

Agenda Item 2018-269



5000 Diamondhead Circle • Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228.222.4390

www.diamondhead.ms.gov

September 12, 2018

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


Dear Councilmembers:

Re: Payment No. 5 to Digital Engineering for Diamondhead Drive West Drainage

Attached for your review and consideration is request from Digital Engineering for Payment No. 5 in the amount of \$4,931.50 for professional fees related to the Diamondhead Drive West Drainage Project.

Thank you in advance for your favorable consideration and approval.

Sincerely,



Michael Reso
City Manager

MR:jk

attachment



314 Coleman Ave., Waveland, MS 39576
ph: 228-463-0130 fx: 228-463-0160

September 4, 2018

Mr. Michael Reso
City of Diamondhead
5300 Diamondhead Circle
Diamondhead, MS 39525

Re: Engineering Master Services Agreement (2018)
Work Order No. 2- Diamondhead Dr. West Design Project
DE Invoice No.: 730-1000-05

Dear Mr. Reso:

Attached please find Invoice No. 05 for professional services on the above referenced project in the amount of **\$4,931.50** for engineering services in accordance with our agreement.

Should you have questions or need additional information, please contact our office.

Sincerely,

DIGITAL ENGINEERING

A handwritten signature in cursive script that reads 'L. Bruce Newton'.

L. Bruce Newton, P.E.
Executive Vice-President

LBN/chc

cc: Mr. Thomas P. Hickey

Enclosures

September 4, 2018
 Project No: B7301000.00
 Invoice No: 5


Michael Reso
 City of Diamondhead
 5300 Diamondhead Circle
 Diamondhead, MS 39525

Project B7301000.00 Master Services Agreement
Professional Services from July 29, 2018 to September 1, 2018

Phase 002 WA2- Diamondhead Dr. West Design Project
 Task 20 Design

Professional Personnel

	Hours	Rate	Amount
Cox, Candice	.50	43.00	21.50
Newton, Leonard	6.00	135.00	810.00
Prine, Michael	32.00	50.00	1,600.00
Totals	38.50		2,431.50
Total Labor			2,431.50
Task Order 2a- Survey Consultants			
Cassady - Acadia Land Surveying, LLC			2,500.00
Total Consultants			2,500.00
		Total this Task	\$4,931.50
		Total this Phase	\$4,931.50
		Total this Invoice	\$4,931.50

Certified
 Correct By: 
 Leonard Newton, PE, MBA

Date: 9/4/18

BILLING LIMITS

	Total Amount of Work Order	Previous Fee Billed	Total this Invoice	Remaining Balance
Design	\$17,106.00	\$1,275.00	\$4,931.50	\$10,899.50
CA	\$6,364.00	\$0.00	\$0.00	\$6,364.00
TOTAL	\$23,470.00	\$1,275.00	\$4,931.50	\$17,263.50

Billing Backup

Tuesday, September 4, 2018

1:22:41 PM

Digital Engineering & Imaging, Inc.

Invoice 5 Dated 9/4/2018

Project	B7301000.00	Master Services Agreement
Phase	002	WA2- Diamondhead Dr. West Design Project
Task	20	Design

Professional Personnel

			Hours	Rate	Amount
0049	90 - Cox, Candice	8/23/2018	.50	43.00	21.50
0044	10 - Newton, Leonard	8/2/2018	.50	135.00	67.50
0044	10 - Newton, Leonard	8/6/2018	1.00	135.00	135.00
0044	10 - Newton, Leonard	8/9/2018	1.00	135.00	135.00
0044	10 - Newton, Leonard	8/13/2018	.50	135.00	67.50
0044	10 - Newton, Leonard	8/15/2018	1.00	135.00	135.00
0044	10 - Newton, Leonard	8/21/2018	1.00	135.00	135.00
0044	10 - Newton, Leonard	8/27/2018	1.00	135.00	135.00
0052	50 - Prine, Michael	8/15/2018	9.00	50.00	450.00
0052	50 - Prine, Michael	8/21/2018	7.00	50.00	350.00
0052	50 - Prine, Michael	8/24/2018	4.00	50.00	200.00
0052	50 - Prine, Michael	8/27/2018	6.00	50.00	300.00
0052	50 - Prine, Michael	8/29/2018	4.00	50.00	200.00
0052	50 - Prine, Michael	8/31/2018	2.00	50.00	100.00
Totals			38.50		2,431.50

Total Labor

2,431.50

Consultants

Cassady - Acadia Land Surveying, LLC					
AP 14767	8/23/2018	Cassady - Acadia Land Surveying, LLC /		2,500.00	
	Total Consultants			2,500.00	2,500.00

Total this Task \$4,931.50

Total this Phase \$4,931.50

Total this Project \$4,931.50

Total this Report \$4,931.50

Agenda Item 2018-270



5000 Diamondhead Circle • Diamondhead, MS 39525-3260

Phone: 228.222.4626 Fax: 228.222.4390

www.diamondhead.ms.gov

September 12, 2018

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

Dear Councilmembers:

Re: Payment No. 6 to Digital Engineering for GIS System Update (Phase 1)

Attached for your review and consideration is request from Digital Engineering for Payment No. 6 in the amount of \$1,354.00 for professional fees related to the GIS System Update (Phase 1).

Thank you in advance for your favorable consideration and approval.

Sincerely,



Michael Reso
City Manager

MR:jk

attachment



314 Coleman Ave., Waveland, MS 39576
ph: 228-463-0130 fx: 228-463-0160

September 4, 2018

Mr. Michael Reso
City of Diamondhead
5300 Diamondhead Circle
Diamondhead, MS 39525

Re: Engineering Master Services Agreement (2018)
Work Order No. 3- Update the City of Diamondhead GIS System (Ph.1)
DE Invoice No.: 730-1000-06

Dear Mr. Reso:

Attached please find Invoice No. 06 for professional services on the above referenced project in the amount of **\$1,354.00** for engineering services in accordance with our agreement.

Should you have questions or need additional information, please contact our office.

Sincerely,

DIGITAL ENGINEERING

A handwritten signature in cursive script that reads 'L. Bruce Newton'.

L. Bruce Newton, P.E.
Executive Vice-President

LBN/chc

cc: Mr. Thomas P. Hickey

Enclosures

September 4, 2018
Project No: B7301000.00
Invoice No: 6


Michael Reso
City of Diamondhead
5300 Diamondhead Circle
Diamondhead, MS 39525

Project B7301000.00 Master Services Agreement
Professional Services from July 29, 2018 to September 1, 2018

Phase 003 Update the City of Diamondhead GIS System

Professional Personnel

	Hours	Rate	Amount
Newton, Leonard	5.00	135.00	675.00
Wheeler-Shurley, Christina	7.00	97.00	679.00
Totals	12.00		1,354.00
Total Labor			1,354.00
		Total this Phase	\$1,354.00
		Total this Invoice	\$1,354.00

Certified Correct By: 
Leonard Newton, PE, MBA

Date: 9/4/18

BILLING LIMITS			
Total Amount of Work Order	Previous Fee Billed	Total this Invoice	Remaining Balance
\$18,854.00	\$776.00	\$1,354.00	\$16,724.00

Billing Backup

Tuesday, September 4, 2018

1:40:29 PM

Digital Engineering & Imaging, Inc.

Invoice 6 Dated 9/4/2018

Project	B7301000.00	Master Services Agreement
Phase	003	Update the City of Diamondhead GIS System

Professional Personnel

			Hours	Rate	Amount	
0044	10 - Newton, Leonard	7/31/2018	1.00	135.00	135.00	
0044	10 - Newton, Leonard	8/2/2018	.50	135.00	67.50	
0044	10 - Newton, Leonard	8/6/2018	1.00	135.00	135.00	
0044	10 - Newton, Leonard	8/13/2018	.50	135.00	67.50	
0044	10 - Newton, Leonard	8/21/2018	1.00	135.00	135.00	
0044	10 - Newton, Leonard	8/29/2018	1.00	135.00	135.00	
0121	35 - Wheeler-Shurley,	7/31/2018	1.00	97.00	97.00	
0121	35 - Wheeler-Shurley,	8/7/2018	1.00	97.00	97.00	
0121	35 - Wheeler-Shurley,	8/8/2018	2.00	97.00	194.00	
0121	35 - Wheeler-Shurley,	8/9/2018	3.00	97.00	291.00	
Totals			12.00		1,354.00	
Total Labor						1,354.00
				Total this Phase		\$1,354.00
				Total this Project		\$1,354.00
				Total this Report		\$1,354.00



Agenda Item 2018-271

Budget Amendment Request

Fund Name: General
Department/Fund #: 200 - Police
Department Name: Revenue
Requested by: Catherine Konkell

Date: 9/18/2018
Budget Entry #: 2018-31
Amendment #: 2018-200-04

	Original Budget	Prior Amendments	This Amendment	Revised Budget
Franchise Fee Revenue	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -

EXPENDITURES:

Personnel Services	\$ 19,554.00	\$ -		\$ 19,554.00
Supplies	67,700.00		(2,495.00)	65,205.00
Contractual Services	669,905.00	-		669,905.00
Grants/Subsidies/Allocations	10,000.00			10,000.00
Debt Service	-			-
CAPITAL OUTLAY	59,500.00		2,495.00	61,995.00
TOTAL EXPENDITURES	\$ 826,659.00	\$ -	\$ -	\$ 826,659.00
REVENUE OVER/(UNDER) EXPENDITURES	\$ (826,659.00)	\$ -	\$ -	\$ (826,659.00)

OTHER FINANCING SOURCES AND USES:

Transfers In from Other Funds	\$ -	\$ -	\$ -	\$ -
Transfers Out to Other Funds	-	-	-	-
TOTAL ALL	\$ (826,659.00)	\$ -	\$ -	\$ (826,659.00)

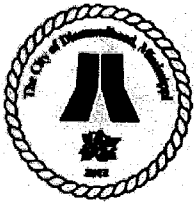
Description	Amend Budget to reallocate funds from Supplies to Capital Outlay Office Equipment to purchase 5 Cameras for the Police Department.		
	Amend Budget to record change in expenditure		
	001-200-50100 Supplies		(\$2,495.00)
	001-200-90900 Capital Outlay - Office Equipment		\$2,495.00

Other	Equipment:	Software:
TOTAL COST \$ -		

§ 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 amendment, the amount of money and funds affected, and a detailed statement explaining the need and purpose of the amendment. The vote of each member of the municipality's governing authority on each amendment shall be included in the publication or posted notice.

MOR 9-13-18 *[Signature]* 9/13/18



City of Diamondhead, MS

Asset Master Report

By Asset ID

As of 09/07/2018

Asset ID: 00000003

Serial Number: H995FT1
Tag Number: 00000003
Primary Location: City Clerk
Sec. Location:
Original Cost: 1,319.02
Improvements: 0.00
Partial Disposals: 0.00
Adjusted Cost: 1,319.02
Accum. Depreciation: 1,305.83
Net Asset Value: 13.19

Department: Administration
Class: Office Machine/equip
Category: Yes
Units: 0
Type: Normal
Acquisit. Method: Purchased
Date Acquired: 8/7/2012
Original Life: 36 Months
Improved Life: 0 Months
Disposed Life: 0 Months
Asset Life: 36 Months

Description:
Dell Laptop Vostro 3750 - May
become CC processing laptop

Depreciable: Y
Depr. Method: Straight Line
Salvage Value: 13.19
Replacement Cost: 0.00
Date Last Depr.: 9/30/2015

Asset Control Acct: 001-00815
Accumulated Acct: 001-00816
Expense Acct: 001-140-99000

Vendor: Dell Inc
Invoice Number: XFTW4M9P9
PO Number: HB-048

Asset ID: 00000004

Serial Number: 2PFX7V1
Tag Number: 00000004
Primary Location: City Hall
Sec. Location: Storage/Surplus Location
Original Cost: 1,117.55
Improvements: 0.00
Partial Disposals: 0.00
Adjusted Cost: 1,117.55
Accum. Depreciation: 1,106.37
Net Asset Value: 11.18

Department: Administration
Class: Office Machine/equip
Category: Yes
Units: 0
Type: Normal
Acquisit. Method: Purchased
Date Acquired: 9/10/2012
Original Life: 36 Months
Improved Life: 0 Months
Disposed Life: 0 Months
Asset Life: 36 Months

Description:
Dell Desktop OptiPlex 790

Depreciable: Y
Depr. Method: Straight Line
Salvage Value: 11.18
Replacement Cost: 0.00
Date Last Depr.: 9/30/2015

Asset Control Acct: 001-00815
Accumulated Acct: 001-00816
Expense Acct: 001-140-99000

Vendor: Dell Inc
Invoice Number: XFWC88OK4
PO Number: HB-048

Asset ID: 00000347

Serial Number:
Tag Number: 00000323
Primary Location: City Hall
Sec. Location:
Original Cost: 4,180.00
Improvements: 0.00
Partial Disposals: 0.00
Adjusted Cost: 4,180.00
Accum. Depreciation: 585.27
Net Asset Value: 3,594.73

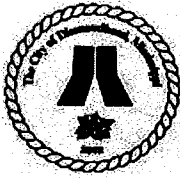
Department: Administration
Class: Other Equipment
Category: Yes
Units: 0
Type: Normal
Acquisit. Method: Donated
Date Acquired: 12/16/2015
Original Life: 120 Months
Improved Life: 0 Months
Disposed Life: 0 Months
Asset Life: 120 Months

Description:
donation of 2 flag poles/flags by
sislow and rech

Depreciable: Y
Depr. Method: Straight Line
Salvage Value: 836.00
Replacement Cost: 0.00
Date Last Depr.: 9/30/2017

Asset Control Acct: 001-140-90500
Accumulated Acct: 001-00840
Expense Acct: 001-140-99000

Vendor:
Invoice Number:
PO Number:



City of Diamondhead, MS
5000 Diamondhead Circle
Diamondhead, MS 39525

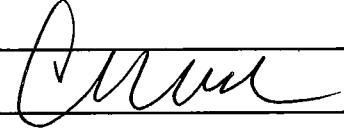
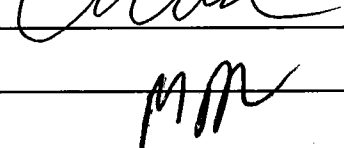
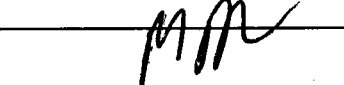
Equipment Disposition Request

Department : Administration

Fixed Asset #	Description of Item	Quantity Disposed	Month/Yr Purchased	Asset Tag #	Unit Cost	Net Asset Value	Equipment Condition	Recommended Disposition Method/Action
355	HP Printer M402dn	1	02/2016	322	299.99	143.24	U	Could not locate/Dispose

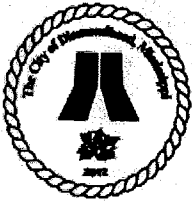
Approval Signature

Date

Department Head : 
FA Coordinator : 
City Manager : 

01/17/18
9-13-18

Physical Condition Guide:
P - Poor
F - Fair
G - Good
E - Excellent
U - Unknown



City of Diamondhead, MS

Asset Master Report

By Asset ID

As of 09/07/2018

Asset ID: 00000355

Serial Number: PHBQG11421
Tag Number: 00000322
Primary Location: City Clerk
Sec. Location:
Original Cost: 299.99
Improvements: 0.00
Partial Disposals: 0.00
Adjusted Cost: 299.99
Accum. Depreciation: 156.75
Net Asset Value: 143.24

Department: Administration
Class: Office Machine/equip
Category: N/A
Units: 0
Type: Normal
Acquisit. Method: Purchased
Date Acquired: 2/16/2016
Original Life: 36 Months
Improved Life: 0 Months
Disposed Life: 0 Months
Asset Life: 36 Months

Description:
HP Printer

Depreciable: Y
Depr. Method: Straight Line
Salvage Value: 3.00
Replacement Cost: 0.00
Date Last Depr.: 9/30/2017

Asset Control Acct: 001-140-90900
Accumulated Acct: 001-00816
Expense Acct: 001-140-99000

Vendor: AGJ
Invoice Number: 45607
PO Number: 2016-0123

HP LaserJet Pro M402dn | HP® Customer Support

Sign in / Register



Serial NO checked

Laptops & tablets Desktops Printers Ink & toner Displays & accessories

Business solutions Support



HP LaserJet Pro M402dn

Support Home Products Software and Drivers Forums Contact Support

Business Support

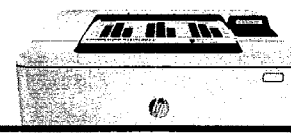


Already have an HP account? Select from the products you own. Sign in / Register

Warranty status: ? Manufacturer warranty has

HP LaserJet Pro M402dn

Serial number: PHBQG11421



Need Help? Just ask!

HP's Virtual Agent can help you find what you're looking for.

Choose a different product

Troubleshooting





City of Diamondhead, MS
5000 Diamondhead Circle
Diamondhead, MS 39525

Equipment Disposition Request

Department : Court

Fixed Asset #	Description of Item	Quantity Disposed	Month/Yr Purchased	Asset Tag #	Unit Cost	Net Asset Value	Equipment Condition	Recommended Disposition Method/Action
002	Dell Laptop Vostros 3750	1	08/2012	002	1,319.02	13.19	F	Obsolete/Dispose

Approval Signature
Department Head : *Delita M. Rubin*
FA Coordinator : *[Signature]*
City Manager : *[Signature]*

Date
9/7/18
9/7/18
9-13-18

- Physical Condition Guide:
- P - Poor
 - F - Fair
 - G - Good
 - E - Excellent
 - U - Unknown



City of Diamondhead, MS

Asset Master Report

By Asset ID

As of 09/07/2018

Asset ID: 00000002

Serial Number: 88T1FT1
Tag Number: 00000002
Primary Location: City Hall
Sec. Location: Storage/Surplus Location
Original Cost: 1,319.02
Improvements: 0.00
Partial Disposals: 0.00
Adjusted Cost: 1,319.02
Accum. Depreciation: 1,305.83
Net Asset Value: 13.19

Department: Court
Class: Office Machine/equip
Category: Yes
Units: 0
Type: Normal
Acquisit. Method: Purchased
Date Acquired: 8/7/2012
Original Life: 36 Months
Improved Life: 0 Months
Disposed Life: 0 Months
Asset Life: 36 Months

Description:
Dell Laptop Vostro 3750 - Credit
Card laptop

Depreciable: Y
Depr. Method: Straight Line
Salvage Value: 13.19
Replacement Cost: 0.00
Date Last Depr.: 9/30/2015

Asset Control Acct: 001-00815
Accumulated Acct: 001-00816
Expense Acct: 001-110-99000

Vendor: Dell Inc
Invoice Number: XFTW4M9P9
PO Number: HB-048



City of Diamondhead, MS
5000 Diamondhead Circle
Diamondhead, MS 39525

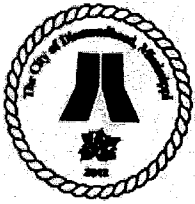
Equipment Disposition Request

Department : Police

Fixed Asset #	Description of Item	Quantity Disposed	Month/Yr Purchased	Asset Tag #	Unit Cost	Net Asset Value	Equipment Condition	Recommended Disposition Method/Action
414	Franklin WirelessMobile Hotspot R870 LTE	1	10/2017	378	119.00	119.99	P	Broken/Dispose

Approval Signature _____ Date _____
Department Head : [Signature] 9/7/18
FA Coordinator : [Signature] 9/7/18
City Manager : [Signature] 9-13-18

- Physical Condition Guide:**
P - Poor
F - Fair
G - Good
E - Excellent
U - Unknown



City of Diamondhead, MS

Asset Master Report

By Asset ID

As of 09/07/2018

Asset ID: 00000414

Serial Number: ZRH7005487	Department: Police	Description:
Tag Number: 00000378	Class: Mobile Equipment	Franklin Wireless Mobile Hotspot
Primary Location: Police	Category: N/A	R870 LTE
Sec. Location: City Hall	Units: 1.00	
Original Cost: 119.99	Type: Normal	
Improvements: 0.00	Acquisit. Method: Purchased	Depreciable: Y
Partial Disposals: 0.00	Date Acquired: 10/30/2017	Depr. Method: Straight Line
Adjusted Cost: 119.99	Original Life: 36 Months	Salvage Value: 1.20
Accum. Depreciation: 0.00	Improved Life: 0 Months	Replacement Cost: 0.00
Net Asset Value: 119.99	Disposed Life: 0 Months	Date Last Depr.:
	Asset Life: 36 Months	
Asset Control Acct: 001-00806	Vendor: CSpire	
Accumulated Acct: 001-00806	Invoice Number:	
Expense Acct: 001-140-99000	PO Number:	