



228.222.4626

228.222.4390

5000 Diamondhead Circle · Diamondhead, MS 39525-3260

www.diamondhead.ms.gov

July 15, 2026

City Council
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear City Council,

I am writing to request your approval and ratification of a purchase that was made prior to completing the purchase requisition. The public works department failed to notify the finance department for the needed requisition/purchase order. This was done in haste by the director due to the city event being held at that location. Due to the time-sensitive circumstances and the need to complete this project before the city event, the vendor was given permission to complete the work prior to receiving the purchase order.

The total cost of the purchase was \$694.65, and all efforts were made to ensure the expense was reasonable, necessary, and consistent with standard procurement practices. I acknowledge that this action did not follow the typical prior approval process and will take full responsibility for that deviation. Moving forward, I will be reinforcing internal procedures to ensure all purchases are made after a purchase requisition and purchase order are created.

Given the circumstances and the necessity of this repair, I respectfully request that the Council approve and ratify this expenditure. Please let me know if you need any additional documentation or details regarding this matter.

Your approval in this matter will be appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jon McCraw', is written over a light blue rectangular background.

Jon McCraw



Outlook

David Williams, Quote

From Ty Wiltz <TWiltz@diamondhead.ms.gov>
Date Fri 6/26/2026 11:48 AM
To Andrea Galvin <agalvin@diamondhead.ms.gov>

 1 attachment (15 MB)

IMG_2577.png; *invoice*

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~~INVOICE~~

PROPOSAL

ADONAI ELECTRIC

7 Rabbit Run • Diamondhead, MS 39525

(228) 222-1404

email: davdwill@yahoo.com

PROPOSAL SUBMITTED TO: <i>CITY OF DIAMONDHEAD</i>		PHONE:	DATE: <i>5/28/26</i>
STREET		JOB NAME <i>FOOT BALL FIELD LIGHTS T REPAIR</i>	
CITY, STATE & ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for: *REPAIR*

UNDER GROUND SPACE & CIRCUIT WIRES FOR FIELD LIGHTS

SLICE & TEST CIRCUITS, LABOR

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

dollars (\$ *700.00*).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized
Signature

David F. Williams

Note: This proposal may be
withdrawn by us if not accepted within

days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

Signature

Date of Acceptance:



Outlook

FW: Quote, David Williams, Noma Ball Field

From Ty Wiltz <TWiltz@diamondhead.ms.gov>
Date Wed 7/8/2026 1:01 PM
To Andrea Galvin <agalvin@diamondhead.ms.gov>

 1 attachment (15 MB)

IMG_2577.png; *quote*

From: Ty Wiltz
Sent: Friday, June 26, 2026 11:53 AM
To: Andrea Galvin <agalvin@diamondhead.ms.gov>
Subject: Quote, David Williams, Noma Ball Field

From: Ty Wiltz <TWiltz@diamondhead.ms.gov>
Sent: Friday, June 26, 2026 11:52 AM
To: Ty Wiltz <TWiltz@diamondhead.ms.gov>
Subject: Quote

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INVOICE**PROPOSAL****ADONAI ELECTRIC**

7 Rabbit Run • Diamondhead, MS 39525

(228) 222-1404

email: davdwill@yahoo.com

PROPOSAL SUBMITTED TO: <i>CITY OF DIAMONDHEAD</i>		PHONE:	DATE: <i>6/2/26</i>
STREET		JOB NAME <i>BAL FIELD LIGHT REPAIRS</i>	
CITY, STATE & ZIP CODE		JOB LOCATION <i>NOMIA DR</i>	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

*INSTALL UNDER GROUND SPICE KITS FOR 2 CIRCUITS
TO FIELD LIGHTS**TEST CIRCUITS AND INSTALL SPICE KITS, LABOR
MATERIAL*

We **Propose** hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:
dollars (\$ *694.65*).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized
Signature *David F. Williams*Note: This proposal may be
withdrawn by us if not accepted within _____ days.

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____