



Agenda Item 2016-013

Budget Amendment Request

Fund Name: General
 Department #: n/a
 Department Name: n/a
 Requested by: Kristin Ventura

Date: 2/2/2016
 Budget Entry #: 2016-Rev-1
 Amendment #: 2016-Rev-1

	Original Budget	Prior Amendments	This Amendment	Revised Budget
TOTAL REVENUE	\$ 4,242,186.00	\$ -	\$ 5,500.00	\$ 4,247,686.00

EXPENDITURES:

Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Grants/Subsidies/Allocations	-	-	-	-
Debt Service	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -
REVENUE OVER/(UNDER) EXPENDITURES	\$ 4,242,186.00	\$ -	\$ 5,500.00	\$ 4,247,686.00

OTHER FINANCING SOURCES AND USES:

Transfers In from Other Funds	\$ -	\$ -	\$ -	\$ -
Transfers Out to Other Funds	-	-	-	-
TOTAL ALL	\$ 4,242,186.00	\$ -	\$ 5,500.00	\$ 4,247,686.00

Description The Court Department received a \$5,500 Municipal Court Collections Grant from the Department of Revenue to support the City's court collection program.

Other

§ 21-35-25. Revision of municipal budget

Any amendments made pursuant to this section to an originally adopted budget which exceed ten percent (10%) of the total amount appropriated or authorized to be expended in a particular department fund shall be published or posted within two (2) weeks of the action in a newspaper in the same manner as the final adopted budget. Separate amendments to an originally adopted budget during one fiscal year which affect a particular department fund shall be considered as one (1) amendment in determining whether the ten percent (10%) threshold requiring publication or posting has been reached. This publication or posted notice shall contain a description of the



Agenda Item 2016-013

Budget Amendment Request

Fund Name: General
 Department #: 110
 Department Name: Municipal Court
 Requested by: Kristin Ventura

Date: 2/2/2016
 Budget Entry #: 2016-110-1
 Amendment #: 2016-110-1

	Original Budget	Prior Amendments	This Amendment	Revised Budget
TOTAL REVENUE		\$ -		\$ -
EXPENDITURES:				
Personnel Services	\$ 89,449.94	\$ -	\$ -	\$ 89,449.94
Supplies	1,000.00	-	-	1,000.00
Contractual Services	35,216.40	-	-	35,216.40
Grants/Subsidies/Allocations	-	-	-	-
Debt Service	-	-	-	-
CAPITAL OUTLAY	1,675.00	-	6,136.00	7,811.00
TOTAL EXPENDITURES	\$ 127,341.34	\$ -	\$ 6,136.00	\$ 133,477.34
REVENUE OVER/(UNDER) EXPENDITURES	\$ (127,341.34)	\$ -	\$ (6,136.00)	\$ (133,477.34)

OTHER FINANCING SOURCES AND USES:

Transfers In from Other Funds	\$ -	\$ -	\$ -	\$ -
Transfers Out to Other Funds	-	-	-	-
TOTAL ALL	\$ (127,341.34)	\$ -	\$ (6,136.00)	\$ (133,477.34)

Description The Court Department received a \$5,500 Municipal Court Collections Grant from the Department of Revenue to support the City's court collection program. Funds received will be spent for the purposes as stated and approved in the grant application for software and equipment. Total cost of the aforementioned items equal \$6,136 with \$5,500 funded by the grant and \$636 funded by court fines collected.

Other	Equipment:	Software:
\$	800 Electronic Signature	\$ 4,556 InCode Printing & Report Solutions
\$	500 Scanner	
\$	280 Implementation	
\$	1,580	
TOTAL COST \$		6,136

§ 21-35-25. Revision of municipal budget

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Proposal

Local Government Division

***TCM SE, TOP & Additional Secure Signatures
Services & Hardware***

Presented to:

Lisa McSwain

Court Clerk

City of Diamondhead

5000 Diamondhead Circle

Diamondhead, MS 39525

228-222-4626

lmcswain@diamondhead.ms.gov

Proposal date:

January 12, 2016

Submitted by:

Christine Jandreau

800-554-4434

christine.jandreau@tylertech.com

Tyler Technologies

Local Government Division

5519 53rd Street

Lubbock, Texas 79414

Investment Summary

Lisa McSwain
 City of Diamondhead
 January 12, 2016



Investment Breakdown

Proposal Valid for 120 days

Software	Investment	Annual Fees
Additional Secure Signatures	276	
	<u>276</u>	-
<hr/>		
Hardware & Third Party Software	Investment	Annual Fees
Hardware & System Software	2,330	- see justification on last pg.
	<u>2,330</u>	-
	\$1,580-	
Professional Services	Investment	
Implementation / Training - TCM & TOP	4,000	
Hardware & System Software	280	
	<u>4,280</u>	
<hr/>		
Total (Software/Hardware/Services)	6,686	

\$6,136-

Remote services recommended. If City of Diamondhead desires on-site services, Travel Expenses will apply.

Estimated Travel Expenses 2350

Note: Travel Expenses are billed as incurred based on Federal IRS per diem standards.

Tyler will invoice Client for the License Fees listed above upon delivery of the software.

Maintenance Fees listed above will be invoiced upon ninety (90) days of delivery and annually thereafter on the anniversary of that date

All payment terms are net thirty (30) days

Software \$4,280-
 + 276-
\$4,556-

Hardware \$1,580-

total \$6,136-

grant amt \$5,550-

Software Licenses
 Lisa McSwain
 City of Diamondhead
 January 12, 2016



Application Software - Court Only	QTY	Hours	License Fee	Estimated Services	Annual Maintenance
Incode Content/Document Management Suite					
Incode Printing and Reporting Solutions					
Additional Secure Signatures (scan and prepare for use)	2	Incl	276	4,000	N/C
Tyler Output Processor					
Tyler Output Processor Server (Base Top Engine, Print Output Channel, Tyler Content Management Output Channel, Email Output Channel)		Incl	N/C		
Incode Paperless Court Module					
Tyler Content Manager Standard Edition (TCM SE) (Unlimited Full & Retrieval Licenses, Multiple Scan Stations, Advanced OCR, Content Manager for use with INCODE court) Includes Paperless Court Specific training		32	N/C		
Incode Application Subtotal		32	276	4,000	N/C
Application and System Software Total			276	4,000	N/C

Services billed as incurred.

Hardware & System Software
 Lisa McSwain
 City of Diamondhead
 January 12, 2016



Network Systems and Software	QTY	Price	Maintenance Source
Server Hosted			
Imaging Scanners	QTY	Price	Maintenance Source
Fujitsu FI-7160 Color Scanner 60 page per minute, 120 IPM, 600 DPI, Duplex Ready 80 page Automatic Document Feeder Scans A4, Letter and custom sizes 1 year advanced nbd exchange warranty	1	1,150	Fujitsu
Misc. Hardware and Network Equipment	QTY	Price	Maintenance Source
Cash Collection			
Topaz Signature Pad T-L462 - USB On-Premise Court Sites	2	800	
Dell E Series E2218H 21.5" Wide Monitor w/New System (VGA /DVI)	1	180	Dell - 36 mos on-site warranty
Hardware & System Software Subtotal		2,130 \$1,300-	
Installation & Configuration		280	
Hardware and System Software Total		2,410 \$1,580.00	

will purchase scanners from
 ACSI for \$500-

- Lisa already
 has a
 monitor



Agenda Item 2016-014

5000 Diamondhead Circle • Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228-222-4390

www.diamondhead.ms.gov

January 28, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: Reorganization of administrative positions

Dear Mayor and Councilmembers:

Approval is hereby requested to abolish the position of GIS Director/Administrative Specialist position. It is further recommended to create and approve the job description for the position of Deputy Building Official.

Thank you for your consideration and approval in this matter.

Sincerely,

Clovis Reed
City Manager

CR:jk

Attachment – job description

City of Diamondhead Building Department – Deputy Building Official

Department: Building
EEO Category: Professional
Date Approved:
FLSA Status: Exempt

Purpose of Position

The Deputy Building Official works under the direction of the Building Official in organizing and directing all building code inspections and enforcement activities in the City of Diamondhead. This individual oversees the inspection of buildings to ensure compliance with codes and ordinances relating to construction, electrical, plumbing, gas and mechanical installations including fire protection and suppression systems. Work is performed with a wide-ranging scope to exercise independent judgment.

Essential Job Functions:

- Plans and organizes in providing inspection, regulatory and code enforcement services related to all phases of building construction, electrical, plumbing, gas and mechanical installations including fire protection and suppression systems.
- Shall make all required inspections, or accept reports of inspections by approved agencies or individuals.
- Participates in the review of plans and specifications to determine compliance with existing codes and ordinances prior to the issuance of permits; confers with engineers, architects and contractors to resolve design problems and to interpret code requirements.
- Investigates activities and practices in violation of codes and ordinances; initiates legal action as appropriate and recommends changes in codes and ordinances of inspection activities necessary to prevent future violations. Prepares code enforcement action letters.
- Works with City Manager, City Council and commission members related to the enforcement of codes adopted by the City.
- Issue all types of building and planning permits upon the direction of the Building Official.
- Shall have the authority as necessary in the interest of public health, safety and general welfare to recommend to the City Manager and City Council to adopt any rules and/or regulations to interpret and implement the provisions of City codes. Such rules will not violate or have the effect of waiving the structural or fire performance or engineering practice involving public safety.
- Knowledge of National Flood Insurance Program (NFIP) and other activities generally accepted that reside in a building department.
- Undergird the activities of the Planning and Zoning Commission. Prepares legal notice for all types of planning and zoning cases.
- Makes zoning and floodplain determinations
- Upon direction, carries out the Building Officials duties during his/her absence.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Thorough knowledge of modern developments, current literature and information related to municipal building inspection and code enforcement.
- Thorough knowledge of modern building construction methods materials and inspection techniques.
- Thorough knowledge of the requirements of the family of International codes NFPA standards relating to fire protection and suppression systems.
- Ability to plan, organize, direct and evaluate a comprehensive building inspection and code enforcement program.
- Ability to revise plans and specifications and to determine compliance with applicable codes and ordinance provisions.
- Ability to establish and maintain effective working relationships with subordinate employees, contractors, architects and the public.
- Ability to prepare concise oral and written reports as well as code enforcement action letters are essential.
- Ability to read, evaluate and interpret codes, ordinances and regulations in preparing an appropriate response.
- Excellent customer service skills
- Thorough knowledge and ability for all plan reviews, for building permits and planning purposes.
- Knowledge of “Incode” permitting software.

Education and Experience

A high school graduate or its equivalent and considerable experience in building code inspection and enforcement including municipal land use regulations and ordinances. Completion of college-level course work in civil or structural engineering or related field i.e. construction management. Minimum of five (5) years' experience with two (2) years in a supervisory capacity. Administrative experience in code enforcement and building inspection programs preferred. Other combinations of experience and education that meet the minimum requirements may be substituted.

Required Licenses or Certificates

Must possess valid Mississippi driver's license. Course certification through the International Code Council.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ 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, climbing, walking, twisting and kneeling to perform the essential functions. Working

conditions are both indoors and outdoors.

Employee

Date

Supervisor

Date



Agenda Item 2016-015

Budget Amendment Request

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

Date: 2/2/2016
 Budget Entry #: 2016-140-1
 Amendment #: 2016-140-1

	Original Budget	Prior Amendments	This Amendment	Revised Budget
TOTAL REVENUE	\$ -	\$ -		\$ -
EXPENDITURES:				
Personnel Services	\$ -	\$ -	\$ (15,627.00)	\$ (15,627.00)
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Grants/Subsidies/Allocations	-	-	-	-
Debt Service	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ (15,627.00)	\$ (15,627.00)
REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ -	\$ 15,627.00	\$ 15,627.00

OTHER FINANCING SOURCES AND USES:

Transfers In from Other Funds	\$ -	\$ -	\$ -	\$ -
Transfers Out to Other Funds	-	-	-	-
TOTAL ALL	\$ -	\$ -	\$ 15,627.00	\$ 15,627.00

Description To transfer unexpended appropriations from the abolishment of the GIS/Administrative Support position (Administration Department) to the creation of the Deputy Building Official position (Building Department).

Other

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Agenda Item 2016-015

Budget Amendment Request

Fund Name: General
 Department #: 280
 Department Name: Building
 Requested by: Kristin Ventura

Date: 2/2/2016
 Budget Entry #: 2016-280-1
 Amendment #: 2016-280-1

	Original Budget	Prior Amendments	This Amendment	Revised Budget
TOTAL REVENUE	\$ -	\$ -		\$ -
EXPENDITURES:				
Personnel Services	\$ 97,169.29	\$ -	\$ 33,410.78	\$ 130,580.07
Supplies	6,199.96	-	-	6,199.96
Contractual Services	74,009.00	-	-	74,009.00
Grants/Subsidies/Allocations	-	-	-	-
Debt Service	-	-	-	-
CAPITAL OUTLAY	13,195.00	-	-	13,195.00
TOTAL EXPENDITURES	\$ 190,573.25	\$ -	\$ 33,410.78	\$ 223,984.03
REVENUE OVER/(UNDER) EXPENDITURES	\$ (190,573.25)	\$ -	\$ (33,410.78)	\$ (223,984.03)

OTHER FINANCING SOURCES AND USES:

Transfers In from Other Funds	\$ -	\$ -	\$ -	\$ -
Transfers Out to Other Funds	-	-	-	-
TOTAL ALL	\$ (190,573.25)	\$ -	\$ (33,410.78)	\$ (223,984.03)

Description There is a need to create a job position named Deputy Building Official. This position will be full time with an annual salary between \$35,000 to \$45,000/year plus benefits. See attached job description. Funds to cover this position will be taken from the unrestricted cash fund balance.

Other	Pro-rated Salary	\$ 27,692.32	- 16 pay periods
	FICA 7.65%	2,118.46	
	Insurance	3,600.00	- 5 months
		<u>\$ 33,410.78</u>	

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