



AGENDA

FORMAL MEETING OF CITY COUNCIL

Diamondhead, Mississippi

Council Chambers
City Hall
November 19, 2013
6:00 pm CST

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes—Motion to Accept the Minutes Subject to Any Corrections or Additions Made by Council.**
11.5.13 Formal Meeting
6. **Confirmation or Adjustment of the Agenda Order—Motion to Accept the Agenda Order Subject to Any Adjustments or Additions Made By Council, the City Manager, or the City Clerk**
7. **Communications/Announcements from the Mayor and Council**
The next regularly scheduled Council Meeting will be held at 6:00 p.m. CST on Tuesday, December 3, 2013 in Council Chambers located at 5000 Diamondhead Circle.
8. **Presentations / Appointments**
9. **City Manager's Report**
10. **Approval of Docket of Claims**
11. **Approval of Financial Report**
12. **Citizens Wishing to Address Council, Agenda Items** Limit of 3 minutes per person
13. **OLD and NEW BUSINESS**

2013-3033- Proclamation of Holiday Closings

2013-3034—Amendment to Ordinance 2013-039
Setting Curfew for Juveniles and Violation and Penalties

2013-3036—Ordinance 2013-040: Establishing the Collection of Solid Waste within the City Limits of

Diamondhead and Setting Fees for the Collection of Solid Waste

**2013-3037-Amendment to International Residential Code, 2012 Edition as
Published by the International Code Council**

2013-3038-Recommendation for City Clerk Position and Salary

2013-3039-Resolution of the City of Diamondhead Appointing a City Clerk

2013-3040 Oath of the City Clerk and Deputy City Clerk

**2013-3041 Resolution amending Resolution 2012-007, replacing the City Clerk
as an Authorized Check Signer with the Deputy City Clerk**

2013-3042 Approve the Position of a Minute Clerk

2013-3043 Approve Budget Amendment

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

15. RECESS OR ADJOURN



MINUTES
FORMAL MEETING OF CITY COUNCIL
 Diamondhead, Mississippi
 Council Chambers, City Hall
 November 5, 2013
 6:00 pm CST

1. **Call to Order** – Mayor Schafer called the meeting to order at 6:00 pm CST
2. **Invocation** – Mayor Schafer
3. **Pledge of Allegiance** – Councilmember Rech
4. **Roll Call** – The following members of Council were present: Mayor Schafer, Councilmember Knobloch, Councilmember Lopez, Councilmember LaFontaine and Councilmember Rech.
 Councilmember Sislow was absent.
5. **Approval of Minutes** – Councilmember Lopez motioned, seconded by Councilmember LaFontaine, to accept the Minutes Subject to Any Corrections or Additions Made by the Council, City Manager, or City Clerk. The motion was carried by: Mayor Schafer, Councilmember Lopez, Councilmember LaFontaine and Councilmember Rech. Councilmember Knobloch abstained from approval of the 10/15/13 Formal Meeting minutes, but approved the 10/29/13 Work Session minutes. Councilmember Sislow was absent.

10/15/2013 Formal Meeting
 10/29/2013 Work Session
6. **Confirmation or Adjustment of the Agenda Order** – Councilmember Rech requested the agenda be amended to include approval of the 2013-3031 Anti-Litter Ordinance.
 Councilmember LaFontaine motioned, seconded by Councilmember Knobloch, to accept the Agenda Order. The motion carried unanimously and the Agenda Order was accepted. Councilmember Sislow was absent.
7. **Communications/Announcements from Mayor and Council**
 - a. The City will be closed Monday, November 11, 2013 in observance of Veterans Day.
 - b. The next regularly scheduled Council Meeting will be held 6:00 pm CST, Tuesday, November 19, 2013 in Council Chambers located at 5000 Diamondhead Circle.
 - c. A Council Workshop will be held 1:00 pm CST, Tuesday, November 12, 2013 in Council Chambers located at 5000 Diamondhead Circle.
 - d. A Council Workshop will be held 3:00 pm CST, Wednesday, November 13, 2013 in Council Chambers located at 5000 Diamondhead Circle.

- e. The Mayor announced the City did not receive any proposals for the 2013-3008 RFP. Due to no receipt, no action will be taken by the City.
- f. The Mayor advised he spoke with the South District Highway Commissioner, Tom King, regarding Exit 16 traffic flow issues. Mr. King advised he will look into funding for interchange improvements.

8. Presentations/Appointments

The Diamondhead Crusin the Coast Committee presented a report on this year's event. A 2013 commemorative event picture was presented to the Council.

9. City Manager's Report

- a. The City's website is constantly being updated. A Facebook page has been established on behalf of the City.
- b. Code Enforcement Report from July 2013 to present:
 - 24 Cases Open
 - 15 Cases Closed
 - 9 Letters of Action mailed – Aside from one letter, most recipients have responded and resolved their respective issue. The unresolved issue will be taken to court in December 2013.
- c. The City will be closed Monday, November 11, 2013 in observance of Veterans Day.

10. **Docket of Claims**– Councilmember LaFontaine motioned, seconded by Councilmember Lopez, to approve the Docket of Claims Subject to Any Corrections or Additions Made by the Council, City Manager, or City Clerk. The motion carried unanimously. Councilmember Sislow was absent.

11. Citizens Wishing Address Council, Agenda Items – Limit of 3 minutes per person

- a. Mr. Pete Kolf, representing the Diamondhead Taxpayers Association, stated his opposition to Resolution 2013-3008, that being the State does not require RFP's for land and building purchases. Mr. Kolf stated he believes the City did not follow state law to acquire a City Hall.
- b. Ms. Elena Weber requested the Council allow the Citizens to randomly ask questions and state their opinion during Formal Meetings. The Mayor made note of her request.

12. Old and New Business

2013-3008 – Opening of RFP for Purchase of Property, Land and Building at 6:30 pm CST

The City Council conducted other business prior to the 6:30 pm CST bid opening time.

At 6:30 pm CST, the opening of the RFP was addressed. The City Manager stated bids closed November 4, 2013 at 10:00 am CST. No responses were received by the deadline. The RFP was properly published in the Sea Coast Echo. In addition, the RFP was published on the Mississippi Development Authority website.

2013-3025 – Discussion of Adoption of the creation of a Juvenile Ordinance.

Councilmember Knobloch motioned, seconded by Councilmember Rech, to approve the 2013-3025 Ordinance. Mayor Schafer, Councilmember LaFontaine,

Councilmember Knobloch and Councilmember Rech were in favor of the Ordinance. Councilmember Lopez opposed. Councilmember Sislow was absent.

2013-3026 – Adoption of the Hancock County Multi-Jurisdictional Hazard Mitigation Plan

Councilmember Lopez motioned, seconded by Councilmember LaFontaine, to adopt the Hancock County Multi-Jurisdictional Hazard Mitigation Plan. The motion carried unanimously by roll call vote. Councilmember Sislow was absent.

2013-3030 – Approval of Credit Card Processing Agreement with Hancock Bank Merchant Services and setting Transaction Fees at Three Percent (3%)

City Manager stated not all bank quotes have been received. Mayor Schafer suggested the item be tabled until the November 19, 2013. Councilmember LaFontaine motioned, seconded by Councilmember Knobloch, to table the 2013-3030 Agenda Item. The motion carried unanimously. Councilmember Sislow was absent.

2013-3031 – Discussion of adoption of the Anti-Litter Ordinance

Councilmember Rech motioned, seconded by Councilmember LaFontaine, to approve the Anti-Litter Ordinance for the City of Diamondhead. The motion carried unanimously by roll call vote. Councilmember Sislow was absent.

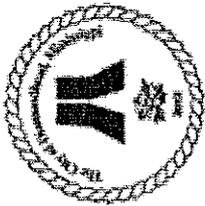
13. Citizens Wishing to Address Council, Non-Agenda Items

- a. Mr. Jerry Weber requested a Town Hall Meeting be scheduled for Citizens to address the Council with questions. He stated the City is new and many Citizens have questions they would like answered.

14. Adjourn - Councilmember Rech motioned, seconded by Councilmember Knobloch, to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 6:32 pm CST. Councilmember Sislow was absent.

Thomas E. Schafer, IV
Mayor

Deputy City Clerk



City of Diamondhead, MS

Docket of Claims Register - Council

APPKT00047 - Docket of Claims 11.19.2013

By Docket/Claim Number

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Item Description	Line Amount	Payment Amount
DKT130138	AGJ	11/19/2013	35289	November Monthly IT Service	001-140-60400	Professional Fees - IT	November Monthly IT Service	1,100.00	1,701.00
			35368	Web Service October 2013	001-140-60400	Professional Fees - IT	Web Service October 2013	601.00	
DKT130139	AT&T	11/19/2013	11.05.2013	November Statement	001-140-61000	Telephone	November Statement	128.83	128.83
DKT130140	Cintas Corporation	11/19/2013	OCT INV	Uniform Rental for Public Works	001-301-52300	Uniforms	Uniform Rental 10.01 to 10.31.2013	510.61	510.61
DKT130141	Coast Electric Power Association	11/19/2013	11.06.2013	Electric Bill of City Hall	001-140-65000	Utilities - General	Service of City Hall	1,985.56	12,793.90
			3051917-001 NOV	Streetlights	001-301-65100	Utilities - Street Lights	Streetlights	9,568.56	
			3051917-002 NOV		001-301-65100	Utilities - Street Lights	Streetlights	1,005.43	
			3051917-004 NOV		001-301-65100	Utilities - Street Lights	Streetlights	119.24	
			3051917-005 NOV	Guard House	001-301-65100	Utilities - Street Lights	Guard House	73.20	
			3051917-006	Service for Guard House	001-301-65100	Utilities - Street Lights	Service for Guard House	41.91	
DKT130142	Concepts LLC	11/19/2013	95533	Answering Service for November 2013	001-140-61000	Telephone	Answering for November 2013	100.00	100.00
DKT130143	CSpire	11/19/2013	11.07.2013	October Service	001-650-61100	Telephone - Cell	Service for October Building Department	83.10	607.26
					001-301-61100	Telephone - Cell	Service for October	462.59	
					001-100-61100	Telephone - Cell	Service October - Mayor	61.57	
DKT130144	Delta World Tire	11/19/2013	14005703	2010 Ford Victoria 4 Tires Police	001-200-60600	Professional Fees - R&M	Balance, align, mount	146.65	824.64
					001-200-54200	Outside Services	Goodyear tires P235/55R17	449.08	
			140057530	2 Tires	001-200-60600	Professional Fees - R&M	mount, balance	40.95	
					001-200-54200	Outside Services	P225/60R16 97V S21 EAG RS-A	187.96	
						Repairs & Maintenance - Vehicle	VSRPTL (Crown Vic)		
DKT130145	Diamondhead Cleaners	11/19/2013	451156	Clean Police Uniforms	001-200-52300	Uniforms	Clean 23 items	69.00	69.00

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APPKT00047 - Docket of Claims 11.19.2013

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Item Description	Line Amount	Payment Amount
DKT130146	Diamondhead Country Club and Property Owner's Association Inc.	11/19/2013	11.01.2013	Rent for Public Works Barn November 2013	001-301-67000	Rentals	November Rent for Public Works	1,000.00	1,000.00
DKT130147	Digital Ally Inc.	11/19/2013	1060836	2 DVM 500 Plus Mirror Kit	001-200-90700	Capital Outlay - Mobile Equipment	DVM 500 Plus Mirror Kit w/915MHZ video cameras	9,150.00	9,150.00
DKT130148	Eagle Energy	11/19/2013	2770	Fuel	001-301-52200	Fuel/Oil	unleaded no-ethanol	1,201.64	1,201.64
DKT130149	Fleetcor Technologies Inc.	11/19/2013	NP39474828	Fuel Charges	001-200-52200	Fuel/Oil	Fuel Charges 10.21 to 10.27.2013	516.60	516.60
			NP39598785	Fuel Charges 10.28 to 11.03.2013	001-200-52200	Fuel/Oil	Fuel Charges 10.28 to 11.03.2013	670.09	670.09
				Fuel Charges 10.28 to 11.08.2013	001-301-52200	Fuel/Oil	Fuel Charges 10.28 to 11.08.2013	59.59	59.59
			NP39639620	Fuel Charges 11.4 to 11.10.2013	001-200-52200	Fuel/Oil	Fuel Charges 11.4 to 11.10.2013	485.06	485.06
DKT130150	Geiger Heating and Air	11/19/2013	107053	Air Conditioning Parts	001-140-69100	Other Services &	Condenser Fan Motor & Capacitor	1,088.33	1,088.33
DKT130151	Hancock Bank	11/19/2013	106-4328459-0897862	cameras/case/sd disk	001-200-50100	Supplies	Camera case	23.89	23.89
				survey monkey membership	001-200-50100	Supplies	Nikon Coolpix L26 camera	170.73	170.73
					001-200-50100	Supplies	SD disk	12.58	12.58
					001-140-64000	Membership Dues/Fees	Survey monkey membership	24.00	24.00
DKT130152	Hancock County Sheriff's Office	11/19/2013	11.05.2013	October Inmate Charge	001-200-68900	Prisoner's Expense	Inmate Housing Charge per day	20.00	20.00
DKT130153	Lowes Home Improvement	11/19/2013	11.07.2013	November Statement	001-140-50100	Supplies	Maintenance Supplies	34.15	34.15
					001-140-54000	Repairs & Maintenance - Building	Repairs & Maintenance - Building	385.99	385.99
					001-301-50100	Supplies	Supplies	179.26	179.26
					001-301-50100	Supplies	Supplies	57.16	57.16
					001-301-50100	Supplies	Maintenance Supplies	115.45	115.45
DKT130154	MS Department of Public Safety	11/19/2013	11.04.2013	Special Assessments Wireless Communications	001-10500	State Assessments Payable	Special Assessments Wireless Communications	148.65	148.65
DKT130155	Napa of Bay St. Louis	11/19/2013	11.13.2013	Repair Parts building dept truck	001-301-54200	Repairs & Maintenance - Vehicle	Tailgate parts	43.05	43.05
				STP Fuel tank	001-301-54200	Repairs & Maintenance - Vehicle	Fuel tank	219.00	219.00

Docket of Claims Register - Council

APPKT00047 - Docket of Claims 11.19.2013

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Item Description	Line Amount	Payment Amount
DKT130156	North Bay Auto	11/19/2013	14609	Oil Change Patrol Car 801	001-200-54200	Repairs & Maintenance - Vehicle	Oil Change Patrol Car 801	38.44	115.32
			14610	Oil Changer Patrol Car 789	001-200-54200	Repairs & Maintenance - Vehicle	Oil Change Unit# 789	38.44	
			14799	Oil Change Unit# 165	001-200-54200	Repairs & Maintenance - Vehicle	Oil Change Unit 165	38.44	
DKT130157	Office Depot	11/19/2013	680047912001	A-Z dividers, batteries	001-140-50100	Supplies	AAA batteries	37.14	58.57
					001-650-50100	Supplies	A-z Dividers	5.99	
					001-140-50100	Supplies	markers blue/black	15.44	
DKT130158	Robert Johnson	11/19/2013	11.05.2013	Mileage to and from Judges Conference	001-110-62000	Travel & Training	Mileage to and from Judges Conference	58.28	58.28
DKT130159	Sea Coast Echo	11/19/2013	10.09.2013	Cruisin the Coast	001-140-68000	Promotions	Cruisin the Cosat Circular	350.00	755.00
			265658-00	City of Diamondhead Requests for Proposals	001-140-63000	Advertising	Advertisement in legal section	405.00	
DKT130160	Seymour Engineering	11/19/2013	4466	Inspection Family Dollar Store	001-301-60200	Professional Fees - Engineering	RE: 12.070.02 Inspection Family Dollar Store	600.00	8,722.50
			4640	Engineering Services 10.3 to 10.15.2013	001-301-60200	Professional Fees - Engineering	RE: 13.070.01 Stormwater Phase II Program	512.50	
			4641	Engineering Services 9.24 to 10.19.2013	001-301-60200	Professional Fees - Engineering	RE: 13.070.03 General Service Contract	2,065.00	
			4642	RE: 13.070.04 Drainage Impact Projects	001-301-60200	Professional Fees - Engineering	Engineering Services 9.16 to 9.20.2013	2,762.50	
			4643	Engineering Services 9.24 to 10.4.2013	001-301-60200	Professional Fees - Engineering	RE: 13.070.05 Gex Road	2,782.50	
DKT130161	South Mississippi Business Machines	11/19/2013	AR217667	Copier Sharp/MX-6201N	001-140-52600	Copier Maintenance	Contract Base	52.00	313.47
			AR217875	Sharp / AR-M2373 Service	001-140-52600	Copier Maintenance	Copy Coverage 10.08 to 11.07.2013	159.47	
					001-140-52600	Copier Maintenance	Service from 11.12 to 12.11.2013	102.00	
DKT130162	Southern Tire Mart	11/19/2013	122230309	tires for dump truck PW 0007	001-301-54200	Repairs & Maintenance - Vehicle	10r22.5 fs560 12 ply tires	729.28	1,141.25
			12223255	wheel seal replacement for dump truck	001-301-54200	Repairs & Maintenance - Vehicle	mount, balance, dispose/tire fee	35.76	
					001-301-60600	Professional Fees - R&M Outside Services	front end alignment repair brakes and rear seal	376.21	

APPKT00047 - Docket of Claims 11.19.2013

Docket of Claims Register - Council

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Item Description	Line Amount	Payment Amount
DKT130163	State Treasurer	11/19/2013	11.04.2013	Court Assessment/Settlement Oct 2013	001-10500	State Assessments Payable	Court Assessment/Settlement Oct 2013	1,744.35	1,744.35
DKT130164	Sun Coast Business Supply	11/19/2013	1033682	Muntifold Fold Towers--White	001-140-52000	Cleaning & Janitorial	Mutifold Towels-White	57.81	57.81
DKT130165	Thomas E Schafer IV	11/19/2013	10.24.2013	Mileage Expense	001-100-62000	Travel & Training	Expense Report for Mileage	213.18	213.18
DKT130166	Tindell Law Firm	11/19/2013	11.01.2013	November 2013 Retainer	001-140-60300	Professional Fees - Legal	November 2013 Retainer	5,000.00	5,000.00
DKT130167	Tyler Technologies	11/19/2013	025-80050	Incode Implementation Training October 2013	001-140-91400	Capital Outlay -	Incode Implementation Training October 2013	3,437.50	3,437.50
			025-81552	Training - Allen Austin	001-140-91400	Capital Outlay -	Training - Allen Austin	250.00	250.00
DKT130168	UPS	11/19/2013	0000X993W8433	Ship Flashlight to Streamlight	001-200-61300	Postage	Warranty Service for Streamlight Flashlight -	16.41	16.41
			000X993W8453	Shipment to Mid South Uniform	001-200-61300	Postage	Shipment to Mid South Uniform	11.26	11.26
DKT130169	Waste Management	11/19/2013	0581265-2134-1	6 Yard Roll Off	001-301-69100	Other Services &	Monthly Charge 6 Yard Roll Off	57.50	57.50
			0581267-2134-7	PO# 2013-0988 Portable Toilet	001-140-68000	Promotions	Portable Toilets	124.19	124.19
Total Claims: 32								54,417.05	

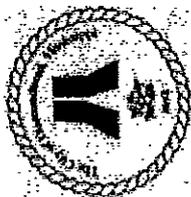
CITY OF DIAMONDHEAD, MISSISSIPPI
Financial Statements
Coversheet
For the Month ended October 31, 2013

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: 10/31/2013

Category	Period 10 Budget	Period 10 Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Fund: 001 - GENERAL FUND									
Revenue									
200 - TAXES	7,354.54	37,549.64	30,195.10	-510.56 %	7,354.54	37,549.64	30,195.10	-510.56 %	2,552,530.08
220 - LICENCES & PERMITS	79,204.10	61,964.20	-17,239.90	-78.23 %	79,204.10	61,964.20	-17,239.90	-78.23 %	385,295.50
250 - INTERGOVERNMENTAL	86,679.51	44,755.89	-41,923.62	-51.63 %	86,679.51	44,755.89	-41,923.62	-51.63 %	811,734.86
290 - FINES & FORFEITS	2,315.74	3,092.99	777.25	-133.56 %	2,315.74	3,092.99	777.25	-133.56 %	27,800.00
300 - MISCELLANEOUS	199.92	1,564.51	1,364.59	-782.57 %	199.92	1,564.51	1,364.59	-782.57 %	2,400.00
350 - TRANSFERS AND NON REVENUE RECEIPTS	1,600,000.00	0.00	-1,600,000.00	0.00 %	1,600,000.00	0.00	-1,600,000.00	0.00 %	1,600,000.00
Total Revenue:	1,775,753.81	148,927.23	-1,626,826.58	-8.39 %	1,775,753.81	148,927.23	-1,626,826.58	-8.39 %	5,379,780.44
Expense									
Department: 100 - LEGISLATIVE - COUNCIL									
400 - PERSONNEL SERVICES	1,086.45	1,086.52	-0.07	100.01 %	1,086.45	1,086.52	-0.07	100.01 %	13,038.00
500 - SUPPLIES	49.98	0.00	49.98	0.00 %	49.98	0.00	49.98	0.00 %	600.00
600 - CONTRACTUAL SERVICES	161.96	0.00	161.96	0.00 %	161.96	0.00	161.96	0.00 %	11,784.00
Total Department: 100 - LEGISLATIVE - COUNCIL:	1,298.39	1,086.52	211.87	83.58 %	1,298.39	1,086.52	211.87	83.68 %	25,422.00
Department: 110 - JUDICIAL - MUNICIPAL COURT									
400 - PERSONNEL SERVICES	6,241.30	9,286.42	-3,045.12	148.79 %	6,241.30	9,286.42	-3,045.12	148.79 %	77,716.00
500 - SUPPLIES	124.95	0.00	124.95	0.00 %	124.95	0.00	124.95	0.00 %	1,500.00
600 - CONTRACTUAL SERVICES	339.86	0.00	339.86	0.00 %	339.86	0.00	339.86	0.00 %	4,080.00
Total Department: 110 - JUDICIAL - MUNICIPAL COURT:	6,706.11	9,286.42	-2,580.31	138.48 %	6,706.11	9,286.42	-2,580.31	138.48 %	83,296.00
Department: 140 - ADMINISTRATION - GENERAL									
400 - PERSONNEL SERVICES	30,730.14	34,656.17	-3,926.03	112.78 %	30,730.14	34,656.17	-3,926.03	112.78 %	380,447.00
500 - SUPPLIES	2,816.70	762.97	2,053.73	27.09 %	2,816.70	762.97	2,053.73	27.09 %	33,814.00
600 - CONTRACTUAL SERVICES	37,062.89	19,892.52	17,170.37	53.67 %	37,062.89	19,892.52	17,170.37	53.67 %	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	1,623,083.10	0.00	1,623,083.10	0.00 %	1,623,083.10	0.00	1,623,083.10	0.00 %	1,690,421.00
Total Department: 140 - ADMINISTRATION - GENERAL:	1,693,692.83	55,311.66	1,638,381.17	3.27 %	1,693,692.83	55,311.66	1,638,381.17	3.27 %	2,746,683.00
Department: 200 - POLICE DEPARTMENT									
400 - PERSONNEL SERVICES	1,906.45	0.00	1,906.45	0.00 %	1,906.45	0.00	1,906.45	0.00 %	23,825.00
500 - SUPPLIES	6,135.46	668.41	5,467.05	10.89 %	6,135.46	668.41	5,467.05	10.89 %	73,655.00
600 - CONTRACTUAL SERVICES	57,449.16	66.23	57,382.93	0.12 %	57,449.16	66.23	57,382.93	0.12 %	689,666.00
900 - CAPITAL OUTLAY	708.05	0.00	708.05	0.00 %	708.05	0.00	708.05	0.00 %	8,500.00
Total Department: 200 - POLICE DEPARTMENT:	66,199.12	734.64	65,464.48	1.11 %	66,199.12	734.64	65,464.48	1.11 %	795,546.00

Monthly Budget Report

Category	Period 10 Budget	Period 10 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	55,464.14	4,957.39	91.80 %	60,421.53	55,464.14	4,957.39	91.80 %	746,139.40
500 - SUPPLIES	17,970.63	2,194.84	15,775.79	12.21 %	17,970.63	2,194.84	15,775.79	12.21 %	215,734.00
600 - CONTRACTUAL SERVICES	24,840.87	4,416.11	20,424.76	17.78 %	24,840.87	4,416.11	20,424.76	17.78 %	298,210.00
900 - CAPITAL OUTLAY	14,202.65	0.00	14,202.65	0.00 %	14,202.65	0.00	14,202.65	0.00 %	182,300.00
Total Department: 301 - PUBLIC WORKS :	117,435.68	62,075.09	55,360.59	52.86 %	117,435.68	62,075.09	55,360.59	52.86 %	1,442,383.40
Department: 650 - ECONOMIC DEVELOPMENT/BLDG & PLAN									
400 - PERSONNEL SERVICES	7,546.98	10,631.51	-3,084.53	140.87 %	7,546.98	10,631.51	-3,084.53	140.87 %	93,474.60
500 - SUPPLIES	1,016.26	13.29	1,002.97	1.31 %	1,016.26	13.29	1,002.97	1.31 %	12,200.00
600 - CONTRACTUAL SERVICES	15,385.89	132.00	15,253.89	0.86 %	15,385.89	132.00	15,253.89	0.86 %	154,042.00
Total Department: 650 - ECONOMIC DEVELOPMENT/BLDG & PLANIN	23,949.13	10,776.80	13,172.33	45.00 %	23,949.13	10,776.80	13,172.33	45.00 %	259,716.60
Total Expense:	1,909,281.26	139,271.13	1,770,010.13	7.29 %	1,909,281.26	139,271.13	1,770,010.13	7.29 %	5,353,147.00
Total Revenues	1,775,753.81	148,927.23	-1,626,826.58	-8.39 %	1,775,753.81	148,927.23	-1,626,826.58	-8.39 %	5,379,760.44
Total Fund: 001 - GENERAL FUND:	-133,527.45	9,656.10	143,183.55		-133,527.45	9,656.10	143,183.55		26,613.44
Report Total:	-133,527.45	9,656.10	143,183.55		-133,527.45	9,656.10	143,183.55		26,613.44

Monthly Budget Report

Fund Summary

Fund	Period 10		Period 10		YTD		YTD		Variance Favorable (Unfavorable)	Percent Used	Total Budget
	Budget	Activity	Budget	Activity	Budget	Activity	Budget	Activity			
001 - GENERAL FUND	-133,527.45	9,656.10	-133,527.45	9,656.10	-133,527.45	9,656.10	-133,527.45	9,656.10	143,183.55		26,613.44
Report Total:	-133,527.45	9,656.10	-133,527.45	9,656.10	-133,527.45	9,656.10	-133,527.45	9,656.10	143,183.55		26,613.44

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

General:

- 1- HB Bank Account Balance as of 10/31/2013 \$ 1,501,889.42
- 2- Highlighted Activity: 10/31/2013
 - a. Submitted grant reimbursement request from Public Safety for \$49,192.80.
 - b. Fund Balance \$ 1,538,209.32
 - c. Received \$1,250 donation from Rouses for 2013 Cruzin' the Coast expenses.
Net Expenses - \$ 2,050.00
 - d. Received \$2,948.20 for 2013 Municipal Aid Tax.

Revenues:

- 1 - Auto Tax \$ 37,549.64
- 2 - Franchise Fee \$ 55,396.82 Coast EPA - 3rd Qtr 2013
- 3 - Sales Tax \$ 37,065.93 Aug-13
- 4 - Court Fines (net) \$ 2,683.50 October Assessments - \$1,893.
- 5- Interest Earned \$ 284.71 October

Expenditures:

NOTE: There were three payroll checks paid in October.

Legislative Council - NONE

Municipal Court - NONE

Executive - Mayor - NONE

Administration - General - NONE

Economic Development/Building/Planning & Zoning - NONE

Police - NONE

Public Works - NONE



City of Diamondhead

5000 Diamondhead Circle, Diamondhead, MS 39525

Phone: (228) 222.4626

FAX: (228) 222-4390

www.diamondhead.ms.gov

November 10, 2013

Mayor and City Council

The Governor of Mississippi has issued the attached Proclamation setting additional holiday dates for state employee; Friday, November 29, 2013 and Tuesday, December 24, 2013.

I ask that the Mayor and City Council accept and approve the additional holiday dates for city employees.

With sincere gratitude on behalf of the City of Diamondhead employees ,

Richard Rose
City Manager

PROCLAMATION

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

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

NOW, THEREFORE, I, Phil Bryant, Governor of the State of Mississippi, pursuant to the authority vested in me under the Constitution of the State of Mississippi and applicable statutes of the State of Mississippi, do hereby authorize the closing of all offices of the State of Mississippi on ~~Thursday, November 28, 2013~~, in observance of THANKSGIVING DAY; on ~~Wednesday, December 25, 2013~~, in observance of CHRISTMAS DAY; and on Wednesday, January 1, 2014, in observance of NEW YEAR'S DAY.

IN ADDITION, I hereby authorize the executive officers of all state agencies, in their discretion after considering the interests of the people of the State of Mississippi and the staffing needs of their respective agencies, to close all offices of the State of Mississippi on ~~Friday, November 29, 2013~~ in further observance of the Thanksgiving holiday and on ~~Tuesday, December 24, 2013~~, in further observance of Christmas; and to staff their respective agencies as needed during the Thanksgiving holiday and Christmas season.

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

DONE in the City of Jackson, on the 21st day of October in the year of our Lord, two thousand and thirteen, and of the Independence of the United States of America, the two hundred and thirty-eighth.

Phil Bryant
PHIL BRYANT
GOVERNOR



BY THE GOVERNOR
C. Delbert Hosemann, Jr.
C. DELBERT HOSEMANN, JR.
SECRETARY OF STATE

2013-0034



City of Diamondhead

5000 Diamondhead Circle, Diamondhead, MS 39525
Phone: (228) 222.4626
FAX: (228) 222-4390
www.diamondhead.ms.gov

November 12, 2013

Mayor and City Council,

Following the Council Meeting of November 5, where Ordinance No. 039 Setting Curfew for Juveniles and Violations and Penalties much discussion was made regarding the ordinance and a recommendation is made to amend the ordinance as follows:

Currently reads:

(d) **Curfew hours.**

Under this section [curfew hours] shall be:

- (3) 9:00 o'clock a.m. until 3:00 o'clock p.m. on Monday through Friday during the school term in which a compulsory school age child is to be enrolled in a public or private legitimate non-public school, as required by the Mississippi Compulsory School Attendance Law (section 37-13-91 et seq.; Mississippi Code Annotated). This curfew provision applies only to those children to whom the Mississippi Compulsory School Attendance Law applies.

Amend to read:

(d) **Curfew hours.**

- (3) As required by the Mississippi Compulsory School Attendance Law (section 37-13-91 et seq.; Mississippi Code Annotated). This curfew provision applies only to those children to whom the Mississippi Compulsory School Attendance Law applies.

Richard Rose
City Manager

Ordinance No. 2013-039

Setting Curfew for Juveniles and Violations and Penalties

SECTION _____ Juvenile Curfew.

(a) **Short title.** This section shall be known and may be cited as the "curfew ordinance".

(b) ***Purpose and findings.***

This curfew ordinance serves to regulate the conduct of juveniles on streets during daily nocturnal hours, and during those hours when school attendance and supervision is mandated by the Mississippi Compulsory School Attendance Law (section 37-13-91, et seq., Mississippi Code Annotated), to be effectively and consistently enforced for the protection of juveniles in the City of Diamondhead from each other and from other persons on the streets during specific hours, for the enforcement of parental control of, authority over and responsibility for their children, for the protection of the public from nocturnal mischief by juveniles, for the reduction in incidents of juvenile criminal activity, drug and alcohol abuse and addiction, and for the furtherance of family responsibility, and generally for the public good, safety and welfare.

(c) ***Definitions.***

Under this section, phrases, words and their derivations shall have the meanings given herein. When inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular, and words in the singular number include the plural. The word "shall" is always mandatory and not merely directory.

- (1) *City* means the City of Diamondhead, Mississippi, with administrative offices at City Hall, 5000 Diamondhead Circle, Diamondhead, Mississippi 39525, or such other place or address as may be subsequently established by the governing authority.
- (2) *Governing authority* means the city council and mayor of the City of Diamondhead, Mississippi.
- (3) *Juvenile* means any person under the age of eighteen (18) years (seventeen (17) or less years of age), unmarried and not emancipated by removal of juvenile disability by order of the court.
- (4) *Parent* means any person having legal custody of a juvenile (i) as a natural or adoptive parent; (ii) as a legal guardian; or (iii) as a person to whom legal custody has been given by order of the court. A

parent other than a natural parent or adoptive parent subject to this section must be at least eighteen (18) years of age.

- (5) *Operator* means any individual, firm, association, partnership, corporation, or employee or agent thereof operating, managing, or conducting the business of any establishment or any person in control of the business premises. The term also includes the members or partners of an association or partnership and the officers of a corporation.
- (6) *Public place* means any place to which the public or a substantial group of the public has access and includes, but is not limited to, streets, highways, abutting sidewalks, and the common areas of hospitals, apartment houses, housing projects or condominiums, office buildings, transport facilities, parks, shops, and business establishments.
- (7) *Establishment* means any privately-owned place of business operated for-a profit to which the public is invited, including but not limited to any place of amusement or entertainment.
- (8) *Emergency* means an unforeseen combination of circumstances or the resulting state that calls for immediate action. The term includes, but is not limited to, a fire, a natural disaster or an automobile accident, or any situation requiring immediate action to prevent serious bodily injury or loss of life.
- (9) *Remain* means to linger or stay; or to fail to leave premises when requested to do so by a police officer or the owner, operator, or other person in control of the premises.
- (10) *Serious bodily injury* means bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.
- (11) *Street* means a way or place, of whatsoever nature, open to the use of the public as a matter of right for purposes of vehicular travel.

(d) ***Curfew hours.***

Under this section [curfew hours] shall be:

- (1) 11:01 o'clock p.m. on any Sunday, Monday, Tuesday, Wednesday, or Thursday until 6:00 o'clock a.m. of the following day; and
- (2) 12:01 o'clock a.m. until 6:00 o'clock a.m. on any Friday or Saturday; and
- (3) As required by the Mississippi Compulsory School Attendance Law (section 37-13-91 et seq.; Mississippi Code Annotated). This

curfew provision applies only to those children to whom the Mississippi Compulsory School Attendance Law applies.

(e) Offenses.

- (1) A juvenile commits an offense if he remains in any public place or on the premises of any establishment within the city during curfew hours.
- (2) A parent as defined in subparagraph (c)(4) of this section commits an offense if (s)he knowingly permits, or by insufficient control allows, the juvenile to remain in any public place or on the premises of any establishment within the city during applicable curfew hours as provided in subsection (d) above.
- (3) The owner or operator as defined in subparagraph (c)(5) of this section commits an offense if (s)he knowingly allows a juvenile to remain upon the premises of the establishment during curfew hours.

(f) Defenses.

- (1) It is a defense to prosecution under subsection (e) that the juvenile was:
 - a. Accompanied by the juvenile's parent as defined under subparagraph (c)(4) of this section, or by an adult over the age of seventeen (17) years (age eighteen (18) years or older) by permission of the parent;
 - b. On a reasonable errand at the direction of the juvenile's parent, without any detour or stop;
 - c. In a motor vehicle involved in interstate travel;
 - d. Engaged in an employment activity, or going to or returning home from an employment activity, without any detour or stop;
 - e. Involved in an emergency;
 - f. On the sidewalk or area abutting between the street and the juvenile's residence; or abutting the residence of a next door neighbor, if the neighbor did not complain to the police department about the juvenile's presence;
 - g. Attending an official school, religious, civic or other recreational function or activity supervised by adults and sponsored by the City of Diamondhead, or another similar entity located in Hancock County. In all cases the entity takes responsibility for the juvenile while he/she is at the function and the juvenile must go directly home from the function/activity.
 - h. Exercising First Amendment rights protected by the United States Constitution, such as the free exercise of religion, freedom of speech, and the right of assembly; or
 - i. Attending to a person needing assistance, or being stranded and in need of assistance or standing guard over personal property while awaiting assistance.

- (2) It is a defense to prosecution under subparagraph (e)(3) that the operator, as defined in subparagraph (c)(5) of this section of an establishment promptly notified the Diamondhead Police Department that the juvenile was present on the premises of the establishment during the curfew hours and refused, or neglected, after having been requested, to leave.

(g) *Requirements for enforcement.*

Before taking any enforcement action under this section, a police officer shall ask the apparent offender's age and reason for being in the public place. The officer shall not issue a citation or make an arrest under this section unless the officer reasonably believed that an offense has occurred and that, based on any response and other circumstances, no defense in subsection (f) is present.

(h) *Penalties.*

- (1) A person who violates a provision of this curfew ordinance is guilty of a separate offense for each day or part of a day during which the violation is committed, continued, or permitted. Each offense upon conviction for first offense is punishable by fine not to exceed one hundred dollars (\$100.00), and upon conviction for a second and subsequent offense (s) is punishable by a fine not to exceed three hundred dollars (\$300.00).
- (2) By discretion of the municipal court, the municipal court may waive original jurisdiction over a juvenile or parent where the Youth Court of Hancock County assumes jurisdiction in proceedings concerning a delinquent or neglected child residing in the county under section 43-21-159, Mississippi Code Annotated.

(i) *Construction and severability.*

Severability is intended through and within the provisions of this section. If any provision, including inter alia any exception, part, phrase or term of or the application thereof to any person or circumstances, is held invalid, the application to other persons or circumstances shall not be affected thereby and the validity of this section in any and all other respects shall not be affected thereby. It is not intended under this section for a result to occur that is absurd, impossible to execute or unreasonable. It is intended that this section or part hereof be held inapplicable in such cases, if any, where its application would be unconstitutional. A constitutional construction is intended and shall be given.

In accordance with Mississippi Code of 1972, § 21-13-11, this ordinance becomes effective thirty days from date of passage with a single publication of the ordinance prior to the effective date.

SO ORDAINED, THIS _____ DAY OF _____, 2013

Councilmember Knobloch _____

Councilmember Lopez _____

Councilmember LaFontaine _____

Councilmember Sislow _____

Councilmember Rech _____

Mayor Schafer _____

APPROVED
Mayor Thomas E. Schafer, IV

ATTEST:Lolita McSwain Deputy City Clerk

SEAL

THIS IS TO CERTIFY THAT THE FOREGOING ORDINANCE WAS ADOPTED BY THE CITY OF DIAMONDHEAD, MISSISSIPPI, ON THE ____ DAY OF _____ 2013.

Lolita McSwain Deputy City Clerk

ORDINANCE NO 2013-040**ESTABLISHING THE COLLECTION OF SOLID WASTE WITHIN THE CITY
LIMITS OF THE CITY OF DIAMONDHEAD AND
SETTING FEES FOR THE COLLECTION OF SOLID WASTE**

WHEREAS, Hancock County has been the governing body responsible for the collection of solid waste and the setting of solid waste collection fees in the community of Diamondhead, and

WHEREAS, the community of Diamondhead became an incorporated city on January 30, 2012, thereby becoming the third municipality within the County of Hancock, and

WHEREAS, the City of Diamondhead is member of the Hancock County Regional Solid Waste Authority whose authority is designed to provide an integrated solid waste management plan, solid waste collection, landfill management, education and recycling for the County of Hancock, City of Bay St. Louis, City of Waveland and City of Diamondhead, and

WHEREAS, on the 16th day of September 2013, the Hancock County Board of Supervisors did approve and authorize Hancock County Tax Assessor/Collector Jimmie Ladner and Hancock County Attorney Ronnie Artigues to notify the City of Diamondhead that they are responsible for their own solid waste collection fees, like other cities in Hancock County, effective October 1, 2013, and

WHEREAS, on the 16th day of September 2013, the Hancock County Board of Supervisors did approve and authorize to increase county solid waste fees from \$8.00 per month to \$10.00 per month with no reduction for annual payments effective October 1, 2013, and to continue cart rental rates at \$.54 per month, and

WHEREAS, the City of Diamondhead recognizes the City's responsibility of solid waste collection for each household and commercial establishments and establishing a solid waste collection fee based on the City's financial obligations to the Hancock County Solid Waste Authority for contractual and other activities and obligations related to the collection of solid waste within the City of Diamondhead, and

WHEREAS the Mayor and City Council of the City of Diamondhead hereby set a solid waste collection fee of \$10.00 per household and commercial establishments and \$.54 per month can rental fee effective January 19, 2014, to meet the City's financial obligations for solid waste collection, and

WHEREAS Nonpayment of the fee for collection of solid waste shall result in the discontinuance of the collection service. In addition to discontinuance of the collection service, the city shall be authorized to use all available legal remedies, whether at law or equity, to collect delinquent solid waste collection fees.

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD;

1. That Hancock County is no longer responsible for the collection of solid waste and setting of solid waste collection fees in the City of Diamondhead and that the Mayor and the City Council of the City of Diamondhead accepts its responsibility for collection of solid waste and setting of solid waste collection fees.
2. That in order to meet the financial obligations of the City of Diamondhead for solid waste collection associated with the contractual and other activities and obligations related to solid waste collection associated with the Hancock County Solid Waste Authority, the city sets the solid waste collection fee for households and commercial establishments in the City of Diamondhead at \$10.00 per month and \$.54 per month can rental effective January 19, 2014.
3. That nonpayment of the collection fee shall result in the discontinuance of solid waste collection and the city shall use all available legal remedies to collect delinquent fees.
4. The governing authority hereby authorizes and orders the publication and advertisement of this Ordinance.

In accordance with Mississippi Code of 1972, § 21-13-11, this ordinance becomes effective thirty days from date of passage with a single publication of the ordinance prior to the effective date.

MOTION was made by Council Member _____ to adopt the forgoing Ordinance and SECONDED by Council Member _____ and following discussion was reduced to writing, and was submitted to a Roll Call Vote.

	AYE	NAY	ABSENT
Councilmember Lopez	_____	_____	_____
Councilmember LaFontaine	_____	_____	_____
Councilmember Knobloch	_____	_____	_____
Councilmember Sislow	_____	_____	_____
Councilmember Rech	_____	_____	_____
Mayor Schafer	_____	_____	_____

WHEREUPON THE MAYOR DECLARED THE ORDINANCE CARRIED AND ADOPTED.

APPROVED Mayor Thomas E. Schafer, IV

SEAL

THIS IS TO CERTIFY THAT THE FOREGOING ORDINANCE WAS ADOPTED BY THE CITY OF DIAMONDHEAD, MISSISSIPPI, ON THE ____ DAY OF _____ 2013.

ATTEST Lolita McSwain Deputy City Clerk

**AN ORDINANCE AMENDING
THE INTERNATIONAL RESIDENTIAL CODE, 2012 EDITION,
AS PUBLISHED BY THE INTERNATIONAL CODE COUNCIL**

WHEREAS, the statues of the State of Mississippi. Section 19-5-9 of the Mississippi Code of 1972, as amended, empowered the City to enact construction codes published by a nationally recognized code group which Sets minimum standards and has the proper provisions to maintain up-to-date amendments with minimum standard guides for building, plumbing, electrical, gas, sanitary,, and other related codes in Mississippi; and

WHEREAS, an Ordinance of the City of Diamondhead amending Section E3902.12 **Arc-fault circuit-interrupter protection** of the International Residential Code, 2012 edition, to only provide that level of protection from electrical arcing in all bedrooms as in previous IRC editions.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Diamondhead, Mississippi, that the International Residential Code, 2012 edition, is amended as follows:

Section 1. Section E3902.12 Arc-fault circuit-interrupter protection.

Delete: “All branch circuits that supply 120-volt, single phase, 15- and 20-ampere outlets installed in family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreations rooms, closets, hallways and similar rooms or areas shall be protected by a combination type arc-fault circuit interrupter installed to provide protection of the branch circuit.”

Replace: “All branch circuits that supply 120-volt, single phase, 15- and 20-ampere outlets installed in all bedrooms shall be protected by a combination type arc-fault circuit interrupter installed to provide protection of the branch circuit.”

Section 2. That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional; such decision shall not affect the validity of the remaining portions of this ordinance,. The City of Diamondhead hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 3. That nothing in this ordinance hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or caused of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 2 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

In accordance with Mississippi Code of 1972, § 21-13-11, this ordinance becomes effective thirty days from date of passage with a single publication of the ordinance prior to the effective date.

MOTION was made by Council Member _____ to adopt the forgoing Ordinance and SECONDED by Council Member _____ and having been reduced to writing, was submitted to a Roll Call Vote.

	Aye	Nay	Absent
Councilman Lopez	_____	_____	_____
Councilman Lafontaine	_____	_____	_____
Councilman Sislow	_____	_____	_____
Councilman Rech	_____	_____	_____
Councilman Knobloch	_____	_____	_____
Mayor Schafer	_____	_____	_____

NOW, THEREFORE, BE IT FURTHER ORDAINED by the City Council of the City of Diamondhead, Mississippi, that the International Residential Code, 2012 edition, of the City of Diamondhead, Mississippi, is hereby amended.

SO ORDAINED, THIS THE _____ DAY OF _____ 2013.

APPROVED _____

MAYOR Thomas E. Schafer, IV

ATTEST _____

Lolita McSwain Deputy City Clerk

SEAL

THIS IS TO CERTIFY THAT THE FOREGOING ORDINANCE WAS ADOPTED BY THE CITY

OF DIAMONDHEAD, MISSISSIPPI, ON THE _____ DAY OF _____, 2013.

DEPUTY CITY CLERK



City of Diamondhead

MEMO

To: City Council

From: Richard Rose

Date: 11/19/13

RE: Recommendation for City Clerk Position and Salary

Comments:

I recommend Kristin Ventura, current City of Diamondhead Comptroller, to be formally appointed as the City Clerk and increase her annual salary from \$46,000 to \$51,000.

CITY OF DIAMONDHEAD

RESOLUTION 2013----

RESOLUTION OF THE CITY OF DIAMONDHEAD APPOINTING A
CITY CLERK

THE CITY OF DIAMONHEAD HEREBY BRINGS FORTH A RESOLUTION APPOINTING A CITY CLERK TO SERVE THE CITY OF DIAMONDHEAD PURUSANT TO MISS. CODE 1972, SECTIONS: 21-15-17, 21-15-19, 21-15-21, 19-13-29, 21-35-13, 21-39-5 AND 21-39-19; ALSO TO BE CONSISTENT WITH THE FOLLOWING;

WHEREAS, THE DEPUTY CITY CLERK WILL CONTINUE TO FULFILL THE CHECK SIGNING DUTIES, IN LIEU OF THE CITY CLERK, PURSUANT TO MISS. CODE ANN §21-39-13 FOR ISSUANCE OF WARRANTS OR CHECKS/ASSIGNMENTS THEREOF;

WHEREAS, THE CITY OF DIAMONDHEAD DESIRES A CURRENT CITY EMPLOYEE BE FORMALLY APOINTED AS CITY CLERK AND THAT THE EMPLOYEE'S RATE OF PAY SHALL INCREASE FROM FORTY SIX THOUSAND DOLLARS TO FIFTY ONE THOUSAND DOLLARS A YEAR;

WHEREAS, THE CITY CLERK SHALL ALSO HAVE OTHER DUTIES UNDER THE MANAGEMENT OF THE CITY MANAGER, THE CITY CLERK SHALL REMAIN UNDER THE MANAGEMENT OF THE CITY MANAGER, UNLESS OTHERWISE DETERMINED BY COUNCIL.

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF DIAMONDHEAD DOES HEREBY APPOINT KRISTIN VENTURA TO SERVE AS CITY CLERK CONSISTENT WITH THE PROVISIONS SET FORTH ABOVE AND THAT THE CITY MANAGER AND/OR CITY CLERK TAKE APPROPRIATE ACTIONS TO ENSURE SUCH APPOINTMENT COMPLIES WITH ALL REQUIREMENTS OF MISSISSIPPI LAW.

I HEREBY CERTIFY THAT THE ABOVE AND FOREGOING RESOLUTION WAS ADOPTED IN THE AFFIRMATIVE BY THE FOLLOWING VOTE OF COUNCIL OF THE CITY OF DIAMONDHEAD ON THE ____ DAY OF _____, 2013.

	Aye	Nay
Mayor Schafer	_____	_____
Councilmember Knobloch	_____	_____
Councilmember Lopez	_____	_____
Councilmember Lafontaine	_____	_____
Councilmember Rech	_____	_____
Councilmember Sislow	_____	_____

ATTEST: _____
CITY ATTORNEY

APPROVED: _____
THOMAS SHAFER, IV MAYOR

STATE OF MISSISSIPPI

COUNTY OF HANCOCK

I, KRISTIN VENTURA, do solemnly swear that I will faithfully support the Constitution of the United States and the Constitution of the State of Mississippi, obey the laws thereof; that I am not disqualified from holding the office of CITY CLERK of the City of Diamondhead; that I will faithfully discharge the duties of the office upon which I am about to enter. So help me God. This the 19th day of November, 2013.

Affiant

Oath administered by Mayor Thomas Schafer of the City of Diamondhead, Mississippi on this the 19th day of November, 2013.

Mayor Thomas Schafer

STATE OF MISSISSIPPI

COUNTY OF HANCOCK

I, LOLITA MCSWAIN, do solemnly swear that I will faithfully support the Constitution of the United States and the Constitution of the State of Mississippi, obey the laws thereof; that I am not disqualified from holding the office of DEPUTY CITY CLERK of the City of Diamondhead; that I will faithfully discharge the duties of the office upon which I am about to enter. So help me God. This the 19th day of November, 2013.

Affiant

Oath administered by Mayor Thomas Schafer of the City of Diamondhead, Mississippi on this the 19th day of November, 2013.

Mayor Thomas Schafer

A RESOLUTION AMENDING RESOLUTION 2012-007, REPLACING THE CITY CLERK AS AN AUTHORIZED CHECK SIGNER WITH THE DEPUTY CITY CLERK

The City Council of the city of Diamondhead hereby brings forth a resolution replacing the City Clerk as an authorized check signer with the Deputy City Clerk after payments have been approved by the City Council pursuant to Miss. Code 1972 §21-39-13; also to be consistent with the following;

Whereas, amending the Resolution to read; In the absence of the Deputy City Clerk, the City Manager is authorized to sign checks.

Now, therefore be it resolved, that the City Council of the city of Diamondhead does hereby amend Resolution 2012-007 by replacing the City Clerk as an authorized check signer with the Deputy City Clerk as outlined in the provisions set forth above and that the City Manager and/or City Clerk take appropriate actions to ensure such appointment complies with all requirements of Mississippi law.

I hereby certify that the above and foregoing resolution was adopted in the affirmative by the following vote of council of the city of Diamondhead on the ____ day of _____, 2013.

	Aye	Nay
Mayor Schafer	_____	_____
Councilmember Knobloch	_____	_____
Councilmember Lopez	_____	_____
Councilmember Lafontaine	_____	_____
Councilmember Rech	_____	_____
Councilmember Sislow	_____	_____

ATTEST: _____
CITY ATTORNEY

APPROVED: _____
THOMAS SHAFER, IV MAYOR



City of Diamondhead

MEMO

To: City Council

From: Richard Rose

Date: 11/19/13

RE: Recommendation for new position – Minute Clerk

Comments:

I recommend a Minute Clerk position be created (as a result of combining the Comptroller and City Clerk position) with an annual salary range of \$28,000 to \$36,000, DOE. This position will be under the supervision of the City Manager and will be generally responsible for the following:

- Recording
- Filing and indexing Council Actions in Minute Books
- Filing and indexing all proceedings and papers of City Council
- Attesting to all official actions of City Council
- Possessing related powers and duties
- Prepares all documents for Council Meetings
- Drafts/Types documents, as needed

City of Diamondhead

General Administration Dept. – Minute Clerk

Purpose of Position

Under the supervision of the City Manager, this position is responsible for recording, filing and indexing Council actions in Minute Books, all proceedings and papers of the City Council, attesting to all official actions of City Council, and possessing related powers and duties. Occasionally this position requires working with confidential information. The Minute Clerk shall be highly motivated, exceptionally organized and attentive to detail.

Essential Job Functions

- Prepares and distributes agendas with attachments.
- Attends and records the minutes of all council meetings, orders, ordinances, and resolutions, types' extensive notes and digitally records meetings.
- Processes, executes, distributes, and files the official records and all related documents.
- Prepares official Certification of documents for signatures.
- Creates minutes of Council meetings for the official permanent record, places and maintains those approved minutes into the Minute Book.
- Drafts and/or types resolutions as needed for Council action.
- Records deeds, leases, and contracts when applicable.
- Heavy proof-reading and editing of documents and other related duties as assigned.
- Keeps the schedule of daily activities for the City Manager to ensure that adequate time is available for substantive meetings.
- Provide administrative liaison between Executive and Legislative branches of the city government dealing with a variety of issues, resolutions, interpretations, and actions.
- Composes correspondence, arranges meetings, prepares notices, develops forms, and reviews incoming mails for priority concerns.
- Must be detail oriented, accurate and organized.
- Must be able to communicate effectively in oral and written English.
- Experienced in meeting the needs of both internal and external customers with emphasis in quality service.
- Ability to interact with others in a professional manner, to work effectively under pressure and to follow instruction and procedures.
- Performs varied tasks, including sorting mail, correspondence, typing, filing, and answering phones.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must possess a thorough knowledge of and experience with office procedures.
- Must have considerable expertise in the use of proper grammar, both written and spoken.
- Must have considerable editing/analytical/writing skills.
- Must possess dictation skills.
- Must possess the ability to readily absorb and apply knowledge of municipal organization, statutes and ordinances, as well as to become familiar with the powers, functions, practices and procedures of the municipal government and various laws which govern the same.
- Must possess the ability to express ideas effectively, both orally and in writing. A command of the proper use of language in order to compose orders and resolutions as needed by the Council and to assimilate/analyze/edit Council actions and proceedings for recording into Minute Books.
- Must possess the ability to work and interact with employees in all departments.
- Must have excellent typing skills.
- Must be able to draft and type letters and other correspondence.
- Must possess the ability to establish and maintain effective working relations with the public, employees, and city officials.
- Considerable public relations skills for both telephone and public interaction with citizens.
- Must possess the ability to readily absorb new information.

Education and/or Experience

Have at least five or more years of experience working within general administration guidelines on city policies and procedures, significant experience with Microsoft Word, Power Point, Excel and Outlook. Knowledge of local, state, and federal administrative law is preferred.

Physical Demands and Working Conditions

Physical requirements include occasional lifting/carrying of 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

Supervisory Responsibilities

No direct supervisory duties but ensures that all department staff are aware of current directives, policies, and procedures.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.
Ability to interpret an extensive variety of technical instructions.



City of Diamondhead

Budget Amendment Request

Fund Name: General Fund
Department #: 140
Department Name: Administration
Requested by: Kristin Ventura, Comptroller

Date: 11/19/2013
Budget Entry #: FY2014-140-1
Amendment #: FY2014-140-1

Table with 4 columns: Original Budget, Prior Amendments, This Amendment, Revised Budget. Rows include Personnel Services, Supplies, Contractual Services, Grants/Subsidies/Allocations, Debt Service, CAPITAL OUTLAY, and Revenue.

Reason: The Comptroller is taking the City Clerk Position resulting in a \$1,000 decrease to the original City Clerk budgeted salary. As a result of this change, the original Comptroller budgeted salary will be reduced to \$0 from \$46,000. An addition of a Minutes Clerk Position is included with an annual salary up to \$36,000.

Notes: YTD expenses for the City Clerk and Comptroller were accounted for in computing the total amendment amount of \$597.22. See attached back up for calculation.



City of Diamondhead

Budget Amendment Request

Fund Name: General Fund Date: 11/19/2013
 Department #: 140 Budget Entry #: FY2014-140-1
 Department Name: Administration Amendment #: FY2014-140-1

Requested by: Kristin Ventura, Comptroller

YTD	Gross	FICA	Ins	Def Comp	Total
Past City Clerk	4,477.00	366.96	664.08	320.00	5,828.04
Current Comptroller	1,739.04	133.04	415.29	-	2,287.37
Comptroller-thru 11/19/13	1,739.04	133.04	415.29	-	2,287.37
					10,402.78

	Current Budget	Expensed to Date	Revised Budget	Total	Amendment
City Clerk	52,000.00	5,828.04	51,000.00	56,828.04	597.22
Comptroller	46,000.00	4,574.74	-	4,574.74	
Minute Clerk	-	-	36,000.00	36,000.00	
	98,000.00	10,402.78	87,000.00	97,402.78	