



City of Diamondhead

5000 Diamondhead Circle, Diamondhead, MS 39525-3260

Phone: (228) 222.4626

FAX: (228) 222.4390

www.diamondhead.ms.gov

November 7, 2014

Mayor and City Council
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

MS Code §25-60-5 mandates all municipalities collect a fee of \$1.00 for each document filed in public records. According to statute, the avail of fifty cents (.50) of the fee must be deposited into the General Fund to solely support proper records management. The remainder shall be remitted to State Treasurer to be expended by the Department of Archives to support the History Local Government Records Office and a local records management grant program. The City shall for the disposition of funds follow the requirements set forth in §25-60-5 Mississippi Code Annotated (1972).

The \$1.00 filing fee assessment will be implemented immediately and will apply only to those documents currently assessed a fee. The fee will not be applicable to garage sale/parking permits or other documents for which the City does not currently charge a fee.

Sincerely,

Clovis Reed
City Manager

CR:jk

Attachment:
MS Code §25-60-5

FOCUS™ Terms

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Miss. Code Ann. § 25-60-5 (Copy w/ Cite)
Miss. Code Ann. § 25-60-5

Pages: 2

MISSISSIPPI CODE of 1972

*** Current through the 2014 Regular Session and 1st and 2nd Extraordinary Sessions ***

TITLE 25. PUBLIC OFFICERS AND EMPLOYEES; PUBLIC RECORDS
CHAPTER 60. LOCAL GOVERNMENT RECORDS

Miss. Code Ann. § 25-60-5 (2014)

§ 25-60-5. Document filing fee

(1) Except as provided in subsection (2) of this section, any county or municipal official or employee who accepts documents for filing as public records shall, in addition to any other fee provided elsewhere by law, collect a fee of One Dollar (\$ 1.00) for each document so filed. In municipalities and counties that collect Three Hundred Dollars (\$ 300.00) or more per month from the filing fee, the official or employee collecting the fee shall, on or before the last day of each month, deposit the avails of Fifty Cents (50 cent(s)) of the fee into the general fund of the county or municipality, as appropriate, and remit the remainder to the State Treasurer who shall deposit it to the credit of a statewide local government records management fund which is hereby created in the State Treasury. In municipalities and counties that collect less than Three Hundred Dollars (\$ 300.00) per month from the filing fee, the avails of Fifty Cents (50 cent(s)) of the fee shall be remitted to the State Treasurer on a quarterly basis for deposit as provided in the previous sentence. Any monies remaining in the fund at the end of a fiscal year shall not lapse into the General Fund of the State Treasury. Counties and municipalities shall expend monies derived from the fee hereinabove imposed solely to support proper management of their official records in accordance with records management standards established by the Department of Archives and History. Monies in the Local Government Records Management Fund shall be expended by the Department of Archives and History, pursuant to legislative appropriation, to support the Local Government Records Office of the department and to support a local records management grant program as funds permit.

(2) The fee provided in subsection (1) of this section shall not be collected in any county until the board of supervisors, by resolution spread upon its minutes, determines that it will collect the fee.

(3) Each municipality and participating county may collect the filing fee provided for in this section on filings in any court subject to their respective jurisdiction.

HISTORY: SOURCES: Laws, 1996, ch. 537, § 4; Laws, 1997, ch. 452, § 2; Laws, 2006, ch. 495, § 3, eff from and after July 1, 2006.

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November 7, 2014

Mayor and City Council
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

Sealed bids for City Hall Drainage Improvements were received and opened on November 5, 2014. The bids received were reviewed with a recommendation from Mark Seymour of Seymour Engineering. It is my recommendation to concur with Mr. Seymour's recommendation and proceed with the acceptance and awarding of the lowest qualified base bid received from Gray Dirt & Gravel, LLC in the amount of \$114,080.00 and Alternate #1 in the amount of \$600.00.

Thank you in advance for your favorable consideration.

Sincerely,

A handwritten signature in blue ink that reads "C. Reed".

Clovis Reed
City Manager

CR:jk

Attachment: Certified Bid Tabulation
Seymour Engineering Recommendation

SEYMOUR

ENGINEERING

CIVIL ENGINEERS AND PROFESSIONAL LAND SURVEYORS



925 Tommy Munro Dr., Ste. G
Biloxi, Mississippi 39532
Phone: 228-385-2350
Fax: 228-385-2353
Toll Free 888-385-2350

November 12, 2014

Mr. Clovis Reed, City Manager
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

**Re: Diamondhead City Hall Drainage Improvements
City of Diamondhead**

Dear Mr. Reed:

I have reviewed the bids for the above referenced project and recommend awarding the contract to Gray Dirt & Gravel, LLC. The low qualified base bid totaled \$114,080.00 and bid alternate #1 totaled \$600.00.

The preliminary opinion of probable cost was \$113,401.55 which was within \$678.45 of the base bid total or 0.59%. Considering the constant cost fluctuation of labor, material, equipment, fuel, shipping and market conditions related to construction projects, the 0.59% variance is considered an excellent margin for awarding the project.

If you have any questions or comments, please feel free to contact me.

Sincerely,

SEYMOUR ENGINEERING

A handwritten signature in blue ink, appearing to read 'M.M. Seymour, Jr.', with a stylized flourish at the end.

Mark M. Seymour, Jr., P.E.

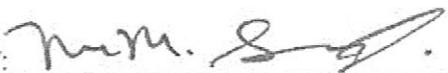
MMS/mah

Bid Date: November 5, 2014
 10:00 a.m.
 Bid Place: Diamondhead City Hall

**DIAMONDHEAD CITY HALL
 DRAINAGE IMPROVEMENTS
 CERTIFIED
 BID TABULATION SHEET**

11-5-14

CONTRACTOR	CERT. OF RESP.	BID BOND	BASE BID	ALT. #1 (ADD)	TOTAL BID
GRAY DIRT & GRAVEL LLC P.O. BOX 665 BILOXI, MS 39533	20564-MC	5% North American Specialty	\$ 114,080.00	\$ 600.00	\$ 114,680.00
SAUNDERS CONSTRUCTION P.O. BOX 4668 D'IBERVILLE, MS 39540	13638-MC	5% Travelers Ins. Co.	\$ 121,152.00	\$ 845.00	\$ 121,997.00
MORREALE CONSTRUCTION 723 FAITH ST. WAVELAND, MS 39576	16121-MC	5% Travelers Ins. Co.	\$ 121,602.00	\$ 2,300.00	\$ 123,902.00
TWIN L CONSTRUCTION INC. 8292 FIRETOWER ROAD PASS CHRISTIAN, MS 39571	08365-MC	5% North American Specialty	\$ 136,409.75	\$ 4,000.00	\$ 140,409.75
WALKER CONSTRUCTION 344 HWY 13 WIGGINS, MS 39577	19023-SC	5% SureTec Ins. Co.	\$ 166,488.00	\$ 4,000.00	\$ 170,488.00
MILLENNIUM CONSTRUCTION 3254 MALLET ROAD STE C D'IBERVILLE MS 39540	17342-MC	5% American Southern Ins. Co.	\$ 180,000.00	\$ 9,500.00	\$ 189,500.00
HENSLEY R. LEE CONTRACTING 311 ACORN LANE PICAYUNE, MS 39466	13466	5% US Specialty Ins. Co.	\$ 185,000.00	\$ -	\$ 185,000.00
MOWA DEVELOPMENT P.O. BOX 1492 GAUTIER, MS 39553	16299-SC	5% Western Surety Ins. Co.	\$ 204,589.00	\$ 1,866.00	\$ 206,455.00

CERTIFIED BY: 
 MARK M. SEYMOUR, JR., P.E.
 PROJECT ENGINEER
 SEYMOUR ENGINEERING

City of Diamondhead, MS
Request for Council Action

Discussion

TO: Honorable Mayor and Members of Council
FROM: City Manager

Ordinance Resolution Agreement/Contract Info Only Work Session Only

AGENDA LOCATION: Consent Agenda Regular Agenda

FORMAL AGENDA DATE REQUESTED:

ORDINANCE/RESOLUTION CAPTIONS or ISSUE:
The Hancock County Chamber of Commerce has made a proposal for the City to complete an RFQ to help us decide on a brand name and improve our presence in the digital world.

SUMMARY BACKGROUND:
The Chamber has experience with RFQ's for branding and improving entities presence in the digital world. There's no charge for us, other than advertising, at this point and hopefully proposals will be received to help us in this aspect.

IMPACT IF DENIED: No improvements in the digital world for the City.

IMPACT IF APPROVED: Depends upon what's received in the actual proposals.

FINANCIAL IMPACT: Depends upon what, if anything, the City would decide to implement.

REQUIRED SIGNATURES

REQUESTED BY:
City Manager:
City Attorney:

COUNCIL ACTION:

Approved Denied Tabled/Deferred Info Only **Completed:**

City of Diamondhead, MS
Request for Council Action

TO: Honorable Mayor and Members of Council
FROM: City Manager

Ordinance Resolution Agreement/Contract Info Only Work Session Only

AGENDA LOCATION: Consent Agenda Regular Agenda

FORMAL AGENDA DATE REQUESTED:

<p><u>ORDINANCE/RESOLUTION CAPTIONS or ISSUE:</u> Discussion of providing office space in city hall for Solid Waste Enforcement Officer, and adopting an inter-local agreement with Solid Waste Authority</p>
<p><u>SUMMARY BACKGROUND:</u> Solid Waste Authority is in process of creating a more specific job description for Enforcement Officer, and allowing them to operate as liaison for all our local governmental entities, with Diamondhead geographic location in county our government building makes best location for office space.</p>
<p><u>IMPACT IF DENIED:</u> Potential increase in mileage to problematic sites.</p>
<p><u>IMPACT IF APPROVED:</u> See decrease in mileage traveled, as well as more efficient service.</p>
<p><u>FINANCIAL IMPACT:</u> None</p>

REQUIRED SIGNATURES

REQUESTED BY:	B LaFontaine
City Manager:	
City Attorney:	

COUNCIL ACTION:

Approved Denied Tabled/Deferred Info Only **Completed:**