



AGENDA

FORMAL MEETING OF CITY COUNCIL

Diamondhead, Mississippi

Diamondhead Country Club
Emerald Ballroom
July 16, 2012
1:00 pm

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes**—June 20, 2012 Work Session
6. **Confirmation or Adjustment of the Agenda Order**
7. **Communications/Announcements from the Mayor and Council**
 - a. The Council Meeting scheduled for Monday, September 3, will be held at 6pm on Tuesday, September 4 at the normal location, the Emerald Ballroom at the Diamondhead Country Club as previously announced.
 - b. Today's City Council Meeting will be recessed until 8:30am on July 30 for Recommendations from the City Manager regarding RFQ 2012-1007 Building Codes Services and RFQ 2012-1006 Planning & Zoning Services. The meeting will be held at the Community Center.
 - c. A Special City Council Work Session will be held at 9am on July 30, 2012 at the Community Center.
8. **Presentations / Appointments**
 - a. Proclamation, Sandy Jassby Day
9. **City Manager's Report** *(To include comments from City Attorney and/or City Clerk, if appropriate.)*
10. **Docket of Claims**
11. **Citizens Wishing to Address Council, Agenda Items** Limit of 3 minutes per person

CONSENT AGENDA*

12. **OLD BUSINESS**

None
13. **NEW BUSINESS**
 - a. Contingent Approval of Traffic Engineering Service Project 2012-1001—Seymour Engineering
 - b. Discussion and approval of Contract with Eley Guild Hardy Architects for Architectural Services Project 2012-1005
 - c. Discuss Agreement for Hancock County to Provide Building Code and Planning & Zoning Services
 - d. Ordinance Designating Four (4) Election Wards for the City of Diamondhead and Designating the Polling Places for Each Ward to be Utilized in Municipal Elections
 - e. RFQ 2012-1008 Stormwater Phase II and Stormwater Master Plan Advertise for Engineering Services

- f. Term Contracts
 - RFB 2012-1011 Group RMC Proposal for Furnishing Ready Mix Concrete Advertise for Bid
 - RFB 2012-1012 Group RM Proposal for Furnishing Sundry Road Materials Advertise for Bid
 - RFB 2012-1013 Group APH-HOT Proposal for Furnishing Products and Services for Various Types Hot Bituminous Pavement Advertise for Bid
 - RFB 2012-1014 Group S Proposal for Furnishing Sod Advertise for Bid
 - RFB 2012-1015 Group C-RNP Proposal for Furnishing Culvert and Ram Neck Piping Advertise for Bid
 - RFB 2012-1016 Group APH-CM Proposal for Furnishing Cold Milling Advertise for Bid
- g. Resolution of the City of Diamondhead Establishing Protocols for Open Public Meetings Held in the Physical Absence of a City Council Member
- h. Deputy City Clerk/Municipal Clerk Job description
- i. Petty Cash Policy
- j. Resolution Establishing the City of Diamondhead Petty Cash Policy
- k. Policy and Procedure for Receiving and Opening Requests for Proposals (RFP), Requests for Qualifications (RFQ), and Competitive Bids (BID)
- l. Hancock Bank Visa Card

ITEMS PULLED FROM CONSENT AGENDA <i>(if needed)</i>
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14. Ordinances and/or Resolutions pulled from the Consent Agenda

REGULAR AGENDA

15. OLD BUSINESS

- a. Employee Handbook

16. NEW BUSINESS

- a. Accept Letter of Recommendation for Lease Purchase Financing of Police Vehicles
- b. Resolution To Award Lease Purchase Agreement to Hancock Bank
- c. Accept Letter of Recommendation and Award of Bid for Purchase of New Law Enforcement Vehicles
- d. Discussion of Hosted Integrated Computer Software System
- e. Agreement and Joint Resolution Between the City of Waveland, Mississippi and the City of Diamondhead, Mississippi for the Intergovernmental Transfer of Assets
- f. Comprehensive Plan

17. Citizens Wishing to Address Council, Non-Agenda Items Limit of 3 minutes per person

18. RECESS OR ADJOURN

**Consent Agenda – All matters listed on the Consent Agenda, are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*