

**MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN MEETING
MARCH 19, 2019 BEGINNING AT 6:00 P.M.**

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

Mayor Allen Latimer
Alderman Johnson
Alderman Jones

I. Vote on Municipal Docket

II. Consent Agenda

- A. Approval of minutes March 5, 2019 Mayor and Board of Aldermen meeting and March 14, 2019 Mayor and Board of Aldermen recess meeting.
- B. Approval of Municipal Compliance Questionnaire.
- C. Acknowledgement of Audit Engagement Letter with Watkins Uiberall.
- D. Approval of the sponsor the DeSoto County Economic Development Council Salute to Industry and Autism Intervention Tournament for \$600.00 each to be paid with hotel/motel tax proceeds, finding that said event/organization promote the attributes of the City and/or promote the City's tourism and economic development.
- E. Requesting Officer I. Nowell be promoted from P2 to P3 at the rate of \$21.61 per hour beginning pay period date March 24, 2019.
- F. Requesting Officer C. Muskin be promoted from P2 to P3 at the rate of \$21.61 per hour beginning pay period date March 24, 2019.

III. Claims Docket

IV. Special Guest/Presentation

- A. Randy Denton: State Representative District 25
- B. Rev. Pellom: House of Grace
- C. James Powell: Unmanaged Drainage in Church Rd. Estates
- D. Patricia Washington: Water Bill

V. Planning

- A. Case No. 1904 – Plat Revision – Turman Farms Lot 1 Area 4
- B. Case No. 1905 – PUD Amendment – Weatherstone PUD

VI. New Business

- A. Consideration of an Override of the Mayor's Veto of Board Order #03-07-19 to authorize the Public Works Department to begin the bid process for street repairs in the Holly Grove Subdivision to be paid from the Municipal Street Fund Account.
- B. Request approval on revised Court Job Descriptions.

- C. Request for Horn Lake High School DECA program for DECA International Career Development Conference sponsorship of \$2,800.00 for the attendance of Madison Burton and Emily Little to be paid with hotel/motel tax proceeds, finding that said event/organization promote the attributes of the City and/or promote the City's tourism and economic development.
- D. Request salary budget adjustment in the Court Department to not fill one (1) open position and provide a pay increase at the following rate: Brianna Snyder \$12.50 per hour, Cindy White \$14.00 per hour, Keena Keel \$15.50 per hour, Amy Ray \$17.00 per hour effective March 24, 2019.
- E. Request approval on revised Finance and Administration Job Descriptions.

VII. Mayor / Alderman Correspondence

VIII. Department Head Correspondence

IX. Engineer Correspondence

X. City Attorney Correspondence

XI. Executive Session

XII. Adjourn

March 19, 2019

Be it remembered that a meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on March 19, 2019 beginning at 6:00 p.m., it being the said time and place for conducting the meeting.

When and where the following were present: Allen Latimer, Mayor, Alderman White, Alderman Bledsoe, Alderman Smith, Alderman Jones, Alderman Johnson, Alderman Roberts, Jay Williams, Public Works Assistant Director, Jim Robinson, City Clerk, Troy Rowell, Police Chief, David Linville, Fire Chief, Willie Davidson, Planning Director, Arianne Linville, HR Director, Tara Warren, Court Clerk, Vince Malavasi, City Engineer, and Billy Campbell, City Attorney.

Absent: Alderman Guice was absent during roll call, but arrived at 6:45p.m.

THE CITY OF HORN LAKE

Proclamation

WHEREAS, Alderman Smith and his wife Janice have been married for 50 years. They have three (3) children, eight (8) grandchildren and five (5) great grandchildren.

WHEREAS, Alderman Tim Smith began his career with the City of Horn Lake in 1981.

WHEREAS, Alderman Smith has served as an Alderman for twenty-seven (27) years.

WHEREAS, Alderman Smith served from 1981-1989, 1997-2001 and 2005 to present.

WHEREAS, Alderman Smith served three (3) years on the Planning Commission, one (1) year on design review and over ten (10) years as a Police Officer.

WHEREAS, Alderman Smith accomplishments consists of many things throughout his tenure with the City of Horn Lake.

WHEREAS, He is most proud of his efforts towards recruiting industry and retail to the City of Horn Lake, the retail center at Bullfrog corner and his influence on the Interstate Boulevard and Windchase Projects.

WHEREAS, Alderman Smith has served the City of Horn Lake for 40 years of loyal and distinguished service.

NOW, THEREFORE, I, Allen B. Latimer, Mayor of the City of Horn Lake, do hereby proclaim April 30th, 2019 as "ALDERMAN TIM SMITH DAY" in Horn Lake, Mississippi and urge all to join in paying tribute to the many accomplishments of Alderman Smith.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Horn Lake, Mississippi to be affixed this 19th day of March, 2019.

Mayor Allen B. Latimer

Attest: _____
Date: March 19th, 2019

Order #03-18-19

Order to approve Municipal Docket

Be It Ordered:

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

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Smith, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Guice.

So ordered this 19th day of March, 2019.

Mayor

Attest:

City Clerk
Seal

Order to approve Consent Agenda

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Consent Agenda, items A-F, as follows:

- A. Approval of minutes March 5, 2019 Mayor and Board of Aldermen meeting and March 14, 2019 Mayor and Board of Aldermen recess meeting.
- B. Approval of Municipal Compliance Questionnaire.
- C. Acknowledgement of Audit Engagement Letter with Watkins Uiberall, dated March 14, 2019, for the FY 2018 Audit at a cost of \$29,000.
- D. Approval of sponsorship of the DeSoto County Economic Development Council Salute to Industry and Autism Intervention Tournaments for \$600.00 each to be paid with hotel/motel tax proceeds, finding that said event/organization promote the attributes of the City and/or promote the City's tourism and economic development.
- E. Requesting Officer I. Nowell be promoted from P2 to P3 at the rate of \$21.61 per hour beginning pay period date March 24, 2019.
- F. Requesting Officer C. Muskin be promoted from P2 to P3 at the rate of \$21.61 per hour beginning pay period date March 24, 2019.

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 Bledsoe, Alderman Smith, Alderman Jones, and Alderman Johnson.

Nays: Alderman Roberts.

Absent: Alderman Guice.

So ordered this 19th day of March, 2019.

Mayor

Attest:

City Clerk
Seal



CITY OF HORN LAKE
BOARD MEETING
March 19, 2019

| Department | 3/14/2019 | Overtime Amount |
|----------------------------|--------------|--------------------|
| Animal Control | \$3,135.56 | \$162.60 |
| Judicial | \$10,076.75 | \$0.00 |
| Fire/Amb | \$92,406.16 | \$0.00 |
| Fire/Budgeted OT | \$0.00 | \$5,933.58 |
| Fire/Non Budgeted OT | \$0.00 | \$772.56 |
| Fire/ST Non Budgeted OT | \$0.00 | \$172.47 |
| Finance | \$8,530.31 | \$0.00 |
| Legislative | \$4,540.20 | \$0.00 |
| Executive | \$2,873.00 | \$0.00 |
| Parks | \$13,157.59 | \$969.15 |
| Planning | \$5,156.03 | \$0.00 |
| Police | \$127,003.86 | \$5,812.47 |
| Public Works - Streets | \$16,199.65 | \$236.42 |
| Public Works - Utility | \$28,038.97 | \$2,034.76 |
| Grand Total | \$311,118.08 | \$16,094.01 |



**CITY OF HORN LAKE
BOARD MEETING
March 19, 2019**

CLAIMS DOCKET RECAP C-031919 & D-031919

| NAME OF FUND | TOTAL |
|---------------------------|-----------------------|
| GENERAL FUND | \$ 889,398.70 |
| COURT COSTS | \$790.00 |
| EXECUTIVE | \$47.72 |
| LEGISLATIVE | \$57.01 |
| JUDICIAL | \$3,870.34 |
| FINANCIAL ADMIN | \$922.31 |
| PLANNING | \$338.35 |
| POLICE | \$21,514.04 |
| FIRE & EMS | \$79,842.03 |
| STREET DEPARTMENT | \$6,121.23 |
| ANIMAL CONTROL | \$949.88 |
| PARKS & REC | \$35,182.90 |
| PARK TOURNAMENT | \$4,723.19 |
| PROFESSIONAL EXPENSE | \$276,297.70 |
| DEBT SERVICES | \$458,742.00 |
| HEALTH INSURANCE | \$0.00 |
| LIBRARY FUND | \$ 1,621.33 |
| ECONOMIC DEVELOPMENT FUND | \$ 50,471.00 |
| UTILITY FUND | \$84,935.98 |
| TOTAL DOCKET | \$1,026,427.01 |

| VENDOR | VENDOR NAME | ORG DESC | ACCOUNT DESC | AMOUNT | CHECK NO | FULL DESC |
|--------|----------------------|--------------------------|--------------------------------|--------------|----------|---------------------------------|
| 6262 | PEPSI BEVERAGES CO | PARKS & REC | RESELL/CONCESSION EXP | \$183.40 | 703171 | CONCESSION DRINKS |
| 6262 | PEPSI BEVERAGES CO | PARKS & REC | RESELL/CONCESSION EXP | \$3,078.64 | 703171 | CONCESSION DRINKS |
| 6184 | PLANTERS BANK | ADMINISTRATIVE EXPENSE | LEASE/PURCHASE PMNT | \$79,919.84 | 703172 | VARIOUS EQUIPMENT LEASE FINAL |
| 6233 | COMMUNITY BANK | DEBT SERVICE EXP | 2008 REFUNDING/CITY HALL | \$401,267.00 | 703173 | GO SER 2018 BOND |
| 9996 | ARRICA T JEFFERSON | GENERAL FUND | DEPOSITS ON HOLD - COURT BONDS | \$250.00 | 703274 | CB REFUND M2018-02049 |
| 9996 | KIMBERLY DAWN HOLLAN | GENERAL FUND | DEPOSITS ON HOLD - COURT BONDS | \$150.00 | 703276 | CB REFUND M2019 00180 |
| 9999 | BEST CARE HOME SERVI | GENERAL FUND | PRIVILEGE LICENSE | \$150.00 | 703310 | OVERPAYMENT FOR PLUMBING PERMIT |
| 9996 | MICHAEL EUGUNE LEWIS | GENERAL FUND | COURT FINES | \$240.00 | 703277 | REFUND ON APPEAL CASE 116701A |
| 9996 | SANDY MAYS | GENERAL FUND | RECREATIONAL PROGRAMS | \$75.00 | 703278 | REFUND REC S MAYS SON |
| 5801 | LIPSCOMB & PITTS INS | EXECUTIVE | WORKMAN'S COMP INSUR | \$47.72 | 703253 | WORKERS COMP 3RD QTR PREM |
| 5801 | LIPSCOMB & PITTS INS | LEGISLATIVE | WORKMAN'S COMP INSUR | \$44.53 | 703253 | WORKERS COMP 3RD QTR PREM |
| 3067 | DONNIE WHITE | LEGISLATIVE | TRAVEL & TRAINING | \$12.48 | 703215 | CAPITOL VISIT REIMB |
| 2443 | KAREN S CARTER | JUDICIAL | CONTRACT PERSONNEL | \$500.00 | 703250 | FINE DUE JUDGE |
| 2443 | KAREN S CARTER | JUDICIAL | CONTRACT PERSONNEL | \$500.00 | 703250 | FINES DUE JUDGE 2-28-19 |
| 5801 | LIPSCOMB & PITTS INS | JUDICIAL | WORKMAN'S COMP INSUR | \$111.34 | 703253 | WORKERS COMP 3RD QTR PREM |
| 2606 | HUNT ROSS & ALLEN | JUDICIAL | PROFESSIONAL SERVICES | \$99.00 | 703242 | ATTORNEY FEES DEC 2018 |
| 3185 | SYSCON INC | JUDICIAL | PROFESSIONAL SERVICES | \$2,160.00 | 703298 | COURT SOFTWARE |
| 6234 | HAYES LAW FIRM | JUDICIAL | PROFESSIONAL SERVICES | \$250.00 | 703237 | PROSECUTOR FEE 3-6-19 |
| 6272 | RYAN EVANS | JUDICIAL | PROFESSIONAL SERVICES | \$250.00 | 703284 | PROSECUTOR FEE 3-5-19 |
| 5801 | LIPSCOMB & PITTS INS | FINANCIAL ADMINISTRATION | WORKMAN'S COMP INSUR | \$95.43 | 703253 | WORKERS COMP 3RD QTR PREM |
| 1702 | FLEETCOR TECHNOLOGIE | FINANCIAL ADMINISTRATION | FUEL & OIL | \$14.35 | 703223 | FUEL FOR ADMIN |
| 1324 | MS MUNICIPAL CLERKS | FINANCIAL ADMINISTRATION | TRAVEL & TRAINING | \$60.00 | 703265 | |
| 1505 | OFFICE DEPOT CREDIT | FINANCIAL ADMINISTRATION | FURNITURE/EQUIP/SUPPL | \$139.33 | 703272 | MONITOR JV |
| 2335 | STAPLES | FINANCIAL ADMINISTRATION | FURNITURE/EQUIP/SUPPL | \$613.20 | 703295 | PRINTER FIN DEPT |
| 5801 | LIPSCOMB & PITTS INS | PLANNING | WORKMAN'S COMP INSUR | \$41.35 | 703253 | WORKERS COMP 3RD QTR PREM |
| 2606 | HUNT ROSS & ALLEN | PLANNING | PROFESSIONAL SERVICES | \$297.00 | 703242 | ATTORNEY FEES DEC 2018 |
| 5801 | LIPSCOMB & PITTS INS | POLICE | WORKMAN'S COMP INSUR | \$13,201.15 | 703253 | WORKERS COMP 3RD QTR PREM |
| 1518 | O'REILLY AUTO PARTS | POLICE | VEHICLE MAINTENANCE | \$344.21 | 703271 | oil filter ,oil pres sw ,throt |
| 1518 | O'REILLY AUTO PARTS | POLICE | VEHICLE MAINTENANCE | \$267.38 | 703271 | 2 ball jopints ,2 control arms |
| 1518 | O'REILLY AUTO PARTS | POLICE | VEHICLE MAINTENANCE | \$114.99 | 703271 | frt. Brak pads , two rotors un |

| | | | | | | |
|------|----------------------|------------|----------------------------|-------------|--------|--------------------------------------|
| 1518 | O'REILLY AUTO PARTS | POLICE | VEHICLE MAINTENANCE | \$30.92 | 703271 | ing coil , spark plug unit 357 |
| 3502 | AUTO ZONE | POLICE | VEHICLE MAINTENANCE | \$68.96 | 703190 | heater hose conn,x2 , gall ant |
| 3502 | AUTO ZONE | POLICE | VEHICLE MAINTENANCE | \$20.98 | 703190 | heater hose con x2 unit 0784 |
| 3502 | AUTO ZONE | POLICE | VEHICLE MAINTENANCE | \$121.98 | 703190 | right /left cont arm unit 3572 |
| 1770 | SIRCHIE FINGERPRINT | POLICE | EQUIPMENT PARTS & SUPPLIES | \$94.68 | 703290 | EVIDENCE GUN BOXES RESTOCK |
| 552 | DESOTO COUNTY COOPER | POLICE | UNIFORMS | \$347.89 | 703210 | SIX PAINT ONE BOOT THARRIS AL |
| 1702 | FLEETCOR TECHNOLOGIE | POLICE | FUEL & OIL | \$2,266.43 | 703233 | FUEL WEEK 02-25 TO 03-03-2019 |
| 463 | DPS CRIME LAB | POLICE | PROFESSIONAL SERVICES | \$240.00 | 703216 | FEBRARY 2019 ANALYTICAL FEES |
| 2685 | THOMSON WEST | POLICE | PROFESSIONAL SERVICES | \$195.78 | 703303 | FEBRUARY 2019 WESTLAW |
| 2685 | THOMSON WEST | POLICE | PROFESSIONAL SERVICES | \$422.08 | 703303 | FEBRUARY 2019 CLEAR |
| 5969 | ONE BEACON INSURANCE | POLICE | PROFESSIONAL SERVICES | \$2,679.66 | 703273 | MONICA SHARP - POLICE PORTION |
| 1316 | MACP | POLICE | TRAVEL & TRAINING | \$350.00 | 703255 | TRAINING LT GRAYSON |
| 1316 | MACP | POLICE | TRAVEL & TRAINING | \$722.50 | 703255 | POST EXAMS |
| 1700 | TROY ROWELL | POLICE | TRAVEL & TRAINING | \$24.45 | 703305 | TRAINING CONFERENCE - T ROWELL MEALS |
| 5801 | LIPSCOMB & PITTS INS | FIRE & EMS | WORKMAN'S COMP INSUR | \$10,586.37 | 703253 | WORKERS COMP 3RD QTR PREM |
| 1203 | HENRY SCHEIN, INC. | FIRE & EMS | MEDICAL SUPPLIES | \$1,029.87 | 703238 | EMS SUPPLIES |
| 1203 | HENRY SCHEIN, INC. | FIRE & EMS | MEDICAL SUPPLIES | \$30.30 | 703238 | EMS SUPPLIES |
| 1203 | HENRY SCHEIN, INC. | FIRE & EMS | MEDICAL SUPPLIES | \$21.63 | 703238 | EMS SUPPLIES |
| 1203 | HENRY SCHEIN, INC. | FIRE & EMS | MEDICAL SUPPLIES | \$407.10 | 703238 | EMS SUPPLIES |
| 1203 | HENRY SCHEIN, INC. | FIRE & EMS | MEDICAL SUPPLIES | \$17.10 | 703238 | EMS SUPPLIES |
| 1203 | HENRY SCHEIN, INC. | FIRE & EMS | MEDICAL SUPPLIES | \$22.80 | 703238 | EMS SUPPLIES |
| 1203 | HENRY SCHEIN, INC. | FIRE & EMS | MEDICAL SUPPLIES | \$19.95 | 703238 | EMS SUPPLIES |
| 1203 | HENRY SCHEIN, INC. | FIRE & EMS | MEDICAL SUPPLIES | \$252.20 | 703238 | EMS SUPPLIES |
| 2202 | ZOLL MEDICAL CORPORA | FIRE & EMS | MEDICAL SUPPLIES | \$356.25 | 703344 | EMS SUPPLIES |
| 2202 | ZOLL MEDICAL CORPORA | FIRE & EMS | MEDICAL SUPPLIES | \$572.00 | 703344 | EMS SUPPLIES |
| 4983 | PREMIER AIR PRODUCTS | FIRE & EMS | MEDICAL SUPPLIES | \$139.69 | 703280 | EMS OXYGEN |
| 5817 | BOUND TREE MEDICAL | FIRE & EMS | MEDICAL SUPPLIES | \$55.28 | 703195 | EMS SUPPLIES |
| 1485 | NORTH MISSISSIPPI TI | FIRE & EMS | VEHICLE MAINTENANCE | \$549.00 | 703270 | ENGINE 2 TIRE |
| 1518 | O'REILLY AUTO PARTS | FIRE & EMS | VEHICLE MAINTENANCE | \$660.00 | 703271 | BATTERIES FLOOD TRUCK |
| 1518 | O'REILLY AUTO PARTS | FIRE & EMS | VEHICLE MAINTENANCE | \$56.33 | 703271 | AIR FILTER FD4 |
| 3074 | MHC FORD-MEMPHIS | FIRE & EMS | VEHICLE MAINTENANCE | \$2,043.08 | 703262 | UNIT 91 REPAIRS |
| 3074 | MHC FORD-MEMPHIS | FIRE & EMS | VEHICLE MAINTENANCE | \$110.39 | 703262 | UNIT 1 OIL CHANGE |

| | | | | | | |
|------|----------------------|-------------------|------------------------|-------------|--------|--------------------------------|
| 5099 | EMERGENCY EQUIP PROF | FIRE & EMS | VEHICLE MAINTENANCE | \$1,381.56 | 703217 | REPAIRS R1 |
| 5099 | EMERGENCY EQUIP PROF | FIRE & EMS | VEHICLE MAINTENANCE | \$711.29 | 703217 | REPAIRS ENG 4 |
| 676 | FARRELL CALHOUN COIN | FIRE & EMS | BUILDING & EQUIP MAINT | \$55.95 | 703220 | PAINT SUPPLIES STATION 1 |
| 926 | THE HOME DEPOT | FIRE & EMS | BUILDING & EQUIP MAINT | \$23.41 | 703301 | STATION SUPPLIES |
| 926 | THE HOME DEPOT | FIRE & EMS | BUILDING & EQUIP MAINT | \$148.98 | 703301 | STATION SUPPLIES |
| 1812 | SOUTHERN PIPE & SUPP | FIRE & EMS | BUILDING & EQUIP MAINT | \$43.80 | 703293 | REPAIR TOILET KITS ST 3 |
| 1812 | SOUTHERN PIPE & SUPP | FIRE & EMS | BUILDING & EQUIP MAINT | \$43.80 | 703293 | REPAIR TOILET KITS ST 3 |
| 1180 | MAGNOLIA TIRE | FIRE & EMS | FUEL & OIL | \$56.00 | 703257 | OIL CHANGE 105 |
| 1702 | FLEETCOR TECHNOLOGIE | FIRE & EMS | FUEL & OIL | \$499.80 | 703229 | FUEL 2/18-2/24 |
| 1702 | FLEETCOR TECHNOLOGIE | FIRE & EMS | FUEL & OIL | \$465.99 | 703228 | FUEL 2/25-3/3 |
| 1702 | FLEETCOR TECHNOLOGIE | FIRE & EMS | FUEL & OIL | \$619.88 | 703230 | |
| 2606 | HUNT ROSS & ALLEN | FIRE & EMS | PROFESSIONAL SERVICES | \$380.90 | 703242 | ATTORNEY FEES DEC 2018 |
| 5969 | ONE BEACON INSURANCE | FIRE & EMS | PROFESSIONAL SERVICES | \$2,697.66 | 703273 | MONICA SHARP |
| 6215 | AMBULANCE MEDICAL | FIRE & EMS | PROFESSIONAL SERVICES | \$1,724.54 | 703177 | FEB PAYMENTS |
| 651 | ENTERGY | FIRE & EMS | UTILITIES | \$500.84 | 703219 | 6770 TULANE RD |
| 651 | ENTERGY | FIRE & EMS | UTILITIES | \$376.42 | 703219 | 5711 HIGHWAY 51 N |
| 651 | ENTERGY | FIRE & EMS | UTILITIES | \$622.96 | 703219 | 6363 HIGHWAY 301 |
| 1356 | ATMOS ENERGY | FIRE & EMS | UTILITIES | \$376.96 | 703186 | 5711 HIGHWAY 51 N |
| 1356 | ATMOS ENERGY | FIRE & EMS | UTILITIES | \$302.62 | 703185 | 6363 HIGHWAY 301 |
| 2095 | WALLS WATER ASSOCIAT | FIRE & EMS | UTILITIES | \$77.50 | 703340 | STA 3 WATER |
| 1336 | MS FIRE FIGHTER ASSO | FIRE & EMS | TRAVEL & TRAINING | \$50.00 | 703264 | FIRE CHIEF CONF. |
| 1336 | MS FIRE FIGHTER ASSO | FIRE & EMS | TRAVEL & TRAINING | \$50.00 | 703264 | FIRE CHIEF CONF |
| 3323 | BANCORPSOUTH | FIRE & EMS | TRAVEL & TRAINING | \$98.70 | 703192 | TRAINING CONFERENCE T ROWELL |
| 2202 | ZOLL MEDICAL CORPORA | FIRE & EMS | EMSOF - DESIGNATED | \$15,812.00 | 703344 | SECOND INSTALLMENT 2 X SERIES |
| 2202 | ZOLL MEDICAL CORPORA | FIRE & EMS | EMS TRAUMA | \$18,000.00 | 703344 | SECOND INSTALLMENT 2 X SERIES |
| 1896 | SUNBELT FIRE APPARAT | FIRE & EMS | MACHINERY & EQUIPMENT | \$16,570.32 | 703296 | 6 TURNOUT COATS, 6 TURNOUT PAN |
| 1896 | SUNBELT FIRE APPARAT | FIRE & EMS | MACHINERY & EQUIPMENT | \$673.96 | 703296 | 2 CAIRNS HELMETS |
| 2202 | ZOLL MEDICAL CORPORA | FIRE & EMS | MACHINERY & EQUIPMENT | \$546.85 | 703344 | SECOND INSTALLMENT 2 X SERIES |
| 4552 | DENNIS B PEYTON | STREET DEPARTMENT | CONTRACT PERSONNEL | \$320.00 | 703209 | CONTRACT EMPLOYEE |
| 5801 | LIPSCOMB & PITTS INS | STREET DEPARTMENT | WORKMAN'S COMP INSUR | \$4,485.21 | 703253 | WORKERS COMP 3RD QTR PREM |
| 1518 | O'REILLY AUTO PARTS | STREET DEPARTMENT | VEHICLE MAINTENANCE | \$22.91 | 703271 | HEADLIGHT SWITCH FOR ST 949 |

| | | | | | | |
|------|----------------------|-------------------|-------------------------------|------------|--------|---------------------------------------|
| 1518 | O'REILLY AUTO PARTS | STREET DEPARTMENT | VEHICLE MAINTENANCE | \$4.11 | 703271 | OIL FILTER FOR 2354 ST |
| 1518 | O'REILLY AUTO PARTS | STREET DEPARTMENT | VEHICLE MAINTENANCE | \$47.27 | 703271 | 1 GAL BRAKE FLUID ANJD CLEANER |
| 3502 | AUTO ZONE | STREET DEPARTMENT | VEHICLE MAINTENANCE | \$4.39 | 703190 | LED LIGHTBULB 12 WATT |
| 78 | AMERICAN TIRE REPAIR | STREET DEPARTMENT | BUILDING & EQUIP MAINT | \$35.00 | 703178 | REPAIR OF FLAT ON GARBAGE TRUCK |
| 6175 | UNIFIRST CORPORATION | STREET DEPARTMENT | UNIFORMS | \$127.57 | 703306 | UNIFORMS |
| 1702 | FLEETCOR TECHNOLOGIE | STREET DEPARTMENT | FUEL & OIL | \$439.91 | 703232 | FUEL |
| 1702 | FLEETCOR TECHNOLOGIE | STREET DEPARTMENT | FUEL & OIL | \$434.70 | 703231 | FUEL UT STS |
| 2606 | HUNT ROSS & ALLEN | STREET DEPARTMENT | PROFESSIONAL SERVICES | \$49.50 | 703242 | ATTORNEY FEES DEC 2018 |
| 651 | ENERGY | STREET DEPARTMENT | STREETS/TRAFFIC LIGHTING | \$35.44 | 703219 | 4275 HIGHWAY 51 N |
| 651 | ENERGY | STREET DEPARTMENT | STREETS/TRAFFIC LIGHTING | \$52.09 | 703219 | HWY 302 @ TULANE RD |
| 651 | ENERGY | STREET DEPARTMENT | STREETS/TRAFFIC LIGHTING | \$20.26 | 703219 | SHADOW OAKS PKWY NLGT |
| 651 | ENERGY | STREET DEPARTMENT | STREETS/TRAFFIC LIGHTING | \$42.87 | 703219 | 4035 SHADOW OAKS LGTS |
| 5801 | LIPSCOMB & PITTS INS | ANIMAL CONTROL | WORKMAN'S COMP INSUR | \$531.23 | 703253 | WORKERS COMP 3RD QTR PREM |
| 6175 | UNIFIRST CORPORATION | ANIMAL CONTROL | UNIFORMS | \$21.90 | 703306 | UNIFORMS |
| 1702 | FLEETCOR TECHNOLOGIE | ANIMAL CONTROL | FUEL & OIL | \$82.25 | 703225 | ANIMAL CONTROL FUEL |
| 1702 | FLEETCOR TECHNOLOGIE | ANIMAL CONTROL | FUEL & OIL | \$56.30 | 703224 | FUEL ANIMAL CONTROL |
| 651 | ENERGY | ANIMAL CONTROL | UTILITIES | \$167.46 | 703219 | 6464 CENTER ST E |
| 651 | ENERGY | ANIMAL CONTROL | UTILITIES | \$90.74 | 703219 | 6520 CENTER ST E |
| 6177 | EMILEE TRASK | PARKS & REC | ASSISTING CONTRACT EMPOLYEEES | \$37.50 | 703218 | TOURN LEAD OFF |
| 4363 | DANIELLE CHEESEMAN | PARKS & REC | OUTSIDE MAINTENANCE STAFF | \$220.00 | 703206 | BASKETBALL SCOREKEEPER 2/25-3/10/2019 |
| 4694 | MARK TATKO | PARKS & REC | OUTSIDE MAINTENANCE STAFF | \$440.00 | 703258 | BASKETBALL SCHEDULER 2/25-3/10/2019 |
| 4860 | AUSTON A DEVOLPI | PARKS & REC | OUTSIDE MAINTENANCE STAFF | \$180.00 | 703189 | BASKETBALL SCOREKEEPER 2/25-3/10/2019 |
| 6170 | WILLIE CARTER | PARKS & REC | OUTSIDE MAINTENANCE STAFF | \$390.00 | 703342 | OUTSIDE MAINT 2/25-03/10 2019 |
| 5801 | LIPSCOMB & PITTS INS | PARKS & REC | WORKMAN'S COMP INSUR | \$1,024.28 | 703253 | WORKERS COMP 3RD QTR PREM |
| 552 | DESOTO COUNTY COOPER | PARKS & REC | MATERIALS | \$600.00 | 703210 | BALLFIELD MAINTENANCE |
| 926 | THE HOME DEPOT | PARKS & REC | MATERIALS | \$18.91 | 703301 | MATERIAL |
| 926 | THE HOME DEPOT | PARKS & REC | MATERIALS | \$369.32 | 703301 | BLOWER |
| 926 | THE HOME DEPOT | PARKS & REC | MATERIALS | \$71.84 | 703301 | MATERIAL |
| 1518 | O'REILLY AUTO PARTS | PARKS & REC | MATERIALS | \$19.99 | 703271 | MATERIAL |

| | | | | | | |
|------|----------------------|-------------|-----------------------|------------|--------|-------------------------------------|
| 1831 | SOUTHAVEN SUPPLY | PARKS & REC | MATERIALS | \$43.14 | 703291 | MATERIAL |
| 3323 | BANCORPSOUTH | PARKS & REC | MATERIALS | \$57.07 | 703192 | DECORATIONS GRIZZLIES |
| 3323 | BANCORPSOUTH | PARKS & REC | MATERIALS | \$5.35 | 703192 | CORDS- MOVIE NIGHT |
| 3323 | BANCORPSOUTH | PARKS & REC | MATERIALS | \$203.31 | 703192 | OFFICE SUPPLIES |
| 3323 | BANCORPSOUTH | PARKS & REC | MATERIALS | \$160.50 | 703192 | BALLOONS GRIZZLIES |
| 3323 | BANCORPSOUTH | PARKS & REC | MATERIALS | \$179.69 | 703192 | BASKETBALLS |
| 3323 | BANCORPSOUTH | PARKS & REC | MATERIALS | \$261.97 | 703192 | MOVIE NIGHT |
| 3323 | BANCORPSOUTH | PARKS & REC | MATERIALS | \$114.75 | 703192 | OFFICE SUPPLIES |
| 3323 | BANCORPSOUTH | PARKS & REC | MATERIALS | \$10.31 | 703192 | OFFICE SUPPLIES |
| 3323 | BANCORPSOUTH | PARKS & REC | MATERIALS | \$243.56 | 703192 | SUPPLIES |
| 3323 | BANCORPSOUTH | PARKS & REC | MATERIALS | \$49.48 | 703192 | TENNIS BALLS CHAIRS |
| 5967 | DESOTO TURF | PARKS & REC | MATERIALS | \$1,850.00 | 703212 | FIELD MAINT/ PRE EMERGENT TREATMENT |
| 2486 | BRYAN PETTIGREW | PARKS & REC | UMPIRES | \$120.00 | 703197 | BASKETBALL REF 2/25-3/10/2019 |
| 2488 | SHANE WILKINS | PARKS & REC | UMPIRES | \$60.00 | 703287 | BASKETBALL REF 2/25-3/10/2019 |
| 3004 | SHELTON HERRON | PARKS & REC | UMPIRES | \$120.00 | 703288 | BASKETBALL REF2/25-3/10/2019 |
| 3072 | MICHAEL HOLLAND | PARKS & REC | UMPIRES | \$360.00 | 703263 | BASKETBALL REF 2/25-3/10/2019 |
| 4705 | TERRY WAMMACK | PARKS & REC | UMPIRES | \$180.00 | 703300 | BASKETBALL REF 2/25-3/10/2019 |
| 4707 | JERRY LEE BLANK | PARKS & REC | UMPIRES | \$180.00 | 703247 | BASKETBALL REF 2/25-3/10/2019 |
| 5795 | JAMES JONES | PARKS & REC | UMPIRES | \$300.00 | 703245 | BASKETBALL REF 2/25-3/10/2019 |
| 5857 | JEFFREY TARTT | PARKS & REC | UMPIRES | \$210.00 | 703246 | BASKETBALL REF 2/25-3/10/2019 |
| 5980 | RYAN CUNDIFF | PARKS & REC | UMPIRES | \$210.00 | 703283 | BASKETBALL REF 2/25-3/10/2019 |
| 6054 | NICHOLAS CLARK | PARKS & REC | UMPIRES | \$150.00 | 703269 | BASKETBALL REF 2/25-3/10/2019 |
| 6223 | THOMAS DAVIS | PARKS & REC | UMPIRES | \$120.00 | 703302 | BASKETBALL REF 2/25-3/10/2019 |
| 1702 | FLEETCOR TECHNOLOGIE | PARKS & REC | FUEL & OIL | \$262.39 | 703227 | FUEL PARKS AND REC |
| 1702 | FLEETCOR TECHNOLOGIE | PARKS & REC | FUEL & OIL | \$246.52 | 703226 | FUEL PARKS AND REC |
| 5870 | SUPERIOR HEALTH | PARKS & REC | PROFESSIONAL SERVICES | \$100.00 | 703297 | PRE EMPLOYMENT SCREENINGS |
| 3185 | SYSCON INC | PARKS & REC | RESELL/CONCESSION EXP | \$4,535.00 | 703298 | CONCESSION FOOD |
| 6262 | PEPSI BEVERAGES CO | PARKS & REC | RESELL/CONCESSION EXP | \$3,123.65 | 703279 | CONCESSION DRINKS |
| 651 | ENTERGY | PARKS & REC | UTILITIES | \$103.38 | 703219 | 3500 LAUREL CV T BURMA HOBBS PARK |
| 651 | ENTERGY | PARKS & REC | UTILITIES | \$10.55 | 703219 | 5586 TULANE RD |
| 651 | ENTERGY | PARKS & REC | UTILITIES | \$115.55 | 703219 | 6955 TULANE RD E GREG MAXEY PARK |

| | | | | | | |
|------|---------------------|------------------|--------------------------|------------|--------|-----------------------------|
| 651 | ENTERGY | PARKS & REC | UTILITIES | \$28.89 | 703219 | SHADOW OAKS PARK |
| 651 | ENTERGY | PARKS & REC | UTILITIES | \$129.41 | 703219 | RIDGEWOOD PARK COMM CSM |
| 651 | ENTERGY | PARKS & REC | UTILITIES | \$7.69 | 703219 | RIDGEWOOD PARK COMM CSM B |
| 651 | ENTERGY | PARKS & REC | UTILITIES | \$1,491.97 | 703219 | 5633 TULANE RD BLDG B |
| 651 | ENTERGY | PARKS & REC | UTILITIES | \$674.71 | 703219 | 5633 TULANE RD BLDG A |
| 651 | ENTERGY | PARKS & REC | UTILITIES | \$1,618.44 | 703219 | 5633 TULANE RD BLDG D |
| 651 | ENTERGY | PARKS & REC | UTILITIES | \$898.80 | 703219 | 5633 TULANE RD BLDG F |
| 651 | ENTERGY | PARKS & REC | UTILITIES | \$638.88 | 703219 | 5633 TULANE RD BLDG TENN |
| 2493 | SGA TROPHY & AWARDS | PARKS & REC | AWARDS/TROPHIES | \$2,959.00 | 703286 | BASKETBALL TROPHIES |
| 3323 | BANCORPSOUTH | PARKS & REC | AWARDS/TROPHIES | \$1,060.00 | 703192 | TINGS TROPHIES |
| 3323 | BANCORPSOUTH | PARKS & REC | TRAVEL & TRAINING | \$44.08 | 703192 | MEETING |
| 3323 | BANCORPSOUTH | PARKS & REC | TRAVEL & TRAINING | \$21.45 | 703192 | FOOD TRAINING MEETING |
| 265 | BSN SPORTS, INC | PARKS & REC | PARK SUPPLIES | \$4,999.28 | 703198 | BASEBALL EQUIPMENT |
| 3323 | BANCORPSOUTH | PARKS & REC | PARK SUPPLIES | \$215.25 | 703192 | BASKETBALL |
| 4363 | DANIELLE CHEESEMAN | PARK TOURNAMENTS | ADMIN CONTRACT PERSONNEL | \$150.00 | 703206 | TOURN LEAD OFF |
| 4512 | DANA HERSHMAN | PARK TOURNAMENTS | ADMIN CONTRACT PERSONNEL | \$120.00 | 703204 | TOURN LEAD OFF |
| 5397 | AMBER HOLLAND | PARK TOURNAMENTS | ADMIN CONTRACT PERSONNEL | \$115.00 | 703176 | TOURN LEAD OFF |
| 6017 | DEANA MERRILL | PARK TOURNAMENTS | ADMIN CONTRACT PERSONNEL | \$22.50 | 703208 | TOURN LEAD OFF |
| 6097 | GABRIEL CLAUS | PARK TOURNAMENTS | ADMIN CONTRACT PERSONNEL | \$45.00 | 703234 | TOURN LEAD OFF |
| 6186 | MEGAN BALASH | PARK TOURNAMENTS | ADMIN CONTRACT PERSONNEL | \$45.00 | 703260 | TOURN LEAD OFF |
| 6201 | DAYLIN HERSHMAN | PARK TOURNAMENTS | ADMIN CONTRACT PERSONNEL | \$86.25 | 703207 | TOURN LEAD OFF |
| 6239 | JOHNNY F CORNETT | PARK TOURNAMENTS | ADMIN CONTRACT PERSONNEL | \$63.75 | 703249 | TOURN LEAD OFF |
| 6240 | CLAYTON S SMITH | PARK TOURNAMENTS | ADMIN CONTRACT PERSONNEL | \$52.50 | 703202 | TOURN LEAD OFF |
| 6248 | DANIEL P THOMPSON | PARK TOURNAMENTS | ADMIN CONTRACT PERSONNEL | \$45.00 | 703205 | TOURN LEAD OFF |
| 6249 | BARRON K SPENCER | PARK TOURNAMENTS | ADMIN CONTRACT PERSONNEL | \$48.75 | 703194 | TOURN LEAD OFF |
| 6270 | JACKSON ABNER | PARK TOURNAMENTS | ADMIN CONTRACT PERSONNEL | \$52.50 | 703244 | TOURN LEAD OFF |
| 6275 | AUTUMN TELLES | PARK TOURNAMENTS | ADMIN CONTRACT PERSONNEL | \$45.00 | 703191 | TOURN LEAD OFF |
| 2486 | BRYAN PETTIGREW | PARK TOURNAMENTS | UMPIRES | \$90.00 | 703197 | TOURN LEAD OFF 3/08-10/2019 |
| 3072 | MICHAEL HOLLAND | PARK TOURNAMENTS | UMPIRES | \$60.00 | 703263 | TOURN LEAD OFF 3/08-10/2019 |
| 4096 | LONNIE DAVIS | PARK TOURNAMENTS | UMPIRES | \$115.00 | 703254 | TOURN LEAD OFF 3/08-10/2019 |
| 4596 | JOHN ACKERMAN | PARK TOURNAMENTS | UMPIRES | \$125.00 | 703248 | TOURN LEAD OFF 3/08-10/2019 |

| | | | | | | |
|------|----------------------|------------------------|-----------------------|------------|--------|---------------------------------------|
| 4694 | MARK TATKO | PARK TOURNAMENTS | UMPIRES | \$200.00 | 703258 | TOURN SCHEDULER LEAD OFF 3/08-10/2019 |
| 4705 | TERRY WAMMACK | PARK TOURNAMENTS | UMPIRES | \$90.00 | 703300 | TOURN LEAD OFF 3/08-10/2019 |
| 4860 | AUSTON A DEVOLPI | PARK TOURNAMENTS | UMPIRES | \$90.00 | 703189 | TOURN LEAD OFF 3/08-10/2019 |
| 5405 | DON REED | PARK TOURNAMENTS | UMPIRES | \$115.00 | 703214 | TOURN LEAD OFF 3/08-10/2019 |
| 5603 | SCOTT HARFORD | PARK TOURNAMENTS | UMPIRES | \$95.00 | 703285 | TOURN LEAD OFF 3/08-10/2019 |
| 5795 | JAMES JONES | PARK TOURNAMENTS | UMPIRES | \$80.00 | 703245 | TOURN LEAD OFF 3/08-10/2019 |
| 6033 | KEVIN HILL | PARK TOURNAMENTS | UMPIRES | \$80.00 | 703252 | TOURN LEAD OFF 3/08-10/2019 |
| 6054 | NICHOLAS CLARK | PARK TOURNAMENTS | UMPIRES | \$80.00 | 703269 | TOURN LEAD OFF REF 3/08-10/2019 |
| 6276 | CHRISTOPHER P CASCIO | PARK TOURNAMENTS | UMPIRES | \$60.00 | 703200 | TOURN LEAD OFF 3/08-10/2019 |
| 1505 | OFFICE DEPOT CREDIT | PARK TOURNAMENTS | SUPPLIES/MATERIALS | \$71.94 | 703272 | TOURNAMENT SUPPLIES |
| 4318 | TRI STATE TROPHY INC | PARK TOURNAMENTS | AWARDS/TROPHIES | \$2,480.00 | 703304 | TOURNAMENT TROPHIES |
| 4000 | ACTION CHEMICAL | ADMINISTRATIVE EXPENSE | CLEANING & JANITORIAL | \$1,015.03 | 703174 | JAN SAN FIRE DEPT |
| 1505 | OFFICE DEPOT CREDIT | ADMINISTRATIVE EXPENSE | OFFICE SUPPLIES | \$58.34 | 703272 | BAND AIDS |
| 1505 | OFFICE DEPOT CREDIT | ADMINISTRATIVE EXPENSE | OFFICE SUPPLIES | \$209.99 | 703272 | PRINTER |
| 1505 | OFFICE DEPOT CREDIT | ADMINISTRATIVE EXPENSE | OFFICE SUPPLIES | \$133.78 | 703272 | CARTRIDGES PRINTER |
| 3323 | BANCORPSOUTH | ADMINISTRATIVE EXPENSE | OFFICE SUPPLIES | \$33.00 | 703192 | STAMP PAD REFILLS |
| 5806 | NEWELL PAPER COMPANY | ADMINISTRATIVE EXPENSE | OFFICE SUPPLIES | \$2,291.20 | 703268 | COPY PAPER |
| 676 | FARRELL CALHOUN COIN | ADMINISTRATIVE EXPENSE | FACILITIES MANAGEMENT | \$161.05 | 703220 | PAINT FOR CITY HALL BRKRM |
| 926 | THE HOME DEPOT | ADMINISTRATIVE EXPENSE | FACILITIES MANAGEMENT | \$148.00 | 703301 | VACCUM FOR CITY HALL |
| 1178 | MAGNOLIA ELECTRICAL | ADMINISTRATIVE EXPENSE | FACILITIES MANAGEMENT | \$541.27 | 703256 | LIGHT FOR CITY HALL PORKING LOT |
| 4807 | SHRED IT US JV LLC | ADMINISTRATIVE EXPENSE | FACILITIES MANAGEMENT | \$96.03 | 703289 | SHRED SERVICES |
| 5263 | AFFORDABLE PEST | ADMINISTRATIVE EXPENSE | FACILITIES MANAGEMENT | \$400.00 | 703175 | PEST CONTROL FOR CITY HALL |
| 939 | HORN LAKE ANIMAL HOS | ADMINISTRATIVE EXPENSE | PROFESSIONAL SERVICES | \$485.62 | 703239 | EMAIL PER TAMMY AJ DTD 031219 |
| 2606 | HUNT ROSS & ALLEN | ADMINISTRATIVE EXPENSE | PROFESSIONAL SERVICES | \$4,303.00 | 703242 | ATTORNEY FEES DEC 2018 |
| 3098 | CIT FINANCE, LLC | ADMINISTRATIVE EXPENSE | PROFESSIONAL SERVICES | \$139.99 | 703201 | PD COPIER LEASE |
| 3323 | BANCORPSOUTH | ADMINISTRATIVE EXPENSE | PROFESSIONAL SERVICES | \$196.65 | 703192 | RETIREMENT CLOCK T SMITH |
| 3323 | BANCORPSOUTH | ADMINISTRATIVE EXPENSE | PROFESSIONAL SERVICES | \$550.00 | 703192 | REFRESHMENTS RET T SMITH |
| 5903 | DEX IMAGING | ADMINISTRATIVE EXPENSE | PROFESSIONAL SERVICES | \$137.36 | 703213 | COPIER LEASE |
| 5950 | BANKSUPPLIES, INC | ADMINISTRATIVE EXPENSE | PROFESSIONAL SERVICES | \$223.90 | 703193 | DEPOSIT SLIPS |
| 5956 | RJ YOUNG | ADMINISTRATIVE EXPENSE | PROFESSIONAL SERVICES | \$144.53 | 703281 | PLANNING COPIER LEASE |
| 5956 | RJ YOUNG | ADMINISTRATIVE EXPENSE | PROFESSIONAL SERVICES | \$471.42 | 703281 | FINANCE COPIER LEASE |

| | | | | | | |
|------|----------------------|------------------------|--------------------------------|-------------|--------|----------------------------------|
| 5956 | RJ YOUNG | ADMINISTRATIVE EXPENSE | PROFESSIONAL SERVICES | \$255.66 | 703281 | PARKS COPIER LEASE |
| 5956 | RJ YOUNG | ADMINISTRATIVE EXPENSE | PROFESSIONAL SERVICES | \$263.71 | 703281 | FIRE COPIER LEASE |
| 2555 | MSDEVELOPMENT AUTHOR | ADMINISTRATIVE EXPENSE | NWRS LOAN PAYMENT | \$1,742.04 | 703266 | GMS 50624 |
| 687 | FEDERAL EXPRESS CORP | ADMINISTRATIVE EXPENSE | POSTAGE | \$53.07 | 703221 | POSTAGE |
| 5517 | HASLER | ADMINISTRATIVE EXPENSE | POSTAGE | \$606.00 | 703236 | POSTAGE |
| 4457 | AT&T WIRELESS | ADMINISTRATIVE EXPENSE | TELEPHONE EXPENSE | \$555.59 | 703180 | WIRELESS FEES |
| 5241 | VERIZON WIRELESS | ADMINISTRATIVE EXPENSE | TELEPHONE EXPENSE | \$1,175.93 | 703339 | MIFI SERVICES |
| 5472 | SOUTHERN TELECOM | ADMINISTRATIVE EXPENSE | TELEPHONE EXPENSE | \$1,706.73 | 703294 | TELEPHONE SERVICES |
| 6073 | SOUTHERN BILLING SER | ADMINISTRATIVE EXPENSE | TELEPHONE EXPENSE | \$842.00 | 703292 | T1 LINES |
| 651 | ENTERGY | ADMINISTRATIVE EXPENSE | UTILITIES | \$4,057.99 | 703219 | 3101 GOODMAN RD W |
| 1356 | ATMOS ENERGY | ADMINISTRATIVE EXPENSE | UTILITIES | \$178.03 | 703181 | 7460 HIIHWAY 301 |
| 1356 | ATMOS ENERGY | ADMINISTRATIVE EXPENSE | UTILITIES | \$2,594.91 | 703188 | 3101 GOODMAN RD W |
| 5801 | LIPSCOMB & PITTS INS | ADMINISTRATIVE EXPENSE | INSURANCE PREMIUMS | \$12,770.75 | 703253 | 3RD QTR COMM PKG |
| 5801 | LIPSCOMB & PITTS INS | ADMINISTRATIVE EXPENSE | INSURANCE PREMIUMS | \$33,882.50 | 703253 | 3RD QTR AUTO PREM |
| 5801 | LIPSCOMB & PITTS INS | ADMINISTRATIVE EXPENSE | INSURANCE PREMIUMS | \$30,512.50 | 703253 | 3RD QTR COMM PKG |
| 5801 | LIPSCOMB & PITTS INS | ADMINISTRATIVE EXPENSE | INSURANCE PREMIUMS | \$3,660.75 | 703253 | 3RD QTR EXCESS PREM |
| 3866 | CENTRAL PIPE SUPPLY | ADMINISTRATIVE EXPENSE | ROAD IMPROVEMENTS | \$1,750.00 | 703199 | 100 BAGS OF PERMA PATCH |
| 5189 | WASTE CONNECTIONS TN | ADMINISTRATIVE EXPENSE | SANITATION CONTRACT EXPENSE | \$88,029.54 | 703341 | FEB 2019 REFUNSE SERVICES |
| 651 | ENTERGY | LIBRARY EXPENSE | UTILITIES | \$1,351.34 | 703219 | 2885 GOODMAN RD W |
| 1356 | ATMOS ENERGY | LIBRARY EXPENSE | UTILITIES | \$269.99 | 703184 | 2885 GOODMAN RD W |
| 931 | HORN LAKE CHAMBER OF | ECONOMIC DEVELOPMENT | PROMOTIONS | \$33,000.00 | 703240 | SPOPNORSHIP |
| 3323 | BANCORPSOUTH | ECONOMIC DEVELOPMENT | PROMOTIONS | \$139.70 | 703192 | LODGING D WHITE JACKSON |
| 3323 | BANCORPSOUTH | ECONOMIC DEVELOPMENT | PROMOTIONS | \$139.70 | 703192 | LODGING ROBERTS JACKSON |
| 3323 | BANCORPSOUTH | ECONOMIC DEVELOPMENT | PROMOTIONS | \$996.76 | 703192 | EASTER SUPPLIES |
| 3323 | BANCORPSOUTH | ECONOMIC DEVELOPMENT | PROMOTIONS | \$113.40 | 703192 | LODGING J ROBINSON JACKSON |
| 3323 | BANCORPSOUTH | ECONOMIC DEVELOPMENT | PROMOTIONS | \$25.00 | 703192 | QRTY LUNCHEON J ROBINSON |
| 5749 | ARGO ENTERTAINMENT, | ECONOMIC DEVELOPMENT | PROMOTIONS | \$10,000.00 | 703179 | 4TH OF JULY FIREWORKS PRODUCTION |
| 5932 | MUNICIPAL CODE CORPO | ECONOMIC DEVELOPMENT | PROMOTIONS | \$1,056.44 | 703267 | SUPPLEMENT PAGES |
| 9996 | DESOTO FAMILY THEATR | ECONOMIC DEVELOPMENT | PROMOTIONS | \$5,000.00 | 703275 | SPONSORSHIP |
| 706 | FIRST NATIONAL BANK | DEBT SERVICE EXP | 2015 REFUNDING GENERAL OBLIGAT | \$57,475.00 | 703222 | 7,120,000 GO S A SERIES 2015 |

| | | | | | | |
|------|----------------------|---------------------|------------------|----------|--------|----------------------------|
| 651 | ENTERGY | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$149.04 | 703219 | 5235 GOODMAN RD |
| 651 | ENTERGY | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$174.73 | 703219 | 4410 SHADOW GLEN DR |
| 9999 | JENNIFER BURKHART | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$78.08 | 703322 | UTILITY REFUND 01-0289000 |
| 9999 | MARY OVERTON | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$78.08 | 703326 | UTILITY REFUND 02-0220100 |
| 9999 | RAFAEL BUCIO | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$63.08 | 703329 | UTILITY REFUND 03-0021300 |
| 9999 | SALITA PATTERSON | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$3.27 | 703331 | UTILITY REFUND 06-0021200 |
| 9999 | BTRA V LLC | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$78.08 | 703311 | UTILITY REFUND 07-0136600 |
| 9999 | BENNIE SACHARIN LIVI | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$15.34 | 703309 | UTILITY REFUND 07-0379300 |
| 9999 | JESSICA RICKS | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$78.08 | 703323 | UTILITY REFUND 10-0950300 |
| 9999 | FIREBIRD SFE 1 | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$78.08 | 703319 | UTILITY REFUND 10-0962700 |
| 9999 | JACHRISTA GILLEYLEN | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$31.97 | 703321 | UTILITY REFUND 10-1025200 |
| 9999 | BAILEY STATION HOMES | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$40.08 | 703308 | UTILITY REFUND 16-0312000 |
| 9999 | RDR PROPERTIES | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$40.08 | 703330 | UTILITY REFUND 19-0088000 |
| 9999 | MACKENZIE GREY PROPE | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$40.08 | 703325 | UTILITY REFUNDS 19-0097000 |
| 9999 | DYE MANAGEMENT | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$78.08 | 703317 | UTILITY REFUND 21-2040200 |
| 9999 | DAVID GREGORY | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$95.08 | 703315 | UTILITY REFUND 21-2880100 |
| 9999 | JIM TOWLE | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$38.00 | 703324 | UTILITY REFUND 21-5126800 |
| 9999 | CASEY THOMPSON | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$38.00 | 703312 | UTILITY REFUND 21-5129500 |
| 9999 | DAVID MEDINA | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$78.08 | 703316 | UTILITY REFUND 21-6870300 |
| 9999 | ELIZABETH FITZGERALD | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$38.00 | 703318 | UTILITY REFUND 23-0037300 |
| 9999 | MEMPHIS WEALTH BUILD | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$36.16 | 703327 | UTILITY REFUND 26-0272300 |
| 9999 | TRAVELERS HAVEN | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$73.70 | 703337 | UTILITY REFUND 33-0111600 |
| 9999 | YOLANDA FOXX | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$58.13 | 703338 | UTILITY REFUND 35-0012000 |
| 9999 | TRACY BAGGETT | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$38.00 | 703336 | UTILITY REFUND 54-0113200 |
| 9999 | ALANA SIMS | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$38.00 | 703307 | UTILITY REFUND 56-0015300 |
| 9999 | SHAQUITA SANDERS | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$2.30 | 703334 | UTILITY REFUND 56-0734500 |
| 9999 | SHARON L BAKER | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$39.60 | 703335 | UTILITY REFUND 57-1045200 |
| 9999 | CLIFFORD EPPS | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$65.00 | 703314 | UTILITY REFUND 99-0012800 |
| 9999 | HARRISON WOLF | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$65.00 | 703320 | UTILITY REFUND 99-0044300 |
| 9999 | SHANNON WOODS | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$65.00 | 703333 | UTILITY REFUND 99-0061300 |
| 9999 | PATRICK MCCLAY | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$65.00 | 703328 | UTILITY REFUND 99-0065800 |
| 9999 | CHARLES JONES | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$65.00 | 703313 | UTILITY REFUND 99-0071700 |

| | | | | | | |
|------|----------------------|---------------------|------------------------|------------|--------|---|
| 9999 | SELECT PORTFOLIO SER | UTILITY SYSTEM FUND | DEPOSITS ON HOLD | \$65.00 | 703332 | UTILITY REFUND 99-0079300 |
| 544 | DESOTO COUNTY REGION | UTILITY SYSTEM FUND | DCRUA ESCROW ACCOUNT | \$500.00 | 703211 | 6521 ANNA MAY DRIVE LOT 258 RANCH MEADOWS |
| 544 | DESOTO COUNTY REGION | UTILITY SYSTEM FUND | DCRUA ESCROW ACCOUNT | \$500.00 | 703211 | 6386 ANNA MAY DR LOT 268 RANCH MEADOWS |
| 544 | DESOTO COUNTY REGION | UTILITY SYSTEM FUND | DCRUA ESCROW ACCOUNT | \$500.00 | 703211 | 6481 ANNA MAY DR LOT 261 RANCH MEADOWS |
| 544 | DESOTO COUNTY REGION | UTILITY SYSTEM FUND | DCRUA ESCROW ACCOUNT | \$500.00 | 703211 | 6396 ANNA MAY DR LOT 269 RANCH MEADOWS |
| 544 | DESOTO COUNTY REGION | UTILITY SYSTEM FUND | DCRUA ESCROW ACCOUNT | \$500.00 | 703211 | 7211 BURLINGTON H L MS 38637 |
| 544 | DESOTO COUNTY REGION | UTILITY SYSTEM FUND | DCRUA ESCROW ACCOUNT | \$500.00 | 703211 | 7191 BURLINGTON HL MS 38637 |
| 544 | DESOTO COUNTY REGION | UTILITY SYSTEM FUND | DCRUA ESCROW ACCOUNT | \$500.00 | 703211 | 7177 BURLINGTON HL MS 38637 |
| 544 | DESOTO COUNTY REGION | UTILITY SYSTEM FUND | DCRUA ESCROW ACCOUNT | \$500.00 | 703211 | 7167 BURLINGTON BLVD HL MS 38637 |
| 5801 | LIPSCOMB & PITTS INS | UTILITY SYSTEM | WORKMAN'S COMP INSUR | \$1,641.39 | 703253 | WORKERS COMP 3RD QTR PREM |
| 1505 | OFFICE DEPOT CREDIT | UTILITY SYSTEM | OFFICE SUPPLIES | \$43.18 | 703272 | PENS SPENCER |
| 1505 | OFFICE DEPOT CREDIT | UTILITY SYSTEM | OFFICE SUPPLIES | \$74.70 | 703272 | INK SHOP |
| 1264 | METER SERVICE SUPPLY | UTILITY SYSTEM | MATERIALS | \$804.00 | 703261 | MATERIALS TO REPAIR SEWER LINE |
| 1264 | METER SERVICE SUPPLY | UTILITY SYSTEM | MATERIALS | \$331.25 | 703261 | MATERIALS |
| 1831 | SOUTHAVEN SUPPLY | UTILITY SYSTEM | MATERIALS | \$33.98 | 703291 | RULETAPE POWELOCK RUDY RANDY TKS |
| 5006 | BRENNTAG MIDSOUTH | UTILITY SYSTEM | MATERIALS | \$474.75 | 703196 | CHLORINE FOR WATER PLANTS |
| 5006 | BRENNTAG MIDSOUTH | UTILITY SYSTEM | MATERIALS | \$358.65 | 703196 | CHLORINE FOR WATER PLANTS |
| 5006 | BRENNTAG MIDSOUTH | UTILITY SYSTEM | MATERIALS | \$582.70 | 703196 | SODA ASH DENSE FOR WATER PLANTS |
| 5006 | BRENNTAG MIDSOUTH | UTILITY SYSTEM | MATERIALS | \$289.35 | 703196 | HYDROFLUOSICLIC ACID FOR WATER PLANTS |
| 1180 | MAGNOLIA TIRE | UTILITY SYSTEM | VEHICLE MAINTENANCE | \$514.00 | 703257 | TIRES FOR UT TRUCK 902 |
| 1518 | O'REILLY AUTO PARTS | UTILITY SYSTEM | VEHICLE MAINTENANCE | \$11.45 | 703271 | CYLINDER CAP FOR 8441 UT |
| 1193 | MARTIN MACHINE & SUP | UTILITY SYSTEM | BUILDING & EQUIP MAINT | \$1,486.00 | 703259 | 4" STAINLESS SUPPORTS |
| 1264 | METER SERVICE SUPPLY | UTILITY SYSTEM | BUILDING & EQUIP MAINT | \$746.75 | 703261 | BRASS COMP CUPLINGS AND MALE ADAPTERS |
| 1264 | METER SERVICE SUPPLY | UTILITY SYSTEM | BUILDING & EQUIP MAINT | \$250.20 | 703261 | VALVE WRENCH FOR ON CALL UT TRUCK |

| | | | | | | |
|------|----------------------|----------------|------------------------|-------------|--------|---------------------------------|
| 1831 | SOUTHAVEN SUPPLY | UTILITY SYSTEM | BUILDING & EQUIP MAINT | \$72.92 | 703291 | MAT TO FIX SEWER 3025 BRIARWOOD |
| 5658 | H & E EQUIPMENT SEVI | UTILITY SYSTEM | BUILDING & EQUIP MAINT | \$4,685.42 | 703235 | HYDRAULIC FLUID FOR THE BACKHOE |
| 5956 | RJ YOUNG | UTILITY SYSTEM | BUILDING & EQUIP MAINT | \$56.06 | 703281 | COPIER LEASE |
| 5956 | RJ YOUNG | UTILITY SYSTEM | BUILDING & EQUIP MAINT | \$247.81 | 703281 | UT BILL PRINTER LEASE |
| 6175 | UNIFIRST CORPORATION | UTILITY SYSTEM | UNIFORMS | \$127.57 | 703306 | UNIFORMS |
| 1702 | FLEETCOR TECHNOLOGIE | UTILITY SYSTEM | FUEL & OIL | \$439.91 | 703232 | FUEL |
| 1702 | FLEETCOR TECHNOLOGIE | UTILITY SYSTEM | FUEL & OIL | \$434.70 | 703231 | FUEL UT STS |
| 2095 | WALLS WATER ASSOCIAT | UTILITY SYSTEM | PROFESSIONAL SERVICES | \$4,149.13 | 703340 | SEWER FEE COLLECTED IN HORN LA |
| 2095 | WALLS WATER ASSOCIAT | UTILITY SYSTEM | PROFESSIONAL SERVICES | \$5,089.90 | 703340 | SEWER COLLECTED IN WALLS, HL A |
| 2374 | TANK PRO INC | UTILITY SYSTEM | PROFESSIONAL SERVICES | \$12,343.00 | 703299 | CITY HALL |
| 2374 | TANK PRO INC | UTILITY SYSTEM | PROFESSIONAL SERVICES | \$5,083.00 | 703299 | HOLLY HILLS |
| 2374 | TANK PRO INC | UTILITY SYSTEM | PROFESSIONAL SERVICES | \$6,978.00 | 703299 | HURT RD |
| 2374 | TANK PRO INC | UTILITY SYSTEM | PROFESSIONAL SERVICES | \$5,116.00 | 703299 | TWIN LAKES LS |
| 2606 | HUNT ROSS & ALLEN | UTILITY SYSTEM | PROFESSIONAL SERVICES | \$1,188.00 | 703242 | ATTORNEY FEES DEC 2018 |
| 4457 | AT&T WIRELESS | UTILITY SYSTEM | TELEPHONE & POSTAGE | \$326.05 | 703180 | WIRELESS FEES |
| 5472 | SOUTHERN TELECOM | UTILITY SYSTEM | TELEPHONE & POSTAGE | \$241.51 | 703294 | TELEPHONE SERVICES |
| 379 | COAHOMA ELECTRIC POW | UTILITY SYSTEM | UTILITIES | \$30.76 | 703203 | LAKE FOREST DR W |
| 379 | COAHOMA ELECTRIC POW | UTILITY SYSTEM | UTILITIES | \$45.08 | 703203 | HICKORY CREST |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$2,477.57 | 703219 | 3101 GOODMAN RD W |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$18.87 | 703219 | 4787 BONNE TERRE DR |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$33.76 | 703219 | 4556 BONNE TERRE DR |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$11.70 | 703219 | KINGSVIEW LAKE |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$581.30 | 703219 | 5241 NAIL RD |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$998.20 | 703219 | 2885 MEADOWBROOK |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$85.38 | 703219 | 3259 NAIL RD |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$69.34 | 703219 | 6285 MANCHESTER DR |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$56.48 | 703219 | 5536 WINTERWOOD DR |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$136.61 | 703219 | LIFT STA LAKE FOREST |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$2,122.76 | 703219 | NAIL RD |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$90.07 | 703219 | 4871 GOODMAN RD |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$19.02 | 703219 | LAKE FOREST SUBD |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$12.15 | 703219 | 3400 TULANE RD W |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$673.81 | 703219 | 6400 CENTER ST E |

| | | | | | | |
|------|-------------------------|----------------|--------------------------|-----------------------|--------|--|
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$780.04 | 703219 | 6357 HURT RD WELL COMM CSM |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$27.83 | 703219 | 6947 ALLEN DR |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$16.08 | 703219 | 4959 PECAN AVE |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$11.98 | 703219 | 4585 PECAN AVE |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$11.75 | 703219 | 6652 ALICE DR |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$30.22 | 703219 | 4854 SHERRY DR |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$12.12 | 703219 | 4704 LAKE CV |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$23.14 | 703219 | 5921 CAROLINE DR |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$118.92 | 703219 | 5900 TWIN LAKES DR |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$116.52 | 703219 | 5111 CAROLINE DR APT R |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$22.68 | 703219 | 5881 JACKSON DR |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$73.48 | 703219 | 5696 LAURIE CV APT R |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$109.30 | 703219 | LIFT PUMP 5768 CHOCTAW |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$12.14 | 703219 | COLE RD |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$151.90 | 703219 | 4356 SHARON DR |
| 651 | ENERGY | UTILITY SYSTEM | UTILITIES | \$90.37 | 703219 | 4526 ALDEN LAKE DR W |
| 944 | HORN LAKE WATER ASSO | UTILITY SYSTEM | UTILITIES | \$9.75 | 703241 | IRRIG WINDCHASE DR |
| 944 | HORN LAKE WATER ASSO | UTILITY SYSTEM | UTILITIES | \$247.31 | 703241 | E CENTER STR |
| 1356 | ATMOS ENERGY | UTILITY SYSTEM | UTILITIES | \$207.10 | 703182 | 6410 CENTER ST E |
| 1356 | ATMOS ENERGY | UTILITY SYSTEM | UTILITIES | \$539.44 | 703187 | 6400 CENTER ST E |
| 1356 | ATMOS ENERGY | UTILITY SYSTEM | UTILITIES | \$219.90 | 703183 | 6357 HURT RD |
| 5964 | XYLEM DEWATERING | UTILITY SYSTEM | RENTAL EQUIPMENT | \$925.00 | 703343 | PUMP RENTAL REIMB CLERK TRAINING |
| 6243 | KELSEY BISHOP | UTILITY SYSTEM | TRAVEL & TRAINING | \$165.85 | 703251 | MEAL REIMB CLERK TRAINING |
| 6244 | RODNEY NASH | UTILITY SYSTEM | TRAVEL & TRAINING | \$137.96 | 703282 | EXTRA PUMP FOR LAURIE CV/LAKE FOREST |
| 968 | HYDRA SERVICE INC | UTILITY SYSTEM | MACHINERY & EQUIPMENT | \$5,661.78 | 703243 | UBELT FOR DESOTO RD LS |
| 1518 | O'REILLY AUTO PARTS | UTILITY SYSTEM | MACHINERY & EQUIPMENT | \$11.44 | 703271 | GMS 80709 |
| 2555 | MSDEVELOPMENT AUTHOR | UTILITY SYSTEM | CAP LOAN | \$1,858.36 | 703266 | GMS 50399 |
| 2555 | MSDEVELOPMENT AUTHOR | UTILITY SYSTEM | CAP LOAN | \$2,409.72 | 703266 | GMS 50479 |
| 2555 | MSDEVELOPMENT AUTHOR | UTILITY SYSTEM | CAP LOAN | \$3,260.51 | 703266 | |
| | | | | \$1,026,427.01 | | |

Order #03-20-19

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 White and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Smith, Alderman Jones, and Alderman Johnson.

Nays: Alderman Roberts.

Absent: Alderman Guice.

So ordered this 19th day of March, 2019.

Mayor

Attest:

City Clerk
Seal

** At this time the Mayor called on Randy Denton. Mr. Denton introduced himself and shared he was running as candidate for State Representative in District 25. Mr. Denton stated he was hoping to represent Horn Lake where they lived over 25 years. Mr. Denton assured the Mayor and Board of Aldermen that Horn Lake would have his unwavering support in Jackson.

** At this time the Mayor called on Rev. Pellom representing House of Grace. Rev. Pellom and Ms. Lorraine Cady spoke on the services provided by the House of Grace. Rev. Pellom stated he was the Chairman of the board for the House of Grace. Rev. Pellom asked for support from the City of Horn Lake. Ms. Cady stated they serve many women from the Horn Lake area. Ms. Cady stated that the City has supported the House of Grace in the past and asked for support this year. The Mayor asked if the House of Grace was in the budget adopted for 2019 and it was confirmed \$2,500.00 was budgeted in 2019.

Order #03-21-19

Order to approve Sponsorship

Be it Ordered:

By the Mayor and Board of Aldermen to approve the sponsorship of House of Grace for \$2,500 to be paid with hotel/motel tax proceeds, finding that said organization promotes the attributes of the City and/or promotes the City's tourism and economic development.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Smith, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Guice.

So ordered this 19th day of March, 2019.

Mayor

Attest:

City Clerk
Seal

** At this time the Mayor called on James Powell of 5405 Cohay Road to speak regarding the drainage ditch at the back side of the property. Mr. Powell stated when they moved in 7 years ago the creek behind their home was about 3.5 feet wide, 3 feet deep, and they had about 5 feet to walk between the fence and the creek. Mr. Powell stated now the creek is about 10 feet wide, 6 feet deep where he can walk under his bridge without ducking. Mr. Powell stated it is eroding very fast and about to take out his bridge. Mr. Powell stated he has spoken to public works staff and Alderman Bledsoe in the past and was told they could not work on private property. Mr. Powell stated the natural ditch was narrow enough to step across but when the City installed the culvert in the cove it altered the flow of water and increased the erosion. Mr. Powell stated he was requesting the City maintain this portion of the creek since the City installed culvert has channeled all the water flow that direction. Jay Williams with Public Works stated this is on private property and would be the property owner's responsibility to maintain. Alderman Bledsoe stated he had met with Mr. Powell 2 years ago and it was in bad shape then. Alderman Bledsoe stated he would like for the City to help if we could. Alderman Jones stated it is private property and the property owner could put down riprap but not block the water flow. Vince Malavasi stated this may qualify for a EWP project. The Mayor asked Mr. Malavasi to put this creek on the EWP list for the next cycle of Federal Funds. Alderman Roberts asked that Mr. Powell's property be added to the list and the property off Ingleside Drive be looked at for the list. Mr. Malavasi stated he will notify the City when they are contacted about future funding.

** The Mayor called on Patricia Washington of 6065 Sandhurst Road to speak on concerns about her water bill. Mrs. Washington stated she was still displeased with paying the rate set by the City and not paying for only what she used. Mrs. Washington asked why she has to pay a rate for water instead of just water used. It was explained the Board set a rate for everyone in the City and all citizens on City water pay the same rate. It was recommended that Jay Williams show Mrs. Washington how to read a meter and each month she could check behind the meter reader to verify the usage. Mr. Washington stated she did not want to do that because the meters could be faulty and not accurate. Mrs. Washington requested money back for months she claims the meterman did not read the meter. No action was taken.

** At this time the Mayor called on Willie Davidson, Planning Director who presented Case No. 1904, being a request for a plat revision of Lot 1, Area 4 of the Turman Farms PUD. Mr. Davidson stated the Board approved this PUD in September, 2006. Mr. Davidson stated the Planning Commission approved the request to add .73 acres to Lot 1, which is Gateway Tires for parking, on February 25, 2019. Mr. Davidson stated that staff recommended approval and if the Board approves, the applicant will submit the Final Plat to the Planning Commission.

Order #03-22-19

Order to approve Case No. 1904

Be it Ordered:

By the Mayor and Board of Aldermen to approve Case No. 1904, revision to Final Plat of Lot 1 Area 4 Turman Farms P.U.D., as presented, by adding 0.73 acres to the lot, subject to any Planning Commission and/or Staff comments and conditions.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Smith, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Guice.

So ordered this 19th day of March, 2019.

Mayor

Attest:

City Clerk
Seal

** At this time the Mayor opened the Public Hearing and called on Willie Davidson, Planning Director who presented Case No. 1905 requesting a PUD amendment to existing PUD text for the Weatherstone Apartment PUD. Mr. Davidson stated this PUD was approved by the County and annexed into the City in 2002. Mr. Davidson explained that the current PUD text does not accurately reflect the as-built PUD and needs to be reworded. Alderman Smith asked if this would allow Apartments or add Apartments. Mr. Davidson and Mr. Sappenfield stated this would not change anything to allow more apartments but change the PUD text to conform to the current use. Francis J. Miller stated he was at the Planning meeting and heard no additional apartments. Ms. Jennifer Armstrong from 5436 Ridgefield Drive asked if this text change remained the same would they need to convert this back to Town Homes. Ms. Armstrong confirmed through the City Attorney that this change would not allow them to convert the Town homes to smaller or more apartments. No one else spoke in favor or against the request. The Public Hearing was closed.

Ordinance #19-03-255

Ordinance of the Mayor and Board of Aldermen of the City of Horn Lake, DeSoto County, Mississippi, amending the text of the Weatherstone Planned Unit Development

WHEREAS, MM Louisiana, Inc. did file an Application for amendment of a planned unit development to amend the text of the Weatherstone Planned Unit Development (“PUD”) (the “Application”); and

WHEREAS, the City of Horn Lake Planning Commission (the “Planning Commission”) scheduled a public hearing on the Application for the 25th day of February, 2019; and

WHEREAS, notice of the February 25, 2019 public hearing was published in the DeSoto Times-Tribune, a newspaper published, or of general circulation, in the City of Horn Lake, DeSoto County, Mississippi, in the manner and for the time required by law, and as shown by proof of publication on file with the City; and

WHEREAS, at the February 25, 2019 Planning Commission meeting, the Planning Commission reviewed the Application and thereafter, approved the amendments of the text of the Weatherstone PUD, and did thereafter, forward its recommendation to the Mayor and Board of Aldermen; and

WHEREAS, on the 19th day of March, 2019, at 6:00 o'clock p.m., the public hearing on the Application was held before the City of Horn Lake Mayor and Board of Aldermen at the City Hall, Horn Lake, Mississippi; and

WHEREAS, notice of the March 19, 2019 public hearing was published in the DeSoto Times-Tribune, a newspaper published, or of general circulation, in the City of Horn Lake, DeSoto County, Mississippi, in the manner and for the time required by law, and as shown by proof of publication on file with the City; and

WHEREAS, at the time, date and place specified in the notice, the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi did conduct a public hearing on the Application, and at said hearing the said Mayor and Board received the Staff Report, the Planning Commission’s recommendation for approval, and received comments and heard evidence presented by the Planning Director, the Owner and/or its representatives, and others present; and

WHEREAS, the Mayor and Board of Aldermen are familiar with the property and existing land uses within the City of Horn Lake and in the area of the City where the property is located, and in acting on this Ordinance, have duly considered the matters and facts within their personal knowledge as same affect the PUD text amendments requested in the Application filed herein.

NOW, THEREFORE, be it ordained by the Mayor and Board of Aldermen of the City of Horn Lake, DeSoto County, Mississippi as follows, to-wit:

SECTION 1. That the matters and facts stated in the preamble hereof are found, determined and adjudicated to be true and correct.

SECTION 2. That it is hereby found and determined that the conditions precedent to the granting of an Application to amend a Planned Unit Development and/or the City of Horn Lake official zoning map as required by Appendix A of the Code of Ordinances, City of Horn Lake, Mississippi, exist and have been satisfied or else waived in regard to the granting of the Application, and to the extent necessary, the Mayor and Board of Aldermen do hereby find and determine that the character of the neighborhood where the property is located has changed to such an extent as to justify the reclassification of the property, and that there is a public need for the PUD text amendments requested in the Application.

SECTION 3. That the text of the Weatherstone PUD is hereby amended, as presented, including, but not limited to, the addition of apartments as a permitted use in the RM-6 zoning district classification in the Weatherstone PUD, being Lots 11-60, Weatherstone Subdivision, as recorded in plat book 79, page 47 of the DeSoto County land records.

SECTION 4. This Ordinance shall become effective and be in full force from and after being certified by the City Clerk, signed by the Mayor or Board Majority, recorded in the ordinance book, published and after waiting one month after the date of passage.

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 March, 2019.

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 Smith and duly seconded by Alderman White for the adoption of this ordinance. A roll call was taken with the following results:

| | |
|-------------------|--------|
| Alderman White: | Yea |
| Alderman Johnson: | Yea |
| Alderman Guice: | Absent |
| Alderman Smith: | Yea |
| Alderman Jones: | Yea |
| Alderman Bledsoe: | Yea |
| Alderman Roberts: | Nay |

The foregoing ordinance was adopted this the 19th day of March, 2019.

Mayor

Attest:

City Clerk

Seal

Order #03-23-19

Order to approve revised Court Job Descriptions

Be it Ordered:

By the Mayor and Board of Aldermen to approve the revised Job Descriptions in the Court Department.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Smith, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Guice.

So ordered this 19th day of March, 2019.

Mayor

Attest:

City Clerk

Seal

City of Horn Lake –Court Department

Job Description – Municipal Court Clerk

Purpose of Position

To direct, manage, and provide all administrative support functions for the Municipal Court for the City of Horn Lake.

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

Maintain all court files

- Make court files for all offenders
- Update and maintain all current offenders' court files
- Maintain records on inmates including sentencing hearings, probation violations, release information, etc.
- Pull all necessary documents when court dates approach
- Prepares docket or calendar of cases to be called
- Maintain all court minutes

Provide administrative support to Police Department

- Keep track of the number of tickets officers write monthly
- Issue ticket and affidavit books to police officers
- Communicate and coordinate with Police department personnel for transporting of prisoners for court
- Communicate and coordinate with Police department personnel for updating cases

Provide administrative support to the Municipal Court of Horn Lake

- Records, receipts and disburses various monies collected by the court in the form of fines, fees, restitution and bonds
- Handles courtroom operations by maintaining Judge's calendar, processing, routing, researching, and maintaining files
- Creates, processes, and maintains appropriate court records and documents for the court as required by appropriate rules, statues, policies, and procedures
- Oversees issuing of subpoenas
- Oversees issuing of warrants for contempt of court and violations of Probation
- Close out fine payments for the month and submit to City Clerk for payment
- Keep track of all individuals requesting information or files on an offenders/inmates (e.g. lawyers, prosecutor, etc)
- Maintain and keep track of all court documents
- Keep and provide general supplies for the court
- Provide any needed documentations for judges, prosecutors and public defender
- Examines legal documents submitted to court for adherence to law or court procedures, prepares case folders and posts, files or routes documents.

- Explains procedures or forms to parties in case
- Update information to the Protection Order Registry and Report Beam
- Maintain all records for non-adjudications
- Keep track of all defendants with interlock device systems and maintains records from vendors for violations
- Completes PEER spreadsheets for AOC
- Updates and maintains E-citations with Department of Public Safety
- Maintains proper communication with County Jail for housing of inmates
- Handle initial appearances with prisoners
- Process all felony cases for bind overs, etc.

Provide other administrative duties

- Document general information on individuals
- File papers, tickets, warrants, etc

Perform other duties as directed

Job Context

The Municipal Court Clerk is a full-time, permanent position in the Court Department. The immediate supervisor for this position is the Mayor. The person in this position is supervised on a less than weekly basis. The person in this position has direct supervision over all court personnel. The Municipal Court Clerk works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it. There is no night work. The person in this position is occasionally on call. 95% of the work for this position is indoors; 5% of the work is outdoors when transporting documents to court. The position has accountability for monetary, fiscal, safety and legal issues related to the work for which this position is responsible.

There is no exposure to chemicals and/or hazardous materials. The person in this position must have appropriate, required certification. A college degree in a related field is preferred but not required. Certification as a Municipal Court Clerk as mandated by State law is required. At least six months to a year of experience is also preferred for this position. The stress level associated with this position varies with activities. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

Knowledge, Skills and Abilities

Knowledge

- Laws governing municipal government
- Responsibilities of a Municipal Court Clerk as set by state law
- Knowledge of local and government accounting principles
- Court administration processes and procedures
- Knowledge of state laws concerning municipality
- General departmental office procedures
- Proper grammar and use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety

- Federal and state statutes and local ordinances concerning the work of the department
- Mathematical skills, including addition, subtraction, division and Multiplication
- General functions and operations of municipal government

Skills and Abilities

- Data entry skills
- Time management skills
- Organize and prioritize work
- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including typewriters, photocopiers and facsimile machine
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- 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
- Develop, implement and follow departmental and City procedures

FLSA: Exempt

REPORTS TO: Mayor

SUPERVISES: Deputy Court Clerk I, Deputy Court Clerk II, Deputy Court Clerk – Warrant Bond Clerk and Deputy Court Clerk – Supervisor.

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 03/19/2019

City of Horn Lake

Job Description - Deputy Court Clerk-Supervisor

Purpose of Position

Provides administrative and assistance to the court, municipal court clerk and judges. Performs a variety of general office/clerical duties which includes to supervise employees on a daily basis, answering the phone, typing, filing, collecting funds and entering citations and other information in the computer and to provide support for the Municipal Court.

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

Maintain all court files

- Check all warrants issued for failure to appear cases before activation with the Police Department.
- Check all Nisi and Scire Facias issued before sending to Bonding Companies.
- Maintain communication with bonding companies for warrants and surrenders.
- Process expungements from attorneys through the court system and send all orders to the Police Department and the Sheriff's Department.
- Process cash bonds and refunds on bonds.
- Provide open communication with Defendants in jail or with MDOC to set court dates as needed.
- Process all failure to appear tickets through the FTA processing, including suspensions of driver license process.
- Process daily paperwork from the jail to the Judge for initial appearances.
- Process traffic citations for court docket.
- Process paperwork from an arrest for the court docket.
- Prepare copies of the docket and ensure that they are given to the necessary parties.
- Provides information at the court window and on the telephone to defendants, attorneys and general public.
- Receives legal documentation for filing, reviews documentation for appropriate signatures and format and forwards questionable documents to the Municipal Court Clerk
- Enter court orders and process any and all paperwork for proper filing with the Department of Public Safety.

Provide administrative support to the Municipal Court of Horn Lake

- Records, receipts and disburses monies on cash bonds.
- Determine, through Dockets, the status of failure to appear traffic tickets.
- Prepare case folders for all individuals processed through the courts.
- Input data, indexes, updates, maintains, correct errors and verify data on the computer.
- Process by entering to State database domestic protective orders.
- As a courtroom clerk, keeps records for payments of fines, enters orders, processes fine payments, and provides assistance to Judges, Prosecutors and all other attorneys.

Provide other administrative duties

- Document general information on individuals
- Attends court when necessary
- Assist the public with all questions concerning the municipal court.
- Process proper paperwork for court cases
- File papers, tickets, warrants, etc

Perform other duties as directed

Job Context

The Deputy Court Clerk-Supervisor is a full-time, permanent position in the Court Department. The immediate supervisor for this position is the Municipal Court Clerk. The person in this position is supervised on as needed basis. The person in this position has supervisory responsibilities. This position has demonstrated and completed the knowledge and competency of Deputy Court Clerk I, II and Warrant/Bond clerk. The Deputy Court Clerk-Supervisor works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it. There is some night work. The person in this position is never on call. 95% of the work for this position is indoors; 5% of the work is outdoors when transporting documents to court. The position has accountability for monetary, fiscal, safety and legal issues related to the work for which this position is responsible.

There is no exposure to chemicals and/or hazardous materials. The person in this position must have a high school graduation or equivalent, prefer some additional coursework related to courts, data processing and related areas. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

Knowledge, Skills and Abilities

Knowledge

- Knowledge of local and government accounting principles.
- Knowledge of Criminal Rules and Court Procedures.
- Court processes and procedures.
- General departmental office procedures
- Proper grammar and use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- 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

- Data entry skills
- Time management skills
- Organize and prioritize work
- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including computers, photocopiers, and facsimile machine

- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- 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, and 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 procedures

FLSA: Non - Exempt

REPORTS TO: Municipal Court Clerk

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 03/19/2019

City of Horn Lake

Job Description - Deputy Court Clerk/Warrant/Bond Clerk

Purpose of Position

Provides administrative and assistance to the court, municipal court clerk and judges. Performs a variety of general office/clerical duties which include answering the phone, typing, filing, collecting funds and entering citations and other information in the computer and to provide support for the Municipal Court.

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

Maintain all court files

- Issue all warrants for failure to appear cases.
- Issue all Nisi and Scire Facias to bonding companies.
- Issue all bond forfeitures for bonding companies.
- Maintain communication with bonding companies for warrants and surrenders.
- Process cash bonds received from the jail and refunds on bonds as needed.
- Provide open communication with Defendants in jail or with MDOC to set court dates as needed.
- Process daily paperwork from the jail to the Judge for initial appearances.
- Process traffic citations for court docket.
- Process paperwork from an arrest for the court docket.
- Prepare copies of the docket and ensure that they are given to the necessary parties.
- Provides information at the court window and on the telephone to defendants, attorneys and general public.
- Receives legal documentation for filing, reviews documentation for appropriate signatures and format and forwards questionable documents to the Municipal Court Clerk
- Enter court orders and process any and all paperwork for proper filing with the Department of Public Safety.

Provide administrative support to the Municipal Court of Horn Lake

- Records, receipts and disburses monies on cash bonds.
- Determine, through Dockets, the status of failure to appear traffic tickets.
- Prepare case folders for all individuals processed through the courts.
- Issue all contempt warrants for fines, bond forfeitures, and violation of probation.
- Input data, indexes, updates, maintains, correct errors and verify data on the computer.
- Process by entering to State database domestic protective orders.
- As a courtroom clerk, keeps records for payments of fines, enters orders, processes fine payments, and provides assistance to Judges, Prosecutors and all other attorneys.

Provide other administrative duties

- Document general information on individuals
- Attends court when necessary
- Assist the public with all questions concerning the municipal court.
- Process proper paperwork for court cases
- File papers, tickets, warrants, etc

Perform other duties as directed

Job Context

The Deputy Court Clerk/warrant bond clerk is a full-time, permanent position in the Court Department. This position has demonstrated and completed the knowledge and competency of Deputy Court Clerk I and II. The immediate supervisor for this position is the Municipal Court Clerk and/ or the Deputy Court Clerk Supervisor. The person in this position is supervised on a weekly basis. The person in this position has no supervisory responsibilities. The Deputy Court Clerk/warrant bond clerk works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it.

There is some night work. The person in this position is never on call. 95% of the work for this position is indoors; 5% of the work is outdoors when transporting documents to court. The position has accountability for monetary, fiscal, safety and legal issues related to the work for which this position is responsible.

There is no exposure to chemicals and/or hazardous materials. The person in this position must have a high school graduation or equivalent, prefer some additional coursework related to courts, data processing and related areas. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

Knowledge, Skills and Abilities

Knowledge

- Knowledge of local and government accounting principles.
- Knowledge of Criminal Rules and Court Procedures.
- Court processes and procedures.
- General departmental office procedures
- Proper grammar and use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- 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

- Data entry skills
- Time management skills
- Organize and prioritize work
- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including computers, Photocopiers and facsimile machine
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- 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, and 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 procedures

FLSA: Non - Exempt
REPORTS TO: Municipal Court Clerk
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 03/19/2019

City of Horn Lake

Job Description - Deputy Court Clerk I

Purpose of Position

Performs a variety of general office/clerical duties which include answering the phone, typing, filing, collecting funds and entering citations and other information in the computer and to provide support for the Municipal Court.

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

Maintain all court files

- Process traffic citations for court docket.
- Process all paperwork from an arrest for the court docket.
- Prepare copies of the docket and ensure that they are given to the necessary parties.
- Provides information at the court window and on the telephone to defendants, attorneys and general public.
- Receives legal documentation for filing, reviews documentation for appropriate signatures and format and forwards questionable documents to the Municipal Court Clerk
- Maintain and process all daily payments and fines.
- Enter all court orders and process any and all paperwork for proper filing with the Department of Public Safety.

Provide administrative support to the Municipal Court of Horn Lake

- Records, receipts and disburses various monies collected by the court in the form of fines, fees, restitution and bonds.
- Determine, through Dockets, the status of failure to appear traffic tickets.
- Prepare case folders for all individuals processed through the courts.
- Input data, indexes, updates, maintains, correct errors and verify data on the computer
- As a courtroom clerk, keeps records for payments of fines, enters orders, processes fine payments, and provides assistance to Judges, Prosecutors and all other attorneys.

Provide other administrative duties

- Document general information on individuals
- Attends court.
- Assist the public with all questions concerning the municipal court.
- Process proper paperwork for Defensive Driving School and MASEP
- File papers, tickets, warrants, etc

Perform other duties as directed

Job Context

The Deputy Court Clerk I is a full-time, permanent position in the Court Department. This is an entry-level, probationary position within the Court department. The immediate supervisor for this position is the Municipal Court Clerk and/or the Deputy Court Clerk Supervisor. The person in this position is supervised on a daily basis. The person in this position has no supervisory responsibilities. The Deputy Court Clerk I works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it. There is some night work. The person in this position is never on call. 95% of the work for this position is indoors; 5% of the work is outdoors when transporting documents to court. The position has accountability for monetary, fiscal, safety and legal issues related to the work for which this position is responsible.

There is no exposure to chemicals and/or hazardous materials. The person in this position must have a high school graduation or equivalent, prefer some additional coursework related to courts, data processing and related areas. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

Knowledge, Skills and Abilities

Knowledge

- Knowledge of local and government accounting principles
- To learn Court processes and procedures.
- To learn Criminal Rules and Court Procedures
- General departmental office procedures
- Proper grammar and use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- 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

- Data entry skills
- Time management skills
- Organize and prioritize work
- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including computers, photocopiers and facsimile machine
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- 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, and 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 procedures

FLSA: Non - Exempt

REPORTS TO: Municipal Court Clerk

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 03/19/2019

City of Horn Lake

Job Description - Deputy Court Clerk II

Purpose of Position

Performs a variety of general office/clerical duties which include answering the phone, typing, filing, collecting funds and entering citations and other information in the computer and to provide support for the Municipal Court.

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

Maintain all court files

- Process traffic citations for court docket.
- Process cash bonds (in Court Software and Financial Software)
- Handle all discovery files for attorneys and defendants.
- Prepare officer calendar for Prosecutors, Judge and Public Defender.
- Handle and process public record requests from various agencies and defendants.
- Process paperwork from an arrest for the court docket.
- Prepare copies of the docket and ensure that they are given to the necessary parties.
- Provides information at the court window and on the telephone to defendants, attorneys and general public.
- Maintain and process all daily payments and fines.
- Enter all court orders and process any and all paperwork for proper filing with the Department of Public Safety.
- Provides training to all new entry level Deputy Court Clerks.

Provide administrative support to the Municipal Court of Horn Lake

- Records, receipts and disburses various monies collected by the court in the form of fines, fees, restitution and bonds.
- Determine, through Dockets, the status of failure to appear traffic tickets.
- Prepare case folders for all individuals processed through the courts.
- Input data, indexes, updates, maintains, correct errors and verify data on the computer
- Processes Domestic Abuse Protection Orders for Court and to State database
- Handles all paperwork for Domestic Protection Orders to all other agencies.
- As a courtroom clerk, keeps records for payments of fines, enters orders, processes fine payments, and provides assistance to Judges, Prosecutors and all other attorneys.

Provide other administrative duties

- Document general information on individuals
- Attends court.
- Assist the public with all questions concerning the municipal court.
- Process proper paperwork for Defensive Driving School and MASEP
- File papers, tickets, warrants, etc

Perform other duties as directed

Job Context

The Deputy Court Clerk II is a full-time, permanent position in the Court Department with a minimum of (2) year experience with favorable evaluations and no disciplinary action within the previous years. The immediate supervisor for this position is the Municipal Court Clerk and/or the Deputy Court Clerk Supervisor.

The person in this position is supervised on a daily basis. The person in this position has no supervisory responsibilities. The Deputy Court Clerk II works regular hours most of the time, with some flexibility when required. This position requires occasional overtime when the workload demands it. There is some night work. The person in this position is never on call. 95% of the work for this position is indoors; 5% of the work is outdoors when transporting documents to court. The position has accountability for monetary, fiscal, safety and legal issues related to the work for which this position is responsible.

There is no exposure to chemicals and/or hazardous materials. The person in this position must have a high school graduation or equivalent, prefer some additional coursework related to courts, data processing and related areas. Physical work involved with this position includes, but is not limited to, lifting file boxes, climbing stairs and sitting for long periods of time.

Knowledge, Skills and Abilities

Knowledge

- Knowledge of local and government accounting principles
- Knowledge of Criminal Rules and Court Procedures.
- Court processes and procedures
- General departmental office procedures
- Proper grammar and use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- 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

- Data entry skills
- Time management skills
- Organize and prioritize work
- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including computers, photocopiers and facsimile machine
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- 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, and 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 procedures

FLSA: Non - Exempt
REPORTS TO: Municipal Court Clerk
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 03/19/2019

Order #03-24-19

Order to approve Sponsorship

Be it Ordered:

By the Mayor and Board of Aldermen to approve sponsorship of Horn Lake High School DECA students Madison Burton and Emily Little to attend the DECA International Career Development Conference at a cost of \$2,800.00 to be paid with hotel/motel tax proceeds, finding that said event/students promote the attributes of the City and/or promote the City's tourism and economic development.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Smith, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 19th day of March, 2019.

Mayor

Attest:

City Clerk
Seal

** Alderman Guice arrive at 6:45 p.m.

** At this time the Mayor opened the discussion on a potential road bond. The Mayor shared that his veto on Board Order No. #03-07-19 would need to stand in order for the municipal street funds to be used to service a road bond beginning in 2020. Jim Robinson, City Clerk shared the proposed road bond information. Nick Schorr, Government Consultants, LLC shared information supporting the road bond information presented. Alderman Smith asked if the Tulane Bridge could be added to the list. It was confirmed the Tulane Bridge had been added to the list. The Mayor stated he spoke with Senator Parker, Senator Massey, and Representative Eubank about submitting funds for Tulane Bridge. Alderman Smith asked if MPO funds could be used on the streets listed. It was confirmed that MPO funds are not able to be used on residential streets. Alderman Bledsoe asked when the paving could begin and Mr. Malavasi stated around 3 months. Alderman Smith asked if this bond could be executed before April 30, 2019 and Attorney Billy Campbell stated we could get the Intent Resolution adopted by next month. Alderman White shared that all citizens are concerned about all the streets in the City and stated he would like to move forward on this road bond to attempt paving on at least half the streets on the list this year. Mr. Malavasi confirmed that all the streets on the list could be completed within two years. The Mayor agreed and asked for the veto to stand so that the money could be used for the first two payments on the road bond. Alderman Roberts suggested the bond be implemented in two phases to save on the interest. Alderman Guice confirmed for the citizens present that this road bond would be used this year on Holly Grove Subdivision. Alderman Roberts repeated his previous point to separate the bond into two separate bonds to save interest. Mr. Schorr stated 2 separate bonds are an option and there would be added closing costs and a risk of higher interest rates. Alderman Jones stated they could issue this bond now and after the election a new Board may not want to issue debt for the City. Alderman Bledsoe stated asphalt prices may increase over the two years. Alderman Roberts stated 2 separate bond issuances could save the City money and this needed to be resolved quickly. Mr. Schorr confirmed the road bond has a potential for a 90 days process. Alderman Guice asked if the bid process could begin once the vote to proceed takes place tonight. Mr. Malavasi stated the bids could begin now and be reimbursed once the bond is issued

**Item VI (A.) – No action was taken to override the Mayor’s veto of Order #03-07-19.

Order #03-25-19

Order to proceed with street bond process

Be it Ordered:

By the Mayor and Board of Aldermen to proceed with a street bond issue to fund the bridge and streets project list prepared by Vince Malavasi, Neel Schaffer.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Smith, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 19th day of March, 2019.

Mayor

Attest:

City Clerk
Seal

Order #03-26-19

Order to approve pay increases

Be it Ordered:

By the Mayor and Board of Aldermen to approve salary budget adjustment in the Court Department, in lieu of filling one (1) open position and provide a pay increase at the following rate: Brianna Snyder \$12.50 per hour, Cindy White \$14.00 per hour, Keena Keel \$15.50 per hour, Amy Ray \$17.00 per hour, all effective March 24, 2019.

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 Bledsoe, Alderman Guice, Alderman Smith, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 19th day of March, 2019.

Mayor

Attest:

City Clerk
Seal

Order #03-27-19

Order to approve revised Job Descriptions

Be it Ordered:

By the Mayor and Board of Aldermen to approve the revised Job Descriptions in the Finance and Administration Department.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Smith, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 19th day of March, 2019.

Mayor

Attest:

City Clerk
Seal

City of Horn Lake

Job Description – Human Resources Director/Deputy City Clerk

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.

Purpose of the Position

Responsible for the overall day-to-day human resource functions for the City of Horn Lake. The Director should be able to provide vision, leadership, planning, and project coordination. This hands-on position includes: staffing and retention, employee relations, compensation and benefits, employee communications, payroll administration and regulatory compliance.

Major Duties and Responsibilities

- Manages all aspects of Human Resources for 200 + employees
- Responds to inquires regarding policies, procedures and programs
- Provides advice and counsel to Board of Aldermen, department heads, managers and employees
- Act as an interface with PERS for the retirement plan and to assist employees in filing form retirement and disability retirement
- Update and maintain the personnel policy and procedure manual including the employee handbook
- Participates in department goals, objectives and systems
- Administers benefit programs such as life, health, dental, vision, disability, vacation leave, sick leave, FMLA leave, deferred compensation, employment assistance program and retirement
- Administers annual benefit enrollment and facilitates employees understanding of payroll deductions
- Analyze and modify compensation and benefit policies to establish competitive programs and ensure compliance with legal requirements
- Record keeper for benefit plans participation such as insurance and retirement plan, personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and employee statistics for government reporting
- Administers all set up for new hires and completion of new hire orientation
- Administers and manage all workers compensation reports and follow-up to track loss ratio
- Prepare recommendations to the Mayor and Board of Aldermen regarding human resource issues and personnel recommendations
- Manage legal compliance with human resource issues including but not limited to FMLA, Affordable Health Care, discrimination, disability, etc.
- Administers all payroll functions, development of checks and direct deposits, and banking requirements for payroll
- Administer and complete all tax liability reports to the IRS, Quarterly 941's, Annual 941's and Unemployment Reports
- Administers W2's and year end reporting for employees and city requirements
- Work with all departments to help manage individual issues related to human resources
- Work with and assist elected officials on human resource issues as requested
- Act as a liaison between the Board of Aldermen and employees and departments
- Researches, analyzes data and prepares reports
- Manage at times and assist with Election Responsibilities

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of human resources policies, programs, methods and practices
- Proficiency with Microsoft Office Suite
- Proficiency with Tyler Technologies/MUNIS Software
- Strong working knowledge of Federal, State and local laws related to human resources (FLSA, FMLA, ADA, ERISA, ACA, etc.)
- Excellent oral and written skills
- Ability to mulit-task, track projects and tasks to completion
- Develop and implement policies and procedures related to personnel issues
- High level of integrity and the ability to deal with sensitive information in a confidential, professional

manner

- Establish and maintain effective working relationships with employees, managers, other agencies and the general public
- Provides functional guidance for administrative support needs
- Good verbal and written communication skills
- Attention to detail
- Team-oriented
- Ability to work in a political environment
- Responsibilities of the Deputy City Clerk as set by state laws
- Strong time management and organization skills

Perform other duties as directed

Job Context

The Human Resources Director and Deputy City Clerk is a full-time, permanent position in the City Clerks Office. The immediate supervisor for this position is the City Clerk, Mayor and Board of Aldermen. The person in this position is supervised on a less than weekly basis. The Human Resources Director works regularly scheduled hour's year around, and frequently works overtime and at night. The person in this position never works shift work, and is on call only in emergency situations. 95% of the work in this position is indoors, and 5% is outdoors and requires work done in all types of weather conditions. The position has accountability for monetary, safety, and legal issues related to the work for which this position is responsible.

There is no exposure to chemicals and/or hazardous materials. The person in this position must maintain a valid driver's license and a minimum of \$50,000.00 bond. This position requires a high school diploma, or equivalent education. A Bachelor's Degree in a related field is strongly recommended or experience may be substituted if relevant. HR Certification preferred. The person in this position must possess Mississippi Clerk designation (CMC/CDMC) or obtained within three years of employment. The stress level associated with this position is high. Physical work involved in this position exists only in major emergencies or crisis situations.

FLSA: Exempt

REPORTS TO: Mayor, City Clerk

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 03/19/2019

City of Horn Lake – Finance/Administration

Job Description – Finance Officer

Purpose of the Position

The Finance Officer is responsible for financial operations of the City, fiscal accountability, and preparing the financial paperwork for the city's annual audit. The Finance Officer will assist the Administrative Team (City Clerk, Human Resources Director, and Accounts Payable/Deputy City Clerk) with clerical and administrative support as necessary and will perform other duties as assigned.

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

Essential Job Functions

- Reconcile Bank Statements
- Audit preparation, financial statement preparation, inclusive of all related financial statement processes.
- Provides financial guidance and interpretation, ad-hoc financial reporting
- Maintain and reconcile General Ledger accounts
- Prepares and inputs monthly and adjusting journal entries, financial review and statement preparation, inclusive of financial statements for related entities
- Asset management, inclusive of fixed asset additions and disposals, maintenance and reporting
- Cash management; ensure debt service payments, debt service requirements, procurement of leasing and bonds
- Maintains internal control system and ensure compliance with accounting and auditing standards

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 frequently required to stand, walk, sit, talk, hear, type and ten key. The employee is occasionally required to climb, balance, stoop, kneel, crouch, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Knowledge, Skills and Abilities

Knowledge of modern governmental accounting theory, principles and practices including federal and state laws/regulations relevant thereto; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts

payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB. Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively orally and in writing.

Tools and Equipment Use

Computer, calculator, telephone, copier and fax machine.

Perform other duties as directed

Job Context

The Finance Officer is a full-time position in the Finance & Administrative Department. The immediate supervisor for this position is the City Clerk, followed by the Mayor. The person in this position is supervised daily under broad policy guidance from the City Clerk and/or Mayor and has no supervisory authority. This position works regular hours year round. The person in this position is never on call. This position works indoors 100% of the time indoors. The Finance Officer must attend seminars and educational opportunities, in order to stay abreast of trends and changes with governmental accounting and best practices.

There is no exposure to chemicals and/or hazardous materials. The person in this position must maintain a valid driver's license and a minimum of \$50,000.00 bond. This position requires a high school diploma or GED. Graduation from an accredited four-year college or university with a degree in accounting, Certified Public Account/CPA, and two years of progressively responsible municipal finance work or an equivalent of education and experience is preferred. The stress level associated with this position varies with activities, for example, meeting deadlines and auditing.

FLSA: Exempt

REPORTS TO: Mayor, City Clerk

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 03/19/2019

City of Horn Lake – Finance & Administration

Job Description – Accounts Payable/Deputy City Clerk

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.

Purpose of Position

To assist with the collection and expenditure of all city funds and maintaining internal fiscal controls for such funding. And; to assist the Administrative Team, (City Clerk, Finance Officer, and Human Resources Director) with clerical and administrative support by performing the following duties and any other duties as assigned.

Major Duties and Responsibilities

- Cross-train with various duties including, but not limited to accounts payable, accounts receivable, general billing and others as assigned
- Pay invoices
- Research and code invoices to correct departments
- Enter invoices, stamp invoices and print docket for board approval
- Prints checks and register to be signed
- Match checks with invoices
- File copy of checks and invoices
- Ensure reconciliation appropriately on each vendor
- Transfers for FSA payments
- Transfers for court bond refunds
- Daily check reconciliation
- Office inventory and supplies
- Enter deposit postings daily
- Process new vendor files
- Maintain files for 1099 processing at end-of-year
- Assist with pulling items for annual audit as necessary
- Take deposits to bank
- Match receipts from bank to corresponding deposits
- Maintain bank balance spreadsheets daily against reconciliations

Perform other duties as needed and assigned

Job Context

The Accounts Payable / Deputy Clerk position is a full time, permanent position in the Administration Department. The immediate supervisor for this position is the Mayor. The person in this position is supervised weekly. The person in this position has no supervisory authority. This position works regular hours year round. The person in this position is never required to perform shift work and is never on call. 100% of the work is completed indoor. The position has accountability for monetary and fiscal issues related to the work for which this position is responsible.

There is never exposure to chemicals and/or hazardous materials. The Accounts Payable / Deputy Clerk position must attend seminars and educational opportunities as deemed necessary. The person in this position must maintain a valid driver's license and a minimum of \$50,000.00 bond. The person in this position must hold a high school diploma or GED and obtain the Mississippi Clerk Certification designation (CMC/CDMC) within three years of employment. There are no required years of experience but at least 1 year

is highly recommended. The stress level varies with activities, for example, meeting deadlines and auditing. Physical work involved with this position includes lifting file boxes, typing, ten key, and answering a multi-line phone.

Knowledge, Skills and Abilities

Knowledge

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

Skills and Abilities

- Use a variety of standard office equipment
- Efficient with computer software: Excel, Word
- Preparing and maintaining a variety of records and reports
- Work as a team member with other employees
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple task simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures

FLSA: Non-Exempt

REPORTS TO: City Clerk, Mayor

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 these.

Signature Acknowledging Job Description

Date

* Adopted 03/19/2019

City of Horn Lake

Job Description – City Clerk

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.

Purpose of the Position

To provide financial oversight/controls for all City funds and perform the legal duties of a City Clerk. To coordinate, direct, and implement the budgets, programs, operations and policies adopted by the Mayor and the Board of Aldermen, as well as, to ensure appropriate/approved communications with residents, businesses, publications (i.e., newspapers), news media and other governmental agencies.

Major Duties and Responsibilities

Perform the legal duties of a City Clerk

- Assure the City's compliance with state laws
- Act as custodian of all official City records, minutes, ordinances, contracts, etc.
- Assist with preparation and issuance of city bond issues, as directed
- Privilege license collections
- Municipal Elections
- Acts as Chief Finance Officer of the City for oversight/directing in the development and administration of the City Budget; assure the financial soundness and integrity of the city to ensure its capacity to meet commitments, improve operations and to maximize the delivery of quality services to citizens.
- Assure the proper execution and operation of government by way of recording the proceedings of government at all necessary board meetings.
- Submission of all Federal, State, and Local entities yearly reports in a timely manner.
- Prepare monthly reports to the Mayor and Board of Aldermen concerning the financial conditions of the City.
- Oversees preparation of information for bond ratings, bond issues, bond offering statements, and continuing disclosure statements.
- Oversees preparation of information for annual audit and review reports.
- Comply with all requests for Public Information

Maintain all official Board and Municipal records

- Attend all meetings
- Record actions taken by the Board for the official minute book
- Maintain records and log books of minutes, ordinances and resolution
- Make recommendations to Mayor and Board regarding improvements for Departments, operations and financial structures.
- Maintain ordinance files and public record files

Oversee departmental administrative duties

- Receive and process financial documentation, receipts, state records, and city obligations

- Make deposits to appropriate accounts
- Prepare and distribute information for bond issues
- Conduct historical research, as required
- Project management/tracking as relates to construction in progress
- Manage the city's finances through constant tracking, department communication and budget adjustments

Manage all expenditures of public funds, including claims dockets and issuance of payments

- Supervise/control the city's purchasing procedures, obligations and contracts
- Receive and tabulate bids according to City policy and procedures
- Coordinate non-bid procurements for the Administration Department
- Assist with determining purchase amounts and procedures
- Approve purchases over \$500 for the Administration Department
- Update City purchasing policies as needed and submit to the Board for approval
- Monitor all purchasing orders to ensure compliance

Assist with the annual budget process

- Provide information and assistance to department heads
- Develop and propose a budget for the City Clerk's Office function
- Implement budget adjustments/amendments as they are passed

Perform other duties as directed

Job Context

The City Clerk is a full-time, permanent position in the City Clerks Office. The immediate supervisor for this position is the Mayor and Board of Aldermen. The person in this position is supervised on a less than weekly basis. The City Clerk works regularly scheduled hour's year around, and frequently works overtime and at night. The person in this position never works shift work, and is on call only in emergency situations. 95% of the work in this position is indoors, and 5% is outdoors and requires work done in all types of weather conditions. The position has accountability for monetary, safety, and legal issues related to the work for which this position is responsible.

There is no exposure to chemicals and/or hazardous materials. The person in this position must maintain a valid driver's license and a minimum of \$50,000.00 bond. This position requires a high school diploma, or equivalent education. A Bachelor's Degree in a related field is strongly recommended or experience may be substituted if relevant. The person in this position must possess Mississippi Clerk designation (CMC/CDMC) or obtained within three years of employment. The stress level associated with this position is high. Physical work involved in this position exists only in major emergencies or crisis situations.

Knowledge, Skills, and Abilities

Knowledge:

- Responsibilities of the City Clerk as set by state laws
- Grant research and securement techniques

- Proper grammar and proper use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- 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:

- Accurate typing and data entry using a personal computer
- Supervision and Development of staff
- Use various pieces of office equipment, including typewriters, photocopiers and facsimile machine
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- 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
- Develop, implement, and follow departmental and City policies and procedures

FLSA: Exempt

REPORTS TO: Mayor

SUPERVISES: Finance Officer, Accounts Payable/Deputy City Clerk, HR Director/Deputy City Clerk

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 03/19/2019

Order# 03-28-19

Order to approve payments in Parks Department

Be it Ordered:

By the Mayor and Board of Aldermen to approve payments to Sysco in the amount of \$4535.00 for concession stand items and the following seasonal workers, referees, and umpires: Daniel Thompson \$30.00, DeAna Merrill \$26.60, Jackson Abner \$97.50, Meghan Balash \$86.25, Daylin Hershman \$161.30, Johnny Cornett \$217.50, Danielle Cheeseman \$73.50, Clayton Smith \$52.50, Dana Hershman \$150.00, Amber Holland \$155.00, Barron Spencer \$20.00 for the Parks Department.

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 Bledsoe, Alderman Guice, Alderman Smith, Alderman Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 19th day of March, 2019.

Mayor

Attest:

City Clerk
Seal

Order #03-29-19

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 Bledsoe, Alderman Guice, Alderman Smith, Alderman Johnson, and Alderman Roberts.

Nays: Alderman Jones.

Absent: None.

So ordered this 19th day of March, 2019.

Mayor

Attest:

City Clerk
Seal

The minutes for the March 19, 2019 Mayor and Board of Aldermen meeting were presented to the Mayor for his signature on _____, 2019.

City Clerk