



AGENDA

FORMAL MEETING OF CITY COUNCIL

Diamondhead, Mississippi

Council Chambers, City Hall
January 21, 2014
6:00 p.m. CST

Mayor Schofer IV
Councilmember Knobloch At-Large
Councilmember Lopez Ward 1
Councilmember LaFontaine Ward 2
Councilmember Rech Ward 3
Councilmember Sislow Ward 4

-
- I. Call to Order
 1. Invocation – Councilmember LaFontaine
 2. Pledge of Allegiance – Councilmember Rech
 3. Roll Call
 4. Confirm or adjust agenda order
 - II. Presentation Agenda
 1. Council Comments - The next regularly scheduled Council Meeting will be held at 6:00 p.m. CST on Tuesday, February 4, 2014 in Council Chambers located at 5000 Diamondhead Circle.
 2. City Manager Report
 3. Public Comments on Agenda Items
 4. Lot Clean-up Bid Opening at 6:30 p.m. CST on Parcel 1: 131A-0-01-051.000. Diamondhead Phase 2, Unit 5, Block 9, Lots 105 — 6838 Apona Street, Diamondhead, MS.
 - III. Policy Agenda
 1. Approval of Minutes
 - a. 01/07/2014 Formal
 - b. 01/11/2014 Special Call
 2. Contract – 2014-3067: Ratify contract with Levanway & Associates
 3. Resolutions - 2014-3063 – 2014-83: RESOLUTION AUTHORIZING EXPENDIURES BY LEVANWAY & ASSOCIATES IN ASSOCIATION WITH CONSULTING SERVICES FOR THE PROMULGATION OF ECONOMIC DEVELOPMENT WITHIN THE CITY OF DIAMONDHEAD, MISSISSIPPI
 4. Issue bids
 - a. 2014-3064 – 2014-1025: Request for Bids 2014 Tree Removals
 - b. 2014-3065 – 2014-1026: Request for Bids Purchase of a Backhoe for the City of Diamondhead
 - c. 2014-3068 – 2014-1028: Request for Bids Purchase of a Dump Truck for the City of Diamondhead
 - d. 2014-3066 – 2014-1027: Notice and Request for Proposals for a Lease Purchase Financing of Public Works Vehicles and Associated Equipment
 5. Other - Discussion for the City to provide office space to the Hancock County Chamber of Commerce at City Hall
 - IV. Routine Agenda
 1. Docket of Claims
 2. Revenue and Expense Report – December 2013
 - V. Executive Session
 - VI. Public Comments on Non Agenda Items
 - VII. Adjourn



MINUTES
FORMAL MEETING OF CITY COUNCIL
 Diamondhead, Mississippi
 Council Chambers, City Hall
 January 7, 2014
 6:00 pm CST

- I. **Call to Order** – Mayor Schafer called the meeting to order at 6:00 pm CST
1. **Invocation** – Councilmember Knobloch
 2. **Pledge of Allegiance** – Councilmember Rech
 3. **Roll Call** – All Councilmembers were present at 6:00 pm CST, except for Councilmember Lopez. Councilmember Lopez arrived at 6:03 pm CST.
 4. **Confirmation or Adjustment of the Agenda Order** – Councilmember LaFontaine motioned, seconded by Councilmember Knobloch, to accept the Agenda Order as presented. Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay's none.
- II. **Presentation Agenda**
1. **Council Comments**
 - a. Mayor Schafer announced the next regularly scheduled Council Meeting will be held at 6:00 pm CST on Tuesday, January 21, 2014 in Council Chambers located at 5000 Diamondhead Circle.
 - b. The City of Diamondhead will be closed, January 20, 2014 to observe the Dr. Martin Luther King, Jr. Holiday.
 - c. Councilmember Knobloch gave a report on the recently completed map that reflects the location and wattage of every street light located within Diamondhead City limits.
 2. **City Manager Report**
 - a. The first draft of the revised Employee Handbook has been given to the City Attorney for review.
 - b. The City Manager and GIS employee met with Nvision to discuss ways the City could improve its GIS Program. A report will be given at a future Council Meeting regarding the progress of implementing low-cost methods to gather, sort and view data.
 - c. The City of Diamondhead Website is being reviewed to assess the need for improvements/updates.
 - d. The City is seeking Bids for the City's first drainage project.

Councilmember Knobloch stated there is an immediate need to replace the existing City Dump Truck and Backhoe. He requested the status of the Cost Analysis for the above mentioned equipment. The City Clerk stated a Total Cost of Ownership analysis is underway for the Dump Truck and is almost complete. An analysis has not taken place for the Backhoe to date. The Employee Handbook revisions took precedence to the analysis. Now that the Handbook has been turned over to Legal Counsel for review, the Clerk will return to the analysis of both mentioned items of equipment and will report her findings.

Councilmember Rech inquired the association of Nvision and GIS. The City Manager replied Nvision has entered into the open architecture platform for GIS data and the City is considering this option.

Councilmember Sislow requested "GIS" be explained to the audience. The City Manager stated the acronym denotes: **Graphic Information Systems**. Councilmember Rech indicated the system contains data from ditch cleaning efforts and can be used for funding request efforts. The City Manager added the system records photographs, video and data. This information provides "before and after" results of any ditch cleaning effort.

- e. The City Manager introduced James Moody. Moody is a graduate student majoring in Public Policy and Administration at Louisiana State University. He chose to “shadow” the City Manager during his winter break in efforts to learn more about Municipal Government.

3. Public Comments on Agenda Items limited to 3 minutes per person – NONE

4. Public Hearing at 6:30 pm CST regarding: A Menace to the Public Health and Safety of the Community of Address 1282 Kapalama Court, Diamondhead, MS.

Ronald Jones, City Building Official, was recognized and gave a brief synopsis of the property brought forth in the Public Hearing, 1282 Kapalama Court, Diamondhead, MS. Jones stated Ann Blaire is the property owner of said property. The existing structure burned in November 2012, and should be demolished. Proper notice was given to the property owner through certified mail in accordance with Section 21-19-11 of the MS Code. On December 24, 2013, the City received a signed acknowledgement of receipt from the property owner thru the United States Postal System.

Mr. Jones instructed the Mayor and City Council that a “hearing” had to be held for the property owner to receive comments.

The hearing was held. Mayor Schafer called Ms. Blaire’s name three (3) times. Ms. Blaire was not present and the hearing was closed at 6:32 pm CST.

III. Policy Agenda

- 1. Approval of Minutes** - Upon motion by Councilmember LaFontaine, seconded by Councilmember Lopez, to accept the 12/17/13 and 12/27/13 minutes as presented. Councilmember Sislow stated he was absent from the 12/27/13 meeting.

Upon discussion, Councilmember LaFontaine and Councilmember Lopez withdrew their motions to approve the 12/17/13 and 12/27/13 minutes as presented.

Upon motion by Councilmember LaFontaine, seconded by Councilmember Lopez, to accept the 12/17/13 minutes as presented. Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nay’s none.

Upon motion by Councilmember Knobloch, seconded by Councilmember LaFontaine, to accept the 12/27/13 minutes as presented. Ayes: Lopez, LaFontaine, Knobloch, Rech and Mayor Schafer. Nay’s none. Councilmember Sislow abstained due to his absence at the meeting.

2. Resolutions

Item No. 2014 - 3060 - Resolution 2014 – 082: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI, FINDING AND ADJUCATION THAT THE HERIN DESCRIBED PARCEL OF LAND IS IN SUCH A STATE OF UNCLEANLINESS AS TO BE A MENACE TO THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE CITIZENRY OF THE CITY AND AUTHORIZING ADVERTISEMENT FOR BIDS TO HAVE SAID LAND CLEARED AND CLEANED AND TO ASSESS THE COSTS TO THE SAID PROPERTY, 1282 KAPALAMA COURT, DIAMONDHEAD, MS.

Councilmember Rech motioned, seconded by Councilmember Lafontaine, to approve Resolution-2014-082: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI, FINDING AND ADJUDICATION THAT THE HERIN DESCRIBED PARCEL OF LAND IS IN SUCH A STATE OF UNCLEANLINESS AS TO BE A MENACE TO THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE CITIZENRY OF THE CITY AND AUTHORIZING ADVERTISEMENT FOR BIDS TO HAVE SAID LAND CLEARED AND CLEANED AND TO ASSESS THE COSTS TO THE SAID PROPERTY, 1282 KAPALAMA COURT, DIAMONDHEAD, MS.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay’s none.

3. Other Actions

- a. **2014 – 3056** – Approve Stewart Sneed Hewes Property Insurance Renewal Proposal

Frank Bordeaux of Stewart Sneed Hewes was recognized and presented the City's Property Insurance Renewal Proposal for the period of 1/8/14 thru 1/8/15. Bordeaux indicated the rate decreased from last year, however, the property values increased. He suggested the City select Option #3 offering a 2% deductible vs. a 5% deductible, as presented and implemented in last year's policy. The "All Other Causes of Loss" deductible of \$5,000 remains the same. As a result of Bordeaux's suggestion, the premium will increase by \$3,287.85. The City Manager noted the City budgeted for a \$25,000 premium in FY2014, which means the proposal is \$108.94 over budget.

After discussion of the guard shack insured value transferred by the POA, the Council decided to keep the guard shack on the policy.

Councilmember Sislow motioned, seconded by Councilmember Rech, to approve the Stewart Sneed Hewes Property Insurance Policy, selecting Option #3, for the period of 1/8/14 thru 1/8/15.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay's none.

b. 2014 – 3057 – Approve Amended City of Diamondhead Policy and Procedure For Receiving and Opening: Request for Proposals (RFP), Request for Qualifications (RFQ) and Competitive Bids (BIDS)

The City Manager addressed the changes proposed in the amended policy. They are:

1. RFP, RFQ and Bids are no longer required to be opened at Council Meetings. The revised policy allows for openings to take place anytime stated in the advertised request.
2. Council does not have to be present during the opening of RFP, RFQ or Bids.

Councilmember Rech asked the City Manager if the proposed changes are in line with state statute. The City Manager confirmed they are in line with state statute.

Councilmember Knobloch motioned, seconded by Councilmember Sislow, to approve the Amended City of Diamondhead Policy and Procedure for Receiving and Opening: Request for Proposals (RFP), Request for Qualifications (RFQ) and Competitive Bids (BIDS).

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay's none.

c. 2014 – 3058 – Approve Bid for Drainage Improvements Project: Diamondhead Drive East, Ahelolo Circle, Bayou Drive & Kapalama

The City Manager stated the proposed mentioned project is the City's first Drainage Project and Nancy Depreo, of Seymour Engineering, prepared the bid documents.

Councilmember Rech asked if the City was to address all locations at the same time. Depreo stated only three (3) are proposed at the same time with an alternate (Item #4).

Councilmember Rech requested the timeframe for the bid. Depreo stated bids are due, February 8, 2014.

Councilmember LaFontaine motioned, seconded by Councilmember Knobloch, to approve the Bid for Drainage Improvements Project: Diamondhead Drive East, Ahelolo Circle, Bayou Drive & Kapalama.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay's none.

d. 2014 – 3061 – Discuss filling vacancy for Mayor's Youth Council – Resolution 2013 – 050

Councilmember LaFontaine recognized the above mentioned Resolution approved by previous Council. He volunteered to be the lead in initiating and organizing the reformation of a Youth Council in order to provide youth activities and youth input regarding City services. LaFontaine requested 2 or 3 volunteers to help spearhead the project.

Mayor Schafer volunteered to assist with the cultivation of OLA. Two more volunteers need to be identified to assume St. Stanislaus and Hancock County Schools.

- e. **2014 – 3062 – Authorizing Seymour Engineering to make application to State and Federal Agencies in regards to the City of Diamondhead’s Projects identified in the Seymour Engineering Letter**

Councilmember LaFontaine motioned, seconded by Councilmember Lopez, to Authorize Seymour Engineering to make application to State and Federal Agencies in regards to the City of Diamondhead’s Projects identified in the Seymour Engineering Letter.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay’s none.

- f. Captain Al Hermann gave the police report for the period of December 1, 2013 thru December 31, 2013.

IV. Routine Agenda

1. Docket of Claims

Councilmember Rech motioned, seconded by Councilmember Knobloch, to approve the Docket of Claims as presented.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay’s none.

V. Public Comments on Non Agenda Items limited to 3 minutes per person – NONE

EXECUTIVE SESSION

Councilmember Sislow moved, seconded by Councilmember Lopez, to go into closed session to discuss the need to go into Executive Session. The motion carried unanimously to go into Closed Session at 6:56 pm CST.

Councilmember Sislow moved, seconded by Councilmember Lopez, to go into Executive Session to discuss potential litigation matters. The motion carried unanimously.

Councilmember Sislow moved, seconded by Mayor Schafer, to come out of Executive Session. The motion carried unanimously.

Councilmember Rech moved, seconded by Councilmember Sislow, to return to the Regular meeting. The motion carried unanimously to return to the Regular meeting at 8:14 pm CST.

RETURN TO REGULAR SESSION

The City Attorney announced potential litigation was discussed in Executive Session and no official action was taken.

The City Attorney stated the City of Diamondhead has been requested to issue a building permit for a personal residence that will measure approximately 36.5 feet in height from grade. A conflict exists between the City's Zoning Ordinance (which places a 35 feet height limit for residential structures) and the International Building Code (which places a 40 feet height limit for residential structures). Both were adopted by the City on October 15, 2012. Realizing a conflict exists that will require amendment to the Ordinance in the future and in the interest of time, economies of scale and the promotion of development within the City, it is recommended to authorize the City Manager to implement such measures as are necessary to issue the building permit for the personal residence as requested of the City on, January 6, 2014.

Councilmember Sislow motioned, seconded by Councilmember Lopez, to authorize the City Manager to implement such measures as are necessary to issue the building permit as requested of the City on January 6, 2014.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay’s none.

- VI. **Adjourn** - Councilmember Lopez motioned, seconded by Councilmember Sislow, to adjourn the meeting at 8:12 pm CST. The motion carried.

Thomas E. Schafer, IV
Mayor

Kristin Ventura
City Clerk



MINUTES
SPECIAL CALL MEETING OF CITY COUNCIL
 Diamondhead, Mississippi
 Council Chambers, City Hall
 January 11, 2014
 10:00 a.m. CST

- I. Call to Order** – Mayor Schafer called the meeting to order at 10:03 a.m. CST
1. **Invocation** – Councilmember Lopez
 2. **Pledge of Allegiance** – Councilmember Rech
 3. **Roll Call** – All Councilmembers were present.
 4. **Confirmation or Adjustment of the Agenda Order** – Councilmember Lopez motioned, seconded by Councilmember LaFontaine, to accept the Agenda Order as presented. Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay's none.

II. Presentation Agenda

1. **Public Comments on Agenda Items limited to 3 minutes per person** – NONE

III. Policy Agenda

1. **Discussion regarding State support for Diamondhead Economic Development projects**

The City Attorney was recognized to address the Council for the need to go into Executive Session to discuss the expansion of industry and business within Diamondhead.

IV. Public Comments on Non Agenda Items limited to 3 minutes per person – NONE

EXECUTIVE SESSION

Councilmember Sislow moved, seconded by Councilmember Lopez, to go into closed session to discuss the need to go into Executive Session. The motion carried unanimously to go into Closed Session at 10:08 a.m. CST.

Councilmember Rech moved, seconded by Councilmember Lopez, to go into Executive Session to discuss the expansion of industry and business within Diamondhead. The motion carried unanimously.

Councilmember Sislow moved, seconded by Councilmember Rech, to come out of Executive Session. The motion carried unanimously.

Councilmember Sislow moved, seconded by Councilmember Rech, to return to the Regular meeting. The motion carried unanimously to return to the Regular meeting at 10:50 a.m. CST.

RETURN TO REGULAR SESSION

The City Attorney announced the expansion of industry and business within Diamondhead was discussed in Executive Session and no official action was taken.

Councilmember Knobloch motioned, seconded by Councilmember LaFontaine, to allow the City Manager to hire a Consultant to help Industry and Business Expansion in Diamondhead.

Councilmember Knobloch stated Diamondhead is a small community. It would be advantageous to hire a Consultant that is familiar with the Legislature and know how it works to help with the City's Economic Development initiatives. An advocate is necessary.

Councilmember Sislow stated moving forward with hiring a Consultant to assist the City in its Economic Development efforts is a good idea. It is within budget.

Councilmember Rech stated he agrees with hiring a Consultant for the betterment of the community. Rech experienced working with the Legislature while attempting to have the Golf Cart Bill passed. It was more difficult for them because they did not know the right people and proper procedure.

Mayor Schafer stated he agreed with Councilmembers Knobloch, Sislow, Rech and LaFontaine's statements regarding hiring a Consultant.

Councilmember LaFontaine stated six months ago, he believed there were other ways to achieve the City's Economic Goal. Today, hiring a Consultant is the realistic approach for achieving this goal.

Councilmember Lopez requested the name of the frontrunner for the Consultant Position. The City Manager replied, "Levenway is the first choice at this time." Councilmember Lopez stated he is not opposed to hiring a Consultant, however, if the City engages in a contract with Levenway, then the City will harm Economic Development in this avenue and enter into cronyism.

Councilmember Knobloch stated he is in favor of hiring the "best" person for the position in this situation for the Consultant Position.

Councilmember LaFontaine stated most Consultants would not want to "touch" the City of Diamondhead due to its size. Therefore, the City is fortunate to have a Consultant that is willing to provide his/her services to the City.

Ayes: Mayor Schafer, LaFontaine, Knobloch, Sislow and Rech. Nay's: Councilmember Lopez.

- V. **Adjourn** - Councilmember Rech motioned, seconded by Councilmember Sislow, to adjourn the meeting at 10:59 a.m. CST. The motion carried.

Thomas E. Schafer, IV
Mayor

Kristin Ventura
City Clerk



January 13, 2014

Richard Rose, City Administrator
Diamondhead, Mississippi

Via email: rose@diamondhead.ms.gov

Re: Government Relations Contract

Dear Richard,

The following are the terms of my employment as a government relations consultant for the City of Diamondhead, Mississippi for calendar year 2014.

Scope of service: All of those activities normally associated with a comprehensive and effective government relations effort. Included are strategy development, drafting of legislation and proposals, direct contacts with agencies and the Legislature and any and all other necessary activities. Covered entities specifically included, but not limited to, are:

1. The MS Legislature,
2. Issues related to economic development opportunities,
3. MS Department of Environmental Quality (MDEQ),
4. MS Development Authority (MDA), and
5. MS Department of Transportation (MDOT).
6. Specifically excluded are issues related to gaming and the MS Gaming Commission.

Fees: A base fee of \$36,000 for a contract period of one calendar year with an option to renew for one year. There shall be an annual review of scope of service and appropriateness of the fee. The fee will be invoiced at the beginning of each month in an amount of \$3,000 or one-twelfth of the annual total.

Term: A term of 12 months, beginning January 1, 2014 and terminating December 31, 2014.

Reimbursable expenses: Reasonable entertainment expenses shall be allowed as pre-authorized by the client. Routine office expenses such as copies, long distance fees, fax charges and in-state mileage are included in the base-consulting fee. There are no lodging expenses in Jackson. Previously approved extraordinary travel and lodging expenses are reimbursable. All expenses will be invoiced with copies of receipts attached.

Reporting: At a minimum, weekly written reports will be provided. Additional information will be provided timely through my primary point of contact, the city manager or the mayor if not available. Requests for information from council members should come through the city manager. I will rely heavily on email and text communications as experience shows that this provides timely and accurate information.

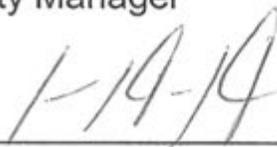
I look forward to a long and successful relationship with the City of Diamondhead.

Very truly yours,



City Manager

Scott Levanway



Date

RESOLUTION NO. 2014-083

**RESOLUTION AUTHORIZING EXPENDIURES BY LEVANWAY
& ASSOCIATES IN ASSOCIATION WITH CONSULTING
SERVICES FOR THE PROMULGATION OF ECONOMIC
DEVELOPMENT WITHIN THE CITY OF DIAMONDHEAD,
MISSISSIPPI**

WHEREAS, the City of Diamondhead, Mississippi, (hereinafter, the "City"), at a Special Meeting of the City Council held on January 11, 2014, authorized the City Manager to negotiate and enter into a contract for consulting services associated with governmental relations; and

WHEREAS, the City Manager executed a contract for said services on January 14, 2014, with Levanway & Associates, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference, (hereinafter, the "Services Contract"); and

WHEREAS, the City has previously affirmed the terms of the Services Contract between the City and Levanway & Associates; and

WHEREAS, the Services Contract provides that Levanway & Associates shall be entitled to reimbursement of reasonable travel, lodging and entertainment expenses provided on behalf of the City; and

WHEREAS, the City desires to define the term of "Reimbursable Expenses" as provided in the Services Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI THAT:

1. That the facts recited in the Preamble hereinabove are hereby adopted as official findings of the City.

2. That Levanway & Associates be and hereby is, upon consultation and approval in writing by the City Manager, pre-authorized to appropriate Seven Hundred Fifty Dollars (\$750.00) for reasonable travel, lodging and entertainment expenses associated with services provided in association with the Services Contract entered by and between Levanway & Associates and the City of Diamondhead, Mississippi on January 14, 2014.

3. That this Resolution take effect immediately.

The above and foregoing Resolution, after having been first reduced to writing and read by the City Clerk was introduced by Councilman _____,

seconded by Councilman _____ and was adopted by the following roll call vote:

AYE NAY ABSENT

LOPEZ

LAFONTAINE

SISLOW

RECH

KNOBLOCH

SCHAFFER

WHEREUPON, the Mayor thereby declared the motion carried and the Resolution adopted this the 21st day of January, 2014.

(SEAL)

ATTEST

ADOPTED

CITY CLERK

MAYOR

Agenda Item #
2014-3064



City of Diamondhead

5000 Diamondhead Circle, Diamondhead, MS 39525

Phone: (228) 222.4626

FAX: (228) 222-4390

www.diamondhead.ms.gov

January 14, 2014

RE: Tree Removal

Dear Mayor and City Council,

Several months ago the city hired licensed arborist Eric Nolan to conduct a tree survey along some of the major roadways in Diamondhead for the purpose of determining the health of trees within the ROW. Mr. Nolan's survey was professionally completed and identified many dead or severely damaged trees and recommended removal for public safety.

The City's volunteer Beautification Commission Chairman Paul Montjoy inspected each of Mr. Nolan's recommendations by visiting each tree site with other Beautification Committee members. Mr. Montjoy's comments are attached and support Mr. Nolan's recommendations.

In September 2013 city employees removed several severely damaged trees many located along Airport Road and recommended by Mr. Nolan for removal. Removing these trees in-house saved the city a couple thousand dollars. The trees requested in this bid package are those that the city does not have the equipment or expertise to remove.

Trees removed will be replaced at a 1:1 ratio with the recommendation of tree species and location by the city's Beautification Committee.

I ask the Mayor and Council to approve the city's 2014 Tree Removal bid document to support the cities beautification and public safety concerns.

Thank you for your consideration,

Richard Rose
City Manager

2014-1025
CONTRACTUAL SPECIFICATIONS
FOR

2014 Tree Removals

See Attached Exhibit for Site Locations

CITY OF DIAMONDHEAD, MISSISSIPPI

RELEASE DATE:

Wednesday, January 22, 2014

DUE BY:

Friday, February 21, 2014 10:00 A.M. CST

DELIVER TO:

City of Diamondhead
Purchasing Clerk
5000 Diamondhead Circle
Diamondhead, MS 39525

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**REQUEST FOR BIDS
2014 TREE REMOVALS
CITY OF DIAMONDHEAD**

Notice is hereby given that the City of Diamondhead, Mississippi, will receive sealed bids at City Hall, until 10:00 a.m. on Friday, **February 21, 2014** for the following:

2014 Tree Removals

Bids will be opened on Friday, **February 21, 2014** at 10:00 a.m. to the public. The bid opening will serve only to open, read and tabulate the bid prices on each bid. No discussion will be entered into with any vendor and no award will be made at the bid opening.

I. SUBMISSION INSTRUCTIONS

Sealed bids can be mailed or hand delivered before 10:00 a.m. on Friday, February 21, 2014 to:

**City of Diamondhead
Attn: Purchasing Clerk
5000 Diamondhead Circle
Diamondhead, MS 39525**

Faxed and emailed bids will not be accepted. Bids sent by United States mail or hand delivered (including delivery by commercial carrier) shall be deemed late if delivered to the address of the office designated for receipt of offers after the date and time established for receipt of offers. Offers delivered through any means authorized by the bid may be also deemed timely if there is acceptable evidence to establish that it was received at the City designated for receipt of proposals and was under the City's control prior to the time set for receipt of bid; or if it was the only bid received.

II. QUESTION SUBMISSION

Questions or concerns regarding any aspect of this solicitation shall be forwarded in writing to Purchasing Clerk at the address above; or through e-mail to cscott@diamondhead.ms.gov so they can be addressed prior to the solicitation deadline for bidders. Answers will be sent via an addendum to all Bidders who received this solicitation through the Finance Department.

III. QUALIFICATIONS OF THE CONTRACTOR:

All bidders shall have at least one (1) year experience as contractor in the field of urban forest maintenance work, and shall be required to perform the work set forth in the specifications. The Contractor shall have a valid Tree Surgeons license from the Mississippi Department of Agriculture and Commerce Bureau of Plant Industry. The field supervisor shall have knowledge of the natural habits of the trees so that their natural crown shapes will be preserved when removing any of the wood (branches, leaders, etc.). Bidders must meet the general standards of

safety set forth in "ANSI-Z133.1, Pruning, Repairing, Maintaining, and Removing Trees, and Cutting Brush - Safety Requirements" published by American National Standards Institute, Incorporated, 11 West 42nd St., New York, New York 10036.

IV. EQUIPMENT AND PERSONNEL REQUIREMENTS:

Contractors should base their bids on having the following equipment on-site at all times. The Contractor shall have at least one aerial lift truck, one chip van truck, one chipper, and a three-man crew on-site at all times when working on this contract. A combined aerial lift with a chip van will meet the requirements of the aerial lift and the chip van. No metal-tracked vehicles (i.e. bulldozer, track hoe) will be allowed on City property. A forestry truck is defined as a closed body truck which debris is blown into from a chipper. Failure to comply with these specifications will void this contract.

V. SCOPE OF WORK:

The scope of work shall be for the removal of City-owned trees at the following sites on City property. **See attached exhibit for tree locations.**

Tree removal is to include both the tree and the stump.

The Contractor shall submit his bid on a lump sum basis. All work will be performed Monday through Friday from 8:00 a.m. to 5:00 p.m. Unless prior approval has been obtained from the City of Diamondhead's Public Works Director in writing, no work will be allowed on Saturday, Sunday, or between the hours of 5:00 p.m. and 8:00 a.m.

Contractor agrees to be bound by all applicable provisions of State and City laws concerning tree work, as well as policy decision of the City of Diamondhead. Contractor will be evaluated for each site on job performance by the Public Works Director. Failure to comply with these specifications will result in the Contractor being eliminated from future jobs. The Contractor can request a copy of his/her evaluation by a written request to the City of Diamondhead.

VI. INSURANCE

Contractor will maintain in effect at all times the following insurance coverage:

- Workman's compensation insurance.
- Contractor's public liability insurance for personal injuries in the sum of \$1,000,000 per accident and \$2,000,000 aggregate.
- The City of Diamondhead must be named as additional insured as primary and non-contributory on the Contractor's public liability insurance. The Contractor must issue a waiver of subrogation to the City of Diamondhead upon award of this Bid.
- Contractor must furnish, within 24 hours of the award of contract, a certificate(s) verifying current coverage of the above required insurance. Failure to furnish certificates will result in disqualification of contract and a notice to proceed will not be issued. It is

the Contractor's responsibility to maintain this insurance coverage at all times. Failure to do so may result in cancellation of contract. It is expressly understood that the City of Diamondhead will not be responsible for injuries to the Contractor that occur while performing services under this contract.

VII. TIME OF COMPLETION:

The maximum time allowable for completion of the project shall be 40 calendar days following the issuance of the purchase order. Bad weather days must be signed off in writing by the Public Works Director on the day following the requested bad weather day. A day will be added to the maximum time of completion with each approved bad weather day.

VIII. DAILY REPORTS:

The Contractor shall also provide the Public Works Director by 9:00 a.m. with a written notice of each crew's daily work location. The Contractor shall be levied a fine of twenty-five dollars (\$25.00) each day that the Contractor works and the City of Diamondhead is not notified of the crew work site.

IX. FINAL DECISIONS:

All final decisions on any phase of this work shall be made by the Public Works Director or his representatives.

X. REMOVAL OF WOOD AND BRUSH:

All wood, brush, and debris resulting from the tree work must be hauled away within the same day that it is cut. If wood, brush or debris is left at the job site overnight, liquidated damages in the amount of fifty dollars (\$50.00) per day will be levied starting from the time the City of Diamondhead contacts the Contractor. Dump fees, if any, are the responsibility of the Contractor.

XI. GRINDING AND REMOVAL OF ALL STUMPS:

The grinding and removal and all stumps which result from tree removal operations shall be ground out and removed within ten (10) working days from the date that the tree was removed. Any exceptions to this ten (10) day requirement must be approved in writing by the City of Diamondhead. Stumps remaining after the ten (10) day period will result in liquidated damages in the amount of fifty dollars (\$50.00) per day will be levied from the time the City of Diamondhead contacts the Contractor. Stumps and visible surface roots must be ground to six inches (6") below ground line. Upon conclusion of the stump grinding all resulting holes, indentations, etc. shall be backfilled with stump grindings by the contractor so that the work site has a slight rise (3-4") in elevation to the surrounding area. This raise in elevation is necessary to avoid future indentions or sunken holes caused by stump and wood chip decomposition.

XII. SITE CLEANUP REQUIREMENTS:

Any debris from trimming or removal operation such as wood chips, sawdust, etc., shall be removed from the work site by the contractor immediately upon conclusion of his work and the sidewalk, roadway and all surrounding affected areas shall be broom swept clean.

XIII. OPEN LOADS OF DEBRIS:

All open loads of debris must be covered when transported on public streets according to the applicable State and City laws.

XIV. PROTECTION OF TRAFFIC AND PEDESTRIANS:

The contractor shall arrange his work so that the sidewalks will be safe for pedestrians and the streets safely passable for vehicular traffic. Contractors must comply with existing traffic ordinances and coordinate directly with the Diamondhead Police Department and Captain Al Hermann for any traffic control problem. The Contractor must use traffic signage that meets Mississippi Department of Transportation MUTCD standards to notify approaching motorists.

XV. PUBLIC UTILITIES:

The Contractor shall notify all public service utilities to resolve conflicts concerning their property as required by ANSI Z133.1.

XVI. DAMAGE TO ADJACENT PROPERTY

Any damage to private or public properties adjacent to work areas caused by Contractor negligence shall be resolved before any City payments are released.

XVII. CONDUCT OF CONTRACTOR:

The use of drugs or alcohol is prohibited while working on City property.

fees and claims for damages resulting from or arising out of any infringement claim or claim of bodily injury, death or damage to real or tangible personal property caused by contractor and/or its partners, principals, agents, employees or subcontractors in the performance of this contract. The City of Diamondhead will notify the contractor in writing of any claim to be indemnified hereunder, of which City has knowledge, and contractor in turn will promptly notify City of any such claim. Contractor shall, at its sole expense, control the defense of such suit to the extent allowed by Mississippi law. The parties agree to cooperate with one another in the defense of any such matter.

- Failure of, or disturbances in, any mail service is not a legitimate reason for bids submitted after the above due date and time. Bids received after said day and time shall be returned to the respective bidder unopened. Bids shall be properly labeled:

**2014-1025
REQUEST FOR SERVICES
2014 TREE REMOVALS**

Envelope shall be addressed to the City of Diamondhead, Purchasing Clerk, 5000 Diamondhead Circle, Diamondhead, MS 39525. In addition, the envelope shall list the Company Name and Address.

AND shall be hand delivered between the hours of 8 am and 5 pm Monday through Friday or mailed to Connie Scott, Purchasing Clerk, City of Diamondhead, 5000 Diamondhead Circle, Diamondhead, MS 39525 and RECEIVED NO LATER THAN 10:00 a.m., February 21, 2014.

Bids will be opened on Friday, **February 21, 2014** at 10:00 a.m. to the public. The bid opening will serve only to open, read and tabulate the bid prices on each bid. No discussion will be entered into with any vendor and no award will be made at the bid opening.

2014 Tree and Stump Removal
Tree and Stump Location Exhibit
All Trees are Marked with Red Dot at the Base

<u>TREE #</u>	<u>TYPE</u>	<u>LOCATION</u>
#13	Oak	56123 DH Dr. East Median
#15	Oak	67175 DH Dr. East Median
#16	Pine	68201 DH Dr. East Median
#20	Pine	68207 DH Dr. East Median
#17	Gum	68210 DH Dr. East Median
#21/#22 same tree	Oak	68219 DH Dr. East Median
#23/#24 same tree	Gum	69234 DH Dr. East Median
#32	Oak	88387 DH Dr. East Median
#33	Pine	88384 DH Dr. East Median
#33	Oak	88384 DH Dr. East Median
#35	Oak	OIO St/DH Dr. East Median
#36	Oak	88386 DH Dr. East Median
#38	Oak	88402 DH Dr. East Median
#40	Oak	8705 DH Dr. West Median
#40	Oak	8705 DH Dr. West Median
#43	Pine	8705 DH Dr. West Median
#43	Pine	8705 DH Dr. West Median
#48	Oak	8716 DH Dr. West Median
#49	Oak	96466 DH Dr. West Median
#50	Pine	96466 DH Dr. West Median
#52	Pine	85533 DH Dr. West Median
#55	Pine	104211 Bayou Dr. Median
#56	Oak	74616 DH Dr. North Median
#58	Pine	73634 DH Dr. North Median
#62	Pine	72693 DH Dr. North Median
#63	Oak	Devil Elbow Entrance
#56	Oak	63746 DH Dr. West Median
#70	Oak	63781 DH Dr. North Median
#100	Pine	7602 Faiway Dr. Median
#100	Pine	7602 Faiway Dr. Median
#100	Pine	7602 Faiway Dr. Median
#99	Pine	7602 Faiway Dr. Median
#99	Pine	7602 Faiway Dr. Median

END OF DOCUMENT

For Agenda Item #s
2014-3065 +
2014-3068

Backhoe and Dump Truck

January 13, 2014

Our Public Works Department is small and our goal should be to have them work as efficiently as possible. The backhoe is 17 years old and the dump truck is 15 years old. These are the two most important pieces of equipment, other than the mowers, that we operate.

The backhoe last week had many of its hoses burst resulting in a loss of hydraulic fluid and complete cessation of usefulness. Workers in the PW department have been spending numerous hours and money in an attempt to keep the machine working as long as possible. The dump truck is basically a piece of junk also.

In FY 2014 we budget about \$26,000 for backhoe repairs and \$28,000 for dump truck repairs for a total of \$54,000 for repairs to these two vehicles. Even if all of this money is used to repair the vehicles, we're still dealing with 17 year old and 15 year old pieces of equipment.

A 6 yard dump truck, excluding the dump bed, is on state contract for \$65,251. The bed costs about an additional \$6,800 for a total of \$72,051.

The backhoe is not on state contract and costs about \$76,500.

Both pieces of new equipment would cost a total of about \$148,551.

Projected financing at this time runs between 2.1% and 2.5%. If both pieces of equipment are purchased through a lease purchase agreement over a 5 year time frame, the interested paid would be between about \$8,000 and \$9,600, depending upon the actual percentage rate.

The cost per year would be between \$31,500 and \$31,700, depending upon the final interest rate. That equates to between \$2625 and \$2641 per month.

The backhoe and the dump bed would have to be sent out as bids and that process normally takes about 30 days.

The City Comptroller has reviewed the figures and has no concerns about the finances involved.

I suggest that we approve the City Manager to immediately begin the process to obtain both a new dump truck and a new backhoe so that our Public Works department employees can work in a more efficient manner and stop having to spend so much time trying to keep both machines running.

Ernie Knobloch

Ron Rech

**2014-1026
REQUEST FOR BIDS
PURCHASE OF A BACKHOE
CITY OF DIAMONDHEAD**

Notice is hereby given that the City of Diamondhead, Mississippi, will receive sealed bids at City Hall, until 10:00 a.m. on Friday, February 21, 2014 for the following:

PURCHASE OF A BACKHOE

Bids will be opened on Friday, February, 21, 2014 at 10:00 a.m. to the public. The bid opening will serve only to open, read and tabulate the bid prices on each bid. No discussion will be entered into with any vendor and no award will be made at the bid opening.

SUBMISSION INSTRUCTIONS

Sealed bids can be mailed or hand delivered before 10:00 A.M. on Friday, February 21, 2014 to:

**City of Diamondhead
Attn: Purchasing Clerk
5000 Diamondhead Circle
Diamondhead, MS 39525**

Faxed and emailed bids will not be accepted. Bids sent by United States mail or hand delivered (including delivery by commercial carrier) shall be deemed late if delivered to the address of the office designated for receipt of offers after the date and time established for receipt of offers. Offers delivered through any means authorized by the bid may be also deemed timely if there is acceptable evidence to establish that it was received at the City designated for receipt of proposals and was under the City's control prior to the time set for receipt of bid; or if it was the only bid received. Bids received after said day and time shall be returned to the respective bidder unopened. The bids shall be sealed and properly labeled:

**2014-1026
REQUEST FOR BID
PURCHASE OF A BACKHOE
CITY OF DIAMONDHEAD**

AND the envelope shall be addressed to the City of Diamondhead, Purchasing Clerk, 5000 Diamondhead Circle, Diamondhead, MS 39525. **In addition**, the envelope shall list the Company Name and Address.

QUESTION SUBMISSION

Questions or concerns regarding any aspect of this solicitation shall be forwarded in writing to Purchasing Clerk at the above address; or through email to cscott@diamondhead.ms.gov so they

can be addressed prior to the solicitation deadline for bidders. Answers will be sent via an addendum to all Bidders who received this solicitation through the Finance Department.

SPECIFICATIONS

The required minimum specifications are listed below. (Any substitutions must be equal to or better than the listed specifications). Please attach a justifications for any substitutions.

- **Operating Weight** – Minimum of 16,270 lbs as equipped per specifications of Cab/AC, 4WD, extendable dipper stick and 4-N-1 (multi-purpose bkt)
- **Engine** – EPA IT-4 certified, 4-cylinder, 4.5 L, wet-sleeve, direct injected diesel, developing a minimum of 70 net Peak HP @2200 RPM. Engine service intervals of 500 hours. All daily check points shall be done from ground level for safety purposes. Engine shall have a serpentine belt with automatic tensioner to reduce maintenance.
- **Transmission/Differentials** – 4 speed, full power shifted with hydraulic reverser. Machine shall include mechanical front wheel drive option and have a 100% hydraulic locking rear differential that can be engaged on-the-go.
- **Steering** – ISO5010, hydrostatic power steering with emergency manual mode.
- **Performance and Dimensions** – 21’5” minimum reach from swing pivot, maximum SAE digging depth 14’5” (retracted), minimum backhoe bucket digging force 11,106 lbs., loader breakout force 9350 lbs., loader lift capacity to full height 6600 lbs.
- **Backhoe**- Unit shall be supplied with an extendable dipper stick to provide a SAE digging depth with 2’ flat bottom of 17’10”.
- **Hydraulic** – Open center hydraulic system with 31.5 GPM flow at minimum of 3600 lbs. operating pressure. Backhoe controllers shall be mechanical two lever design.
- **Electrical** – 12 volt system with 10 halogen (4 front/4 rear/2 docking) lights. The front lights shall be adjustable and the bulbs shall be no less than 35 candlepower each. Unit shall be equipped with two front and two rear turn signal/flashing and two rear stop and tail lights and two rear reflectors. 90 amp alternator.
- **Operators Station** – Totally enclosed ROPS/FOPS pressurized cab with air conditioner/heater/defroster. Full adjustable cloth deluxe suspension seat, 3” seat belt, tilt steering wheel and front wiper. Full instrumentation/monitor with onboard diagnostics and product LINK wireless communication system.
- **Tires** – 12-16.5 front and 19.5L-24R-4 rear tires
- **General Specifications** – 41 gallon fuel tank, 24” heavy duty digging bucket, 1.25 cu. yd 4-N-1 (multi-purpose) loader bucket with replaceable edge, hydraulic stabilizers with street pads.
- **Back up Alarm**
- **Warranty** – 5 year/5000 hours powertrain and hydraulic warranty with the first 12 months being full machine coverage.
- **Delivery** – Price should include delivery to the City of Diamondhead, Public Works Barn, 98190 Kapalama Dr., Diamondhead, MS 39525.

**2014-1026
BID FORM
REQUEST FOR BIDS
PURCHASE OF A BACKHOE
CITY OF DIAMONDHEAD**

NOTICE TO BIDDERS: Bids must be submitted on this form and submitted in a sealed envelope marked accordingly. Bids not submitted on this form may be disqualified.

Company Name: _____

Representative Name (Print): _____

Representative Signature: _____

Address: _____

Phone: _____ Date: _____

Bid total must be written in numbers and words:

Total Bid Amount \$ _____

\$ _____ (words) dollars _____ (words) cents

Publish Twice in the Legal Section: Saturday, January 25, 2014 and Saturday, February 1, 2014

Sea Coast Echo

END OF DOCUMENT

**2014-1028
REQUEST FOR BIDS
PURCHASE OF A DUMP TRUCK
CITY OF DIAMONDHEAD**

Notice is hereby given that the City of Diamondhead, Mississippi, will receive sealed bids at City Hall, until 10:00 a.m. on Friday, February 21, 2014 for the following:

PURCHASE OF A DUMPTRUCK

Bids will be opened on Friday, February, 21, 2014 at 10:00 a.m. to the public. The bid opening will serve only to open, read and tabulate the bid prices on each bid. No discussion will be entered into with any vendor and no award will be made at the bid opening.

SUBMISSION INSTRUCTIONS

Sealed bids can be mailed or hand delivered before 10:00 A.M. on Friday, February 21, 2014 to:

**City of Diamondhead
Attn: Purchasing Clerk
5000 Diamondhead Circle
Diamondhead, MS 39525**

Faxed and emailed bids will not be accepted. Bids sent by United States mail or hand delivered (including delivery by commercial carrier) shall be deemed late if delivered to the address of the office designated for receipt of offers after the date and time established for receipt of offers. Offers delivered through any means authorized by the bid may be also deemed timely if there is acceptable evidence to establish that it was received at the City designated for receipt of proposals and was under the City's control prior to the time set for receipt of bid; or if it was the only bid received. Bids received after said day and time shall be returned to the respective bidder unopened. The bids shall be sealed and properly labeled:

**2014-1028
REQUEST FOR BID
PURCHASE OF A DUMPTRUCK
CITY OF DIAMONDHEAD**

AND the envelope shall be addressed to the City of Diamondhead, Purchasing Clerk, 5000 Diamondhead Circle, Diamondhead, MS 39525. **In addition**, the envelope shall list the Company Name and Address.

QUESTION SUBMISSION

Questions or concerns regarding any aspect of this solicitation shall be forwarded in writing to Purchasing Clerk at the above address; or through email to cscott@diamondhead.ms.gov so they

can be addressed prior to the solicitation deadline for bidders. Answers will be sent via an addendum to all Bidders who received this solicitation through the Finance Department.

SPECIFICATIONS

The required minimum specifications are listed below. (Any substitutions must be equal to or better than the listed specifications). Please attach a justifications for any substitutions.

Truck Chassis

- 26,000 lb GVWR (under CDL requirement)
- Cummins 6.7L ISB 200 HP diesel engine
- Standard Transmission
- Hydraulic brakes
- 11.00R22.5G Continental HDR2 tires on 10-hole steel disc wheels
- 194" wheelbase (W/B), 84" cab-to-axle (C/A) distances
- 45 gallon fuel tank
- Dual mirrors
- White
- Tow Package/electric
- Back-up alarm
- Occupant seating for two
- A/C

Dump Body

- Warren Model U-450 Heavy Duty Dump Body Assembly
- 5/6 cu yd. capacity
- 3/16" A1011 high tensile steel floor
- 10 ga A1011 high tensile steel sides and tailgate
- Vertical side braces
- 5/16" steel chains on tailgate and double acting
- Manual controls
- Warren Model U50-723 Hoist assembly with PTO
- Full width 24" deep cab shield over cab
- LED dump body props
- Rear wheel mud flaps
- Wood side boards
- White
- **Delivery** – Price should include delivery to the City of Diamondhead, Public Works Barn, 98190 Kapalama Dr., Diamondhead, MS 39525.

RFP# 2014-1027

**NOTICE AND REQUEST FOR PROPOSALS (RFP)
Lease Purchase Financing
Public Works Vehicles and Associated Equipment**

City of Diamondhead, MS

February 21, 2014

NOTICE AND REQUEST FOR PROPOSALS (RFP)
Lease Purchase Financing
Public Works Vehicles and Associated Equipment

Notice is hereby given that the City of Diamondhead, Mississippi will receive sealed proposals for the financing of Public Works Vehicles and Associated Vehicle Equipment with a purchase total of up to \$175,000.00 of such items. Sealed proposals can be mailed or hand delivered before 10:00 a.m. on Friday, February 21, 2014 to:

City of Diamondhead
Attn: Purchasing Clerk
5000 Diamondhead Circle
Diamondhead, MS 39525

Faxed and emailed proposals will not be accepted. Proposals will be opened on Friday, February 21, 2014 at 10:00 a.m. to the public. No proposals will be accepted after the deadline.

An original shall be marked "Original" and ten (10) identified as "1-10, Copies" of each proposal must be submitted. The bid opening will serve only to open, read and tabulate the bid prices on each bid. No discussion will be entered into with any vendor and no award will be made at the bid opening.

Proposals shall be sealed and properly labeled as follows:

RFP# 2014-1027
NOTICE AND REQUEST FOR PROPOSALS (RFP)
LEASE PURCHASE FINANCING
PUBLIC WORKS VEHICLES AND ASSOCIATED EQUIPMENT
CITY OF DIAMONDHEAD, MISSISSIPPI

AND, envelope shall be addressed to the City of Diamondhead, Purchasing Clerk, 5000 Diamondhead Circle, Diamondhead, MS 39525. **In addition**, the envelope shall list the Company Name and address.

Instructions for Submission of Proposals

- **Clarifications** – Any clarification desired by the proposer regarding this proposal can be submitted in written form to the Purchasing Clerk at the address listed above or emailed to cscott@diamondhead.ms.gov. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective proposer concerning a solicitation will be furnished to all prospective proposers.
- **Authorizations** – Proposals are to be signed by those officials or agents duly authorized on behalf of their respective institutions to sign proposals and contracts.
- **Term:** Terms and conditions of the proposals outlined herein shall be valid and binding for a minimum of 45 days from the submission deadline mentioned above.
- **Award of Contract** – The contract will be awarded to the responsible proposer whose proposal is the most advantageous to the City of Diamondhead. The City will reserve the right to accept, reject, or negotiate with interested parties. The City of Diamondhead reserves the right to waive

minor informalities and irregularities, and to select the proposal which is determined to be in the best interest of the City from a combined consideration of the Respondent's experience with like entities, similar equipment financing transactions.

- **Compliance with State Laws** – It is agreed and understood that any contracts placed as a result of this proposal will be governed under the State Laws of Mississippi.
- **Transmittal Letter** – Each proposer shall submit, as an integral part of its proposal, a Letter of Transmittal to include the minimum:
 - A. Company Background Summary
 1. Firm Profile –
 - a. Size of firm in terms of employees, assets, number of offices, etc.
 - b. List of offices located within Hancock County.
 - c. List of offices located within the City of Diamondhead
 2. Experience in the financing sector along with other activities offered by your company. Please be brief.
 3. References – provide a list of entities similar to the City of Diamondhead in which you provided financing along with contact names and telephone numbers. The list should contain no less than 3 and no more than 5 entities.
 - B. A brief summary of the Firm's understanding of the services being requested by the City of Diamondhead.

Analysis and Selection

Proposal analysis and selection of proposals for negotiations will be based on the following evaluation categories listed by their relative order of importance as follows:

1. Financing Proposal Response
2. Cost
3. Experience

Contract Terms and Compensation Method

The City will consider proposals for a 5 year installment payback on a principal amount of up to \$175,000.00 with a prepayment option. The decision to accept a proposal will be based upon the overall financing costs including, but not limited to interest cost, all related transaction costs, and respondent's experience and expertise in providing installment purchase financing to other public entities.

The agreement term must be in compliance with applicable state, local, and city law and statute. The proposal must contain a fixed interest rate (APR). Rates must be guaranteed for not less than 45 days. Payments shall be annual in arrears commencing twelve (12) months from the Date of Commitment, with subsequent payments due annually thereafter. All annual payments shall be equal, consisting of both principle and interest. The proposals must list the collateral requirements, the process that the City, or its designee, must follow to draw funds, and amount of interest to be charged to the City (attach amortization schedule). The proposals must list all charges, fees, "points", costs or expenses that respondent may either charge the City or require the City to pay.

**City of Diamondhead
Lease Purchase Loan
Public Works Vehicles and Associated Equipment
Pricing Sheet**

Information required to be submitted with Proposals

1. Transmittal Letter
2. Pricing Summary – (Pricing Sheet)
3. Contract terms and compensation method

Principal Amount: Up to \$175,000.00

Interest Charged: _____ at _____ %APR

Fees or other Charges if any (list): Note: table is based on 5 annual payments. Term total if for 5 years.

Installment #	Principal Pmt	Interest Pmt	Total Payment
1.			
2.			
3.			
4.			
5.			
Total Amount			

Lending Institution

Authorized Signature

Title

Mailing Address (street/po box)

City

State

Zip

Telephone Number

Fax number

Date

City Privilege Tax Number (If applicable)

Publish Twice in the Legal Section: Saturday, January 25, 2014 and Saturday, February 1, 2014

End of Document



City of Diamondhead, MS

Docket of Claims Register - Council

APPKT00077 - DOC 1.21.2014
By Docket/Claim Number

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Item Description	Line Amount	Payment Amount
DKT130245	AGJ	01/21/2014	35665	Monthly Compete Care Service	001-140-60400	Professional Fees - IT	Monthly Complete Service January 2014	1,100.00	2,124.68
			35823	Moving of Network System	001-140-52500	Miscellaneous Supplies	Rack	844.93	
			36754	Web Service December 2013	001-140-60400	Professional Fees - IT	Web service December 2013	56.25	
			38522	Hard Dirve	001-200-50100	Supplies	Hard Drive USB 2 TB	123.50	
DKT130246	AT&T	01/21/2014	01.05.2014	January Charges	001-140-61000	Telephone	January Charges	88.16	88.16
DKT130247	Blaine LaFontaine	01/21/2014	01.14.2014	Travel Expense	001-100-62000	Travel & Training	Travel Expense - Jackson, MS	272.92	272.92
DKT130248	Center for Government and Community Development	01/21/2014	01.02.2014	City Clerk Training	001-140-62000	Travel & Training	Kristin City Clerk Training	200.00	200.00
DKT130249	Cintas Corporation	01/21/2014	01.10.2014	PW Uniforms Invoice for December	001-301-52300	Uniforms	PW Uniforms	884.40	884.40
DKT130250	Coast Electric Power Association	01/21/2014	003 01.22.2014	Charges for City Hall	001-140-65000	Utilities - General	Chariges for City Hall	2,468.25	2,468.25
DKT130251	Concepts LLC	01/21/2014	95760	Answering Service January Invoice	001-140-61000	Telephone	2014 January Invoice	110.00	110.00
DKT130252	CSpire	01/21/2014	12.31.2013	December 2013 Statement	001-650-61100	Telephone - Cell	Building Dept	83.82	
					001-100-61100	Telephone - Cell	Mayor	62.13	
					001-301-61100	Telephone - Cell	Public Works	468.35	
DKT130253	Diamondhead Cleaners	01/21/2014	0602	Clean Police Uniforms	001-200-52300	Uniforms	Clean Police Uniforms	26.00	26.00
DKT130254	Diamondhead Country Club and Property Owner's Association Inc.	01/21/2014	01.01.2014	January Lease payment for PW Barn	001-301-67000	Rentals	January Lease Payment for PW Barn	1,000.00	1,000.00
DKT130255	Eagle Energy	01/21/2014	3055-3056	400 Gallons Unleaded No Ethanol	001-301-52200	Fuel/Oil	200 Ultra Low Sulfur Diesel	657.56	
				400 Gallons Unleaded No Ethanol	001-301-52200	Fuel/Oil	400 Gallons Unleaded No Ethanol	1,196.40	1,853.96

Docket of Claims Register - Council

Docket/Claim #	Vendor Name		Payable Description	Account Number	Account Name	Item Description	Payment Amount	
	Payable Date	Payable Number					Line Amount	Payment Amount
DKT130256	01/21/2014	Fleetcor Technologies Inc. NP40145801	Invoice 12.30.13 to 01.05.14	001-650-52200	Fuel/Oil	Fuel Building Department	62.00	1,116.54
				001-200-52200	Fuel/Oil	PC 155	77.29	
				001-200-52200	Fuel/Oil	PC 165	27.78	
				001-200-52200	Fuel/Oil	PC 287	38.06	
				001-200-52200	Fuel/Oil	PC 350	52.42	
				001-200-52200	Fuel/Oil	PC 462	75.87	
				001-200-52200	Fuel/Oil	PC 642	86.70	
				001-200-52200	Fuel/Oil	PC 789	70.47	
				001-200-52200	Fuel/Oil	PC 801	77.82	
				001-200-52200	Fuel/Oil	PC 803	89.53	
				001-200-52200	Fuel/Oil	PC 155	38.25	
				001-200-52200	Fuel/Oil	PC 165	24.60	
				001-200-52200	Fuel/Oil	PC 287	62.01	
				001-200-52200	Fuel/Oil	PC 350	83.88	
				001-200-52200	Fuel/Oil	PC 462	45.00	
				001-200-52200	Fuel/Oil	PC 642	20.63	
				001-200-52200	Fuel/Oil	PC 789	72.15	
				001-200-52200	Fuel/Oil	PC 803	112.08	
DKT130257	01/21/2014	Government Finance Officers Association 0195411	Membership Dues	001-140-64000	Membership Dues/Fees	Membership Dues Kristin Ventura	170.00	170.00
DKT130258	01/21/2014	Hancock County Sheriff's Office 01.02.2014	December Inmate Charges	001-200-68900	Prisoner's Expense	December Inmate Charges	440.00	38,007.63
			Interlocal Charges for December	001-200-69000	Interlocal Agreement	Interlocal Charges for December	37,567.63	
DKT130259	01/21/2014	Joseph Lopez 10.10.2014	Travel Expense	001-100-62000	Travel & Training	Travel Expense - Jackson, MS	272.92	272.92
DKT130260	01/21/2014	Kristin Ventura 01.14.2014	Travel Expense	001-140-62000	Travel & Training	Travel Expense - Jackson, MS	82.00	100.32
				001-140-62000	Travel & Training	Travel Expense - FEMA Training in Kiln, MS	18.32	
DKT130261	01/21/2014	Lowes Home Improvement 01.20.2014	January 2014 Statement	001-301-54400	Repairs & Maintenance - Other	January 2014 Statement	568.70	568.70
DKT130262	01/21/2014	Mississippi Municipal League 19927	Annual Membership 10.01.2013 to 9.30.2014	001-140-64000	Membership Dues/Fees	Annual Membership Dues	2,828.00	2,828.00

Docket of Claims Register - Council

APPKT00077 - DOC 1.21.2014

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Item Description	Line Amount	Payment Amount
DKT130263	MS Department of Public Safety	01/21/2014	01.02.2014	Wireless assesment for December 2013	001-10500	State Assessments Payable	Wireless assessment for December 2013	154.29	154.29
DKT130264	MS Department of Transportation	01/21/2014	2405111313	Flagger Safety Workshop	001-301-62000	Travel & Training	Flagger Safety Workshop	80.00	80.00
DKT130265	MS Municipal Court	01/21/2014	01.03.2014	Annual Court Clerk Dues	001-110-64000	Membership Dues/Fees	Annual Court Clerk Dues	50.00	50.00
			01.08.2014	Court Clerks Association Annual	001-110-64000	Membership Dues/Fees	Annual Dues	50.00	50.00
DKT130266	Napa of Bay St. Louis	01/21/2014	084410	Hydraulic Parts	001-301-54300	Repairs & Maintenance - Equipment	Hydraulic Hose & fittings	49.40	49.40
DKT130267	North Bay Auto	01/21/2014	15347	Oil Change Unit 642	001-200-54200	Repairs & Maintenance - Vehicle	Oil Change Unit 642	38.44	38.44
			15463	Repairs to Unit 789	001-200-54200	Repairs & Maintenance - Vehicle	Repairs to Unit 789	290.37	290.37
DKT130268	Office Depot	01/14/2014	690749876001 & 77001	3 Cash Drawers	001-110-50100	Supplies	Cash Drawer	269.99	269.99
					001-140-50100	Supplies		269.99	269.99
					001-650-50100	Supplies	Legal Size hanging folders	67.20	67.20
					001-140-50100	Supplies			
DKT130269	Pearl River Community College	01/21/2014	14-0101	PowerPoint 2010 Training Holly	001-650-62000	Travel & Training	PowerPoint Training 2010 Holly	50.00	50.00
DKT130270	Richard Rose	01/21/2014	10.10.2014	Travel Expense	001-140-62000	Travel & Training	Travel Expense - Jackson, MS	272.92	272.92
DKT130271	South Mississippi Business Machines	01/21/2014	AR221559	Copier Rental Sharp MX-6201N	001-140-52600	Copier Maintenance	Contract Base Perios 07.04 to 02.04.2014	52.00	52.00
					001-140-52600	Copier Maintenance	Copies Made 12.08.2013 to	166.40	166.40
					001-140-52600	Copier Maintenance	Copier in Purchasing and AP	102.00	102.00
DKT130272	State Treasurer	01/21/2014	12.31.2013	Court Settlement Decembr 2013	001-10500	State Assessments Payable	Court Settlement December 2013	1,955.71	1,955.71
DKT130273	Sun Herald	01/21/2014	2014 Renewal	2014 Subscription Renewal	001-140-63200	Publications	2014 Annual Subscription Renewal	204.40	204.40

Docket of Claims Register - Council

APPKT00077 - DOC 1.21.2014

Docket/Claim #	Vendor Name		Payable Number	Payable Description	Account Number	Account Name	Item Description	Payment Amount	
	Payable Date	Team One Communications Inc.						Line Amount	Payment Amount
DKT130274	01/21/2014	902000435	Case Carrier for Radio	001-200-52300	Uniforms	Leather Carry Case with 3' swivel belt loop	51.00	51.00	51.00
DKT130275	01/21/2014	025-85868	Invoice 12.16 to 12.20.2013	001-140-91400	Capital Outlay -	Training 12.16 to 12.20.2013	2,538.97	2,538.97	4,538.97
		025-85869	Corey Collins - Financials and Inventory	001-140-91400	Capital Outlay -	Financials and Inventory	2,000.00	2,000.00	

Total Claims: 31 Total Payment Amount: 61,689.85

CITY OF DIAMONDHEAD, MISSISSIPPI
Financial Statements
Coversheet
For the Month ended December 31, 2013

1 Monthly Budget Report
(General Fund)

- Basic financial statements provided in required format.

2 Notes to the Monthly Budget Report

- Provides explanations to variances and general information on data.



City of Diamondhead, MS

Monthly Budget Report

Group Summary

For Fiscal: 2013-2014 Period Ending: 12/31/2013

Category	Period 12 Budget	Period 12 Activity	Variance		YTD Budget	YTD Activity	Variance		Total Budget
			Favorable (Unfavorable)	Percent Used			Favorable (Unfavorable)	Percent Used	
Fund: 001 - GENERAL FUND									
Revenue									
200 - TAXES	33,095.46	40,381.97	7,286.51	-122.02 %	66,190.91	118,097.73	51,906.82	-178.42 %	2,552,530.08
220 - LICENSES & PERMITS	9,784.10	34,670.70	24,886.60	-354.36 %	99,192.30	101,279.17	2,086.87	-102.10 %	385,295.50
250 - INTERGOVERNMENTAL	41,679.51	38,163.53	-3,515.98	-91.56 %	175,038.53	121,342.36	-53,696.17	-69.32 %	811,734.86
290 - FINES & FORFEITS	2,315.74	3,018.95	703.21	-130.37 %	6,947.22	8,913.19	1,965.97	-128.30 %	27,800.00
300 - MISCELLANEOUS	199.92	293.58	93.66	-146.85 %	599.76	2,139.76	1,540.00	-356.77 %	2,400.00
350 - TRANSFERS AND NON REVENUE RECEIPTS	0.00	0.00	0.00	0.00 %	1,600,000.00	0.00	-1,600,000.00	0.00 %	1,600,000.00
Total Revenue:	87,074.73	116,528.73	29,454.00	-133.83 %	1,947,968.72	351,772.21	-1,596,196.51	-18.06 %	5,379,760.44
Expense									
Department: 100 - LEGISLATIVE - COUNCIL									
400 - PERSONNEL SERVICES	1,086.45	1,101.27	-14.82	101.36 %	3,259.35	3,274.31	-14.96	100.46 %	13,038.00
500 - SUPPLIES	49.98	636.00	-586.02	1,272.51 %	149.94	636.00	-486.06	424.17 %	600.00
600 - CONTRACTUAL SERVICES	6,251.96	0.00	6,251.96	0.00 %	6,575.88	336.68	6,239.20	5.12 %	11,784.00
Total Department: 100 - LEGISLATIVE - COUNCIL:	7,388.39	1,737.27	5,651.12	23.51 %	9,985.17	4,246.99	5,738.18	42.53 %	25,422.00
Department: 110 - JUDICIAL - MUNICIPAL COURT									
400 - PERSONNEL SERVICES	6,241.30	4,483.74	1,757.56	71.84 %	20,032.40	15,103.67	4,928.73	75.40 %	77,716.00
500 - SUPPLIES	124.95	94.66	30.29	75.76 %	374.85	94.66	280.19	25.25 %	1,500.00
600 - CONTRACTUAL SERVICES	339.86	0.00	339.86	0.00 %	1,019.58	58.28	961.30	5.72 %	4,080.00
Total Department: 110 - JUDICIAL - MUNICIPAL COURT:	6,706.11	4,578.40	2,127.71	68.27 %	21,426.83	15,256.61	6,170.22	71.20 %	83,296.00
Department: 140 - ADMINISTRATION - GENERAL									
400 - PERSONNEL SERVICES	30,682.36	30,965.69	-283.33	100.92 %	97,445.93	92,176.28	5,269.65	94.59 %	379,849.78
500 - SUPPLIES	2,816.70	806.33	2,010.37	28.63 %	8,450.10	4,163.41	4,286.69	49.27 %	33,814.00
600 - CONTRACTUAL SERVICES	32,377.33	77,430.91	-45,053.58	239.15 %	98,145.11	117,635.42	-19,490.31	119.86 %	583,675.00
800 - DEBT SERVICE	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	58,326.00
900 - CAPITAL OUTLAY	3,083.10	0.00	3,083.10	0.00 %	1,629,249.30	4,343.77	1,624,905.53	0.27 %	1,690,421.00
Total Department: 140 - ADMINISTRATION - GENERAL:	68,959.49	109,202.93	-40,243.44	158.36 %	1,833,290.44	218,318.88	1,614,971.56	11.91 %	2,746,085.78
Department: 200 - POLICE DEPARTMENT									
400 - PERSONNEL SERVICES	1,906.45	0.00	1,906.45	0.00 %	6,159.39	0.00	6,159.39	0.00 %	23,825.00
500 - SUPPLIES	6,135.46	1,925.96	4,209.50	31.39 %	18,406.38	8,107.43	10,298.95	44.05 %	73,655.00
600 - CONTRACTUAL SERVICES	57,449.16	35,226.49	22,222.67	61.32 %	172,347.48	35,383.34	136,964.14	20.53 %	689,666.00
900 - CAPITAL OUTLAY	708.05	499.99	208.06	70.62 %	2,124.15	10,263.28	-8,139.13	483.17 %	8,500.00
Total Department: 200 - POLICE DEPARTMENT:	66,199.12	37,652.44	28,546.68	56.88 %	199,037.40	53,754.05	145,283.35	27.01 %	795,646.00

Category	Period 12 Budget	Period 12 Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Department: 301 - PUBLIC WORKS									
400 - PERSONNEL SERVICES	60,421.53	42,523.68	17,897.85	70.38 %	191,014.84	140,520.40	50,494.44	73.57 %	746,139.40
500 - SUPPLIES	17,970.63	4,206.92	13,763.71	23.41 %	53,911.89	12,374.48	41,537.41	22.95 %	215,734.00
600 - CONTRACTUAL SERVICES	24,840.87	12,867.86	11,973.01	51.80 %	74,522.61	38,846.43	35,676.18	52.13 %	298,210.00
900 - CAPITAL OUTLAY	14,202.65	0.00	14,202.65	0.00 %	42,607.95	0.00	42,607.95	0.00 %	182,300.00
Total Department: 301 - PUBLIC WORKS :	117,435.68	59,598.46	57,837.22	50.75 %	362,057.29	191,741.31	170,315.98	52.96 %	1,442,383.40
Department: 650 - ECONOMIC DEVELOPMENT/BLDG & PLAN									
400 - PERSONNEL SERVICES	7,546.98	6,460.94	1,086.04	85.61 %	23,988.94	23,707.32	281.62	98.83 %	93,474.60
500 - SUPPLIES	1,016.26	78.09	938.17	7.68 %	3,048.78	159.82	2,888.96	5.24 %	12,200.00
600 - CONTRACTUAL SERVICES	12,210.85	200.00	12,010.85	1.64 %	39,257.59	2,177.35	37,080.24	5.55 %	154,042.00
Total Department: 650 - ECONOMIC DEVELOPMENT/BLDG & PLANNIN	20,774.09	6,739.03	14,035.06	32.44 %	66,295.31	26,044.49	40,250.82	39.29 %	259,716.60
Total Expense:	287,462.88	219,508.53	67,954.35	76.36 %	2,492,092.44	509,362.33	1,982,730.11	20.44 %	5,352,549.78
Total Revenues	87,074.73	116,528.73	29,454.00	-133.83 %	1,947,968.72	351,772.21	-1,596,196.51	-18.06 %	5,379,760.44
Total Fund: 001 - GENERAL FUND:	-200,388.15	-102,979.80	97,408.35		-544,123.72	-157,590.12	386,533.60		27,210.66
Report Total:	-200,388.15	-102,979.80	97,408.35		-544,123.72	-157,590.12	386,533.60		27,210.66

Fund Summary

Fund	Period 12		Period 12		YTD		YTD		Total Budget	
	Budget	Activity	Budget	Activity	Budget	Activity	Budget	Activity	Used	Used
001 - GENERAL FUND	-200,388.15	-102,979.80	-544,123.72	-157,590.12	97,408.35	-157,590.12	386,533.60	27,210.66		
Report Total:	-200,388.15	-102,979.80	-544,123.72	-157,590.12	97,408.35	-157,590.12	386,533.60	27,210.66		

CITY OF DIAMONDHEAD, MISSISSIPPI
Notes to Monthly Budget Report
General Fund
For the Month ended December 31, 2013

General:

1. Hancock Bank Account Balance as of:	12/31/2013	\$ 1,378,226.32
2. Highlighted Activity:	12/31/2013	
a. Fund Balance	\$ 1,435,229.52	

Revenues:

		<u>Period</u>
1. Auto Tax	\$ 37,087.64	November
2. Auto Tax	\$ 3,294.33	Prior Year - 2012/2013
3. Sales Tax	\$ 35,985.60	October
4. Franchise Fees	\$ 23,535.00	7/1 - 9/30/13 Cable One
5. Court Fines (net)	\$ 2,386.30	December
6. Interest Earned	\$ 267.08	December

Expenditures:

Legislative Council

CONTRACTUAL SERVICES		<u>Period Budget</u>	<u>Period Activity</u>	<u>Explanation of Variance</u>
1. Travel & Training		\$ 6,173.33	\$ -	Expenses for Legislative Reception and MML Conference at end of January will hit in January 2014.

Municipal Court

PERSONNEL SERVICES		<u>Period Budget</u>	<u>Period Activity</u>	<u>Explanation of Variance</u>
1. Salaries		\$ 5,234.00	\$ 3,750.46	Budgeted \$1,000 for each appeal. None applied to date.

Administration - General

CONTRACTUAL SERVICES		<u>Period Budget</u>	<u>Period Activity</u>	<u>Explanation of Variance</u>
1. Building Rent		\$ -	\$ 63,833.58	December payment for City Hall.

Police

PERSONNEL SERVICES		<u>Period Budget</u>	<u>Period Activity</u>	<u>Explanation of Variance</u>
1. Salaries		\$ 1,760.16	\$ -	Salary is for Animal Control Officer. No expense to date.

Public Works - NONE

Economic Development/Building/Planning & Zoning

CONTRACTUAL SERVICES		<u>Period Budget</u>	<u>Period Activity</u>	<u>Explanation of Variance</u>
1. Professional Fees - Consulting		\$ 8,330.00	\$ -	No expenses to date.