office Supplies                                          | 400-673-500 | 11                      | \$167.33      |
| 97459                       | 11223   | SUNBELT CRUSHING, LLC                 |       | 53802               | CONCRETE<br>CRUSHING<br>SERVICES-B/A<br>5/06/2024        | 400-673-604 | 11                      | \$30,108.00   |
| 97467                       | 4669    | TRUSTCARE HEALTH, LLC                 |       | 9734K19538          | DRUG SCREENS,<br>NON DOT<br>PHYSICALS & EKG-<br>12 LEAD  | 400-673-600 | 11                      | \$40.00       |
|                             |         |                                       |       |                     |                                                          | 400-673-600 | 11                      | \$40.00       |
| <b>Total For Department</b> |         |                                       |       | 400-673             |                                                          |             |                         | \$123,595.09  |

Dept# 400-680

|       |      |                                               |  |       |                                                   |             |    |          |
|-------|------|-----------------------------------------------|--|-------|---------------------------------------------------|-------------|----|----------|
| 97366 | 2948 | BISHOP'S HIGH VELOCITY DRAIN<br>SERVICE, INC. |  | 26923 | 61 TERRAPIN<br>COVE-JETTED<br>SEWER-WO#54395      | 400-680-604 | 11 | \$540.00 |
|       |      |                                               |  | 26917 | 606 W SUNSET DR-<br>JETTED SEWER<br>LINE-WO#54438 | 400-680-604 | 11 | \$395.00 |
|       |      |                                               |  | 26899 | 222 HARRELL ST-                                   | 400-680-604 | 11 | \$360.00 |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                | PO#   | Invoice#     | Description                                                 | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|----------------------------|-------|--------------|-------------------------------------------------------------|-------------|-------------------------|---------------|
|        |         |                            |       |              | JETTED SEWER-<br>WO#54387                                   |             |                         |               |
|        |         |                            |       | 26910        | 744 SAWGRASS<br>LAKE DR-CAMERA<br>SEWER LINE-<br>WO#53981   | 400-680-604 | 11                      | \$375.00      |
| 97375  | 1999    | CINTAS CORPORATION NO 210  |       | 4200182288   | UNIFORMS                                                    | 400-680-535 | 11                      | \$11.87       |
|        |         |                            |       |              |                                                             | 400-680-535 | 11                      | \$9.84        |
|        |         |                            |       |              |                                                             | 400-680-535 | 11                      | \$8.06        |
|        |         |                            |       | 4200880532   | UNIFORMS                                                    | 400-680-535 | 11                      | \$11.87       |
|        |         |                            |       |              |                                                             | 400-680-535 | 11                      | \$9.84        |
|        |         |                            |       |              |                                                             | 400-680-535 | 11                      | \$8.06        |
|        |         |                            |       | 4201602055   | UNIFORMS                                                    | 400-680-535 | 11                      | \$11.87       |
|        |         |                            |       |              |                                                             | 400-680-535 | 11                      | \$9.84        |
|        |         |                            |       |              |                                                             | 400-680-535 | 11                      | \$8.06        |
|        |         |                            |       | 4198023470   | UNIFORMS                                                    | 400-680-535 | 11                      | \$11.87       |
|        |         |                            |       |              |                                                             | 400-680-535 | 11                      | \$9.84        |
|        |         |                            |       |              |                                                             | 400-680-535 | 11                      | \$8.06        |
| 97382  | 4870    | CROW BURLINGAME CO.        | 18211 | 6006-6605    | VIN #2279-New A/C<br>Compressor                             | 400-680-635 | 11                      | \$12.00       |
|        |         |                            |       |              |                                                             | 400-680-635 | 11                      | \$325.00      |
| 97384  | 2183    | D&S SALES                  | 18175 | 37688        | Tools-Water & Sewer<br>Crews                                | 400-680-550 | 11                      | \$79.95       |
| 97387  | 6903    | EAGLE PIPE AND SUPPLY, LLC |       | 69598        | ER REPAIR-2 MH<br>REPAIRS-HWY<br>80/WOODGATE                | 400-680-637 | 11                      | \$250.00      |
| 97389  | 2190    | ENTERGY                    |       | 465004405782 | 476 EDGEWOOD<br>XING PLE A LIFT                             | 400-680-630 | 11                      | \$79.71       |
|        |         |                            |       | 30009500263  | CORNERSTONE DR<br>AND GRANTS<br>FERRY                       | 400-680-630 | 11                      | \$16.04       |
| 97393  | 860     | FLEETCOR TECHNOLOGIES      |       | NP66906733   | ACCT #126876-<br>FUEL FOR WEEK<br>07/29/2024-<br>08/04/2024 | 400-680-525 | 11                      | \$295.03      |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name                  | PO# | Invoice#         | Description                                                         | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount |
|--------|---------|------------------------------|-----|------------------|---------------------------------------------------------------------|-------------|-------------------------|---------------|
|        |         |                              |     | NP66942166       | ACCT #126876-<br>FUEL FOR WEEK<br>08/05/2024-<br>08/11/2024         | 400-680-525 | 11                      | \$532.39      |
| 97400  | 5991    | HARVEY SERVICES INC          |     | 7025             | 119 WINDSOR<br>BLVD-INSTALLED<br>GRINDER PUMP-<br>WO#54581          | 400-680-722 | 11                      | \$1,995.00    |
|        |         |                              |     | 7024             | 114 WINDSOR<br>BLVD-INSTALLED<br>GRINDER PUMP-<br>WO#54558          | 400-680-722 | 11                      | \$2,912.50    |
|        |         |                              |     | 7019             | 3012 LOUIS<br>WILSON DR-<br>CHANGE OUT<br>GRINDER PUMP-<br>WO#54560 | 400-680-636 | 11                      | \$900.00      |
|        |         |                              |     | 7008             | 3053 LOUIS<br>WILSON DR-<br>REPAIR GRINDER<br>PUMP-WO#54510         | 400-680-636 | 11                      | \$1,088.00    |
|        |         |                              |     | 6998             | 3189 LOUIS<br>WILSON DR-<br>REPAIR GRINDER<br>PUMP-WO#54434         | 400-680-636 | 11                      | \$698.00      |
| 97445  | 1028    | RANKIN COUNTY NEWS           |     | 247162           | PH/PROPOSED<br>REHAB OF SEWER<br>LINES IN<br>CROSSGATES<br>SUBDV    | 400-680-615 | 11                      | \$27.60       |
| 97451  | 1092    | SCOTT INSURANCE SERVICES LLC |     | 51896            | MDOT SURETY<br>BOND-HWY 471<br>SEWER EXT-<br>PROJECT #2023-09       | 400-680-601 | 11                      | \$3,500.00    |
| 97455  | 1141    | SOUTHERN PINE ELECTRIC       |     | 7351020 JUL 24   | 252 GREENFIELD<br>RIDGE DR LIFT<br>STATION                          | 400-680-630 | 11                      | \$288.62      |
|        |         |                              |     | 400014296 JUL 24 | 658 CONTI DR LIFT<br>STATION                                        | 400-680-630 | 11                      | \$64.22       |





**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

Check Run #: 12908

| Check# | Vendor# | Vendor Name           | PO# | Invoice#                    | Description                                        | GL Acct#    | ttrebotich<br>Acct Per. | Detail Amount      |
|--------|---------|-----------------------|-----|-----------------------------|----------------------------------------------------|-------------|-------------------------|--------------------|
|        |         |                       |     | 400013703 JUL 24            | 965 FILMORE DR LIFT STATION                        | 400-680-630 | 11                      | \$73.57            |
|        |         |                       |     | 7720001 AUG 24              | WILLOW CREEK DR/G'FLD RNCH/CNTRY MDWS LIFT STATION | 400-680-630 | 11                      | \$904.45           |
|        |         |                       |     | 15366001 JUL 24             | W GOVERNMENT ST LIFT STATION                       | 400-680-630 | 11                      | \$1,304.55         |
|        |         |                       |     | 7351021 JUL 24              | HWY 18 SEWER LIFT STATION                          | 400-680-630 | 11                      | \$61.11            |
|        |         |                       |     | 7351010 JUL 24              | 208 DUCLAIR CT LIFT STATION                        | 400-680-630 | 11                      | \$54.11            |
|        |         |                       |     | 7351013 JUL 24              | 140 GRANDEUR DR LIFT STATION IN BACK YARD          | 400-680-630 | 11                      | \$42.00            |
|        |         |                       |     | 7351018 JUL 24              | 109 MORGAN LN LIFT STATION                         | 400-680-630 | 11                      | \$62.89            |
|        |         |                       |     | 7351001 AUG 24              | 5010 GLEN RIDGE DR LIFT STATION                    | 400-680-630 | 11                      | \$54.34            |
|        |         |                       |     | 7351007 AUG 24              | ROUSE DR LIFT STATION                              | 400-680-630 | 11                      | \$49.11            |
|        |         |                       |     | 7351009 JUL 24              | 136 PROVONCE PARK LIFT STATION                     | 400-680-630 | 11                      | \$190.93           |
|        |         |                       |     | 7000208005 AUG 24           | HWY 18 BYPASS EAST BRANDON LIFT STATION            | 400-680-630 | 11                      | \$1,425.61         |
|        |         |                       |     | 7000208006 AUG 24           | HWY 468 LIFT STATION                               | 400-680-630 | 11                      | \$697.13           |
| 97459  | 11223   | SUNBELT CRUSHING, LLC |     | 53802                       | CONCRETE CRUSHING SERVICES-B/A 5/06/2024           | 400-680-604 | 11                      | \$30,108.00        |
|        |         |                       |     | <b>Total For Department</b> |                                                    | 400-680     |                         | <b>\$49,880.94</b> |



**City of Brandon**  
**Check Register by Department for Checks Dated 8/19/2024**

**Check Run #: 12908**

| Check# | Vendor# | Vendor Name | PO# | Invoice#           | Description | GL Acct# | ttrebotich<br>Acct Per. | Detail Amount  |
|--------|---------|-------------|-----|--------------------|-------------|----------|-------------------------|----------------|
|        |         |             |     | <b>Fund Total</b>  | 400         |          |                         | \$507,729.98   |
|        |         |             |     | <b>Grand Total</b> |             |          |                         | \$1,777,178.74 |



**City of Brandon**  
**Manual Check Batch #: 5528**  
Fiscal Year 2023 - 2024 11 - Aug

| 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 # 20077           | Check Date: 8/6/2024 |      |           |                  |             |                |                    |                                                                                       |
| 13839                   | DAVIS THORNTON       |      | 274691    | 8/6/2024         | 8/6/2024    | \$54,200.00    |                    | 100                                                                                   |
| 001-201-600             | PROF. SERVICES-OTHER | N    | NEC       |                  |             | \$0.00         | \$54,200.00        | ROW TREE<br>REMOVAL IN<br>LUCKNEY RD<br>AREA-QUOTE B/A<br>6/17/24, PMT B/A<br>8/05/24 |
| Invoice Total           |                      |      |           |                  |             | \$0.00         | \$54,200.00        |                                                                                       |
| Total for Check # 20077 |                      |      |           |                  |             | \$0.00         | \$54,200.00        |                                                                                       |
|                         |                      |      |           |                  |             |                |                    |                                                                                       |
| Total for fund          |                      |      | 001       |                  |             | \$0.00         | \$54,200.00        |                                                                                       |
| Total for batch         |                      |      | 5528      |                  |             | \$0.00         | \$54,200.00        |                                                                                       |



# City of Brandon

## Manual Check Batch #: 5529

Fiscal Year 2023 - 2024 11 - Aug

| 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 # 2542 | Check Date: 8/9/2024  |      |           |                        |             |                |                                       |
| 2574         | CITY OF BRANDON       |      | 813241    | 8/9/2024               | 8/13/2024   | \$1,050.00     | 100                                   |
| 004-500-600  | PROF SERVICES - OTHER | N    |           |                        |             | \$0.00         | Cash Advance - Jordan Davis LN Tour   |
|              |                       |      |           | Invoice Total          |             | \$0.00         |                                       |
|              |                       |      |           | Total for Check # 2542 |             | \$0.00         |                                       |
|              |                       |      |           |                        |             | \$1,050.00     |                                       |
| Check # 2543 | Check Date: 8/9/2024  |      |           |                        |             |                |                                       |
| 2574         | CITY OF BRANDON       |      | 813242    | 8/9/2024               | 8/13/2024   | \$1,000.00     | 100                                   |
| 004-500-600  | PROF SERVICES - OTHER | N    |           |                        |             | \$0.00         | Cash Advance - Jordan Davis LN Local  |
|              |                       |      |           | Invoice Total          |             | \$0.00         |                                       |
|              |                       |      |           | Total for Check # 2543 |             | \$0.00         |                                       |
|              |                       |      |           |                        |             | \$1,000.00     |                                       |
| Check # 2544 | Check Date: 8/9/2024  |      |           |                        |             |                |                                       |
| 2574         | CITY OF BRANDON       |      | 813243    | 8/9/2024               | 8/13/2024   | \$1,000.00     | 100                                   |
| 004-500-600  | PROF SERVICES - OTHER | N    |           |                        |             | \$0.00         | Cash Advance - Lauren Daigle LN Local |
|              |                       |      |           | Invoice Total          |             | \$0.00         |                                       |
|              |                       |      |           | Total for Check # 2544 |             | \$0.00         |                                       |
|              |                       |      |           |                        |             | \$1,000.00     |                                       |
| Check # 2545 | Check Date: 8/16/2024 |      |           |                        |             |                |                                       |
| 10568        | DICKEY'S BARBECUE PIT |      | 813244    | 8/16/2024              | 8/13/2024   | \$3,850.00     | 100                                   |
| 004-500-609  | VIP AREA              | N    |           |                        |             | \$0.00         | CBC Catering - Jordan Davis           |
|              |                       |      |           | Invoice Total          |             | \$0.00         |                                       |
|              |                       |      |           | Total for Check # 2545 |             | \$0.00         |                                       |
|              |                       |      |           |                        |             | \$3,850.00     |                                       |
| Check # 2546 | Check Date: 8/13/2024 |      |           |                        |             |                |                                       |
| 2574         | CITY OF BRANDON       |      | 813245    | 8/13/2024              | 8/13/2024   | \$500.00       | 100                                   |
| 004-500-600  | PROF SERVICES - OTHER | N    |           |                        |             | \$0.00         | Cash Advance - Night Ranger           |

|                               |        |          |
|-------------------------------|--------|----------|
| <b>Invoice Total</b>          | \$0.00 | \$500.00 |
| <b>Total for Check # 2546</b> | \$0.00 | \$500.00 |

|                       |            |        |            |
|-----------------------|------------|--------|------------|
| <b>Total for fund</b> | <b>004</b> | \$0.00 | \$7,400.00 |
|-----------------------|------------|--------|------------|

|                        |             |        |            |
|------------------------|-------------|--------|------------|
| <b>Total for batch</b> | <b>5529</b> | \$0.00 | \$7,400.00 |
|------------------------|-------------|--------|------------|

| <div> <div>PROVIDER PAYMENTS</div> <div>8/19/2024</div> <div>FOX EVERETT/COB - REGIONS TRUST ACCOUNT HEALTH INSURANCE ACCOUNT</div> </div> |               |              |                |                  |                         |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------|----------------|------------------|-------------------------|
| Invoice Date                                                                                                                               | Date Released | Check Seq. # | Invoice Amount | Disbursed Amount | Expenditure Description |
| 8/8/2024                                                                                                                                   | 8/8/2024      | 23991        | \$21,054.93    | \$21,054.93      | Admin August            |
| 8/8/2024                                                                                                                                   | 8/8/2024      | 23992-24038  | \$16,613.03    | \$16,613.03      | Medical Claims          |
|                                                                                                                                            |               |              |                |                  |                         |
|                                                                                                                                            |               |              |                |                  |                         |
|                                                                                                                                            |               |              |                |                  |                         |
|                                                                                                                                            |               |              |                |                  |                         |
|                                                                                                                                            |               |              |                |                  |                         |
|                                                                                                                                            |               |              |                |                  |                         |
|                                                                                                                                            |               |              |                |                  |                         |
|                                                                                                                                            |               |              |                |                  |                         |
|                                                                                                                                            |               |              |                |                  |                         |
|                                                                                                                                            |               |              |                |                  |                         |
|                                                                                                                                            |               |              |                |                  |                         |
|                                                                                                                                            |               |              |                |                  |                         |
|                                                                                                                                            |               |              |                |                  |                         |
|                                                                                                                                            |               |              | \$37,667.96    | \$37,667.96      |                         |

CURRENT BALANCE OF HEALTH INSURANCE ACCOUNT

\$

564,487.75

Board Approval Procedure - Statement should be submitted to Board for Approval at the next scheduled meeting



---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
**FROM:** CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR  
**BOARD AGENDA:** AUGUST 19, 2024  
**SUBJECT:** SERENITY COURT DRAINAGE IMPROVEMENTS  
PAY REQUEST 1 FINAL

---

Asking for your consideration to approve Pay Request 1 FINAL in the amount of \$7,150.00 from Sullivan Construction Services for the Serenity Court Drainage Improvements Project and authorize payment of the same.

On June 17, 2024, the Board awarded the quote for the Serenity Court Drainage Improvements Project to Sullivan Construction Services as the best and lowest quote received. This project came in under the original quote amount of \$10,350.00.

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

---

### ATTACHMENTS:

- Benchmark Engineering Recommendation Letter
- Sullivan Construction Services Invoice

GL Code: 314-600-702

Funding: House Bill 1353

August 12<sup>th</sup>, 2024

Mrs. Carly Dearman  
Public Works Operations Coordinator  
City of Brandon  
1000 Municipal Drive  
Brandon, MS 39042

RE: City of Brandon  
Serenity Ct. Drainage Improvements  
B-10815  
Pay Request

Dear Mrs. Dearman:

Please find included in this packet all documentation and paperwork necessary for approval of the first and final Pay Request for construction services for Serenity Ct. Drainage Improvements for Sullivan Construction Services in the total amount of **\$7,150.00**.

We have reviewed this pay request and recommend this 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 601-627-7780.

Sincerely,



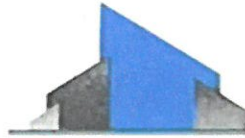
Anthony Horn, P.E.  
Benchmark Engineering & Surveying, LLC

cc: Matthew Miller, P.E., P.L.S. (Benchmark)

File: B-10815



Serenity



**SULLIVAN**

**CONSTRUCTION SERVICES**

**GRADING·PAVING·CONCRETE**

**509 Pemberton Drive Pearl, MS 39208**

**601-954-7922**

**PROPOSAL INVOICE**

| ITEM | DESCRIPTION                          | QTY | UNIT | UNIT PRICE                      | TOTAL PRICE |
|------|--------------------------------------|-----|------|---------------------------------|-------------|
| 1.   | MOBILIZATION                         | 1   | LS   | \$1500.00                       | \$1500.00   |
| 2    | REMOVAL OF EXISTING STORM DRAIN PIPE | 6   | LF   | \$200.00                        | \$1200.00   |
| 3.   | 2X2 GRATE INLET                      | 1   | EACH | \$1650.00                       | \$1650.00   |
| 4.   | SITE GRADING                         | 1   | LS   | \$1600.00                       | \$1600.00   |
| 5.   | SOLID SOIL (TO MATCH EXISTING)       | 80  | SY   | <del>\$1500.00</del><br>\$15.00 | \$1200.00   |
|      |                                      |     |      |                                 |             |
|      | James Sullivan                       |     |      |                                 |             |

TOTAL INVOICE: \$7150.00



---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
**FROM:** CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR  
**BOARD AGENDA:** AUGUST 19, 2024  
**SUBJECT:** LOUIS WILSON DRIVE BOX CULVERT RETAINING WALL REPAIRS PROJECT  
PAY REQUEST 1 FINAL

---

Asking for your consideration to approve Pay Request 1 FINAL in the amount of \$13,000.00 from Sullivan Construction Services for the Louis Wilson Drive Box Culvert Retaining Wall Repairs Project and authorize payment of the same.

On June 17, 2024, the Board awarded the quote for the Louis Wilson Drive Box Culvert Retaining Wall Repairs Project to Sullivan Construction Services as the best and lowest quote received. This project came in under the original quote amount of \$15,250.00.

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

---

### ATTACHMENTS:

- Benchmark Engineering Recommendation Letter
- Sullivan Construction Services Invoice

GL Code: 314-600-702

Funding: House Bill 1353

August 12<sup>th</sup>, 2024

Mrs. Carly Dearman  
Public Works Operations Coordinator  
City of Brandon  
1000 Municipal Drive  
Brandon, MS 39042

RE: City of Brandon  
Louis Wilson Dr. Box Culvert Retaining Wall Repairs  
B-10486  
Pay Request

Dear Mrs. Dearman:

Please find included in this packet all documentation and paperwork necessary for approval of the first and final Pay Request for construction services for Louis Wilson Dr. Box Culvert Retaining Wall Repairs for Sullivan Construction Services in the total amount of **\$13,000.00**.

We have reviewed this pay request and recommend this 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 601-627-7780.

Sincerely,

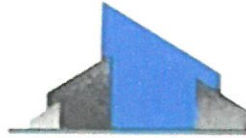


Anthony Horn, P.E.  
Benchmark Engineering & Surveying, LLC

cc: Matthew Miller, P.E., P.L.S. (Benchmark)

File: B-10486

LOUIS WILSON



SULLIVAN

CONSTRUCTION SERVICES

GRADING·PAVING·CONCRETE

509 Pemberton Drive Pearl, MS 39208

601-954-7922

PROPOSAL INVOICE

| ITEM | DESCRIPTION                             | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
|------|-----------------------------------------|-----|------|------------|-------------|
| 1    | MOBILIZATION                            | 1   | LS   | \$3000.00  | \$3000.00   |
| 2    | MAINTENANCE OF TRAFFIC                  | 1   | LS   | \$3000.00  | \$3000.00   |
| 3.   | REMOVAL OF 2' TALL<br>RETAINING WALL    | 20  | LF   | \$95.00    | \$1900.00   |
| 4.   | REMOVE AND RESET OBJECT<br>MARKERS      | —   | —    | —          | —           |
| 5.   | REINFORCED CONCRETE WALL<br>(PER PLANS) | 20  | LF   | 240.00     | \$4800.00   |
| 6.   | SOLID SOD<br>MATCH EXISTING TYPE        | 20  | SY   | \$15       | \$300.00    |
|      | <i>James Sullivan</i>                   |     |      |            |             |

TOTAL INVOICE: \$13000.00



---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
**FROM:** CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR  
**BOARD AGENDA:** AUGUST 19, 2024  
**SUBJECT:** 2023 GRANDEUR DRAINAGE IMPROVEMENTS PROJECT  
PAY REQUEST 2 FINAL & FINAL SUMMARY CHANGE ORDER

---

Asking for your consideration to approve Pay Request 2 FINAL (including the Final Summary Change Order) in the amount of \$2,718.25 from Hemphill Construction Company, Inc. for the 2023 Grandeur Drainage Improvements Project and authorize payment of the same.

The Final Summary Change Order is a decrease of \$2,725.00 in the project cost due to less materials being required than were originally anticipated for the project.

On August 21, 2023, the Board approved the quote from Hemphill Construction Company for the 2023 Grandeur Drainage Improvements Project. This project has allowed for the replacement of an existing grate inlet with 36" headwall and wingwalls between addresses 102 & 104 Grandeur Drive

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

---

### ATTACHMENTS:

- Benchmark Engineering Recommendation Letter
- Hemphill Construction Company, Inc. – Pay Request 2
- Final Summary Change Order

GL Code: 001-201-720

Funding: General Fund (Streets)

August 15, 2024

Mrs. Carly Dearman  
Public Works Operations Coordinator  
City of Brandon  
1000 Municipal Dr.  
Brandon, MS 39042

RE: City of Brandon  
2023 Grandeur Drainage Improvements Project  
B-8938  
Pay Request #2 (FINAL) & Final Summary Change Order

Dear Mrs. Dearman:

Please find included in this packet all documentation and paperwork necessary for approval of Pay Request # 2 (FINAL) in the amount of **\$2,718.25** and the final summary change order in the amount of -\$2,725.00 for construction services for the City of Brandon 2023 Grandeur Drainage Improvements Project for Hemphill Construction Co. Inc.

We have reviewed this pay request and final summary change order and recommend this 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-8938



APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: H23104-2F

To  
Customer:

City of Brandon  
1000 Municipal Drive  
Brandon, MS 39042

Project

H23104- Grandeur Drainage Improvements  
Brandon

Via Engineer

Benchmark Engineering & Surveying  
101 Highpointe Court, Suite B  
Brandon, MS 39042

Application No.

JB App #2

Period From:

12/1/2023

Period To:

4/30/2024

External  
Contract No.

N/A

Contract Date:

9/20/2023

FINAL

Distribution to :  
☐ Owner  
☐ Engineer  
☐ Contractor  
☐

From Contracto

Hemphill Construction Company, Inc.  
PO Drawer 879  
1858 Hwy 49 South  
Florence, MS 39073

Owner:

City of Brandon  
1000 Municipal Drive  
Brandon, MS 39042

Application Date:

8/13/2024

CONTRACTOR'S APPLICATION FOR PAYMENT

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

|                                                       |             |
|-------------------------------------------------------|-------------|
| 1. Original Contract Sum                              | \$36,190.00 |
| 2. Net Change By Change Order                         | -\$2,725.00 |
| 3. Contract Sum To Date                               | \$33,465.00 |
| 4. Work Completed To Date                             | \$33,465.00 |
| 5. Stored Materials Inventory                         | \$0.00      |
| 6. Total Completed and Stored To Date                 | \$33,465.00 |
| 7. Retainage                                          |             |
| a. Maximum Retainage is not in effect.                |             |
| b. Securities are not furnished in lieu of Retainage. | \$0.00      |
| c. Retainage on Work Completed to Date 0.00 %         | \$0.00      |
| d. Retainage on Stored Materials Inventory 0.00 %     | \$0.00      |
| e. Total Calculated Retainage                         | \$0.00      |
| f. Total Retainage To Be Withheld                     | \$0.00      |
| 8. Total Earned Less Retainage                        | \$33,465.00 |
| 9. Less Previous Certificates For Payments            | \$30,746.75 |
| 10. Current Payment Due                               | \$2,718.25  |
| 11. Balance to Finish, Plus Retainage.                | \$0.00      |

| CHANGE ORDER SUMMARY                               | Additions   | Deductions |
|----------------------------------------------------|-------------|------------|
| Total changes approved in previous months by Owner | \$0.00      | \$0.00     |
| Total Approved this Month                          | \$0.00      | \$2,725.00 |
| TOTALS                                             | \$0.00      | \$2,725.00 |
| Net Changes By Change Order                        | -\$2,725.00 |            |

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

CONTRACTOR: Hemphill Construction Company, Inc.

By: Bruce T. Kyrie

Date: 8/13/2024

State of: Mississippi

County of: Simpson

Subscribed and sworn to before me this 13th day of August 2024

Notary Public: Madelynn Cliburn Zattoni

My Commission expires: January 29, 2028



ENGINEER'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED **\$2,718.25**

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

ENGINEER:

By: [Signature]

Date: 8-15-24

OWNER:

By: \_\_\_\_\_

Date: \_\_\_\_\_

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

CONTINUATION SHEET

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

Application No. : JB App #2 Final

Application Date : 08/13/24

Period From: 12/01/23

Period To: 04/30/24

Invoice # : H23104-2 F

External Contract No.:

Contract : H23104- Grandeur Drainage Improvements Brandon

| Item No.     | Description of Item                              | Contract U of M | Units  | Cost Per Unit | Total Cost Of Contract | Previous Quantity | Current Quantity | To Date Quantity | Previous Cost | Current Cost | Stored Materials | Total Completed and Stored | Balance to Finish | Percent Complete |
|--------------|--------------------------------------------------|-----------------|--------|---------------|------------------------|-------------------|------------------|------------------|---------------|--------------|------------------|----------------------------|-------------------|------------------|
| 1            | Mobilization                                     | LS              | 1.00   | \$3,500.00    | \$3,500.00             | 1.00              | 0.00             | 1.00             | \$3,500.00    | \$0.00       | 0.00             | \$3,500.00                 | \$0.00            | 100.00%          |
| 2            | Temp. Erosion Control Installation & Maintenance | LS              | 1.00   | \$2,500.00    | \$2,500.00             | 1.00              | 0.00             | 1.00             | \$2,500.00    | \$0.00       | 0.00             | \$2,500.00                 | \$0.00            | 100.00%          |
| 3            | 200 LB Rip Rap with Filter Fabric                | SY              | 15.00  | \$125.00      | \$1,875.00             | 15.00             | 0.00             | 15.00            | \$1,875.00    | \$0.00       | 0.00             | \$1,875.00                 | \$0.00            | 100.00%          |
| 4            | Removal of Existing Grate Inlet                  | EA              | 1.00   | \$1,000.00    | \$1,000.00             | 1.00              | 0.00             | 1.00             | \$1,000.00    | \$0.00       | 0.00             | \$1,000.00                 | \$0.00            | 100.00%          |
| 5            | Removal of Existing 36" CPP                      | LF              | 15.00  | \$90.00       | \$1,350.00             | 15.00             | 0.00             | 15.00            | \$1,350.00    | \$0.00       | 0.00             | \$1,350.00                 | \$0.00            | 100.00%          |
| 6            | Excess Excavation, FM, AH                        | CY              | 40.00  | \$31.00       | \$1,240.00             | 40.00             | 0.00             | 40.00            | \$1,240.00    | \$0.00       | 0.00             | \$1,240.00                 | \$0.00            | 100.00%          |
| 7            | 36" Concrete Headwall w/Wingwalls                | EA              | 1.00   | \$20,900.00   | \$20,900.00            | 1.00              | 0.00             | 1.00             | \$20,900.00   | \$0.00       | 0.00             | \$20,900.00                | \$0.00            | 100.00%          |
| 8            | Solid Sod To Match Existing Grass                | SY              | 100.00 | \$11.00       | \$1,100.00             | 0.00              | 100.00           | 100.00           | \$0.00        | \$1,100.00   | 0.00             | \$1,100.00                 | \$0.00            | 100.00%          |
| Grand Totals |                                                  |                 |        |               | \$33,465.00            |                   |                  |                  | \$32,365.00   | \$1,100.00   | \$0.00           | \$33,465.00                | \$0.00            | 100.00%          |



# AIA<sup>®</sup> Document G706<sup>™</sup> – 1994

## Contractor's Affidavit of Payment of Debts and Claims

PROJECT: (Name and address) ARCHITECT'S PROJECT NUMBER: OWNER ☐  
Grandeur Drainage CONTRACT FOR: General Construction ARCHITECT ☐  
Improvements Brandon CONTRACTOR ☐  
TO OWNER: (Name and address) CONTRACT DATED: September 20, 2023 SURETY ☐  
City of Brandon OTHER ☐  
1000 Municipal Drive  
Brandon, MS 39042

STATE OF: Mississippi

COUNTY OF: Simpson

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS: None.

### SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose.

Indicate Attachment ☒ Yes ☐ No

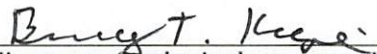
The following supporting documents should be attached hereto if required by the Owner:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

CONTRACTOR: (Name and address)

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

BY:

  
(Signature of authorized representative)

Brady Knight, Project Manager  
(Printed name and title)

Subscribed and sworn to before me on this date:

August 13, 2024

Notary Public:

  
Madelynn Cliburn Zattoni

My Commission Expires:

January 29, 2028



**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original signed on this document will not be obscured.

AIA Document G706<sup>™</sup> – 1994. Copyright © 1970 and 1994 by The American Institute of Architects. All rights reserved. **WARNING:** This AIA Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA<sup>®</sup> Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, [copyright@aia.org](mailto:copyright@aia.org)

# AIA<sup>®</sup> Document G706A<sup>™</sup> – 1994

## Contractor's Affidavit of Release of Liens

PROJECT: (Name and address) ARCHITECT'S PROJECT NUMBER: OWNER ☐  
Grandeur Drainage IMPROVEMENTS BRANDON CONTRACT FOR: General Construction ARCHITECT ☐  
CONTRACTOR ☐  
TO OWNER: (Name and address) CONTRACT DATED: September 20, 2023 SURETY ☐  
City of Brandon OTHER ☐  
1000 Municipal Drive  
Brandon, MS 39042

STATE OF: Mississippi

COUNTY OF: Simpson

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS: Payment of \$2,718.25 on pay application #2 Final.

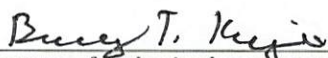
### SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

### CONTRACTOR: (Name and address)

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

BY:

  
(Signature of authorized representative)

Brady Knight, Project Manager

(Printed name and title)

Subscribed and sworn to before me on this date:

August 13, 2024

Notary Public:

  
Madelynn Cliburn Zattoni

My Commission Expires:

January 29, 2028



**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assumes that changes will not be obscured.

AIA Document G706A<sup>™</sup> – 1994. Copyright © 1970 and 1994 by The American Institute of Architects. All rights reserved. **WARNING:** This AIA Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA Document or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, [copyright@aia.org](mailto:copyright@aia.org).



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



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

Municipal & Public Works Construction

Heavy & Highway Construction

### WARRANTY

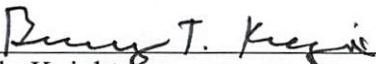
Owner: City of Brandon  
1000 Municipal Drive  
Brandon, MS 39042

Contractor: Hemphill Construction Company, Inc.  
P.O. Drawer 879  
Florence, MS 39073

Project: Grandeur Drainage Improvements Brandon

Completion Date: December 5, 2023

Hemphill Construction Company, Inc. hereby warrants that all labor and materials furnished and work performed by the Hemphill Construction Company, Inc. on the above referenced project are in accordance with the requirements of the contract, including amendments thereto, for a period of one (1) year following the completion date and written acceptance by the Owner. Hemphill Construction shall make good any defects at no expense to the Owner for this period.

  
Brady Knight  
Project Manager

Subscribed and sworn to me this date:

13th day of August, 2024.

  
Notary, Madelynn Cliburn Zattoni



My Commission Expires January 29, 2028.

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



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

Phone: 601-932-2062  
Fax: 601-932-2552

Municipal & Public Works Construction

Heavy & Highway Construction

### Change Order

Hemphill Construction Company, Inc.  
P.O. Drawer 878  
Florence, MS 39072

Distribution

|                          |                                    |
|--------------------------|------------------------------------|
| <input type="checkbox"/> | 2023 Grandeur Drainage Improvments |
| <input type="checkbox"/> | Field                              |
| <input type="checkbox"/> | Office                             |
| <input type="checkbox"/> | Other: _____                       |

**Project:** 2023 Grandeur Drainage Improvments  
Brandon, MS

**Contract Number:** H23104

**Proposed Change Order #:** 1 Summary

**To (Contractor):** Hemphill Construction Company, Inc.  
P.O. Drawer 878  
Florence, MS 39072

**Change Order Date:** June 13, 2024

You are directed to make the following changes in this Contract:

|                                |               | Change in |  | UM      | Units | Description                        | Unit Price   | Amount               |
|--------------------------------|---------------|-----------|--|---------|-------|------------------------------------|--------------|----------------------|
| C.O. Item                      | Contract Item | Days      |  |         |       |                                    |              |                      |
|                                | 1             |           |  | 0 LS    |       | Mobilization                       | \$ 3,500.00  | \$ -                 |
|                                | 2             |           |  | 0 LS    |       | Temp. Erosion Control Installation | \$ 2,500.00  | \$ -                 |
|                                | 3             |           |  | -7 SY   |       | 200 LB Rip Rap with Filter Fabric  | \$ 125.00    | \$ (875.00)          |
|                                | 4             |           |  | 0 EA    |       | Removal of Existing Grate Inlet    | \$ 1,000.00  | \$ -                 |
|                                | 4             |           |  | 10 LF   |       | Removal of Existing 36" CPP        | \$ 90.00     | \$ 900.00            |
|                                | 5             |           |  | 0 CY    |       | Excess Excavation, FM, AH          | \$ 31.00     | \$ -                 |
|                                | 6             |           |  | 0 EA    |       | 36" Concrete Headwall w/Wingw:     | \$ 20,900.00 | \$ -                 |
|                                |               |           |  |         |       | Solid Sod To Match Existing        |              |                      |
|                                | 7             |           |  | -250 SY |       | Grass                              | \$ 11.00     | \$ (2,750.00)        |
| <b>Total for Change Order:</b> |               |           |  |         |       |                                    |              | <b>\$ (2,725.00)</b> |

Not valid until signed by both the Owner and Architect. Signature of the Contractor indicates the Contractor's agreement herewith, including any adjustment in the Contract Sum or Contract Time.

|                                                                         |               |
|-------------------------------------------------------------------------|---------------|
| The original Contract Sum was .....                                     | \$ 36,190.00  |
| The net change by previously authorized Change Orders was .....         | \$ -          |
| The Contract Sum prior to this Change Order was .....                   | \$ 36,190.00  |
| The contract Sum will be increased/decreased by this Change Order ..... | \$ (2,725.00) |
| The new Contract Sum will be .....                                      | \$ 33,465.00  |

Authorized By Owner:  
City of Brandon  
1000 Municipal Drive  
Brandon, MS 39042

Accepted By Contractor:  
Hemphill Construction Company, Inc.  
P.O. Drawer 878  
Florence, MS 39072

Architect/Engineer:  
Benchmark Engineering & surveying, LLC  
660 Katherine Drive, Suite 302  
Flowood, MS 39232

By: \_\_\_\_\_  
Date: \_\_\_\_\_

By: Kristin MC  
Date: 8/14/2024

By: [Signature]  
Date: 8-15-24

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



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

Municipal & Public Works Construction

Heavy & Highway Construction

June 13, 2024

Benchmark Engineering & Surveying, LLC  
660 Katherine Drive  
Suite 302  
Flowood, MS 39232

Attn: Mr. Matthew Miller

Re: 2023 Grandeur Drainage Improvements

Dear Mr. Miller,

As of December 5, 2023, we have substantially completed all work on the above referenced project. We therefore request substantial completion for this project be dated December 5, 2023 and begin the warranty period on that date. Please schedule a final inspection for this project as soon as possible and advise us of the date and time so that we can have a representative in attendance.

Contact us if you have any questions concerning the above or if you need any additional information.

Sincerely,

HEMPHILL CONSTRUCTION COMPANY, INC.

A handwritten signature in cursive script that reads "Brady T. Knight".

Brady Knight  
Project Manager

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

**CONSENT OF  
SURETY COMPANY  
TO FINAL PAYMENT**

OWNER ☐  
ARCHITECT ☐  
CONTRACTOR ☐  
SURETY ☒  
OTHER

AIA DOCUMENT G707

FEDERAL INSURANCE COMPANY BOND NO. K41713100

PROJECT: 2023 Grandeur Drainage Improvements

TO (Owner)  
City of Brandon  
P O Box 1539  
Brandon MS 39043

ARCHITECT'S PROJECT NO.:

CONTRACT FOR: SAME AS ABOVE

CONTRACT DATE: September 7, 2023

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
(here insert name and address of Surety Company)

**FEDERAL INSURANCE COMPANY**  
P O Box 1650  
Whitehouse Station NJ 08889-1650

, SURETY COMPANY,

on bond of (here insert name and address of Contractor)

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

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve  
the Surety Company of any of its obligations to (here insert name and address of Owner)

City of Brandon  
P O Box 1539  
Brandon MS 39043

, OWNER

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,  
the Surety Company has hereunto set its hand this 31 day of July, 2024.

**FEDERAL INSURANCE COMPANY**

Surety Company

*Mary Anne Goodin*

Signature of Authorized Representative

Mary Anne Goodin

Title: Attorney In Fact

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF  
DEBTS AND CLAIMS, Current Edition

CONSENT OF SURETY COMPANY TO FINAL PAYMENT, APRIL 1970 EDITION, AIA ©  
© 1970 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., NW, WASHINGTON, D.C. 20006

ONE PAGE

FORM 15-10-87 (ED. 4-77)



# CHUBB

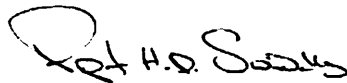
## Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company  
Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint **Ronald Lee Andrews, Mary Anne Goodin and Susan G. Johnston of Vicksburg, Mississippi**-----

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** have each executed and attested these presents and affixed their corporate seals on this 9<sup>th</sup> day of April 2024.



Rupert HD Swindells, Assistant Secretary



Warren Eichhorn, Vice President



STATE OF NEW JERSEY  
County of Hunterdon

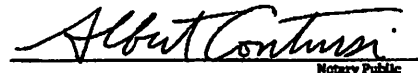
SS.

On this 9<sup>th</sup> day of April, 2024 before me, a Notary Public of New Jersey, personally came Rupert HD Swindells and Warren Eichhorn, to me known to be Assistant Secretary and Vice President, respectively, of **FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY**, the companies which executed the foregoing Power of Attorney, and the said Rupert HD Swindells and Warren Eichhorn, being by me duly sworn, severally and each for himself did depose and say that they are Assistant Secretary and Vice President, respectively, of **FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal



Albert Contursi  
NOTARY PUBLIC OF NEW JERSEY  
No 50202369  
Commission Expires August 22, 2027

  
Notary Public

### CERTIFICATION

Resolutions adopted by the Boards of Directors of **FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY** on August 30, 2016; **WESTCHESTER FIRE INSURANCE COMPANY** on December 11, 2006; and **ACE AMERICAN INSURANCE COMPANY** on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

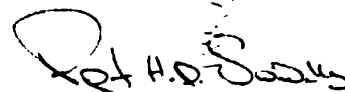
FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Rupert HD Swindells, Assistant Secretary of **FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this **July 31, 2024**



  
Rupert HD Swindells, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:  
Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com



---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
**FROM:** CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR  
**BOARD AGENDA:** AUGUST 19, 2024  
**SUBJECT:** PECAN CIRCLE DRAINAGE IMPROVEMENTS PROJECT  
PAY REQUEST 1

---

Asking for your consideration to approve Pay Request 1 in the amount of \$34,490.00 from Duraco Construction, Inc. for the Pecan Circle Drainage Improvements Project and authorize payment of the same.

On July 15, 2024, the Board awarded the quote for the Pecan Circle Drainage Improvements Project to Duraco Construction as the best and lowest quote received. This project is allowing for the replacement of a deficient storm drain pipe in between 404 & 406 Pecan Circle.

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

### ATTACHMENTS:

---

- Benchmark Engineering Recommendation Letter
- Pay Request 1

GL Code: 314-600-702

Funding: House Bill 1353



August 13<sup>th</sup>, 2024

Mrs. Carly Dearman  
Public Works Operations Coordinator  
City of Brandon  
1000 Municipal Drive  
Brandon, MS 39042

RE: City of Brandon  
Pecan Circle Storm Drain Improvements  
B-10882  
Pay Request No. 1

Dear Mrs. Dearman:

Please find included in this packet all documentation and paperwork necessary for approval of Pay Request No. 1 for construction services for Pecan Circle Storm Drain Improvements for Duraco Construction, Inc in the total amount of **\$34,490.00**.

We have reviewed this pay request and recommend this 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 601-627-7780.

Sincerely,



Anthony Horn, P.E.  
Benchmark Engineering & Surveying, LLC

cc: Matthew Miller, P.E., P.L.S. (Benchmark)

File: B-10882

|                                                                                           |  |                                                                                                  |  |              |  |
|-------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------|--|--------------|--|
| APPLICATION FOR PARTIAL PAYMENT                                                           |  |                                                                                                  |  | Duraco Job # |  |
| NAME OF PROJECT<br><b>PECAN CIRCLE<br/>DRAINAGE IMPROVEMENTS</b>                          |  | PAY APPLICATION NUMBER <b>One (1)</b>                                                            |  |              |  |
| LOCATION OF PROJECT<br>Brandon, MS                                                        |  | PAY APP. PERIOD<br>8/1/2024 to 8/9/2024                                                          |  |              |  |
| NAME AND ADDRESS OF OWNER<br>City of Brandon<br>1000 Municipal Drive<br>Brandon, MS 39042 |  | NAME AND ADDRESS OF CONTRACTOR<br>DURACO CONSTRUCTION, INC.<br>P.O. BOX 711<br>BRANDON, MS 39043 |  |              |  |

| SCHEDULE OF CONTRACT CHANGE ORDERS                                                                                 |             |                    |                                                                         |                                                                            |
|--------------------------------------------------------------------------------------------------------------------|-------------|--------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------|
| List every change order issued to date of this request even if no work has been done under on or more such orders. |             |                    |                                                                         |                                                                            |
| CONTRACT<br>CHANGE ORDER                                                                                           |             | DESCRIPTION<br>(3) | ADDITIONS<br>TO<br>CONTRACT PRICE<br>AS SHOWN ON<br>CHANGE ORDER<br>(4) | DEDUCTIONS<br>FROM<br>CONTRACT PRICE<br>AS SHOWN ON<br>CHANGE ORDER<br>(5) |
| NO<br>(1)                                                                                                          | DATE<br>(2) |                    |                                                                         |                                                                            |
|                                                                                                                    |             |                    | 0.00                                                                    | 0.00                                                                       |
| <b>TOTALS</b>                                                                                                      |             |                    | <b>\$0.00</b>                                                           | <b>\$0.00</b>                                                              |

| ANALYSIS OF ADJUSTED CONTRACT AMOUNT TO DATE          |              |
|-------------------------------------------------------|--------------|
| (a) ORIGINAL CONTRACT AMOUNT.....                     | \$ 43,400.00 |
| (b) PLUS: ADDITIONS SCHEDULED IN COLUMN 4 ABOVE.....  | \$ 0.00      |
| (c) LESS: DEDUCTIONS SCHEDULED IN COLUMN 5 ABOVE..... | \$ 0.00      |
| (d) ADJUSTED CONTRACT AMOUNT TO DATE.....             | \$ 43,400.00 |

| ANALYSIS OF WORK PERFORMED TO DATE                        |                     |
|-----------------------------------------------------------|---------------------|
| (a) COST OF ORIGINAL CONTRACT WORK PERFORMED TO DATE..... | \$ 34,490.00        |
| (b) EXTRA WORK PERFORMED TO DATE BY CHANGE ORDER.....     | \$ 0.00             |
| (c) TOTAL COST OF WORK PERFORMED TO DATE.....             | \$ 34,490.00        |
| (d) ADD: MATERIALS STORED AT CLOSE OF PERIOD.....         | \$ 0.00             |
| (e) SUBTOTAL OF (c) and (d).....                          | \$ 34,490.00        |
| (f) LESS: RETAINAGE (5%).....                             | \$ 0.00             |
| (g) SUBTOTAL OF (e) and (f).....                          | \$ 34,490.00        |
| (h) LESS: AMOUNT OF PREVIOUS PAYMENTS.....                | \$ 0.00             |
| (i) <b>AMOUNT DUE THIS APPLICATION.....</b>               | <b>\$ 34,490.00</b> |

| CERTIFICATE OF CONTRACTOR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | RECOMMENDATION OF OWNER                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>According to the best of my knowledge and belief, I certify that all items and amounts shown in this Application for Partial Payment are correct; that all work has been performed and/or duly authorized deviations, substitutions, alterations and/or additions; that the foregoing is a true and correct statement of the Contract account up to and including the last day of the period covered by the Application for Partial Payment; and that no part of the "Amount Due This Application" has been received.</p> | <p>This Application for Final Payment covers all pay item work performed by the Contractor through the application period stated hereon. The undersigned recommends payment of the amount on line (i) above subject to the provisions of the Contract Documents covering the repair or replacement of all defective work, if any, that may be discovered prior to final payment or expiration of the general guaranty period.</p> |
| <p style="text-align: center;"><u>Duraco Construction, INC.</u><br/>(Contractor)</p> <p>By: <br/>Jarrod "Turtle" Madison<br/>Title: Project Manager<br/>Date: Aug 12, 2024</p>                                                                                                                                                                                                                                                                                                                                               | <p style="text-align: center;"><u>Benchmark Engineering</u><br/>(Engineer)</p> <p>By: <br/>Mr. Matthew Miller, P.E., P.L.S.<br/>Title: City Engineer<br/>Date: AUG 13, 2024</p>                                                                                                                                                                                                                                                   |

CONTRACTOR: DURACO CONSTRUCTION, INC.

COST BREAKDOWN

PROJECT: PECAN CIRCLE  
DRAINAGE IMPROVEMENTS

APPLICATION NO: One (1)  
PERIOD: 8/1/2024 TO 8/9/2024

COMPLETE

| ITEM NO               | DESCRIPTION OF WORK            | CONTRACT |      |           | PREVIOUS APPLICATION |      | COMPLETED THIS MONTH |        | COMPLETED TO DATE |        | %         | RETAINAGE  |      | BALANCE TO FINISH |          |
|-----------------------|--------------------------------|----------|------|-----------|----------------------|------|----------------------|--------|-------------------|--------|-----------|------------|------|-------------------|----------|
|                       |                                | QTY      | UNIT | UNIT COST | TOTAL COST           | QTY  | TOTAL COST           | QTY    | TOTAL COST        | QTY    |           | TOTAL COST |      |                   |          |
| D. WATER DISTRIBUTION |                                |          |      |           |                      |      |                      |        |                   |        |           |            |      |                   |          |
| 1                     | Mobilization & Demobilization  | 1        | LS   | 7,500.00  | 7,500.00             | 0.00 | 0.00                 | 0.50   | 3,750.00          | 0.50   | 3,750.00  | 50%        | 0.00 | 0.50              | 3,750.00 |
| 2                     | Removal of Existing 18" C.P.P. | 141      | LF   | 25.00     | 3,525.00             | 0.00 | 0.00                 | 141.00 | 3,525.00          | 141.00 | 3,525.00  | 100%       | 0.00 | 0.00              | 0.00     |
| 3                     | 18" Reinforced Concrete Pipe   | 141      | LF   | 115.00    | 16,215.00            | 0.00 | 0.00                 | 141.00 | 16,215.00         | 141.00 | 16,215.00 | 100%       | 0.00 | 0.00              | 0.00     |
| 4                     | Connect to Existing Inlet      | 2        | EA   | 2,600.00  | 5,200.00             | 0.00 | 0.00                 | 2.00   | 5,200.00          | 2.00   | 5,200.00  | 100%       | 0.00 | 0.00              | 0.00     |
| 5                     | Concrete Collar                | 2        | EA   | 2,900.00  | 5,800.00             | 0.00 | 0.00                 | 2.00   | 5,800.00          | 2.00   | 5,800.00  | 100%       | 0.00 | 0.00              | 0.00     |
| 6                     | Remove and Reset Fence         | 1        | EA   | 3,000.00  | 3,000.00             | 0.00 | 0.00                 | 0.00   | 0.00              | 0.00   | 0.00      | 0%         | 0.00 | 1.00              | 3,000.00 |
| 7                     | Solid Sod (To Match Existing)  | 180      | SY   | 12.00     | 2,160.00             | 0.00 | 0.00                 | 0.00   | 0.00              | 0.00   | 0.00      | 0%         | 0.00 | 180.00            | 2,160.00 |
| 8                     |                                |          |      | 0.00      | 0.00                 | 0.00 | 0.00                 | 0.00   | 0.00              | 0.00   | 0.00      | 0%         | 0.00 | 0.00              | 0.00     |
| TOTAL BASE BID        |                                |          |      |           | 43,400.00            |      | 0.00                 |        | 34,490.00         |        | 34,490.00 | 79%        | 0.00 |                   | 8,910.00 |



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR  
BOARD AGENDA: AUGUST 19, 2024  
SUBJECT: 2024 STREET OVERLAY PROJECT  
PAY REQUEST 5

---

Asking for your consideration to approve Pay Request 5 in the amount of \$496,125.69 from Adcamp, Inc. for the 2024 Steet Overlay Project and authorize payment of the same.

All work shown on Pay Request 5 was performed on public streets throughout the City of Brandon.

On December 18, 2023, the Board awarded the bid for the 2024 Street Overlay Project to Adcamp, Inc.

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

---

### ATTACHMENTS:

---

- Benchmark Engineering Recommendation Letter
- Adcamp, Inc. – Pay Request 5

GL Code: 300-610-712

Funding: **2024 GO Bond**, 2% funds, & Modernization Act

August 15, 2024

Mrs. Carly Dearman  
Public Works Operations Coordinator  
City of Brandon  
1000 Municipal Dr.  
Brandon, MS 39042

RE: City of Brandon  
CITY OF BRANDON 2024 STREET OVERLAY AND PAVING IMPROVEMENTS PROJECT  
B-10382  
Pay Request # 5

Dear Mrs. Dearman:

Please find included in this packet all documentation and paperwork necessary for approval of Pay Request # 5 for construction services for the City of Brandon 2024 Street Overlay and Paving Improvements Project for Ad Camp Inc. in the amount of \$496,125.69.

We have reviewed this pay request and recommend this 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-10382



|             |                                                      |                                             |                                  |
|-------------|------------------------------------------------------|---------------------------------------------|----------------------------------|
|             |                                                      | Client:                                     | City of Brandon                  |
|             |                                                      | Project:                                    | 2024 Street Improvements Project |
| Contractor: | Adcamp, Inc.<br>P. O. Box 54246<br>Jackson, MS 39288 |                                             |                                  |
| Estimate:   | Five                                                 | For Period: June 29,, 2024 to July 31, 2024 |                                  |

Analysis of Adjusted Contract to Date:

|                              |    |              |
|------------------------------|----|--------------|
| (A) Original Contract Amount | \$ | 5,377,885.01 |
| (B) Plus Additions           | \$ | 36,579.99    |
| (C) Deductions               | \$ | -            |
| (D) Adjusted Contract Amount | \$ | 5,414,465.00 |

Analysis of Work Performed to Date:

|                                                      |    |              |
|------------------------------------------------------|----|--------------|
| (A) Cost of Original Contract Work Performed to Date | \$ | 2,589,350.59 |
| (B) Extra Work Performed to Date                     | \$ |              |
| (C) Total Cost of Work Performed to Date             | \$ | 2,589,350.59 |
| (D) Add: Materials Stored at Close of this Period    | \$ | -            |
| (E) Subtotal of (C) and (D)                          | \$ | 2,589,350.59 |
| (F) Less Amount Retained (5%)                        | \$ | 129,467.53   |
| (G) Less Penalty                                     | \$ | -            |
| (H) Subtotal of (E) and (F)                          | \$ | 2,459,883.06 |
| (I) Less Amount of Previous Billings                 | \$ | 1,963,757.37 |
| (J) Balance of this Payment                          | \$ | 496,125.69   |

Certification of Contractor:

According to the best of my knowledge and belief, I certify that all items and amounts shown on the face of the PERIODIC ESTIMATE FOR PARTIAL PAYMENT are correct; that all work has been performed and/or material supplied in full accordance with the requirements of the referenced contract, and/or duly authorized deviations, substitutions, alterations, and/or additions; that the foregoing is a true and correct statement of the contract amount up to and including the last day of the period covered by this PERIODIC ESTIMATE; that no part of the "BALANCE DUE THIS PAYMENT" has been received, and that the undersigned and his subcontractor have (Check applicable line)

X  Complied with all labor provisions of said contract

Complied with all labor provisions of said contract except in those instances where an honest dispute exists with respect to said labor provisions (if checked, describe briefly nature of dispute.)

Adcamp, Inc.  
(Contractor)

Date: 07/31/2024

BY:

  
Signature of Authorized Representative

Title:

Jason H. Brewer, CP - Operations

Certification of Architect or Engineer:

I certify that I have checked and verified the above foregoing PERIODIC ESTIMATE FOR PARTIAL PAYMENT, that to the best of my knowledge and belief it is a true and correct statement of work performed and/or materials supplied by the contractor; that all work and/or material included in this PERIODIC ESTIMATE has been periodically monitored by me and/or by my duly authorized representative or assistants and that it has been performed and/or supplied in substantial accordance with requirements of the referenced contract; and the partial payment claimed and requested by the contractor is correctly computed on the basis of work performed and/or material supplied to date.

SIGNED:



(Engineer)

Date: 8-15-24

| Item #                                              |  | Description of Work                             | Contract |            |             | Work Completed |                 |    |                | Total Work |                   |    |              |
|-----------------------------------------------------|--|-------------------------------------------------|----------|------------|-------------|----------------|-----------------|----|----------------|------------|-------------------|----|--------------|
|                                                     |  |                                                 | Unit     | Quantity   | Unit Price  | Total          | Previous Period |    | Current Period |            | Completed To Date |    |              |
| City of Brandon, MS 2024 Street Improvement Project |  |                                                 |          |            |             |                |                 |    |                |            |                   |    |              |
| Base Bid:                                           |  |                                                 |          |            |             |                |                 |    |                |            |                   |    |              |
| 1                                                   |  | Mobilization                                    | LS       | 1.00       | \$30,000.00 | \$             | 1.00            | \$ | 30,000.00      | -          | 1.00              | \$ | 30,000.00    |
| 2                                                   |  | Maintenance of Traffic                          | LS       | 1.00       | \$20,000.00 | \$             | 0.31            | \$ | 6,200.00       | 0.19       | 0.50              | \$ | 10,000.00    |
| 3                                                   |  | Removal of Asphalt, All Depths                  | SY       | 250.00     | \$ 15.00    | \$             | 242.23          | \$ | 3,633.45       | 574.45     | 816.68            | \$ | 12,250.20    |
| 4                                                   |  | Removal of Curb & Gutter, All Depths            | LF       | 300.00     | \$ 28.80    | \$             | 1,552.50        | \$ | 44,712.00      | 18,564.25  | 1,552.50          | \$ | 44,712.00    |
| 5                                                   |  | Cold Milling of Asphalt Pavement, All Depths    | SY       | 139,000.00 | \$ 2.00     | \$             | 278,000.00      | \$ | 56,427.70      | -          | 46,778.10         | \$ | 93,556.20    |
| 6                                                   |  | Adjustment of Utility Appurtenance              | EA       | 20.00      | \$ 275.00   | \$             | 5,500.00        | \$ | 1,650.00       | -          | 6.00              | \$ | 1,650.00     |
| 7                                                   |  | Excess Excavation, FM, AH                       | CY       | 300.00     | \$ 25.00    | \$             | 7,500.00        | \$ | 1,130.25       | 80.07      | 125.28            | \$ | 3,132.00     |
| 8                                                   |  | 610 Limestone                                   | Ton      | 250.00     | \$ 70.00    | \$             | 17,500.00       | \$ | -              | -          | -                 | \$ | -            |
| 9                                                   |  | Filter Fabric                                   | SY       | 500.00     | \$ 1.00     | \$             | 500.00          | \$ | -              | -          | -                 | \$ | -            |
| 10                                                  |  | Combination Curb & Gutter, All Types            | LF       | 300.00     | \$ 28.80    | \$             | 8,640.00        | \$ | 44,712.00      | -          | 1,552.50          | \$ | 44,712.00    |
| 11                                                  |  | Bituminous Black Base, BB-1, Type 6             | Ton      | 400.00     | \$ 125.00   | \$             | 50,000.00       | \$ | 28,902.50      | 312.66     | 543.88            | \$ | 67,985.00    |
| 12                                                  |  | Bituminous Surface Course, SC-1, Type 8         | Ton      | 25,500.00  | \$ 109.50   | \$             | 2,792,250.00    | \$ | 856,891.16     | 3,835.69   | 11,661.18         | \$ | 1,276,899.21 |
| 13                                                  |  | Cleaning & Sealing Cracks                       | LF       | 6,000.00   | \$ 2.00     | \$             | 12,000.00       | \$ | -              | -          | -                 | \$ | -            |
| 14                                                  |  | 6" Continuous Thermo Traffic Stripe All Colors  | LF       | 19,500.00  | \$ 1.50     | \$             | 29,250.00       | \$ | -              | -          | -                 | \$ | -            |
| 15                                                  |  | 6" Cont Thermo Detail Traffic Stripe All Colors | LF       | 1,000.00   | \$ 6.00     | \$             | 6,000.00        | \$ | -              | -          | -                 | \$ | -            |
| 16                                                  |  | ReflectORIZED Raised Pavement Markers           | EA       | 325.00     | \$ 18.00    | \$             | 5,850.00        | \$ | -              | -          | -                 | \$ | -            |
| 17                                                  |  | Thermoplastic Legend White (12" Stop Bars)      | LF       | 2,000.00   | \$ 9.00     | \$             | 18,000.00       | \$ | -              | -          | -                 | \$ | -            |
| 18                                                  |  | Thermoplastic Legend, White, Blue or Yellow     | SF       | 420.00     | \$ 16.00    | \$             | 6,720.00        | \$ | -              | -          | -                 | \$ | -            |
| 19                                                  |  | Temporary Striping                              | LF       | 3,000.00   | \$ 1.00     | \$             | 3,000.00        | \$ | -              | -          | -                 | \$ | -            |
| Total Base Bid                                      |  |                                                 |          |            |             | \$             | 3,303,100.00    | \$ | 1,074,259.06   | \$         | 510,637.56        | \$ | 1,584,896.61 |
| Alternate Bid #1                                    |  |                                                 |          |            |             |                |                 |    |                |            |                   |    |              |
| 1                                                   |  | Cold Milling of Asphalt Pavement, All Depths    | SY       | 18,000.00  | \$ 2.00     | \$             | 36,000.00       | \$ | 36,111.20      | -          | 18,055.60         | \$ | 36,111.20    |
| 2                                                   |  | Bituminous Surface Course, SC-1, Type 8         | Ton      | 3,700.00   | \$ 109.50   | \$             | 405,150.00      | \$ | 364,311.98     | -          | 3,327.05          | \$ | 364,311.98   |
| 3                                                   |  | Cleaning & Sealing Cracks                       | LF       | 2,500.00   | \$ 2.00     | \$             | 5,000.00        | \$ | 9,504.00       | -          | 4,752.00          | \$ | 9,504.00     |
| 4                                                   |  | Thermoplastic Legend White (12" Stop Bars)      | LF       | 184.00     | \$ 9.00     | \$             | 1,656.00        | \$ | -              | -          | -                 | \$ | -            |
| Total Alternate Bid #1                              |  |                                                 |          |            |             | \$             | 447,806.00      | \$ | 409,927.18     | \$         | -                 | \$ | 409,927.18   |
| Add Alternate Bid #2                                |  |                                                 |          |            |             |                |                 |    |                |            |                   |    |              |
| 1                                                   |  | Cold Milling of Asphalt Pavement, All Depths    | SY       | 8,000.00   | \$ 2.00     | \$             | 16,000.00       | \$ | 17,899.80      | -          | 8,949.90          | \$ | 17,899.80    |
| 2                                                   |  | Bituminous Surface Course, SC-1, Type 8         | Ton      | 1,700.00   | \$ 109.50   | \$             | 186,150.00      | \$ | 162,821.03     | -          | 1,486.95          | \$ | 162,821.03   |
| 3                                                   |  | Thermoplastic Legend White (12" Stop Bars)      | LF       | 138.00     | \$ 9.00     | \$             | 1,242.00        | \$ | -              | -          | -                 | \$ | -            |
| Total Bid - Add Alternate #2                        |  |                                                 |          |            |             | \$             | 203,392.00      | \$ | 180,720.83     | \$         | -                 | \$ | 180,720.83   |
| Subtotal                                            |  |                                                 |          |            |             | \$             | 4,492,656.51    | \$ | 1,664,907.06   | \$         | 510,637.56        | \$ | 2,175,544.61 |

| Client: Clity of Brandon, MS                              |  |  | Request for Payment #Five                   |  |  |  | Page Two |  |  |  |
|-----------------------------------------------------------|--|--|---------------------------------------------|--|--|--|----------|--|--|--|
| Project: 2024 Street Improvements Program                 |  |  | For Period: June 29,, 2024 to July 31, 2024 |  |  |  |          |  |  |  |
| Contractor: Adcamp, Inc., PO Box 54246, Jackson, MS 39288 |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |
|                                                           |  |  |                                             |  |  |  |          |  |  |  |







---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
**FROM:** CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR  
**BOARD AGENDA:** AUGUST 19, 2024  
**SUBJECT:** CONCRETE CRUSHING SERVICES – SUNBELT CRUSHING, LLC  
INVOICE APPROVAL

---

Asking for your consideration to approve invoice #53802 in the amount of \$120,432.00 from Sunbelt Crushing, LLC for concrete crushing services and authorize payment of the same.

On May 6, 2024, the Board approved a Professional Services Agreement with Sunbelt Crushing, LLC for concrete crushing services at a rate of \$12.00 per ton. This agreement allowed for the City of Brandon's stockpiled concrete to be crushed for future use on job sites.

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

### ATTACHMENTS:

---

- Sunbelt Crushing, LLC – invoice #53802

GL Code & Funding: 001-201-604 – Street Dept (Gen Gov) - \$60,216.00  
400-673-604 – WSOM - \$30,108.00  
400-680-604 – WSOM - \$30,108.00



# SUNBELT CRUSHING, LLC

Contract Crushing & Screening Services

Invoice # 53802

Invoice Date  
Jul 31, 2024

Page  
1

Sold To:

CITY OF BRANDON  
1000 MUNICIPAL DRIVE  
BRANDON, MS 39043

Ship to

CONCRETE CRUSHING  
7/12/2024 - 7/31/2024

| Customer ID     | Customer PO     | Payment Terms |          |
|-----------------|-----------------|---------------|----------|
| CITY OF BRANDON |                 | Net 30 Days   |          |
| Sales Rep ID    | Shipping Method | Ship Date     | Due Date |
|                 | Truck           |               | 8/30/24  |

| Quantity  | UOM | Description                                                                        | Unit Price | Extension  |
|-----------|-----|------------------------------------------------------------------------------------|------------|------------|
| 10,036.00 | TON | TOTAL TONS CONCRETE RUBBLE CRUSHED TO 1-1/2" MINUS<br>BASE MATERIAL AT BRANDON, MS | 12.00      | 120,432.00 |

This invoice is subject to the terms and conditions of the credit application and agreement to pay accounts.

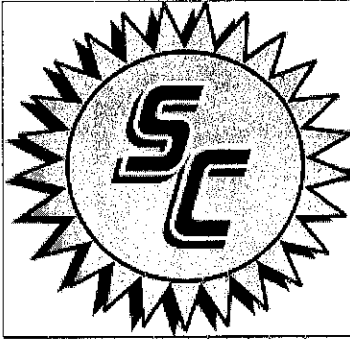
If tax exempt, please notify us immediately. After taxes are collected and paid, refund credits may not be given.

Subtotal 120,432.00  
Sales Tax  
Total Invoice Amount 120,432.00  
Payment Received  
**TOTAL DUE 120,432.00**

Check No

**REMIT TO ADDRESS: 58 MIDTOWN PARK WEST, MOBILE, AL. 36606**

**PHONE NUMBER: 251-479-4452 FAX: 251-472-9508**

**SUNBELT CRUSHING, LLC**

Contract Crushing &amp; Screening Services

Customer: CITY OF BRANDON

PURCHASE ORDER:

JOB LOCATION: - Brandon, MS  
CRUSHING1 1/2" MINUS  
TONNAGE

DATE

|         |     |         |
|---------|-----|---------|
| 7/12/24 | FRI | 414.00  |
| 7/13/24 | SAT | 0.00    |
| 7/14/24 | SUN | 0.00    |
| 7/15/24 | MON | 501.00  |
| 7/16/24 | TUE | 1003.00 |
| 7/17/24 | WED | 904.00  |
| 7/18/24 | THU | 719.00  |
| 7/19/24 | FRI | 903.00  |
| 7/20/24 | SAT | 902.00  |
| 7/21/24 | SUN | 0.00    |
| 7/22/24 | MON | 825.00  |
| 7/23/24 | TUE | 903.00  |
| 7/24/24 | WED | 255.00  |
| 7/25/24 | THU | 0.00    |
| 7/26/24 | FRI | 0.00    |
| 7/27/24 | SAT | 0.00    |
| 7/28/24 | SUN | 0.00    |
| 7/29/24 | MON | 1122.00 |
| 7/30/24 | TUE | 933.00  |
| 7/31/24 | WED | 652.00  |

TOTALS

10036.00

X \$12.00/TON

\$ 120,432.00

PLANT #LIPPMAN #5 - 714



✓ APPROVED  
5/6/24

---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
**FROM:** CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR  
**BOARD AGENDA:** MAY 6, 2024  
**SUBJECT:** CONCRETE CRUSHING SERVICES  
SUNBELT CRUSHING, LLC  
PROFESSIONAL SERVICES AGREEMENT

---

Asking for your consideration to approve the Professional Services Agreement with Sunbelt Crushing, LLC for concrete crushing services at a rate of \$12.00 per ton and authorize the Mayor to execute the same.

Through this agreement, Sunbelt Crushing, LLC will crush the stockpiled concrete on site that has been acquired by the City of Brandon. Once crushed, the concrete will be used by the City of Brandon on city job sites.

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

**ATTACHMENTS:**

---

- Sunbelt Crushing, LLC Quote





## **SUNBELT CRUSHING, LLC**

**Contract Crushing & Screening Services**

56 Midtown Park West, Mobile, AL. 36606  
Phone (251) 479-4452 Fax (251) 471-4944

April 22, 2024

Butch Lee  
City of Brandon

Office: 601-906-9169      Email: blee@brandonms.org

RE: Contract Crushing of Recycled Portland Cement Concrete in Brandon, MS

Dear Mayor Lee:

Sunbelt Crushing, LLC would like to submit the following proposal based on concrete crushing to be performed at the above mentioned site.

1. Sunbelt shall crush approximately 5,000 – 10,000 tons of concrete rubble stockpiled at the referenced site to 1½" minus recycled concrete base material for a \$12.00 per ton. Material not guaranteed to meet spec but shall be crushed to 1½" minus.
2. Mobilization charge is included in the crushing price.
3. City of Brandon shall provide a suitable crushing site for Sunbelt's plant that is at least 150' x 150' feet. The ground should be solid and capable of withstanding heavy rolling equipment.
4. Any concrete that includes excessive amounts of clay, sand, brick, wood, plastic or top soil will affect the production process and will cause the finished product to be discolored and or contaminated, which will effect gradation and shall not be the responsibility of Sunbelt. Mud shall not be crushed. Stockpile does have some of the above in material.
5. City of Brandon. shall supply an adequate fresh water supply for dust suppression, 1" water line will be sufficient.
6. Sunbelt shall be responsible for raw materials loading. Raw material must be no further than 300 feet from primary hopper, on solid ground that is capable of withstanding heavy rolling equipment.
7. Sunbelt Crushing, LLC shall be responsible for stockpiling finished product within 300' of crusher. Stockpile area must be on solid ground capable of withstanding heavy rolling equipment. Ground is suitable per site visit.
8. All pre stress, post-tension, and concrete pipes will be set aside, and not crushed by Sunbelt Crushing.
9. All steel, plastic and trash will be set aside and shall be discarded by City of Brandon at no cost to Sunbelt Crushing.
10. All sellable steel removed during crushing shall be keep by Sunbelt Crushing.
11. City of Brandon shall pay for crushed concrete from Sunbelt Crushing's belt scale readings. City of Brandon may calibrate our belt scales with a platform scale.
12. Sunbelt shall have access to above referenced site for crushing and maintenance, seven days a week, daylight hours.
13. Invoices will be mailed weekly; terms are net 30 from invoice date.

14. This quotation is valid for 30 days, after such time the price and conditions shall be confirmed by Sunbelt.

If this is agreeable, please acknowledge by signing and fax back to us at (251)471-4944.

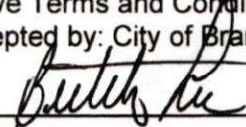
If you have any questions please do not hesitate to call me on my cell phone (251)721-4065.

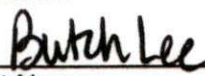
Sincerely,

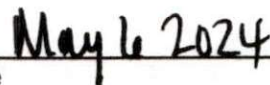
Ed Buckley  
President

EB/mm

Above Terms and Conditions  
Accepted by: City of Brandon

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Print Name

  
\_\_\_\_\_  
Date

Cc: Huston Hollister  
Corey Jenkins  
Billy McLeod, Jr.



---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
**FROM:** CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR  
**BOARD AGENDA:** AUGUST 19, 2024  
**SUBJECT:** 2016 FREIGHTLINER DUMP TRUCK – VIN #5746  
NEW BEDLINER PURCHASE  
QUOTE APPROVAL

---

Asking for your consideration to approve the quote in the amount of \$12,258.20 from Southern States Utility Trailer Sales, Inc. as the best and lowest quote received for the replacement of the bedliner in the 2016 Freightliner Dump Truck – vin #5746.

A second quote was received from Sullivan Truck Equipment, Inc. in the amount of \$13,618.86.

The 2016 Freightliner Dump Truck is used to haul hot asphalt mix. The current bedliner has deteriorated and is now tearing off and lumping within the truck bed. Without a new bedliner, this vehicle will not be able to haul asphalt.

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

---

### ATTACHMENTS:

- Southern States Utility Trailer Sales, Inc. Quote - \$12,258.20
- Sullivan Truck Equipment, Inc. Quote - \$13,618.86

GL Code: 001-201-636

Funding: Street Department (General Fund)





**Southern States Utility Trailer Sales, Inc.**

550 Highway 49 South - Richland, MS 39218

Telephone 601-939-9000 - Fax 601-932-7037 - Toll Free 800-844-9100

Please remit to: Southern States Utility Trailer Sales, Inc. - P.O. Box 6257 Jackson, MS 39288-6257

*Vin #5746  
2016 Freightliner  
Dump Truck*

| DATE ENTERED | YOUR ORDER NO. | DATE SHIPPED | INVOICE DATE | INVOICE NUMBER |
|--------------|----------------|--------------|--------------|----------------|
| 06 AUG 24    |                | 09 AUG 24    |              | Q16344         |

**\*\*QUOTE\*\***

S  
O  
L  
D  
  
T  
O

ACCOUNT NO. 110565

CITY OF BRANDON  
100 MUNICIPAL DR  
BRANDON, MS 39043

S  
H  
I  
P  
  
T  
O

CITY OF BRANDON  
100 MUNICIPAL DR  
BRANDON, MS 39043

PAGE 1 OF 1

| SHIP VIA                         |          |      | SLSM.                | B/L NO.                                 | TERMS           | F.O.B. POINT |                    |
|----------------------------------|----------|------|----------------------|-----------------------------------------|-----------------|--------------|--------------------|
|                                  |          |      | 1464                 | (601)825-5021                           | CASH            | RICHLAND, MS |                    |
| ORD.                             | QUANTITY | S.O. | PART NO.             | DESCRIPTION                             | LIST            | NET          | AMOUNT             |
| 14                               | 14       | 0    | HK1/210              | LOCATE                                  |                 | 607.80       | 8,509.20           |
|                                  |          |      | 1/2"X10"X14' L       |                                         |                 |              |                    |
| 24                               | 24       | 0    | LABOR                | RKB1                                    |                 | 126.00       | 3,024.00           |
|                                  |          |      | LABOR RATE           |                                         |                 |              |                    |
| 1                                | 1        | 0    | MISC                 |                                         |                 | 250.00       | 250.00             |
|                                  |          |      | SHOP SUPPLIES        |                                         |                 |              |                    |
|                                  |          |      |                      | THE ASPHALT SUPPOSE TO SLIDE OUT EASIER |                 |              |                    |
|                                  |          |      |                      | FOR NUMBER HK1/210                      |                 |              |                    |
|                                  |          |      |                      | FRT                                     | FREIGHT         |              | 475.00             |
|                                  |          |      |                      | **** I N V O I C E   Q U O T E -        | DO NOT PAY **** |              |                    |
|                                  |          |      |                      |                                         |                 | PARTS        | 12,258.20          |
|                                  |          |      |                      |                                         |                 | SUBLET       |                    |
|                                  |          |      |                      |                                         |                 | FREIGHT      | 0.00               |
|                                  |          |      |                      |                                         |                 | SALES TAX    | 0.00               |
|                                  |          |      |                      |                                         |                 | <b>TOTAL</b> | <b>\$12,258.20</b> |
| CUSTOMER'S NAME ( PLEASE PRINT ) |          |      | CUSTOMER'S SIGNATURE |                                         |                 |              |                    |
|                                  |          |      | X                    |                                         |                 |              |                    |

**Sullivantruckequipment.com**

E: ramason@brandonms.gov

Engine: \_\_\_\_\_ Trans: \_\_\_\_\_ WB \_\_\_\_\_ CA \_\_\_\_\_ CT \_\_\_\_\_ Paint Code: \_\_\_\_\_

|                          |             |
|--------------------------|-------------|
| Installed on your Truck: | \$13,618.86 |
|--------------------------|-------------|

TOTAL 

ESTIMATE GOOD FOR 45 DAYS



---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
**FROM:** CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR  
**BOARD AGENDA:** AUGUST 19, 2024  
**SUBJECT:** PROVONCE PARK LIFT STATION  
EMERGENCY REPAIR DECLARATION

---

Asking for your consideration to declare an emergency the repairs to the Provonce Park Lift Station located on Provonce Park.

On August 13, 2024, the Provonce Park Lift Station began smoking when running. Upon inspection, it was determined that one of the pumps had burned up. The City of Brandon contacted Harvey Services, Inc. to pull and replace the pump to allow for the lift station to be fully operational.

This repair is an emergency due to the necessity of the Provonce Park Lift Station within the City of Brandon's sewer system for proper sewer flow to the area. If the Provonce Park Lift Station is not working properly, it can cause sewer backup and sewer overflow in the area which is a hazard to the public, the environment, and the surrounding properties.

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

---

### ATTACHMENTS:

- Emergency Affidavit

GL Code: 400-680-636

Funding: WSOM

**EMERGENCY CERTIFICATION RE: MCA SECTION 31-7-13(k) (1972, as amended)**

I, Carly Beth Dearman, the Public Works Operations Coordinator  
for the City of Brandon, Mississippi, have determined that an emergency exists as described in  
the memo attached hereto, with regard to the purchase of the commodities or repair contracts,  
identified as follows:

Repairs to the Provonce Park Lift Station due to one of the pumps being burned up  
\_\_\_\_\_  
\_\_\_\_\_

at the location/address identified in the memo attached hereto, so that the delay incident to  
giving opportunity for competitive bidding would be detrimental to the interest of the  
governing authority, and I hereby approve the bill presented therefore for such emergency  
commodities and/or contract services provided, and I do hereby certify that the purchase of  
such commodities was made from \_\_\_\_\_ (or with  
Harvey Services, Inc. from whom such an emergency repair contract was  
made), as reflected in the bill(s)/invoice(s) attached hereto and request payment of the same  
accordingly.

So certified, this the 14 day of August, 2024.

*Carly Beth Dearman*  
\_\_\_\_\_

Carly Beth Dearman  
\_\_\_\_\_

(Print Name)

Public Works Operations Coordinator  
\_\_\_\_\_

(Title)

(Note: At the board meeting next following the emergency purchase or repair contract,  
documentation of the purchase or repair contract, including a description of the commodity  
purchased, the price thereof and the nature of the emergency shall be presented to the board  
and shall be placed on the minutes of the board of such governing authority.)



---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
**FROM:** CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR  
**BOARD AGENDA:** AUGUST 19, 2024  
**SUBJECT:** TIM MARTIN – PUBLIC WORKS INSPECTOR  
PERMISSION TO TRAVEL – GULFPORT, MS  
OCTOBER 22-24, 2024

---

Asking for your consideration to allow Tim Martin, Public Works Inspector, to travel to Gulfport, MS on October 22-24, 2024, for the Introduction to ArcGIS Online course offered through the MS State Extension Offices.

The registration fee for this course is waived for all local, state, and federal government employees. The only expenses that will be incurred for Mr. Martin to take this course will be food and lodging expenses. Mr. Martin will use a city vehicle for travel.

The Introduction to ArcGIS Online course is a continuing education opportunity for Mr. Martin. Tim Martin currently oversees the ArcGIS mapping for the infrastructure for the City of Brandon.

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

---

### ATTACHMENTS:

- ArcGIS Online Course Information



# Registration Portal

All Listings

Continuing Education

Floral Design

Commercial Pesticide Applicator

MSU Extension Website

 Listing of Events

 Login

## Introduction to ArcGIS Online

**Class Dates:** 10/23/2024 - 10/24/2024

**Class Times:** 8:30 AM - 4:30 PM

**Location:** Mississippi Cyber Center - Gulfport, MS

**Instructor:** Claire Babineaux

### Details

## Introduction to ArcGIS Online

ArcGIS Online is a cloud-based mapping and analysis program that uses online data to create maps, apps, and other data products that share geographic information. ArcGIS Online is designed to integrate seamlessly with ESRI's other desktop and mobile GIS products. This course does not require prior knowledge of GIS software or GIS theory and is thus appropriate for individuals of any skill level interested in learning more about web-based GIS.

**Topics Covered:**

- Publishing, creating, and editing data
- Creating web maps
- Creating data collection tools
- Analyzing geographic data
- Developing web applications
- Publishing data products to the web

### Cost

## Registration is \$169.00

Registration fees are waived for all local, state, and federal government employees. Local, state, and federal employees must register using a government email address and use PromoCode: GISFORFREE to remove registration fees.

### Register

Registration open through 10/16/2024 11:45 PM

Register Now

### Prerequisites

None

### About Us

The Geospatial Education and Outreach (GEO) Project serves as Mississippi's leading source of geospatial education and technical information for the communities of Mississippi. Supported through collaborative efforts of the Mississippi State University Extension Service, the Geosystems Research Institute, and Northern Gulf Institute (a NOAA Cooperative Institute), this project provides training and technical assistance in the use, application, and implementation of geospatial technologies.

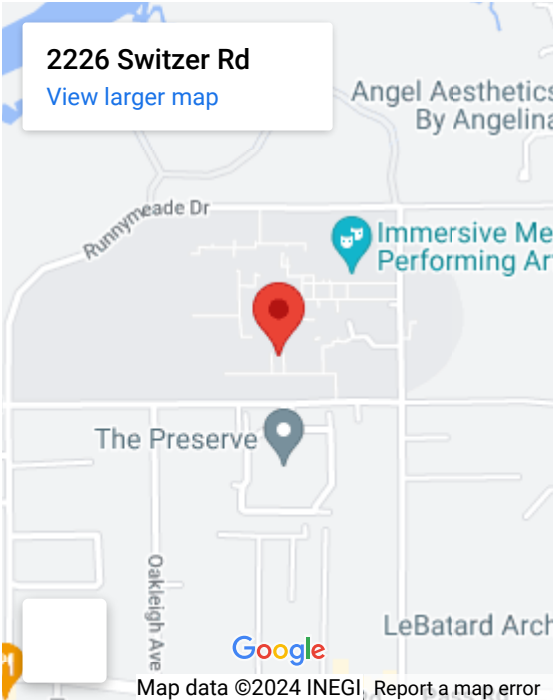
Learn more about the GEO Project at: <https://www.gri.msstate.edu/GEO/>



### Location

## Mississippi Cyber Center - Gulfport, MS

2226 Switzer Road  
Gulf Port, MS 39507





---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR  
BOARD AGENDA: AUGUST 19, 2024  
SUBJECT: LIFT STATION SPARE PUMPS FOR STOCK  
QUOTE & PURCHASE APPROVAL

---

Asking for your consideration to approve the quote and purchase of two Myers VS50-5HP/1PH-230 volt submersible lift station pumps *in the amount of \$10,398.33 per pump* from Harvey Services, Inc. as the best and lowest quote received. The purchase of these two pumps will allow for spare pumps that are compatible with multiple lift station sites to be stocked at the City of Brandon Shop located at 401 North Street.

A second quote was received from Cooper Electric, Inc. in the amount of \$10,708.77 per pump.

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

### ATTACHMENTS:

---

- Harvey Services, Inc. Quote - \$10,398.33 per pump
- Cooper Electric, Inc. Quote - \$10,708.77 per pump

GL Code: 400-680-636

Funding: WSOM

HARVEY SERVICES, INC.

8879 HWY 80  
MORTON, MS 39117

Phone:  
601-750-1711

## Quotes

| Date      | Estimate # |
|-----------|------------|
| 8/14/2024 | 5337       |

| Name / Address                                               |
|--------------------------------------------------------------|
| City of Brandon<br>1000 Municipal Drive<br>Brandon, MS 39042 |

|                                                          |     |           | Project                        |
|----------------------------------------------------------|-----|-----------|--------------------------------|
| Description                                              | Qty | Cost      | Total                          |
| Mayer VS50-5HP/1PH-230 volt Grinder Pump<br>(Spare Pump) | 1   | 10,173.33 | 10,173.33                      |
| shipping and handing charge                              | 1   | 225.00    | 225.00                         |
| Thank You for<br>Your business.<br>Stay Safe             |     |           | <b>Subtotal</b> \$10,398.33    |
|                                                          |     |           | <b>Sales Tax (0.0%)</b> \$0.00 |
|                                                          |     |           | <b>Total</b> \$10,398.33       |
| E-mail                                                   |     |           |                                |
| tharvey@harveyservices.net                               |     |           |                                |





# Quote

Contact

Customer Number

C30041

Quote Date

8/14/2024

Quote Number

SQ5274

Quote To:

City of Brandon  
PO Box 1539  
Brandon, MS 39043

Ship To:

City of Brandon  
PO Box 1539  
Brandon, MS 39043

FOB

Ship Via

Best Way

Terms

Net 30

Quoted By

Matt Cooper

Customer RFQ

Customer PO

| Product ID | Qty | Description                                                                | Sales Price | Total     |
|------------|-----|----------------------------------------------------------------------------|-------------|-----------|
| VS50-21-35 | 1   | Myers 28206E000 VS50-21 V5 Submersible Grinder Pump 5HP<br>3600RPM 230 1PH | 10,708.77   | 10,708.77 |

With Hardware & Start Kit

*Quotes Do Not Include Sales Tax or Freight, Unless Otherwise Noted.  
A Restocking Fee May Apply On Returned Items.  
Due to extraordinary market conditions, pricing is subject to change  
without notice.*

Subtotal: 10,708.77

Freight: 0.00

Other: 0.00

0.0000 % Sales Tax 1: 0.00

0.0000 % Sales Tax 2: 0.00

Total: 10,708.77

## Thank You!

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PO# ( IF NOT ALREADY ISSUED ):



---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
**FROM:** CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR  
**BOARD AGENDA:** AUGUST 19, 2024  
**SUBJECT:** TOWNE STATION SUBDIVISION  
STORM DRAIN POINT REPAIRS  
PERMISSION TO PROCEED

---

Asking for your permission to proceed with the storm drain point repairs in Towne Station Subdivision as listed on the attachment and authorize Hemphill Construction Company to perform said repairs at the FY24 General Construction Services commodity pricing.

On April 19, 2024, the Board approved for CCTV services of the storm drain system in Towne Station Subdivision to be performed by Suncoast Infrastructure, Inc. CCTV footage showed issues along the storm drain system in various locations that require point repairs to allow the system to be fully functional and prevent further deterioration.

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

---

### ATTACHMENTS:

- Towne Station Subdivision Point Repairs Location Listing

| Town Station Subdivision Storm Drain Point Repairs Listing |                              |                     |
|------------------------------------------------------------|------------------------------|---------------------|
| Id                                                         | Location                     | Issue               |
| 1                                                          | near 305 Towne Street        | Joint Offset        |
| 2                                                          | near 305 Towne Street        | Joint Offset        |
| 3                                                          | near 346 Towne Street        | Cable Bore          |
| 4                                                          | near 402 Rolling Hill Circle | Joint Seperation    |
| 5                                                          | near 360 Towne Street        | Hole - Soil Visable |
| 6                                                          | near 108 Tucker Lane         | Broken Pipe         |



---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
**FROM:** CARLY BETH DEARMAN, PUBLIC WORKS OPERATIONS COORDINATOR  
**BOARD AGENDA:** AUGUST 19, 2024  
**SUBJECT:** GREENFIELD RIDGE CIRCLE  
EMERGENCY SEWER REPAIR DECLARATION

---

Asking for your consideration to declare an emergency the sewer line repairs near 437 & 439 Greenfield Ridge Circle.

On August 12, 2024, the City of Brandon received calls regarding a manhole overflowing in the Greenfield Ridge Drive area. Upon inspection, it has been found that the sewer line near 437 & 439 Greenfield Ridge Circle is clogged. Current efforts are being made to determine the issue causing the line to clog.

This repair is an emergency due to sewer backup and sewer overflow in the area which is a hazard to the public, the environment, and the surrounding properties.

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

---

### ATTACHMENTS:

- Emergency Affidavit

**EMERGENCY CERTIFICATION RE: MCA SECTION 31-7-13(k) (1972, as amended)**

I, Carly Beth Dearman, the Public Works Operations Coordinator  
for the City of Brandon, Mississippi, have determined that an emergency exists as described in  
the memo attached hereto, with regard to the purchase of the commodities or repair contracts,  
identified as follows:

sewer line repairs near 437 & 439 Greenfield Ridge Circle - including sewer bypass pump

rental, CCTV investigation, field investigations, & repairs

at the location/address identified in the memo attached hereto, so that the delay incident to  
giving opportunity for competitive bidding would be detrimental to the interest of the  
governing authority, and I hereby approve the bill presented therefore for such emergency  
commodities and/or contract services provided, and I do hereby certify that the purchase of  
such commodities was made from Hemphill Construction Company & Suncoast Commodities (or with  
Hydra Services & Bishop's High Velocity from whom such an emergency repair contract was  
made), as reflected in the bill(s)/invoice(s) attached hereto and request payment of the same  
accordingly.

So certified, this the 15 day of August, 2024.

*Carly Beth Dearman*

Carly Beth Dearman

(Print Name)

Public Works Operations Coordinator

(Title)

(Note: At the board meeting next following the emergency purchase or repair contract,  
documentation of the purchase or repair contract, including a description of the commodity  
purchased, the price thereof and the nature of the emergency shall be presented to the board  
and shall be placed on the minutes of the board of such governing authority.)



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: SAM HAWKINS  
DATE: 08/08/2024  
**SUBJECT: CONSIDERATION OF A COMPREHENSIVE SIGN PLAN**

---

Consideration of a Comprehensive Sign Plan submitted by Texaco / Munn Enterprises for the ground sign located at 2145 Hwy 18 (parcel # H8-10-70)

**ATTACHMENTS:**

---

1. 24-029 Staff Report Texaco - board meeting



## STAFF REPORT

CASE # 24-029

---

**Subject Matter:** Comprehensive Sign Plan Request

**Subject Property:** Texaco  
2145 Hwy 18  
Parcel # H8-10-70

**Zoning District:** CC - Community Center Commercial

**Ward:** 4- Coker

**Overview:** Requesting approval of 128 square foot ground sign

The Texaco C-Store located at 2145 Hwy 18 is requesting a sign variance through a Comprehensive Sign Plan. The Texaco Corporation is currently undergoing a rebranding of their logo and, therefore, must update their existing store signs. The current ground sign stands at over 40 feet high with the sign area measuring 128 square feet. The proposed changes to the sign reduce the height to 20 feet, however, the existing panel exceeds the allowable signage requirements of the CC zoned district. The current ordinance permits ground sign panels up to 100 square feet.

As an alternative to the prescribed sign standards a Comprehensive Sign Plan for a proposed or existing development may be approved by the Mayor and Board.

The purpose of a Comprehensive Sign Plan is to provide for the establishment of signage criteria that are tailored to a specific development or location, and which may vary from specific Ordinance provisions. The intent is to provide for flexible sign criteria that promote superior design through architectural integration of the site, buildings and signs.

The applicant must prove the following:

- The development site contains unique or unusual physical conditions, such as topography, proportion, size or relation to a public street that would limit or restrict normal Sign visibility; or
- The proposed or existing development exhibits unique characteristics of land use, architectural style, site location, physical scale, historical interest or other distinguishing features that represent a clear variation from conventional development; or
- The proposed signage incorporates special design features such as logos, emblems, murals or statuary that are integrated with the building architecture.

The applicant is requesting approval to their Comprehensive Sign Plan as prescribed in the zoning ordinance due to the unique characteristics as listed below:

1. The Texaco C-Store fronts Hwy 18 which is a highly traveled route and is easily accessible from Interstate 20 East and West. The larger sign will provide better visibility for consumers.
2. The proposed sign will have a height of 20 feet and utilize the existing cabinet which measures 128 square feet. This will allow the required rebranding upgrade to take place but also assist the client with cost control.

Application # 24-029

Date Received: August 1, 2024

Subject Property: 2145 Hwy 18

Applicant: Munn Enterprises Inc / Texaco

3. The proposed wall signs on the canopy meet all city sign ordinance requirements and will require no special variances.

*See "Letter From Applicant" for further information.*

**Staff Recommendation:**

Staff finds that the Comprehensive Sign Plan meets the standards to be approved and recommends approval of the requested Comprehensive Sign Plan.

**Exhibits:**

- A) Letter from Applicant
- B) Sign Application
- C) Sign Drawings

**Report Prepared By:** Beth Johnson, Community Development Office Manager



# **Comprehensive Sign Plan**

## **Texaco #302474 2145 Highway 18 Brandon, MS 39042**

We are proposing an Alternative Sign Criteria for Texaco #302474, 2145 Highway 18, Brandon, MS. This is an existing business with an existing pylon on site that structurally is sound with no repairs needed. However, per the City of Brandon's request, we will be bringing the 40'-5" overall height pylon down to 20' overall height to meet city ordinance. We are proposing to keep the existing pylon square footage the same and only make necessary cosmetic changes to re-image, upgrade, and maintain the structural integrity of what is there. With the cost of repairs, re-images, maintenance, labor, etc being at an extremely high cost, we are requesting minimal changes to help financially. We need to update the brand image of the existing pylon to meet national standards set forth by TEXACO, but at a cost the owner can afford. By approving the Alternative Sign Criteria, this will help accomplish the necessary upgrade of the TEXACO image, but also help with a much lower cost to the client.

- Location: 2145 Highway 18, Brandon
- Existing pylon :
  - Overall height: 40'-5"H- BUT WILL BE LOWERED TO 20' OVERALL HEIGHT
  - Total signage area: 17'-2"H x 7'-5"W @ 128 sf
- These are pan formed faces with LED fuel pricers that include branding image as well.
- All these elements are permanent signage
- Internally illuminated which is existing
- Existing cabinets will be used and just lowered.
- WE ARE PROPOSING TO APPROVE THE EXISTING PYLON AS IS WITH FACE REPLACEMENT IN EACH CABINET.
  - HEIGHT WILL BE BROUGHT DOWN TO 20' OVERALL HEIGHT TO MEET CITY ORDINANCE
  - SIGNAGE AREA TO REMAIN THE SAME WITH NO CHANGE
    - EXCEPT FACE REPLACEMENTS
- This development is unique since it has an existing pylon onsite that can be used as is which was once in compliance with the City of Brandon sign ordinance.
- The location of the sign provides perfect visibility, and imaging for the traveling consumer to see. Visibility and branding are key to a successful business.



## COMMUNITY DEVELOPMENT

Sign Permit  
Application

RECEIVED  
CITY OF BRANDON, MS

JUL 22 2024

DATE RECEIVED  
COMMUNITY  
DEVELOPMENT  
PERMIT NUMBER

240867

Case # 24-029 Comp Sign Plan

|                        |       |                                    |                          |
|------------------------|-------|------------------------------------|--------------------------|
| TEXACO #302474         |       | 2145 Highway 18, Brandon, MS 39042 |                          |
| Name of Business       |       | Property Address                   |                          |
| TEXACO                 |       | Business Contact (If Different)    |                          |
| Business Owner's Name  |       | Primary Telephone                  |                          |
| 2145 Hghway 18         |       | Email                              |                          |
| Street Address         |       |                                    |                          |
| Brandon                | MS    | 39042                              |                          |
| City                   | State | Zip Code                           |                          |
| Munn Enterprises, Inc. |       | Kerri McAlpin Little               |                          |
| Primary Contractor     |       | Primary Contractor Contact Name    |                          |
| 7712 Highway 49 North  |       | 601.264.7446 x 1002                |                          |
| Street Address         |       | Primary Telephone                  |                          |
| Hattiesburg            | MS    | 39402                              | KerriL@munnterprises.com |
| City                   | State | Zip Code                           | Email                    |

| Wall Sign Dimensions | Sq. Footage | Valuation |
|----------------------|-------------|-----------|
| 3 @ 28"H x 28"W      | 5.40        | \$1,000   |
| 2@22" Hx131.094W     | 20.00       | \$1,000   |
|                      |             |           |
|                      |             |           |
| Wall Sign Totals:    | 25.40       | \$2,000   |

| Ground Sign Dimensions | Sq. Footage | Height | Valuation |
|------------------------|-------------|--------|-----------|
| 17'-2"H x 7'-5"W       | 128.00      | 17'-2" | \$6,200   |
|                        |             |        |           |
|                        |             |        |           |
|                        |             |        |           |
| Ground Sign Totals:    | 128.00      |        | \$6,200   |

76.20  
250.00  
9.79  
335.99

UNDER FUEL CANOPY DECAL: 6'-3" H X 26' W @ 165 SF

The following items are required and must be submitted with this application:

- Scaled Drawings of all proposed signage including sign dimensions (height & width of sign, sign background area, materials, and colors).
- Site Plan showing the location of the proposed signage and any existing signs. Site plans for proposed freestanding signs must be to scale and include setback measurements from property line to sign and other relevant dimensions to locate sign-on-site.
- Building Elevations showing proposed location of signage and any existing signage for that business. Building elevations must also identify tenant's leased frontage area (if applicable).
- The following may be required: Illumination details, landscape details for freestanding signs, footing details and pipe size for new freestanding signs.

I hereby agree that if this application is approved and a sign permit issued, I will comply with all the requirements of the City of Brandon ordinances, building codes and zoning regulations pertaining to signs.

Permit Holder's Signature: Kerri McAlpin Little

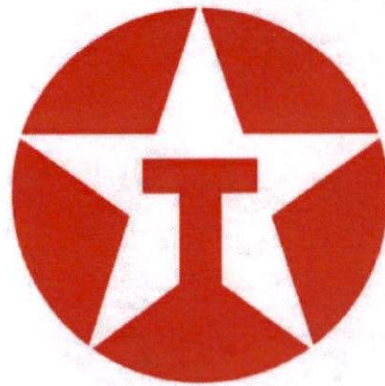
Date: 07/22/2024

permitting@brandonms.org

Revised: 07/18/2017

5474 1514 3389 7049 04/29 461.

permitting@brandonms.org



## TEXACO REDESIGN PROGRAM

### PROJECT LOCATION

#302474  
2145 Hwy 18  
Brandon MS 39042

Vicinity Map



#### SCOPE OVERVIEW

1. REMOVE AND REPLACE CANOPY FASCIA
2. SIGNAGE TO BE REPLACED LIKE FOR LIKE

#### DRAWING LIST

COVER  
CPV-1 (CANOPY PLAN VIEW)  
S-1 (MAIN ID SIGN)  
GC-1 (GAS CANOPY IMAGE)  
GC-2 (FASCIA DETAILS)  
GC-3 (FASCIA DETAILS)  
FC-1 (FORECOURT)  
FC-2 (FORECOURT)  
FC-3 (TECHRON DETAILS)  
D-1 (FUEL DISPENSER IMAGE)  
D-2 (DISPENSER IMAGE)  
D-3 (DISPENSER IMAGE)  
P-1 (PAINT DETAILS)  
CAT-1 (CATALOG FLYER)

#### FACILITY INFORMATION

#302474  
2145 Hwy 18  
Brandon MS 39042

#### PERMITTING INFORMATION

**County**  
City of: Brandon  
**Zoning Classification:**  
CC- Commercial Community Center  
**PIN Recorder/ Parcel ID:**  
H8-10-70

**Sheet:**  
Cover

**Drawing Set Revision:**  
R0



LSI Graphic Solutions  
5127 Boyer Parkway  
Akron, OH 45242  
(330) 494-8515

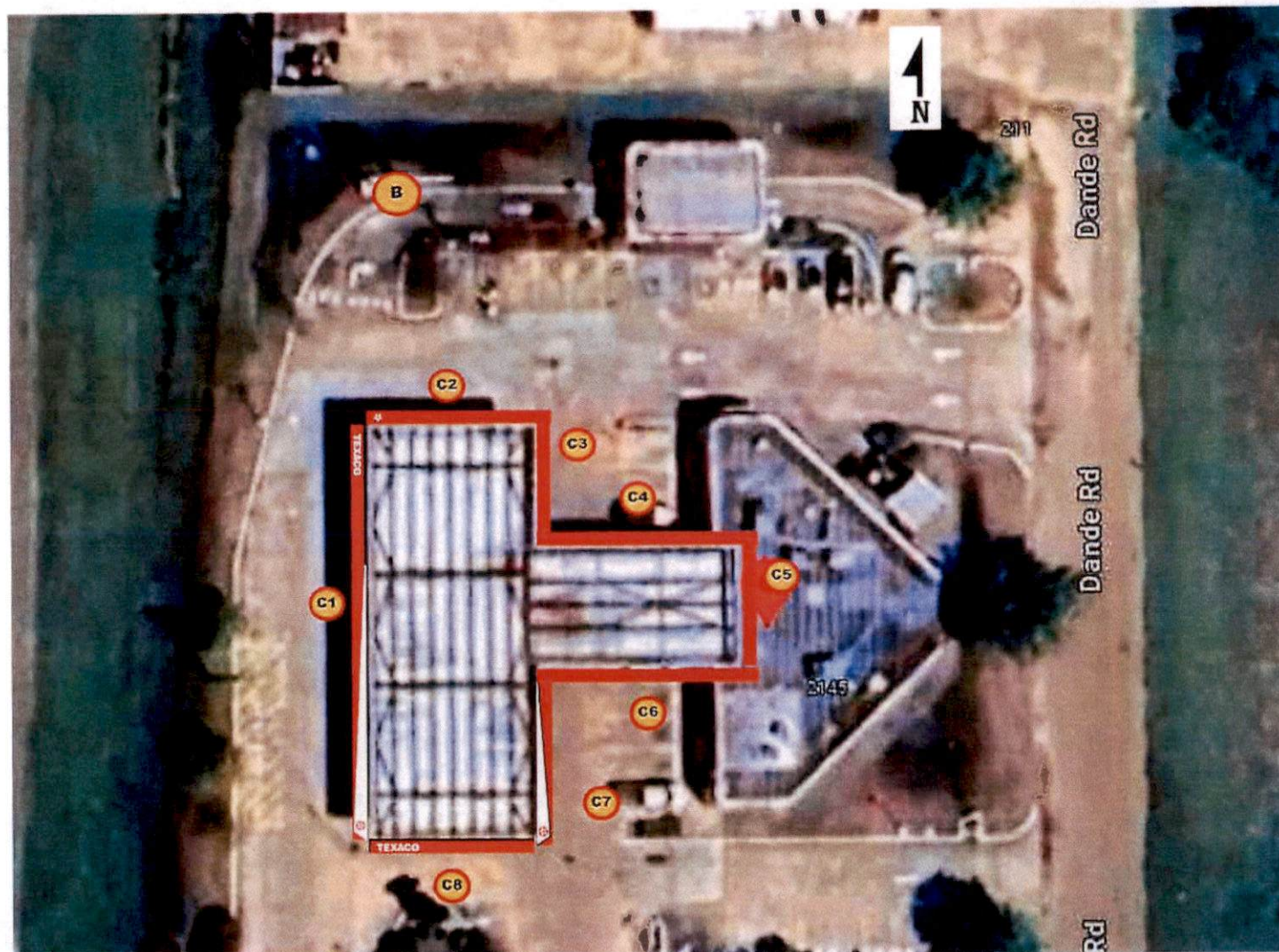
Project: Canopy Refresh

Drawn By: Vandy Linhart  
Review By:

Date: 6/21/2024



## CANOPY PLAN VIEW



### NOTES:

### FACILITY INFORMATION

#302474  
2145 Hwy 18  
Brandon MS 39042

Sheet:  
CPV-1 (CANOPY PLAN VIEW)  
Sheet Revision:  
R0



LSI Graphic Solutions  
5127 Boyer Parkway  
Akron, OH 45242  
(330) 494-8515



### EXISTING LED DIGITS ARE PWM

#### EXISTING MAIN ID SIGN (128 SF)

Texaco Cabinet = 89" X 91.5" = 57 SF  
 Techron Cabinet = 89" X 23" = 14 SF  
 Price Cabinet = 89" X 91.5" = 57 SF



### THIS IS A REFACE OF EXISTING SIGN

#### B PROPOSED MAIN ID SIGN (128 SF)

Texaco Cabinet = 89" X 91.5" = 57 SF  
 Techron Cabinet = 89" X 23" = 14 SF  
 Price Cabinet = 89" X 91.5" = 57 SF

### CUT POLES TO 20', MOVE CABINETS DOWN AND REFACE



REFACE EXISTING TEXACO  
CABINET WITH NEW IMAGE

REFACE EXISTING TECHRON  
CABINET WITH NEW IMAGE

REFACE EXISTING FUEL GRADE  
CABINET WITH NEW IMAGE  
KEEPING EXISTING LED DIGITS.  
FUEL GRADE CABINETS AND  
RETAINERS TO BE PAINTED  
TEXACO SUMMER SHADOW PPG  
0996-7

TEXACO, TECHRON CABINETS,  
RETAINERS AND POLES TO BE  
PAINTED TEXACO RED PMS 485

INSTALL SKIRT WRAP AT  
BOTTOM OF MID

### BRAND CONVERSION DETAILS

1. REFACE EXISTING CABINETS WITH NEW FACES AS SHOWN
2. CABINETS, RETAINERS AND POLES TO BE PAINTED TEXACO RED PMS 485
3. FUEL GRADE CABINETS AND RETAINERS TO BE PAINTED TEXACO SUMMER SHADOW PPG 0996-7

### JURISDICTION REQUIREMENTS

# ALLOWED: 1 / frontage  
 SQUARE FOOTAGE ALLOWANCE: No Pole  
 Signs: 1st/lt bldg frontage, 100sf max  
 OVERALL HEIGHT: 20ft  
 LED'S ALLOWED: YES  
 SET BACK: 1' from ROW  
 REFACE NON-CONFORMING: NO  
 REFACE NON-CONFORMING WLED'S: NO

### SIGN LOCATION MAP EXISTING MAIN ID SIGN



### FACILITY INFORMATION

#302474  
 2145 Hwy 18  
 Brandon MS 39042

Sheet:  
 S-1 (MAIN ID SIGN)  
 Sheet Revision:  
 R0



LSI Graphic Solutions  
 5127 Boyer Parkway  
 Akron, OH 45242  
 (330) 494-8515



## EXISTING ELEVATIONS



C1



C4

C2



C3



C5



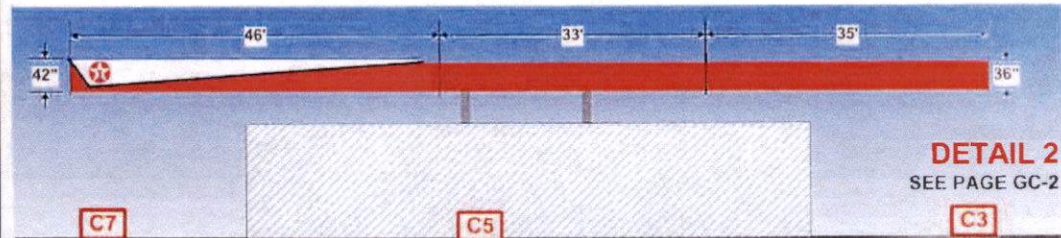
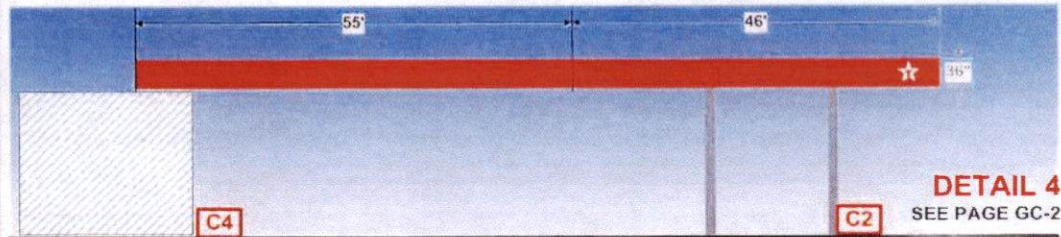
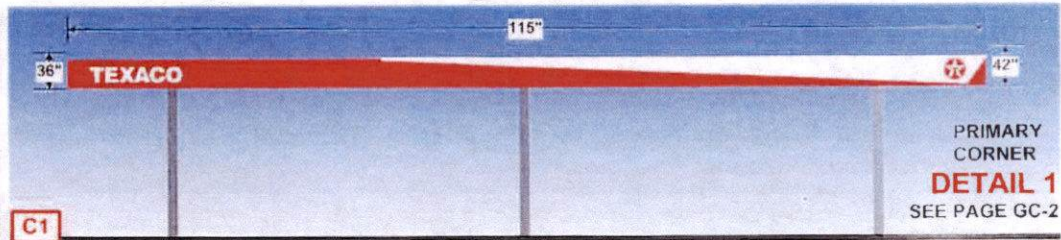
C8

C6



C7

## PROPOSED ELEVATIONS



## BRAND CONVERSION DETAILS

- C1** Illuminated Fascia with Illuminated Texaco Star & Wordmark
- C2** Non-Illuminated Fascia with Illuminated Texaco Star
- C3** RED ACM
- C4** RED ACM
- C5** RED ACM
- C6** RED ACM
- C7** Illuminated Fascia with Illuminated Texaco Star
- C8** Illuminated Fascia with Illuminated Texaco Wordmark

## JURISDICTION REQUIREMENTS

WORDING ALLOWED: YES  
CANOPY REFACED: YES  
LOGO ALLOWED: N/A  
STRIPES ALLOWED: N/A  
PART OF WALL SIGNS: YES  
LOGO COUNT ON SF: YES  
PERMIT REQUIRED: YES  
COUNT TOWARD SIGN ALLOWANCE: YES  
FORMULA FOR ALLOWANCE: Gas Canopy not addressed in code require Arch Review  
ILLUMINATION: As approved  
OTHER SIGN RESTRICTIONS: Up to roofline



## FACILITY INFORMATION

#302474  
2145 Hwy 18  
Brandon MS 39042

Sheet:  
GC-1 (GAS CANOPY IMAGE)

Sheet Revision:  
R0



LSI Graphic Solutions  
5127 Boyer Parkway  
Akron, OH 45242  
(330) 494-8515



# FLAGSHIP CANOPY OVER 100 FT LONG FASCIA HEIGHT 36" CONTAINED CIRCLE STAR

## DETAIL 1

TEXACO STAR = 28" X 28" = 5.4 SF

QUANTITY - 1

TEXACO WORDMARK = 22" X 131.094" = 20 SF

QUANTITY - 1

F36-L

S3

**TEXACO**

## DETAIL 2

TEXACO STAR = 28" X 28" = 5.4 SF

QUANTITY - 1

S3

F36-S

## DETAIL 3

TEXACO WORDMARK = 22" X 131.094" = 20 SF

QUANTITY - 1

W3

**TEXACO**

## DETAIL 4

TEXACO STAR = 28" X 28" = 5.4 SF

QUANTITY - 1

S3

## CANOPY SIGN DETAILS

TEXACO STAR

S3 28" X 28" = 5.4 SF  
QUANTITY - 3

WORDMARK

W3 22" X 131.094" = 20 SF  
QUANTITY - 1

FOLDOVER

F36-S Foldover w/adjusted angle  
for 36" fascia under 76' long

F36-L Foldover w/adjusted angle  
for 36" fascia over 76' long

## FACILITY INFORMATION

#302474  
2145 Hwy 18  
Brandon MS 39042

Sheet:  
GC-2 (FASCIA DETAILS)

Sheet Revision:  
R0

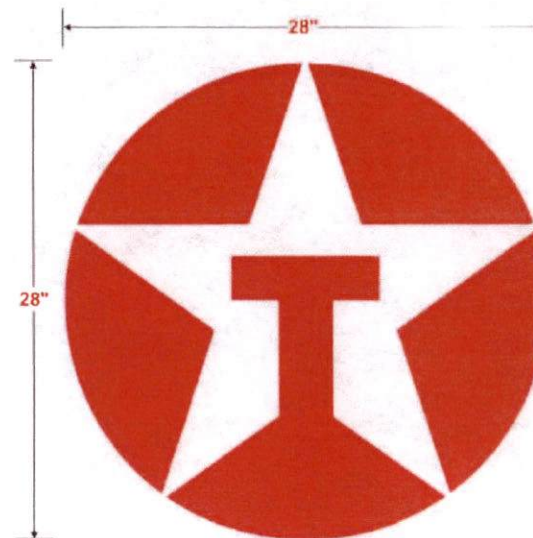


LSI Graphic Solutions  
5127 Boyer Parkway  
Akron OH 45242  
(330) 494-8515

**S3**

TEXACO STAR = 28" X 28" = 5.4 SF

**QUANTITY - 3**



TEXACO STAR – Face: Flat #7328 White Acrylic (.177) with 1<sup>st</sup> Surface Applied #485 Red Vinyl w/ Overlamine. Black Trim Cap / CNC fabricated aluminum sidewalls with black exterior finish and white interior finish

**W3**

TEXACO WORDMARK = 22" X 131.094" = 20 SF

**QUANTITY - 1**



CANOPY WORDMARK – Illumination: USLED 6500k White LED's. Face: CNC cut #7328 pigmented white acrylic. Mounting: 2" non-corrosive stand offs. Trim cap: 1" black. Side Walls: CNC formed aluminum with black paint finish (5.3/.040 aluminum)

**CANOPY SIGN DETAILS****FACILITY INFORMATION**

#302474  
2145 Hwy 18  
Brandon MS 39042

**Sheet:**  
GC-3 (SIGN DETAILS)

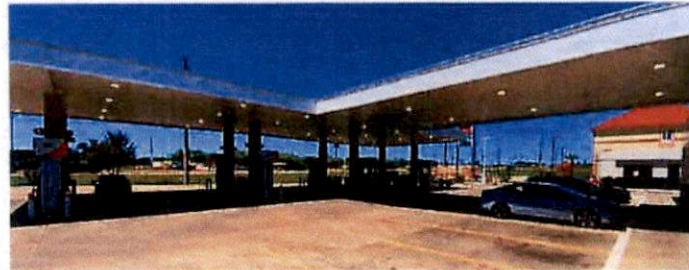
**Sheet Revision:**  
R0



LSI Graphic Solutions  
5127 Boyer Parkway  
Akron, OH 45242  
(330) 494-8515



+TECHRON VINYL GRAPHIC = 76.52" X 312" = 165.7 SF



Placement of Techron vinyl is estimated based on field surveys and not from a reflective ceiling plan. Actual installation placement to be determined at the time of installation. The +Techron vinyl cannot be installed unless it meets the following criteria:

## Canopy Treatment and Fascia Signage

### 7.5 TECHRON Undercanopy Placement

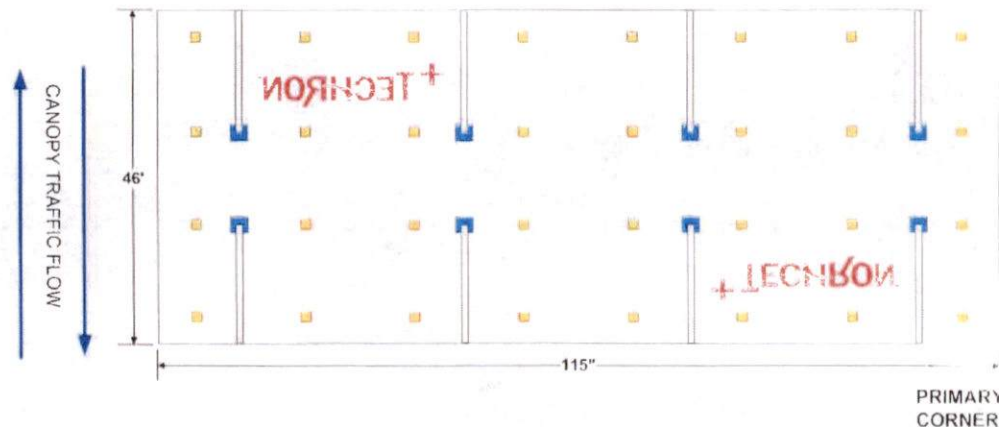
Size and placement of the graphic must be between gutters/vertical drop-downs. This may mean pulling the graphics away from the corner and over to the next full bay if a gutter exists at the first column and cuts off graphic.

+TECHRON must be placed so it is readable driving into the bays.

Avoid light fixtures in the placement of graphic if possible. If not possible, then a portion of the graphic can be cut around the fixture as long as it's not the "+" or "T", which cannot be cut at all.

If the graphic is cut, a portion of the graphic must be continuous - the fixture cannot wholly interrupt any of the graphic letters.

Although the preferred design is 2 +TECHRON graphics, each on opposite sides of the canopy - the graphics must be at least half of the total width of the graphic apart from each other and at least the same height apart from each other on opposite sides.



## BRAND CONVERSION DETAILS

 CANOPY LIGHTS

 CANOPY COLUMNS

CANOPY CLEARANCE  
FROM GRADE - 17'

CANOPY DECK MUST BE  
POWER WASHED PRIOR  
TO TECHRON VINYL  
BEING APPLIED

TYPE OF CANOPY DECK LIGHT FIXTURES: LED  
NUMBER OF CANOPY DECK LIGHT FIXTURES: 38

## FACILITY INFORMATION

#302474  
2145 Hwy 18  
Brandon MS 39042

Sheet:  
FC-3 (TECHRON DETAILS)  
Sheet Revision:  
R0



LSI Graphic Solutions  
5127 Boyer Parkway  
Akron, OH 45242  
(330) 494-8515







---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: BRIAN ROBERTS  
DATE: 08/14/2024  
SUBJECT: PURCHASE TURN-OUT GEAR

---

The fire department respectfully requests permission to purchase two (2) sets of turnout pants and coats from Delta Fire and Safety for a total amount of \$6,830.00 and authorize payment of the same. The quote is attached, and it is under state contract. The department requests that we utilize our State Insurance Rebate funds to pay for the turn-out gear and request to amend our budget accordingly. (001-161-730)

The turn-out gear is listed under State Contract -# 8200072844.

Thank you for your consideration.

**ATTACHMENTS:**

---

1. Turn out gear for Swales and Burnham 081424

# Sales Quote

QUOTE-3871



August 13, 2024

**Bill To Address**  
**City of Brandon**  
**PO Box 1539**  
**Brandon, MS 39042**

**Ship-to Address**  
City of Brandon  
629 Marquette Road  
Brandon, MS 39042

**Delta Fire & Safety Inc.**  
3159 Summit Dr.  
Port Neches, TX 77651

**Valid to**  
September 12, 2024

**Salesperson**  
Tim Harris

**Contract**

| No.       | Description                                                | Quantity | Unit Price | Line Amount |
|-----------|------------------------------------------------------------|----------|------------|-------------|
| HONEYWELL | Morning Pride TAILS Coat                                   | 2        | \$2,075.00 | \$4,150.00  |
|           | MS State Contract# 8200072844                              |          |            |             |
| HONEYWELL | Morning Pride Pro-Fit Pant                                 | 2        | \$1,250.00 | \$2,500.00  |
|           | MS State Contract# 8200072844                              |          |            |             |
| 9174-1 L  | Boston Leather Firefighter's<br>Suspenders, 8-Point Loop L | 2        | \$90.00    | \$180.00    |
| Subtotal  |                                                            |          |            | 6,830.00    |
| Total Tax |                                                            |          |            | 0.00        |
| Freight:  |                                                            | Total \$ |            | 6,830.00    |



---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: BRIAN ROBERTS  
DATE: 08/14/2024  
**SUBJECT: CONTRACT - TIMECLOCK PLUS**

---

The department respectfully requests your consideration to approve a three (3) year contract with Timeclock Plus/Aladtec for our fire department scheduler software from November 2024 to November 2027. The first year will be \$78.81 per-user license (\$5,146.27), second year is \$79.11 for a per-user license (\$5,300.57) and the third year is \$81.48 for a per-user license (\$5,459.16). The total is based on 67 users. This service allows us to perform tasks such as schedule shifts, putting in maintenance reports, and hydrant work orders to just name a few of the things we utilize it for. We have had this service for many years, and we find it to be a useful tool for our department.

We budget for this service every year, and it is in our FY 25 budget.

Thank you for your consideration.

### **ATTACHMENTS:**

---

1. Three year contract with Timeclock Plus-Aladtec 081424



TIMECLOCK PLUS,  
LLC  
1 TIMECLOCK DRIVE  
SAN ANGELO, TX 76904

QUOTE # : Q035233

CONTRACT START DATE : 11/01/2024

## CLIENT INFORMATION

Purchased for: Brandon Fire Department  
Bill To: Brandon Fire Department

Contract Contact Name: Carolyn Palmer

Contract Contact Email: cpalmer@brandonms.org

Billing Address:

Support Contact Name:

Billing Contact Name:

Support Contact Email:

Billing Contact Email:

Support Contact Phone:

Billing Contact Phone:

Start day of week:

Shipping Method:

## BILLING TERMS

| INITIAL TERM | RENEWAL TERM | PAYMENT TERM | PAYMENT METHOD |
|--------------|--------------|--------------|----------------|
| 48 MONTHS    | 48 MONTHS    | NET 45       | CHECK          |

| ITEM DESCRIPTION               | PRICE PER UNIT | QUANTITY | CHARGE TYPE | ORDER TOTAL |
|--------------------------------|----------------|----------|-------------|-------------|
| *ALADTEC SUBSCRIPTION - ANNUAL | \$76.81        | 67       | RECURRING   | \$5,146.27  |

|             |            |
|-------------|------------|
| SUBTOTAL    | \$5,146.27 |
| TAXES       | \$0.00     |
| GRAND TOTAL | \$5,146.27 |
| CURRENCY    | USD        |

QUOTE EXPIRATION DATE : 08/23/2024

SPECIAL TERMS: ANNUAL TO 3 YEARS AGREEMENT // NOV 2024 - NOV 2027 // PAID ANNUALLY // 67 USER LICENSES  
// \$76.81 PER USER LICENSE // ADDITIONAL USERS TO BE CHARGED AT STANDARD LIST PRICE  
2024 - 2025 : \$76.81 PER USER LICENSE  
2025 - 2026 : \$79.11 PER USER LICENSE  
2026 - 2027 : \$81.48 PER USER LICENSE

## SERVICE TERMS & CONDITIONS

TimeClock Plus, LLC ("TCP"), a Delaware limited liability company, will provide Client and its authorized Employees and Users access to the Services during the Initial Service Term in accordance with the complete terms and conditions (collectively the "Licensing Agreement") found at: <https://www.tcpsoftware.com/legal>

TCP reserves the right to modify the Licensing Agreement at TCP's sole discretion provided that changes shall not materially decrease the Services features and functionalities that Client has subscribed to during the then-current term. Should TCP make any modifications to the Licensing Agreement, TCP will post the amended terms on the applicable URL link and will update the "Last Updated Date" within such documents to notify Client of said changes.

This Order Form is entered into as of the Contract Start Date contained herein (the "Effective Date") by and between TimeClock Plus, LLC and the entity named in the Bill To section herein (the "Client"), and is subject to the Licensing Agreement. In the event of any conflict between the Order Form and the Terms and Conditions (as applicable), the terms of the Order Form shall control.

Client shall pay all fees or charges in accordance with those outlined on the Order Form. Except for cases of TCP breach, all fees are committed and non-cancelable during the term of the agreement.

The individuals executing this Agreement on behalf of each Party represent and warrant to the other Party that they are fully authorized and legally capable of executing this Agreement on behalf of such Party and that such execution is binding upon such Party.

Accepted by:

Client

TimeClock Plus, LLC

By: \_\_\_\_\_ By: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_





---

## MEMORANDUM

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: BRIAN ROBERTS  
DATE: 08/14/2024  
**SUBJECT: HOMELAND SECURITY GRANT**

---

The department respectfully request permission to accept the FY 24 Homeland Security Grant (#24HS128) in the amount of \$20,204.00 to purchase a service truck body, truck topper and cargo bed slide and authorize Mayor Butch Lee, Chief Brian Roberts, City Clerk Mary Ann Hess, Finance Director Tracie Riggins 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.

Thank you for your consideration.

### **ATTACHMENTS:**

---

1. FY 24 Homeland Security Grant 24HS128
2. Homeland Security Appendix docs for FY24HS128 grant 081524





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:** **9/1/2024-8/31/2027**

**Date of Award:** **9/1/2024**

**Total Amount of Award:** **\$20,204.00**

**Grant Number:** **24HS128**

In accordance with the provisions of Federal Fiscal Year 2024 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-2024-SS-00**. 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 **October 15, 2024**. 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

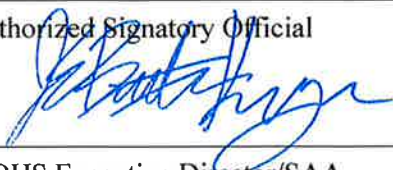
authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the Sub-Recipient; and that all agencies involved with this project understand that all federal funds are limited to a twelve-month period.

**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



Q11124

---

Signature of MOHS Executive Director/SAA

# **MISSISSIPPI OFFICE OF HOMELAND SECURITY**



## **FY24 HOMELAND SECURITY GRANT PROGRAM GRANT AGREEMENT AND AWARD PACKET**

# FY24 MISSISSIPPI OFFICE OF HOMELAND SECURITY GRANT AGREEMENT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |                                                                                                                                                                                                                                                                                                                                                           |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. Sub-Recipient's Name:<br><b>Brandon Fire Department</b><br><br>Mailing Address:<br><b>PO Box 1539</b><br><b>Brandon, MS 39042</b><br><br>Telephone Number: <b>(601) 824-4636</b><br><br>E-Mail: <b>broberts@brandonms.org</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             | 2. Effective Date of Grant: September 1, 2024<br><br>3. Sub-Recipient Grant Number: <b>24HS128</b><br><br>4. Grant Identifier (Funding Source & Year):<br>EMW-2024-SS<br><br>5. Period of Performance: Start and End Dates:<br>September 1, 2024-August 31, 2027<br><br>6. Subgrant Payment Method:<br><input type="checkbox"/> Cost Reimbursement Method |             |
| 7. CFDA # - 97.607- Homeland Security Grant Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             | 8. UEI # - <b>LL4XF8LHN7U7</b>                                                                                                                                                                                                                                                                                                                            |             |
| 9. Congressional District: <b>MS03</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             | 10. FAIN #: 646000779                                                                                                                                                                                                                                                                                                                                     |             |
| 11. Initial Federal Award Date: September 1, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             | 12. Federal Awarding Agency:<br>Homeland Security (800)368-6498                                                                                                                                                                                                                                                                                           |             |
| 13. Research and Development Grant:<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             | 14. Indirect Cost Rate Charged: \$0.00                                                                                                                                                                                                                                                                                                                    |             |
| 15. The following grant funds are obligated:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                                                                                                                                                                                                                                                                                                                                                           |             |
| A. COST CATEGORY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             | B. SOURCE OF FUNDS                                                                                                                                                                                                                                                                                                                                        |             |
| (1) Personal Services-Salary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$0.00      | (1) Federal                                                                                                                                                                                                                                                                                                                                               | \$20,204.00 |
| (2) Personal Services-Fringe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$0.00      | (2) State                                                                                                                                                                                                                                                                                                                                                 | \$0.00      |
| (3) Contractual Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$0.00      | (3) Local                                                                                                                                                                                                                                                                                                                                                 | \$0.00      |
| (4) Travel/Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$0.00      | (4) Other                                                                                                                                                                                                                                                                                                                                                 | \$0.00      |
| (5) Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$20,204.00 | Total:                                                                                                                                                                                                                                                                                                                                                    | \$20,204.00 |
| (6) Commodities/Supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$0.00      | E. TOTAL OF ALL FEDERAL GRANTS THROUGH MOHS TO AGENCY:                                                                                                                                                                                                                                                                                                    |             |
| (7) Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$0.00      | Number of Grants:                                                                                                                                                                                                                                                                                                                                         |             |
| TOTAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             | TOTAL:                                                                                                                                                                                                                                                                                                                                                    |             |
| \$20,204.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             | \$0.00                                                                                                                                                                                                                                                                                                                                                    | \$0.00      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             | \$0.00                                                                                                                                                                                                                                                                                                                                                    | \$22,500.00 |
| 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:<br><br><br>Signature _____ Date <b>9/11/24</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             | 15. Approval from Sub-Recipient:<br><br>Signature _____ Date _____<br><br>Name: _____<br>Title: Authorized Signatory Official                                                                                                                                                                                                                             |             |
| Name: Baxter Kruger<br>Title: MOHS Executive Director/SAA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |                                                                                                                                                                                                                                                                                                                                                           |             |

## **FY24 HOMELAND SECURITY GRANT PROJECT DESCRIPTION**

The Mississippi Office of Homeland Security Grant Program (HSGP) is provided by Federal grant funds to assist local, state, and tribal efforts in obtaining the resources required to support the National Preparedness Goal, mission areas and core capabilities to build a culture of preparedness. All grant programs funded will help the State of Mississippi in the prevention, preparation, protection, and response to acts of terrorism.

These efforts will be coordinated through the grants and operation programs, along with training and exercises developed during the grant year. All programs will utilize risk assessments, data, and community knowledge to target and deploy resources that are community and state-wide threats and hazards.

## **FY24 HOMELAND SECURITY PROJECT GOALS AND OBJECTIVES**

### **PROJECT:**

The following project will:

- Prevent a threatened or actual threat of terrorism.
- Protect citizens, residents, visitors and assets against the threats that pose the greatest risk to the security of the United States.
- Mitigate the loss of life and property by lessening the impact of future catastrophic events.
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.

### **GOAL:**

Increase jurisdiction participation with multi-level intelligence components and capabilities to assist agencies to prevent, protect against, respond to, and recover from terrorism incidents and attacks.

### **OBJECTIVES:**

Provide intelligence gathering and information sharing capabilities to 50% of local jurisdictions within three (3) years after approval of state strategy.

Establish/enhance statewide deterrence/prevention and response efforts.

### **GOAL:**

Reduce Mississippi's vulnerability to terrorism through preparedness and protective efforts. Increase jurisdiction capabilities by reducing vulnerabilities and risks against terrorism incidents.

## **OBJECTIVES:**

Create, implement, and maintain terrorism preparedness plans consistent with the National Response Plan (NRP) and provide advice, assistance, training, and oversight to local governments in the development of such plans within three (3) years after approval of state strategy.

Improve the number of emergency responders prepared to respond to terrorism incidents, including hoaxes, threats and suspicious packages within three (3) years of the approval of the state strategy.

## **FY24 PROGRAM MILESTONE SCHEDULE**

The program milestone schedule is intended to provide the Sub-Recipient, a proposed list of planned activities, implementation dates, for the progress and success of the grant program. Program milestones will be provided in the Sub-Recipient's quarterly reporting, as when the milestone should be completed.

### **1<sup>st</sup> QUARTER (SEPTEMBER, OCTOBER & NOVEMBER)**

- Send the full Grant Agreement with Appendix documents, with authorized signatory signatures to MOHS.
- Complete and submit Environmental Historic Preservation (EHP) Form to MOHS (If required). Please include the EHP form and photographs of the outside of the building, as well as places where equipment will be installed.
- Complete NIMS Training (100, 200, 700 and 800), if not already completed. A copy must be in the Agency file.
- Complete the Nationwide Cybersecurity Review (NCSR) Assessment and submit completion documentation for the MOHS.
- Complete Memorandum of Understanding and Consent form for State and Local Cybersecurity Grant Program participation.
- Provide Sub-Recipient MAGIC Vendor Number where funds will be disbursed. Funds will be advanced and/or reimbursed to the MAGIC Vendor Number agency provides. It is the agency's responsibility to notify the MOHS of any account changes.
- Solicit quotes and/or bids for equipment. (If equipment is over \$5,000.00, two (2) quotes are required)
- Review proposals, quotes, bids and select vendors.
- Purchase approved equipment during the 1<sup>st</sup> quarter for the grant year.
- Begin preparation of 1st Quarter Report. (September 1-November 30). Due to MOHS **December 15th**.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

### **2<sup>nd</sup> QUARTER (DECEMBER, JANUARY & FEBRUARY)**

- Submit 2<sup>nd</sup> Quarter Report to MOHS. Due **March 15**.
- Receive approved equipment and/or grant funded items.
- Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.
- Prepare Reimbursement paperwork if equipment received.
- Begin preparation of 3<sup>rd</sup> Quarter Report. (**March 1- May 31**). Due to MOHS **June 15**.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

### **3<sup>RD</sup> QUARTER (March, APRIL & MAY)**

- Submit 3<sup>rd</sup> Quarter Report to MOHS. Due **June 15**.
- Receive approved equipment or grant funded items.
- Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.
- Prepare Reimbursement paperwork if equipment received.
- Begin preparation of 4<sup>th</sup> Quarter Report. (**June 1-Aug 31**). Due to MOHS **Sept 15**.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

### **4<sup>th</sup> QUARTER (June, July, and August)**

- Submit 4<sup>th</sup> Quarter Report to MOHS. Due **September 15**.
- Receive approved equipment or grant funded items.
- Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.
- Prepare Reimbursement paperwork if equipment received.
- Begin preparation of 1<sup>st</sup> **Supplemental Report**. (**Sept 1-Nov 30**). Due to MOHS **December 15**.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

### **CLOSEOUT (September 1-October 1)**

- Submit 4<sup>th</sup> Quarter Report. (June 1-August 31). Due to MOHS **September 15<sup>th</sup>**.
- Prepare Closeout Form and supporting documentation to MOHS. Due **October 15<sup>th</sup>**.
- Assess and review program's threats, hazards, core capabilities and needs.



**FY24 Mississippi Office of Homeland Security-Cost Summary Support Sheet**

| 1. Sub-Recipient Agency: Brandon Fire Department |                                                                                                                |              |                                 |                            |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------|---------------------------------|----------------------------|
| 2. Sub-Recipient Grant Number: 24HS128           |                                                                                                                | 3. Grant ID: | 4. Beginning: September 1, 2024 | 5. Ending: August 31, 2025 |
| 6. Activity: Homeland Security Grant Program     |                                                                                                                |              |                                 |                            |
| 7. Category & Line Item                          | 8. Description of item and/or Basis for Valuation                                                              | 9. Budget    | All Other                       | Total                      |
|                                                  |                                                                                                                | Federal      |                                 |                            |
| Personal Services-Salary                         |                                                                                                                | \$0.00       | \$0.00                          | \$0.00                     |
| Personal Services-Fringe                         |                                                                                                                | \$0.00       | \$0.00                          | \$0.00                     |
| Contractual Services                             |                                                                                                                | \$0.00       | \$0.00                          | \$0.00                     |
| Travel/Training                                  |                                                                                                                | \$0.00       | \$0.00                          | \$0.00                     |
| Equipment                                        | (1) Service Truck Body @ \$13,350.00   (1) Service Truck Topper @ \$4,861.00   (1) Cargo Bed Slide @\$1,993.00 | \$20,204.00  | \$0.00                          | \$20,204.00                |
| Commodities/Supplies                             |                                                                                                                | \$0.00       | \$0.00                          | \$0.00                     |
| Other:                                           |                                                                                                                | \$0.00       | \$0.00                          | \$0.00                     |
| TOTALS                                           |                                                                                                                | \$20,204.00  | \$0.00                          | \$20,204.00                |

# MISSISSIPPI OFFICE HOMELAND SECURITY GRANT AGREEMENT OF UNDERSTANDING AND COMPLIANCES

This Grant Agreement (GA) is made and entered into by and between the State of Mississippi by and through the Mississippi Department of Public Safety and the Mississippi Office of Homeland Security, hereto referred to as State, and governmental unit or agency named in this Agreement, hereinafter referred to as Sub-Recipient.

*Section 2002 of the Homeland Security Act of 2023 and the Department of Homeland Security Appropriation Act, 2021*, as amended, provides federal funds to the State for approved homeland security projects for the purpose of enhancing, the ability of state, local, tribal, and territorial governments, as well as non-profits, to prevent, protect against, respond to, and recover from terrorist attacks, and

The State may make said funds available to state, local, tribal, and territorial governments, as well as non-profits entities upon application and approval from the State and Homeland Security, and

The Sub-Recipient must comply with all requirements listed herein, to be eligible for federal funds in approved homeland security projects, and

Now, therefore in consideration of mutual promises and other consideration, the parties agree as follows:

## **Federal Terms and Conditions:**

Terms and conditions pertain not only to Recipients, but grant funded Sub-Recipients, as well. The following list of terms and conditions should be reviewed and followed. The FY2023 Department of Homeland Security Standard Terms and Conditions, can be found at: <https://www.dhs.gov/publication/dhs-standard-terms-and-conditions>.

The Fiscal Year (FY) 2024 Department of Homeland Security (DHS) Standard Terms and Conditions apply to all new federal awards of federal financial assistance (federal awards) for which the federal award date occurs in FY 2024 and flow down to subrecipients unless a term or condition specifically indicates otherwise. For federal awards that may involve continuation awards made in subsequent FYs, these FY 2024 DHS Standard Terms and Conditions will apply to the continuation award unless otherwise specified in the terms and conditions of the continuation award. The United States has the right to seek judicial enforcement of these terms and conditions.

All legislation and digital resources are referenced with no digital links. These FY 2024 DHS Standard Terms and Conditions are maintained on the DHS website at [www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions](http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions).

### **A. Assurances, Administrative Requirements, Cost Principles, Representations, and Certifications**

- I. Recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non- Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the federal awarding agency.

### **B. Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in effect as of the federal award date and located at 2 C.F.R. Part 200 and adopted by DHS at 2 C.F.R. § 3002.10. General Acknowledgements and Assurances**

All recipients and subrecipients must acknowledge and agree to provide DHS access to records, accounts, documents, information, facilities, and staff pursuant to 2 C.F.R. § 200.337.

- I. Recipients must cooperate with any DHS compliance reviews or compliance investigations.
- II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities and personnel.
- III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
- IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements required by law, federal regulation, Notice of Funding Opportunity, federal award specific terms and conditions, and/or federal awarding agency program guidance.
- V. Recipients must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receiving the Notice of Award for the first award under which this term applies. Recipients of multiple federal awards from DHS should only submit one completed tool for their organization, not per federal award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active federal award, not every time a federal award is made. Recipients must submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in these DHS Standard Terms and

Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. DHS Civil Rights Evaluation Tool | Homeland Security. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension to the 30-day deadline if the recipient identifies steps and a timeline for completing the tool. Recipients must request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

### **C. Standard Terms & Conditions**

#### **I. Acknowledgement of Federal Funding from DHS**

Recipients must acknowledge their use of federal award funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal award funds.

#### **II. Activities Conducted Abroad**

Recipients must coordinate with appropriate government authorities when performing project activities outside the United States obtain all appropriate licenses, permits, or approvals.

#### **III. Age Discrimination Act of 1975**

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (codified as amended at 42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

#### **IV. Americans with Disabilities Act of 1990**

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

#### **V. Best Practices for Collection and Use of Personally Identifiable Information**

Recipients who collect personally identifiable information (PII) as part of carrying out the scope of work under a federal award are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

## VI. Civil Rights Act of 1964 – Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964, Pub. L. No. 88-352 (codified as amended at 42 U.S.C. § 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 7.

## VII. Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284 (codified as amended at 42 U.S.C. § 3601 *et seq.*) which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex, as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units— i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

## VIII. Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgement that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. § 200.315, a federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.

## IX. Debarment and Suspension

Recipients must comply with the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689 set forth at 2 C.F.R. Part 180 as implemented by DHS at 2 C.F.R. Part 3000. These regulations prohibit recipients from entering into covered transactions (such as subawards and contracts) with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

## X. Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

## XI. Duplicative Costs

Recipients are prohibited from charging any cost to this federal award that will be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior budget period. (See 2 C.F.R. § 200.403(f)). However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, or the federal financial assistance award terms and conditions.

## XII. Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (codified as amended at 20 U.S.C. § 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 19.

### XIII. Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

### XIV. False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§ 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

### XV. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

### XVI. Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving recipient-owned, recipient-rented, or privately owned vehicles when on official government business or when performing any work for or on behalf of the Federal Government. Recipients are also encouraged to conduct the initiatives of the type described in Section 3(a) of E.O. 13513.

### XVII. Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (a list of certified air carriers can be found at: Certificated Air Carriers List | US Department of Transportation, <https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list>) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

### XVIII. Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded entirely or in part by federal award funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a.

### XIX. John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. The statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

### XX. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

### XXI. Lobbying Prohibitions

Recipients must comply with 31 U.S.C. § 1352 and 6 C.F.R. Part 9, which provide that none of the funds provided under a federal award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification. Per 6 C.F.R. Part 9, recipients must file a

lobbying certification form as described in Appendix A to 6C.F.R. Part 9 or available on Grants.gov as the Grants.gov Lobbying Form and file a lobbying disclosure form as described in Appendix B to 6 C.F.R. Part 9 or available on Grants.gov as the Disclosure of Lobbying Activities (SF-LLL).

**XXII. National Environmental Policy Act**

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 *et seq.*) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

**XXIII. Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

**XXIV. Non-Supplanting Requirement**

Recipients of federal awards under programs that prohibit supplanting by law must ensure that federal funds supplement but do not supplant non-federal funds that, in the absence of such federal funds, would otherwise have been made available for the same purpose.

**XXV. Notice of Funding Opportunity Requirements**

All the instructions, guidance, limitations, scope of work, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this federal award are incorporated by reference. All recipients must comply with any such requirements set forth in the NOFO. If a condition of the NOFO is inconsistent with these terms and conditions and any such terms of the Award, the condition in the NOFO shall be invalid to the extent of the inconsistency. The remainder of that condition and all other conditions set forth in the NOFO shall remain in effect.

**XXVI. Patents and Intellectual Property Rights**

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 *et seq.* and applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Awards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.

**XXVII. Procurement of Recovered Materials**

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962) and 2 C.F.R. § 200.323. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

**XXVIII. Rehabilitation Act of 1973**

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**XXIX. Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of the federal award, then the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated by reference.



### XXX. Reporting Subawards and Executive Compensation

For federal awards that equal or exceed \$30,000, recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation set forth at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated by reference.

### XXXI. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- i. all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- ii. all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- iii. all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

### *Waivers*

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements.

- (a) When the Federal agency has determined that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:
  - (1) applying the domestic content procurement preference would be inconsistent with the public interest;
  - (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
  - (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described at ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](#).

### *Definitions*

The definitions applicable to this term are set forth at 2 C.F.R. § 184.3, the full text of which is incorporated by reference.

### XXXII. SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM Guidance is updated annually and can be found at [Funding and Sustainment | CISA](#).



### XXXIII. Terrorist Financing

Recipients must comply with E.O. 13224 and applicable statutory prohibitions on transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible for ensuring compliance with the E.O. and laws.

### XXXIV. Trafficking Victims Protection Act of 2000 (TVPA)

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Trafficking Victims Protection Act of 2000, Pub. L. No. 106- 386, § 106 (codified as amended at 22 U.S.C. § 7104). The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated by reference.

### XXXV. Universal Identifier and System of Award Management

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated reference.

### XXXVI. USA PATRIOT Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

### XXXVII. Use of DHS Seal, Logo and Flags

Recipients must obtain written permission from DHS prior to using the DHS seals, logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.

### XXXVIII. Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections at 10 U.S.C § 470141 U.S.C. § 4712.

## **Certifications Regarding Lobbying; Debarment, Suspension, and other Responsibility Matters; Drug-Free Workplace Requirements; Procurement; Organizational and Financial Requirement; following Sub-Recipient Procedures: Disclosures: Disclosure of Information and Conflict of Interest**

Sub-Recipients should refer to the regulations cited below to determine the certification to which they are required to attest. Sub-Recipients should also review the instructions for certification included in the regulations before completing this form. Signature of this agreement provides for compliance with certification requirements under 10 CFR Part 601 "New Restrictions on Lobbying," and 10 CFR Part 1036 "Government wide Debarment and Suspension (Nonprocurement) and Government wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the State determines to award the covered transaction, grant, or other agreement.

### **1. Lobbying**

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation , renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or

cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

## **2. Debarment, Suspension, and Other Responsibility Matters**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

3. Applicable CFR's and Federal Executive Orders 12549 and 12689 prohibit non-federal entities from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000 and non-procurement transactions such as grants or cooperative agreements. By signing this Agreement, the Subgrantee agrees it will verify the status of potential vendors prior to any federal funds being obligated to prevent any debarred or suspended agencies or vendors from receiving federal funds. The Subrecipient can confirm the status of potential vendors by conducting a search on the System for Award Management (SAM) website (<https://www.sam.gov/portal/public/SAM/>). At this time, DPS does not require Subrecipients to submit proof of verification with any reimbursement request; however, the Subrecipient must maintain this information, in the form of a screen print, with other grant documentation. This documentation shall be available for review per Attachment C.

## **3. Drug-Free Workplace**

This certification is required by the Drug-Free Workplace Act of 1988 (Pub.L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

The Subrecipient will or will continue to provide a drug-free workplace by:

1. Maintaining a Zero Tolerance Drug Policy.

2. Posting in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Subrecipient's workplace and specifying the actions that will be taken against employees for violations of such prohibition.

3. Stating in all solicitations or advertisements for employees or subcontractors placed by or on behalf of the Subrecipient that the Subrecipient maintains a drug-free workplace.

4. Establishing an ongoing drug-free awareness program to inform employees about:

(a) The dangers of drug abuse in the workplace.

(b) The Subrecipient's policy of maintaining a drug-free workplace.

(c) Any available drug counseling, rehabilitation, and employee assistance programs; and

- (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (e) Including the provisions of the foregoing clauses in all third-party contracts, subcontracts, and purchase orders that exceed ten thousand dollars (\$10,000.00), so that the provisions will be binding upon each subcontractor or vendor.

#### **4. Procurement:**

The Subrecipient agrees to abide by their respective procurement rules, policies, and/or procedures as outlined in 2 CFR §§ 200.317 to 200.326.

1. Subrecipient must comply with proper competitive bidding procedures as required by the applicable federal and state rules.
2. The subrecipient entity must maintain written standards of conduct covering conflict of interest and governing the actions of its employees and engaged in selection, award, and administration of contracts.
3. The subrecipient must take all necessary affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are reused when possible. Please see 2 CFR § 200.321 for the affirmative steps that must be taken.

#### **5. Organizational and Financial Requirement:**

1. All Subrecipients are required to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. Determining allowability of costs claimed will be consistent with the requirements of the grant award and its applicable regulations.

a. Subrecipients have the responsibility to employ the organizational and management techniques necessary to assure proper administration and cost allocation, including accounting, budgeting, reporting, auditing, and other review controls.

b. All Subrecipients will accept responsibility for expending and accounting for funds in a manner consistent with an approved project, plan and or program as evidenced by their acceptance of an Agreement award by the Department of Public Safety; Policies, procedures, reporting requirements or other special conditions established by the appropriate Federal agency, if applicable, and the Department of Public Safety.

2. Subrecipients must have an adequate system of internal controls which:

a. Presents, classifies, and retains all detailed financial records related to the Agreement award. Financial records must be retained by the Subrecipient and be available for review for a period of three (3) years after the expiration of the grant period except those records must be retained until completion or resolution of all issues arising from audit, litigation or claims started before the expiration of the three-year period, whichever is later.

b. Provides reasonable assurance that Federal awards are managed in compliance with Federal statutes, regulations, and the terms and 42 CFR § 200.318(c)(1) conditions. These internal controls should be in compliance with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

c. Provides information for planning, control, and evaluation of direct and indirect costs.

d. Provides cost and property control to ensure optimal use of the grant funds; Controls funds and other resources to ensure that the expenditure of grant funds and use of any property acquired under the grant are in conformance with established guidelines and policies.

3. Notification of Organizational Changes Required:

a. The recipient shall provide DPS written notification within 30 days should any of the following events occur:

- i. having new or substantially changed systems
- ii. having new compliance personnel
- iii. loss of license or accreditation to operate program

iv. organizational restructuring

**6. Following Subrecipient Procedures:**

The undersigned certifies that the Subrecipient organization has in place standard policies and procedures that govern the Subrecipient's payroll, purchasing, contracting and inventory control in accordance with 2 CFR 225, Appendix A, Section C 1.e or 2 CFR 200.302. The undersigned further certifies that the Subrecipient organization will use those policies and procedures for any approved expenditure under this Agreement and for any equipment purchased with Agreement funds. The undersigned also agrees to make the policies and procedures available for examination by any authorized representatives of the State or Federal Government. This does not relieve the Subrecipient from requirements of federal financial management, requirements in:

(a) 2 CFR 200 § 302 Financial Management

**7. Disclosure of Information:**

Any confidential or personally identifiable information (PII) acquired by subrecipient during the course of the subgrant shall not be disclosed by subrecipient to any person, firm, corporation, association, or other entity for any reason or purpose whatsoever without the prior written consent of the Department of Public Safety either during the term of the Agreement or in the event of termination of the Agreement for any reason whatsoever. Subrecipient agrees to abide by applicable federal regulations regarding confidential information and research standards, as appropriate, for federally supported projects.

**8. Conflict of Interest**

Subgrantee/Contractor covenants that, to the best of its knowledge, no person under its employ, including subcontractors, who presently exercises any functions or responsibilities in connection with Board, Department, or projects or programs funded by Board or Department, has any personal financial interest, direct or indirect, in this Subgrant Agreement /Contract.

1. Subgrantee/Contractor further covenants that in the performance of Subgrant Agreement/Contract, no person having such conflicting interest shall knowingly be employed by Subgrantee/Contractor.

2. Any such interest, on the part of Subgrantee /Contractor or its employees, when known, must be disclosed in writing to Department.

**9. Prohibition on certain telecommunications and video surveillance services or equipment**

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain.

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information. (d) See also §200.471.

## **FEMA Standard Terms and Conditions**

### **FISCAL YEAR 2023 FEMA STANDARD TERMS AND CONDITIONS**

[<https://www.fema.gov/fact-sheet/fiscal-year-2023-fema-standard-terms-and-conditions>]

Release Date: Mar 8, 2023\*

**\*Please note that at the time of Award Development these had not been updated by FEMA for FY24.**

FEMA standard terms and conditions are updated each fiscal year (FY). This Fact Sheet displays the FEMA standard terms and conditions for FY 2023. These standard terms and conditions apply to all non-disaster financial assistance awards funded in FY 2023.

#### **1. Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. General guidance for FEMA's EHP process is available on the DHS/FEMA Website [<https://www.fema.gov/grants/guidance-tools/environmental-historic>]. Specific applicant guidance on how to submit information for EHP review depends on the individual grant program and applicants should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific grant program. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archaeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

#### **2. Applicability of DHS Standard Terms and Conditions to Tribes**

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to sub-recipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

#### **3. Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of

**Mississippi Office of Homeland Security**  
**FY24 Terms and Conditions:**

**Compliance and Regulations:**

1. Sub-Recipient must comply with the rules and regulations of 2CFR 200 and all federal, state, and local rules and regulations.
2. Sub-Recipient shall comply with provisions of the Hatch Act limiting political activities of public employees and 44CFR Part 18, New Restrictions on Lobbying.
3. Sub-Recipient shall comply, as applicable, with provisions of the Davis-Bacon Act relating to labor standards.
4. Sub-Recipients are required to modify their existing incident management and emergency operations plans in accordance with the National Response Plan's coordinating structures, processes, and protocols.
5. Sub-Recipients must fully engage citizens by expanding plans and task force memberships to address citizen participation; awareness and outreach to inform and engage the public; include citizens in training and exercise; and develop or expand programs that integrate citizen/volunteer support for the emergency responder disciplines.
6. Sub-Recipient shall comply with the Single Audit Act of 1996 and 2 CFR 200.501. Copies of audit reports when issued and provide audit findings to the MOHS. Copies will be made available, as needed.
7. The Authorized Signatory Official is responsible for committing to the terms of this Agreement, budgeting local funds to purchase equipment or support jurisdictional exercise, training, and planning efforts for executing this Agreement on behalf of the Sub-Recipient's jurisdiction. The designated representative certifies that he/she has legal signatory authority to receive assistance.
8. The Signatory Authorized Official shall designate a person(s) as the Sub-Recipient Grant Administrator (SGA) for developing and attaching the scope of work, obtaining project approval from respective officials, reporting, submitting applications to Recipient, equipment distribution, training, and obtaining and submitting supporting documentation and requests for reimbursement on behalf of the Sub-Recipient to *Recipient* for repayment.

**Grant Funding:**

9. Grant funds expended prior to the date of the award letter are not authorized to be reimbursed. No cost or obligation shall be incurred by the Recipient under this Agreement, unless and until the Recipient advises the Sub-Recipient in writing that the Award has been executed and funds are available.
10. Sub-Recipients shall use approved and awarded funds solely for the purpose for which these funds are approved and awarded by the Mississippi Office of Homeland Security. All changes and/or revisions to the program scope of work and/or budget items must be approved in writing by the MOHS.
11. Sub-Recipient shall comply with cost-sharing requirements of the awarded grant, if applicable.
12. Sub-Recipient shall not enter any contracts or purchase goods from any party and/or vendor which is disbarred or suspended from participating in Federal assistance programs. The sub-recipient shall comply with all applicable provisions of Federal and State laws and regulations regarding procurement of goods and services. It is the responsibility of the awarded agency to follow all local, state and federal procurement.
13. Sub-Recipient shall establish and maintain a proper accounting system to record expenditures of awarded funds in accordance with generally accepted accounting standards and OMB Circulars 2 CFR 200 as applicable and/or as directed by the DPS Authorized Representative and the MOHS.
14. Sub-Recipients shall provide all required financial and program documentation to meet the terms and conditions of receiving Federal and State assistance.
15. The period of performance for this Grant Agreement shall begin on the date of acceptance of the Subrecipient Award execution and shall continue through the period of Subrecipient unless terminated by the MOHS and/or the Department of Public Safety.

the changes to the award. Please call the FEMA/ GMD Call Center at (866) 927-5646 or via e-mail to: [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov) if you have any questions.

#### **4. Disposition of Equipment Acquired Under the Federal Award**

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state sub-recipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state sub-recipients must follow the disposition requirements in accordance with state laws and procedures.

#### **5. Prior Approval for Modification of Approved Budget**

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308 [<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.308>].

For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) [<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.308>] regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved.

For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) [<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.308>] to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work.

You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) [<https://www.grants.gov/forms/post-award-reporting-forms.html>] you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

#### **6. Indirect Cost Rate**

2 C.F.R. section 200.211(b)(15) [<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.211>] requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.



16. Sub-Recipient **shall return** to the State, within thirty (30) days of such request by the DPS/MOHS, any funds which are not supported by audit, Federal and/or State review of documentation by the Sub-Recipient for programs and costs associated with the Award.
17. All radios and radio communications purchased with grant funds should be APCO 25 compliant and follow the Project 25 suite of standards for voice and low-moderate speed data interoperability.
18. Contractual services, internet service, radio service, cellular phone, satellite phone, etc. will be eligible for grant funding for up to **twelve (12) months** during the awarded period of performance.
19. The Sub-Recipient shall develop and improve their capability to combat the effects of a terrorism event. This is accomplished through the purchase of specialized equipment as identified in the published FEMA Authorized Equipment List (AEL) or support of planning, exercises or training activities associated with the prevention, response, or recovery from terrorism incidents. Any equipment not purchased from the FEMA AEL or without prior approval, will be disallowed.
20. Position descriptions are required for each person being paid with grant funds. Organizational charts identifying grant funded position(s) are also required.
21. The Recipient will not be liable under this Agreement for any amount greater than the award allocated by the FEMA and the Office for Domestic Preparedness to the State for the grant performance period.
22. Reimbursement is contingent upon the funds being expended in accordance with all applicable local and state regulations, as well as Federal regulations, policies, guidelines, and submission for reimbursement made in accordance with the SAA's grant policies and procedures manual.

**Equipment/Supplies for Program Activities:**

23. Equipment purchased under the terms of this Agreement will be stored, maintained, and used in accordance with the purpose and objectives of this Grant Agreement. Adequate maintenance procedures must be developed to keep the property in good working condition.
24. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property, who holds the title, the acquisition date, cost of the property, percentage of Federal participation in the cost of the property, the location use and condition of the property and any ultimate disposition data including the data of disposal and sale price of the property.
25. If equipment or an asset is damaged, lost, or stolen, it is the responsibility of the agency to contact the MOHS immediately. If an item is past useful life, and/or in need to disposal or selling, please see instructions on how to sell and/or dispose of equipment, please visit our website at [www.homelandsecurity.ms.gov](http://www.homelandsecurity.ms.gov). (Click on the tab Grants /Grant Forms).
26. All equipment awarded in this grant agreement **should be ordered** within ninety (90) days after project implementation. If unforeseen circumstances arise which prohibit this being accomplished, the MOHS must be notified as to the reason for the delay and projected purchase date of the equipment.
27. It is mutually agreed and promised that the Sub-Recipient shall immediately notify the MOHS, if any equipment purchased under this project ceases to be used in the manner set forth by the project agreement. In such an event, Sub-Recipient further agrees to transfer or otherwise dispose of such equipment, as directed by the MOHS.
28. It is mutually agreed and promised by the Sub-Recipient that no equipment will be conveyed, sold, salvaged, transferred, etc., **without the express written approval** of the MOHS.
29. It is mutually agreed and promised that the Sub-Recipient shall maintain, or cause to be maintained for its useful life, any equipment purchased under this project.

### **Reporting of Program Requirements:**

30. Each quarter the SGA will prepare and submit a Quarterly Request for Reimbursement to the MOHS. This request shall contain all appropriate supporting documentation to substantiate expenses made in accordance with all applicable requirements. The MOHS will review the reimbursement package for completeness and process for payment through the Mississippi Accountability System for Government Information and Collaboration (MAGIC), accounting system.
31. Programmatic and Financial Reports: Program Reporting and Financial Reports are due within 15 days after each reporting quarter:

| Grant Period            | Quarter                 | Date Report is Due |
|-------------------------|-------------------------|--------------------|
| September 1-November 30 | 1 <sup>st</sup> Quarter | December 15        |
| December 1-February 28  | 2 <sup>nd</sup> Quarter | March 15           |
| March 1-May 31          | 3 <sup>rd</sup> Quarter | June 15            |
| June 1-August 31        | 4 <sup>th</sup> Quarter | September 15       |
| Closeout                | Closeout                | October 15         |

### **Non-performance of Grant Activities:**

32. Failure by the Sub-Recipient to comply with the terms of this Grant Agreement may result in suspension from the program and loss of any outstanding grant fund allocation balance, as determined by the Recipient.
33. Failure to expend all grant funds awarded (by date stated on Award Letter) and to comply with Recipient request and guidelines will result in the reallocation of unspent grant funds and the immediate redistribution of all equipment purchased with grant funds.
34. In addition, the failure to maintain adequate response capability (as determined by the MOHS) will also result in the reallocation of grant funds and the immediate redistribution of all equipment purchased with grant funds.
35. The *Recipient* and *Sub-Recipient* agree to carry out the administrative and financial requirements of this Agreement in accordance with the policies and procedures established by FEMA and set forth in other applicable state and federal guides. The Biannual Strategy Implementation Report (BSIR) will update information on obligations, expenditures, and progress made on activities and will include an update of all information submitted in that report.

### **Audit Requirements:**

36. Law enforcement, state, local, non-profit agencies funded with Federal funds administered by the MOHS for the purpose of grant activity must comply with the following (2 CFR§200.501):
- (a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
- (b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.
- (c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all the Federal awards expended were received from the same Federal agency,

or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub recipient, approves in advance a program-specific audit.

- (d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).
- (e) *Federally Funded Research and Development Centers (FFRDC).* Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.
- (f) *Sub-Recipients and Contractors.* An auditee may simultaneously be a recipient, a sub recipient, and a contractor. Federal awards expended as a recipient, or a sub recipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Sub recipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.
- (g) *Compliance responsibility for contractors.* In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions follow Federal statutes, regulations, and the terms and conditions of Federal awards.
- (h) *For-profit sub recipient.* Since this part does not apply to for-profit sub recipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit sub recipients. The agreement with the for-profit sub recipient must describe applicable compliance requirements and the for-profit sub recipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit sub recipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

#### **Monitoring/Inspection:**

- 37. Sub-Recipient shall give State and Federal agencies designated by the DPS Authorized Representative access to and the right to examine all records and documents related to use of award funds.
- 38. physical inventory of property and equipment must be completed, and the results reconciled with the MOHS property control, at least once every two years. All property and equipment acquired with grant funds must be tagged and tracked using an inventory management system.
- 39. Sub-Recipient's requests for advance of funds to support purchases of equipment or other expenditures must be requested in writing to the MOHS explaining the justification for the request. Reasons, i.e., shortage of local funds or items not contained in the current annual jurisdictional budget must be accompanied by supporting documentation.
- 40. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated.
- 41. A physical inventory of the property must be taken, and the results reconciled with the property records at least once every two (2) years for the useful life of the property.

#### **Monitoring:**

- 42. Pursuant to Federal guidelines (2 CFR§200.328-329), the State has developed a plan for evaluating all projects. Each Sub-Recipient may be required to have at least one (1) on-site monitoring visits during the grant year. All written documents will be reviewed to determine progress, problems, and reimbursements of the project. The State evaluates all subrecipient's risk of noncompliance with Federal statutes, regulations and

the terms and conditions of the sub-award for the purpose of determining the appropriate level of sub-recipient monitoring.

43. Management will evaluate audit findings, questioned costs and corrective action plans. The issuance of a written decision will be issued to the Sub-Recipient, which will entail whether or not the audit finding is sustained; the reasons for the decision; the expected action of the Sub-Recipient to repay any disallowed costs, make financial adjustments or take other actions; the reference number(s) the auditor assigned to each audit finding; and a description of any appeal process available to the Sub-Recipient regarding the management decision, as required by 2 CFR 200.521. If the Sub-Recipient has not completed corrective action, a timetable follow-up will be given.
44. The MOHS will contact Sub-Recipient(s) for additional information as needed and determines course of action for federal program audit findings, financial statement audit findings, negative disclosures (such as financial capacity concerns) and schedule of expenditures of federal awards deficiencies. Depending on the issue or combination of issues, procedures may be modified to ensure efficient and effective resolution. Updates the status of each audit review until all follow-up actions are completed and the file is closed.

#### **Intelligence Sharing:**

45. Sub-Recipients will provide available intelligence to the Mississippi Office of Homeland Security and the Mississippi Analysis and Information Center (FUSION). Intelligence should be shared between local, state, tribal, territorial, and federal agencies with the focus on homeland security matters.
46. Any agency or organization that accepts Homeland Security Grant Funding (HSGP) from MOHS agrees to share threat data with MOHS and MSAIC for use in Threat Analysis Reporting. This includes routine reporting designated by the MS Information Liaison Officer (MILO) Program Coordinator and situational reporting for events that have a Terrorism/Critical Infrastructure/Gangs nexus.
47. Usage of Homeland Security Grant Program (HSGP) Funding for the purchase of License Plate Reader (LPRs) must allow for access to the data of equipment in question by request from MOHS agents or MSAIC analysts and be sharable to other members of the agency's regional fusion center (if applicable).

#### **Other Provisions:**

48. This agreement is not intended to conflict with current laws or regulations of Mississippi or your jurisdiction. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.
49. Sub-Recipient is required to ensure that grant monies are used to support all Emergency Service-related agencies and departments, specifically law enforcement, fire, and rescue. Senior officials of these agencies must sign this agreement and familiarize themselves with the rules and regulations governing each grant program. They are encouraged to work together in determining and prioritizing their needs and requirements prior to submitting their plan.
50. All final requests for reimbursement, performance reports and closeout documents must be received in the Mississippi Office of Homeland Security within forty-five (45) days of completion of the project.
51. Sub-Recipient delinquent in submitting reimbursements, quarterly/progress reports, and/or final accomplishment reports, or incomplete progress reports that lack sufficient detail of progress during the period of performance, may be subject to having submitted reimbursement requests delayed, pending additional justification. Once completed reports are received, reimbursement requests will be processed.
52. All Sub-Recipients (and or jurisdictions) must also maintain membership in the Emergency Management Assistance Compact (EMAC) to facilitate the mutual aid of capabilities, to be eligible for Department of Homeland Security (DHS) grant funding and reimbursement of DHS grant funds.

**ASSURANCE OF UNDERSTANDING REQUIREMENT FOR SUB-RECIPIENTS:**

As the Authorized Official for, Brandon Fire Department, 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:** Brandon Fire Department

**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: [Signature]  
Executive Director/SAA  
Mississippi Office of Homeland Security

**Date:** 4/1/20

## 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 holds 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 Department Grant Number: 24HS128

Agency Address: 629 Marquette Rd, Brandon, MS 39042

Agency Phone Number: 601-824-4636 Agency Fax Number: 601-824-4639

## Sub-Recipient Grant Administrator (SGA) 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: Traci Riggins Title: Finance Director  
(Sub-Recipient Financial Officer)

Phone Number: 601-825-5021

Email Address:  
triggins@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: \_\_\_\_\_



## 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.

# 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:

|                                             |                                |
|---------------------------------------------|--------------------------------|
| <b>Agency Name</b>                          | <b>Brandon Fire Department</b> |
| <b>City</b>                                 | <b>Brandon, MS</b>             |
| <b>Zip Code +4 Digits (Required)</b>        | <b>39042</b>                   |
| <b>Unique Entity Identification (UEI) #</b> | <b>LL4XF8LHN7U7</b>            |
| <b>Amount of Award:</b>                     | <b>\$20,204.00</b>             |

## 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 is 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

---

TO: HONORABLE MAYOR BUTCH LEE AND BOARD OF ALDERMEN  
FROM: BRIAN ROBERTS  
DATE: 08/15/2024  
**SUBJECT: PURCHASE TIRES FOR ENGINE 2, 3, AND 5**

---

The fire department respectfully requests permission to purchase two (2) steering tires for Engine 2, four (4) drive tires for Engine 3 and four (4) drive tires for Engine 5 from Southern Tire Mart for the total amount of \$5,239.48 per quote. The department received two quotes and Southern Tire Mart had the lowest and best quote. We have money budgeted for these tires.

- Southern Tire Mart-Quote-\$5,239.48
- EEP - \$12,025.20

Thank you for your consideration.

**ATTACHMENTS:**

---

1. Tire Quotes 081524



# Southern Tire Mart

**WORK ORDER #**
**2600184378**


JACKSON TTC #260  
SOUTHERN TIRE MART  
428 HWY 49 SOUTH  
JACKSON, MS 39218

PAGE: 1

601/939-3888

CUSTOMER: CITY OF BRANDON  
0002148 P O BOX 1539

SHIP TO: ENGINE 2- 2 STEER TIRES  
ENGINE 3- 4 DRIVE TIRES  
ENGINE 5- 4 DRIVE TIRES

BRANDON MS 39043

EMAIL: ttrebotich@brandonms.org  
BUSINESS: 601/825-5021 0  
SALESMAN: 02448  
WRK ORD DATE: 07/25/24

DUE: 08/24/24

| PRODUCT                                 | MECHANIC | QUANTITY | PRICE  | F.E.T. | EXTENSION |
|-----------------------------------------|----------|----------|--------|--------|-----------|
| 425/65R22.5/20 FS818 AP<br>F241235      | _____    | 2        | 726.74 | 37.33  | 1528.14   |
| REIMBURSEMENT OF WASTE TIRE FEE<br>199  | _____    | 2        | 1.00   |        | 2.00      |
| FETFGOV FIRESTONE<br>FETFGOV            | _____    | -2       | 37.33  |        | -74.66    |
| 11R22.5/16 R268 ECOPIA AP \$<br>B248817 | _____    | 8        | 407.00 | 29.39  | 3491.12   |
| REIMBURSEMENT OF WASTE TIRE FEE<br>199  | _____    | 8        | 1.00   |        | 8.00      |
| FETBGOV BRIDGESTONE<br>FETBGOV          | _____    | -8       | 29.39  |        | -235.12   |
| MNT/DSMNT TIRE HEAVY TRK<br>120HEAVY    | _____    | 2        | 50.00  |        | 100.00    |
| TIRE CHANGE MED TRUCK<br>120            | _____    | 8        | 45.00  |        | 360.00    |
| VALVE STEM, STEEL, MEDIUM TRUCK<br>250  | _____    | 10       | 4.00   |        | 40.00     |
| FEE, TIRE DISPOSAL, MEDIUM TRUCK<br>210 | _____    | 2        | 10.00  |        | 20.00     |
| MERCHANDISE:                            |          |          |        |        | 4749.48   |
| LABOR:                                  |          |          |        |        | 460.00    |
| OTHER:                                  |          |          |        |        | 279.78-   |

**PLEASE REMIT To:**

Dept. 143  
P.O. Box 1000  
Memphis, TN 38148-0143

PRINTED NAME/CUSTOMER SIGNATURE

**IMPORTANT:** CUSTOMER SHOULD RE-CHECK TORQUE ON LUG NUTS ON WHEELS SERVICED  
AFTER 25 TO 100 MILES OF OPERATION



# Southern Tire Mart

WORK ORDER #

2600184378

JACKSON TTC #260

PAGE:

2

CUSTOMER: CITY OF BRANDON

SHIP TO: ENGINE 2- 2 STEER TIRES

| PRODUCT | MECHANIC | QUANTITY | PRICE | F.E.T. | EXTENSION |
|---------|----------|----------|-------|--------|-----------|
|---------|----------|----------|-------|--------|-----------|

F.E.T.: 309.78

WORK ORDER TOTAL: 5239.48

\*\*\*\*\*THIS IS NOT AN INVOICE\*\*\*\*\*

\*\*\*\*\*DO NOT PAY FROM THIS FORM\*\*\*\*\*

**PLEASE REMIT To:**

Dept. 143  
P.O. Box 1000  
Memphis, TN 38148-0143

PRINTED NAME/CUSTOMER SIGNATURE

**IMPORTANT:** CUSTOMER SHOULD RE-CHECK TORQUE ON LUG NUTS ON WHEELS SERVICED  
AFTER 25 TO 100 MILES OF OPERATION

## Remit To:

EEP  
PO BOX 1739  
Southaven, MS. 38671  
PH: (662) 280-4729  
Fax:(662) 342-7251



**QUOTE**  
**219763**

CUSTOMER NO.  
111

## BILL TO:

Brandon, City Of  
Attn: Accts Payable Dept  
P O Box 1539  
Brandon, MS 39043

## SHIP TO:

Brandon, City Of  
Attn: Accts Payable Dept  
P O Box 1539  
Brandon, MS 39043

PHONE: 601/824-4636  
FAX: 601/824-4639

Visit our website at [www.emergencyequipment.us](http://www.emergencyequipment.us)

PAGE 1

| DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         | SHIP VIA        |  | F.O.B.                         |  | TERMS                 |  |            |  |                   |  |                        |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|--|--------------------------------|--|-----------------------|--|------------|--|-------------------|--|------------------------|--|
| 08/14/24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |         | SHIP COMPLETE   |  |                                |  | NET 30 DAYS           |  |            |  |                   |  |                        |  |
| PURCHASE ORDER NUMBER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         | ORDER DATE      |  | SALESPERSON                    |  | OUR QUOTE NUMBER      |  |            |  |                   |  |                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         | 08/14/24        |  | hms bkh                        |  | 219763                |  |            |  |                   |  |                        |  |
| QUANTITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |         | ITEM NUMBER     |  | DESCRIPTION                    |  | UNIT PRICE            |  | AMOUNT     |  |                   |  |                        |  |
| REQUIRED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | SHIPPED |                 |  |                                |  |                       |  |            |  |                   |  |                        |  |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         | @MIS            |  | FIRESTONE 425/65R22.50         |  | 1,537.20              |  | 3,074.40   |  |                   |  |                        |  |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         | @MIS            |  | BRIDGESTONE 11R22.5/16 R268    |  | 912.60                |  | 7,300.80   |  |                   |  |                        |  |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         | @MIS            |  | TIRE DISOSAL FEE AND VALVE STE |  | 300.00                |  | 300.00     |  |                   |  |                        |  |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         | @MIS            |  | TIRE CHANGE FEE                |  | 135.00                |  | 1,350.00   |  |                   |  |                        |  |
| <p>Please note: Invoices paid by Credit Card will have a 3% fee added to the Total Quote Amount shown below</p> <p>Pricing quotes are estimates only. Due to volatility in material cost, pricing, surcharges, etc., orders will not be accepted until pricing is verified from the vendor. Both the purchaser and Emergency Equipment Professionals, Inc. will approve final pricing before the order is finalized.</p> <p>If the supplier to EEP modifies prices after the order has been submitted, the customer will have the right to cancel without penalty.</p>       |         |                 |  |                                |  |                       |  |            |  |                   |  |                        |  |
| <b>Product Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         | <b>Discount</b> |  | <b>Freight</b>                 |  | <b>Taxable Amount</b> |  | <b>Tax</b> |  | <b>Misc. Amt.</b> |  | <b>QUOTATION TOTAL</b> |  |
| 12,025.20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         | 0.00            |  |                                |  | 12,025.20             |  | 0.00       |  |                   |  | 12,025.20              |  |
| <p>Terms and Conditions: Interest will be charged at the rate of 1 1/2% per month, or 18% annually on any unpaid balance. Customer agrees to pay reasonable attorney's fee and all other costs of collection after default. All orders received "As Ordered" and returned are subject to a 20% restocking fee. No returns are allowed without prior written approval from Emergency Equipment Professionals. All shortages and discrepancies must be reported to Emergency Equipment Professionals within 10 days of receipt of shipment. No cash refunds will be given.</p> |         |                 |  |                                |  |                       |  |            |  |                   |  |                        |  |