

Agenda Item 8016-178



5000 Diamondhead Circle • Diamondhead, MS 39525-3260
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September 15, 2016

Mayor and Council
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Gentlemen:

At your request salary increases for Public Works General Employees were included in the FY17 budget. Attached for your consideration and approval is the proposed FY17 salaries for specified positions. As proposed, salaries would be more the mid-range pay when compared to that of other local entities.s

Thank you in advance for your favorable consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Clovis Reed', is written over the printed name.

Clovis Reed
City Manager

CR:jk

attachment

**FY17 SALARY PROPOSAL
PUBLIC WORKS**

FY17 Position	FY 17 PROPOSED		FY 16	
GEII	24,960.00	12.00	20571.20	9.89
GEI	23,920.00	11.50	20009.60	9.62
GEI	24,960.00	12.00	20009.60	9.62
HEQII	27,560.00	13.25	24980.80	12.01
GEI	22,360.00	10.75	21320.00	10.25
GEI to GEII	23,920.00	11.50	19240.00	9.25
HEQI	24,960.00	12.00	22880.00	11.00
GEI to GEII	24,440.00	11.75	21278.40	10.23
GEI	21,320.00	10.25	19240.00	9.25
GEI	21,320.00	10.25	19240.00	9.25
GEI	21,320.00	10.25	19240.00	9.25
GEI	21,320.00	10.25	19240.00	9.25
GEI	21,320.00	10.25	19240.00	9.25
GEI	21,320.00	10.25	18720.00	9.00
GEI	21,320.00	10.25	18720.00	9.00
SALARY	346,320.00		\$ 303,929.60	
SS	26,493.48		\$ 23,250.61	
	372,813.48		\$ 327,180.21	



ALEXANDER | VAN LOON | SLOAN | LEVENS | FAVRE, PLLC
Certified Public Accountants & Business Consultants

AVL WEALTHCARE, LLC
Wealth Management

ADDENDUM TO AUDIT ENGAGEMENT LETTER DATED NOVEMBER 13, 2015

September 12, 2016

Honorable Mayor, Members of the
City Council, and City Manager
City of Diamondhead, Mississippi
5000 Diamondhead Circle
Diamondhead, MS 39525

CLIENT COPY

This letter serves as an addendum to the audit engagement letter dated November 13, 2015 and signed by you on November 18, 2015. This addendum does not change the terms of that letter except for the following:

We received a revised trial balance from the City's contract accountant on September 8, 2016. We have compared the revised trial balance to the trial balance originally provided to AVL on which audit procedures had been substantially completed. Comparison of the original trial balance and the revised trial balance indicates that 51 account balances changed. The previously audited areas impacted by the changes are as follows:

- Cash
- Accounts Payable
- Fixed Assets/Capital Outlay
- Revenue
- Expenditures

These changes will require us to re-audit the previously audited sections. We estimate that the hours required to re-audit the sections will range between 60-80 hours resulting in fee increase of \$6,000 to \$8,000.

Additionally, we incurred \$2,050 in additional costs during the period of April 7, 2015 and September 9, 2016 attributed to assisting management with the evaluation and analysis of the accounting issues related to the trial balance changes. We consider the costs to be outside of the scope of our fee quote in the November 13, 2015 engagement letter and these costs will be billed in addition to the change order noted above.

We plan to start back on your audit on September 19, 2016 with the goal of finalizing your audit within 4-6 weeks of that date. The fee and time line is based on anticipated cooperation from your personnel and contract accountant and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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304 N. Vardaman Street | P.O. Box 749 | Wiggins, MS 39577 | (601) 928-4416 | Fax (601) 928-4417 | E-Mail: info@avlcpa.com | www.avlcpa.com

If you have any questions, please let us know. If you agree with the terms of this addendum, please sign one of the enclosed copies and return it to us.

Sincerely,


ALEXANDER, VAN LOON, SLOAN, LEVENS & FAVRE, PLLC
Certified Public Accountants
Gulfport, Mississippi
ACKNOWLEDGED:

This letter correctly sets forth the understanding of City of Diamondhead, Mississippi

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____