

MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN MEETING
FEBRUARY 4, 2020 BEGINNING AT 6:00 P.M.

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

Mayor Allen Latimer
Alderman Bledsoe
Alderman Jones

I. Vote on Municipal Docket

II. Consent Agenda

- A. Approval of minutes for January 21, 2020 Mayor and Board of Aldermen meeting.
- B. Approval of the ARC of Northwest MS sponsorship for \$5,000.00 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.
- C. Resignation of Paul Burks in Public Works to be effective January 10, 2020.
- D. Request to hire the following umpires immediately for the 2020 season at the following pay scale:
Baseball Umpires Pay Scale listed as follows for Rec League: 8 Year Old & Under-\$30 per game, 9-10 Year Old- \$40 Behind the Plate & \$35 on Bases, 11-12 Year Old- \$40 Behind the Plate & \$35 on Bases, 13-14 Year Old- \$45 Behind the Plate & \$40 on Bases, 15-16 Year Old- \$45 Behind the Plate & \$40 on Bases
Baseball Umpires Pay Scale listed as follows for Tournament: 8 Year Old & Under-\$30 per game, 9-10 Year Old- \$42 Behind the Plate & \$37 on Bases, 11-12 Year Old- \$45 Behind the Plate & \$40 on Bases, 13-14 Year Old- \$53 Behind the Plate & \$48 on Bases, 15-16 Year Old- \$55 Behind the Plate & \$50 on Bases
Michael Holland, Travis Brewer, Ronnie Wilson, Scott Harford, Lonnie Davis, Adam Sowell, Johnny Ackerman, Donald Reed, Edward Baxter, Vicki Clark, Antonio Borjas, Conner Lindsey, Christopher Cascio
- E. Request to hire the following contract workers immediately for the 2019-2020 Basketball season for rate of \$7.50 per hour: Meredith Tatko
- F. Approval of funding/travel expenses to the Capital Legislative Day in Jackson, MS on Feb 26-27, 2020 for Mayor Latimer, Jim Robinson, Alderman Jones, Alderman White, and Alderman Roberts.
- G. Approval of funding/travel expenses to MS Municipal Clerks Conference in Bay St. Louis, MS on March 25-27, 2020 for Deputy City Clerks Arianne Linville and Julie Valsamis.
- H. Request to hire Bob Barber for Interim Planning Director as a contract laborer effective February 5, 2020.
- I. Request to confirm appointment of Andrew Yeager as the Ward 2 member of the Planning Commission.
- J. Resignation of Courvorsier Marion from the Public Works Dept. effective February 14, 2020.

III. Claims Docket

IV. Special Guest/Presentation

- A. Planning Commissioner Swearing In: Andrew Yeager Mayor Allen Latimer
- B. Rare Disease Day Proclamation
- C. Debra Gilbert: Horn Lake M.R. Dye Library

V. Planning

- A. Case No. 1940 – Request Final Plat Approval – Hunter’s Grove Subdivision (**WARD 2**)
- B. Public Hearing – 2018 Building Codes Adoption (**ALL WARDS**)

VI. New Business

- A. Request for Map Solutions, Inc. agreement not to exceed \$1,275.00 for the 2020 City Map 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.
- B. Request to purchase one 2019 Ford Transit Van T-250 w/ 12 passenger prisoner transport system from Superior Automotive Group at a cost not to exceed \$48,139.00.
- C. Request to purchase one 2020 Chevy Tahoe PPV from Superior Automotive Group at a cost not to exceed \$33,719.00.
- D. Request to approve payment of Application #1 for Horn Lake Street Repair Project Road to Gibson Paving, INC. in the amount of \$152,117.95.
- E. Request the use of Latimer Lakes Park on March 28th, 2020 from 6am till 4 pm for the SGA & Mid-South Hot Rod Car Show.
- F. Request approval of bids for Tri-Star Companies, Inc. to complete the City Hall HVAC rehab project with four (4) items outside of the scope of the current project in the amounts not to exceed \$1,945.00, \$1,262.00, \$3,585.00, and \$2,490.00.
- G. Request to approve final payment of Estimate #2 to Colom Construction Company for the Horn Lake Emergency Watershed Project in the amount of \$27,801.44.

VII. Mayor / Alderman Correspondence

VIII. Department Head Correspondence

IX. Engineer Correspondence

X. City Attorney Correspondence

XI. Executive Session

- A. Discussion regarding personnel matters in the Admin/Finance Department.
- B. Discussion regarding personnel matters in the Fire Department.

XII. Adjourn

February 4, 2020

Be it remembered that a meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on February 4, 2020 beginning at 6:00 p.m., it being the said time and place for conducting the meeting.

When and where the following were present: Mayor Latimer, Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, Alderman Roberts, Jim Robinson, City Administrator/City Clerk, Gary McElhannon, Public Works Director, Scott Brown, Police Deputy Chief, David

Linville, Fire Chief, Larry Calvert, Parks and Rec Director, Vince Malavasi, City Engineer, and Tom Ross (Hunt Ross & Allen), City Attorney.

Absent: Alderman Jones.

Order #2-01-20

Order to approve Municipal Docket

Be It Ordered:

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

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

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-J with removal of item B.:

- A. Approval of minutes for January 21, 2020 Mayor and Board of Aldermen meeting.
- C. Resignation of Paul Burks in Public Works to be effective January 10, 2020.
- D. Request to hire the following umpires immediately for the 2020 season at the following pay scale: Baseball Umpires Pay Scale listed as follows for Rec League: 8 Year Old & Under-\$30 per game, 9-10 Year Old- \$40 Behind the Plate & \$35 on Bases, 11-12 Year Old- \$40 Behind the Plate & \$35 on Bases, 13-14 Year Old- \$45 Behind the Plate & \$40 on Bases, 15-16 Year Old- \$45 Behind the Plate & \$40 on Bases Baseball Umpires Pay Scale listed as follows for Tournament: 8 Year Old & Under-\$30 per game, 9-10 Year Old- \$42 Behind the Plate & \$37 on Bases, 11-12 Year Old- \$45 Behind the Plate & \$40 on Bases, 13-14 Year Old- \$53 Behind the Plate & \$48 on Bases, 15-16 Year Old- \$55 Behind the Plate & \$50 on Bases Michael Holland, Travis Brewer, Ronnie Wilson, Scott Harford, Lonnie Davis, Adam Sowell, Johnny Ackerman, Donald Reed, Edward Baxter, Vicki Clark, Antonio Borjas, Conner Lindsey, Christopher Cascio
- E. Request to hire the following contract worker in the Parks Department for the 2020 season at the rate of \$7.50 per hour: Meredith Tatko
- F. Approval of funding/travel expenses to the Capital Legislative Day in Jackson, MS on Feb 26-27, 2020 for Mayor Latimer, Jim Robinson, Alderman Jones, Alderman White, and Alderman Roberts.
- G. Approval of funding/travel expenses to MS Municipal Clerks Conference in Bay St. Louis, MS on March 25-27, 2020 for Deputy City Clerks Arianne Linville and Julie Valsamis.
- H. Request to hire Bob Barber for Interim Planning Director as a contract laborer at the rate of \$125.00 per hour effective February 5, 2020.
- I. Request to confirm appointment of Andrew Yeager as the Ward 2 member of the Planning Commission.
- J. Resignation of Courvorsier Marion from the Public Works Dept. effective February 14, 2020.

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 Guice, Alderman Bostick, and Alderman Johnson.

Nays: Alderman Roberts.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal



CITY OF HORN LAKE
BOARD MEETING
2/4/2020

Department	1/25/2020	Overtime Amount
Animal Control	\$5,116.07	\$353.94
Judicial	\$11,466.56	\$0.00
Fire/Amb	\$95,436.41	\$0.00
Fire/Budgeted OT	\$0.00	\$10,058.79
Fire/Non Budgeted OT	\$0.00	\$2,428.92
Fire/ST Non Budgeted OT	\$0.00	\$624.50
Finance	\$8,960.67	\$26.97
Legislative	\$4,540.25	\$0.00
Executive	\$2,873.00	\$0.00
Parks	\$11,765.12	\$287.06
Planning	\$5,163.72	\$0.00
Police	\$135,718.83	\$5,573.83
Public Works - Streets	\$13,110.89	\$68.94
Public Works - Utility	\$21,169.16	\$873.37
Grand Total	\$315,320.68	\$20,296.32



CITY OF HORN LAKE
BOARD MEETING
2/4/2020

CLAIMS DOCKET RECAP C-020420 & D-020420

NAME OF FUND	TOTAL
GENERAL FUND	\$334,102.61
COURT COSTS	\$1,480.25
EXECUTIVE	\$0.00
LEGISLATIVE	\$778.81
JUDICIAL	\$1,133.00
FINANCIAL ADMIN	\$444.42
PLANNING	\$6,174.10
POLICE	\$9,850.10
FIRE & EMS	\$10,713.08
STREET DEPARTMENT	\$7,810.49
ANIMAL CONTROL	\$1,984.26
PARKS & REC	\$8,024.93
PARK TOURNAMENT	\$0.00
PROFESSIONAL EXPENSE	\$261,844.79
DEBT SERVICES	\$23,864.38
HEALTH INSURANCE	
LIBRARY FUND	\$12,131.74
ECONOMIC DEVELOPMENT FUND	\$1,213.80
UTILITY FUND	\$123,268.19
TOTAL DOCKET	\$470,716.34

VENDOR	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	CHECK NO	FULL DESC
4723	DESOTO COUNTY CIRCUI	GENERAL FUND	STATE FINES COST PAYABLE-A	\$304.00	706700	APPEAL CASE 005524-GARY A LEE
4723	DESOTO COUNTY CIRCUI	GENERAL FUND	STATE FINES COST PAYABLE-B	\$20.00	706700	APPEAL CASE 005524-GARY A LEE
4723	DESOTO COUNTY CIRCUI	GENERAL FUND	DUE TO LAW LIBRARY	\$1.50	706700	APPEAL CASE 005524-GARY A LEE
4723	DESOTO COUNTY CIRCUI	GENERAL FUND	DUE TO CRIMESTOPPERS	\$1.00	706700	APPEAL CASE 005524-GARY A LEE
4723	DESOTO COUNTY CIRCUI	GENERAL FUND	PRISONER JAIL FEES	\$35.00	706700	APPEAL CASE 005524-GARY A LEE
4723	DESOTO COUNTY CIRCUI	GENERAL FUND	WIRELESS COMMUNICATION FEE	\$10.00	706700	APPEAL CASE 005524-GARY A LEE
4723	DESOTO COUNTY CIRCUI	GENERAL FUND	COURT FINES	\$500.00	706700	APPEAL CASE 005524-GARY A LEE
4723	DESOTO COUNTY CIRCUI	GENERAL FUND	TECH FINES	\$50.00	706700	APPEAL CASE 005524-GARY A LEE
4723	DESOTO COUNTY CIRCUI	GENERAL FUND	POLICE TECH	\$1.00	706700	APPEAL CASE 005524-GARY A LEE
3067	DONNIE WHITE	LEGISLATIVE	TRAVEL & TRAINING	\$232.09	706698	MML MID WINTER CONF REIMB
220	TOMMY BLEDSOE	LEGISLATIVE	TRAVEL & TRAINING-WD 2	\$218.50	706693	MID WINTER CONFERENCE REIMB
4353	CHARLIE ROBERTS	LEGISLATIVE	TRAVEL & TRAINING-WD 4	\$247.81	706692	MID WINTER CONF REIMB
1051	JOHN JONES JR	LEGISLATIVE	TRAVEL & TRAINING-WD 6	\$80.41	706691	REIMBURSEMENT CONFERENCE
6038	A T&T - INTERACT	POLICE	PROFESSIONAL SERVICES	\$1,295.00	706697	INTERACT SERVICES
1970	COMCAST	FIRE & EMS	UTILITIES	\$117.79	706696	INTERNET
4552	DENNIS B PEYTON	STREET DEPARTMENT	CONTRACT PERSONNEL	\$480.00	706694	CONTRACT EMPLOYEE
1970	COMCAST	PARKS & REC	UTILITIES	\$296.81	706696	INTERNET
6038	A T&T - INTERACT	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$900.00	706697	INTERACT SERVICES
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	\$263.70	706696	INTERNET
697	FERRELL PAVING	ADMINISTRATIVE EXPENSE	HORN LAKE RD OVERLAY	\$193,902.80	706695	APPLICATION TWO HORN LAKE MILL AND OVERLAY
704	FIRST SECURITY BANK	DEBT SERVICE EXP	4.5 M STREET BOND	\$23,864.38	706699	3395000.00 BOND PMT
1970	COMCAST	UTILITY SYSTEM	UTILITIES	\$59.69	706696	INTERNET
9996	SHYNEICIA HARVEY	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$57.75	706788	CB REFUND S HARVEY CASE M2019-01914
9996	BLAINE SAMUDIO	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$100.00	706785	CB REFUND B SAMUDIO M2019-1293
9996	RYAN HUNTER LADNER	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$400.00	706787	CB REF R LADNER M2019-01385
2443	KAREN S CARTER	JUDICIAL	CONTRACT PERSONNEL	\$500.00	706752	FINE DUE JUDGE 1-23-2020
9996	METRO GRAPHICS	JUDICIAL	OFFICE SUPPLIES	\$383.00	706786	CONTINUANCE FORMS-COURT
6061	MATTHEW LOUIS BARTON	JUDICIAL	PROFESSIONAL SERVICES	\$250.00	706764	PROSECUTOR FEE-1-21-2020 AM COURT
1702	FLEETCOR TECHNOLOGIE	FINANCIAL ADMINISTRATION	FUEL & OIL	\$31.92	706743	FUEL FOR UT, ST, AND ADMIN

1324	MS MUNICIPAL CLERKS	FINANCIAL ADMINISTRATION	PROFESSIONAL SERVICES	\$82.50	706772	MMCCA 2020 DUES
2054	UNIVERSITY OF MISSIS	FINANCIAL ADMINISTRATION	TRAVEL & TRAINING	\$165.00	706810	SPRIG CONFERENCE A LINVILLE
2054	UNIVERSITY OF MISSIS	FINANCIAL ADMINISTRATION	TRAVEL & TRAINING	\$165.00	706810	SPRING CONFERENCE J VALSAMIS
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	\$3,581.89	706778	RPR ENGINEERING SERVICES
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	\$737.91	706774	STORMWATER IMPLEMENTATION
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	\$1,167.50	706775	STORMWATER STUDY PAS STUDY
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	\$674.56	706777	ENGINEERING SERVICES
4111	DESOTO TIMES TRIBUNE	PLANNING	ADVERTISING	\$12.24	706729	PLANNING ADVERT
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$32.98	706783	2 GAL ANTI FREZ UNIT 8933
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$34.61	706783	THERMOSTAT UNIT 8933
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$51.92	706712	8QT. OIL UNIT 4937
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$4.79	706712	SLOW BURN FUSE UNIT 4937
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$124.99	706712	BATTERY UNIT 9363
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$164.99	706712	HUB BEARING ASSEMBLY UNIT 8424
5617	CHOICE TOWING	POLICE	VEHICLE MAINTENANCE	\$50.00	706719	TOW FROM 301 TO MILLIENNUM UNI
5617	CHOICE TOWING	POLICE	VEHICLE MAINTENANCE	\$50.00	706719	TOW FROM WRECK SCENE TO 301 UN
5444	MID SOUTH SOLUTIONS	POLICE	UNIFORMS	\$477.89	706769	UNIFORMS: COLTON BILLS
1180	MAGNOLIA TIRE	POLICE	FUEL & OIL	\$633.44	706760	FOUR TIRES UNIT 5988
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$2,356.45	706745	FUEL WEEK 01-13 TO 01-19-2020
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$2,017.17	706744	FUEL WEEK 01-20 TO 01-26-2020
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$85.00	706707	BAC K WHITE 01-04-2020
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$85.00	706707	BAC B HAYWOOD 01-15-2020
6142	PETTY CASH/TROY ROWE	POLICE	PROFESSIONAL SERVICES	\$2,180.00	706789	REIMBURSMENT OF NARCOTICS FUND
1505	OFFICE DEPOT CREDIT	POLICE	MACHINERY & EQUIPMENT	\$205.87	706784	NETWORK CABLES PD
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$21.72	706747	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$95.83	706747	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$2.95	706747	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$918.40	706747	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$699.05	706815	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$100.80	706815	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$712.50	706815	EMS SUPPLIES

4983	PREMIER AIR PRODUCTS	FIRE & EMS	MEDICAL SUPPLIES	\$139.69	706790	EMS OXYGEN
5817	BOUND TREE MEDICAL	FIRE & EMS	MEDICAL SUPPLIES	\$73.50	706715	EMS SUPPLIES
5817	BOUND TREE MEDICAL	FIRE & EMS	MEDICAL SUPPLIES	\$199.09	706715	EMS SUPPLIES
6341	TRILOGY MEDWASTE	FIRE & EMS	MEDICAL SUPPLIES	\$220.00	706806	EMS WASTE
6384	TELEFLEX LLC	FIRE & EMS	MEDICAL SUPPLIES	\$677.50	706799	EMS SUPPLIES
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	\$469.28	706732	REPAIR R1
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	\$2,542.50	706732	RESCUE 1 REPAIR
5099	EMERGENCY EQUIP PROF	FIRE & EMS	VEHICLE MAINTENANCE	\$56.58	706732	HALOGEN BULB
1199	MATHESON & ASSOCIATE	FIRE & EMS	BUILDING & EQUIP MAINT	\$345.00	706763	REPAIRS STATION 3
1256	MEMPHIS ICE MACHINE	FIRE & EMS	BUILDING & EQUIP MAINT	\$111.00	706765	REPAIR MACHINE STATION 1
1831	SOUTHAVEN SUPPLY	FIRE & EMS	BUILDING & EQUIP MAINT	\$209.97	706797	PARTS STATION 1
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$598.64	706741	FUEL 1/13-1/19
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$517.18	706740	FUEL 1/20-1/26
651	ENTERGY	FIRE & EMS	UTILITIES	\$505.12	706733	6770 TULANE RD
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	\$671.14	706710	6770 TULANE RD
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	\$445.72	706709	5711 HIGHWAY 51 N
2095	WALLS WATER ASSOCIAT	FIRE & EMS	UTILITIES	\$64.90	706812	STATION 3 WATER
6156	JOSH MILES	FIRE & EMS	TRAVEL & TRAINING	\$99.79	706751	MEALS WEEK 2 FF 1001 I & II
6156	JOSH MILES	FIRE & EMS	TRAVEL & TRAINING	\$97.44	706751	MEALS WEEK 3 FF 1001 I & II
4552	DENNIS B PEYTON	STREET DEPARTMENT	CONTRACT PERSONNEL	\$320.00	706726	CONTRACT EMPLOYEE
1309	MS DEPT EMP SECURITY	STREET DEPARTMENT	UNEMPLOYMENT	\$940.00	706771	J WILBANKS MDES
926	THE HOME DEPOT	STREET DEPARTMENT	MATERIALS	\$11.96	706801	HACKSAW BLADES FOR ST
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	UNIFORMS	\$22.99	706797	RUBBER BOOTS FOR MONQUIL DAVIS
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$89.97	706809	UNIFORMS FOR UT AND ST
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$89.98	706809	UNIFORMS FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$337.30	706743	FUEL FOR UT, ST, AND ADMIN
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$310.04	706742	FUEL FOR UT AND ST
1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$1,832.25	706776	TULANE RD BRIDGE REPLACEMENT
3947	ALL DATA	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$1,500.00	706704	ALL DATA SUBSCRIPTION RENEWAL
5792	TIMOTHY M. BYRD	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$1,250.00	706803	2 QUARTER FOR BEAVER CONTROL
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$26.68	706733	1025 HIGHWAY 302
651	ENTERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$161.49	706733	1007 GOODMAN RD W

651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$18.53	706733	301 NAIL RD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$135.71	706733	HIGHWAY 51 GOODMAN RD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$55.41	706733	NAIL RD AT HIGHWAY 51
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$31.02	706733	MS302 @ HORN LAKE RD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$30.34	706733	HIGHWAY302 & MALLARD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$71.96	706733	HWY 302 @ TULANE RD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$20.09	706733	4188 GOODMAN RD W
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$46.79	706733	4035 SHADOW OAKS LGTS
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$22.02	706733	SHADOW OAKS PKWY NLGT
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$5.96	706797	NUTS, BOLTS, AND SCREW FOR STR
1254	MEMPHIS STONE & GRAV	ANIMAL CONTROL	BUILDING & EQUIP MAINT	\$282.72	706766	PEA GRAVEL FOR DOG YARD
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	\$41.69	706736	FUEL FOR ANIMAL CONTROL
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$125.85	706798	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$82.00	706798	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$77.75	706798	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$77.75	706798	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$66.75	706798	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$82.00	706798	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$82.00	706798	VET SERVICES
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$202.50	706798	VET SERVICES
6327	DIXIE MEMORIAL PET	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$300.00	706731	ANIMAL CONTROL SERVICES
651	ENERGY	ANIMAL CONTROL	UTILITIES	\$133.76	706733	6520 CENTER ST E
926	THE HOME DEPOT	ANIMAL CONTROL	MACHINERY & EQUIPMENT	\$179.91	706801	HEATERS ANIMAL CONTROL
926	THE HOME DEPOT	ANIMAL CONTROL	MACHINERY & EQUIPMENT	\$249.58	706801	SUPPLIES ANIMAL SHELTER
4363	DANIELLE CHEESEMAN	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	\$320.00	706724	BASKETBALL SCOREKEEPER 01/13-26/20
4512	DANA HERSHMAN	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	\$85.00	706723	BASKETBALL 01/13-26/20
4860	AUSTON A DEVOLPI	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	\$280.00	706711	BASKETBALL SCOREKEEPER 01/13-26/20
5397	AMBER HOLLAND	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	\$190.00	706705	BASKETBALL 01/13-26/20
6017	DEANA MERRILL	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	\$120.00	706725	BASKETBALL 01/13-26/20
6281	LAURA ANN JACKSON	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	\$67.50	706756	BASKETBALL 01/13-26/20

6298	BAILEY WILSON	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	\$63.75	706713	BASKETBALL 01/13-26/20
6314	CONNER MCCOLLUM	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	\$123.75	706721	BASKETBALL 01/13-26/20
6369	BROCK SCOTT	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	\$189.50	706717	BASKETBALL 01/13-26/20
6170	WILLIE CARTER	PARKS & REC	OUTSIDE MAINTENANCE STAFF	\$390.00	706813	OUTSIDE MAINT 01/13-26/20
6365	DAKOTA SMITH	PARKS & REC	OUTSIDE MAINTENANCE STAFF	\$230.00	706722	OUTSIDE MAINT 01/13/26/20
6376	KELLY SMITH	PARKS & REC	OUTSIDE MAINTENANCE STAFF	\$390.00	706754	OUTSIDE MAINT 01/13-26/2020
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$35.52	706801	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$63.96	706801	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$41.72	706801	MATERIAL
926	THE HOME DEPOT	PARKS & REC	MATERIALS	\$39.60	706801	MATERIAL
6288	MIDSOUTH BAD BOY E-Z	PARKS & REC	MATERIALS	\$68.41	706770	MAINT / GOLF CART
2488	SHANE WILKINS	PARKS & REC	UMPIRES	\$420.00	706795	BASKETBALL REF 01/13-26/20
3004	SHELTON HERRON	PARKS & REC	UMPIRES	\$120.00	706796	BASKETBALL REF 01/13-26/20
3072	MICHAEL HOLLAND	PARKS & REC	UMPIRES	\$480.00	706768	BASKETBALL REF 01/13-26/20
4694	MARK TATKO	PARKS & REC	UMPIRES	\$1,020.00	706761	BASKETBALL SCHEDULER 01/13-26/20
4705	TERRY WAMMACK	PARKS & REC	UMPIRES	\$270.00	706800	BASKETBALL REF 01/13-26/20
5857	JEFFREY TARTT	PARKS & REC	UMPIRES	\$420.00	706750	BASKETBALL REF 01/13-26/20
5980	RYAN CUNDIFF	PARKS & REC	UMPIRES	\$300.00	706793	BASKETBALL REF 01/13-26/20
6033	KEVIN HILL	PARKS & REC	UMPIRES	\$240.00	706755	BASKETBALL REF 01/13-26/20
6054	NICHOLAS CLARK	PARKS & REC	UMPIRES	\$210.00	706782	BASKETBALL REF 1/13-26/20
6223	THOMAS DAVIS	PARKS & REC	UMPIRES	\$120.00	706802	BASKETBALL REF 01/13-26/20
6264	KEITH MCKAMIE	PARKS & REC	UMPIRES	\$120.00	706753	BASKETBALL REF 01/13-26/20
1736	S & H SMALL ENGINE	PARKS & REC	EQUIPMENT MAINTENANCE	\$363.13	706794	MAINT
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$248.00	706739	FUEL FOR PARKS AND REC
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$93.15	706737	FUEL FOR PARKS AND REC
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$172.29	706738	FUEL FOR PARKS AND REC
651	ENTERGY	PARKS & REC	UTILITIES	\$109.25	706733	3500 LAUREL CV T BURMA HOBBS PARK
651	ENTERGY	PARKS & REC	UTILITIES	\$142.42	706733	RIDGEWOOD PARK COMM CSM
651	ENTERGY	PARKS & REC	UTILITIES	\$128.46	706733	6955 TULANE RD E GREG MAXEY PARK

651	ENERGY	PARKS & REC	UTILITIES	\$7.73	706733	RIDGEWOOD PARK COMM CSM B
651	ENERGY	PARKS & REC	UTILITIES	\$34.36	706733	SHADOW OAKS PARK
651	ENERGY	PARKS & REC	UTILITIES	\$10.62	706733	7345 HURT RD
926	THE HOME DEPOT	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	\$89.98	706801	VACUUM FOR CITY HALL
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$71.98	706784	INK ANIMAL CONTROL
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$67.18	706784	OFFICE SUPPLIES
50	AFFINITY LANDSCAPE	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$775.00	706703	LAWN SERVICE AT CITY HALL
1178	MAGNOLIA ELECTRICAL	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$164.55	706759	LIGHTS FOR CITY HALL
1831	SOUTHAVEN SUPPLY	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$16.49	706797	WIRE FOR LIGHTS AT CITY HALL
6324	TRI STAR COMPAINES	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$250.00	706804	A C REPAIRS CITY HALL
950	HOSPITAL WING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$20.00	706749	J WADE MEMBERSHIP
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$739.90	706777	ENGINEERING SERVICES
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$150.00	706720	COPIER LEASE
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$38.63	706720	COPIER LEASE
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$66.92	706720	COPIER LEASE
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$90.05	706720	COPIER LEASE
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$594.00	706714	TEAMVIEWER SUBSCRIPTION
3530	TYLER TECHNOLOGIES I	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$640.00	706808	EOY PROCESSING W2S
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$3.17	706730	COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$0.70	706730	COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$2.77	706730	COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$3.99	706730	COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$2.29	706730	COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$1.99	706730	COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$4.15	706730	COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$3.90	706730	COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$2.27	706730	COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$3.35	706730	COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$228.59	706792	COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$254.35	706792	COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$157.38	706792	COPIER LEASE
553	DESOTO COUNTY SHERIF	ADMINISTRATIVE EXPENSE	FEES TO COUNTY JAIL	\$11,121.61	706728	DECEMBER 2019 JAIL & MEDICAL

651	ENTERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$10.62	706733	7262 INTERSTATE BLVD
1356	ATMOS ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$195.95	706708	7460 HIGHWAY301
5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	INSURANCE PREMIUMS	\$2,574.00	706758	COMMERCIAL AUTO FINAL AUDIT
1125	LEHMAN ROBERTS CO	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$2,241.00	706757	COLD MIX FOR ROADS
2082	VULCAN MATERIALS	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$538.73	706811	WHITE ROCK FOR ROADS
4181	TRI- FIRMA EXCAVATO	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$3,781.29	706805	FIXED CURB AND STREET AT 7036
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	HORN LAKE RD OVERLAY	\$11,036.76	706780	HL RD MILL AND OVERLAY
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	2019 CONSTRUCTION FUND	\$6,448.50	706779	2019 STREET REHAB
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	2019 CONSTRUCTION FUND	\$382.50	706773	HL 2019 STREET REHAB PHASE III
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	2019 CONSTRUCTION FUND	\$24,003.75	706781	HL 2019 STREET REHAB PHASE II
651	ENTERGY	LIBRARY EXPENSE	UTILITIES	\$1,506.74	706733	2885 GOODMAN RD W
702	FIRST REGIONAL LIBRA	LIBRARY EXPENSE	AD VAL OWED TO LIBRARY	\$10,625.00	706735	FEBRUARY 2020 AD VAL COLLECTED
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$192.00	706714	LODGING ALDERMAN ROBERTS
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$96.00	706714	LODGING ALDERMAN BLEDSOE
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$96.00	706714	LODGING ALDERMAN WHITE
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$37.80	706714	LODGING J ROBINSON
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$192.00	706714	LODGING ALDERMAN JONES
5953	FELLOWSHIP OF CHRIST	ECONOMIC DEVELOPMENT	PROMOTIONS	\$600.00	706734	FCA BREAKFAST TABLE SPONSORSHIP
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	706727	7522 SOPHIE CV WALLS
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	706727	7528 SOPHIE CV WALLS
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	706727	7067 HURT RD HORN LAKE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	706727	7091 HURT RD HORN LAKE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	706727	7103 HURT RD HORN LAKE
544	DESOTO COUNTY REGION	UTILITY SYSTEM FUND	DCRUA ESCROW ACCOUNT	\$500.00	706727	7115 HURT RD HORN LAKE
1505	OFFICE DEPOT CREDIT	UTILITY SYSTEM	OFFICE SUPPLIES	\$55.10	706784	FINGERTIPS INK UT DEPT
6039	FORMSINK LLC	UTILITY SYSTEM	OFFICE SUPPLIES	\$250.00	706746	RIBDOND UT DEPT
1193	MARTIN MACHINE & SUP	UTILITY SYSTEM	MATERIALS	\$35.00	706762	4"X3" SEWER POPPER AT 5787 IRO
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$128.00	706767	(4) 3/4" SEWER POPPERS

1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$23.99	706797	RUBBER BOOTS FOR MONQUIL DAVIS
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$13.72	706797	MATERIALS FOR NEW PUMP AT DESO
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$67.68	706797	NUTS, BOLTS, AND WASHERS TO FI
3502	AUTO ZONE	UTILITY SYSTEM	MATERIALS	\$18.31	706712	ELECTRICAL TAPE AND STEERING W
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$572.85	706716	SODA ASH FOR 5684 BRIARWOOD WA
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$951.20	706716	SODIUM FOR 6357 HURT RD WATER
301	CAMPER CITY USA INC	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$209.00	706718	HITCH FOR NEW UT TRUCK 5351
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$233.01	706783	POWER STEERING PUMP FOR E 678
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$19.29	706783	DRAIN PLUG, AIR FILTER, AND OI
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$1.79	706712	FUEL INJECTOR GASKET FOR UT 90
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$104.00	706712	WASHER RESERVOIR FOR UT 2351
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$27.99	706712	BALL JOINTS FOR UT 901
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$147.90	706712	SPARK PLUGS AND IGNITION COIL
4513	A & B FAST AUTOGLASS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$240.00	706701	NEW WINDSHIELD FOR GARY MCELHA
6382	TYLER SREVICES	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$1,100.00	706807	REPAIRS TO THE SEATS AND CONSO
1689	RIVER CITY HYDRAULIC	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$8,980.57	706791	REPLACING WATER TANK ON SEWER
5956	RJ YOUNG	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$96.89	706792	COPIER LEASE
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$89.98	706809	UNIFORMS FOR UT AND ST
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$89.97	706809	UNIFORMS FOR UT AND ST
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$337.30	706743	FUEL FOR UT, ST, AND ADMIN
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$310.03	706742	FUEL FOR UT AND ST
1457	NEEL-SCHAFFER INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$634.86	706777	ENGINEERING SERVICES
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$125.74	706733	KINGSTON ESTATE SPU
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$133.80	706733	7356 SUSIE LN
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$272.49	706733	POPLAR FOREST LOT 38
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$254.26	706733	7445 HICKORY ESTATES DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$12.31	706733	COLE RD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$665.34	706733	6400 CENTER ST E
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$160.75	706733	DESOTO RD PUMP
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$160.96	706733	CROSS RD PUMP
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$34.90	706733	5536 WINTERWOOD DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$828.21	706733	5241 NAIL RD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$1,058.82	706733	6357 HURT RD WELL COMM CSM

651	ENERGY	UTILITY SYSTEM	UTILITIES	\$87.17	706733	5111 CAROLINE DR APT R
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$24.71	706733	5881 JACKSON DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$426.63	706733	WELL AT HOLLY HILLS COMM CSM
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$26.41	706733	5696 LAURIE CV APT R
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$384.07	706733	7240A WILLOW POINT DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$67.58	706733	5408A RIDGEFIELD DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$16.42	706733	7268 HORN LAKE RD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$139.52	706733	LIFT STA LAKE FOREST
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$49.42	706733	HICKORY FOREST LIFT STA
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$148.60	706733	4410 SHADOW GLEN DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$114.44	706733	6285 MANCHESTER DR
5964	XYLEM DEWATERING	UTILITY SYSTEM	RENTAL EQUIPMENT	\$250.00	706814	FLOAT RENTAL
5964	XYLEM DEWATERING	UTILITY SYSTEM	RENTAL EQUIPMENT	\$1,725.42	706814	PUMP RENTAL
5964	XYLEM DEWATERING	UTILITY SYSTEM	RENTAL EQUIPMENT	\$871.13	706814	PUMP RENTAL
937	HORN LAKE CREEK BASI	UTILITY SYSTEM	HL CREEK INTERCEPTOR SWR	\$34,274.92	706748	HORN LAKE CREEK BASIN INTERCEP
6	A-1 SEPTIC TANK	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$650.00	706702	CLEANING OUT STORM DRAIN LINE
102	AMERICAN ELECTRIC MO	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$10,900.00	706706	MOTOR REPAIR TO SHADOW GLEN LI
544	DESOTO COUNTY REGION	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$51,431.05	706727	FEB 2020 FLOW DATA
1193	MARTIN MACHINE & SUP	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$175.00	706762	WELL GUARD BAR FOR 5787 IROQUI
				\$470,716.34		

Order #2-03-20

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, finding that the expenditures are to objects authorized by law.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, and Alderman Johnson.

Nays: Alderman Roberts.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

** At this time the Mayor performed the swearing in of Ward 2 Planning Commissioner Andrew Yeager.

** At this time the Mayor read the Rare Disease Day Proclamation.



Proclamation



Whereas, there are nearly 7,000 diseases and conditions considered rare (each affecting fewer than 200,000 Americans) in the United States, according to the National Institutes of Health (NIH);

Whereas, while each of these diseases may affect small numbers of people, rare diseases as a group affect almost 30 million Americans;

Whereas, many rare diseases are serious and debilitating conditions that have a significant impact on the lives of those affected;

Whereas, while more than 450 drugs and biologics have been approved for the treatment of rare diseases according to the Food and Drug Administration (FDA), millions of Americans still have rare diseases for which there is no approved treatment;

Whereas, individuals and families affected by rare diseases often experience problems such as diagnosis delay, difficulty finding a medical expert, and lack of access to treatments or ancillary services;

Whereas, while the public is familiar with some rare diseases, many patients and families affected by less widely known rare diseases bear a large share of the burden of funding research and raising public awareness to support the search for treatments;

Whereas, residents of **Horn Lake** are among those affected by rare diseases because nearly one in 10 Americans have rare diseases;

Whereas, the National Organization for Rare Disorders (NORD) is organizing a nationwide observance of Rare Disease Day on February 29, 2020;

Therefore, be it resolved that February 29, 2020, will be observed as Rare Disease Day in the City of **Horn Lake**.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the

Seal of Horn Lake to be affixed February 4, 2020

Mayor Allen B. Latimer

Attest: _____
Date: 02/04, 2020

** At this time the Mayor introduced Library Director Debra Gilbert to recognize Marty Smaley for Educator of the Year.

** At this time the Mayor called on Willie Davison, Planning Director, to present Case #1940 for the Final Plat approval at 5285 Hurt Road for Hunter's Grove Subdivision near Wood Hill Drive and Hurt Road. Mr. Davidson stated the property is about 25 acres and zoned A-R, but the applicant wanted to build the home on 1.5 acres which will be elevated to meet the flood plain regulations. Mr. Davidson stated this lot will be listed as a minor subdivision and will meet the A-R size lot. Mr. Davidson stated the Planning Commission recommended approval at the Jan 27, 2020 meeting and if approved tonight, the plat will be taken and recorded with the County. Mr. Tundee thanked the City for allowing him to speak and loved the City of Horn Lake.

Order #2-04-20

Order to approve Final Plat

Be It Ordered:

By the Mayor and Board of Aldermen to approve Case No. 1940 Final Plat approval for Hunter's Grove Subdivision (1-lot subdivision located at 5285 Hurt Road), subject to any Planning Commission and Staff comments and conditions.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

** At this time the Mayor opened the Public Hearing to discuss the proposed adoption of the 2018 International Building Codes. The Mayor called on Planning Director Willie Davidson to present the information for the proposed adoption of the 2018 International Building Codes. Mr. Davidson stated the City was operating under the 2012 International Building Codes. Mr. Davidson stated all the municipalities in DeSoto County will be adopting the 2018 Building Codes and at this time only the City of Olive Branch has voted to adopt. Mr. Davidson stated that Chief Linville with the Fire Department may have some amendments to the 2018 Codes. There was continued discussion of the changes between the 2012 and 2018 International Building Codes. Chief Linville stated there have not been many changes in the 2012 and 2018 International Codes. Chief Linville stated they are working with the new warehouses being built, so that they would also be in compliance with the 2018 Codes. There was continued discussion regarding the proposed 2018 Codes. Francis J. Miller stated his concern for the ordinances/codes on flooding. No one else appeared to speak concerning the proposed adoption of the 2018 International Building Codes. The hearing was declared closed. No action was taken by the Mayor and Board of Aldermen, with any ordinance adopting the 2018 Codes to be presented at a future meeting.

Order #2-05-20

Order to approve agreement with Map Solutions, Inc.

Be It Ordered:

By the Mayor and Board of Aldermen to approve an agreement with Map Solutions, Inc. to advertise the City of Horn Lake in its map publication at a cost not to exceed \$1,275.00, to be paid with hotel/motel tax proceeds, finding that said organization/map publication promotes the attributes of the City and/or promotes the City's tourism and economic development.

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 Guice, Alderman Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

Order #2-06-20

Order to approve vehicle purchase

Be It Ordered:

By the Mayor and Board of Aldermen to approve the purchase of a 2019 Ford Transit Van T-250 w/ 12 passenger prisoner transport system from Superior Automotive Group at a cost not to exceed \$48,139.00, being the lowest and best bid received.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

Order #2-07-20

Order to approve vehicle purchase

Be It Ordered:

By the Mayor and Board of Aldermen to approve the purchase of a 2020 Chevy Tahoe PPV from Superior Automotive Group at a cost not to exceed \$33,719.00, being the lowest and best bid received.

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 Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

Order #2-08-20

Order to approve payment

Be It Ordered:

By the Mayor and Board of Aldermen to approve payment of Application #1 for the 2019 Street Rehab Project Phase 1 to Gibson Paving, Inc. in the amount of \$152,177.95.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

Order #2-09-20

Order to permit the use of Latimer Lakes Park

Be It Ordered:

By the Mayor and Board of Aldermen to permit the use of Latimer Lakes Park on March 28th, 2020 from 6am till 4 pm for the SGA & Mid-South Hot Rod Car Show.

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 Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

Order #2-10-20

Order to approve change order

Be It Ordered:

By the Mayor and Board of Aldermen to approve a change order to Tri-Star Companies, Inc.'s contract to replace the City Hall HVAC system, increasing the contract in the amounts of \$1,945.00 (heating coil for platoon commander), \$1,262.00 (relocation of sensor from IT to office and relocation of duct from dispatch to electric room), \$3,585.00 (boiler pump replacement), and \$2,490.00 (replacement of VFDs for energy recovery unit), finding the additional cost/work is necessary and incidental to the completion of the project as originally bid, is not outside the scope of the original contract, is commercially reasonable, and that the issuance of the change order for the additional cost/work is not being made to circumvent the public purchasing statutes.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

Order #2-11-20

Order to approve final payment

Be It Ordered:

By the Mayor and Board of Aldermen to approve payment of application #2 (final) to Colom Construction Company, Inc. for the USDA NRCS Horn Lake Emergency Watershed Protection Program – 2018 project in the amount of \$27,801.44.

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 Guice, Alderman Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

Order #2-12-20

Determination to go Into Executive Session

Be it Ordered:

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

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 Guice, Alderman Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

Order# 2-13-20

Order to come out of Determination for Executive Session

Be it Ordered:

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

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

Order #2-14-20

Order to go into Executive Session

Be it Ordered:

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

A. Discussion regarding personnel matters in the Admin/Finance Department.

B. Discussion regarding personnel matters in the Fire Department.

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

Order #2-15-20

Order to Come Out of Executive Session

Be it Ordered:

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

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

A roll call vote was taken with the following results:

Ayes: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

Order to approve revised job descriptions

Be it Ordered:

By the Mayor and Board of Aldermen to approve the revised job descriptions for the City Administrator, Information Systems Technician, and Accounts Manager, as presented.

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 Guice, Alderman Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

City of Horn Lake – Finance & Administration

Job Description - City Administrator

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

In coordination with the Mayor, to manage and oversee city operations/projects, appropriate personnel, and finances, as well as coordinate, direct and implement the budgets, programs and policies adopted by the Mayor and the Board of Aldermen, as well as, to ensure appropriate communications with residents, businesses, consultants, publications (i.e., newspapers) and other governmental agencies.

Major Duties and Responsibilities

1. Coordinate with the Mayor on generalized supervision/operations of City departments as designated by the Mayor in day to day operations.
2. As Chief Financial Officer for the City; oversee the development and administration of the City Budget; assure the financial soundness and integrity of the City to ensure its capability to meet commitments and to maximize the delivery of services to citizens.
3. Oversees and manages financial and accounting matters for the City.
4. Seek positive growth for the City through potential business developments.
5. Prepare monthly reports to the Mayor and Board of Aldermen concerning the financial condition of the City.
6. Oversees preparation of information for bond ratings, bond issues, bond offering statements, and continuing disclosure statements.
7. Oversees preparation by the finance department of information for annual audit and reviews reports.
8. In coordination with the HR Director, act as the Personnel Officer for the City recommending any appropriate position classification and pay plan to the Mayor and Board of Aldermen.
9. In coordination with the Mayor will recommend the hiring and terminating of both full and part time employees in accordance with the rules and regulations approved by the Board of Aldermen.
10. In coordination with the Mayor will amend and create job descriptions and to appoint and remove employees in accordance with personnel system regulations approved by the Board of Aldermen.
11. Direct and participate in the implementation of City goals, objectives, policies, priorities, and procedures.
12. Coordinate RFP, bidding, and Reverse Auction on City projects/equipment.
13. Access and monitor work load, administrative support systems and internal reporting relationships; identify opportunities for improvement; monitor operations to ensure compliance with applicable laws, regulations, rules, policies and ordinances.
14. Approve purchases over \$5,000.00 for the City Departments
15. Motivate and evaluate personnel; review personnel; approve transfer, reassignment, termination and disciplinary actions; resolve personnel concerns and issues of employees in accordance with personnel system regulations approved by the Board of Aldermen.
16. Represent the City on various boards, organizations, and committees; provide staff support to various boards and commissions.
17. Attend all meetings of the Mayor and Board of Aldermen.
18. Responsible for keeping the public informed of the purposes and methods of city government through available news media after having releases approved by the Mayor.
19. Deal effectively and courteously with fellow employees, general public, and potential developments.
20. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration and management.
21. Manage the city's finances through constant tracking, department communication and budget adjustments Supervise/control the city's purchasing procedures, obligations and contracts.

Coordinate/Perform all duties of City Clerk in conjunction with Deputy City Clerks

- 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
- 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.
- Comply with all requests for Public Information 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
- 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
- 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
- Update City purchasing policies as needed and submit to the Board for approval
- Monitor all purchasing orders to ensure compliance

Job Context

The City Administrator is a full-time position in the Administration Department. The immediate supervisor for this position is the Mayor. The person in this position coordinates with the Mayor to supervise city personnel. The City Administrator works flexible hours year round with frequent overtime and night work. The person in this position is on call frequently, as well. The position has accountability for monetary, fiscal, budgetary, safety, and legal issues.

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 a \$100,000 bond. This position requires a high school diploma, bachelor's degree in public administration, business administration or a related field from an accredited University or College as well as, a master's degree in public administration preferred, public policy or a closely related field, also from an accredited University or College. The person in this position must possess four to five years of related experience/supervision and/or training preferably in a municipal government environment. The stress level associated with this position is moderately high. Physical work involved within this position includes, but is not limited to, lifting file boxes, climbing stairs, and sitting for long periods.

Knowledge, Skills and Abilities

Knowledge

- Considerable knowledge of laws, regulations, ordinances, etc., applicable to City government.
- Knowledge of Labor and Employment Laws.
- General office management procedures and administrative practices.
- Considerable knowledge of budgeting, accounting, and government financing as well as government processes, services, and planning.
- State and municipal purchasing procedures.
- Proper grammar and use of English in speaking and writing.
- OSHA standards and regulations concerning employee safety.
- Federal and state statutes concerning the work of the department.
- Mathematical skills, including addition, subtraction, division and multiplication.
- General functions and operations of municipal government.

Skills and Abilities

- Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.
- Strong organizational skills.
- Use a variety of standard office equipment.
- Use of certain computer skills including email, word processing, Excel, and billing/finance software (Munis & BBI).
- Preparing and maintaining a variety of records and reports.
- Planning and preparing budgets based on projected revenues.

- Planning the work of subordinates.
- Managing, developing, and motivating subordinates.
- Prioritize daily workflow.
- Work as a team member with other employees.
- Meet specified or required deadlines.
- Make decisions within specified time restraints.
- Communicate effectively with residents, elected officials, other employees, etc., both written and oral.
- Maintain confidentiality.
- Work autonomously as needed.
- Handle multiple tasks simultaneously with frequent interruptions.
- Deal with others in a professional manner.
- Maintain professional composure in difficult or stressful situations.
- Develop, implement and follow departmental and city policies and procedures.

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.

FLSA: Exempt
REPORTS TO: Mayor and Board of Aldermen
SUPERVISES: City of Horn Lake Staff

 Signature Acknowledging Job Description

 Date

* Adopted 02/04/2020

City of Horn Lake---Finance and Administration Job Description --- Information Systems Technician

Purpose of the Position

To provide hardware, software, Munis, website, Facebook, and Twitter support for the City of Horn Lake’s computers, computer users for the administrative support area, and any other areas designated. To provide Inventory Management/Control for all City owned property.

Major Duties and Responsibilities

Provides Desktop Computer Support for Administrative area.

- Develop a “Proactive” plan to place the City on the cutting edge of technology and services.
- Ensure all desktop computers are operational
- Monitor desktop computer systems
- Provide computer service in a timely manner
- Meet with employees as needed
- Replace damaged hardware as needed
- Perform other duties as directed

Provide Inventory Management/Control

- Develop an Inventory Management system for all property of the City of Horn Lake.
- Manage a document control/public information request system for all City documents.

Provide computer training to Admin employees (other dept. as requested)

- Prepare training classes for administrative personnel
- Train employees on proper computer techniques as requested
- Develop computer training references for personnel

Manage and maintain city servers for administrative area (Munis & HR)

- Ensure backups are operating properly
- Ensure all computer services are operational
- Monitor systems and network for trouble
- Perform routine maintenance on servers to ensure maximum uptime
- Create user accounts as needed

Advise on new technology and systems

- Test new technology and systems
- Make recommendations for new technology or system purchases
- Implement/manage new technology as appropriate (phone system)

Maintain city information systems

- Administer city's finance/admin email system which includes adding and deleting accounts as needed.
- Administer finance/admin software which includes creating and deleting user accounts, security and maintenance
- Administer all other systems as required

Job Context

The Information Services Technician is a full-time, permanent position in the Administrative/Finance Department. The immediate supervisor for this position is the City Administrator. The person in this position works regularly scheduled hours but is on call for emergencies that may arise. A majority of the work hours are indoors.

The person in this position is required to have a high school diploma or equivalent education. A minimum of 2 years related work experience or 2 years college education on computer related subjects or an equivalent combination of college education and related work experience is required and additional education in information technology is strongly recommended. The level of stress associated with this position is moderate. Physical work includes, but is not limited, to lifting computers and computer components.

Knowledge, Skills and Abilities

Knowledge

- Basic knowledge of Microsoft Windows 10 and earlier
- Basic knowledge of Microsoft Office 2016 and earlier
- Proper grammar and proper use of English in speaking and writing
- Windows Network Operating System

- Basic computer hardware knowledge
- Basic knowledge of Microsoft Outlook and Outlook Express
- Basic knowledge of Microsoft 2016 & 2019 Server
- Basic knowledge of Microsoft Front Page, all versions and some basic knowledge of website design and publishing.

Skills and Abilities

- Trouble shoot and repair desktop computer systems and phone systems
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain confidentiality
- Operate department equipment as needed
- Communicate effectively
- Complete paperwork within specified time
- Work productively with other employees

FLSA: Exempt

REPORTS TO: City Administrator, 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 02/04/2020

City of Horn Lake – Finance & Administration
Job Description – Accounts Manager

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 manage the city’s vendor accounts including reviewing and assisting with reconciling accounts, processing payments to external partners and maintaining internal fiscal controls. And; to assist the Administrative Team (City Administrator, City Clerk, Deputy City Clerks, Finance Officer, and Human Resources Director) with administrative support as needed.

Major Duties and Responsibilities

- Manage all accounts payable and accounts receivable items for the City.
- Coordinate with all departments on accounts payable items to maintain the good standing of the City.
- Manage and set up all new accounts.

- Send out vendor payments.
 - Receive and process vendor invoices.
 - Respond to finance department-related requests and inquires via telephone and/or email.
 - Interface with other functional departments to facilitate resolution of issues.
 - Work on special projects with Finance Administrative Team. (Audit)
 - Contact vendors as necessary for proper documentation when needed.
 - Identify and address discrepancies.
 - Maintain/monitor debt worksheet for all city debt and bonds to ensure payment and forecasting of budget needs.
 - Cross-train with various duties including, but not limited to accounts payable, accounts receivable, general billing and others as assigned.
 - Provides administrative support to the Mayor.
 - 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
 - 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 Administrator 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 Administrator 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. An Associate'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 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

- Familiarity with general accounting principles
- Proficiency with accounts receivable and payable procedures.

- 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

- Pleasant telephone manner with an upbeat and friendly demeanor
- Exceptional organizational skills with a high consideration to detail and accuracy.
- Trustworthy, honest, respectful, and flexible.
- A desire to learn and advance in a fast-paced environment.
- 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
- Ability to work independently using good judgement, and as a team player.
- Must possess strong analytical abilities.
- Adept at time management.
- Must be able to be entrusted with confidential information.
- 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: Exempt

REPORTS TO: City Administrator, 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 02/04/2020

Order #2-17-20

Order of suspension

Be it Ordered:

By the Mayor and Board of Aldermen to suspend employee #111, without pay, effective January 29, 2020 at 12:00 p.m. (19 hours), January 31, 2020 (24 hours), February 5, 2020 (24 hours), and February 7, 2020 (24 hours) for violation of personnel policy 701, 702, and 707.

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 Guice, and Alderman Roberts.

Nays: Alderman Johnson.

Abstain: Alderman Bostick

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

Order #2-18-20

Order to Adjourn

Be it Ordered:

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

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 Guice, Alderman Bostick, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: Alderman Jones.

So ordered this 4th day of February, 2020.

Mayor

Attest:

City Clerk
Seal

The minutes for the February 4, 2020 Mayor and Board of Aldermen meeting were presented to the Mayor for his signature on _____, 2020.

City Clerk