MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN MEETING
APRIL 19, 2016 BEGINNING AT 6:00 P.M.
*****

VII. New Business

A. Resolution for cleaning private property
B. Request to sell retiring Officer Kevin Thomas his duty weapon for $1.00
C. Request to surplus property in Inventory Disposition HLPD-2016-3.
D. Request for governmental transfer of (3) three Whelen Light Bar to the DeSoto County Sheriff's Department, at the cost of $1.00 each.
E. Approve request of TWE Wrestling event May 7, 2016 & August 20, 2016 at Latimer Lakes Park.
F. Request to purchase two (2) previously approved mowers, at the cost of $14,932.40, to be paid for from the Park Department Budget.
G. Approve request of Horn Lake Chamber Magnolia Fest 5K/Fun Run May 28th, 6:30am – 11am at Latimer Lakes Parks.
H. Approve request of Max Fitness 5K Run on June 4th, 9:00am – 1pm at Latimer Lakes Parks.
I. Fire Department Budget Amendment
J. Request authorization for budget revision.
K. Administration Budget Amendment
L. Approval of revised Public Works Department Job Descriptions.
M. Memorandum Agreement with HL3, LLC and LAKE 49, LLC for extension of sewer service to Circle G Ranch development
N. Request for authorization to purchase 42 mobile and 46 handheld radios, for E911 compliance, from Motorola, at the cost of, but not limited to $400,000.00. Also request authorization to execute lease purchase financing, authorizing the Mayor to sign all documents related to the purchase.

VIII. Mayor / Alderman Correspondence

IX. Department Head Correspondence

X. Engineer Correspondence

XI. City Attorney Correspondence

XII. Executive Session

XIII. Adjourn

April 19, 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 19, 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 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, Tara Warren, Court Clerk, Vince Malavasi, City Engineer, and Billy Campbell, City Attorney.

Absent: Alderman Smith.

Order #04-09-16

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 White and seconded by Alderman Pettigrew.

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order #04-10-16

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 April 5th, 2016 Mayor and Board of Aldermen meeting.
B. Resignation of Fire Fighter Joshua Wilson to be effective April 27, 2016.
C. Resignation of Police Officer Steven Shelton to be effective April 8, 2016.
D. Retirement of Police Officer Kevin Thomas to be effective April 30, 2016.
E. To suspend Employee #57 for (3) three days, without pay, for violation of General Order 91-3K unsatisfactory performance.
F. To hire the following 2016 Baseball Umpires for the Parks Department at the same rates approved in the 2015 season: Will Cook, Justin Wooten, Ryan Harig, Phillip Maxwell, and Jerry Johnston.
G. To hire Seasonal Workers for the Parks Department at the same rates approved in the 2016 contract: Al Ainsworth.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

** At this time, Alderman Pettigrew recused himself from debating, discussing, and taking action on the approval of the Claims Docket, particularly as to payments to DeSoto Turf. Alderman Pettigrew 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 19, 2016

Department	4/14/2016	Overtime Amount
Animal Control	$4,455.39	$0.00
Judicial	$9,460.92	$35.70
Fire/Amb	$84,618.08	$0.00
Fire/Budgeted OT	$0.00	$8,642.67
Fire/Non Budgeted OT	$0.00	$1,172.94
Fire/ST Non Budgeted OT	$0.00	$522.11
Finance	$5,624.62	$0.00
Legislative	$4,219.63	$0.00
Executive	$3,753.00	$0.00
Parks	$12,877.64	$652.79
Planning	$4,352.58	$0.00
Police	$128,415.15	$7,001.56
Public Works - Streets	$12,054.16	$65.10
Public Works - Utility	$20,913.63	$786.00
Grand Total	$290,744.80	$18,878.87

CITY OF HORN LAKE
BOARD MEETING
. 04/19/2016

CLAIMS DOCKET RECAP C-041916 & D-041916

NAME OF FUND		**TOTAL**
GENERAL FUND		$368,983.50
COURT COSTS	$70,340.84	
EXECUTIVE	$0.00	
LEGISLATIVE	$0.00	
JUDICIAL	$200.00	
FINANCIAL ADMIN	$519.74	
PLANNING	$826.33	
POLICE	$27,481.59	
FIRE & EMS	$10,712.59	
STREET DEPARTMENT	$19,701.07	
ANIMAL CONTROL	$617.94	
PARKS & REC	$27,164.22	
PARK TOURNAMENT	$240.00	
PROFESSIONAL EXPENSE	$205,554.18	
DEBT SERVICES	$5,625.00	
HEALTH INSURANCE	$0.00	
LIBRARY FUND		$273.37
ECONOMIC DEVELOPMENT FUND		$3,818.88
UTILITY FUND		$49,410.00
TOTAL DOCKET		**$422,485.75**

VENDOR	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	CHECK NO	FULL DESC
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-A	$ 47,850.22	691721	STATE COST-MARCH 2016
5827	MISSISSIPPI DEPARTME	GENERAL FUND	STATE FINES COST PAYABLE-A	$ 3,550.00	691780	INTERLOCK ASSESSMENTS-MARCH 2016
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-B	$ 2,240.00	691721	STATE COST-MARCH 2016
9996	ONE TIME PAY MISC	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	$ 953.50	691790	PARTIAL CASH BOND REFUND
554	DESOTO COUNTY CHANCE	GENERAL FUND	DUE TO LAW LIBRARY	$ 752.12	691722	LAW LIBRARY FEES-MARCH 2016
549	DESOTO COUNTY CRIME	GENERAL FUND	DUE TO CRIMESTOPPERS	$ 501.00	691724	CRIMESTOPPER FEES-MARCH 2016
520	DEPARTMENT OF FINANC	GENERAL FUND	ADULT DRIVING TRAINING	$ 30.00	691721	STATE COST-MARCH 2016
465	DPS FUND 3747	GENERAL FUND	WIRELESS COMMUNICATION FEE	$ 4,230.50	691730	WIRELESS FEES-MARCH 2016
520	DEPARTMENT OF FINANC	GENERAL FUND	LIAB INSURANCE-STATE FIN	$ 10,233.50	691721	STATE COST-MARCH 2016
5840	F. O. GIVENS	JUDICIAL	PROFESSIONAL SERVICES	$ 705.00	691733	MARCH 2016 ACCOUNTING SERVICES
5861	RAVONDA GRIFFIN	JUDICIAL	PROFESSIONAL SERVICES	$ 200.00	691796	PROSECUTOR 4-7-16
5932	MUNICIPAL CODE CORPO	JUDICIAL	PROFESSIONAL SERVICES	$ 612.00	691781	CODIFYING
5801	LIPSCOMB & PITTS INS	FINANCIAL ADMINISTRATION	PROFESSIONAL SERVICES	$ 150.00	691769	BOND JIM ROBINSON
338	CENTER FOR GOVT TECH	FINANCIAL ADMINISTRATION	TRAVEL & TRAINING	$ 200.00	691708	MUNICIPAL CLERK TRAINING D FORBES J VALSAMIS
3323	BANCORPSOUTH	FINANCIAL ADMINISTRATION	FURNITURE/EQUIP/SUPPL	$ 169.74	691696	depo0sit books
1007	INTERNATIONAL CODE C	PLANNING	PROFESSIONAL SERVICES	$ 230.00	691762	PLANNING & DEVELPOMENT DUES MEM#8002886
2606	HUNT ROSS & ALLEN	PLANNING	PROFESSIONAL SERVICES	$ 297.00	691759	MARCH 2016 ATTORNEY FEES
4878	M & M PROMOTIONS	PLANNING	PROFESSIONAL SERVICES	$ 82.95	691771	BUSINESS CARDS BRILEY
5840	F. O. GIVENS	PLANNING	PROFESSIONAL SERVICES	$ 705.00	691733	MARCH 2016 ACCOUNTING SERVICES
5932	MUNICIPAL CODE CORPO	PLANNING	PROFESSIONAL SERVICES	$ 620.50	691781	CODIFYING
5956	RJ YOUNG	PLANNING	PROFESSIONAL SERVICES	$ 211.57	691799	F2EH00-01 PLANNING
4111	DESOTO TIMES TRIBUNE	PLANNING	ADVERTISING	$ 11.12	691727	PUBLIC NOTICE
4111	DESOTO TIMES TRIBUNE	PLANNING	ADVERTISING	$ 5.26	691727	PUBLIC NOTICE
338	CENTER FOR GOVT TECH	PLANNING	TRAVEL & TRAINING	$ 200.00	691708	MUNICIPAL CLERK TRAINING D FORBES J VALSAMIS
3323	BANCORPSOUTH	POLICE	OFFICE SUPPLIES	$ 23.79	691696	PD SUPPLIES
1041	JIMMY GRAY CHEVROLET	POLICE	VEHICLE MAINTENANCE	$ 14.53	691766	AIR BAG CONNECTOR NEW TAHOE BU
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	$ 30.00	691774	VEHICLE REPAIR ON UNIT 1107

1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	$ 120.00	691774	FRONT END ALIGNMENT FOR UNIT 6
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	$ 16.62	691784	WIPER BLADES- VEH. MAINT. # 12
1844	SPENCER LEE'S TRANSM	POLICE	VEHICLE MAINTENANCE	$ 2,987.00	691810	TRANSMISSION FOR UNIT 4077
3098	CIT FINANCE, LLC	POLICE	BUILDING & EQUIP MAINT	$ 91.26	691710	900-0204038-000 COPIER LEASE
926	THE HOME DEPOT	POLICE	EQUIPMENT PARTS & SUPPLIES	$ 34.10	691816	GAS CAN ,SPRAY BOTTLES
1002	INTEGRATED COMMUNIC	POLICE	EQUIPMENT PARTS & SUPPLIES	$ 210.00	691760	RADIO PROGRAMMING
1518	O'REILLY AUTO PARTS	POLICE	EQUIPMENT PARTS & SUPPLIES	$ 5.99	691784	BATTERIE FOR COMAND POST KEY
1736	S & H SMALL ENGINE	POLICE	EQUIPMENT PARTS & SUPPLIES	$ 16.25	691801	GENERATOR PARTS
552	DESOTO COUNTY COOPER	POLICE	UNIFORMS	$ 796.00	691723	UNIFORM ALLOTMENT-SGT. GRIFFI
552	DESOTO COUNTY COOPER	POLICE	UNIFORMS	$ 378.82	691723	UNIFORMS - OFFICER HARRIS
754	GALLS	POLICE	UNIFORMS	$ 127.00	691748	UNIFORMS - OFFICER PARKER
3157	J C PENNY	POLICE	UNIFORMS	$ 350.00	691763	UNIFORMS DET. SWAN
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	$ 2,216.35	691747	FUEL WEEK 03-28 TO 04-03-2016
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	$ 2,168.48	691737	FUEL WEEK 04-04 TO 04-11-2016
463	DPS CRIME LAB	POLICE	PROFESSIONAL SERVICES	$ 600.00	691729	APRIL 2016 CRIME LAB ANALYTICAL FEES
1084	KUSTOM SIGNALS	POLICE	PROFESSIONAL SERVICES	$ 103.00	691768	REPAIR RAPTOR DISPLAY
1612	PRIORITY DISPATCH	POLICE	PROFESSIONAL SERVICES	$ 98.00	691795	PRIORITY DISPATCH MAINTENANCE
2606	HUNT ROSS & ALLEN	POLICE	PROFESSIONAL SERVICES	$ 99.00	691759	MARCH 2016 ATTORNEY FEES
2685	THOMSON WEST	POLICE	PROFESSIONAL SERVICES	$ 169.12	691819	MARCH 2016 WESTLAW
2685	THOMSON WEST	POLICE	PROFESSIONAL SERVICES	$ 332.90	691819	MARCH 2016 CLEAR
3897	ST TREAS FD 3601, AG	POLICE	PROFESSIONAL SERVICES	$ 224.00	691812	MARCH 2016 NCIC
5241	VERIZON WIRELESS	POLICE	PROFESSIONAL SERVICES	$ 100.00	691858	SUBPOENA COMPLIANCE INCIDENT 2
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	$ 85.00	691685	DUI BLOOD DRAWS - MAR 2016 - I
5840	F. O. GIVENS	POLICE	PROFESSIONAL SERVICES	$ 705.00	691733	MARCH 2016 ACCOUNTING SERVICES
5870	SUPERIOR HEALTH	POLICE	PROFESSIONAL SERVICES	$ 50.00	691814	PRE EMPLOYMENT SCREENING J FREE
5932	MUNICIPAL CODE CORPO	POLICE	PROFESSIONAL SERVICES	$ 613.00	691781	CODIFYING
5960	INTERGRAPH CORPORATI	POLICE	PROFESSIONAL SERVICES	$ 12,600.00	691761	QUOTE 1-D7RFH7 RMS MAINTENANCE
9996	ONE TIME PAY MISC	POLICE	PROFESSIONAL SERVICES	$ 276.56	691789	DRUG SCREEN TRAVIS LADD
3323	BANCORPSOUTH	POLICE	TRAVEL & TRAINING	$ 687.22	691695	HOTEL LIFESAVERS CONF N LANPHERE
3323	BANCORPSOUTH	POLICE	TRAVEL & TRAINING	$ 125.00	691696	GAMMON TRAINING

3323	BANCORPSOUTH	POLICE	TRAVEL & TRAINING	$ 695.00	691696	S BROWN TRAINING
3323	BANCORPSOUTH	POLICE	TRAVEL & TRAINING	$ 695.00	691696	W LANPHERE TRAINING
3323	BANCORPSOUTH	POLICE	TRAVEL & TRAINING	$ 125.00	691696	WHALEY TRAINING
3323	BANCORPSOUTH	POLICE	TRAVEL & TRAINING	$ 125.00	691696	BROWN TRAINING
3323	BANCORPSOUTH	POLICE	TRAVEL & TRAINING	$ 125.00	691696	ROWELL TRAINING
5999	NICOLE LANPHERE	POLICE	TRAVEL & TRAINING	$ 316.69	691783	N LANPHERE LIFESAVERS CONFERENCE
1567	PETTY CASH/DARRYL WH	POLICE	DRUG SEIZURE EXPENSES	$ 10.00	691794	TITLE FEE 2T1BR32E64C222689 04 TOY
2606	HUNT ROSS & ALLEN	POLICE	DRUG SEIZURE EXPENSES	$ 33.00	691759	MARCH 2016 ATTORNEY FEES
1505	OFFICE DEPOT CREDIT	POLICE	MACHINERY & EQUIPMENT	$ 146.45	691785	KEYBOARD/MOUSE PD
1505	OFFICE DEPOT CREDIT	POLICE	MACHINERY & EQUIPMENT	$ 74.46	691785	OFFICE SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	$ 289.75	691755	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	$ 190.00	691755	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	$ 12.00	691755	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	$ 254.70	691755	EMS SUPPLIES
5817	BOUND TREE MEDICAL	FIRE & EMS	MEDICAL SUPPLIES	$ 40.95	691699	EMS SUPPLIES
5888	MEDSAFE WASTE LLC	FIRE & EMS	MEDICAL SUPPLIES	$ 110.00	691777	MEDICAL WASTE PICKUP
430	COUNTRY FORD INC	FIRE & EMS	VEHICLE MAINTENANCE	$ 943.19	691715	UNIT 3 REPAIRS
1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	$ 40.56	691784	WIPERS FOR RESCUE 1
1525	OVERHEAD DOOR COMPAN	FIRE & EMS	BUILDING & EQUIP MAINT	$ 3,785.00	691791	REPAIR TO DOOR STATION 2
5973	SALAZAR CUSTOM FLOOR	FIRE & EMS	BUILDING & EQUIP MAINT	$ 1,400.00	691802	TILE WORK STATION 1 BATHROOM
9996	ONE TIME PAY MISC	FIRE & EMS	BUILDING & EQUIP MAINT	$ 250.00	691788	STAINLESS STEEL IN KITCHEN STATION 3
5099	EMERGENCY EQUIP PROF	FIRE & EMS	UNIFORMS	$ 239.50	691731	UNIFORMS P DEPRIEST
5444	MID SOUTH SOLUTIONS	FIRE & EMS	UNIFORMS	$ 35.00	691779	REFINISH BADGE
1518	O'REILLY AUTO PARTS	FIRE & EMS	FUEL & OIL	$ 17.58	691784	OIL FOR ENGINE 3
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	$ 333.95	691743	FUEL 3/28-4/3
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	$ 570.92	691746	FUEL 4/4-4/10
2606	HUNT ROSS & ALLEN	FIRE & EMS	PROFESSIONAL SERVICES	$ 280.99	691759	MARCH 2016 ATTORNEY FEES
4624	THE DISCOVERY GROUP	FIRE & EMS	PROFESSIONAL SERVICES	$ 60.00	691815	PRE EMPLOYMENT BKGRND CHECKS
5840	F. O. GIVENS	FIRE & EMS	PROFESSIONAL SERVICES	$ 705.00	691733	MARCH 2016 ACCOUNTING SERVICES
5870	SUPERIOR HEALTH	FIRE & EMS	PROFESSIONAL SERVICES	$ 25.00	691814	T HASKINS PRE EMPLOYMENT SCREEN

5870	SUPERIOR HEALTH	FIRE & EMS	PROFESSIONAL SERVICES	$ 75.00	691814	M BALTENSPERGER PRE EMP SCREENING
5870	SUPERIOR HEALTH	FIRE & EMS	PROFESSIONAL SERVICES	$ 50.00	691814	M ARNOLD,N MCHUNE,B TURNMIRE,G CARTER PRE EMPL SCR
5956	RJ YOUNG	FIRE & EMS	PROFESSIONAL SERVICES	$ 300.41	691799	F2EM00-01 FIRE
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	$ 159.38	691690	6363 HWY 301-#9L169147
2095	WALLS WATER ASSOCIAT	FIRE & EMS	UTILITIES	$ 69.40	691860	6363 HWY 301-#948
1518	O'REILLY AUTO PARTS	FIRE & EMS	ADVERTISING	$ 6.98	691784	SAFETY TRAILER PARTS
1736	S & H SMALL ENGINE	FIRE & EMS	ADVERTISING	$ 12.20	691801	REPAIRS FIRE SAFETY TRAILER
4712	RICHARD HILL	FIRE & EMS	TRAVEL & TRAINING	$ 168.36	691798	MEAL REIMB FIRE INSTRUCTOR
5654	DAVID W. GUSTAFSON	FIRE & EMS	TRAVEL & TRAINING	$ 184.70	691719	MEAL REIMB. FIRE INSTRUCTOR
9996	ONE TIME PAY MISC	FIRE & EMS	TRAVEL & TRAINING	$ 170.07	691787	MEAL REIMB. FIRE INSTRUCTOR
291	CDW GOVERNMENT INC	FIRE & EMS	MACHINERY & EQUIPMENT	$ 937.41	691706	NEW PC BATTALOIN OFFICE
4552	DENNIS B PEYTON	STREET DEPARTMENT	CONTRACT PERSONNEL	$ 320.00	691720	CONTRACT WORKER-DENNIS PEYTON-3/27-4/9-2016
552	DESOTO COUNTY COOPER	STREET DEPARTMENT	MATERIALS	$ 960.00	691723	(2) 30 GAL BARRELS OF CORNERST
676	FARRELL CALHOUN COIN	STREET DEPARTMENT	MATERIALS	$ 16.47	691734	MATERIAL FOR ST. SIGNS
680	FASTENAL COMPANY	STREET DEPARTMENT	MATERIALS	$ 8.34	691735	MATERIAL FOR ST. DEPT.
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	MATERIALS	$ 14.98	691784	GAS CAN SPOUT-MATERIAL FOR STR
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	MATERIALS	$ 35.54	691806	RAKES FOR STREET DEPT. MATERIA
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	MATERIALS	$ 7.99	691806	GAS CAN SPOUT-MATERIAL FOR ST
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	MATERIALS	$ 35.94	691806	ALL PURPOSE CLEANER-STREET SIG
3502	AUTO ZONE	STREET DEPARTMENT	VEHICLE MAINTENANCE	$ 24.00	691694	VEH. MAINT.-BRAKE CLEANER-STRE
3502	AUTO ZONE	STREET DEPARTMENT	VEHICLE MAINTENANCE	$ 29.97	691694	ANTI FREEZE VEH. MAINT. STREET
3502	AUTO ZONE	STREET DEPARTMENT	VEHICLE MAINTENANCE	$ 27.29	691694	VEH. MAINT. # 949-STREET DEPT.
3502	AUTO ZONE	STREET DEPARTMENT	VEHICLE MAINTENANCE	$ 73.81	691694	VEH. MAINT. # 901-STREET DEPT
882	HERNANDO EQUIPMENT C	STREET DEPARTMENT	BUILDING & EQUIP MAINT	$ 84.56	691756	EQ. MAINT.-BAD BOY DIESEL MOWER-ST DEPT.
926	THE HOME DEPOT	STREET DEPARTMENT	BUILDING & EQUIP MAINT	$ 232.85	691818	BLOWER, BLADES ETC.-EQ, MAINT.
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	BUILDING & EQUIP MAINT	$ 13.48	691784	EQ. MAINT. PRESSURE WASHER-ST.
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	BUILDING & EQUIP MAINT	$ 91.02	691784	EA. MAINT. -DEWEESE MOWER-ST.
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	BUILDING & EQUIP MAINT	$ 36.82	691784	EQ. MAINT.-DEWEESE MOWER-ST. D

1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	BUILDING & EQUIP MAINT	$ 12.98	691806	EQ. MAINT. PRESSURE WASHER ST.
2016	TRACTOR SUPPLY CREDI	STREET DEPARTMENT	BUILDING & EQUIP MAINT	$ 19.99	691821	TIRE SEALANT FOR EQ. MAINT. ST
3502	AUTO ZONE	STREET DEPARTMENT	BUILDING & EQUIP MAINT	$ 88.91	691694	EQ. MAINT. BAD BOY DIESEL MOWE
3502	AUTO ZONE	STREET DEPARTMENT	BUILDING & EQUIP MAINT	$ 86.99	691694	BARTTERY FOR KABOTA TRACTOR- E
3502	AUTO ZONE	STREET DEPARTMENT	BUILDING & EQUIP MAINT	$ 221.98	691694	BATTERYS FOR TS110 BATWING MOW
5712	PARAMOUNT UNIFORM	STREET DEPARTMENT	UNIFORMS	$ 76.10	691792	UNIFORMS -STREET AND UTILITY DEPT.S
5712	PARAMOUNT UNIFORM	STREET DEPARTMENT	UNIFORMS	$ 75.58	691863	UNIFORMS FOR UTLITY AND STREET DEPT.
105	BULLFROG AMOCO	STREET DEPARTMENT	FUEL & OIL	$ 30.10	691701	PROPANE FUEL FORKLIFT
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	$ 186.24	691745	FUEL P.W.-3/28-4/3-2016--BG2024874
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	$ 72.74	691744	FUEL P.W.-4/4-4/10-2016--BG2024874
3709	BEST-WADE PETROLEUM	STREET DEPARTMENT	FUEL & OIL	$ 320.80	691698	DIESEL FUEL
2606	HUNT ROSS & ALLEN	STREET DEPARTMENT	PROFESSIONAL SERVICES	$ 231.00	691759	MARCH 2016 ATTORNEY FEES
4624	THE DISCOVERY GROUP	STREET DEPARTMENT	PROFESSIONAL SERVICES	$ 20.00	691815	PRE EMPLOYMENT BKGRND CHECKS
5840	F. O. GIVENS	STREET DEPARTMENT	PROFESSIONAL SERVICES	$ 705.00	691733	MARCH 2016 ACCOUNTING SERVICES
5870	SUPERIOR HEALTH	STREET DEPARTMENT	PROFESSIONAL SERVICES	$ 45.00	691814	C CHAMBERS PRE EMPLOYMENT SCREENINGS
5870	SUPERIOR HEALTH	STREET DEPARTMENT	PROFESSIONAL SERVICES	$ 25.00	691814	M ARNOLD,N MCHUNE,B TURNMIRE,G CARTER PRE EMPL SCR
5932	MUNICIPAL CODE CORPO	STREET DEPARTMENT	PROFESSIONAL SERVICES	$ 612.00	691781	CODIFYING
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	$ 107.45	691732	1007 GOODMAN RD. W.
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	$ 18.66	691732	1025 HWY 302
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	$ 16,048.49	691732	STREET LIGHTS
5798	BRANDON WALLACE	ANIMAL CONTROL	CONTRACT PERSONNEL	$ 360.00	691700	CONTRACT WORKER
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	$ 71.05	691739	FUEL A.C.-3/28-4/3-2016 BG125819
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	$ 49.83	691738	FUEL A.C.-4/4-4/10-2016--BG125819
5840	F. O. GIVENS	ANIMAL CONTROL	PROFESSIONAL SERVICES	$ 705.00	691733	MARCH 2016 ACCOUNTING SERVICES
944	HORN LAKE WATER ASSO	ANIMAL CONTROL	UTILITIES	$ 83.06	691758	E. CENTER ST. #030040000
3323	BANCORPSOUTH	ANIMAL CONTROL	MACHINERY & EQUIPMENT	$ 54.00	691696	INK CARTRIDGE ANIMAL SHELTER
1987	TRACTORS & EQUIPMENT	PARKS & REC	VEHICLE MAINTENANCE	$ 44.60	691678	CASE
587	DIZZY DEAN BASEBALL	PARKS & REC	SANCTIONING FEES	$ 360.00	691681	SANCTION FEES
587	DIZZY DEAN BASEBALL	PARKS & REC	SANCTIONING FEES	$ 2,400.00	691682	SANCTION FEES

5987	DAKOTA CARMON	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	$ 72.00	691717	4/02/2016 CONTRACT
5987	DAKOTA CARMON	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	$ 75.00	691717	4/02/16
5988	TYREE BRYANT	PARKS & REC	ASSISTING CONTRACT EMPOLYEES	$ 75.00	691823	4/02/16
4	A-1 FIRE PROTECTION	PARKS & REC	MATERIALS	$ 102.00	691683	REFILL / 3 /CO2
552	DESOTO COUNTY COOPER	PARKS & REC	MATERIALS	$ 678.00	691723	MATERIAL / SPRAY
926	THE HOME DEPOT	PARKS & REC	MATERIALS	$ 120.81	691816	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	$ 109.88	691816	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	$ 347.82	691816	MATERIALS
926	THE HOME DEPOT	PARKS & REC	MATERIALS	$ 34.87	691816	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	$ 30.95	691816	MATERIAL
1040	JERRY PATE TURF & IR	PARKS & REC	MATERIALS	$ 27.58	691765	MATERIAL / FIELDS
1518	O'REILLY AUTO PARTS	PARKS & REC	MATERIALS	$ 13.97	691784	MNATERIAL / MAINT
1518	O'REILLY AUTO PARTS	PARKS & REC	MATERIALS	$ 137.26	691784	BATTERY
1736	S & H SMALL ENGINE	PARKS & REC	MATERIALS	$ 181.82	691801	EQUIPTMENT MAINT
1799	SOUTHERN ATHLETIC FI	PARKS & REC	MATERIALS	$ 750.00	691807	MOUND CLAY
1831	SOUTHAVEN SUPPLY	PARKS & REC	MATERIALS	$ 12.00	691806	GENERAL HARDWARE-MATERIAL PARKS
1831	SOUTHAVEN SUPPLY	PARKS & REC	MATERIALS	$ 29.98	691806	MATERIAL
1831	SOUTHAVEN SUPPLY	PARKS & REC	MATERIALS	$ 35.25	691806	REPAIR WATER PIPE
2822	FLAG CENTERCOM, LLC	PARKS & REC	MATERIALS	$ 1,006.88	691736	FLAGS
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	$ 179.90	691696	TAG OFF
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	$ 54.28	691696	SUPPLIES
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	$ 359.97	691696	MATERIALS
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	$ 13.46	691696	SUPPLIES
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	$ 17.99	691696	SUPPLIES
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	$ 157.42	691696	SUPOPLIES
5581	SPORTS PHONE SOLUTIO	PARKS & REC	MATERIALS	$ 249.00	691811	PHONE INFO
5967	DESOTO TURF	PARKS & REC	MATERIALS	$ 1,850.00	691728	SPRAY / PRE-EMERGE
5979	CANNON INDUSTRIA	PARKS & REC	MATERIALS	$ 307.00	691704	MATERIAL
21	ACC REBUILDERS INC	PARKS & REC	VEHICLE MAINTENANCE	$ 171.50	691684	ALTERNATOR
1180	MAGNOLIA TIRE	PARKS & REC	VEHICLE MAINTENANCE	$ 76.50	691774	TIRE / DODGE DAKOTA
1736	S & H SMALL ENGINE	PARKS & REC	VEHICLE MAINTENANCE	$ 234.30	691801	REPAIR / PARK EQUIPMENT

193	JAMES CALVIN BURCH	PARKS & REC	UMPIRES	$ 195.00	691764	REC UMPIRE 4/02-07/2016
4096	LONNIE DAVIS	PARKS & REC	UMPIRES	$ 60.00	691770	REC UMPIRE 4/02-07/2016
4596	JOHN ACKERMAN	PARKS & REC	UMPIRES	$ 70.00	691767	REC UMPIRE 4/02-07/2016
4694	MARK TATKO	PARKS & REC	UMPIRES	$ 220.00	691775	REC UMPIRE 04/02-07/2016
4860	AUSTON A DEVOLPI	PARKS & REC	UMPIRES	$ 320.00	691693	REC UMPIRE 4/02-07/2016
5346	SAMMIE TELLIS	PARKS & REC	UMPIRES	$ 240.00	691803	UMPIRE REC 4/02-07/2016
5347	CEDRIC TERRY	PARKS & REC	UMPIRES	$ 270.00	691707	REC UMPIRE 4/02-07/2016
5359	ANDREW YEAGER	PARKS & REC	UMPIRES	$ 105.00	691686	REC UMPIRE 4/02-07/2016
5393	HAROLD TREADWAY	PARKS & REC	UMPIRES	$ 237.50	691752	REC UMPIRE 4/02-07/2016
5605	HENRY C PHILLIPS	PARKS & REC	UMPIRES	$ 120.00	691754	REC UMPIRE 04/02-07/2016
5846	CAMERON VOGELSANG	PARKS & REC	UMPIRES	$ 235.00	691703	REC UMPIRE 4/02-07/2016
5980	RYAN CUNDIFF	PARKS & REC	UMPIRES	$ 195.00	691800	REC UMPIRE 04/02-07/2016
5981	DALLAS FANCHER	PARKS & REC	UMPIRES	$ 50.00	691718	REC UMPIRE 4/02-07/2016
5996	REGINALD JOHNSON	PARKS & REC	UMPIRES	$ 145.00	691797	REC UMPIRE 4/02-07/2016
1518	O'REILLY AUTO PARTS	PARKS & REC	EQUIPMENT MAINTENANCE	$ 182.86	691784	EQUIPMENT MAINT / TRUCK
1736	S & H SMALL ENGINE	PARKS & REC	EQUIPMENT MAINTENANCE	$ 3.16	691801	EQUIPTMENT PART
1518	O'REILLY AUTO PARTS	PARKS & REC	FUEL & OIL	$ 99.49	691784	OIL / PARK VEHICLES
1518	O'REILLY AUTO PARTS	PARKS & REC	FUEL & OIL	$ 14.49	691784	POWER STEERING / PARK VEHICLES
1518	O'REILLY AUTO PARTS	PARKS & REC	FUEL & OIL	$ 51.00	691784	MATERIAL
1518	O'REILLY AUTO PARTS	PARKS & REC	FUEL & OIL	$ 28.65	691784	PARK VEHICLE MAINT
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	$ 186.57	691740	FUEL
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	$ 215.27	691742	FUEL
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	$ 207.78	691741	FUEL
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	$ 121.81	691737	FUEL
3709	BEST-WADE PETROLEUM	PARKS & REC	FUEL & OIL	$ 752.00	691698	GAS
2606	HUNT ROSS & ALLEN	PARKS & REC	PROFESSIONAL SERVICES	$ 990.00	691759	MARCH 2016 ATTORNEY FEES
4624	THE DISCOVERY GROUP	PARKS & REC	PROFESSIONAL SERVICES	$ 620.00	691815	PRE EMPLOYMENT BKGRND CHECKS
5840	F. O. GIVENS	PARKS & REC	PROFESSIONAL SERVICES	$ 705.00	691733	MARCH 2016 ACCOUNTING SERVICES
5870	SUPERIOR HEALTH	PARKS & REC	PROFESSIONAL SERVICES	$ 25.00	691814	M ARNOLD,N MCHUNE,B TURNMIRE,G CARTER PRE EMPL SCR

5956	RJ YOUNG	PARKS & REC	PROFESSIONAL SERVICES	$ 458.35	691799	F2DQ00-01 PARKS
651	ENTERGY	PARKS & REC	UTILITIES	$ 38.70	691732	FLOOD LIGHT CHOCTAW PARK
651	ENTERGY	PARKS & REC	UTILITIES	$ 121.12	691732	FLOOD FAIRFIELD MEADOW PARK
1831	SOUTHAVEN SUPPLY	PARKS & REC	UTILITIES	$ 16.51	691806	REF. CREDIT INV. #214930-MATERIAL PARKS
4111	DESOTO TIMES TRIBUNE	PARKS & REC	PROMOTIONS	$ 93.34	691727	BASEBALL SIGNUPS
1799	SOUTHERN ATHLETIC FI	PARKS & REC	FIELD REPAIR & MAINTENANCE	$ 2,860.00	691807	BASEBALL EQUIPMENT
2493	SGA TROPHY & AWARDS	PARKS & REC	AWARDS/TROPHIES	$ 2,932.00	691805	TROPHY / BASKETBALL
1736	S & H SMALL ENGINE	PARKS & REC	MACHINERY & EQUIPMENT	$ 43.98	691801	EQUIPMENT / REPAIR
5952	ATHLETIC HOUSE AT SN	PARKS & REC	PARK SUPPLIES	$ 4,781.00	691688	BASEBALL EQUIPMENT
5986	NATHAN TATKO	PARK TOURNAMENTS	OUTSIDE MAINTENANCE STAFF	$ 105.00	691782	TOURN LEADOFF
5988	TYREE BRYANT	PARK TOURNAMENTS	OUTSIDE MAINTENANCE STAFF	$ 135.00	691823	FIELD CREW TOURN LEADOFF
1983	TOP MOST CHEMICAL &	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	$ 849.16	691820	JANITORIAL SUPPLY-PARKS
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	$ 11.49	691785	OFFICE SUPPLIES
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	$ 54.90	691785	LANYARDS
2198	YULETIDE OFFICE SUPP	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	$ 154.02	691862	OFFICE SUPPLIES
2198	YULETIDE OFFICE SUPP	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	$ 227.46	691862	NOTEBOOKS/CANNED AIR CHARLES G
2198	YULETIDE OFFICE SUPP	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	$ 27.80	691862	OFFICE SUPPLIES
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	$ 94.56	691696	INK CARTRIDGES SAMSUNG AJ
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	$ 54.00	691696	INK CARTRIDGE
4869	OFFICE INTERIORS	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	$ 1,399.56	691786	DESK STORAGE HUTCH
331	C C DICKSON CO	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	$ 264.21	691702	AC FILTERS AND COIL CLEANER-FA
1178	MAGNOLIA ELECTRICAL	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	$ 81.90	691772	FAC. MANG. CITY HALL LIGHTS
1178	MAGNOLIA ELECTRICAL	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	$ 57.97	691772	TIMER FOR OUTSIDE LIGHTS-FAC. MANG. CITY HALL
1703	CINTAS	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	$ 91.99	691709	MATS CITY HALL
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	$ 386.90	691799	ADMIN/FINANCE F2EN00-01
2606	HUNT ROSS & ALLEN	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	$ 13,489.47	691759	MARCH 2016 ATTORNEY FEES
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	$ 215.46	691710	900-0204039-000
3530	TYLER TECHNOLOGIES I	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	$ 250.00	691822	BANK FORM MODIFICATIONS
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	$ 150.00	691769	UNEMPLOYMENT BOND

5840	F. O. GIVENS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	$ 705.28	691733	MARCH 2016 ACCOUNTING SERVICES
5517	HASLER	ADMINISTRATIVE EXPENSE	POSTAGE	$ 962.92	691753	POSTAGE
5472	SOUTHERN TELECOM	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	$ 2,592.15	691809	TELEPHONE SERVICES
1356	ATMOS ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	$ 796.84	691692	3101 GOODMAN RD.W.#1447305
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	$ 105.90	691713	PARKS INTERNET
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	$ 85.60	691714	PUB WORKS INTERNET
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	$ 85.95	691713	HL UTILITY HWY 301 INTERNET
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	$ 88.91	691713	HORN LAKE FIRE DEPT #3 INTERNET
1193	MARTIN MACHINE & SUP	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	$ 925.00	691776	ROAD IMPROVEMENTS FOR CENTER S
2082	VULCAN MATERIALS	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	$ 504.37	691859	WHITE ROCK-ROAD IMPROVEMENTS FOR CITY
2082	VULCAN MATERIALS	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	$ 519.72	691859	WHITE ROCK - ROAD IMPROVEMENTS FOR CITY
5495	ARROW DISPOSAL SERV	ADMINISTRATIVE EXPENSE	SANITATION CONTRACT EXPENSE	$ 94,495.52	691687	MARCH 2016 REFUSE SERVICE
5409	COVENANT BANK	ADMINISTRATIVE EXPENSE	LEASE/PURCHASE PMNT	$ 79,919.84	691716	LEASE PMT ON VARIOUS EQUIPMENT
1356	ATMOS ENERGY	LIBRARY EXPENSE	UTILITIES	$ 273.37	691691	2885 GOODMAN RD.W.#447342
2821	FRIENDS OF HORN LAKE	ECONOMIC DEVELOPMENT	PROMOTIONS	$ 750.00	691679	MAYORS YOUTH COUNCIL END OF YEAR EXPENSES
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	$ 305.00	691696	BUNNY CHARACTER
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	$ 306.38	691696	EASTER PARKS
153	BANCORPSOUTH - CORP	DEBT SERVICE EXP	2008 BOND- FIRE STATION, PARK.	$ 5,625.00	691697	ACT 82-0023-01-8 CITY OF HL G/O SEERIES 2008 BOND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 42.18	691839	01-0293200 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 44.36	691840	02-0377600 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 19.00	691825	03-0069400 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 64.34	691843	04-0448500 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 93.59	691857	05-5135300 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 82.18	691851	06-0003200 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 82.18	691852	06-0057400 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 19.00	691826	07-0065800 UTLILTY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 12.18	691824	07-0205300 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 82.18	691853	14-0158300 UTILITY REFUND

9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 82.18	691854	16-2900500 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 84.08	691856	17-0008400 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 42.18	691837	17-0107100 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 42.18	691838	19-0071000 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 82.18	691850	21-4381100 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 40.00	691833	21-5093900 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 40.00	691834	21-5171700 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 40.00	691835	21-5198400 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 40.00	691836	24-0066200 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 82.18	691855	26-0276300 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 44.36	691841	28-0030100 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 40.00	691829	32-0500000 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 25.00	691827	33-0055000 UTLITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 40.00	691830	33-0092000 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 40.00	691831	56-0723100 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 40.00	691832	57-1530200 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 29.73	691828	64-1370000 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 65.00	691844	98-0003100 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 65.00	691845	99-0011600 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 65.00	691846	99-0017900 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 65.00	691847	99-0019400 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 65.00	691848	99-0023600 UTILITY REFUND
9999	UTILITY REFUND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	$ 65.00	691849	99-0026700
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	$ 500.00	691725	4583 BOXWOOD LANE HL MS 38637
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	$ 500.00	691725	4577 BOXWOOD LN HORN LAKE, MS 38637
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	$ 500.00	691725	7440 REDBERRY DR HORN LAKE MS 38637
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	$ 500.00	691725	7485 REDBERRY DR HORN LAKE MS 38637
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	$ 500.00	691725	5476 REDBERRY COVE
9999	UTILITY REFUND	UTILITY SYSTEM FUND	OTHER REVENUE	$ 50.00	691842	SEWER REFUND CITY SIDE
926	THE HOME DEPOT	UTILITY SYSTEM	MATERIALS	$ 52.02	691817	RECI. BLADE AND HOLE SAWS-MATE

1193	MARTIN MACHINE & SUP	UTILITY SYSTEM	MATERIALS	$ 45.00	691776	WHITE STONE FOR WELDING-MATERI
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	MATERIALS	$ 6.48	691784	DRILL BITS MATERIAL FOR UT DEP
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	$ 81.45	691806	ASSTD MATERIAL TAPE ,VOLTAGE DETECTOR,WRENCH,ETC
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	$ 44.87	691806	PLIERS AND METER KEY-MATERIAL
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	$ 26.88	691806	10" PLIERS AND MTR KEY-MATERIAL UT DEPT.
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	$ 28.67	691806	MATERIAL FOR UT DEPT.
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	$ 11.98	691806	LONG NOSE PLIERS-MATERIAL UT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	$ 12.94	691806	ELECTRICAL TAPE-MATERIAL UT DEPT.
1894	SUNRISE BUILDERS LLC	UTILITY SYSTEM	MATERIALS	$ 18.50	691813	SAKRETE-MATERIAL FOR RAVENWOOD
1894	SUNRISE BUILDERS LLC	UTILITY SYSTEM	MATERIALS	$ 29.60	691813	SEWER REPAIR-5796 CHEROKEE- SA
430	COUNTRY FORD INC	UTILITY SYSTEM	VEHICLE MAINTENANCE	$ 70.99	691715	VEH. MAINT. #9939 BLDING INSPE
815	GRIFFITH TOWING	UTILITY SYSTEM	VEHICLE MAINTENANCE	$ 75.00	691750	TOW # 902 FROM NAIL TO SHOP-VE
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	$ 12.78	691784	WIPER BLADES-VEH MAINT. # 2996
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	$ 24.00	691694	VEH. MAINT.-BRAKE CLEANER-STRE
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	$ 29.97	691694	ANTI FREEZE VEH. MAINT. STREET
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	$ 481.27	691694	VEH MAINT. #4118 UT DEPT.
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	$ 15.59	691694	VEH MAINT. -UT DEPT.
5271	SANDY'S AUTO REPAIR	UTILITY SYSTEM	VEHICLE MAINTENANCE	$ 570.00	691804	VEH. MAINT. # 4118-(HEADS)-UT
317	CAR QUEST-MEMPHIS	UTILITY SYSTEM	BUILDING & EQUIP MAINT	$ 6.49	691705	1 1/2" SOCKET-EQ. MAINT. FOR BACKHOE-UT DEPT.
331	C C DICKSON CO	UTILITY SYSTEM	BUILDING & EQUIP MAINT	$ 111.99	691702	FLUKE T5 VOLT & CONTINUITY TES
331	C C DICKSON CO	UTILITY SYSTEM	BUILDING & EQUIP MAINT	$ 34.42	691702	OXYGEN,ACETYLENE AND WIRE NUTS
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	BUILDING & EQUIP MAINT	$ 75.00	691778	EQ. MAINT.-SADDLE FOR HOLLY HI
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	BUILDING & EQUIP MAINT	$ 49.98	691784	EQ. MAINT. UT DEPT.-SHOP
1541	PATE HYDRAULICS	UTILITY SYSTEM	BUILDING & EQUIP MAINT	$ 123.09	691793	EQ. MAINT, HOSE ASSY.-BACK HOE- UT DEPT.
1812	SOUTHERN PIPE & SUPP	UTILITY SYSTEM	BUILDING & EQUIP MAINT	$ 33.60	691808	PVC PIPE -BLDING MAINT. HOLLY
1812	SOUTHERN PIPE & SUPP	UTILITY SYSTEM	BUILDING & EQUIP MAINT	$ 6.07	691808	EQ. MAINT. HOLLY HILLS WATER P
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	BUILDING & EQUIP MAINT	$ 6.00	691806	BLDING MAINT. HOLLY HILLS WATE
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	BUILDING & EQUIP MAINT	$ 37.56	691806	BLD. EQ. MAINT.-HOLLY HILLS WA
2084	GRAINGER	UTILITY SYSTEM	BUILDING & EQUIP MAINT	$ 196.02	691749	1/4 HP MOTOR -EQ. MAINT. -HOLL

5926	MAGNOLIA PUMP	UTILITY SYSTEM	BUILDING & EQUIP MAINT	$ 260.78	691773	1223 ADAPTOR KITS FOR LIFT ST.
5956	RJ YOUNG	UTILITY SYSTEM	BUILDING & EQUIP MAINT	$ 266.25	691799	F4MM00-01 UT BILL PRINTER
5712	PARAMOUNT UNIFORM	UTILITY SYSTEM	UNIFORMS	$ 76.09	691792	UNIFORMS -STREET AND UTILITY DEPT.S
5712	PARAMOUNT UNIFORM	UTILITY SYSTEM	UNIFORMS	$ 75.58	691863	UNIFORMS FOR UTLITY AND STREET DEPT.
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	$ 333.55	691745	FUEL P.W.-3/28-4/3-2016--BG2024874
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	$ 386.95	691744	FUEL P.W.-4/4-4/10-2016--BG2024874
3709	BEST-WADE PETROLEUM	UTILITY SYSTEM	FUEL & OIL	$ 320.80	691698	DIESEL FUEL
844	HANCOCK BANK CORPTRU	UTILITY SYSTEM	PROFESSIONAL SERVICES	$ 2,550.00	691751	FEES MBD HORN LAKE WS REFNDING 2014 10/2/15-4/4/16
2095	WALLS WATER ASSOCIAT	UTILITY SYSTEM	PROFESSIONAL SERVICES	$ 3,694.47	691861	SEWER ADMIN. FEES COLLECTED MA
2606	HUNT ROSS & ALLEN	UTILITY SYSTEM	PROFESSIONAL SERVICES	$ 1,162.00	691759	MARCH 2016 ATTORNEY FEES
379	COAHOMA ELECTRIC POW	UTILITY SYSTEM	UTILITIES	$ 28.42	691711	LAKE FOREST DR.W. #50302
379	COAHOMA ELECTRIC POW	UTILITY SYSTEM	UTILITIES	$ 176.38	691712	HICKORY CREST#38399
651	ENTERGY	UTILITY SYSTEM	UTILITIES	$ 2,082.64	691732	NAIL RD.
651	ENTERGY	UTILITY SYSTEM	UTILITIES	$ 20.69	691732	LAKE FOREST SUBD
944	HORN LAKE WATER ASSO	UTILITY SYSTEM	UTILITIES	$ 9.75	691757	IRRG. WINDCHASE DR. # 03-0324401
944	HORN LAKE WATER ASSO	UTILITY SYSTEM	UTILITIES	$ 41.63	691758	E. CENTER ST. #030040000
1356	ATMOS ENERGY	UTILITY SYSTEM	UTILITIES	$ 93.23	691689	6357 HURT RD.#626469
544	DESOTO COUNTY REGION	UTILITY SYSTEM	SEWER MAINTENANCE EXP	$ 31,175.00	691726	FY 2015 TRUE UP
1812	SOUTHERN PIPE & SUPP	UTILITY SYSTEM	SEWER MAINTENANCE EXP	$ 7.52	691808	SEWER REPAIR-6400 E. CENTER ST
1894	SUNRISE BUILDERS LLC	UTILITY SYSTEM	SEWER MAINTENANCE EXP	$ 14.80	691813	SAKRETE-SEWER MAINT-2935 NORMA
				$ 422,485.75		

Order #04-11-16

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 Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Pettigrew and Alderman Smith

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

** Special Guest/Presentations:

Robert Leslie with Atmos Entergy, George Lewis, Dean Bright with MS 811, in recognition of April "Safe Digging month", presented the City of Horn Lake with a Certificate of Recognition thanking the City for being one of the top City's in Mississippi for safe digging practices in calling before digging. George Lewis also thanked the Mayor and the Board for all the work they do as elected officials.

** Special Guest/Presentations:

Michael Smith thanked the Mayor and Board of Aldermen for the past years support and in allowing the 4th annual Juneteenth event to be held in Horn Lake Latimer Lakes Park on June 11th. Mr. Smith stated the name change to North MS Cultural Foundation with a new website. Mr. Smith stated after the event in June the park will be cleared of all signs. Michael Smith listed all the various events and vendors that will be at the event this year along with the car show and a new teenage talent show. Mr. Smith requested the City to consider increasing the sponsorship from $500.00 to $1,000.00. Alderman Roberts asked how many people participated in the event last year. Mr. Smith stated around 1,500 to 2,000 participated. Alderman Roberts asked where the vendors came from in the event. Mr. Smith named venders from around MS, TN, and AR. Alderman Jones asked Keith Calvert if the June 11th date was available. Mr. Calvert stated the date was good for the 4th annual Juneteenth event.

Order #04-12-16

Order to approve North MS Cultural Foundation's use of Latimer Lakes Park

Be It Ordered:

By the Mayor and Board of Aldermen to approve the use of Latimer Lakes Park by North Mississippi Cultural Foundation for the 4th Annual Juneteenth Family Fun Festival on June 11th 2016 beginning at 10:00 am, and the sponsorship of said event in the amount of $1,000.00 from hotel/motel tax proceeds, finding that said event/organization promotes the attributes of the City and/or promotes the City's tourism and economic development.

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 Pettigrew, Alderman Lay, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

** Special Guest/Presentations

Ms. Bobbie Espitia with Ground Support Specialist, LLC spoke in reference to the request for personal property tax exemption for Ground Support Specialist, LLC. Alderman Lay asked for clarification on the tax exemption. Billy Campbell, City attorney, stated it was tax exemption on personal property only and did exclude taxes levied for bond/debt service, special fire fund, and the library fund.

Order #04-13-16

Order to approve Personal Property Tax Exemption for Ground Support Specialist, LLC.

Be It Ordered:

By the Mayor and Board of Aldermen to approve Personal Property Ad Valorem Tax Exemption for Ground Support Specialist, LLC., pursuant to MS Code 27-31-101 et seq., for a period of five (5) years beginning January 1, 2016; the true value of such personal property being $308,452.66; and with said exemption excluding taxes levied for bond/debt service, special fire fund, and library.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

**At this time, the Mayor opened the public hearing on Planning Case 1614: Conditional Use approval for Digital Changeable Copy Sign by Williams Sign Company. Planning Director Briley presented the Staff Report and stated this sign had been approved by the Planning Commission on June 26, 2006 and Board of Aldermen July 18, 2006 but now due to a company name change is requesting approval. Mr. Briley stated the Planning Commission recommended approval and staff recommend approval. Mr. Briley did note that since the approval in 2006 the ordinance has changed in the Interstate 55 overlay District but feels prior approval will be grandfathered in. The Mayor asked for more questions, but there were none, and the hearing was closed.

Order #04-14-16

Order to approve Conditional Use Digital Changeable Copy Sign for Baymont Inn & Suites

Be It Ordered:

By the Mayor and Board of Aldermen to approve Conditional Use Permit for Digital Changeable Copy Sign for Baymont Inn & Suites at 6851 Interstate Blvd., for a period of five (5) years, subject to any recommendations and conditions as set forth by the Planning Commission and/or staff.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

**At this time, the Mayor opened the public hearing on Planning Case 1621: Zoning Ordinance Text Amendment for Architectural Standards. Planning Director Briley presented the Staff Report and stated this request is to add a new section to the Zoning Ordinance to help consistency in the varying construction materials and finished colors. Mr. Briley stated this new ordinance will allow the City to coordinate the types of finish materials to be used in the City and the finish color of the building materials used. Mr. Briley stated this amendment addresses commercial and residential construction. Mr. Briley also stated this amendment will address colors to be used. Mr. Briley stated the Planning Commission recommended approval and staff recommend approval. Francis J. Miller stated he was present at the Planning Commission meeting and did not remember a decision on controlling building color. Mr. Miller stated he is opposed to restricting color. Mr. Miller sited the BP building on Goodman is the best looking building in Horn Lake. Alderman Lay asked what are the current proposed ordinance colors allowed. Mr. Briley stated the earth tones such as shades of green, brown, yellow, red, and white. Mr. Briley stated also that in the same section it addresses corporate colors and a business corporate colors are allowed. Alderman Pettigrew asked how this ordinance would affect a business such as Target that wants to repaint the building. Mr. Briley stated the Planning Commission would have review authority on all business changes. Alderman Roberts stated he was for consistency but not controls that limit business growth. Mr. Brian Moore stated that all colors are earth colors to him. Mr. Moore did not see the need for this change and to please let us be free of government restrictions. Mr. Jerry Porter stated he was against the ordinance because it wastes time and adds bureaucracy. Mr. Porter stated he had a Grizzly bear in one of his advertisements and would not like to waste the time to go before the Planning Commission for approval. Alderman Pettigrew asked if the Grizzly bear was a business logo. Mr. Porter stated yes. Alderman Pettigrew stated it would be worth his time for a business to get this approved. Mr. Briley stated the corporate colors are allowed but sign/advertisements fall under the sign ordinance. Alderman Jones and Mr. Briley clarified this was a new section for the ordinance and that there are not current guidelines in place regarding color. The Mayor asked for more questions, but there were none. Alderman White asked for this public hearing to be continued to the next meeting. There being no objection, the Mayor announced that the public hearing on the proposed zoning ordinance Text Amendment would be continued until the first board meeting in May, 2016.

ORDINANCE #16-04-235

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF HORN LAKE, MISSISSIPPI; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF HORN LAKE, DESOTO COUNTY, MISSISSIPPI:

Section 1. The Code entitled "Code of Ordinances, City of Horn Lake, Mississippi," published by Municipal Code Corporation, consisting of chapters 1 through 40 and zoning provisions in the appendix to the code, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before September 1, 2015, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished in accordance with code Section 1-4. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the city may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the city to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after September 1, 2015, that amend or refer to ordinances that have been codified in the Code, shall be construed as if they amend or refer to like provisions of the Code.

Section 7. In the event there are discovered conflicting provisions between the Code of Ordinances maintained by Municipal Code Corporation and the ordinances maintained by the City Clerk within the minutes of the meetings of the Mayor and Board of Aldermen and/or the ordinance record of the city, the provisions maintained in the municipal minutes and/or ordinance record shall control and the Code adopted by this ordinance shall be construed as conforming to said minutes and/or ordinance record.

Section 8. This ordinance shall become effective upon its adoption.

ORDAINED, ADOPTED AND APPROVED by the Mayor and Board of Aldermen of the City of Horn Lake, DeSoto County, Mississippi, at a regular meeting thereof held on the 19th day of April, 2016.

After first having been reduced to writing, then read and considered section by section and as a whole by the Mayor and Board of Aldermen, a motion was properly made by Alderman White and duly seconded by Alderman Bledsoe for the adoption of this ordinance. A roll call was taken with the following results:

Alderman White:	Yea
Alderman Pettigrew:	Yea
Alderman Lay:	Yea
Alderman Smith:	Absent
Alderman Jones:	Yea
Alderman Bledsoe:	Yea
Alderman Roberts:	Yea

The foregoing ordinance was adopted this the 19th day of April, 2016.

_____

Mayor

Attest:

_____

City Clerk

Seal

- 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 #04-02-16

RESOLUTION FOR CLEANING PRIVATE PROPERTY

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

2653 Bryce Cove	2990 Fairmeadow	3794 Forrest Park Cove
3800 Woodland	4285 Brighton	4290 Carroll West
4490 Shadow Glen Cove	4495 Andover	4523 Shadow Ridge
5550 Crestwood	6126 Ravenwood	6300 Collinwood
6473 Shadow Oaks Cove	7033 Tudor Lane	7120 Redfern
7214 Brenwood	7304 Mallard Creek	7355 Susie Lane
7376 Dunbarton	4089 Meadow Creek	6440 Southbridge Circle

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 19, 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 19, 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 April 4, 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	**Absent**

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 19th Day of April, 2016.

_____

ALLEN LATIMER, MAYOR

ATTEST:

Order #04-15-16

Order to sell retiring Officer Kevin Thomas his duty weapon

Be It Ordered:

By the Mayor and Board of Aldermen to sell retiring Officer Kevin Thomas his duty weapon, a Glock Model 22-40 caliber, Serial Number LPA 309, for $1.00, pursuant to Miss. Code Ann. Section 45-9-131.

.

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 Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order #04-16-16

Order to surplus property in Inventory Disposition HLPD-2016-3

Be It Ordered:

By the Mayor and Board of Aldermen to declare the property listed in Inventory Disposition HLPD-2016-3 as surplus property and to authorize its disposition as set forth therein and finding the fair market value of the property to be recycled/destroyed is zero.

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 Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order #04-17-16

Order to approve governmental transfer of (3) three Whelen Light Bar and K9 Gandor to the DeSoto County Sheriff's Department

Be It Ordered:

By the Mayor and Board of Aldermen to approve the governmental transfer/sell of (3) three Whelen Light Bars Model #SL8EBBBB, Serial Number 98187-89 at the cost of $1.00 each and the K9 Gandor at the cost of $2,500.00 to the DeSoto County Sheriff's Department, pursuant to Miss. Code Ann. Section 31-7-13 (m)(vi), finding that such transfer/sale is in the best interest of the taxpayers of the State.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order #04-18-16

Order to approve request of TWE Wrestling's use of Latimer Lakes Park

Be It Ordered:

By the Mayor and Board of Aldermen to approve request of Total Wrestling Explosion's use of Latimer Lakes Park on May 7, 2016 & August 20, 2016 for wrestling events, gates opening at 5:00 p.m. and matches at 7:00 p.m., with $2.00 per ticket being donated to Friends of Horn Lake, Inc. for youth sports.

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 Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order #04-19-16

Order to purchase two (2) previously approved mowers for Parks Dept

Be It Ordered:

By the Mayor and Board of Aldermen to approve the lump sum purchase (in lieu of monthly payments) of the two (2) mowers, previously approved by Board order #04-06-16, to be paid for from the Park Department Budget.

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 Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order #04-20-16

Order to approve request of Horn Lake Chamber Magnolia Fest 5K/Fun Run

Be It Ordered:

By the Mayor and Board of Aldermen to approve/permit the Horn Lake Chamber Magnolia Fest 5K/Fun Run to be held May 28th, 6:30am – 11am at Latimer Lakes Parks, subject to approval of the route by the Police Department, and to each participant/runner signing a wavier/release in favor of the City.

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 Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order #04-21-16

Order to approve request of Max Fitness 5K Run at Latimer Lakes Parks

Be It Ordered:

By the Mayor and Board of Aldermen to approve/permit of Max Fitness 5K Run to be held on June 4th, 9:00am – 1pm at Latimer Lakes Parks, subject to approval of the route by the Police Department, and to each participant/runner signing a wavier/release in favor of the City.

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 Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order #04-22-16

Order to approve Fire Department Budget Amendment

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Fire Department Budget Amendment, as presented.

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 Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Horn Lake, Mississippi
BUDGET AMENDMENT REQUEST

Fund/Department # 260

Date: 4/5/16

Updated 10/13

ACCT #	LINE ITEM	ANNUAL BUDGET	INCREASE	DECREASE	NEW ANNUAL BUDGET
010-490708	Fire Miscellaneous			20,000	(20,000)
260-630400	Machinery & Equipment	40,000	20,000		60,000
					0
					0
					0
					0
					0
	TOTALS	40,000	20,000	20,000	40,000

Reason for Request: (Show detailed justification) Received Homeland Security Grant in the amount of $20,000.00

Requested by: David Linville

For Department: Fire Department

** No action was taken on items VII (J) or (K).

Order #04-23-16

Order to approve of Public Works Department Job Descriptions

Be It Ordered

By the Mayor and Board of Aldermen to approve the Public Works Department Job Descriptions, as presented.

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 Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

City of Horn Lake – Public Works

Job Description – Utility Manager

Purpose of Position

Provide leadership and accountability for all day to day operations within Utility billing and collections. Serve as primary contact for solving customer inquiries and billing discrepancies. Customer service is a paramount goal of this organization.

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 of the work is similar, related or a logical assignment to this position.

Major Duties and Responsibilities

Under supervision and specific direction from the Public Works Director, organizes, and directs the activities of the Utility billing and collection division of the Utility Department. Oversees all aspects of billing, payment collection, cash balancing, and customer relations. Ensures work quality and accuracy and oversees the maintenance of appropriate accounting records. Supervises utility clerks. Resolves customer complaints and ensures customer service quality. Interprets and implements City policy. Researches and recommends improvements in billing practices and customer service. Prepares special reports as needed for public officials, citizens, or other City officers/directors.

- Designs and maintains task work flow for all billing functions in accordance with good standards of internal control and maximum efficiency. Prepares appropriate written documentation and policy
- Ensures timely reconciliations of accounts related to billing including but not limited to accounts receivable balances, cash reconciliation, incoming credit card balances, credit card processor charges, and delinquent accounts
- Handles extremely difficult customer situations involving account disputes, collections, and water turn-offs for delinquent accounts
- Trains employees and evaluates staff training needs
- Responsible for Utility Billing software which includes selection of vendor, coordination with Information Technology on upgrades and problems, and decisions regarding software selection and implementation
- Works directly with external auditors and is responsible for conducting internal audits of department operations
- Prepares other operational analytical and statistical reports as requested and prepares and updates public informational materials related to utility billing
- Establishes and maintains a customer service orientation within the Utility billing and collection division of the Utility Department and the City
- Facilitates a good working relationship between the Utility field employees and the Utility billing and collections employees
- Prepares and presents oral and written reports to city staff, the City's elected officials, and the public
- Communicates with others to maximize the effectiveness and efficiency of interdepartmental operations
- Keeps supervisor fully and accurately informed concerning workplace issues or concerns

Other Duties & Responsibilities:

- Performs other duties as assigned or needed.

Job Specifications:

- HS Graduate or equivalent
- Minimum of 3 years' experience in customer service to include dealing with situations that may involve handling customer complaints and explaining policy and procedure to customers
- Minimum of 3 years of experience supervising a staff of 4 or more employees; or any equivalent combination of experience, education and training, accounting or utility billing which provides the knowledge, skills and abilities necessary to perform the work
- Must have considerable knowledge of accounting principles, practices and procedures and excellent knowledge of best practices office practices/procedures and some knowledge of clerical principles and practices in purchasing
- Must have considerable knowledge of the preparation and presentation of reports containing financial information and data and experience preparing and presenting oral and written reports
- Must have considerable knowledge of credit card processing, reconciliation, and related banking law
- Must have considerable knowledge of computerized accounting systems and experience using personal computers to enter, retrieve, and edit spreadsheets
- Must have knowledge and skill in MS office software- Word, Excel, Outlook, basic accounting, budgeting, strategic management, bankruptcies and property liens
- Must have proven skills in conflict resolution, resilience, proactive engagement, technical writing, HR policies, customer service, collaboration, coaching/mentoring, and delegation;
- Ability to communicate and deal with the public and co-workers in a professional and positive manner
- Ability to handle customer complaints skillfully and respectfully
- Ability to work and deal with a wide range of individuals, dealing with situations in which the individual may be upset over some issue involved with the utility billing and collection division
- Ability to work effectively with frequent interruptions in a team environment as a team player
- Integrity, in the performance of assigned tasks

Job Content

The Utility Manager position is a full-time, permanent position in the Utility Department. The immediate supervisor for this position is the Operations Director. The person in this position is supervised on a weekly basis and has supervisory authority. The Utility Manager works regularly hours year round. 100% of the work is completed indoor. The position has accountability for monetary and fiscal issues related to the work for which the position is responsible. The person in this position must hold a high school diploma or GED. An associate's degree or higher is recommended. Equivalent years of service may be substituted in lieu of the education. The stress level may be high at times depending on the situation. Physical work involved with this position includes lifting file boxes, typing, and ten key and answering phones.

FLSA: Exempt

REPORTS TO: Operations Director Public Works, Assistant Public Works Director

SUPERVISES: Utility Clerks

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.

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Signature Acknowledging Job Description Date

* Adopted 4/19/2016

City of Horn Lake – Public Works
Job Description – Utility Laborer I & II

Purpose of Position

Responsible for assisting in the maintenance and repair of utility lines, utility taps, fire hydrants, meter change outs, and other work. May operate heavy and specialized equipment and perform maintenance repair and construction work on public works facilities and projects.

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.

Utility Laborer I - $10.00/hr.

This is the entry level class of Utility Laborer series. Initially, under close supervision, incumbents learn and perform a variety of duties in maintenance, operations and repair of water distribution systems, and the maintenance of facilities. Incumbents at the Utility Laborer I level may reasonably expect to advance to the Utility Laborer II level through the promotional process by demonstrating the proficiency and meeting the qualifications of the higher level class

Utility Laborer II - $12.00/hr.

This is the journey level class of the Utility Laborer series and differs from a Utility Laborer I in any or all of the following aspects. The tasks require the specialized knowledge, skills, and abilities pertaining to the safe operation and procedures of water distribution systems, repairs and heavy equipment. This class typically takes daily direction from a Utility Field Supervisor and participates in all aspects of maintenance and construction work within the Utility Department. At times, incumbents function independently or lead small teams thus requiring them to exercise individual initiative in safety precautions and independent decision-making.

Major Duties and Responsibilities

- Participates in manual labor associated with the operation, maintenance, repair and construction of the roadway system, including roadway, shoulder and sidewalk operation maintenance and construction
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the storm drainage system
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the water system
- Installs, tests, inspects, replaces, maintains and repairs water meters; tests, disassembles and cleans water meters
- Investigates customer's complaints regarding water bills; identifies cause of excessive water consumption and advises customers of necessary repairs or alterations
- Performs skilled work in assembling, laying and aligning water distribution and wastewater collection mains and service lines
- Locates and repairs leaks
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the sanitary sewer system
- Maintenance of Parks and Lawn as necessary
- Clean, maintain, and service water pumps, equipment and tool.
- Occasional operation of backhoe and front-end loader
- Read water meters; assist in building maintenance
- Performs mechanical work as needed
- Performs occasional welding
- Minor construction projects, carpentry, concrete, janitorial services
- Performs other duties as directed

Knowledge, Skills and Abilities

- Operate equipment properly and safely
- Operates trucks, trenchers, skip loaders, backhoes, compressors, tapping machines, and a wide variety of other motorized equipment; operates and uses a wide variety of hand and power tools
- Maintain equipment and vehicles properly
- Work as a team member with other employees
- Make decisions within specified time restraints
- Must have good communication skills; requires a calm demeanor in responding to customer questions/and or complaints, and dealing with the general public in everyday activities

- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Knowledge of the principles, methods and procedures of maintenance and repair of water lines
- Knowledge of occupational hazards, safety standards and precautions, and city and state traffic laws, rules and regulations
- Knowledge of water system operations, plumbing and pipe-fitting
- Ability to establish and maintain effective working relationship with public and other employees
- Follow departmental and city procedures.

Job Context

The Utility Laborer I and II is a full-time, permanent position in the Utility Department. The immediate supervisor for this position is the Utility Field Supervisor, followed by the Utility Assistant, the Assistant Public Works Director and the Public Works Director/Operations Director. The person in this position is supervised on a daily basis, and does not supervise. The Utility Laborer I and II works regularly-scheduled hours year-round, with slight to moderate overtime in outside weather conditions 95% of the time with 5% of work being completed indoors. There is exposure to chemicals and/or hazardous materials. The person in this position must have a valid driver license with a good driving record and a high school graduate degree and/or GED or, equivalent combination and experience required to perform the essential position functions. The stress level associated with this position is moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; lift; shoveling or dig.

Mental demands: While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information and/or new skills. The employee is occasionally required to deal with dissatisfied individuals.

FLSA: Non - Exempt

REPORTS TO: Operations Director for Public Works, Assistant Public Works Director, Utility Field Supervisor, Utility Assistant.

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.

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Signature Acknowledging Job Description Date

* Revision adopted 4/19/2016

.City of Horn Lake – Public Works
Job Description – Utility Field Supervisor

Purpose of Position

Responsible for leading in the maintenance and repair of utility lines, utility taps, fire hydrants, meter change outs, and other work. May operate heavy and specialized equipment and perform maintenance repair and construction work on public works facilities and projects.

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

- Participates in manual labor associated with the operation, maintenance, repair and construction of the roadway system, including roadway, shoulder and sidewalk operation maintenance and construction
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the storm drainage system
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the water system
- Installs, tests, inspects, replaces, maintains and repairs water meters; tests, disassembles and cleans water meters
- Investigates customer's complaints regarding water bills; identifies cause of excessive water consumption and advises customers of necessary repairs or alterations
- Performs skilled work in assembling, laying and aligning water distribution and wastewater collection mains and service lines
- Locates and repairs leaks
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the sanitary sewer system

- Maintenance of city facilities as necessary
- Clean, maintain, and service water pumps, equipment and tools
- Occasional operation of backhoe and front-end loader
- Read water meters; assist in building maintenance
- Performs mechanical work as needed
- Performs occasional welding
- Minor construction projects, carpentry, concrete, janitorial services
- Supervises staff daily on various projects
- Performs other duties as directed

Knowledge, Skills and Abilities

- Operate equipment properly and safely
- Operates trucks, trenchers, skip loaders, backhoes, compressors, tapping machines, and a wide variety of other motorized equipment; operates and uses a wide variety of hand and power tools
- Maintain equipment and vehicles properly
- Work as a team member with other employees
- Make decisions within specified time restraints
- Must have good communication skills; requires a calm demeanor in responding to customer questions/and or complaints, and dealing with the general public in everyday activities
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Knowledge of the principles, methods and procedures of maintenance and repair of utility lines
- Knowledge of occupational hazards, safety standards and precautions, and city and state traffic laws, rules and regulations
- Knowledge of utility system operations, plumbing and pipe-fitting
- Ability to establish and maintain effective working relationship with public and other employees
- Follow departmental and city procedures

Job Context

The Utility Field Supervisor is a full-time, permanent position in the Utility Department. The immediate supervisor for this position is the Utility Assistant, followed by the Assistant Public Works Director and the Public Works Director/Operations Director. The person in this position is supervised on a weekly basis, and has supervisory authority. The Utility Field Supervisor works various hours. There is exposure to chemicals and/or hazardous materials. The person in this position must have a valid driver license with a good driving record and a high school graduate degree and/or GED, or, any equivalent combination and experience required to perform the essential position functions. The stress level associated with this position is moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; lift; shovel or dig.

Mental demands: While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information and/or new skills. The employee is occasionally required to deal with dissatisfied individuals.

FLSA: Non - Exempt

REPORTS TO: Operations Director Public Works, Assistant Public Works Director, Utility Assistant.

SUPERVISES: Utility 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.

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Signature Acknowledging Job Description Date

* Adopted 4/19/2016

City of Horn Lake – Public Works

Job Description – Utility Assistant

Purpose of Position

Incumbent serves as Assistant Office Manager for Utility billing and collections, responsible for administering department operations, supervising personnel and preparation of financial statements. 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 of the work is similar, related or a logical assignment to this position.

Major Duties and Responsibilities

In the absence of the Operations Director and Assistant Public Works Director, supervises and directs Utility Field Supervisor and Laborers and other assigned personnel and operations, including reviewing position documentation for newly created or revised positions, planning, delegating and controlling work assignments, and orienting new subordinates regarding department policies/procedures and expected performance results.

- Assist in the preparation of a journal and trial balance for water, sewer, including collecting information from billing software and making adjustments to accounts as necessary
- Assist in the verification of revenue received by the office for utility services and balances totals
- Review utility billings and other office mailings
- Receives and investigates citizen complaints pertaining to billing and initiates appropriate action to solve valid complaints
- Assist the review of the computer system components for the Utility Billing Department, including installing software and maintaining communication with vendor(s) as needed
- Assist in the preparation and submission of narrative, financial, and statistical reports to appropriate individuals or agency, including, but not limited to, income statement, balance sheet, retained earnings , cash flow, and gross income tax report
- Assist in the review of employee time sheets for the department
- Monitors handheld readers for utility department and insures the proper transfer of files to computer according to department requirements
- Maintains water, sewer, and fixed assets accounting information
- Assist in the calculation of the water and sewer sales tax, and insures that payment is made

Other Duties & Responsibilities:

- Performs other duties as assigned or needed.

Job Specifications:

- Knowledge of policies, procedures and operations of the various utility departments, including knowledge of rate structures and billing procedures
- Thorough knowledge of bookkeeping principles and techniques, and working knowledge of various state and city laws, rules and regulations concerning utility billings
- Thorough knowledge of current accounting software and microsoft office suite of computer programs
- Must have considerable knowledge of the preparation and presentation of reports containing financial information and data and experience preparing and presenting oral and written reports
- Ability to provide public access to or maintain confidentiality of department information and records according to state requirements
- Ability to occasionally work extended hours, including weekends and/or evenings
- Must have considerable knowledge of computerized accounting systems and experience using personal computers to enter, retrieve, and edit spreadsheets
- Must have knowledge and skill in MS office software- Word, Excel, Outlook, basic accounting, budgeting, strategic management, bankruptcies and property liens

- Must have proven skills in conflict resolution, resilience, proactive engagement, technical writing, HR policies, customer service, collaboration, coaching/mentoring, and delegation;
- Ability to communicate and deal with the public and co-workers in a professional and positive manner
- Ability to handle customer complaints skillfully and respectfully
- Ability to work and deal with a wide range of individuals, dealing with situations in which the individual may be upset over some issue involved with the utility billing and collection division
- Ability to work effectively with frequent interruptions in a team environment as a team player
- Integrity, in the performance of assigned tasks
- Performs a variety of recurring duties determined by flexible customary routine, seasonal deadlines and the service needs of the public.
- Incumbent occasionally makes decisions in absence of specific policies and procedures, and/or guidance from supervisor. Errors in decisions or accuracy of work are readily detected through standard bookkeeping checks and procedure safeguards. Undetected errors may lead to loss of time to correct the error and loss of money to the department.

Job Content

The Utility Assistant position is a full-time, permanent position in the Utility Department. The immediate supervisor for this position is the Assistant Public Works Director, followed by the Operations Director. The person in this position is supervised on a weekly basis and may have some supervisory authority. The Utility Assistant works regularly hours year round and occasionally works extended hours, including evenings and weekends. 100% of the work is completed indoor. The position has accountability for monetary and fiscal issues related to the work for which the position is responsible. The person in this position must hold a high school diploma or GED. An associate's degree or higher is recommended. Equivalent years of service may be substituted in lieu of the education. The stress level may be high at times depending on the situation. Physical work involved with this position includes lifting file boxes, typing, and ten key and answering phones.

FLSA: Non -Exempt

REPORTS TO: Operations Director Public Works, Assistant Public Works Director

SUPERVISES: Utility Field Supervisor, Utility Laborers, and others 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.

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Signature Acknowledging Job Description Date

* Adopted 4/19/2016

City of Horn Lake – Public Works
Job Description – Street Labor I, II & III

Purpose of Position

To repair and maintain City streets, right-of-ways and spray for mosquitoes. 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.

Street Laborer I - $10.00/hr.

This is the entry level class of Street Laborer series. Initially, under close supervision, incumbents learn general street maintenance practices and City procedures. As experience is gained, there is greater independence of acting within established guidelines. This class is flexibly staffed with Street Laborer II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications of the higher class.

Street Laborer II - $11.00/hr.

This is the journey level class of the Street Laborer series in which incumbents are fully competent to independently perform a variety of street laborer duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Specific duties will vary based on the organizational unit to which assigned, areas include street maintenance and repair, street sign repair, and other specific duties. This class is distinguished from the Street Laborer II, in that the latter is a lead class that provides technical and functional supervision over staff and performs the most complex street maintenance duties.

Street Laborer III - $12.00/hr.

This is the more experienced level class of the Street Laborer series in which incumbents are fully competent to supervise street personnel in a variety of street laborer duties from the most basic to the most complexed. Experienced in the use of equipment such as, backhoe, track hoe, tractors, and other equipment used in the duties of street maintenance repairs and other specific duties. May exercise technical supervision over assigned maintenance personnel on projects.

Major Duties and Responsibilities

Repair and maintain City streets

- Load all necessary tools and materials onto truck(s)
- Use cold patch, hot patch, and crack sealant as directed to repair or maintain streets
- Repair holes cut in streets for maintenance of city infrastructure
- Build, repair and maintain concrete or asphalt shoulders and curbs as directed
- Repair, build up and replace manholes as needed
- Build, repair and maintain curb cuts for handicap access

- Salt and sand roads in winter weather conditions as needed

Perform light maintenance on trucks

- Clean and wash interior and exterior of vehicles
- Check fluid levels- oil, transmission, brake, and wiper
- Grease and lubricate mechanical components
- Inspect vehicles for major problems and report these to supervisor

Clean City streets

- Use shovels and brooms to clean streets of debris
- Dispose of refuse properly at landfill
- Spray for mosquitoes

Perform other duties as directed

Job Context

The Street Laborer I and II is a full-time position in the Street Department. The immediate supervisor for the position is the Assistant Public Works Director, followed by the Public Works Director/Operations Director. The person in this position is supervised on a daily basis and has no supervisory authority, unless assigned a street laborer(s) of a lower level class. The Street Laborer works regular hours year round, with occasional overtime when the workload demands it. There is no night or shift work. The person in this position is not on call. 100% of this work is outdoors and requires work done in all types of weather conditions. The position has accountability for safety issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials on a daily basis. This exposure includes, but not limited to, mosquito spray chemicals, cleaning fluids, hot tar, and various petroleum products. The person in this position should have a high school diploma or its equivalent. No experience is needed to perform the duties of this position. The stress level associated with this position is moderate. Physical work involved with this position includes, but is not limited to, lifting, walking, shoveling, digging and climbing.

Knowledge, Skills and Abilities

Knowledge

- Proper use of hot mix and other types of specialized street repair materials
- Proper use of hand tools
- Proper use of power tools
- Proper methods for pouring concrete
- Basic vehicle maintenance
- Horn Lake City layout
- City ordinances
- 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

Skills and Abilities

- 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, etc., both oral and written
- Work autonomously when necessary
- Maintain confidentiality
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures

FLSA: Non - Exempt

REPORTS TO: Operations Director for Public Works, Assistant Public Works Director, and Street Laborer of a higher level class (when assigned).

SUPERVISES: Street Laborer of a lower class (when 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.

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Signature Acknowledging Job Description Date

* Revision adopted 4/19/2016

City of Horn Lake – Public Works

Job Description –Public Works Director

Purpose of Position

To direct and oversee all areas of public works, including streets, water, sewer, sanitation, brush/litter, the city shop, and maintenance of city buildings. 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 directs all Street related issues

- Oversee and direct the repair and maintenance of City streets
- Makes sure that cold patch, hot patch, and crack sealant are used to repair or maintain streets
- Oversees the repair of holes cut in streets for maintenance of city infrastructure
- Directs the building, repairing and maintaining of concrete or asphalt shoulders and curbs
- Oversees the repair, build up and replacement of manholes as needed
- Oversees the build, repair and maintenance of curb cuts for handicap access
- Directs the salting and sanding of roads in winter weather conditions as needed

Coordinates and directs all Sanitation related issues (if/when necessary)

- Plans and directs establishment of sanitation collection routes and assignment of personnel and equipment (currently outsourced)
- Coordinates activities of workers concerned with sewage treatment, recycling or incineration plants, and landfill activities of disposal sites
- Notifies individuals of violations and initiates actions to obtain compliance with regulations
- Confers with engineering and other technical personnel to advise and assist in development, design, and installation of sanitation facilities
- Prepares material such as handbills or press releases to keep public informed of changes in regulations

Coordinates and directs all Utility and Sewer related issues

- Oversee operation, repair, and maintenance of water and sewer systems
- Maintains water wells and makes recommendations for new wells/plants
- Establish city policies relating to matters such as regulation of distribution and use of water, transportation and treatment of wastewater operation and maintenance standards, and standards concerned with construction of drainage systems
- Recommends changes in policy, basing recommendations on study of capacity of present facilities and probable future water needs
- Prepares directives to carry out policies approved by the Board
- Inspects field operations and reviews periodic reports from subordinates to determine progress of construction and maintenance projects, distribution of water, wastewater collection of charges to users, and status of other phases of operation
- Reviews budget estimates and compiles and approves estimates for City

Oversees the building and maintaining of right of ways and drainage ditches

- Supervises the clearing of trees and brush from right of ways and ditch areas

- Makes sure that ditches are cut and gutters and grates are clean

Coordinates all City Shop issues

- Oversees and directs light maintenance on trucks
- Makes sure that vehicles are cleaned and washed, interior and exterior
- Oversees the checking of fluid levels- oil, transmission, brake, and wipers
- Makes sure that mechanical components are greased and lubricated
- Inspect vehicles for major problems
- Orders garage / shop supplies
- Orders unleaded / diesel fuel for all city vehicles
- Maintains log of fuel use

Perform other duties as needed

Job Context

The Operations Director is a full-time, permanent position in the Public Works Department. The immediate supervisor for the position is the Mayor. The person in this position is supervised on a weekly basis and directly supervises 30 (+/-) full time employees and disciplines or recommends disciplinary decisions for those employees when necessary. The Operations Director works regular hours most of the time, with some flexibility when required when the workload demands it. The person in this position always works more than 40 hours a week. There is occasionally night work involved with this position when an emergency arises. This position never requires shift work and the person in this position is always on call.

This position is 20% indoor work and 80% outdoor work, which requires work done in all types of weather conditions. This position has accountability for budgetary, safety and legal issues related to the work for which this position is responsible.

There is exposure to chemical and/or hazardous materials on a daily basis. This exposure includes, but is not limited to, weed killer, fertilizer, oil, gasoline, raw sewage and other petroleum products. The person in this position must have a high school diploma or its equivalent, and must hold a valid driver's license, preferably with a Bachelor's or Associates degree in a related field, and at least five (5) years of experience. Relevant experience may be substituted in lieu of education. The stress level associated with this position is very high. Physical work involved with this position includes, but is not limited to, lifting, walking, shoveling, digging, climbing, and operating dozers and excavators.

Knowledge, Skills and Abilities

Knowledge

- Proper use of hand tools
- Proper use of power tools
- Basic vehicle maintenance
- Horn Lake city layout
- Horn Lake water and sewage system

- City ordinances, policies and procedures
- Homeland security issues
- Considerable knowledge of water and sewer systems
- 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
- General functions and operations of municipal government
- Mathematical skills, including addition, subtraction, division and multiplication

Skills and Abilities:

- Being able to trouble shoot equipment
- Work under adverse conditions
- Use radios and other communications equipment
- Use standard department equipment properly
- 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, 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
- Follow departmental and City policies and procedures

FLSA: Exempt

REPORTS TO: Mayor

SUPERVISES: All Public Works Department 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.

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Signature Acknowledging Job Description Date

* Adopted 4/19/2016

City of Horn Lake – Public Works

Job Description –Public Works Clerk

Purpose of Position

Responsible for the performance of a variety of moderately complex clerical duties required in the daily administration of the Horn Lake Department of Public Works which include scheduling appointments, answering incoming calls to the Department, providing information to callers and relieving supervisory personnel of routine clerical and administrative work by performing the following duties.

Major Duties and Responsibilities

- Reads and routes incoming mail. Locates and attaches appropriate file/back up information to correspondence to be answered by the Director of Public Works and/or designee.
- Composes and types routine correspondence as requested.
- Reviews accuracy of all invoices submitted to ensure that all are within budgetary limitations and sufficient for subsequent completion of annual audit.
- Receives, records and submits all accounts receivables to the appropriate budgetary item and works directly with Accounts Payable to ensure accuracy.
- May assist in the preparing of specifications and associated documents for the purchase of supplies, equipment and/or materials needed in facilitation of public works activities and projects.
- Organizes and maintains file system and file correspondence and other records.
- Answers public works phone calls.
- Handles purchasing of supplies and equipment; and arranges for equipment maintenances as instructed.
- Greets scheduled visitors and directs to appropriate area or person.
- Other duties as assigned.

Education and/or Experience. One (1) year certificate from college or technical school; or one to three years related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read and comprehend moderately complex instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability. Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills. To perform this job successfully, an individual should have knowledge of Word Processing software.

Certificates, Licenses, Registrations. Must possess a valid Driver's License.

Other Skills and Abilities. Must have basic knowledge of the methods, practices, and procedures in general office administration, which also includes basic abilities in the operation of personal computers, calculators, copy machines, and fax machines; general knowledge of computer word processing software (Microsoft Office preferred), business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.

Ability to deal courteously and effectively with the public, governmental officials, and other employees of the City of Horn Lake.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Job Content

The Public Works clerk is a full-time, permanent position in the Public Works Department under supervision and specific direction from the Operations Director. The person in this position is supervised daily and works regularly scheduled hours throughout the year. This position is 95% indoors with 5% outdoors depending on the nature of the work performed. There is a slight risk of exposure to chemicals and/or hazardous materials on a daily basis. The person in this position must hold a valid driver's license and a high school diploma or GED. Physical work involved with this position includes lifting file boxes, typing, and ten key and answering phones.

FLSA: Non - Exempt

REPORTS TO: Operations Director Public Works, Assistant Public Works 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.

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Signature Acknowledging Job Description Date

* Adopted 4/19/2016

City of Horn Lake – Public Works

Job Description – Utility Meter Reader

Purpose of Position

Under general supervision, reads, records and reports readings of water meters using a hand-held meter reading computer; interacts with customers and addresses questions and resolves complaints; reports abnormal or suspicious meter conditions or usage patterns; makes field repairs to meters; and performs related duties as assigned.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Major Duties and Responsibilities

- Reads and records consumer water meters in accordance with an assigned schedule and route; identifies sites for meter reading and uses maps to establish a systematic route; enters meter readings into a hand-held meter reading computer; ensures accuracy of readings
- Examines meters for signs of tampering and reports inoperative, leaking, malfunctioning, or damaged meters and registers; tags property; reports hazards including gas odors and exposed electrical wiring; reports violations of backflow prevention
- Answers general questions regarding billing or other utilities-related subjects; advises the public of rules, codes and procedures; instructs the public on reading meters and calculating consumptions for personal records; relays inquiries to Meter Reader Supervisor when appropriate
- Posts non-payment notices; posts sign-up or shut-down notices; turns water services on and off as required; makes appointments for readings to be re-checked
- Makes field repairs to water meters and performs routine maintenance; pulls meters for calibration; cleans brush, dirt or vines away from meter boxes using appropriate equipment and tools; generates requests to Maintenance and Operations for larger repairs.
- Suggests changes to improve routing and meter location information.
- Locates water meters for work and construction crews.
- Assists in making emergency repairs to water mains.
- Performs related duties as required

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operation and appropriate usage of various types of water meters
Operational characteristics of general maintenance and construction equipment and tools used in work activities
Operational characteristics of hand held and radio meter reading equipment.
Basic map reading
Geography of the area and location of meters
Principles of customer service.
Basic mathematical principles
Modern office procedures, methods, and equipment including computers
Pertinent federal, state, and local laws, codes, and regulations
Principles and practices of record keeping and reporting
Occupational hazards and standard safety practices
Safe driving principles and practices

Ability to:

Operate a hand-held meter reading computer
Safely operate a motor vehicle
Accurately and efficiently take meter readings
Interpret and apply policies, procedures, laws, and regulations pertaining to meter reading programs and functions
Read maps and follow a prescribed route and schedule
Perform mathematical calculations at a level necessary for successful job performance
Respond to requests and inquiries from the public
Work independently in the absence of supervision
Maintains records used in the course of work
Utilize standard office equipment including computers and related software applications
Ensure adherence to safe work practices and procedures
Learn and apply new information or new skills
Follow oral and written instructions
Understand and carry out oral and written directions
Demonstrate an awareness and appreciation of the cultural diversity of the community
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Work cooperatively with others

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions

Environment: Work is performed primarily outdoors while walking or driving, with occasional indoor office work. Frequent exposure to: moving mechanical parts at construction sites and from heavy equipment; excessive noise from traffic and train tracks; dust, gas fumes, or chemicals while walking or driving; and falling objects on site and at construction locations. Frequent exposure to extreme temperatures, humidity, rain; slippery or uneven surfaces and rough terrain; moving mechanical parts; excessive noise and vibration from meter repair equipment, compressors, traffic, trains and while operating a vehicle. Work is occasionally performed at heights while working on embankments or inclines.

Physical: Constant sitting while driving or in meetings; walking meter routes and at construction sites; balancing on hills, embankments and ledges; stooping, squatting; bending at the neck and waist to drive, read and perform low level work; reaching below the shoulder; pushing and pulling of materials/equipment into and out of the truck and of meter lids; fine manipulation, simple grasping and repetitive use of hands to use hand held processor, read meters and operate a computer; lifting and carrying of meter lids, sticks and other equipment weighing up to 50 pounds; driving to and from meter locations. Frequent kneeling, climbing; twisting at the neck and waist; power grasping to shovel, use a meter stick, lifting and opening the vehicle; lifting and carrying of meters and lids weighing up to 75 pounds. Occasional standing, crawling, and climbing to read meters and traverse hills, embankments and ledges; reaching above the shoulder; and lifting and carrying meter boxes and lids weighing up to 100 pounds.

Vision: See in the normal visual range with or without correction; vision sufficient to operate a vehicle and equipment; read computer screens, meters, and printed documents.

Hearing: Hear in the normal audio range with or without correction to listen for signs of danger, operate a radio and communicate with others

Job Content

The Public Works Meter Reader is a full-time, permanent position in the Public Works Department under supervision and specific direction from the Utility Field Supervisor, followed by the Utility Assistant, the Assistant Public Works Director, and the Public Works Director/Operations Director. The person in this position is supervised daily and works regularly scheduled hours throughout the year. This position is almost 100% outdoors, but with occasional indoor office work. There is an occasional risk of exposure to chemicals and/or hazardous materials on a daily basis. The person in this position must hold a valid driver's license and a high school diploma or GED.

FLSA: Non Exempt

REPORTS TO: Operations Director Public Works, Assistant Public Works Director, Utility Assistant, Utility Field Supervisor

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 4/19/2016

City of Horn Lake – Public Works

Job Description – Mechanic

Purpose of Position

Under direction, repairs, services, and performs major and minor repairs to City automobiles, trucks, emergency equipment, tractors, and other equipment.

Major Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Inspect automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair.
2. Perform general overhaul and repair work on gasoline, diesel and propane powered engines such as automobiles, trucks, tractors, police and fire vehicles and equipment, and other automotive and mechanical equipment at off-site locations and at the city shop/garage.
3. Inspect, adjust, and replace necessary units and related parts including valves, hoses, belts and alternators.
4. Repair cooling, fuel, electrical, and exhaust systems; tune engines using standard testing equipment.
5. Diagnose, repair, and maintain hydraulic systems.
6. Perform preventive maintenance work on vehicles, including lubrication and oil changes.
7. Fabricate and weld to repair equipment as necessary.
8. Perform vehicle body work and collision repair.
9. Operate vehicles and equipment to aid in diagnostics; pick up and deliver vehicles and parts.

10. Install emergency equipment for emergency vehicles; perform repair work on other City equipment and systems as necessary.
11. Clean and maintain the city shop/garage area and equipment.
12. Inventory, order and control tools, supplies and materials for city shop/garage; research, compare, and locate parts, equipment, and vehicles.
13. Maintain records on all maintenance and repair work performed; track recalls, smog inspection dates, and warranties for all vehicles.
14. Perform other related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Methods, materials, equipment, and tools used in vehicle and equipment maintenance and repair.
- Various mechanical systems of gasoline and diesel engines.
- Various electrical systems of gasoline and diesel engines.
- Standard practices, equipment and tools of the automotive and equipment mechanical trade.
- Principles and practices of gasoline and diesel engine repair and maintenance.
- Methods and techniques of welding and fabrication.
- Operating and repair characteristics of hydraulic systems.
- Principles and practices of fire truck pump and valve repair and maintenance.
- Basic principles of record keeping.
- Shop mathematics.
- Occupational hazards and standard safety procedures

Ability to:

- Perform a variety of duties in diagnosing, troubleshooting, and repairing vehicles, equipment and components.
- Inspect automotive, emergency and public works equipment to locate mechanical defects, to diagnose mechanical, electrical and hydraulic problems and to determine corrective procedures.
- Perform a variety of welding work.
- Estimate time and materials needed for work.
- Maintain a variety of shop and repair records and logs.
- Use various hand and power driven shop tools.
- Prepare and maintain clear and accurate reports.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions

Work is performed primarily in a shop environment; occasional field environment with some

travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings.

Physical: Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Job Content

The Public Works mechanic is a full-time, permanent position in the Public Works Department under supervision and specific direction from the Operations Director. The person in this position is supervised daily and works regularly scheduled hours throughout the year. This position is 95% indoors with 5% outdoors depending on the nature of the work performed. There is a high risk of exposure to chemicals and/or hazardous materials on a daily basis. The person in this position must hold a valid driver's license and a high school diploma or GED.

FLSA: Non - Exempt

REPORTS TO: Operations Director Public Works, Assistant Public Works 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 4/19/2016

City of Horn Lake – Public Works

Job Description – Assistant Public Works Director

Purpose of Position

Under the general direction from the Public Works Director, assists in the planning, organization, directing and supervising the activities of the Public Works Department including capital improvement project management activities, directing the maintenance operations of roadways, storm water, utilities, equipment maintenance, buildings and engineering, and provides expert professional assistance to the Director in areas of expertise, including but not limited to engineering, transportation, municipal utilities and other related duties as required.

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

An incumbent in this position is an assistant department head with responsibility to support or act as the director in his/her absence. Expectations for this position include management skills, policy development, program planning, fiscal management, administration, and operational direction of the City's public works functions as directed.

• Plans, organizes, controls, integrates and evaluates the work of contractors performing construction of capital improvement projects and other contract services for the City as directed.
• Assists in the development, implementation and monitoring of long and short term goals and objectives focused on achieving the Department's mission and priorities as directed.
• Participates in the development of the annual department budget including capital improvement and contract services budgets.
• Manages and assists in the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
• Plans, organizes, directs and evaluates programs and activities associated with the maintenance of the City's public works infrastructure.
• Provides leadership and a role model for a highly competent and trained, customer service oriented staff.
• Integrates the efforts and planned results of construction improvement projects and contract services with the ongoing and planned City maintenance and repair by the department.
• As directed, presents information and participates in discussions with the Board, Mayor, other department heads, citizen groups, individuals, contractors and others on departmental issues.
• Assembles the necessary resources and information to solve a broad range of programmatic and service delivery problems in the delivery of public works and utility services.
• Assists in the preparation of new City ordinances and the revision of existing ordinances relevant to the department.
• Coordinates reviews and evaluates the construction documents prepared by the City's contract engineers, independent contract service providers, and others as directed.

• Assists the Director with negotiations with other agencies, utilities, groups and individuals on a wide variety of issues pertaining to public works.
• Develops specifications and bid documents for a variety of public works designs, construction and maintenance projects; recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.
• Reviews and advises on private development plans to ensure conformance to the City's adopted specifications, standards, policies and practices.

Knowledge of:

Theory, principles, practices and techniques of public works, traffic engineering, municipal water and sewer engineering, storm water management, utilities, roadway, equipment and building maintenance, and construction management functions; applicable federal, state and local law, codes and regulations governing the administration of public works and public utility and other infrastructure functions and activities, principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; principles and practices of management and supervision; operation and use of computer applications typically used within the public works field.

Ability to:

Assist in the planning, directing and integrating comprehensive public works and utilities programs and activities; analyzing complex engineering and maintenance issues and problems, evaluating alternative solutions and develop sound conclusions, recommending courses of action; presenting proposals and recommendations clearly and logically in public meetings; understanding, interpreting, explaining and applying local, state and federal law and regulations governing public works and utility services, evaluating management practices and adopting effective courses of action; developing clear, concise and independent judgment within general policy guidelines; establishing and maintaining effective working relationships with other City Officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.

Job Content

The Assistant Public Works Director is a full-time, permanent position in the Public Works Department. The immediate supervisor for this position is the Operations Director. The person in this position is supervised on a weekly basis and has supervisory authority. The Assistant Public Works Director works regularly hours year round. This position is always on call. 15% of the work for this position is indoors in an office environment and in the maintenance shop; 85% of the work for this position is outdoors and requires work done in all types of weather conditions. This position has accountability for monetary, fiscal, budgetary, safety and legal issues related to the work for which this position is responsible.

There is exposure to chemical and/or hazardous materials on a daily basis. This exposure includes, but is not limited to, weed killer, fertilizer, oil, gasoline and other petroleum products. The person in this position must have a high school diploma or its equivalent, and must hold a valid driver's license, preferably with a Bachelor's or Associates degree in a related field, and at least three (3) years of experience. Relevant experience may be substituted in lieu of education. The stress level associated with this position is moderately high and varies with seasonal activities and workload.

Physical work involved with this position includes, but is not limited to the physical activities done by all other Public Works Department employees.

FLSA: Exempt

REPORTS TO: Operations Director Public Works

SUPERVISES: All Public Works Department employers (excluding the Director)

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 4/19/2016

Order #04-24-16

Order to approve the memorandum agreement with HL3, LLC and LAKE 49, LLC

Be It Ordered

By the Mayor and Board of Aldermen to approve the memorandum agreement with HL3, LLC and LAKE 49, LLC for extension of sewer service to Circle G Ranch development, in substantially the same form as presented, with any revisions, insertions, or deletions deemed necessary by the Mayor or City Attorney.

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 Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order #04-25-16

Order to approve purchase/financing of 42 mobile and 46 handheld radios for E911 compliance

Be It Ordered

By the Mayor and Board of Aldermen to approve the purchase/lease purchase of 42 mobile and 46 handheld radios for E911 compliance at a cost not to exceed $400,000.00 under the statewide MSWIN Motorola 3429 contract; to authorize the Mayor to execute all documents associated with the lease purchase financing of said equipment through the vendor or the entity submitting the lowest interest rate; and, to the extent necessary, designating the lease purchase as a qualified tax-exempt obligation for purposes of Section 265(b) of the Internal Revenue Code of 1986, as emended.

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 Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order# 04-26-16

Determination to go Into Executive Session

Be it Ordered:

By the Mayor and Board of Aldermen go into determination for Executive Session.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order# 04-27-16

Order to come out of Determination for Executive Session

Be it Ordered:

By the Mayor and Board of Aldermen to come out of Determination for Executive Session.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Smith and Alderman Lay.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order #04-28-16

Order to go into Executive Session

Be it Ordered:

By the Mayor and Board of Aldermen to go into Executive Session for the following:

1. Strategy session with respect to pending litigation involving a tax sale purchaser.
2. Discussions regarding personnel matters in the finance/administration department.

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 Pettigrew, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Smith and Alderman Lay.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order #04-29-16

Order to come out of Executive Session

Be it Ordered:

By the Mayor and Board of Aldermen to come out of Executive Session.

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 Pettigrew, Alderman Lay, Alderman Jones, Alderman Bledsoe, and Alderman Roberts.

Nays: None.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

Order #04-30-16

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, and Alderman Bledsoe.

Nays: Alderman Jones and Alderman Roberts.

Absent: Alderman Smith.

So ordered this 19th day of April, 2016.

_____
Mayor

Attest:

_____
City Clerk
Seal

****

The minutes for the April 19, 2016 Mayor and Board of Aldermen meeting were presented to the Mayor for his signature on _____, 2016.

_____
City Clerk
Seal