

**MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN MEETING
APRIL 5, 2016 BEGINNING AT 6:00 P.M.**

Meeting Called To Order
Invocation: Alderman Roberts
Pledge of Allegiance
Roll Call

Mayor Allen Latimer

I. Vote on Municipal Docket

II. Consent Agenda

- A. Approval of minutes for March 15th, 2016 Mayor and Board of Aldermen meeting.
- B. Resignation of Operator Sybil Hawkins to be effective March 31, 2016.
- C. Resignation of Fire Fighter Trevor Rogers to be effective April 6, 2016.
- D. Recommended suspension of Employee #293 for (1) one day, for violation of General Order 91-3K unsatisfactory performance.
- E. Request to hire Gary Carter as Utility Laborer at a pay rate of \$12.00 per hour, annual salary of \$24,960.00 plus benefits, to be effective April 11, 2016.
- F. Request to hire Jamie Free for position of T1 in the Police Department at a pay rate of \$14.50 per hour, to be effective April 5, 2016.
- G. Request to hire the following 2016 Baseball Umpires for the Parks Department at the same rates approved in the 2015 season: Reginald Johnson, Harold Treadway, Robert Hayes, and Mitchell Evell with (Rashad Raybon – Tournament only)
- H. Request to hire Seasonal Workers for the Parks Department at the same rates approved in the 2016 contract: Gregory LaGrane.
- I. Request to hire EMT Paramedic Mark Baltensperger, at the pay rate of \$14.54 per hour, annual salary of \$45,917.32, to be effective April 17, 2016.
- J. Request to hire EMT Driver Blake Turnmire, at the pay rate of \$10.86 per hour, annual salary of \$34,295.88, to be effective April 5, 2016.

III. Claims Docket

IV. Special Guests / Presentations

V. Personnel

VI. Planning

- A. Board Recommendations on text amendments to the sign ordinance regarding temporary signs.

VII. New Business

- A. Resolution for cleaning private property
- B. Request to surplus vehicle for governmental transfer to the Sardis Police Department.
- C. Request to surplus property in Inventory Disposition HLPD-2016-2.
- D. Request to purchase (2) two mowers, at the cost of \$14,932.40, to replace aged mowers for the Park Department.
- E. Approval of revised Parks Department Job Descriptions.

VIII. Mayor / Alderman Correspondence

- A. Board of Alderman letters to Trent Kelly, Thad Cochran, and Roger Wicker.

IX. Department Head Correspondence

X. Engineer Correspondence

XI. City Attorney Correspondence

XII. Executive Session

XIII. Adjourn

April 5, 2016

Be it remembered that a regular meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on April 5, 2016 beginning at 6:00 p.m., it being the said time and place for conducting the meeting.

When and where the following were present: Mayor Latimer, Alderman White, Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, Alderman Roberts, Spencer Shields, Public Works Director, Danny Smith, Animal Control Director, Larry Calvert, Parks and Rec Director, Jim Robinson, City Clerk, Darryl Whaley, Police Chief, David Linville, Fire Chief, Arianne Linville, Human Resource Director, Vince Malavasi, City Engineer, and Billy Campbell, City Attorney.

Absent: None.

Order #04-01-16

Order to approve Municipal Docket

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Municipal Docket as presented.

Said motion was made by Alderman Smith and seconded by Alderman White.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 5th day of April, 2016.

Mayor

Attest:

City Clerk
Seal

Order #04-02-16

Order to approve Consent Agenda

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Consent Agenda as follows:

- A. Approval of minutes for March 15th, 2016 Mayor and Board of Aldermen meeting.
- B. Resignation of Operator Sybil Hawkins to be effective March 31, 2016.
- C. Resignation of Fire Fighter Trevor Rogers to be effective April 6, 2016.
- D. To suspend Employee #293 for (1) one day, without pay, for violation of General Order 91-3K unsatisfactory performance.
- E. To hire Gary Carter as Utility Laborer at a pay rate of \$12.00 per hour, annual salary of \$24,960.00 plus benefits, to be effective April 11, 2016.
- F. To hire Jamie Free for position of T1 in the Police Department at a pay rate of \$14.50 per hour, to be effective April 5, 2016.
- G. To hire the following 2016 Baseball Umpires for the Parks Department at the same rates approved in the 2015 season: Reginald Johnson, Harold Treadway, Robert Hayes, and Mitchell Evell with (Rashad Raybon – Tournament only)
- H. To hire Seasonal Workers for the Parks Department at the same rates approved in the 2016 contract: Gregory LaGrane.
- I. To hire EMT Paramedic Mark Baltensperger, at the pay rate of \$14.54 per hour, annual salary of \$45,917.32, to be effective April 17, 2016.
- J. To hire EMT Driver Blake Turnmire, at the pay rate of \$10.86 per hour, annual salary of \$34,295.88, to be effective April 5, 2016.

Said motion was made by Alderman White and seconded by Alderman Smith.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 5th day of April, 2016.

Mayor

Attest:

City Clerk
Seal

** At this time, Aldermen Pettigrew and Bledsoe recused themselves from the debating, discussing, and taking action on the approval of the Claims Docket, particularly as to payments to DeSoto Turf and Dizzy Dean Baseball, respectively. Aldermen Pettigrew and Bledsoe left the Board meeting room prior to the Claims Docket coming before the Mayor and Board of Aldermen and did not return until after the vote on the Claims Docket.



CITY OF HORN LAKE

BOARD MEETING

April 5, 2016

CLAIMS DOCKET RECAP C-040516 & D-040516 & 2015-H

NAME OF FUND	TOTAL
GENERAL FUND	\$507,296.70
COURT	\$ 13,321.40
EXECUTIVE	\$ 580.13
LEGISLATIVE	\$ 1,107.54
JUDICIAL	\$ 0.00
FINANCIAL ADMINISTRATIVE	\$ 228.04
PLANNING	\$ 2,006.82
POLICE	\$ 25,724.54
FIRE & EMS	\$ 27,342.19
STREET DEPARTMENT	\$ 27,304.68
ANIMAL CONTROL	\$ 2,524.22
PARKS & REC	\$ 20,315.63
PARK TOURNAMENT	\$ 3,118.50
PROFESSIONAL EXPENSE	\$ 191,248.87
HEALTH INSURANCE	\$ 108,969.14
LIBRARY FUND	\$ 9,866.26
ECONOMIC DEV FUND	\$ 750.31
DEBT SERVICE	\$ 83,525.00
UTILITY FUND	\$ 163,230.26
TOTAL DOCKET	\$ 681,143.53

VENDOR	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	CHECK NO	FULL DESC
9996	AL WILLAMS BOND COMP	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	2,500.00	291634	BONDING CO REFUND FOR KATINA JACKSON BOND #208915
9996	JOHN SARTAIN	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	500.00	291633	CAASH BOND REFUND MARK KELLEY CASE # 077555
5801	LIPSCOMB & PITTS INS	EXECUTIVE	WORKMAN'S COMP INSUR	49.44	291610	3RD QTR 2016 WORKMANS COMP 001000005697116
3323	BANCORPSOUTH	EXECUTIVE	TRAVEL & TRAINING	530.69	291528	FLIGHTS WASHINGTON DC
5801	LIPSCOMB & PITTS INS	LEGISLATIVE	WORKMAN'S COMP INSUR	46.16	291610	3RD QTR 2016 WORKMANS COMP 001000005697116
3323	BANCORPSOUTH	LEGISLATIVE	TRAVEL & TRAINING	530.69	291528	FLIGHTS WASHINGTON DC
3323	BANCORPSOUTH	LEGISLATIVE	TRAVEL & TRAINING-WD 5	530.69	291528	FLIGHTS WASHINGTON DC
2443	KAREN S CARTER	JUDICIAL	CONTRACT PERSONNEL	1,000.00	291607	FINES DUE JUDGE 2-25-16 & 3-24-16
3392	BYRON R MOBLEY, ESG	JUDICIAL	CONTRACT PERSONNEL	1,666.67	291536	PROSECUTOR FEE-MARCH 2016
5430	JIM HOLLAND	JUDICIAL	CONTRACT PERSONNEL	500.00	291604	FINE DUE JUDGE 3-10-16
5486	GORDON C SHAW, JR	JUDICIAL	CONTRACT PERSONNEL	1,333.34	291585	PROSECUTOR FEE-MARCH 2016
5682	MARK K SORRELL	JUDICIAL	CONTRACT PERSONNEL	1,000.00	291614	PUBLIC DEFENDER FEE-MARCH 2016
5801	LIPSCOMB & PITTS INS	JUDICIAL	WORKMAN'S COMP INSUR	115.39	291610	3RD QTR 2016 WORKMANS COMP 001000005697116
1727	WILLIAM SEALE	JUDICIAL	PROFESSIONAL SERVICES	200.00	291673	SPECIAL JUDGE-HARGROVE
2606	HUNT ROSS & ALLEN	JUDICIAL	PROFESSIONAL SERVICES	726.00	291594	ATTORNEY FEES
3185	SYSCON INC	JUDICIAL	PROFESSIONAL SERVICES	2,160.00	291658	COURT SOFTWARE
3392	BYRON R MOBLEY, ESG	JUDICIAL	PROFESSIONAL SERVICES	1,000.00	291536	APPEAL-KLEYA
5239	JOHN WATSON	JUDICIAL	PROFESSIONAL SERVICES	200.00	291606	APPOINTED PUBLIC DEFENDER RAMEY
5861	RAVONDA GRIFFIN	JUDICIAL	PROFESSIONAL SERVICES	200.00	291643	SAT AS PROSECUTOR 3-17-16
9996	ONE TIME PAY MISC	JUDICIAL	PROFESSIONAL SERVICES	200.00	291632	APPOINTED AS PUBLIC DEFENDER RAMEY
5801	LIPSCOMB & PITTS INS	FINANCIAL ADMINISTRATION	WORKMAN'S COMP INSUR	98.91	291610	3RD QTR 2016 WORKMANS COMP 001000005697116
1702	FLEETCOR TECHNOLOGIE	FINANCIAL ADMINISTRATION	FUEL & OIL	26.70	291569	2/27/16 FUEL
1702	FLEETCOR TECHNOLOGIE	FINANCIAL ADMINISTRATION	FUEL & OIL	32.43	291570	3/17/16 FUEL J ROBINSON
5965	JENKINS GRAPHICS INC	FINANCIAL ADMINISTRATION	PROFESSIONAL SERVICES	70.00	291601	BUSINESS CARDS
5700	JASMINE HENDERSON	PLANNING	CONTRACT PERSONNEL	160.00	291599	CONTRACT LABOR

5801	LIPSCOMB & PITTS INS	PLANNING	WORKMAN'S COMP INSUR	42.86	291610	3RD QTR 2016 WORKMANS COMP 001000005697116
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	1,380.48	291623	GENERAL SVCS-2/1- 2/29-2016
2606	HUNT ROSS & ALLEN	PLANNING	PROFESSIONAL SERVICES	412.50	291594	ATTORNEY FEES
4111	DESOTO TIMES TRIBUNE	PLANNING	ADVERTISING	10.98	291554	PUBLIC NOTICE PROOF OF PUB
5801	LIPSCOMB & PITTS INS	POLICE	WORKMAN'S COMP INSUR	13,682.03	291610	3RD QTR 2016 WORKMANS COMP 001000005697116
430	COUNTRY FORD INC	POLICE	VEHICLE MAINTENANCE	33.26	291544	UNIT 8406 MOTOR ASSEMBLY HEATE
665	EXPRESS WINDOW TINT	POLICE	VEHICLE MAINTENANCE	200.00	291564	FLEET 16 WINDOW TINT
1041	JIMMY GRAY CHEVROLET	POLICE	VEHICLE MAINTENANCE	22.37	291605	UNIT 8424: SPARE KEY
1097	LANDERS DODGE	POLICE	VEHICLE MAINTENANCE	256.50	291608	UNIT 4075: RADIATOR
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	247.58	291612	REPLACE STEERING ANGLE SENSOR
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	100.76	291630	UNIT 6361: WIPER MOTOR
1795	SNAPPY WINDSHIELD RE	POLICE	VEHICLE MAINTENANCE	225.00	291650	WINDSHIELD REPLACEMENT UNIT 84
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	2.19	291527	UNIT 0784: OIL FILTER
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	2.17	291527	UNIT 4078: OIL FILTER
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	3.93	291527	UNIT 4078: OIL DRAIN PLUG
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	30.16	291527	OIL FILTER AND BRAKE PADS FOR
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	2.19	291527	OIL FILTER FOR UNIT 9659
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	30.16	291527	OIL FILTER AND BRAKE PADS FOR
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	96.99	291527	BATTERY FOR UNIT 3299
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	2.17	291527	OIL FILTER FOR UNIT 1101
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	2.17	291527	OIL FILTER FOR UNIT 9832
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	8.90	291527	WIPER BLADES FOR UNIT 4461
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	11.15	291527	OIL FILTER AND WIPER BLADES FO
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	10.17	291527	UNIT 1106 HEADLIGHT
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	2.17	291527	UNIT 4075: OIL FILTER
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	17.57	291527	UNIT 3294: HEADLIGHT
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	11.45	291527	UNIT 3294: HEADLIGHT SOCKET
173	BATTERIES & BUTTER	POLICE	EQUIPMENT PARTS & SUPPLIES	457.70	291530	Police Department Battery Re-s
926	THE HOME DEPOT	POLICE	EQUIPMENT PARTS & SUPPLIES	148.00	291664	DRILL BATTERIES

926	THE HOME DEPOT	POLICE	EQUIPMENT PARTS & SUPPLIES	35.91	291664	BOLTS NEW TAHOE BUILD
552	DESOTO COUNTY COOPER	POLICE	UNIFORMS	125.00	291550	UNIFORM ALLOTMENT- DET FRED FI
754	GALLS	POLICE	UNIFORMS	116.95	291583	UNIFORMS - SGT. WHITEAKER
3157	J C PENNY	POLICE	UNIFORMS	158.98	291598	UNIFORM ALLOTMENT- LT. SCOTT E
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	1,966.70	291580	FUEL WEEK 03-07 TO 03-13-2016
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	1,910.51	291579	FUEL WEEK 03-14 TO 03-20-2016
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	2,102.10	291581	FUEL WEEK 03-21 TO 03-27-3016
463	DPS CRIME LAB	POLICE	PROFESSIONAL SERVICES	500.00	291560	FEBRUARY 2016 ANALYTICAL FEES
1351	DEPARTMENT OF REVENU	POLICE	PROFESSIONAL SERVICES	59.00	291549	UNDERCOVER VEHICLE TAG RENEWAL
1931	TENN DEPT OF PUBLIC	POLICE	PROFESSIONAL SERVICES	24.00	291662	UNDERCOVER VEHICLE TAG RENEWAL
2606	HUNT ROSS & ALLEN	POLICE	PROFESSIONAL SERVICES	1,568.70	291594	ATTORNEY FEES
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	85.00	291519	DUI BLOOD DRAWS - FEB 16 - INV
5870	SUPERIOR HEALTH	POLICE	PROFESSIONAL SERVICES	125.00	291657	DRUG SCREENS/PHYSICALS
1447	INTERNATIONAL ACAD	POLICE	TRAVEL & TRAINING	5.00	291597	CDE TRAINING FOR KARLI VALENZU
3323	BANCORPSOUTH	POLICE	TRAVEL & TRAINING	350.00	291528	NRA INSTRUCTOR TRAINING FOR DC
3323	BANCORPSOUTH	POLICE	TRAVEL & TRAINING	89.00	291528	PD TRAV TRAINING ROOM PEARL MS
2606	HUNT ROSS & ALLEN	POLICE	DRUG SEIZURE EXPENSES	429.00	291594	ATTORNEY FEES
257	BROWNELLS INC	POLICE	MACHINERY & EQUIPMENT	466.95	291534	EOTECH 512, MOUNTING HARDWARE
5801	LIPSCOMB & PITTS INS	FIRE & EMS	WORKMAN'S COMP INSUR	10,972.00	291610	3RD QTR 2016 WORKMANS COMP 001000005697116
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	405.04	291591	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	35.65	291591	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	12.00	291591	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	645.28	291591	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	487.64	291591	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	496.47	291591	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	407.57	291677	EMS SUPPLIES
4983	PREMIER AIR PRODUCTS	FIRE & EMS	MEDICAL SUPPLIES	161.59	291642	EMS OXYGEN
5620	SUPER DRUGS	FIRE & EMS	MEDICAL SUPPLIES	91.00	291656	VERSED AND MORPHINE
5817	BOUND TREE MEDICAL	FIRE & EMS	MEDICAL SUPPLIES	241.89	291532	EMS SUPPLIES
430	COUNTRY FORD INC	FIRE & EMS	VEHICLE MAINTENANCE	1,371.29	291544	UNIT 1 REPAIRS
430	COUNTRY FORD INC	FIRE & EMS	VEHICLE MAINTENANCE	363.74	291544	UNIT 3 REPAIRS

1489	NORTH MISSISSIPPI TW	FIRE & EMS	VEHICLE MAINTENANCE	174.98	291629	UNIT 2 LIGHT REPAIR
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	47.35	291664	STATION SUPPLIES
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	134.46	291664	STATION SUPPLIES
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	351.02	291664	ST 1 SHOWER SUPPLIES
1002	INTEGRATED COMMUNIC	FIRE & EMS	BUILDING & EQUIP MAINT	175.00	291596	PROGRAM RADIOS
3323	BANCORPSOUTH	FIRE & EMS	BUILDING & EQUIP MAINT	934.03	291528	ST 1 TILE
5353	SOUTHAVEN APPLIANCE	FIRE & EMS	BUILDING & EQUIP MAINT	95.94	291651	PARTS FOR DRYER STATION 2
926	THE HOME DEPOT	FIRE & EMS	FUEL & OIL	6.91	291664	OIL WEEDEATERS
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	445.25	291575	FUEL 3/7-3/13
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	375.02	291573	FUEL 3/14-3/20
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	437.68	291574	FUEL 3/21-3/27
2606	HUNT ROSS & ALLEN	FIRE & EMS	PROFESSIONAL SERVICES	610.50	291594	ATTORNEY FEES
5297	GREENWAY HEALTH	FIRE & EMS	PROFESSIONAL SERVICES	110.42	291587	MONTHLY EDI
651	ENTERGY	FIRE & EMS	UTILITIES	301.76	291563	5711 HWY 51 N.
651	ENTERGY	FIRE & EMS	UTILITIES	758.02	291563	6363 HWY 301
651	ENTERGY	FIRE & EMS	UTILITIES	458.03	291563	6770 TULANE RD.
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	364.14	291524	6770 TULANE RD.#182323
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	179.94	291522	5711 HWY 51 N. #14787
1310	MISSISSIPPI FIRE ACA	FIRE & EMS	TRAVEL & TRAINING	272.00	291620	HAZ MAT TECH J FINGER C WILLIN
1336	MS FIRE FIGHTER ASSO	FIRE & EMS	TRAVEL & TRAINING	130.00	291622	CONFERENCE FEE D LINVILLE, M B
1896	SUNBELT FIRE APPARAT	FIRE & EMS	MACHINERY & EQUIPMENT	4,482.69	291655	12 HELMETS FOR DRIVERS AND PAR
5099	EMERGENCY EQUIP PROF	FIRE & EMS	MACHINERY & EQUIPMENT	139.50	291562	SCOTT BATTERY
5822	ALL HANDS FIRE EQUIP	FIRE & EMS	MACHINERY & EQUIPMENT	666.39	291517	10 RADIO STRAPS
4552	DENNIS B PEYTON	STREET DEPARTMENT	CONTRACT PERSONNEL	320.00	291548	CONTRACT WORKER DENNIS PEYTON-3/9-3/19-2016
4552	DENNIS B PEYTON	STREET DEPARTMENT	CONTRACT PERSONNEL	160.00	291547	CONTRACT WORKER DENNIS PEYTON-3/20-3/26-2016
5801	LIPSCOMB & PITTS INS	STREET DEPARTMENT	WORKMAN'S COMP INSUR	4,648.59	291610	3RD QTR 2016 WORKMANS COMP 001000005697116
676	FARRELL CALHOUN COIN	STREET DEPARTMENT	MATERIALS	14.30	291565	MATERIAL FOR ST. SIGNS
882	HERNANDO EQUIPMENT C	STREET DEPARTMENT	MATERIALS	1,186.40	291592	MATERIAL FOR ST. DEPT.-TRIMMER
1471	NEX AIR, LLC	STREET DEPARTMENT	MATERIALS	70.15	291627	MAT. UT & ST.- ARGON,ACETYLENE
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	MATERIALS	28.97	291652	CABLE TIES AND CAULK GUN-MATER
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	MATERIALS	11.98	291652	MATERIAL FOR ST. SIGNS-STENCIL

5260	WRG,LLC	STREET DEPARTMENT	MATERIALS	100.85	291674	SAFETY MATERIAL FOR STREE AND
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	6.12	291630	RADIATOR CAP-VEH MAINT. # 893-
3502	AUTO ZONE	STREET DEPARTMENT	VEHICLE MAINTENANCE	86.99	291527	BATTERY FOR #6465 VEH MAINT -S
3502	AUTO ZONE	STREET DEPARTMENT	VEHICLE MAINTENANCE	30.00	291527	STARTING FLUID -VEH MAINT. STR
3947	ALL DATA	STREET DEPARTMENT	VEHICLE MAINTENANCE	750.00	291516	VEH INFO. STREET AND UTILITY DEPT. VEH. MAINT.
1736	S & H SMALL ENGINE	STREET DEPARTMENT	BUILDING & EQUIP MAINT	93.34	291646	EQ. MAINT. CHAIN SAWS
5712	PARAMOUNT UNIFORM	STREET DEPARTMENT	UNIFORMS	49.51	291636	UNIFORMS-STREET AND UTILITY DEPTS.
5712	PARAMOUNT UNIFORM	STREET DEPARTMENT	UNIFORMS	114.02	291639	UNIFORMS FOR STREET AND UTILITY DEPTS.
5712	PARAMOUNT UNIFORM	STREET DEPARTMENT	UNIFORMS	66.52	291638	UNIFORMS FOR SREET AND UTILITY DEPTS.
5712	PARAMOUNT UNIFORM	STREET DEPARTMENT	UNIFORMS	66.52	291637	UNIFORMS FOR STREET AND UTILITY DEPTS.
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	229.00	291577	FUEL P.W.-3/7-3/13-2016--BG2024874
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	174.50	291578	FUEL P.W.-3/14-3/20-2016--BG2024874
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	234.78	291576	FUEL P.W.-3/21----3/27-2016--BG2024874
2606	HUNT ROSS & ALLEN	STREET DEPARTMENT	PROFESSIONAL SERVICES	1,237.57	291594	ATTORNEY FEES
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	17,176.73	291563	STREET LIGHTS
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	22.76	291563	SHADOW OAKS PKWY NLGT
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	48.06	291563	4035 SHADOW OAKS LGTS
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	41.88	291563	HWY 302 @ TULANE RD.
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	16.83	291563	4188 GOODMAN RD. W.
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	20.53	291563	1025 HWY 302
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	32.27	291563	NAIL RD. @ HWY 301
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	20.62	291563	HWY 302 @ HORN LAKE RD.
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	35.72	291563	HWY 302 @ MALLARD CR.
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	4.83	291563	301 @ NAIL RD.
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	79.10	291563	HWY 51 @ GOODMAN RD.
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	125.24	291563	1007 GOODMAN RD. W.
5798	BRANDON WALLACE	ANIMAL CONTROL	CONTRACT PERSONNEL	360.00	291533	CONTRACT WORK
5798	BRANDON WALLACE	ANIMAL CONTROL	CONTRACT PERSONNEL	180.00	291533	CONTRACT WORK

5801	LIPSCOMB & PITTS INS	ANIMAL CONTROL	WORKMAN'S COMP INSUR	550.58	291610	3RD QTR 2016 WORKMANS COMP 001000005697116
1505	OFFICE DEPOT CREDIT	ANIMAL CONTROL	BUILDING & EQUIP MAINT	83.97	291631	ANIMAL SHELTER INK
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	71.54	291571	FUEL A.C.-3/14-3/20- 2016--BG125819
651	ENTERGY	ANIMAL CONTROL	UTILITIES	36.88	291563	6520 CENTER ST. E.
651	ENTERGY	ANIMAL CONTROL	UTILITIES	172.75	291563	6464 CENTER ST. E.
1356	ATMOS ENERGY	ANIMAL CONTROL	UTILITIES	394.50	291525	6410 CENTER ST. E. #298909
4363	DANIELLE CHEESEMAN	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	120.00	291546	BASKETBALL SCOREKEEPER 3/11/16
4363	DANIELLE CHEESEMAN	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	60.00	291546	BASKETBALL SCOREKEEPER 3/12/16
4363	DANIELLE CHEESEMAN	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	63.75	291546	BASKETBALL 3/07- 27/2016
5716	TAHERRAH NAFESSA JON	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	80.00	291659	BASKETBALL SCOREKEEPER 3/11/16
5716	TAHERRAH NAFESSA JON	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	120.00	291659	BASKETBALL SCOREKEEPER 3/12/16
5716	TAHERRAH NAFESSA JON	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	26.25	291659	BASKETBALL 03/07- 27/2016
5892	GERRI J ANDERSON	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	18.75	291584	BASKETBALL 3/07- 27/2016
5962	JENNIFER STEWART	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	75.00	291602	BASKETBALL 3/07- 27/2016
5801	LIPSCOMB & PITTS INS	PARKS & REC	WORKMAN'S COMP INSUR	2,762.78	291610	3RD QTR 2016 WORKMANS COMP 001000005697116
265	BSN SPORTS, INC	PARKS & REC	MATERIALS	1,569.22	291535	BASEBALL EQUIPMENT
552	DESOTO COUNTY COOPER	PARKS & REC	MATERIALS	65.00	291550	CHAULK / BASEBALL FIELDS
926	THE HOME DEPOT	PARKS & REC	MATERIALS	36.68	291664	EASTER EVENT/PARKS
926	THE HOME DEPOT	PARKS & REC	MATERIALS	167.20	291664	MATERIAL / REPAIRS PK BUILDING
926	THE HOME DEPOT	PARKS & REC	MATERIALS	1.00	291664	RENTAL
1518	O'REILLY AUTO PARTS	PARKS & REC	MATERIALS	36.17	291630	BASKETBALL BANQUET / MATERIAL
1831	SOUTHAVEN SUPPLY	PARKS & REC	MATERIALS	37.99	291652	KEY
1831	SOUTHAVEN SUPPLY	PARKS & REC	MATERIALS	35.88	291652	MATERIAL / REPAIRS
1831	SOUTHAVEN SUPPLY	PARKS & REC	MATERIALS	357.35	291652	MATERIAL
1831	SOUTHAVEN SUPPLY	PARKS & REC	MATERIALS	29.44	291652	MATERIAL
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	68.35	291528	PARKS SUPPLIES
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	60.00	291528	SUPPLIES PARKS
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	40.52	291528	SUPPLIES PARKS
5906	PETTY CASH L CALVERT	PARKS & REC	MATERIALS	3.20	291640	POWER STEERING
5967	DESOTO TURF	PARKS & REC	MATERIALS	1,850.00	291555	SPRAY
1518	O'REILLY AUTO PARTS	PARKS & REC	VEHICLE MAINTENANCE	119.99	291630	MATERIAL

2488	SHANE WILKINS	PARKS & REC	UMPIRES	75.00	291647	BASKETBALL REF 3/07/16
2488	SHANE WILKINS	PARKS & REC	UMPIRES	100.00	291647	BASKETBALL REF 3/11/16
2488	SHANE WILKINS	PARKS & REC	UMPIRES	100.00	291647	BASKETBALL REF 3/12/16
3072	MICHAEL HOLLAND	PARKS & REC	UMPIRES	75.00	291618	BASKETBALL REF 3/07/16
3072	MICHAEL HOLLAND	PARKS & REC	UMPIRES	150.00	291618	BASKETBALL REF 3/11/16
3072	MICHAEL HOLLAND	PARKS & REC	UMPIRES	75.00	291618	BASKETBALL REF 3/12/16
4363	DANIELLE CHEESEMAN	PARKS & REC	UMPIRES	60.00	291546	SCOREKEEPER 3/07/16
4694	MARK TATKO	PARKS & REC	UMPIRES	75.00	291615	BASKETBALL REF 3/07/16
4694	MARK TATKO	PARKS & REC	UMPIRES	30.00	291615	BASKETBALL 3/07/16
4694	MARK TATKO	PARKS & REC	UMPIRES	100.00	291615	BASKETBALL 3/11/16 REF
4694	MARK TATKO	PARKS & REC	UMPIRES	100.00	291615	BASKETBALL REF 3/11/16
4694	MARK TATKO	PARKS & REC	UMPIRES	150.00	291615	BASKETBALL REF 3/12/16
4694	MARK TATKO	PARKS & REC	UMPIRES	90.00	291615	BASKETBALL REF 3/12/16
4705	TERRY WAMMACK	PARKS & REC	UMPIRES	150.00	291663	BASKETBALL REF 3/11/16
4705	TERRY WAMMACK	PARKS & REC	UMPIRES	75.00	291663	BASKETBALL REF 3/12/16
4707	JERRY LEE BLANK	PARKS & REC	UMPIRES	100.00	291603	BASKETBALL REF 3/11/16
4707	JERRY LEE BLANK	PARKS & REC	UMPIRES	150.00	291603	BASKETBALL REF 3/12/16
1518	O'REILLY AUTO PARTS	PARKS & REC	FUEL & OIL	69.16	291630	MATERIAL
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	130.25	291572	FUEL
2606	HUNT ROSS & ALLEN	PARKS & REC	PROFESSIONAL SERVICES	957.00	291594	ATTORNEY FEES
5870	SUPERIOR HEALTH	PARKS & REC	PROFESSIONAL SERVICES	25.00	291657	PRE EMPLOYMENT SCREENINGS
5870	SUPERIOR HEALTH	PARKS & REC	PROFESSIONAL SERVICES	275.00	291657	PRE EMPLOYMENT SCREENINGS
5965	JENKINS GRAPHICS INC	PARKS & REC	PROFESSIONAL SERVICES	350.00	291601	BUSINESS CARDS
590	DIZZY DEAN BASEBALL	PARKS & REC	SANCTIONING FEES	2,760.00	291558	SANCTION FEES
651	ENTERGY	PARKS & REC	UTILITIES	829.04	291563	5633 TULANE D. BLD- A
651	ENTERGY	PARKS & REC	UTILITIES	1,380.78	291563	5633 TYLANE RD, BLD-B
651	ENTERGY	PARKS & REC	UTILITIES	1,473.22	291563	5633 TULANE RD. BLD-D
651	ENTERGY	PARKS & REC	UTILITIES	481.08	291563	5633 TULANE RD. BLD-F
651	ENTERGY	PARKS & REC	UTILITIES	890.56	291563	5633 TULANE RD. BLD.-TENN.
651	ENTERGY	PARKS & REC	UTILITIES	32.09	291563	SHADOW OAKS PARK
651	ENTERGY	PARKS & REC	UTILITIES	28.34	291563	5586 TULANE RD.
651	ENTERGY	PARKS & REC	UTILITIES	42.77	291563	6955 TULANE RD. E.- GREG MAXEY PARK
651	ENTERGY	PARKS & REC	UTILITIES	103.40	291563	7345 HURT RD.

651	ENTERGY	PARKS & REC	UTILITIES	7.62	291563	RIDGEWOOD PARK COMM CSM B
651	ENTERGY	PARKS & REC	UTILITIES	117.80	291563	3500 LAUREL CV.-T. BURMA HOBBS PARK
651	ENTERGY	PARKS & REC	UTILITIES	40.50	291563	FLOOD LIGHT CHOCTAW PARK
651	ENTERGY	PARKS & REC	UTILITIES	128.30	291563	FLOOD FAIRFIELD MEADOW PARK
651	ENTERGY	PARKS & REC	UTILITIES	144.47	291563	RIDGEWOOD PARK COMM CSM
4318	TRI STATE TROPHY INC	PARKS & REC	AWARDS/TROPHIES	100.00	291668	CLEAR ACRYLIC
4363	DANIELLE CHEESEMAN	PARK TOURNAMENTS	ADMIN CONTRACT PERSONNEL	150.00	291546	TOURN LEADOFF CLERK 3/19-20/2016
5755	COLLIN S. TATKO	PARK TOURNAMENTS	OUTSIDE MAINTENANCE STAFF	105.00	291543	TOURN LEADOFF FIELD CREW 3/19- 20/2016
5851	DYLAN A CEIDE	PARK TOURNAMENTS	OUTSIDE MAINTENANCE STAFF	105.00	291561	TOURN LEADOFF FIELD CREW 3/19- 20/2016
5873	CHRISTIAN SAULSBERRY	PARK TOURNAMENTS	OUTSIDE MAINTENANCE STAFF	135.00	291540	TOURN LEADOFF FIELD CREW 3/19- 20/2016
5547	CRAIG A MOORE, JR	PARK TOURNAMENTS	SCOREKEEPERS	96.00	291545	TOURN LEADOFF 3/19-20/2016 SCOREKEEPER
5892	GERRI J ANDERSON	PARK TOURNAMENTS	GATE WORKERS	82.50	291584	TOURN LEADOFF GATEWORKER 3/19- 20/2016
4694	MARK TATKO	PARK TOURNAMENTS	UMPIRES	164.00	291615	UMPIRE TOURN LEADOFF 3/19- 20/2016
4809	ABRAHAM PICKENS	PARK TOURNAMENTS	UMPIRES	139.00	291513	TOURN LEADOFF UMPIRE 3/19-3/20
4860	AUSTON A DEVOLPI	PARK TOURNAMENTS	UMPIRES	105.00	291526	UMPIRE TOURN LEADOFF 3/19- 20/2016
5405	DON REED	PARK TOURNAMENTS	UMPIRES	86.00	291559	TOURN LEADOFF UMPIRE
5605	HENRY C PHILLIPS	PARK TOURNAMENTS	UMPIRES	139.00	291590	UMPIRE TORN LEADOFF 3/19- 20/2016
5844	ADAM SOWELL	PARK TOURNAMENTS	UMPIRES	120.00	291514	TOURN LEADOFF UMPIRE 3/19- 20/2016
5846	CAMERON VOGELSANG	PARK TOURNAMENTS	UMPIRES	278.00	291538	TOURN LEADOFF 3/19-20/2016 UMPIRE
5857	JEFFREY TARTT	PARK TOURNAMENTS	UMPIRES	273.00	291600	UMPIRE 3/19- 20/2016 TOURN
5980	RYAN CUNDIFF	PARK TOURNAMENTS	UMPIRES	96.00	291645	TOURN LEADOFF UMPIRE
5984	TOMMIE BLEDSOE JR	PARK TOURNAMENTS	UMPIRES	134.00	291665	TOURN LEADOFF UMPIRE
4737	MIDSOUTH SPORTS	PARK TOURNAMENTS	SANCTIONING FEES	395.00	291619	SANCTION FEES / TOURN LEADOFF
4318	TRI STATE TROPHY INC	PARK TOURNAMENTS	AWARDS/TROPHIES	516.00	291668	TROPHIES / TOURN LEADOFF
287	C & A JANITORIAL SER	LIBRARY EXPENSE	BUILDING & EQUIP MAINT	736.00	291537	MARCH 2016 JAN SAN MR DYE PUB LIBRARY
651	ENTERGY	LIBRARY EXPENSE	UTILITIES	796.93	291563	2885 GOODMAN RD. W.

702	FIRST REGIONAL LIBRA	LIBRARY EXPENSE	AD VAL OWED TO LIBRARY	8,333.33	291568	MARCH 2016 AD VAL COLLECTED
706	FIRST NATIONAL BANK	DEBT SERVICE EXP	2008 REFUNDING/CITY HALL	83,525.00	291567	COMBINED REFNDNG BOND SERIES 2015 5-28-15
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	500.00	291551	5453 RIDGEFIELD DR
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	500.00	291551	5429 RIDGEFIELD DR
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	500.00	291551	3236 SCOTT FARMS
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	500.00	291551	3220 SCOTT FARMS CV
1983	TOP MOST CHEMICAL &	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	53.22	291666	ACID TOILET BOWL CLEANER-JANIT
5813	1 SOURCE	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	1,369.51	291512	JANITORIAL SUPPLY FOR SHOP AND
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	51.28	291631	PLANNING SUPPLIES
2198	YULETIDE OFFICE SUPP	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	187.46	291676	OFFICE SUPPLIES
2198	YULETIDE OFFICE SUPP	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	7.61	291676	OFFICE SUPPLIES
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	212.70	291528	TONER CARTRIDGES
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	382.06	291623	GENERAL SVCS-2/1-2/29-2016
1831	SOUTHAVEN SUPPLY	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	9.29	291652	FAC. MANG.-P.D. BOOKING ROOM D
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	91.26	291541	COPIER LEASE 900-0210315-000 PD RECEPTION
4807	SHRED IT US JV LLC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	64.20	291649	3/17/16 SHRED SERVICE
5263	AFFORDABLE PEST	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	450.00	291515	PEST CONTROL FOR CITY OF HORN
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	44.29	291556	CITY SHOP PRINTER
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	7.36	291556	COPIER AMINT SUBSTATION
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	131.42	291556	COPIER MAINT
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	106.96	291556	COPIET MAINT COURT
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	1.50	291556	UT BILL PRINTER OLD
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	24.54	291556	COPIER MAINT DET DIVISION
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	51.29	291556	COPIER MAINT
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	39.58	291556	COPIER WATER DEPT
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	8.64	291556	FIRE #2 COPIER OLD
5949	CHEMSEARCH	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	1,618.99	291539	FAC. MANG. ADMIN SIDE- PER JAY WILLIAMS
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	190.09	291644	F2EH 00-01 COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	335.98	291644	F2DQ00-01 COPIER LEASE

5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	327.67	291644	F2EM00-01
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	410.68	291644	F2EN00-01 COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	283.79	291644	F4MM00-01 COPIE LEASE
5975	ONEPAK INC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	531.00	291635	COPIER SHIPMENT
5978	POWER TECHNICS INC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	1,248.50	291641	FAC. MANG. CITY HALL
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	993.36	291623	GENERAL SVCS-2/1-2/29-2016
2606	HUNT ROSS & ALLEN	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	16,711.04	291594	ATTORNEY FEES
5518	MAILFINANCE	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	330.00	291613	POSTAGE METER LEASE
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	147.75	291610	POLLUTION POLICY 3RD QTR G24812716001
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	497.75	291610	3RD QTR ACCIDENT POLICY 4102AH0225394
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	1,123.00	291610	MONTHLY CONSULTING FEE
553	DESOTO COUNTY SHERIF	ADMINISTRATIVE EXPENSE	FEES TO COUNTY JAIL	16,899.10	291553	FEBRUARY 2016 JAIL & MEDICAL
687	FEDERAL EXPRESS CORP	ADMINISTRATIVE EXPENSE	POSTAGE	57.94	291566	POSTAGE AJ LINVILLE TO PERS
5517	HASLER	ADMINISTRATIVE EXPENSE	POSTAGE	606.00	291589	POSTAGE
5241	VERIZON WIRELESS	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	3,747.25	291669	PHONE SERVICES
5472	SOUTHERN TELECOM	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	2,595.31	291654	PHONE EXPENSE
651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	12.29	291563	7262 INTERSTATE DR.
651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	4,238.32	291563	3101 GOODMAN RD. W.
651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	151.92	291563	7460 HWY 301
1356	ATMOS ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	82.34	291521	7460 HWY 301 # 315023
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	4,102.31	291610	3RD QTR EARTHQUAKE MQE0500437
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	831.19	291610	3RD QTR CYBER ESE00147664
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	83,008.75	291610	COMMERCIAL PACKAGE 3RD QTR
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	12,883.00	291610	3RDCQTR COMMERCIAL PKG DXJ80965778
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	1,316.00	291610	CRIME POLICY CCP006916801
1125	LEHMAN ROBERTS CO	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	2,002.50	291609	COLD MIX -ROAD IMPROVEMENT FOR CITY
1193	MARTIN MACHINE & SUP	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	2,314.00	291616	HRS PLATE -ROAD IMPROVEMENT
1366	MMC MATERIAL	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	602.00	291621	FLOABLE FILL ROAD IMPROVEMENT-4201 CARROLL DR.

1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	5,501.03	291624	PRO.SVC. NAIL RD. OVERLAY 2/1-2/09-2016
2082	VULCAN MATERIALS	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	512.43	291670	RD. IMPROVEMENT FOR CITY (WHITE ROCK)
2082	VULCAN MATERIALS	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	1,266.82	291670	ROAD IMPROVEMENT -CENTER ST. E.
5607	CLEVELAND CONSTRUCT	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	5,280.00	291542	ROAD IMPROVEMENT FOR CENTER STREET
5607	CLEVELAND CONSTRUCT	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	5,500.00	291542	ROAD IMPROVEMENT -CENTER ST.
5607	CLEVELAND CONSTRUCT	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	150.00	291542	RAD IMPROVEMENT H.L. AND CHURCH RD
5989	SHELBY RAILROAD SERV	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	5,612.00	291648	TEMP RAILROAD REPAIR
5990	WILLIAM N SEXTON	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	500.00	291672	2825 MEADOWBROOK EASEMENT APPRAISAL
926	THE HOME DEPOT	ECONOMIC DEVELOPMENT	PROMOTIONS	77.98	291664	GRASS FOR EASTER EVENT
926	THE HOME DEPOT	ECONOMIC DEVELOPMENT	PROMOTIONS	182.57	291664	EASTER EVENT/PARKS
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	249.75	291528	EASTER EVENT
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	53.00	291528	EASTER EGGSTRAVAGANZA PARKS
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	149.01	291528	EASTER EVENT
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	38.00	291528	EASTER EVENT
1193	MARTIN MACHINE & SUP	UTILITY SYSTEM	MATERIALS	196.00	291616	FLANGES FOR LIME HOPPERS-MATER
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	2,107.45	291617	MATERIAL FOR UT. DEPT.
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	309.45	291617	MATERIAL FOR BURGER KING- UT D
1471	NEX AIR, LLC	UTILITY SYSTEM	MATERIALS	70.15	291627	MAT. UT & ST.- ARGON,ACETYLENE
3714	HACH COMPANY	UTILITY SYSTEM	MATERIALS	831.57	291588	WATER TESTING MATERIAL FOOR UT
5260	WRG,LLC	UTILITY SYSTEM	MATERIALS	100.85	291674	SAFETY MATERIAL FOR STREE AND
430	COUNTRY FORD INC	UTILITY SYSTEM	VEHICLE MAINTENANCE	30.30	291544	VEH.MAINT. # 2355- UT DEPT.
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	2.19	291527	VEH. MAINT. # 2351 UT. DEPT.
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	30.00	291527	STARTING FLUID -VEH MAINT. STR
3947	ALL DATA	UTILITY SYSTEM	VEHICLE MAINTENANCE	750.00	291516	VEH INFO. STREET AND UTILITY DEPT. VEH. MAINT.
78	AMERICAN TIRE REPAIR	UTILITY SYSTEM	BUILDING & EQUIP MAINT	152.00	291520	FLAT REPAIR BACKHOE
1178	MAGNOLIA ELECTRICAL	UTILITY SYSTEM	BUILDING & EQUIP MAINT	53.26	291611	CONTACTOR-EQ. MAINT. WILLOW PO
1178	MAGNOLIA ELECTRICAL	UTILITY SYSTEM	BUILDING & EQUIP MAINT	33.66	291611	EQ. MAINT. SHARON DR. LIFT ST.
1485	NORTH MISSISSIPPI TI	UTILITY SYSTEM	BUILDING & EQUIP MAINT	540.65	291628	REAR TIRE - BACKHOE- UT DEPT.

1812	SOUTHERN PIPE & SUPP	UTILITY SYSTEM	BUILDING & EQUIP MAINT	67.66	291653	BLDING . MAINT. HOLLY H. WATER
1929	TENCARVA MACHINERY C	UTILITY SYSTEM	BUILDING & EQUIP MAINT	552.84	291661	MERCURY SWITCHES- EQ. MAINT. LI
2016	TRACTOR SUPPLY CREDI	UTILITY SYSTEM	BUILDING & EQUIP MAINT	27.99	291667	EQ. MAINT - GOODMAN RD. WATER P
2084	GRAINGER	UTILITY SYSTEM	BUILDING & EQUIP MAINT	249.26	291586	SOLENOID FOR HURT ROAD WATER
5971	DIXIE FENCE	UTILITY SYSTEM	BUILDING & EQUIP MAINT	775.00	291557	FENCE REPAIR- GOODMAN RD. LIFT
5712	PARAMOUNT UNIFORM	UTILITY SYSTEM	UNIFORMS	49.52	291636	UNIFORMS-STREET AND UTILITY DEPTS.
5712	PARAMOUNT UNIFORM	UTILITY SYSTEM	UNIFORMS	114.01	291639	UNIFORMS FOR STREET AND UTILITY DEPTS.
5712	PARAMOUNT UNIFORM	UTILITY SYSTEM	UNIFORMS	66.51	291638	UNIFORMS FOR SREEET AND UTILITY DEPTS.
5712	PARAMOUNT UNIFORM	UTILITY SYSTEM	UNIFORMS	66.51	291637	UNIFORMS FOR STREET AND UTILITY DEPTS.
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	377.03	291577	FUEL P.W.-3/7-3/13-2016--BG2024874
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	494.84	291578	FUEL P.W.-3/14-3/20-2016--BG2024874
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	286.05	291576	FUEL P.W.-3/21----3/27-2016--BG2024874
1457	NEEL-SCHAFFER INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	305.65	291623	GENERAL SVCS-2/1-2/29-2016
1457	NEEL-SCHAFFER INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	7,620.31	291626	WATER SYSTEM STUDY PHASE 2-2/1-2/29-2016
1457	NEEL-SCHAFFER INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	7,261.94	291625	TWIN LAKES WATER SYS. IMPROVEMENTS-CONSTRUCTION
2095	WALLS WATER ASSOCIAT	UTILITY SYSTEM	PROFESSIONAL SERVICES	3,845.76	291671	SEWER ADMIN. FEES COLLECTED-FE
2258	BBI INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	95.00	291531	PRO. SVC. PHONE ASSIST
2606	HUNT ROSS & ALLEN	UTILITY SYSTEM	PROFESSIONAL SERVICES	1,658.74	291594	ATTORNEY FEES
3323	BANCORPSOUTH	UTILITY SYSTEM	PROFESSIONAL SERVICES	233.00	291529	LOGMEIN-PRO. SVC. UT DEPT.
5648	GAINES,WILLIAMS	UTILITY SYSTEM	PROFESSIONAL SERVICES	180.00	291582	HIGH SPEED PUMP WIRING 2on GOO
651	ENTERGY	UTILITY SYSTEM	UTILITIES	70.75	291563	6285 MANCHESTER DR.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	9.03	291563	5548 BLUE LAKES DR.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	11.74	291563	3400 TULANE RD W.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	177.18	291563	4410 SHADOW GLEN DR.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	101.38	291563	3259 NAIL RD.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	640.44	291563	6357 HURT RD. WELL COMM CSM
651	ENTERGY	UTILITY SYSTEM	UTILITIES	110.93	291563	KINGSTON ESTATE SPU
651	ENTERGY	UTILITY SYSTEM	UTILITIES	115.90	291563	4356 SHARON DR.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	23.14	291563	5921 CAROLINE DR.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	88.55	291563	5900 TWIN LAKES DR.

651	ENTERGY	UTILITY SYSTEM	UTILITIES	106.76	291563	5111 CAROLINE DR. APT R
651	ENTERGY	UTILITY SYSTEM	UTILITIES	18.25	291563	5881 JACKSON DR.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	33.22	291563	5696 LAURIE CV -APT R
651	ENTERGY	UTILITY SYSTEM	UTILITIES	112.56	291563	5768 CHOCTAW LIFT PUMP
651	ENTERGY	UTILITY SYSTEM	UTILITIES	11.19	291563	KINGSVIEW LAKE
651	ENTERGY	UTILITY SYSTEM	UTILITIES	89.10	291563	4526 ALDEN LAKE DR. W.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	54.77	291563	7356 SUSIE LN
651	ENTERGY	UTILITY SYSTEM	UTILITIES	172.34	291563	4871 GOODMAN RD.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	224.64	291563	5235 GOODMAN RD.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	2,230.39	291563	3101 GOODMAN RD.W.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	502.79	291563	2885 MEADOWBROOK DR.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	12.49	291563	4959 PECAN AE.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	11.55	291563	4585 PECAN AVE.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	11.12	291563	6652 ALICE DR.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	89.46	291563	4854 SHERRY DR.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	11.49	291563	4709 LAKE CV.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	166.33	291563	HICKORY FOREST LIFT ST.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	191.50	291563	POPLAR FOREST LOT# 38
651	ENTERGY	UTILITY SYSTEM	UTILITIES	12.29	291563	7445 HICKORY ESTATES DR.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	153.32	291563	WELL @ HOLLY HILLS COMM CSM
651	ENTERGY	UTILITY SYSTEM	UTILITIES	51.86	291563	5536 WINTERWOOD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	16.88	291563	4787 BONNE TERRE RD
651	ENTERGY	UTILITY SYSTEM	UTILITIES	11.02	291563	4556 BONNE TERRE RD.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	27.86	291563	7076 CHANCE RD.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	110.84	291563	DESOTO RD. PUMP
651	ENTERGY	UTILITY SYSTEM	UTILITIES	96.50	291563	CROSS RD. PUMP
651	ENTERGY	UTILITY SYSTEM	UTILITIES	4.35	291563	7268 HORN LKAE RD.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	275.34	291563	7140a WILLOW POINT DR.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	74.88	291563	5408a RIDGEFIELD DR.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	671.61	291563	6400 CENTER ST. E.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	100.51	291563	LAKE FOREST LIFT ST.
1356	ATMOS ENERGY	UTILITY SYSTEM	UTILITIES	342.76	291523	6400CENTER ST. E. #115092540
5964	XYLEM DEWATERING	UTILITY SYSTEM	RENTAL EQUIPMENT	188.00	291675	PUMP RENTAL- SHARON DR. LIFT ST.
102	AMERICAN ELECTRIC MO	UTILITY SYSTEM	MACHINERY & EQUIPMENT	3,270.00	291518	50 HP-MOTOR SVC PUMP GOODMAN RD.
968	HYDRA SERVICE INC	UTILITY SYSTEM	MACHINERY & EQUIPMENT	952.00	291595	ABB VFD 3HP DRIVE FOR MACH. EQ
2084	GRAINGER	UTILITY SYSTEM	MACHINERY & EQUIPMENT	831.22	291586	15 HP PUMP -MACH. EQ.-POPLAR CO
2374	TANK PRO INC	UTILITY SYSTEM	MACHINERY & EQUIPMENT	11,170.00	291660	WATER TANK MAINT.-CITY HALL- 1M
2374	TANK PRO INC	UTILITY SYSTEM	MACHINERY & EQUIPMENT	4,600.00	291660	WATER TANK MAINT.-HOLLY HILLS- 100K

2374	TANK PRO INC	UTILITY SYSTEM	MACHINERY & EQUIPMENT	6,315.00	291660	WATER TANK MAINT.-HURT RD.-300K
2374	TANK PRO INC	UTILITY SYSTEM	MACHINERY & EQUIPMENT	4,630.00	291660	WATER TANK MAINT.-TWIN LAKES-75K
937	HORN LAKE CREEK BASI	UTILITY SYSTEM	HL CREEK INTERCEPTOR SWR	32,402.08	291593	FLOW DATA-2/1-2/29-2016
544	DESOTO COUNTY REGION	UTILITY SYSTEM	SEWER MAINTENANCE EXP	50,006.18	291552	FLOW DATA APRIL-2016
5801	LIPSCOMB & PITTS INS	POOLED CASH	HEALTH INS PAYABLE	98,748.79	291510	APRIL 2016 PREMIUMS HEALTH INSURANCE
5805	ASSURANT	POOLED CASH	HEALTH INS PAYABLE	4,867.52	291509	Payroll Run 1 - Warrant 030316
5805	ASSURANT	POOLED CASH	HEALTH INS PAYABLE	4,804.03	291509	Payroll Run 1 - Warrant 031716
5805	ASSURANT	POOLED CASH	HEALTH INS PAYABLE	548.80	291509	Payroll Run 1 - Warrant 033116
1356	ATMOS ENERGY	ANIMAL CONTROL	UTILITIES	674.00	691502	6410 CENTER ST E #289909
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	247.77	291505	900-0193753-000 COPIER LEASE PD
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	38.63	291505	900-0233526-000 COPIER LEASE PD DET
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	66.92	291505	900-0230094-000 COPIER LEASE FIRE
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	90.05	291505	900-0222578-000 CPOIER LEASE COURT
5730	VAR RESOURCES, INC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	844.56	291508	SERVERS
2555	MSDEVELOPMENT AUTHOR	ADMINISTRATIVE EXPENSE	NWRS LOAN PAYMENT	1,742.04	291507	GMS 50624
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	3.37	291506	FIRE CABLE
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	3.37	291506	CABLE FIRE
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	93.32	291506	INTERNET FIRE
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	102.62	291506	INTERNET PARKS
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	199.95	291506	INTERNET CITY HALL
1505	OFFICE DEPOT CREDIT	UTILITY SYSTEM	OFFICE SUPPLIES	184.95	691503	UTILITY OFFICE SUPPLIES
940	HORN LAKE POSTMASTER	UTILITY SYSTEM	TELEPHONE & POSTAGE	2,268.08	291511	MAILING OF APRIL 2016 UTILITY BILLS
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	2,409.72	291507	GMS 50399
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	3,260.51	291507	GMS 50479
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	1,858.36	291507	GMS 50709
1040	JERRY PATE TURF & IR	PARKS & REC	MATERIALS	489.73	691504	SPINDLE ASSEMBLY
				681,143.53		



CITY OF HORN LAKE
BOARD MEETING
04/05/2016

Department	3/31/2016	Overtime Amount
Animal Control	\$4,575.39	\$0.00
Judicial	\$9,466.28	\$17.25
Fire/Amb	\$88,752.38	\$0.00
Fire/Budgeted OT	\$0.00	\$5,272.77
Fire/Non Budgeted OT	\$0.00	\$2,128.34
Fire/ST Non Budgeted OT	\$0.00	\$589.04
Finance	\$5,624.62	\$0.00
Legislative	\$4,219.63	\$0.00
Executive	\$3,753.00	\$0.00
Parks	\$12,635.59	\$453.02
Planning	\$4,352.58	\$0.00
Police	\$130,041.45	\$6,702.74
Public Works - Streets	\$12,280.22	\$281.97
Public Works - Utility	\$21,586.51	\$945.38
Grand Total	\$297,287.65	\$16,390.51

Order #04-03-16

Approval of Claims Docket

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Claims Docket as presented provided funds are budgeted and available.

Said motion was made by Alderman Lay and seconded by Alderman White.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Lay, Alderman Smith, Alderman Jones, and Alderman Roberts.

Nays: None.

Absent: Alderman Pettigrew and Alderman Bledsoe

So ordered this 5th day of April, 2016.

Mayor

Attest:

City Clerk
Seal

- Special Presentation: The Mayor read the Fair Housing Month Proclamation from Governor Phil Bryant.
- Planning Director Briley led a brief discussion regarding potential, additional definitions and regulations for temporary signs to include in the zoning ordinance. No action was taken.

- At this time the Mayor opened the Public Hearing on the properties alleged to be in need of cleaning. No one appeared to speak or offer evidence to dispute the need for cleaning as provided by City Code Enforcement. The hearing was declared closed.

Resolution #04-01-16

RESOLUTION FOR CLEANING PRIVATE PROPERTY

WHEREAS, the governing authorities of the City of Horn Lake have received complaints regarding the following properties:

1349 Arbor Lake South	2414 Lasonya Lane	2420 Golden Cove
2531 Waverly	2620 Avalon South	2660 Pintail
2670 Eastbrook	2715 Valleybrook	2765 Normandy Cove
2770 Ashbriar Cove	2775 Hampden Cove	2795 Waverly
2952 Waverly	3095 Normandy	3157 Kiki Cove
3220 Farimeadow	3260 Edenshire	3285 Greenway
3330 Mayfair	3425 Edenshire	3545 Lakehurst
3760 Ramblewood	4053 Shadow Glen	4143 Ravenwood
4152 Anderton	4192 Anderton	4200 Sharon
4241 Meadow Creek	4289 Brighton	4471 Shadow Ridge
4796 Sherry	4892 Pecan	
5151 Woody Cove	5360 Haynes	5401 Nail
5505 Nail	5586 Jordan	5615 Ingleside
5671 Shannon	5700 Greeno	5805 Amary Cove
5851 Jackson	5935 Vinson Cove	6070 Somerset
6165 Forestgate	6350 Collinwood	6436 Barretts Bend
6515 Birchfield Circle	6595 Ridgwood	6601 Tealwood
6695 Forestgate	6700 Gatewood Circle	6750 Embassy Circle
6785 Pinehurst	6826 Timberpoint Circle	6878 Kentbrook
6975 Bellemeade	7038 Hampton	7073 Tudor Lane
7109 Tudor Lane	7164 Brandee	7180 George
7257 Downing Cove	7341 Lee Ann	7421 Dunbarton
7438 Crystal	3570 Bryn Mawr	2921 Normandy

Parcel 1089300200017600

To the effect that said properties have been neglected to the point that weeds and grass are overgrown and there may exist other significant code and hazardous issues on the properties and that the properties in their present condition are a menace to the public health, safety and welfare of the community; and

WHEREAS, pursuant to Section 21-19-11 of the Mississippi Code of 1972 Annotated, as Amended, the municipal authorities have attempted notifying the property owner of the condition of the property, giving at least two (2) weeks' notice before the date of the public hearing, by mailing the notice to the address of the subject property and to the address where the ad valorem tax notice for such property is sent by the office charged with collecting the ad valorem tax; and on the property or parcel of land alleged to be in need of cleaning, giving notice of a hearing, by the Mayor and Board of Aldermen at their regular meeting on Tuesday, April 5, 2016 beginning at 6:00 p.m.; and

WHEREAS, pursuant to Section 21-19-11 of the Mississippi Code of 1972 Annotated, as Amended by HB 1281 of the 2010 regular session, a copy of the notice form, that was mailed and posted on the property or parcel is set out below to be included in the minutes of the governing authority in conjunction with this hearing; and

Date

To:

The enclosed Notice of Hearing is given to you, as owner of the property located at, **property address** pursuant to Section 21-19-11 of the Mississippi Code. The public hearing will be held for the governing authority to determine if the above described property is in need of cleaning. **The public hearing on this property will be held on April 5, 2016 beginning at 6:00 p.m., at City Hall, 3101 Goodman Road, Horn Lake, Mississippi 38637.**

If pursuant to the public hearing the above described property is found to be in need of cleaning and it is authorized by the governing authority, the city will mow the grass and/or clean this property and make any other necessary repairs to bring this property into compliance with codes and ordinances adopted by the city.

If the property is cleaned by the city, the actual cost of cleaning the property, a penalty as set by the governing authority (up to the maximum of \$1,500.00), and any administrative and legal costs incurred by the city will be recorded as a tax lien against the property with the Desoto County Tax Collector's Office.

You are further advised should the Board of Aldermen, pursuant to this hearing, determine that this property is in need of cleaning and adjudicate such on its minutes, that will authorize the city to reenter this property or parcel of land for a period of one (1) year after the hearing, without any further hearing, if notice is posted on the property or parcel of land and at city hall or another place in the city where such notices are generally posted at least seven (7) days before the property or parcel of land is reentered for cleaning.

I declare that the notice with this acknowledgement was mailed and/or posted on the property on March 21, 2016.

Henry Gibson
Code Enforcement Officer
662-393-6174

WHEREAS, the Mayor and Board of Aldermen on said date conducted a hearing to determine whether or not said parcels of land in their present condition were a menace to the public health, safety and welfare of the

community. The property owner did not appear at said hearing, nor was any defense presented on their behalf.

THEREFORE, BE IT RESOLVED AND ADJUDICATED by the Mayor and Board of Aldermen of the City of Horn Lake that the said parcels of land located at said properties in the City of Horn Lake in their present condition are a menace to the public health, safety and welfare of the community and if said land owners do not do so themselves the City of Horn Lake with the use of municipal employees or contract services will immediately proceed to clean the land, cutting weeds, removing rubbish, other debris and make any other necessary repairs. All actual costs, plus penalties, administrative and legal costs will become an assessment and be filed as a tax lien against the property.

Following the reading of the Resolution it was introduced by Alderman Jones. And seconded by Alderman Roberts for adoption and the Mayor put said Resolution to a Roll Call Vote with the following results, to wit:

ALDERMAN LAY	Aye
ALDERMAN BLEDSOE	Aye
ALDERMAN SMITH	Aye
ALDERMAN ROBERTS	Aye
ALDERMAN PETTIGREW	Aye
ALDERMAN JONES	Aye
ALDERMAN WHITE	Aye

The resolution having received the proper vote of all Aldermen present was declared to be carried and adopted on the 5th Day of April, **2016**.

ALLEN LATIMER, MAYOR

ATTEST:

Order #04-04-16

Order to surplus and transfer Police Department vehicle

Be It Ordered:

By the Mayor and Board of Aldermen to declare a 2010 Ford Crown Victoria (VIN2FABP7BVXAX111105) as surplus property and to sell/transfer the vehicle to the Town of Sardis Police Department for \$1.00, pursuant to MS Code Section 31-7-13(m)(vi), finding that such sale/transfer is in the best interest of the taxpayers of the state.

Said motion was made by Alderman Roberts and seconded by Alderman Jones.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 5th day of April, 2016.

Mayor

Attest:

City Clerk
Seal

Order #04-05-16

Order to surplus property in Police Department

Be It Ordered:

By the Mayor and Board of Aldermen to declare the property listed in Police Department Inventory Disposition HLPD-2016-2, as surplus and to authorize its disposition as set forth therein and finding the fair market value of the property to be recycled is zero.

Said motion was made by Alderman Roberts and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 5th day of April, 2016.

Mayor

Attest:

City Clerk
Seal

Order #04-06-16

Order to purchase two (2) mowers for the Parks Department

Be It Ordered:

By the Mayor and Board of Aldermen to purchase two (2) Toro 25hp 72 inch deck mowers at state contract price of \$7,466.20 per mower, from S&H Small Engines, Horn Lake, MS, payable over 48 months at 0% interest.

Said motion was made by Alderman Roberts and seconded by Alderman White.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 5th day of April, 2016.

Mayor

Attest:

City Clerk
Seal

Order #04-07-16

Order to approve the job descriptions for Parks Department

Be It Ordered:

By the Mayor and Board of Aldermen to approve the job descriptions for the Parks Department, for Park Laborer I & II, Park Laborer III, Maintenance Supervisor, Deputy Athletic & Tournament Director, Administrative Assistant, Event & Cash Control Coordinator, and Park Director, as presented, as follows; and to rescind the job description for “Director of Maintenance & Tournament Logistics” as approved by Board Order #05-22-15.

Said motion was made by Alderman Smith and seconded by Alderman Roberts.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 5th day of April, 2016.

Mayor

Attest:

City Clerk
Seal



City of Horn Lake – Parks & Recreation

Job Description – Park Director

Purpose of the Position

Plans, directs and manages the activities and operations of the Parks and Recreation Department; including all community services in the public parks, recreation, athletic and various programs of the city; and to oversee the city's park system and to provide recreational opportunities to its citizenry.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Essential Duties and Responsibilities

1. Provides leadership responsibility for a comprehensive park and recreation program including operations, facilities, personnel, budgeting, grant coordination, marketing, maintenance and program supervision.
2. Develop and implement department goals, objectives, city policies and department priorities; develop new programs and services.
3. Manage the daily operations of the Parks and Recreation Department through the direction of subordinate supervisory and administrative staff.
4. Monitor and evaluate quality, responsiveness, efficiency and effectiveness.
5. Prepare and administer the annual department budget for the Parks and Recreation Department; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget.
6. Serve as a member of the city's management team; conduct special projects as requested by the CAO, Mayor and/or Board of Aldermen.
7. Respond to citizen request and inquiries regarding park facilities and improvements; respond to and resolve difficult and sensitive citizen inquires and complaints.
8. Recruit, select, train, motivate and evaluate supervisory, technical and maintenance personnel; provide or coordinate staff training; work with employees to improve deficiencies.
9. Prepare and maintain appropriate records, reports and files.
10. Represent the Parks and Recreation Department to other departments; elected officials and outside agencies including all City of Horn Lake youth sports associations; coordinate assigned activities with those of other departments and outside agencies and organizations.

Major Duties and Responsibilities

Maintain the current system of city parks and facilities

- Allocates and supervises the maintenance and upkeep of all parks and recreation facilities
- Communicate with various contractors as needed
- Promote the Park and Maintain it by using social media and any other avenues to effectively promote the City

Oversee the construction of new facilities for the Parks and Recreations Department

- Install walking trails, fields, buildings, playground equipment, etc as needed
- Work closely with Mayor and the Board of Aldermen in order to implement city plans

Supervise departmental staff and daily operations

- Report to Mayor as required
- Handle personnel issues as needed
- Assign weekly work plans for employees
- Schedule and coordinate safety and professional improvement training
- Supervise work release personnel from city court
- Provide public information to media news outlets as requested or needed

Manage the department's budget

- Day to day management of purchase orders
- Ensure that all purchases follow proper guidelines as prescribed by State Law
- Prepare budget proposals for annual review and approval
- Seek grant opportunities

Organize volunteer programs

- Represent the city at various functions
- Organize citizen volunteer clean-up events with Keep Horn Lake Beautiful
- Implement and organize various volunteer programs in order to grow program
- Organize Playful City events as required
- Promote and organize Arbor Day for the City

Maintain city beautification

- Prune trees
- Maintain grass in assigned areas
- Service and maintain all park areas of the City of Horn Lake

Perform other duties as directed

Job Context

The Director of the Department of Parks and Recreation is a full-time salaried position. The immediate supervisor for this position is the Mayor. The person in this position has supervisory authority. The Director works flexible hours year round with frequent irregular hours and occasional night work. The person in this position may be on call occasionally. This position works indoors 40% of the time and 60% outdoors. The position has accountability for legal, fiscal, budgetary and safety issues.

There is some potential exposure to pesticides for the purpose of weed control. The person in this position must maintain a valid driver's license. This position requires a high school diploma or GED, a bachelor's degree in recreation management or a closely related field is preferred, but may substitute years of years of experience in lieu of degree. A minimum of two years of experience is recommended. The stress level associated with this position is moderately high.

Physical work involved within this position includes, but is not limited to, lifting equipment, digging dirt for the purpose of planting, and shoveling mulch. Promote the Parks within the city by using social media outlets.

Knowledge, Skills and Abilities

Knowledge

- Operations, services, and activities of a comprehensive, municipal parks and recreation program
- Pesticide usage
- Playground safety
- Proper horticultural practices
- Athletic field preparation
- Basic book keeping, accounting, and budgeting principles
- State and municipal purchasing procedures
- Proper grammar and use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- Pertinent federal, state, and local laws, codes and regulations
- City personnel policies and procedures
- General functions and operations of municipal government
- Managing the use of Social Media

Skills and Abilities

- Use a variety of standard office equipment
- Use of basic computer skills
- Planning and preparing budgets based on projected revenues
- Planning the work of subordinates
- Managing, developing, and motivating subordinates
- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other employees, etc., both written and oral
- Maintain confidentiality
- Work autonomously as needed
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in professional manner
- Maintain professional composure in difficult or stressful situations
- Develop, implement and follow departmental and city policies and procedures
- Oversee and manage the webpage and social media outlets

FLSA: Exempt

REPORTS TO: Mayor

SUPERVISES: All Parks employees

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Adopted 4/5/2016

City of Horn Lake- Parks and Recreation

Job Description – Administrative Assistant

Purpose of the Position

To assist the Parks Director and Parks staff with clerical and administrative support by performing the following duties and any other clerk duties as assigned.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Major Duties and Responsibilities

- Answers and directs calls for department, including but not limited to requests for various sports programs, etc.
- Preparation and distribution of documents, including letters, reports, legal notices and memorandums
- Assist the public by telephone and at the counter with requests of information
- Accept, process, and manage all sports applications
- Submit advertisements for publication
- May assist with preparing schedules
- May assist with calling coaches
- Handle umpire and coaches certifications
- Responsible for copying, filing and general clerical tasks
- Handle all purchasing correspondence for department
- Maintain receipt books and ledgers
- Prepare monthly and annual department activity reports

- Work collaboratively with all departments to enhance customer service
- Data Entry for Tournaments
- Invoice & All Payroll for Parks

Perform other duties as directed

Job Context

The Administrative Assistant position for Parks is a full time, permanent position in the Parks Department. The immediate supervisor for this position is the Parks Director. The person in this position has no supervisory authority. The position works regular hours year round, although at times it may require more than the scheduled hours. The person in this position is never required to perform shift work and is never on call. This position is 90% indoor, and 10% outdoors on community projects/sports programs at times. The position has accountability for monetary and fiscal issues related to the work for which the position is responsible. Must be available to assist during July 4th and Christmas Parade as needed.

There is never exposure to chemicals and/or hazardous materials. The Administrative Assistant position must attend relevant training to enhance skills with good math skills essential to the success of this position in order to calculate sports fees. This position requires a high school diploma or GED. A minimum of two (2) years clerical experience is preferred. The stress level associated with this position varies with activities. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs, and sitting for long periods, as well as, participating in special projects.

Knowledge, Skills and Abilities

Knowledge

- Basic book keeping, accounting, and budgeting principles
- State and municipal purchasing procedures
- Proper grammar and use of English in speaking and writing
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government
- Balancing of cash, receipts and ledgers
- Basic budgeting knowledge

Skills and Abilities

- Use a variety of standard office equipment
- Use of basic computer skills
- Prioritize daily workflow
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other employees, etc., both written and oral
- Maintain confidentiality
- Work autonomously as needed

- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in difficult or stressful situations
- Develop, implement and follow departmental and city policies and procedures

FLSA: Non - Exempt

REPORTS TO: Parks Director

SUPERVISES: N/A

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Adopted 4/5/2016

City of Horn Lake- Parks & Recreation

Job Description – Maintenance Supervisor

Purpose of Position

To perform maintenance for all park grounds/fields and supervise park laborers in regards to specialized projects and work tasks assigned.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Major Discretionary Duties and Responsibilities

- Ensure that all fields are maintained and serviceable for games
- Trimming, cutting and hedging fences and repairs as necessary
- Dragging and smoothing fields
- Laying out bases and striping fields as necessary for sports programs.

- Determine the status of all equipment and notifying Director of any broken equipment
- Open park gates on time and as necessary
- Operate a variety of equipment and vehicles in the performance of work
- Complete park inspections to ensure the safety of the public and park facilities; note possible safety hazards or cause of injury; perform general maintenance and repairs to park facilities as required
- Participate in debris removal following flooding and other forms of inclement weather
- Provide litter control for all park grounds
- Make sure all employees are updated on all training and have basic knowledge of all new information

Perform other duties as needed and assigned

Job Context

The Maintenance Supervisor position is a full time, permanent position in the Parks Department. The immediate supervisor for this position is the Director of Maintenance & Referee's, followed by the Assistant Parks Director and the Parks Director. The person in this position supervises park laborers. This position works regular hours year round with occasional overtime work during ball tournaments and emergencies. The person in this position may perform shift work and may be on call at times. 90% of the work is completed outdoors with 10% of the work completed indoors for reports, etc.

There is exposure to chemicals and/or hazardous materials normally associated with parks. The Maintenance Supervisor position must attend seminars and educational opportunities as deemed necessary. The person in this position must hold a high school diploma or GED. There are no required years of experience but a minimum of two (2) years is preferred. This position must hold a valid driver's license. The stress level varies with activities and weather.

Physical work involved with this position includes;

- Bending, squatting, kneeling and twisting
- Moving heavy objects at times
- Sitting, walking or standing for extended periods of time
- Work in direct sunlight
- Work in all weather conditions
- Working with hazardous materials
- Exposure to air contaminants, noise, vibration and temperature extremes
- Performing manual tasks for extended periods of times and in unfavorable weather conditions (temperatures over 75 degrees and below 32 degrees)

Knowledge, Skills and Abilities

Knowledge

- Operate a variety of power tools and equipment in a safe and effective manner.
- Perform a variety of routine park maintenance duties
- Maintain assigned park facilities

- General office management procedures and administrative practices
- Proper grammar and proper use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General Functions and operations of municipal government
- General knowledge of field and turf management

Skills and Abilities

- Establish and maintain effective working relationships with those contacted in the course of work
- Use a variety of standard office equipment
- Efficient with basic computer skills
- Preparing and maintaining a variety of records and reports
- Work as a team member with other employees
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple task simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Stay updated on turf management skills and information
- Must follow proper dress code when representing the City
- Follow departmental and City procedures

FLSA: Non - Exempt

REPORTS TO: Parks Director, Assistant Parks Director, Director of Maintenance & Referee's.

SUPERVISES: Park Laborers

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Adopted 4/5/2016

City of Horn Lake – Parks & Recreation

Job Description – Park Laborer I & II

Purpose of the Position

To keep the parks cut and maintained, as well as, to pick up the litter, repair street signs, and overall general maintenance of city owned parks and properties.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Park Laborer - \$10.00/hr

This is an entry-level classification in the Parks Department. Positions in this class normally perform a variety of unskilled and semi-skilled duties.

Park Laborer II - \$11.00/hr

This is the journey level in the Park Laborer worker. This class differs from Park Laborer I, in that, incumbents perform more complex parks laborer duties, including the requirement to work overtime and weekends, to work independently, exercise judgement, and operate the full range of tools and mechanical equipment related to a specific assignment. The incumbent Park Laborer may also be expected to assist in the oversight and training of less experienced personnel and if advancing from Park Laborer, must have completed two (2) years of employment. Positions in this class are flexibly staffed and are normally filled by advancement from the level, or when filled from the outside requires prior work experience.

Major Discretionary Duties and Responsibilities

- Pick up litter in parks
- Maintain lawnmowers in good working condition
- Fill lawnmowers with fuel
- Check and maintain proper oil level in mowers
- Maintain grass on the fields of the parks
- Keep parks restrooms clean
- Make sure trash is removed from the playgrounds
- Inspect playground equipment
- Repair street signs
- Install children at play signs
- Make sure stop signs are not faded
- Make sure the street marker signs are on the right streets
- Make sure 3-way and 4-way signs are placed appropriately
- Install leash law signs at the park

- Make sure parks are cleaned
- General maintenance of parks i.e., weed eating, etc.,
- Make sure limbs are picked up before the grass is mowed
- Make sure to have safety equipment on
- Spray roundup around sidewalks and various properties
- Go to class for training
- Make sure trees are pruned right for the right season
- Remove grass from the flower beds
- Plant different types of trees
- Knowledge of the care of trees by the watering correctly
- Water flowers in the summer time in the flower pots
- Perform other duties as needed

Job Context

The Park Laborer is a full time, permanent position in the Parks Department. The immediate supervisor for this position is the Maintenance Supervisor, followed by the Director of Maintenance and Referees, Assistant Parks Director, and the Parks Director. The person in this position has no supervisory authority. The Park Laborer works regularly-scheduled hours year-round with occasional overtime and rarely requires night work. Typical hours for this position are from 7:00 a.m. to 4:00 p.m. year round. This position is 20% indoor and 80% outdoor. This position is responsible for ensuring safe operations according to state and federal regulations. The hazardous materials handled with this position can vary, but mostly consist of round up and herbicide. This position must hold a valid driver's license. The education level for this position is high school diploma or GED. There are no years required or recommended for this position. The stress level of this position is average. The physical work involved within this position includes:

- Bending, squatting, kneeling and twisting
- Moving heavy objects at times
- Sitting, walking or standing for extended periods of time
- Work in direct sunlight
- Work in all weather conditions
- Working with hazardous materials
- Exposure to air contaminants, noise, vibration and temperature extremes
- Performing manual tasks for extended periods of times and in unfavorable weather conditions (temperatures over 75 degrees and below 32 degrees)

Knowledge, Skills and Abilities

Knowledge

- What height the trees need to be pruned for what season
- What time of year to plant a tree
- How to make a tree survive and proper height to cut grass in designated area
- How deep to plant a tree
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department

- Basic mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- How to sharpen the blades on a mower
- Put tires back on mower
- Fixing and making sure the properties are maintained properly
- Use the correct inches to cut the grass properly
- Learn to pick up the trash in the areas where it is more heavily discarded so it doesn't pile up
- Communicate with citizens in the park
- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Stay updated on turf management skills
- Follow proper dress code while representing the City
- Follow departmental and City procedures

FLSA: Non - Exempt

REPORTS TO: Parks Director, Assistant Parks Director, Director of Maintenance & Referee's, Maintenance Supervisor, and Park Labor III (when assigned).

SUPERVISES: N/A

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Revision adopted 4/5/2016

City of Horn Lake – Parks and Recreation

Job Description – Event & Cash Control Coordinator

Purpose of the Position

Under general supervision from the Parks Director, this position plans, develops and coordinates special events, interpretive programming and volunteer activities in the city parks. This position will also be the parks department day to day as well as baseball tournament cash control supervisor.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Major Duties and Responsibilities

- Coordinates and facilitates special events for the parks including themes, concepts, and objectives in relation to Park & Recreation department goals and initiatives
- Foster a place making environment by encouraging collaboration between city department and M.R. Dye Library
- Consist of working directly with M. R. Dye library (Horn Lake Library) in all activities that include the Park & Rec department. Some include Wet & Wild Wednesday, Field Day Fridays and Movie Nights
- Researches and recommends opportunities for special events and community partnership with outside organizations
- Submit ideas for new events, classes, or ways to improve existing events
- Participate in the development of the budget for special events
- Manage an event budget
- Coordinate the work activities of employees and volunteers at events
- Order and inventory supplies and equipment for events including purchasing or preparing, supplies needed for each event
- Assists the park director advertising and promoting all events for the Parks & Recreation events
- Prepares fliers for all events and posts information on social media and City web page
- Manage and keep track of any event activities that occur at the Parks

Perform other duties as directed

Cash Control

- Handles department day to day cash control
- Handles weekend Baseball cash control
- Coordinates gate workers for basketball and baseball
- Ensures that gate workers understand job duties
- Assist with the staffing of the parks contract workers
- Assists with all contract workers paperwork

- Coordinate and manage a number of projects simultaneously using effective time management and problem solving techniques
- Assists with covering extra events and to ensure coverage when needed

Job Description

The Parks Event & Cash Control Coordinator position for Parks is a full time, permanent position in the Parks Department. The immediate supervisor for this position is the Parks Director. The position works flexible hours year round, although at times it may require more than the scheduled hours. The person in this position is never required to perform shift work and is never on call. This position is 75% outdoors, which working the remaining 25% indoors on reports and special projects. The position has accountability for monetary and fiscal issues related to the work for which the position is responsible.

There may be at times exposure to chemicals and/or hazardous materials normally associated with parks. The Parks Event & Cash Control Coordinator position must attend relevant training to enhance skills with good math skills essential to the success of this position in order to calculate fees. This position requires a high school diploma or GED. The stress level associated with this position varies with activities. Physical work involved with this position includes, but is not limited to, walking, talking, sitting, climbing stairs, and participating in special projects.

Knowledge, Skills and Abilities

Knowledge

- Proper grammar and use of English in speaking and writing
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government
- Balancing of cash, receipts and ledgers
- Basic budgeting knowledge
- General knowledge of office procedures, policies, and equipment

Skills and Abilities

- Use a variety of standard office equipment
- Use of basic computer skills
- Prioritize daily workflow
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other employees, etc., both written and oral
- Maintain confidentiality
- Work autonomously as needed
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in difficult or stressful situations
- Develop, implement and follow departmental and city policies and procedures

- Balancing of cash & receipts

FLSA: Non - Exempt

REPORTS TO: Parks Director

SUPERVISES: N/A

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Adopted 4/5/2016

City of Horn Lake – Parks & Recreation

Job Description – Deputy Athletic & Tournament Director

PURPOSE OF POSITION

Under general direction, assists in the planning, coordination and management of the Parks & Recreation Department; coordinates Department programs and strategies required to meet the City's goals and objects.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Manages departmental programs, services, and personnel as assigned by the Department Director
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures
3. Evaluates and monitors staff work load, and administrative and support systems
4. Identifies opportunities for improvement and presents recommendations to the Director; manages the implementation of operational improvements and monitors the effects of the changes
5. Administers Department policies and procedures and recommends changes

6. Conducts a variety of organization studies, investigations, and operational studies, recommends modifications to recreation programs, events and activities as appropriate
7. Provides advice and counsel to the Director; prepares and presents staff reports and other communications on Department activities and plans
8. Represents the Parks & Recreation Department at local and regional meetings as assigned, and makes decisions and commitments within scope of authority
9. Selects, trains, motivates and evaluates assigned personnel; provides and coordinates staff training; works with employees to correct deficiencies
10. Maintains the absolute confidentiality of all records and information
11. Oversee the upkeep & playability of the 11 Athletic Fields. Help organizes repairs & upgrades to the 11 Athletic fields
12. Use social media to promote park programs and events.
13. Help market sports programs and tournaments
14. Assist in Organizing Fundraisers and sales ads for sponsorships
15. Help with making the public aware of upcoming sporting events

MAJOR DUTIES AND RESPONSIBILITIES

Manage scheduling of athletic/tournament programs

- Ensure tournament events are scheduled in most efficient manner
- Ensure employees learn tournament event rules
- Work to schedule clinics for officials to ensure that they are knowledgeable in the rules and regulations of the various sports activities
- Re-schedule events after rain-outs and other postponements

Manage officiating for athletic/tournament programs

- Assist in hiring individuals to assist with officiating
- Ensure employees learn athletic event rules
- Work to schedule clinics for officials to ensure that they are knowledgeable in the rules and regulations of the various sports activities
- Assist in scheduling official's work assignments

Provide departmental public relations support

- Communicate with citizens about departmental services
- Attempt to resolve complaints
- Attends meetings and conferences
- Use of social media to promote parks department

Organize and conduct the sign-up process for athletic/tournament events

- Ensure information is available to schools and public
- Ensure that coaches understand the rules and know that they can not intimidate the umpires
- Assist in Determining teams and leagues for events
- Ensure all funds generated by sports event are accurately accounted and documented

- Organize mass emails to citizens about park and sports events at the park
- Conduct maintenance and upgrades to playing surface
- Keep inventory of supplies for athletic fields and upgrades that are needed for fields

Manages Employees (Seasonal / Contracted) and Volunteers

- Assist in hiring
- Evaluate
- Respond to Disciplinary Actions when required
- Schedule Employee Work Assignment

Computer and Electronic assignment

- May be responsible for some website material and entry
- Assist with research, grant and sponsorship opportunities
- Written reports to Park Director weekly on previous week events and upcoming

MINIMUM QUALIFICATIONS

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities that would typically be acquired through:

- High school diploma and a minimum of a 2 year degree or bachelor degree in recreation management or closely related field. Years of experience may be allowed to be substituted depending on experience and qualifications specifically related to position.
- Certifications, Licenses and Registration: A valid MS Driver's License is required. Certifiable in basic first-aid/CPR/AED and in national youth sports coaches association. Certifiable as a Parks and Recreation Professional (CPRP) preferred, or must be obtained within one year of employment.

WORKING CONDITIONS

Work in office environment; sustained posture in a seated position for prolonged periods of time. Full-time, permanent position:

- Regularly scheduled hours year-round, with weekend and/ or night work
- Always on call
- Work condition will be indoors and outdoors in all types of weather conditions

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Tournament management practices, methods and tournament marketing strategies
- Budget process and procedures
- Athletic activity rules
- Athletic field dimensions
- Athletic turf maintenance
- Computer software, including word processing and spreadsheets

- Standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- General office and filing practices and procedures
- Mathematical skills, including addition, subtraction, division and multiplication
- Proper grammar and proper use of English in speaking and writing
- General functions and operations of municipal government

Skills and Abilities:

- Schedule athletic events
- Leadership
- Organization
- Motivate and supervise employees
- Work with volunteer coaches and the community
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Work independently
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in adverse situations
- Marketing tournaments

FLSA: Exempt

REPORTS TO: Parks Director, Assistant Park Director/Athletic Director

SUPERVISES: Athletic/Tournament Employees (Seasonal and Contracted) and Volunteers

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Adopted 4/5/2016

City of Horn Lake

Job Description – Park Laborer III (\$12.00/hr)

Purpose of the Position

To perform a variety of semi-skilled and skilled work in the maintenance of park grounds, equipment, buildings, and facilities. Positions allocated to this class are expected to perform the most skilled and complex park maintenance, construction and repair work.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Major Discretionary Duties and Responsibilities

- Perform semi-skilled and skilled construction work
- Complete maintenance and repair of park structures and accessories
- May use applied skills of carpentry, plumbing, fencing and irrigation repair
- Operate various park equipment with little to no supervision
- Be able to operate lawn mowers, pick-up trucks, backhoes, loaders, and forklifts.
- Mix concrete, prepare forms and pour foundations if necessary
- Prepare and maintain park fields and related facilities
- Assure cleanliness and maintenance of all city-owned parks
- Water, mow, weed, and trim
- Renovate, fertilize grass and apply herbicides, rake leaves, etc.
- Clean walks, fields, courts and other facilities
- Requisition of materials and supplies for assigned facilities
- Perform other building maintenance and repair tasks as assigned
- Perform other duties as needed

Job Context

The Park Laborer III is a full time, permanent position in the Parks Department. The immediate supervisor for this position is the Maintenance Supervisor, followed by the Director of Maintenance & Referee's, Assistant Parks Director, and the Parks Director. The person in this position may be assigned some supervisory authority. The Park Laborer III works regularly-scheduled hours year-round with occasional overtime and rarely requires night work. Typical hours for this position are from 7:00 a.m. to 4:00 p.m. year round. This position is 20% indoor and 80% outdoor. This position is responsible for ensuring safe operations according to state and federal regulations. The hazardous materials handled with this position can vary, but mostly consist of round up and herbicide. This position must hold a valid driver's license. The education level for this position is high school diploma or GED. Three years of building, park, and maintenance experience are required for this position. The stress level of this position is moderate. The physical work involved with this position includes:

- Bending, squatting, kneeling and twisting

- Moving heavy objects at times
- Sitting, walking or standing for extended periods of time
- Work in direct sunlight
- Work in all weather conditions
- Working with hazardous materials
- Exposure to air contaminants, noise, vibration and temperature extremes
- Performing manual tasks for extended periods of times and in unfavorable weather conditions (temperature over 75 degrees and below 32 degrees)

Knowledge, Skills and Abilities

Knowledge

- Tools, equipment, procedures and safe work practices associated with type of position.
- Maintenance of assigned buildings, and/or park facilities
- Carpentry, plumbing, electrical, masonry, fencing and irrigation repair
- Concrete work and related equipment
- Principles and techniques of parks grounds
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Basic mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Operate a variety of mechanical and power equipment
- Maintenance repair and general grounds maintenance
- Perform specialized masonry, fencing, irrigation repair
- Fixing and making sure the properties are maintained properly
- Use the correct inches to cut the grass properly
- Learn to pick up the trash in the areas where it is more heavily discarded so it doesn't pile up
- Communicate with citizens in the park
- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Stay updated on turf management skills

- Follow proper dress code while representing the City
- Follow departmental and City procedures

FLSA: Non - Exempt

REPORTS TO: Parks Director, Assistant Parks Director, Director of Maintenance & Referee's, and Maintenance Supervisor.

SUPERVISES: Park Laborer I or II, as assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

Signature Acknowledging Job Description

Date

* Revision adopted 4/5/2016

Order #04-08-16

Order to Adjourn

Be it Ordered:

By the Mayor and Board of Aldermen to adjourn this meeting.

Said Motion was made by Alderman Roberts and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Lay, Alderman Pettigrew, Alderman Smith, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 5th day of April, 2016.

Mayor

Attest:

City Clerk
Seal

The minutes for the April 5, 2016 Mayor and Board of Aldermen meeting were presented to the Mayor for his signature on _____, 2016.

City Clerk
Seal