



Agenda Item 2016-041

5000 Diamondhead Circle • Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228-222-4390

www.diamondhead.ms.gov

February 26, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

Approval is requested to advertise for the purpose of securing a business sponsorship for digital signage to be located in the business area. The business awarded the sponsorship would purchase the sign and the city would have 50% of the sign's usage for governmental announcements.

Thank you for your consideration and approval in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Clovis Reed', written in a cursive style.

Clovis Reed
City Manager

CR:jk



Agenda Item 2016-030

5000 Diamondhead Circle • Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228-222-4390

www.diamondhead.ms.gov

February 24, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

Attached for your review and approval is invoice 12-035d-7 in the amount \$1,441.99 from Eley Guild Hardy Architects for professional services relating to City Hall ADA Improvements. This is final payment for architectural services for this project

Thank you in advance for your consideration and approval in this matter.

Sincerely,

A handwritten signature in black ink that reads 'Clovis Reed'.

Clovis Reed
City Manager

CR:jk

attachment

Eley Guild Hardy Architects PA
 1091 Tommy Munro Drive
 Biloxi, MS 39532
 228-594-2323

Invoice

City of Diamondhead
 5000 Diamondhead Circle
 Diamondhead, MS 39525

Invoice number 12-035d-7
 Invoice Date 02/22/2016

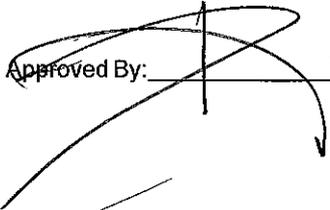
Project Diamondhead ADA Improvements to City Hall - CDBG Project
 #1131-14-432-PF-01

Billed Period Through: 02/22/2016

Construction Cost Basis: \$280,500.00
 Fee Basis: 9.18 %
 Billing Fee: \$25,749.90

Description	Architectural Fee	% of Total Fee	Percent Complete	Prior Billings	Fee Earned	Current Fee
Schematic Design	\$3,862.49	15.00 %	100.00%	\$3,862.49	\$3,862.49	\$0.00
Design Development	\$5,149.98	20.00 %	100.00%	\$5,149.98	\$5,149.98	\$0.00
Construction Documents	\$10,299.97	40.00 %	100.00%	\$10,299.97	\$10,299.97	\$0.00
Bidding	\$1,287.49	5.00 %	100.00%	\$1,287.49	\$1,287.49	\$0.00
Construction Administration	\$5,149.97	20.00 %	100.00%	\$3,707.98	\$5,149.97	\$1,441.99
Total	\$25,749.90	100.00 %	100.00%	\$24,307.91	\$25,749.90	\$1,441.99

Total Project Invoice Amount 1,441.99

Approved By: _____






Agenda Item 2016-031

5000 Diamondhead Circle • Diamondhead, MS 39525-3260
Phone: 228.222.4626 Fax: 228-222-4390
www.diamondhead.ms.gov

February 25, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

Attached for your review and consideration is Application and Certificate for Payment No. 4 in the amount of \$73,377.05 to Vision Constructors, Inc. for City Hall ADA improvements. The remaining balance on the contract is retainage in the amount \$14,025.00. Included with this payment are the Contractor's Affidavits of Payment of Debts and Claims and Release of Liens.

If you find these documents to be in order, please accept my recommendation for approval. Thank you in advance for your consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads 'Clovis Reed'. The signature is fluid and cursive, with the first name 'Clovis' and last name 'Reed' clearly distinguishable.

Clovis Reed
City Manager

CR:jk

attachment

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF One

PAGES

TO OWNER:

City of Diamondhead
Diamondhead, MS

PROJECT: 12-035d

Diamondhead City Hall ADA
CDBG # 1131-14-432-PF-01

APPLICATION NO: 4

Distribution to:

OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR:

Vision Constructors, Inc.
608 34th Street
Gulfport, MS 39501

VIA ARCHITECT: Eley Guild Hardy Architects

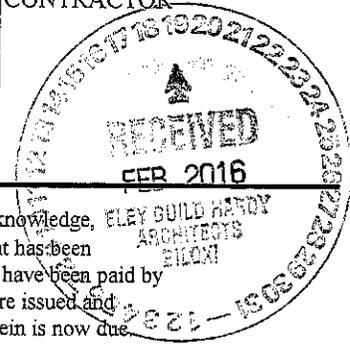
1091 Tommy Munro Drive
Biloxi, MS 39532

PERIOD TO: 1/31/2016

PROJECT NOS: 12-035d

CONTRACT FOR:

CONTRACT DATE: 29-Jun-2015



CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	280,500.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	280,500.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	280,500.00
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	14,025.00
b. 5 % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	14,025.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	266,475.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	193,097.95
8. CURRENT PAYMENT DUE	\$	73,377.05
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	14,025.00

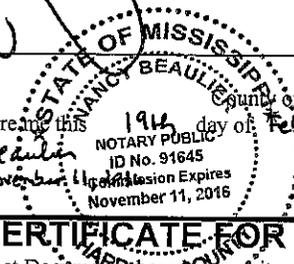
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Vision Constructors, Inc.

By: Date: 2/19/16

State of: Mississippi
Subscribed and sworn to before me this 19th day of Feb 2016
Notary Public: Nancy Beaulieu
My Commission expires: November 11, 2016



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 73,377.05

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Date: 2/24/16

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED TO DATE (D + E)	H BALANCE TO FINISH (C-(F+G))	I RETAINAGE 5%	
			PREVIOUS APPLICATION	THIS PERIOD					
DIVISION 1 GENERAL CONDITIONS									
1	Mobilization	6,000	6000			6,000	100%	0	300
2	Supervision	10,000	6950	3,050		10,000	100%	0	500
3	Builders Risk Insurance	750	750			750	100%	0	38
4	Bond	3,100	3100			3,100	100%	0	155
5	MGRT	8,180	5850	2,330		8,180	100%	0	409
6	Misc. General Conditions	4,500	3225	1,275		4,500	100%	0	225
DIVISION 2 SITEWORK									
7	Interior Demolition	9,000	9000			9,000	100%	0	450
8	Asphalt/Concrete Demolition	4,000	4000			4,000	100%	0	200
9	Pavement Markings and Signage	2,500	2500			2,500	100%	0	125
DIVISION 3 CONCRETE									
10	Concrete Paving/Sidewalks	18,250	18250			18,250	100%	0	913
DIVISION 6 ROUGH CARPENTRY									
11	Rough Carpentry	1,000	1000			1,000	100%	0	50
DIVISION 8 DOORS & WINDOWS									
12	Door/Hardware Material	6,000	2500	3,500		6,000	100%	0	300
13	Door Labor	1,000		1,000		1,000	100%	0	50
14	Interior Storefront Assembly	16,000		16,000		16,000	100%	0	800
15	Access Doors and Panels	1,000	1000			1,000	100%	0	50
DIVISION 9 FINISHES									
16	Metal Framing	8,000	8000			8,000	100%	0	400
17	Drywall	4,079	4079			4,079	100%	0	204
18	ACT Ceilings	2,000	1500	500		2,000	100%	0	100
19	Flooring	16,000	14500	1,500		16,000	100%	0	800
20	Painting	7,000	6000	1,000		7,000	100%	0	350
DIVISION 10 SPECIALTIES									
21	Signange	400		400		400	100%	0	20
22	Toilet Bath Accessoreis	4,300	3800	500		4,300	100%	0	215
23	Install Specialties	1,000	880	120		1,000	100%	0	50
DIVISION 14 ELEVATOR									
24	ELEVATOR ENGINEERING	19,802	19802			19,802	100%	0	990
25	ELEVATOR MATERIAL	24,000		24,000		24,000	100%	0	1,200
26	ELEVATOR LABOR	6,000		6,000		6,000	100%	0	300
DIVISION 15 MECHANICAL									
27	HVAC DEMO	2,500	2500			2,500	100%	0	125
28	HVAC EQUIPMENT	3,500	3500			3,500	100%	0	175
29	HVAC DUCTWORK	2,964	2500	464		2,964	100%	0	148
30	HVAC TRIM OUT	1,500	500	1,000		1,500	100%	0	75

CONTINUATION SHEET

Diamondhead City Hall ADA Renovations
12-035d
Diamondhead, MS

Vision Constructors, Inc.
Eley Guild Hardy Architects

AIA DOCUMENT G703

APPLICATION NUMBER:
APPLICATION DATE:
PERIOD TO:

4
31-Jan-16
31-Jan-16

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED TO DATE (D + E)	% (G/C)	H BALANCE TO FINISH (C-(F+G))	I RETAINAGE 5%
			PREVIOUS APPLICATION	THIS PERIOD					
31	PLUMBING DEMO	3,500	3500			3,500	100%	0	175
32	PLUMBING ROUGH IN	6,500	6500			6,500	100%	0	325
33	PLUMBING FIXTURES/TRIM OUT	7,175	7175			7,175	100%	0	359
	DIVISION 16 ELECTRICAL					0		0	0
34	ELECTRICAL DEMO	2,500	2500			2,500	100%	0	125
35	ELECTRICAL FIXTURES/GEAR	6,000	4500	1,500		6,000	100%	0	300
36	ELECTRICAL RACEWAYS	4,850	4000	850		4,850	100%	0	243
37	ELECTRICAL WIRE	4,850	4000	850		4,850	100%	0	243
38	ELECTRICAL FIRE ALARM	3,800		3,800		3,800	100%	0	190
	PROJECT ALTERNATE 1					0		0	0
39	Demolition	1,500	1500			1,500	100%	0	75
40	Millwork	3,500	3000	500		3,500	100%	0	175
41	Metal Studs/Drywall	4,000	3500	500		4,000	100%	0	200
42	Painting	1,000	800	200		1,000	100%	0	50
43	Storefront	15,000	11000	4,000		15,000	100%	0	750
	PROJECT ALTERNATE 2					0		0	0
44	Demolition	1,000	1000			1,000	100%	0	50
45	Millwork	6,300	6300			6,300	100%	0	315
46	Metal Studs/Drywall	3,050	2800	250		3,050	100%	0	153
47	Painting	850	500	350		850	100%	0	43
48	HVAC Ductwork	300		300		300	100%	0	15
49	Flooring	1,500		1,500		1,500	100%	0	75
	PROJECT ALTERNATE 3					0		0	0
50	Demolition	2,500	2500			2,500	100%	0	125
51	HM Frames/Wood Doors	2,850	2850			2,850	100%	0	143
52	Metal Stud Framing	1,800	1800			1,800	100%	0	90
53	Painting	1,850	1850			1,850	100%	0	93
	SUB TOTALS	280,500	203,261	77,239	0	280,500	100%	0	14,025

AIA Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: (Name and address)
Diamondhead City Hall ADA
CDBG# 1131-14-432-PF-01
Diamondhead, Mississippi

ARCHITECT'S PROJECT NUMBER: 12-035d

OWNER:

CONTRACT FOR: General Construction

ARCHITECT:

CONTRACTOR:

TO OWNER: (Name and address)
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

CONTRACT DATED: June 29, 2015

SURETY:

OTHER:

STATE OF: Mississippi

COUNTY OF: Harrison

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707™, Consent of Surety to Final Payment, may be used for this purpose.

Indicate attachment: Yes No

N/A - AFP #4

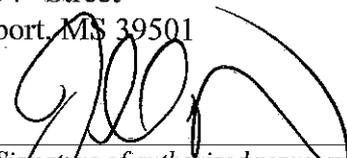
The following supporting documents should be attached hereto if required by the Owner:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof
3. Contractor's Affidavit of Release of Liens (AIA Document G706A™)

CONTRACTOR: (Name and address)

Vision Constructors, Inc.
608 34th Street
Gulfport, MS 39501

BY:


(Signature of authorized representative)

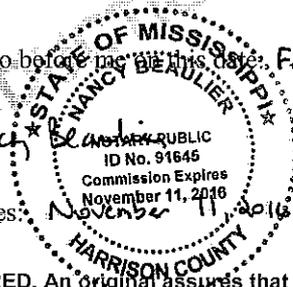
John M. Rollins, President

(Printed name and title)

Subscribed and sworn to before me on this date: Feb 19, 2016

Notary Public: Nancy

My Commission Expires:



CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.



AIA[®]

Document G706ATM - 1994

Contractor's Affidavit of Release of Liens

PROJECT: <i>(Name and address)</i> Diamondhead City Hall ADA CDBG# 1131-14-432-PF-01 Diamondhead, Mississippi	ARCHITECT'S PROJECT NUMBER: 12-035d	OWNER <input type="checkbox"/>
	CONTRACT FOR: General Construction	ARCHITECT <input type="checkbox"/>
		CONTRACTOR <input type="checkbox"/>
TO OWNER: <i>(Name and address)</i> City of Diamondhead 5000 Diamondhead Circle Diamondhead, MS 39525	CONTRACT DATED: June 29, 2015	SURETY <input type="checkbox"/>
		OTHER <input type="checkbox"/>

STATE OF: Mississippi

COUNTY OF: Harrison

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
AFP #4
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR: *(Name and address)*
Vision Constructors, Inc.

608 34th Street
Gulfport, MS 39501

BY:

(Signature of authorized representative)

John M. Rollins, President

(Printed name and title)

Subscribed and sworn to before me on this date: Feb 19, 2016

Notary Public:



My Commission Expires:

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.



Agenda Item 2016-032
5000 Diamondhead Circle • Diamondhead, MS 39525-3260
Phone: 228.222.4626 Fax: 228-222-4390
www.diamondhead.ms.gov

February 25, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

Attached for your review and consideration is Application and Certificate for Final Payment in the amount of \$14,025.00 to Vision Constructors, Inc. for City Hall ADA improvements.

If you find these documents to be in order, please accept my recommendation for approval contingent upon the contractor's completion of punch list items. Thank you in advance for your consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads 'Clovis Reed'.

Clovis Reed
City Manager

CR:jk

attachment

ELEY GUILD HARDY ARCHITECTS

PRINCIPALS

James H. Eley, FAIM
W. Taylor Guild, III, AIA, CCS
David J. Hardy, AIA
Stephen A. Stojcich, AIA
Joseph B. Crain, AIA
Mark E. Lishen, AIA, LEED AP
J. Heath Perry, AIA, CSI, CDT

February 23, 2016

ASSOCIATES

Joseph R. Stevens, Jr., AIA, LEED AP
Eric J. Commarato, AIA

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

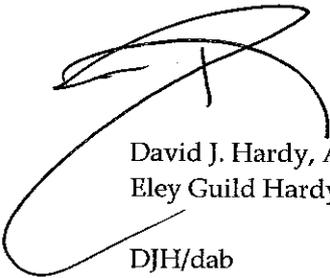
Re: ADA Improvements to Diamondhead City Hall, Diamondhead, Mississippi
CDBG Project No.: 1131-14-432-PF-01

Dear Mr. Reed:

Enclosed please find Two (2) copies of the Final Application and Certificate for Payment for Retainage submitted by Vision Constructors, Inc., in the amount of \$14,025.00, for the above referenced project. We find this application to be in order and our certification is on the cover. Contractor is not request any rain/delay days for this period.

If you have any questions regarding this project, please do not hesitate to contact me.

Sincerely,



David J. Hardy, AIA
Eley Guild Hardy Architects PA

DJH/dab

Enclosures

cc: Vision Constructors, Inc., John Rollins, via email
Kristin Ventura, City of Diamondhead, via email
Professional Grant Management Services, Michele Moore, via email

12-035d/5/5

BILOXI OFFICE

1091 Tommy Munro Drive
Biloxi, MS 39532
228.594.2323 P

JACKSON OFFICE

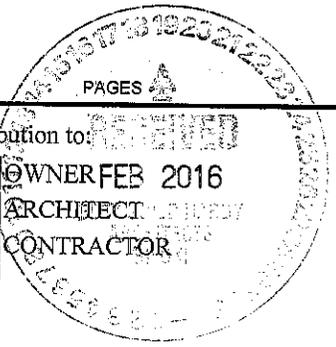
329 East Capitol Street
Jackson, MS 39201
601.354.2572 P

www.eleyguildhardy.com

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF One



TO OWNER:

City of Diamondhead
Diamondhead, MS

PROJECT: 12-035d

Diamondhead City Hall ADA
CDBG # 1131-14-432-PF-01

APPLICATION NO: Retainage

FROM CONTRACTOR:

Vision Constructors, Inc.
608 34th Street
Gulfport, MS 39501

VIA ARCHITECT: Eley Guild Hardy Architects

1091 Tommy Munro Drive
Biloxi, MS 39532

PERIOD TO: 1/31/2016

PROJECT NOS: 12-035d

CONTRACT FOR:

CONTRACT DATE: 29-Jun-2015

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	280,500.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	280,500.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	280,500.00
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	0.00
b. 5 % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	280,500.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	266,475.00
8. CURRENT PAYMENT DUE	\$	14,025.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

CONTRACTOR: Vision Constructors, Inc.

By: Date: 2/19/16

State of Mississippi
Subscribed and sworn to before me this 19th day of Feb 2016
Notary Public: Nancy Beaulieu
My Commission expires: November 11, 2016
NOTARY PUBLIC
ID No. 91645
Commission Expires November 11, 2016

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 14,025.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Date: 2/24/16

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	\$0.00

CONTINUATION SHEET

Diamondhead City Hall ADA Renovations
12-035d
Diamondhead, MS

Vision Constructors, Inc.
Eley Guild Hardy Architects

AIA DOCUMENT G703

APPLICATION NUMBER:
APPLICATION DATE:
PERIOD TO:

RETAINAGE
19-Feb-16
31-Jan-16

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED	TOTAL COMPLETED TO DATE (D + E)	% (G/C)	BALANCE TO FINISH (C-(F+G))	RETAINAGE 5%
			PREVIOUS APPLICATION	THIS PERIOD					
DIVISION 1 GENERAL CONDITIONS									
1	Mobilization	6,000	6,000			6,000	100%	0	0
2	Supervision	10,000	10,000			10,000	100%	0	0
3	Builders Risk Insurance	750	750			750	100%	0	0
4	Bond	3,100	3,100			3,100	100%	0	0
5	MGRT	8,180	8,180			8,180	100%	0	0
6	Misc. General Conditions	4,500	4,500			4,500	100%	0	0
DIVISION 2 SITEWORK									
7	Interior Demolition	9,000	9,000			9,000	100%	0	0
8	Asphalt/Concrete Demolition	4,000	4,000			4,000	100%	0	0
9	Favement Markings and Signage	2,500	2,500			2,500	100%	0	0
DIVISION 3 CONCRETE									
10	Concrete Paving/Sidewalks	18,250	18,250			18,250	100%	0	0
DIVISION 6 ROUGH CARPENTRY									
11	Rough Carpentry	1,000	1,000			1,000	100%	0	0
DIVISION 8 DOORS & WINDOWS									
12	Door/Hardware Material	6,000	6,000			6,000	100%	0	0
13	Door Labor	1,000	1,000			1,000	100%	0	0
14	Interior Storefront Assembly	16,000	16,000			16,000	100%	0	0
15	Access Doors and Panels	1,000	1,000			1,000	100%	0	0
DIVISION 9 FINISHES									
16	Metal Framing	8,000	8,000			8,000	100%	0	0
17	Drywall	4,079	4,079			4,079	100%	0	0
18	ACT Ceilings	2,000	2,000			2,000	100%	0	0
19	Flooring	16,000	16,000			16,000	100%	0	0
20	Painting	7,000	7,000			7,000	100%	0	0
DIVISION 10 SPECIALTIES									
21	Signage	400	400			400	100%	0	0
22	Toilet Bath Accessoris	4,300	4,300			4,300	100%	0	0
23	Install Specialties	1,000	1,000			1,000	100%	0	0
DIVISION 14 ELEVATOR									
24	ELEVATOR ENGINEERING	19,802	19,802			19,802	100%	0	0
25	ELEVATOR MATERIAL	24,000	24,000			24,000	100%	0	0
26	ELEVATOR LABOR	6,000	6,000			6,000	100%	0	0
DIVISION 15 MECHANICAL									
27	HVAC DEMO	2,500	2,500			2,500	100%	0	0
28	HVAC EQUIPMENT	3,500	3,500			3,500	100%	0	0
29	HVAC DUCTWORK	2,964	2,964			2,964	100%	0	0
30	HVAC TRIM OUT	1,500	1,500			1,500	100%	0	0

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED TO DATE (D + E)	% (G/C)	H BALANCE TO FINISH (C-(F+G))	I RETAINAGE 5%
			PREVIOUS APPLICATION	THIS PERIOD					
31	PLUMBING DEMO	3,500	3,500			3,500	100%	0	0
32	PLUMBING ROUGH IN	6,500	6,500			6,500	100%	0	0
33	PLUMBING FIXTURES/TRIM OUT	7,175	7,175			7,175	100%	0	0
	DIVISION 16 ELECTRICAL					0		0	0
34	ELECTRICAL DEMO	2,500	2,500			2,500	100%	0	0
35	ELECTRICAL FIXTURES/GEAR	6,000	6,000			6,000	100%	0	0
36	ELECTRICAL RACEWAYS	4,850	4,850			4,850	100%	0	0
37	ELECTRICAL WIRE	4,850	4,850			4,850	100%	0	0
38	ELECTRICAL FIRE ALARM	3,800	3,800			3,800	100%	0	0
	PROJECT ALTERNATE 1					0		0	0
39	Demolition	1,500	1,500			1,500	100%	0	0
40	Millwork	3,500	3,500			3,500	100%	0	0
41	Metal Studs/Drywall	4,000	4,000			4,000	100%	0	0
42	Painting	1,000	1,000			1,000	100%	0	0
43	Storefront	15,000	15,000			15,000	100%	0	0
	PROJECT ALTERNATE 2					0		0	0
44	Demolition	1,000	1,000			1,000	100%	0	0
45	Millwork	6,300	6,300			6,300	100%	0	0
46	Metal Studs/Drywall	3,050	3,050			3,050	100%	0	0
47	Painting	850	850			850	100%	0	0
48	HVAC Ductwork	300	300			300	100%	0	0
49	Flooring	1,500	1,500			1,500	100%	0	0
	PROJECT ALTERNATE 3					0		0	0
50	Demolition	2,500	2,500			2,500	100%	0	0
51	HM Frames/Wood Doors	2,850	2,850			2,850	100%	0	0
52	Metal Stud Framing	1,800	1,800			1,800	100%	0	0
53	Painting	1,850	1,850			1,850	100%	0	0
	SUB TOTALS	280,500	280,500	0	0	280,500	100%	0	0



Agenda Item 2016-033

5000 Diamondhead Circle • Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228-222-4390

www.diamondhead.ms.gov

February 24, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: CDBG Project #1131-14-432-PF-01 ADA Improvements
Invoice #10036 Grant Administration Services

Dear Mayor and Councilmembers:

Attached for your review and consideration for payment is Invoice #10032 in the amount of \$6,245.44 from Professional Grant Management Services relating to City Hall ADA improvements. This payment constitutes 99% completion for management services on this project.

If you find these documents to be in order, please accept my recommendation for payment approval. Thank you in advance for your consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads 'Clovis Reed'. The signature is fluid and cursive, with the first name 'Clovis' and the last name 'Reed' clearly distinguishable.

Clovis Reed
City Manager

CR:jk

attachment

Professional Grant Management

services llc

STATEMENT
FOR SERVICES RENDERED

CITY OF DIAMONDHEAD
PROJECT NO. 1131-14-432-PF-01
CITY HALL ADA IMPROVEMENTS PROJECT

March 1, 2016

INVOICE NO. # 10036

Services Rendered Pertaining to the Application Preparation, Administration, and Implementation of Project 1131-14-432-PF-01 for the month of February 2016, Preparation and Monitoring with MDA Auditors and preparing closeout package for this project.

	<u>CDBG</u>	<u>CITY</u>
Contract Amount	\$11,000.00	\$ 13,989.00
Previously Invoiced	\$ 8,500.00	\$ 7,743.56
Current Amount Due	\$ 0.00	\$ 6,245.44
Balance left	\$ 2,500.00	\$ 0.00
 <i>Percent Complete</i>		 <i>99%</i>

CURRENT AMOUNT DUE \$6,245.44
CITY MATCH FUNDS

Michele Moore

MICHELE MOORE

**P.O. Box 1465 • Biloxi • MS• 39533 • 228/826-1909 •
*michele@pgms.ms • www.pgms.ms***

Professional Grant Management *services llc*

MEMO

DATE: February 26, 2016

TO: Clovis Reed, City Manager
City of Diamondhead

FROM: Michele Moore
Professional Grant Management Services, LLC

RE: **City of Diamondhead**
Public Facility Grant
CDBG Project 1131-14-432-PF-01
Request for Cash and Summary Support Sheet #9

Enclosed please find the following invoice for the above referenced project:

1. PGMS
Invoice number #10036 in the amount of \$6,245.44
For Administration expense for monthly monitoring services, preparation and conducting MDA
Audit on behalf of City, Meetings with MDA/City Officials, Davis Bacon Payroll and Paperwork
To Closeout Project.

City Match: \$6,245.44
2. EGH
Invoice number 12-035d-7 in the amount of \$1,441.99
For A/E expense

City Match: \$1,441.99
3. Vision Constructors
Invoice number 4 in the amount of \$73,377.05
For Construction

CDBG Amount: \$36,072.10
City Match: \$37,304.95

Also enclosed is the "Request for Cash and Summary Support Sheet No. 9" in the amount of **\$36,072.10** for payment of the above invoices.

Please have the above invoices and Request for Cash and the supporting documentation placed on your next agenda for approval. After its approval, the appropriate official should sign the "Request for Cash and Cash Summary Support Sheet No. 9" and return it along with the supporting documentation for processing to our office at the following address:

Michele Moore
Professional Grant Management Services
P.O. Box 1465
Biloxi, MS 39533

If you have any questions, please do not hesitate to call me at (228) 826-1909.

REMINDER

From the date of deposit into your account you have only three (3) working days to distribute funds to avoid penalties from MDA.

enclosures

P.O. Box 1465 • Biloxi • MS • 39533 • 228/826-1909 •
michele@pgms.ms • www.pgms.ms

**Mississippi Development Authority
Consolidated Support Sheet**

Program: Community Development Block Grant Program
 Recipient: City of Diamondhead
 Request for Cash Number: 9

Contract Number: 1131-14-432-PF-01
 Total Amount Requested: \$36,072.10

IDIS #	Line Items	Vendor	Invoice #	Total Invoice	Amount of This Request	Match	Amount Budgeted	Amount Requested to Date	Balance
	General Administration	PGMS LLC	10036	\$6,245.44	\$0.00	\$6,245.44	\$6,000.00	\$3,500.00	\$2,500.00
	Application Preparation (CDBG O	PGMS LLC					\$5,000.00	\$5,000.00	\$0.00
	Total Administration			\$6,245.44	\$0.00	\$6,245.44	\$11,000.00	\$8,500.00	\$2,500.00
	Engineering / Architectural	EGH Architects	12-035d-7	\$1,441.99		\$1,441.99	\$8,400.00	\$8,400.00	\$0.00
									\$0.00
									\$0.00
	Total Engineering / Architectural			\$1,441.99	\$0.00	\$1,441.99	\$8,400.00	\$8,400.00	\$0.00
	Contingencies								\$0.00
									\$0.00
	Total Contingencies			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Construction								\$0.00
	Public Bldg - ADA Const.	Vision Constructors	4	\$73,377.05	\$36,072.10	\$37,304.95	\$144,187.00	\$144,187.00	\$0.00
									\$0.00
									\$0.00
									\$0.00
	Total Construction			\$73,377.05	\$36,072.10	\$37,304.95	\$144,187.00	\$144,187.00	\$0.00
GRAND TOTAL				\$81,064.48	\$36,072.10	\$44,992.38	\$163,587.00	\$161,087.00	\$2,500.00

Services Rendered - Beginning: January 1, 2016 Thru January 31, 2016

Cumulative: \$161,087.00 Program Expenditures Plus (+) \$154,876.14 Matching Expenditures Equals (=) \$315,963.14 Total Expenditures

I Herby Certify That (a) the services covered by this request have not been received from the Federal / State Government or expended for such services under any other contract agreement or grant; (b) the amount requested will be expended for allowable costs / expenditures under the terms of the contract agreement or grant; (c) the amount requested herein does not exceed the total funds obligated by contract; and (d) the funds are requested for only immediate disbursements.

I Herby Certify That the goods sold and/or services rendered have been delivered and/or performed in good order within the time listed above and are in compliance with all statutory requirements and regulations. I certify that this request does not include any advances or funds for future obligations.

 Signature of Authorized Official
 Clovis Reed, City Manager
 Typed Name and Title of Authorized Official

 Date Signed

Michele Moore
 Prepared By
 228-826-1909
 Preparer's Telephone No.



**Community Development Block Grant Program
Budget**

Applicant: City of Diamondhead

Funding Year: _____ **2014 Grant Year :** _____ **2014 Contract:** 1131-14-432-PF-01

Description	MDA	IDIS	Other Funding Sources				Total
			CDBG	Local			
Administration							
General Administration			\$ 6,000.00	\$ 13,989.00			\$ 19,989.00
Application Prep.			\$ 5,000.00				\$ 5,000.00
Audit							\$ -
Subtotal (A)			\$ 11,000.00	\$ 13,989.00	\$ -	\$ -	\$ 24,989.00
Public Facilities							
Access Road							\$ -
Acquisition							\$ -
Architectural/Engineering			\$ 8,400.00	\$ 18,599.19			\$ 26,999.19
Bridges							\$ -
Contingency							\$ -
Demolition							\$ -
Downtown Improvements							\$ -
Drainage/Flood Improvements							\$ -
Legal							\$ -
Other Utilities							\$ -
Planning							\$ -
Public Building Construction ADA Improvements			\$ 144,187.00	\$ 136,313.00			\$ 280,500.00
Public Building Renovation							\$ -
Public Services:							\$ -
Purchase of equipment							\$ -
Recreation							\$ -
Street & Road Improvements							\$ -
Sewer Line(s)							\$ -
Sewage Pumping Station							\$ -
Sewage Treatment							\$ -
Water Booster Station							\$ -
Water Line(s)							\$ -
Water Tank							\$ -
Water Treatment							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Subtotal (B)			\$ 152,587.00	\$ 154,912.19	\$ -	\$ -	\$ 307,499.19
Grand Total (A + B)			\$ 163,587.00	\$ 168,901.19	\$ 0.00	\$ 0.00	\$ 332,488.19



Agenda Item 2016-0037

5000 Diamondhead Circle • Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228-222-4390

www.diamondhead.ms.gov

February 25, 2016

Mayor and Councilmembers
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

RE: Traffic Study (STP-0023-00(050)LPA/ 107130-711000

Attached for your review and approval is Invoice No. 5 in the amount of \$7,796.60 from Pickering Firm, Inc. for professional services relating to the traffic study. This payment is part of the MDOT grant received for the traffic study and covers the period ending December January 1 – 31, 2016 bringing the total paid to date at 98% of the estimated overall project cost.

Thank you for your approval and consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads 'Clovis Reed'.

Clovis Reed
City Manager

CR:jk



*Service and Good Work...
Our Foundation, Our Future
Since 1946*

February 25, 2016

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

Re: City of Diamondhead Traffic Study
Project No. STP-0023-00(050)LPA
Pickering Project No. 24494.01
Hancock County

Dear Clovis:

Submitted herewith are five (5) original engineering estimates for the period ending January 31, 2016 on the above captioned project. The total billing to date reflects approximately 98% of the estimated fee for the project. Please sign where required and forward all five (5) originals to MDOT for further processing and reimbursement.

If you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,

Richard C. Ferguson, P.E.
PRINCIPAL

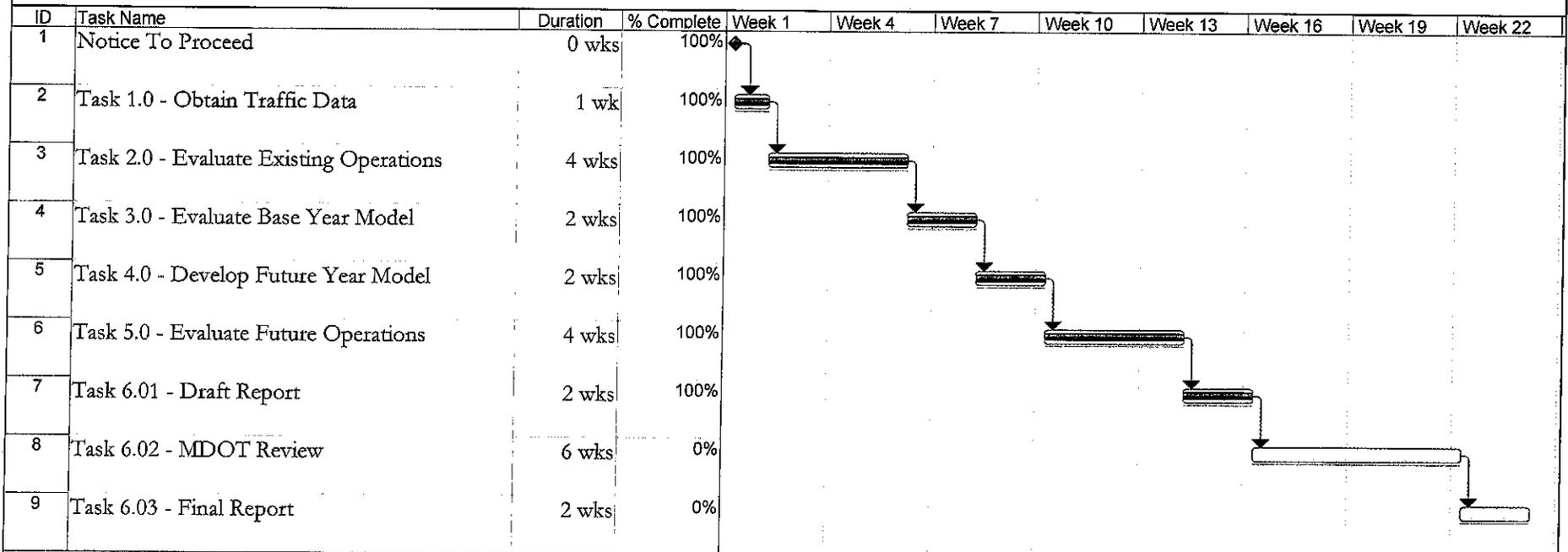
pc: File

Enclosures

Facility Design • Civil Engineering • Surveying • Transportation • Natural / Water Resources

2001 Airport Road, Suite 201 • Flowood, MS 39232 • Phone: 601.956.3663 • Fax: 601.956.7817 • www.pickeringfirm.com

**CITY OF DIAMONDHEAD
TRAFFIC CIRCULATION STUDY
PROJECT NO. STP-0023-00(050)LPA/107130-711000
HANCOCK COUNTY**



Task		Milestone		External Tasks	
Split		Summary		External MileTask	
Progress		Project Summary		Split	

Diamondhead Traffic Study

Project Status

February 26, 2016

Since our last project status report, we addressed the comments made by Gresham-Smith and the Mayor regarding the proposed future street system. This includes modifying the traffic distribution for the commercial area in the northwestern portion of the City. Additionally, we added an extension of East Aloha Drive to connect with Aila Street in order to increase circulation in the northeast portion of the City. Furthermore, we have increased alternative transportation circulation by providing a multi-use trail. Finally, the draft report has been completed and will be given to the City before it is submitted to MDOT for their review.

PRELIMINARY ENGINEERING CSU-001 For LPA's

**MISSISSIPPI DEPARTMENT OF TRANSPORTATION
PRELIMINARY ENGINEERING ESTIMATE - RECAP SHEET**

Vendor Number 3100027173 0
 Project No. STP-0023-00(050)LPA/ 107130-711000 County Hancock
 In Account With City of Diamondhead, 5000 Diamondhead Circle, Diamondhead, MS 39525
 Contract Number: CS00004393
 Est. No. 5 (Progress Estimate / Final) Period January 1, 2016 Thru January 31, 2016

P.O. No. 3941
 Invoice Number : 78407
 Sheet No. 1 Of 1

Document No. _____

	Line Item	OCA	User Code 1	Object	Project Number / Detail Code	User Code 2	Current Period	Previous Estimate	Total Allowed to Date
Total Participating Cost	1	080125	115	1612	107130 711000	I	\$7,796.60	\$52,654.73	\$60,451.33
Total							\$7,796.60	\$52,654.73	\$60,451.33
Total All Work Due							\$7,796.60	\$52,654.73	\$60,451.33
Total Net Work Due							\$7,796.60	\$52,654.73	\$60,451.33
Invoice Submitted Original Signed Pickering Firm, Inc. _____ Project Manager (Consultant)					Current Termination Date of Contract: 6-30-2016		AMOUNT OF PAYMENT FOR ALL ESTIMATES SHOULD BE TO THE NEAREST CENTS (\$0.00)		
LPA Official City of Diamondhead _____ MDOT Planning Division _____ Jeff Ely, P.E.					(***) No Work is reimbursable after the termination date has been exceeded(***)				
Director of CSU - Scot Ehrgott					Maximum Amount Allowed for Project (Total Net Work Due): \$61,851.81				
% Matching Funds Deduction for LPA	1	080125	115	1612	107130 711000	1	(\$1,559.32)	(\$10,530.95)	(\$12,090.27)
TOTAL Net Amount Owed to the LPA							\$6,237.28	\$42,123.78	\$48,361.06



INVOICE

Pickering Firm, Inc.

Facility Design • Civil Engineering • Surveying •
 Transportation • Natural / Water Resources
 2001 Airport Road, Suite 201, Flowood, MS 39232
 PH 601.956.3663 FAX 601.956.7817 www.pickeringfirm.com

City of Diamondhead
 5000 Diamondhead Circle
 Diamondhead, MS 39525

February 23, 2016
 Project No: 24494.01
 Invoice No: 0078407

City of Diamondhead Traffic Study
 Project No. STP-0023-00(050)LPA/107130-711000
 Hancock County

Client Contact: Clovis Reed, City Manager

Professional Services from January 1, 2016 to January 31, 2016

Professional Personnel

	Hours	Rate	Amount	
SENIOR ENGINEER				
Ferguson, Richard	12.00	42.80	513.60	
Ferguson, Richard	2.00	45.72	91.44	
ENGINEER				
Warkentin, Matthew	13.00	27.17	353.21	
Warkentin, Matthew	29.00	31.25	906.25	
PROFESSIONAL INTERN				
McCormick, William	25.00	23.50	587.50	
Totals	81.00		2,452.00	
	2.7772 times	2,452.00	6,809.69	
	1.12 times	6,809.69	7,626.85	
Total Labor				7,626.85

Reimbursable Expenses

TRAVEL-REIMB				
1/15/2016 Ferguson, Richard	MILEAGE		169.75	
Total Reimbursables		1.0 times	169.75	169.75

Billing Limits

	Current	Prior	To-Date	
Total Billings	7,796.60	52,654.73	60,451.33	
Limit			61,851.81	
Remaining			1,400.48	
		Total this Invoice		\$7,796.60

Outstanding Invoices

Number	Date	Balance
0078252	1/29/2016	38,127.62
Total		38,127.62

Billing Backup

Pickering

Invoice 0078407 Dated 2/23/2016

Thursday, February 25, 2016

11:31:49 AM

Professional Personnel

			Hours	Rate	Amount	
SENIOR ENGINEER						
01908	Ferguson, Richard	1/6/2016	2.00	45.72	91.44	
01908	Ferguson, Richard	1/14/2016	2.00	42.80	85.60	
01908	Ferguson, Richard	1/15/2016	10.00	42.80	428.00	
ENGINEER						
02036	Warkentin, Matthew	1/4/2016	3.00	31.25	93.75	
02036	Warkentin, Matthew	1/5/2016	9.00	31.25	281.25	
02036	Warkentin, Matthew	1/6/2016	10.00	31.25	312.50	
02036	Warkentin, Matthew	1/7/2016	5.00	31.25	156.25	
02036	Warkentin, Matthew	1/8/2016	2.00	31.25	62.50	
02036	Warkentin, Matthew	1/14/2016	3.00	27.17	81.51	
02036	Warkentin, Matthew	1/15/2016	10.00	27.17	271.70	
PROFESSIONAL INTERN						
02057	McCormick, William	1/4/2016	9.00	23.50	211.50	
02057	McCormick, William	1/5/2016	8.00	23.50	188.00	
02057	McCormick, William	1/6/2016	8.00	23.50	188.00	
	Totals		81.00		2,452.00	
			2.7772 times	2,452.00	6,809.69	
			1.12 times	6,809.69	7,626.85	
	Total Labor					7,626.85
Reimbursable Expenses						
TRAVEL-REIMB						
EX 0020906	1/15/2016	Ferguson, Richard / MILEAGE			169.75	
	Total Reimbursables			1.0 times	169.75	169.75
				Total the Project		\$7,796.60
				Total this Report		\$7,796.60

Detailed Expense Report

Thursday, February 25, 2016

11:32:58 AM

Pickering

Employee 01908 Ferguson, Richard C.

Signed _____

Approved _____

Posted

Profit Center 07:E4:84

Expense Report: EXPENSE REPORT 01.18.16

Report Date: 1/18/2016

Date	Category	Description	Project	Task	Bill	Account	Amount
1/15/2016	ENTERTAINM ENT	LUNCH	24494.01	001	<input type="checkbox"/>	683.00	55.76
Business Reason:		PROJECT MEETING City of Diamondhead Traffic Study Each Person: R. FERGUSON M. WARKENTIN					
1/15/2016	MILEAGE	MILEAGE	24494.01	001	<input checked="" type="checkbox"/>	582.00	169.75
Business Reason:		PROJECT MEETING City of Diamondhead Traffic Study Travel From/To: ROUNDTRIP FLOWOOD TO BILOXI Travel: 350.00 mi @ 0.485					
1/15/2016	VEHICLE OPERATING EXPENSE (COMPANY AUTO)		90384.00		<input type="checkbox"/>	761.00	(169.75)
		ADMIN - CENTRAL MS TRANSPORTATION					
						Total Expenses	55.76
						Amount Advanced	
						Total Due	55.76

Social Media Use Policy

Purpose

This Policy is intended to provide employees and elected officials with guidelines for appropriate online activity. Although this Policy cannot address every instance of inappropriate social media use, it is intended to offer guidelines to employees, thereby helping employees to avoid potentially costly missteps online. The nature of the Internet is such that what you “say” online will be captured forever and can be transmitted endlessly without your consent or knowledge. Employees should remember that any information that is shared online instantly becomes permanent and public. Employees should be aware that, while certain types of speech may be subject to protection under the First Amendment to the Constitution of the United States, the City does have the right to discipline an employee whose comments may affect the efficiency of the public services by the City.

Scope

This Policy applies to all employees’ use of the Internet, including participation in and use of social media, regardless of whether such use occurs in the workplace and regardless of whether such use involves the City of Diamondhead’s electronic equipment or other property.

“Social Media” Defined

The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media. By way of example, social media includes: (1) social-networking sites (i.e. Facebook, LinkedIn); (2) blogs and micro-blogs (i.e. Twitter, Blogger); (3) content-sharing sites (i.e. Scribd, Slide Share); and (4) image sharing sites (i.e. Flickr, YouTube). This list is for illustrative purposes only, however, and all online activity is governed by this Policy.

Application of Other Policies

All of the City of Diamondhead’s employment policies apply to conduct that occurs online in the same way that they apply to conduct that occurs in the workplace. For example, employees’ online conduct must comply with the City’s Anti-Discrimination, Anti-Harassment, Confidentiality, and Conflicts of Interest policies.

Association With the Organization

Employees who identify themselves online as being associated with the City Of Diamondhead must comply with the rules set forth in this section.

Federal law requires that, when endorsing or promoting his or her employer, an employee must disclose his or her affiliation with (i.e., employment by), the City. Although the City of Diamondhead appreciates the loyalty and enthusiasm of its employees, employees must disclose their employment if they endorse the City online. If you, the employee, should choose to disclose your affiliation or relationship with the City of Diamondhead, for example in your online profile,

you must use an appropriate disclaimer to make clear that you are speaking only on behalf of yourself and not on behalf of or as an agent of the City. An example of an appropriate disclaimer follows:

The opinions and viewpoints expressed are those of the author and do not necessarily represent the position or opinion of the City of Diamondhead, Mississippi.

To ensure continuity of the City of Diamondhead's message, employees may not represent themselves to be speaking on behalf of the City unless expressly authorized to do so.

Prohibited Conduct

Employees are prohibited from engaging in any of the following in their online activities and posts:

- Disparaging the City's services, clients, executive leadership, employees, or strategy;
- Making any false or misleading statements;
- Promoting or endorsing violence;
- Promoting illegal activity, including the use of illegal drugs;
- Directing any negative comment towards or about any individual or group based on race, religion, gender, disability, sexual orientation, national origin, citizenship, or other characteristics protected by law;
- Disclosing any confidential or proprietary information belonging to the City or obtained by the employee as a result of his/her employment with the City; and
- Posting, uploading, or sharing any recording or images (including audio, pictures, and videos), taken in the workplace or at any City-sponsored event without express advance authorization. Nothing in this Policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity.

Duty to Report

Employees have an ongoing duty to report any violations of this policy by any other employees. The City considers the duty to report to be a critical component of its efforts to ensure the safety of its employees and to preserve the City's reputation and goodwill in the community. Therefore, any employee who fails to report any conduct that reasonably appears to be in violation of this policy may be subject to discipline for such failure.

Questions About This Policy

Social media changes rapidly and there will likely be events or issues that are not addressed in this policy. If, at any time, you are uncertain about the application of this policy or if a question relating to the appropriate use of social media arises that is not fully addressed by this policy, you should seek the guidance of the appropriate person *before* posting or otherwise engaging online. When in doubt, employees always should ask for guidance first because, once the information is online, it can never be deleted.

SOCIAL MEDIA POLICY

I have read and been informed about the content, requirements, and expectations of the social media policy for employees working for the City of Diamondhead. I have received a copy of the policy and agree to abide by the policy's guidelines as a condition of my employment and/or my continuing employment with the City of Diamondhead.

I understand that if I have questions, at any time, regarding the social media policy I will consult with my immediate supervisor or my Human Resources Department.

Please read the social media policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Department: _____

Date: _____

City of Diamondhead Internet Technology Policy

Overview

The City of Diamondhead intentions for publishing an Internet Technology Policy are not to impose restrictions that are contrary to our established culture of openness, trust, and integrity. We are committed to protecting our employees, partners, and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the City of Diamondhead. These systems are to be used for business purposes in serving the interests of the City, and of its citizens in the course of normal operations. Please review Section 125 of the Employee Handbook for further details.

Effective security is a team effort involving the participation and support of every employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at the City of Diamondhead. These rules are in place to protect the employee and City. Inappropriate use exposes the City to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope

This policy applies to employees, contractors, consultants, temporary employees, and other workers at the City of Diamondhead, including all personnel affiliated with third-parties. This policy applies to all equipment that is owned or leased by the City.

Policy

General Use and Ownership

1. While the City's network administration desires to provide a reasonable level of privacy, users should be aware that data they create on the corporate systems remains the property of the City of Diamondhead. Because of the need to protect the Company's network, management cannot guarantee the confidentiality of information stored on any network device belonging to City.
2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. If there is any uncertainty, employees should consult their supervisor or manager.
3. The City requires that any information that users consider sensitive or vulnerable be stored on encrypted media.
4. For security and network maintenance purposes, authorized individuals within City may monitor equipment, systems, and network traffic at any time.
5. The City reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.



Security and Proprietary Information

1. The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential, as defined by the City confidentiality guidelines, details of which can be found in the Employee Handbook for personnel information. Examples of confidential information include but are not limited to: trade secrets, specifications, customer lists, and research data. Employees should take all necessary steps to prevent unauthorized access to this information.

Customer sensitive information (including credit cards) confidentiality guidelines are as follows:

- a. Never store cardholder validation codes or values (three-digit or four digit numbers printed on the front or back of a payment card).
 - b. Never store personal identification numbers of credit card holders.
 - c. Current paper records of cardholder information must be placed in a limited secured area.
 - d. Access to the credit card payment application and/or related paper records are restricted only to those employees on a need-to-know basis.
 - e. Only those employees who have permission defined in their job function is allowed access to paper records containing cardholder data.
 - f. Paper records containing cardholder data must be destroyed when they are no longer needed for business or legal reasons. Storage of said records must be placed in a limited access area until the time of disposal.
2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly; user level passwords should be changed every six months.
 3. All PCs, laptops, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off ("Windows" Key and "L") when the host will be unattended.
 4. Because information contained on portable computers is especially vulnerable, special care should be exercised.
 5. Postings by employees from a Company email addresses to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the Company unless posting is in the course of business duties.
 6. All hosts used by the employee that are connected to the Company Internet/Intranet/Extranet, whether owned by the employee or the Company, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.
 7. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses or other malware.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of the City authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing City owned resources.



The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Company.
2. Unauthorized copying or installation of copyrighted material (e.g. photographs from magazines, copyrighted music, or other copyrighted software).
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a City computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Company account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
11. Circumventing user authentication or security of any host, network, or account.
12. Providing information about, or lists of City employees to parties outside the City.

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.



4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within the City's networks.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
8. Blogging using City computer assets is prohibited.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Definitions

Term

Definition

Blogging

Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption.

Spam

Unauthorized and/or unsolicited electronic mass mailings.

