

**MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN MEETING
AUGUST 6, 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 for July 16th and July 23, 2019 Mayor and Board of Aldermen meetings.
- B. Acknowledgement of receipt of Mississippi Department of Revenue's exemption certification of June 24, 2019, certifying Rite Hite Products Corporation is eligible for ad valorem tax exemption, and, pursuant to Miss Code Ann. § 27-31-101 et seq., to finally grant Rite Hite Products Corporation, located at 601 Expressway Drive, an ad valorem tax exemption for a period of five (5) years, beginning January 1, 2019 and expiring December 31, 2023; the true value of the personal property being \$2,367,193.00; with said exemption excluding taxes levied for bond/debt service, special fire fund, and library.
- C. Request to amend Board Order #07-16-19(G) in order to make the effective date of the hiring of James Turnbow as Animal Control Officer III, July 25, 2019 (due to administrative error).
- D. Resignation from Paul Peterson as Street Labor II effective Friday July 26, 2019.
- E. Resignation from Louis Conley as Prosecutor with Horn Lake effective Friday August 9, 2019.
- F. Request to hire Marion Jacou Courvorsier as Utility Laborer II at a rate of \$13.00 per hour plus benefits effective August 11, 2019.
- G. Request to hire James Antonio Fleming as Street Laborer at a rate of \$11.01 per hour plus benefits effective August 11, 2019.
- H. Request to hire Paul Monterius Burks as Street Laborer at a rate of \$11.01 per hour plus benefits effective August 11, 2019.
- I. Requesting Officer B. McCary be promoted from P3 to P4 at the rate of \$22.96 per hour beginning pay period date August 11, 2019.
- J. Request to confirm appointment of Linda McGan as the Ward 3 member of the Planning Commission.
- K. Request to hire Gordon Henderson as a Utility Laborer II at a rate of \$13.00 per hour, plus benefits, effective August 11, 2019.
- L. Resignation from Part-Time Court Officer Tomas Aguilar to be effective August 9th, 2019.
- M. Resignation from Code Enforcement Officer William Adelman to be effective August 16th, 2019.
- N. Resignation from Officer Miranda Wieneke to be effective August 16th, 2019.
- O. Resignation from Officer Joseph Becker to be effective August 16th, 2019.

** Swearing In Ceremony: Planning Commissioner

Mayor Allen Latimer

III. Claims Docket

IV. Special Guest/Presentation

- A. Keith Calvert: Tree Dedication in honor of Spencer Shields
- B. Horn Lake Library
- C. Desoto Family Theater
- D. Coach Hurt: Horn Lake Football
- E. Calvin Dillard
- F. Crutcher Heights HOA: Che' Smith

V. Planning

- A. Rental Ordinance

VI. New Business

- A. Request approval for the Utility Clerk job descriptions.
- B. Request approval to amend AMB Ambulance Medical Billing contract change from 4.5% to 7.75% to provide ESO software for the Ambulance Patient Care Reports effective October 1, 2019.
- C. Request to cancel lease-purchase financing of the police and fire departments vehicles, which purchase/refurbishing was approved in Board Order #12-21-18 and #02-16-19; in lieu thereof, to use funds on hand for such purchase/refurbishing; and to rescind Resolution #3-01-19 authorizing said lease-purchase financing.
- D. Request to approve 1% increase (\$2,250.20) in cost of emergency purchase/repair contract for replacement of City Hall HVAC units for cost of payment/performance bonds required for the project.
- E. Request the use of Greg Maxey Park on September 29, 2019 for the Vintage Church Block Party.

VII. Mayor / Alderman Correspondence

VIII. Department Head Correspondence

IX. Engineer Correspondence

X. City Attorney Correspondence

XI. Executive Session

- A. Discussion of personnel matters in the Animal Control Department.
- B. Discussion of personnel matters in the Public Works Department.

XII. Adjourn

August 6, 2019

Be it remembered that a meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on August 6, 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: Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, Jim Robinson, City Clerk, Steven Boxx, Utility Field Supervisor, Troy Rowell, Police Chief, David Linville, Fire Chief, Willie Davidson, Planning Director, Keith Calvert, Parks Director, Arianne Linville, HR Director, Nina Wingfield, Interim Animal Services Director, Vince Malavasi, City Engineer, and Billy Campbell, City Attorney.

Absent: Mayor Latimer and Alderman Roberts

Order #08-01-19

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 Jones and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 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-O.

- A. Approval of minutes for July 16th and July 23, 2019 Mayor and Board of Aldermen meetings.
- B. Acknowledgement of receipt of Mississippi Department of Revenue's exemption certification of June 24, 2019, certifying Rite Hite Products Corporation is eligible for ad valorem tax exemption, and, pursuant to Miss Code Ann. § 27-31-101 et seq., to finally grant Rite Hite Products Corporation, located at 601 Expressway Drive, an ad valorem tax exemption for a period of five (5) years, beginning January 1, 2019 and expiring December 31, 2023; the true value of the personal property being \$2,367,193.00; with said exemption excluding taxes levied for bond/debt service, special fire fund, and library.
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- N. Resignation from Officer Miranda Wieneke to be effective August 16th, 2019.
- O. Resignation from Officer Joseph Becker to be effective August 16th, 2019.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

** At this time, Mayor Pro Tempore White administered the oath of office to Linda McGan as Ward 3 Member of the Planning Commissioner.



**CITY OF HORN LAKE
BOARD MEETING
August 6, 2019**

Department	8/1/2019	Overtime Amount
Animal Control	\$2,765.34	\$763.74
Judicial	\$11,510.92	\$44.25
Fire/Amb	\$95,811.17	\$0.00
Fire/Budgeted OT	\$0.00	\$6,457.71
Fire/Non Budgeted OT	\$0.00	\$4,702.99
Fire/ST Non Budgeted OT	\$0.00	\$1,116.63
Finance	\$8,530.31	\$0.00
Legislative	\$4,540.25	\$0.00
Executive	\$2,873.00	\$0.00
Parks	\$12,354.52	\$204.48
Planning	\$5,156.04	\$0.00
Police	\$133,370.45	\$5,239.44
Public Works - Streets	\$15,979.98	\$127.22
Public Works - Utility	\$21,127.58	\$2,061.94
Grand Total	\$314,019.56	\$20,718.40



**CITY OF HORN LAKE
BOARD MEETING
August 6, 2019**

CLAIMS DOCKET RECAP C-080619 & D-080619 D-081619

NAME OF FUND		TOTAL
GENERAL FUND		\$802,972.17
COURT COSTS	\$49,011.76	
EXECUTIVE	\$0.00	
LEGISLATIVE	\$33.00	
JUDICIAL	\$2,760.34	
FINANCIAL ADMIN	\$0.00	
PLANNING	\$5,693.44	
POLICE	\$403,177.13	
FIRE & EMS	\$9,444.19	
STREET DEPARTMENT	\$33,095.17	
ANIMAL CONTROL	\$4,456.10	
PARKS & REC	\$12,782.31	
PARK TOURNAMENT	\$3,145.01	
PROFESSIONAL EXPENSE	\$177,823.79	
DEBT SERVICES	\$0.00	
HEALTH INSURANCE	\$101,549.93	
LIBRARY FUND		\$10,574.67
ECONOMIC DEVELOPMENT FUND		\$2,243.01
UTILITY FUND		\$224,868.07
TOTAL DOCKET		\$1,040,657.92

VENDOR	VENDOR NAME	ORG DESC	ACCOUNT DESC	AMOUNT	CHECK NO	FULL DESC
5801	LIPSCOMB & PITTS INS	POOLED CASH RENASANT BANK	HEALTH INS	\$90,538.58	704712	BCBSMS PREMIUMS
6245	SUN LIFE FINANCIAL	POOLED CASH RENASANT BANK	HEALTH INS	\$5,117.15	704713	Payroll Run 1 - Warrant 070419
6245	SUN LIFE FINANCIAL	POOLED CASH RENASANT BANK	HEALTH INS	\$5,894.20	704713	Payroll Run 1 - Warrant 071819
6038	A T&T - INTERACT	POLICE	PROFESSIONAL SERVICES	\$1,295.00	704711	INTERACT SERVICES
5944	SUPERIOR AUTOMOTIVE	POLICE	VEHICLES	\$32,356.20	704710	2019 Tahoe PPV - Ins
5944	SUPERIOR AUTOMOTIVE	POLICE	POLICE LEASE/PURCHASE	\$258,849.60	704710	2019 Tahoe PPVs - 8
1970	COMCAST	FIRE & EMS	UTILITIES	\$116.81	704709	INTERNET SERVICES
1970	COMCAST	PARKS & REC	UTILITIES	\$277.46	704709	INTERNET SERVICES
6038	A T&T - INTERACT	ADMINISTRATIVE EXPENSE	TELEPHONE EXPENSE	\$900.00	704711	INTERACT SERVICES
1970	COMCAST	ADMINISTRATIVE EXPENSE	UTILITIES	\$190.55	704709	INTERNET SERVICES
1970	COMCAST	UTILITY SYSTEM	UTILITIES	\$144.94	704709	INTERNET SERVICES
6168	BUZ PLAXICO	UTILITY SYSTEM	ALLEN SUBDIVISION LIFT STATION	\$32,646.64	704714	FINAL ON ALLEN SUBDIVISION SEWER
940	HORN LAKE POSTMASTER	UTILITY SYSTEM	TELEPHONE & POSTAGE	\$2,255.84	704715	MAILING OF AUGUST 2019 UTILITY BILLS
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-A	\$38,849.07	704757	STATE COST- JUNE 2019
5827	MISSISSIPPI DEPARTME	GENERAL FUND	STATE FINES COST PAYABLE-A	\$2,972.50	704816	INTERLOCK ASSESSMENTS JUNE 2019
6242	MS FORENSICS LAB	GENERAL FUND	STATE FINES COST PAYABLE-A	\$546.00	704818	CRIME LAB FEES- JUNE 2019
520	DEPARTMENT OF FINANC	GENERAL FUND	STATE FINES COST PAYABLE-B	\$949.68	704757	STATE COST- JUNE 2019

9996	ALEX M SMITH	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$250.00	704831	CASH BOND REFUND A SMITH M2019-01121
9996	KYLE DUBA	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$50.00	704833	REIISU CB REFUND DTD 032719
9996	LOGAN SCOTT LASHLEE	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$97.50	704834	CB REFUND L LASHLEE #108612
9996	CORWIN BRAND CUNEO	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$132.50	704832	CB REFUND C CUNEO M20198-00494
9996	AL WILLIAMS BONDING	GENERAL FUND	DEPOSITS ON HOLD - COURT BONDS	\$1,000.00	704830	CB REF E FERGUSON #M2018-00409
554	DESOTO COUNTY CHANCE	GENERAL FUND	DUE TO LAW LIBRARY	\$479.75	704758	LAW LIBRARY FEES-JUNE 2019
549	DESOTO COUNTY CRIME	GENERAL FUND	DUE TO CRIMESTOPPERS	\$322.00	704759	CRIMESTOPPER FEES-JUNE 2019
520	DEPARTMENT OF FINANC	GENERAL FUND	ADULT DRIVING TRAINING	\$40.00	704757	STATE COST-JUNE 2019
465	DPS FUND 3747	GENERAL FUND	WIRELESS COMMUNICATION FEE	\$2,479.39	704764	WIRELESS FEES-JUNE 2019
520	DEPARTMENT OF FINANC	GENERAL FUND	LIAB INSURANCE-STATE FIN	\$843.37	704757	STATE COST-JUNE 2019
2606	HUNT ROSS & ALLEN	LEGISLATIVE	PROFESSIONAL SERVICES	\$33.00	704796	ATTORNEY FEES MARCH 2019
1727	WILLIAM SEALE	JUDICIAL	PROFESSIONAL SERVICES	\$500.00	704911	PROSECUTOR FEE 7-16-19 AND 7-18-19
2606	HUNT ROSS & ALLEN	JUDICIAL	PROFESSIONAL SERVICES	\$115.50	704796	ATTORNEY FEES MARCH 2019
6061	MATTHEW LOUIS BARTON	JUDICIAL	PROFESSIONAL SERVICES	\$250.00	704812	PROSECUTOR FEE 7-23-19
6076	SHI INTERNATIONAL	JUDICIAL	MACHINERY & EQUIPMENT	\$1,894.84	704844	replacement scanners
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	\$1,930.90	704824	CORE5 INSPECTIONS
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	\$992.19	704822	RPR ENGINEERING SERVICES
1457	NEEL-SCHAFFER INC	PLANNING	PROFESSIONAL SERVICES	\$751.25	704825	ENGINEERING SERVICES
2606	HUNT ROSS & ALLEN	PLANNING	PROFESSIONAL SERVICES	\$1,742.10	704796	ATTORNEY FEES MARCH 2019

89	AMERICAN PLANNING AS	PLANNING	TRAVEL & TRAINING	\$277.00	704723	APA DUES W DAVIDSON
3451	INTOXIMETERS INC	POLICE	DUI GRANT SUPPLIES	\$953.58	704800	INTOXILEZERS
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$857.52	704810	FOUR TIRES UNIT 8406
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$660.00	704810	4 TIRES UNIT 4737
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$557.52	704810	4 TIRES UNIT 6803
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$613.44	704810	4 TIRES UNIT 9659
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$613.44	704810	4 TIRES UNIT 6640
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$1,211.53	704810	ABS MODULE UNIT 2352
1180	MAGNOLIA TIRE	POLICE	VEHICLE MAINTENANCE	\$1,034.06	704810	UPR CONTROL ARM , BALL JOINT T
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$16.88	704828	A/F O/F UNIT 5988
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$96.96	704828	BATTERY UNIT 0897
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$27.98	704828	ONE GAL ANTI UNIT 4079
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$33.54	704828	O/F SIX QT OIL UNIT 0794
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$66.84	704828	POWER STER RESIVOR UNIT 4079
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$33.54	704828	O/F 6QT OIL UNIT 4737
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$33.48	704828	POWER BEAD , THRD LOCK ,UNIT 5
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$31.90	704828	O/F ,TWO GAL ANTI UNIT 3572
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$27.29	704828	O/F GASKET ,OIL PRE SWITCH UNI
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$3.92	704828	O/F UNIT 3301
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$32.42	704828	ING COIL SPK ,PLG UNIT 3301

1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$22.03	704828	O/F,A/F UNIT 4077
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$110.31	704828	O/F, WIPER BLD,BRK PAD, 6QT OI
1518	O'REILLY AUTO PARTS	POLICE	VEHICLE MAINTENANCE	\$31.96	704828	ENGINE COOLANT
1844	SPENCER LEE'S TRANSM	POLICE	VEHICLE MAINTENANCE	\$1,650.00	704847	REPLACE TRANS, UNIT 3300
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$12.99	704735	ONE GALL ANTI FREZ UNIT 3572
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$198.99	704735	FAN ASSEMB UNIT 3572
3502	AUTO ZONE	POLICE	VEHICLE MAINTENANCE	\$12.99	704735	GALL ANTI FREZ UNIT 3572
4513	A & B FAST AUTOGLASS	POLICE	VEHICLE MAINTENANCE	\$196.44	704716	FRT. WINDSHIELD UNIT 4737
6310	MACH1 WINDOW FILMS	POLICE	VEHICLE MAINTENANCE	\$370.00	704807	WINDOW TINT UNIT 2995
3323	BANCORPSOUTH	POLICE	BUILDING & EQUIP MAINT	\$339.00	704736	42" FAN FOR SHOP
1203	HENRY SCHEIN, INC.	POLICE	EQUIPMENT PARTS & SUPPLIES	\$390.00	704789	LATEX GLOVE RE-STOCK
2822	FLAG CENTERCOM, LLC	POLICE	EQUIPMENT PARTS & SUPPLIES	\$267.00	704769	FLAGS
1180	MAGNOLIA TIRE	POLICE	FUEL & OIL	\$273.88	704810	two tires unit 9916
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$2,880.85	704783	FUEL WEEK 07-08 TO 07-14-2019
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$2,525.58	704782	FUEL WEEK 07-15 TO 07-21-2019
1702	FLEETCOR TECHNOLOGIE	POLICE	FUEL & OIL	\$3,311.17	704784	FUEL WK 0722-0728
2606	HUNT ROSS & ALLEN	POLICE	PROFESSIONAL SERVICES	\$156.75	704796	ATTORNEY FEES MARCH 2019
2685	THOMSON WEST	POLICE	PROFESSIONAL SERVICES	\$201.65	704858	JUNE 2019 WESTLAW
2685	THOMSON WEST	POLICE	PROFESSIONAL SERVICES	\$506.50	704858	JUNE 2019 CLEAR
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$85.00	704725	BAC M PALMER 07-06-2019

5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$85.00	704725	BAC Q CARMICLE 07-05-2019
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$85.00	704725	BAC S ADAMS 07-16-2019
5708	AMERICAN TESTING, LL	POLICE	PROFESSIONAL SERVICES	\$85.00	704725	BAC P HUBBARD 07-17-2019
6142	PETTY CASH/TROY ROWE	POLICE	PROFESSIONAL SERVICES	\$2,800.00	704837	REIMBURSEMENT OF NARCOTICS FUND
6311	INTERACT	POLICE	PROFESSIONAL SERVICES	\$4,650.00	704799	RMS QUERY PACKAGE
1329	MLEOTA	POLICE	TRAVEL & TRAINING	\$7,310.00	704817	MLEOTA TUITION: SANDERSON, MCC
1648	ROCIC	POLICE	TRAVEL & TRAINING	\$125.00	704841	HOMICIDE CONFERENCE - J KEENE
1648	ROCIC	POLICE	TRAVEL & TRAINING	\$125.00	704841	HOMICIDE CONFERENCE - J MOORE
3323	BANCORPSOUTH	POLICE	TRAVEL & TRAINING	\$415.92	704736	FLIGHTS SWAN PRESSGROVE
3323	BANCORPSOUTH	POLICE	TRAVEL & TRAINING	\$695.55	704736	STARK NASHVILLE LODGING
6323	GUARDIAN LEADERSHIP	POLICE	TRAVEL & TRAINING	\$189.00	704787	RECRUITING AND RETENTION LANPHERE
504	DEL CITY	POLICE	POLICE LEASE/PURCHASE	\$143.15	704755	14/2 WIRE NEW BUILD
1489	NORTH MISSISSIPPI TW	POLICE	POLICE LEASE/PURCHASE	\$164.00	704827	MINI UHF CONN NEW UNITS
1518	O'REILLY AUTO PARTS	POLICE	POLICE LEASE/PURCHASE	\$17.98	704828	ROCKER SWITCH UNIT 3520
1518	O'REILLY AUTO PARTS	POLICE	POLICE LEASE/PURCHASE	\$31.92	704828	TERMINALS NEW UNIT 3520
3323	BANCORPSOUTH	POLICE	POLICE LEASE/PURCHASE	\$201.93	704736	RADIO INSTALL NEW UNITS
6255	PINE BELT CDJP	POLICE	POLICE LEASE/PURCHASE	\$24,485.00	704839	2019 DODGE DURANGO PD
6295	COMSOUTH INC	POLICE	POLICE LEASE/PURCHASE	\$48,617.95	704746	NEW CAR INSTAL NEW UNITS
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$590.55	704789	EMS SUPPLIES

1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$25.25	704789	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$426.75	704789	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$10.35	704789	EMS SUPPLIES
1203	HENRY SCHEIN, INC.	FIRE & EMS	MEDICAL SUPPLIES	\$96.00	704789	EMS SUPPLIES
2202	ZOLL MEDICAL CORPORA	FIRE & EMS	MEDICAL SUPPLIES	\$712.50	704915	EMS SUPPLIES
5817	BOUND TREE MEDICAL	FIRE & EMS	MEDICAL SUPPLIES	\$89.00	704738	EMS SUPPLIES
1180	MAGNOLIA TIRE	FIRE & EMS	VEHICLE MAINTENANCE	\$256.00	704810	FD2 REPAIR
1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	\$21.99	704828	TRANS FLUID
1518	O'REILLY AUTO PARTS	FIRE & EMS	VEHICLE MAINTENANCE	\$20.66	704828	PART FOR 107
926	THE HOME DEPOT	FIRE & EMS	BUILDING & EQUIP MAINT	\$50.94	704855	STATION 1 DOORS
1518	O'REILLY AUTO PARTS	FIRE & EMS	BUILDING & EQUIP MAINT	\$249.50	704828	OIL DRY FOR CITY SHOP FIRE DEPT
6294	PHILLIPS GARAGE DOOR	FIRE & EMS	BUILDING & EQUIP MAINT	\$210.00	704838	STATION 1 DOOR
1518	O'REILLY AUTO PARTS	FIRE & EMS	FUEL & OIL	\$19.98	704828	OIL 107
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$841.45	704780	FUEL 7/8-7/14
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$671.03	704777	FUEL 7/15-7/21
1702	FLEETCOR TECHNOLOGIE	FIRE & EMS	FUEL & OIL	\$569.05	704776	FUEL 7/22-7/28
2606	HUNT ROSS & ALLEN	FIRE & EMS	PROFESSIONAL SERVICES	\$8.25	704796	ATTORNEY FEES MARCH 2019
5870	SUPERIOR HEALTH	FIRE & EMS	PROFESSIONAL SERVICES	\$50.00	704850	PRE EMPLOYMENT SCREENINGS
6215	AMBULANCE MEDICAL	FIRE & EMS	PROFESSIONAL SERVICES	\$1,865.49	704722	JUNE PAYMENTS
651	ENTERGY	FIRE & EMS	UTILITIES	\$1,071.32	704766	6363 HIGHWAY 301

651	ENTERGY	FIRE & EMS	UTILITIES	\$613.81	704766	5711 HIGHWAY 51 N
651	ENTERGY	FIRE & EMS	UTILITIES	\$696.44	704766	6770 TULANE RD
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	\$56.50	704733	6770 TULANE RD
1356	ATMOS ENERGY	FIRE & EMS	UTILITIES	\$36.97	704731	5711 HIGHWAY 51 N
2095	WALLS WATER ASSOCIAT	FIRE & EMS	UTILITIES	\$67.60	704909	STATION 3 WATER
4552	DENNIS B PEYTON	STREET DEPARTMENT	CONTRACT PERSONNEL	\$320.00	704756	CONTRACT PERSONNEL
4552	DENNIS B PEYTON	STREET DEPARTMENT	CONTRACT PERSONNEL	\$160.00	704756	CONTRACT EMPLOYEE
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	MATERIALS	\$249.50	704828	OIL DRY FOR CITY SHOP FIRE DEPT
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	MATERIALS	\$45.96	704828	BRAKE CLEANER HAND SOAP FOR SHOP
3502	AUTO ZONE	STREET DEPARTMENT	MATERIALS	\$3.99	704735	FUEL FILTER FOR PRESSURE WASHER
78	AMERICAN TIRE REPAIR	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$25.00	704726	TIRE REPAIR MOWER
926	THE HOME DEPOT	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$149.00	704855	TOOL FOR TRACTOR REPAIR
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$4.30	704828	OIL FILTER FOR ST 893
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$23.88	704828	BRAKE CLEANER HAND SOAP FOR SHOP
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$7.99	704828	C FOAM FOR MOTOR ST893
3502	AUTO ZONE	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$91.99	704735	ALTERNATOR ST 891
5658	H & E EQUIPMENT SEVI	STREET DEPARTMENT	VEHICLE MAINTENANCE	\$297.67	704788	REPAIORS TO DITCH TRACKHOE
434	COVINGTON SALES & SE	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$54.55	704750	TRACTOR REPAIR
434	COVINGTON SALES & SE	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$66.06	704750	GASKET SEAL SET FOR ST3122 TRACTOR
882	HERNANDO EQUIPMENT C	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$219.98	704790	TIRES FOR BAD BOY

1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$76.48	704828	BATTERY FOR SHOP FOUR WHEELER
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$5.26	704828	OIL FILTER FOR SHOP FOUR WHEELER
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$41.25	704828	STANDARD IGNITION FOR 814 DUMPTRUCK
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$74.46	704846	MATERIALS TO REPAIR REPLACE SINKS
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$48.98	704846	DOOR KNOBS LOCKS FOR SHOP
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$13.62	704846	NUTS AND BOLTSW FOR BAD BOY TURN DECK
1831	SOUTHAVEN SUPPLY	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$49.95	704846	KNOBS FOR CITY SHOP DOOR
3074	MHC FORD-MEMPHIS	STREET DEPARTMENT	BUILDING & EQUIP MAINT	\$404.70	704814	HYDRAULICS FOR DUMPTRUCK 814ST
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$276.95	704861	UNIFORMS ST UT
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$115.91	704861	UNIFORMS ST UT
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$140.76	704861	UNIFORMS ST UT
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$180.17	704861	UNIFORMS ST UT
6175	UNIFIRST CORPORATION	STREET DEPARTMENT	UNIFORMS	\$163.06	704861	UNIFORMS ST & UT
1518	O'REILLY AUTO PARTS	STREET DEPARTMENT	FUEL & OIL	\$413.90	704828	AW46 OIL FOR SHOP
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$388.86	704778	FUEL UT AND ST
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$395.95	704779	FUEL ST UT
1702	FLEETCOR TECHNOLOGIE	STREET DEPARTMENT	FUEL & OIL	\$452.05	704781	FUEL UT ST
3709	BEST-WADE PETROLEUM	STREET DEPARTMENT	FUEL & OIL	\$727.65	704737	DIESEL FOR ST
1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$444.50	704821	ENGINEERING SERVICES

1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$1,027.19	704823	ENGINEERING SERVICES
1457	NEEL-SCHAFFER INC	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$1,534.80	704825	ENGINEERING SERVICES
5870	SUPERIOR HEALTH	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$50.00	704850	PRE EMPLOYMENT SCREENINGS
6241	CHEMPRO SERVICES	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$2,350.00	704743	WEEDS LILLED IN DITCHES
6241	CHEMPRO SERVICES	STREET DEPARTMENT	PROFESSIONAL SERVICES	\$1,800.00	704743	WEEDS KILLED IN DITCHES
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$167.78	704766	1007 GOODMAN RD W
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$23.89	704766	1025 HIGHWAY 302
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$16,139.71	704766	STREET LIGHTS
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$13.06	704766	301 NAIL RD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$46.19	704766	NAIL RD AT HIGHWAY 51
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$28.74	704766	HIGHWAY 302 & MALLARD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$26.86	704766	MS302 @ HORN LAKE RD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$113.10	704766	HIGHWAY 51 GOODMAN RD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$20.21	704766	4188 GOODMAN RD W
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$59.94	704766	HWY302 @ TULANE RD
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$20.97	704766	SHADOW OAKS PKWY NLGT
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$44.46	704766	4035 SHADOW OAKS LIGHTS
651	ENERGY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$28.53	704766	4275 HIGHWAY 51 N
1927	TEMPLE INC	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$2,819.00	704853	CONTROL BOX STREET LIGHT @ TULANE & GOODMAN

2903	EAGLE SPECIALTY	STREET DEPARTMENT	STREETS/TRAFFIC LIGHTING	\$646.41	704765	SIGNAL LIGHT REPAIRS
926	THE HOME DEPOT	ANIMAL CONTROL	BUILDING & EQUIP MAINT	\$33.34	704855	ANIMAL CONTROL EQUIPMRNT
926	THE HOME DEPOT	ANIMAL CONTROL	BUILDING & EQUIP MAINT	\$23.76	704855	HOSE VALVE ANIMAL CONTROL
1831	SOUTHAVEN SUPPLY	ANIMAL CONTROL	BUILDING & EQUIP MAINT	\$20.88	704846	TOILET REPAIR KIT
2173	WOODS TREE SERVICE	ANIMAL CONTROL	BUILDING & EQUIP MAINT	\$1,275.00	704913	TREE REMOVAL ANIMAL CONTROL
5218	AMERICAN REFRIGERATI	ANIMAL CONTROL	BUILDING & EQUIP MAINT	\$205.00	704724	AC REPAIR ANIMAL CONTROL
6175	UNIFIRST CORPORATION	ANIMAL CONTROL	UNIFORMS	\$7.03	704861	UNIFORMS FOR ANIMAL CONTROL
6175	UNIFIRST CORPORATION	ANIMAL CONTROL	UNIFORMS	\$7.03	704861	UNIFORMS ANIMAL CONTROL
6175	UNIFIRST CORPORATION	ANIMAL CONTROL	UNIFORMS	\$7.03	704861	ANIMAL CONTROL UNIFORMS
6175	UNIFIRST CORPORATION	ANIMAL CONTROL	UNIFORMS	\$7.03	704861	UNIFORMS ANIMAL SHELTER
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	\$65.25	704771	FUEL ANIMAL CONTROL
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	\$113.83	704772	FUEL ANIMALO CONTROL
1702	FLEETCOR TECHNOLOGIE	ANIMAL CONTROL	FUEL & OIL	\$41.28	704770	FUEL ANIMAL CONTROL
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$94.00	704791	VET SERVICES OSCAR NAT
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$435.88	704793	VET SERVICES EB EVEREST CHIPMUNK
939	HORN LAKE ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$185.40	704792	VET SERVICES SPOT PAULIE APRIL
3088	OPEN ARMS ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$61.75	704835	VET SERVICES HADIE
3088	OPEN ARMS ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$57.75	704835	VET SERVICES PRINCESS
3088	OPEN ARMS ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$67.25	704835	VET SERVICES MICKEY
3088	OPEN ARMS ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$40.75	704835	VET SERVICES SNOW

3088	OPEN ARMS ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$54.50	704835	VET SERVICES ROCKO
3088	OPEN ARMS ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$25.25	704835	VET SERVICES SAM
3088	OPEN ARMS ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$25.25	704835	VET SERVICES TIA
3088	OPEN ARMS ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$7.50	704835	VET SERVICES VAN
3088	OPEN ARMS ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$22.12	704835	VET SERVICES VAN
3088	OPEN ARMS ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$7.50	704835	VET SERVICES LAN
3088	OPEN ARMS ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$1.00	704835	VET SERVICES PAN
3088	OPEN ARMS ANIMAL HOS	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$121.92	704835	VET SERVICES CAP
3323	BANCORPSOUTH	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$135.00	704736	PANACUR DOSES
3323	BANCORPSOUTH	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$85.34	704736	ALBON LIQUID
5870	SUPERIOR HEALTH	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$130.00	704850	PRE EMPLOYMENT SCREENINGS
6321	STATELINE ANIMAL	ANIMAL CONTROL	PROFESSIONAL SERVICES	\$269.80	704848	PANACUR INJECTIONS
651	ENERGY	ANIMAL CONTROL	UTILITIES	\$200.51	704766	6520 CENTER ST E
651	ENERGY	ANIMAL CONTROL	UTILITIES	\$458.48	704766	6464 CENTER ST E
1356	ATMOS ENERGY	ANIMAL CONTROL	UTILITIES	\$40.87	704732	6410 CENTER ST E
926	THE HOME DEPOT	ANIMAL CONTROL	MACHINERY & EQUIPMENT	\$41.94	704855	BAG DISPOSAL
926	THE HOME DEPOT	ANIMAL CONTROL	MACHINERY & EQUIPMENT	\$79.88	704855	CASTERS
6201	DAYLIN HERSHMAN	PARKS & REC	ASSISTING CONTRACT EMPOLYEEES	\$142.50	704754	BASKETBALL 7/08-28/2019
6303	ASHLYN COLLEY	PARKS & REC	OUTSIDE MAINTENANCE STAFF	\$56.25	704729	BASKETBALL 7/08/28/2019
6304	THOMAS PARKER	PARKS & REC	OUTSIDE MAINTENANCE STAFF	\$82.50	704857	BASKETBALL 7/08/28/2019

339	CERTIFIED LABORATORI	PARKS & REC	MATERIALS	\$399.70	704742	PEST CONTROL
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	\$7.27	704736	CABLE TIES
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	\$52.49	704736	CORDS SUPPLIES
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	\$18.04	704736	PARKS
3323	BANCORPSOUTH	PARKS & REC	MATERIALS	\$122.89	704736	ELECTRICAL CORDS
5906	PETTY CASH L CALVERT	PARKS & REC	MATERIALS	\$11.20	704836	MATERIALS
5906	PETTY CASH L CALVERT	PARKS & REC	MATERIALS	\$18.96	704836	CLEANING SUPPLIES
21	ACC REBUILDERS INC	PARKS & REC	VEHICLE MAINTENANCE	\$136.13	704717	STARTER
926	THE HOME DEPOT	PARKS & REC	VEHICLE MAINTENANCE	\$49.95	704855	MATERIAL
926	THE HOME DEPOT	PARKS & REC	VEHICLE MAINTENANCE	\$19.79	704855	MATERIAL
926	THE HOME DEPOT	PARKS & REC	VEHICLE MAINTENANCE	\$39.62	704855	MATERIAL
1518	O'REILLY AUTO PARTS	PARKS & REC	VEHICLE MAINTENANCE	\$10.48	704828	PARTS
1518	O'REILLY AUTO PARTS	PARKS & REC	VEHICLE MAINTENANCE	\$26.49	704828	PARTS
1518	O'REILLY AUTO PARTS	PARKS & REC	VEHICLE MAINTENANCE	\$5.99	704828	PARTS
1518	O'REILLY AUTO PARTS	PARKS & REC	VEHICLE MAINTENANCE	\$52.76	704828	WATER PUMP
1518	O'REILLY AUTO PARTS	PARKS & REC	VEHICLE MAINTENANCE	\$11.28	704828	PARTS
1518	O'REILLY AUTO PARTS	PARKS & REC	VEHICLE MAINTENANCE	\$24.43	704828	PART
1831	SOUTHAVEN SUPPLY	PARKS & REC	VEHICLE MAINTENANCE	\$34.89	704846	NUTS AND BOLTS
4860	AUSTON A DEVOLPI	PARKS & REC	UMPIRES	\$150.00	704734	REC BASKETBALL 7/07-28/2019
6223	THOMAS DAVIS	PARKS & REC	UMPIRES	\$150.00	704856	REC BASKETBALL 7/07-28/2019

6170	WILLIE CARTER	PARKS & REC	EQUIPMENT MAINTENANCE	\$585.00	704912	OUTSIDE MAINT 7/08-28/2019
265	BSN SPORTS, INC	PARKS & REC	BUILDING MAINT	\$560.76	704740	SUPPLIES DIZZY DEAN
1040	JERRY PATE TURF & IR	PARKS & REC	UNIFORMS	\$320.40	704801	BELT-V
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$298.42	704775	FUEL PARKS AND REC
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$249.58	704773	FUEL PARKS AND REC
1702	FLEETCOR TECHNOLOGIE	PARKS & REC	FUEL & OIL	\$251.99	704774	FUEL FOR PARKS AND REC
3709	BEST-WADE PETROLEUM	PARKS & REC	FUEL & OIL	\$1,043.61	704737	GAS
1935	THE COMMERCIAL APPEA	PARKS & REC	PROFESSIONAL SERVICES	\$241.50	704854	ADVERT
2606	HUNT ROSS & ALLEN	PARKS & REC	PROFESSIONAL SERVICES	\$16.50	704796	ATTORNEY FEES MARCH 2019
5870	SUPERIOR HEALTH	PARKS & REC	PROFESSIONAL SERVICES	\$50.00	704850	PRE EMPLOYMENT SCREENINGS
3323	BANCORPSOUTH	PARKS & REC	SANCTIONING FEES	\$200.00	704736	OBFYL
6024	COLTON SMITH	PARKS & REC	SANCTIONING FEES	\$305.00	704745	OUTSIDE MAINT 7/07/28/2019
6216	HUNTER SHEARON	PARKS & REC	SANCTIONING FEES	\$390.00	704797	OUTSIDE MAINT 7/08-28/2019
4752	SYSCO FOOD	PARKS & REC	RESELL/CONCESSION EXP	\$791.86	704851	CONCESSION SUPPLIES
651	ENERGY	PARKS & REC	UTILITIES	\$37.38	704766	FLOOD LIGHT CHOCTAW PARK
651	ENERGY	PARKS & REC	UTILITIES	\$120.78	704766	FLOOD FAIRFIELD MEADOW PARK
651	ENERGY	PARKS & REC	UTILITIES	\$111.93	704766	HOLLY HILLS PARK CHAPEL HILLS
651	ENERGY	PARKS & REC	UTILITIES	\$105.76	704766	3500 LAUREL CV T BURMA HOBBS PARK
651	ENERGY	PARKS & REC	UTILITIES	\$30.19	704766	SHADOW OAKS PARK
651	ENERGY	PARKS & REC	UTILITIES	\$7.69	704766	RIDGEWOOD PARK COMM CSM B

651	ENERGY	PARKS & REC	UTILITIES	\$8.31	704766	5586 TULANE RD
651	ENERGY	PARKS & REC	UTILITIES	\$134.68	704766	RIDGEWOOD PARK COMM CSM
651	ENERGY	PARKS & REC	UTILITIES	\$120.78	704766	6955 TULANE RD E GREG MAXEY PARK
651	ENERGY	PARKS & REC	UTILITIES	\$1,840.86	704766	5633 TULANE RD BLDG D
651	ENERGY	PARKS & REC	UTILITIES	\$208.90	704766	5633 TULANE RD BLDG F
651	ENERGY	PARKS & REC	UTILITIES	\$150.75	704766	5633 TULANE RD BLDGF TENN
651	ENERGY	PARKS & REC	UTILITIES	\$800.42	704766	5633 TULANE RD BLDG B
651	ENERGY	PARKS & REC	UTILITIES	\$503.13	704766	5633 TULANE RD BLDG A
3323	BANCORPSOUTH	PARKS & REC	PROMOTIONS	\$49.02	704736	PROMOTIONS
3323	BANCORPSOUTH	PARKS & REC	AWARDS/TROPHIES	\$1,001.67	704736	RINGS
676	FARRELL CALHOUN COIN	PARKS & REC	TRAVEL & TRAINING	\$71.92	704767	MATERIAL
926	THE HOME DEPOT	PARKS & REC	TRAVEL & TRAINING	\$40.00	704855	MATERIAL
3323	BANCORPSOUTH	PARKS & REC	TRAVEL & TRAINING	\$66.99	704736	MEETING NOLIVE BRANCH
3323	BANCORPSOUTH	PARKS & REC	TRAVEL & TRAINING	\$125.00	704736	TREE CITY MEMBERSHIP
3323	BANCORPSOUTH	PARKS & REC	BUILDING IMPROVEMENTS	\$40.46	704736	SUPPLIES
4694	MARK TATKO	PARK TOURNAMENTS	SCOREKEEPERS	\$540.00	704811	REC BASKETBALL 7/07/28/2019
4363	DANIELLE CHEESEMAN	PARK TOURNAMENTS	UMPIRES	\$260.00	704753	REC BASKETBALL 7/07-28/2019
4512	DANA HERSHMAN	PARK TOURNAMENTS	UMPIRES	\$220.00	704752	BASKETBALL 7/08-28/2019
5397	AMBER HOLLAND	PARK TOURNAMENTS	UMPIRES	\$160.00	704721	BASKETBALL 7/08-28/2019
6314	CONNER MCCOLLUM	PARK TOURNAMENTS	UMPIRES	\$240.00	704747	BASKETBALL 7/08/28/2019

3004	SHELTON HERRON	PARK TOURNAMENTS	SANCTIONING FEES	\$540.00	704843	REC BASKETBALL 7/07/28/2019
926	THE HOME DEPOT	PARK TOURNAMENTS	SUPPLIES/MATERIALS	\$26.05	704855	MATERIAL
3072	MICHAEL HOLLAND	PARK TOURNAMENTS	SUPPLIES/MATERIALS	\$390.00	704815	REC BASKETBALL 7/07/28/2019
5966	WADE INC	PARK TOURNAMENTS	SUPPLIES/MATERIALS	\$29.50	704908	MATERIAL
926	THE HOME DEPOT	PARK TOURNAMENTS	MERCHANDISE AND RESELL	\$109.17	704855	MATERIAL
926	THE HOME DEPOT	PARK TOURNAMENTS	MERCHANDISE AND RESELL	\$90.29	704855	REPAIRS / MATERIAL
6264	KEITH MCKAMIE	PARK TOURNAMENTS	MERCHANDISE AND RESELL	\$540.00	704802	REC BASKETBALL 7/07/28/2019
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	\$29.35	704718	MOP HEADS
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	\$346.00	704718	SUPPLIES FOR CITY HALL
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	\$124.04	704718	JAN SAN FIRE DEPT
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	\$104.00	704718	TRASH BAGS CITY HALL
4000	ACTION CHEMICAL	ADMINISTRATIVE EXPENSE	CLEANING & JANITORIAL	\$127.72	704718	BAGS
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$115.27	704829	OFFICE SUPPLIES
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$71.98	704829	INK ANIMAL CONTROL
1505	OFFICE DEPOT CREDIT	ADMINISTRATIVE EXPENSE	OFFICE SUPPLIES	\$68.98	704829	CALENDAR +KEYBOARD AND MOUSE
50	AFFINITY LANDSCAPE	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$775.00	704719	LAWN SERVICE CITY HALL
926	THE HOME DEPOT	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$899.90	704855	ACS CITY HALL
1831	SOUTHAVEN SUPPLY	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$6.49	704846	PAINT REMOVER COURT BATHROOM
2822	FLAG CENTERCOM, LLC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$701.96	704769	FLAGS
4807	SHRED IT US JV LLC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$96.03	704845	SHRED SERVICES

4807	SHRED IT US JV LLC	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$96.03	704845	SHRED SERVICES
5263	AFFORDABLE PEST	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$400.00	704720	PEST CONTROL
5433	CS3 CONTRACTING	ADMINISTRATIVE EXPENSE	FACILITIES MANAGEMENT	\$1,070.94	704751	CONTROL BOARD SERVICE CALL FOR CITY HALL
950	HOSPITAL WING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$80.00	704795	HOSPITAL WING
950	HOSPITAL WING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$80.00	704795	HOSPITAL WING SIGH UPS
950	HOSPITAL WING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$20.00	704795	BOSTICK
950	HOSPITAL WING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$3,640.00	704795	HOSPITAL WING MEMBERSHIP
1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$804.79	704825	ENGINEERING SERVICES
2606	HUNT ROSS & ALLEN	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$5,640.60	704796	ATTORNEY FEES MARCH 2019
2685	THOMSON WEST	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$213.00	704858	JUNE 2019 WESTLAW
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$150.00	704744	PD COPOER LEASE
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$90.05	704744	COURT COPIER LEASE
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$66.92	704744	FIRE COPIER LEASE
3098	CIT FINANCE, LLC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$38.83	704744	PD COPIER LEASE
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$4.00	704736	PARKING MAYOR
3323	BANCORPSOUTH	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$249.00	704736	JOB LISTING
3530	TYLER TECHNOLOGIES I	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$8,616.51	704860	DISASTER RECOVERY CONTRACT
4318	TRI STATE TROPHY INC	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$45.00	704859	NAMEPLATE BOSTICK
4878	M & M PROMOTIONS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$138.00	704806	BUSINESS CARDS BOSTICK ROBERTS

5801	LIPSCOMB & PITTS INS	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$555.00	704805	BOND ALDERMAN BOSTICK
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$19.37	704763	PD DET COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$105.94	704763	COURT COPIER LEASE
5903	DEX IMAGING	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$50.13	704763	PD COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$495.25	704840	COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$157.38	704840	PLANNING COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$385.02	704840	PARKS COPIER LEASE
5956	RJ YOUNG	ADMINISTRATIVE EXPENSE	PROFESSIONAL SERVICES	\$288.37	704840	FIRE COPIER LEASE
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$200.00	704803	1615 PRAVIN
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$240.00	704803	7033 TUDOR
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$320.00	704803	7164 BRANDEE
5570	KYLE SHELTON	ADMINISTRATIVE EXPENSE	DISTRESSED PROPERTY CLEANING	\$520.00	704803	3545 LAKEHURST
553	DESOTO COUNTY SHERIF	ADMINISTRATIVE EXPENSE	FEES TO COUNTY JAIL	\$23,184.29	704762	JUNE 2019 JAIL MEDICAL
2555	MSDEVELOPMENT AUTHOR	ADMINISTRATIVE EXPENSE	NWRS LOAN PAYMENT	\$1,742.04	704820	GMS 50624
651	ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$9.79	704766	7262 INTERSTATE DR
651	ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$367.76	704766	7460 HIGHWAY 301
651	ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$5,847.87	704766	3101 GOODMAN RD
1356	ATMOS ENERGY	ADMINISTRATIVE EXPENSE	UTILITIES	\$26.30	704730	7460 HIGHWAY 301
6221	AQUA RAINSCAPES	ADMINISTRATIVE EXPENSE	ROAD IMPROVEMENTS	\$5,025.00	704728	CONCRETE REPAIRS
5189	WASTE CONNECTIONS TN	ADMINISTRATIVE EXPENSE	SANITATION CONTRACT EXPENSE	\$87,841.32	704910	JUNE REFUSE

1457	NEEL-SCHAFFER INC	ADMINISTRATIVE EXPENSE	2019 CONSTRUCTION FUND	\$24,442.02	704826	2019 STREET REHAB ENGINEERING
651	ENTERGY	LIBRARY EXPENSE	UTILITIES	\$1,199.67	704766	2885 GOODMAN RD
702	FIRST REGIONAL LIBRA	LIBRARY EXPENSE	AD VAL OWED TO LIBRARY	\$9,375.00	704768	AD VAL OWED TO LIBRARY
106	AMSTERDAM PRINTING A	ECONOMIC DEVELOPMENT	PROMOTIONS	\$574.98	704727	PENS CITY LOGO
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$103.88	704736	FOOD FIREWORKS SHOW
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$21.37	704736	DRINKS FIREWORK SHOW COMP ROOM
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$73.97	704736	FISHING RODEO SUPPLIES
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$19.26	704736	DRINKS FISHING RODEO
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$181.81	704736	FISHING RODEO SUPPLIES
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$42.04	704736	FISHING RODEO SUPPLIES
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$85.00	704736	CAKE BOA /ALDERMAN MEETING
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$25.96	704736	MYC SCAVENGER HUNT DONUTS
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$4.62	704736	MYC JUICE
3323	BANCORPSOUTH	ECONOMIC DEVELOPMENT	PROMOTIONS	\$180.00	704736	MYC LUNCH
4878	M & M PROMOTIONS	ECONOMIC DEVELOPMENT	PROMOTIONS	\$230.79	704806	ALDERMAN SHIRTS
4878	M & M PROMOTIONS	ECONOMIC DEVELOPMENT	PROMOTIONS	\$388.44	704806	MYC SHIRTS
5877	SAMS CLUB DIRECT	ECONOMIC DEVELOPMENT	PROMOTIONS	\$76.22	704842	FISHING RODEO HOT DOGS
5877	SAMS CLUB DIRECT	ECONOMIC DEVELOPMENT	PROMOTIONS	\$234.67	704842	FISHING RODEO SUPPLIES
9999	EVELYN CONN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	704877	UTILITY REFUND 01-0063200

9999	SHERYL LO NOBLE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$22.28	704900	UTILITY REFUND 01-0104800
9999	SIRIUS INVESTMENTS L	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	704902	UTILITY REFUND 01-0307700
9999	CHRISTOPHER A BERRYH	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$8.08	704872	UTILITY REFUND 02-0165100
9999	ARTELIA D WILLIAMS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$53.08	704867	UTILITY REFUND 02-0322100
9999	VANESSA N AQUINO	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$8.08	704907	UTILITY REFUND 040265400
9999	SONYA ABRAM	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$36.16	704904	UTILITY REFUND 07-0066400
9999	OSCAR DELAROSA	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$64.20	704895	UTILITY REFUND 07-0081300
9999	SIRIUS INVESTMENTS L	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	704903	UTILITY REFUND 10-0886400
9999	JOHNNY M MANGUM	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$53.16	704884	UTILITY REFUND 11-0144300
9999	ADAM HORN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	704864	UTILITY REFUND 12-1039400
9999	ADAM HORN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	704863	UTILITY REFUND 12-1053600
9999	LATHESIA A RATLIFF	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$1.14	704891	UTILITY REFUND 12-3660100
9999	KIMBERLY YOUNG	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$71.14	704889	UTILITY REFUND 16-0302100
9999	KEITH L TOWNSEND	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$49.20	704886	UTILITY REFUND 17-0003100
9999	BETTY ONYEMA	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	704868	UTILITY REFUND 21-2165200
9999	GUY M ALLRED	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	704878	UTILITY REFUND 21-5049300
9999	JENNIFER RYBOLT	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.00	704881	UTILITY REFUND 21-5117700
9999	DONNA PARTEE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$72.00	704876	UTILITY REFUND 24-0040300
9999	SIRIUS INVESTMENTS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.08	704901	UTILITY REFUND 25-0103200
9999	MICHAEL K TAPP	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$8.08	704894	UTILITY REFUND 25-0166200

9999	MATTHEW IRBY	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$78.97	704893	UTILITY REFUND 25-0203600
9999	KEITH TRAVIS HAMILTO	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$64.20	704887	UTILITY REFUND 25-0207300
9999	JORDAN VILLATORO	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$57.26	704885	UTILITY REFUND 28-0004100
9999	CHARLES JONES JR	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.00	704871	UTILITY REFUND 32-0530200
9999	PRECIOUS GREEN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	704897	UTILITY REFUND 33-0077300
9999	KENYELDA HARRY	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	704888	UTILITY REFUND 33-0078400
9999	PATRINA PERRY	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$53.00	704896	UTILITY REFUND 33-0129700
9999	GWENDOLYN COOPER	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$2.30	704879	UTILITY REFUND 51-2028500
9999	REGINA HUBBARD	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	704898	UTILITY REFUND 54-0120200
9999	TARISA L BROWN	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	704906	UTILITY REFUND 55-0221000
9999	JESSE THOMASON	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.00	704882	UTILITY REFUND 57-6560400
9999	MALORIE BANKS	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	704892	UTILITY REFUND 57-9732200
9999	JOHN KILBRETH	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$21.00	704883	UTILITY REFUND 58-1530400
9999	JAMES RICHARDSON	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	704880	UTILITY REFUND 63-1000300
9999	DAVID & GERALDINE YO	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$38.00	704874	UTILITY REFUND 64-2440200
9999	STEPHANIE STOKES	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	704905	UTILITY REFUND 98-0018800
9999	LARIKA N DOGGETT	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	704890	UTILITY REFUND 98-0046700
9999	RODOLFO GALICIA	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	704899	UTILITY REFUND 98-0054500
9999	BOB LEIGH & ASSOCIAT	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	704869	UTILITY REFUND 98-0064700
9999	DAWN GUSTAFSON	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	704875	UTILITY REFUND 98-0065010

9999	BUDDY OPPLET	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	704870	UTILITY REFUND 99-0011200
9999	ARI GONZALEZ	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	704866	UTILITY REFUND 99-0019100
9999	ADAM BIFFLE	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	704862	UTILITY REFUND 99-0430200
9999	CRYE-LEIKE REO	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	704873	UTILITY REFUND 99-0556100
9999	ALLSTAR MANAGEMENT	UTILITY SYSTEM FUND	DEPOSITS ON HOLD	\$65.00	704865	UTILITY REFUND 99-0687300
1113	LAWRENCE PRINTING CO	UTILITY SYSTEM	OFFICE SUPPLIES	\$498.65	704804	DOOR HANGERS WARNING
1505	OFFICE DEPOT CREDIT	UTILITY SYSTEM	OFFICE SUPPLIES	\$23.38	704829	MEMORY CARDS FOR UT CAMERA
6039	FORMSINK LLC	UTILITY SYSTEM	OFFICE SUPPLIES	\$466.47	704785	RIBBOND UT DEPT
424	CORNERSTONE LABORATO	UTILITY SYSTEM	MATERIALS	\$250.00	704749	IRON FOR PATRICIA DR LS
968	HYDRA SERVICE INC	UTILITY SYSTEM	MATERIALS	\$775.64	704798	BATTERY
1178	MAGNOLIA ELECTRICAL	UTILITY SYSTEM	MATERIALS	\$77.77	704808	ELECTRICAL INSTALL PEMBROOK WATER PLANT
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$654.00	704813	OVERFLOW CK PIPE FOR PEMBROOK WATER PLANT
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$313.55	704813	CLAMPS FLANGE FOR HURT RD BLDG
1264	METER SERVICE SUPPLY	UTILITY SYSTEM	MATERIALS	\$135.00	704813	SEWER LINE REPAIR HURT RD WOODHILL DR
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$10.99	704846	BREAKER REPLACEMENT BLUE LAKE LS
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$85.19	704846	ELECTRICAL INSTALL PEMBROOK WATER PLANT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$3.33	704846	MATRILAS FOR PEMBROOK WATER PLANT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$6.97	704846	PLATE COVERS FOR PEMBROOK WATER PLANT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$61.14	704846	LADDER ADAPTERS ELBOW CONDUIT PEMBROOK WP

1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$7.17	704846	PVC VALVE PLUG BALL VALVE PEMBROOK WATER PLANT
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MATERIALS	\$15.58	704846	SAW BLADES TO REPAIR CAROLINE LS
2084	GRAINGER	UTILITY SYSTEM	MATERIALS	\$160.65	704786	SOLENOID VALVE
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$961.55	704739	CHEMICALS FOR WATER PLANT
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$587.85	704739	LIME FOR HURT RD WATER PLANT
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$492.21	704739	CHLORINE FOR GOODMAN RD WATER PLANT
5006	BRENNTAG MIDSOUTH	UTILITY SYSTEM	MATERIALS	\$371.75	704739	CHLORING FOR MEADOWBROOK WATER PLANT
301	CAMPER CITY USA INC	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$56.00	704741	REPAIRS CAMPER TK #2355
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$4.30	704828	OIL FILTER FOR 2355UT
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$16.27	704828	GASKET KIT FOR 2355UT
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$32.42	704828	SPARK PLUGS IGNITION COIL FOR 2355UT
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$115.40	704828	AC HOSE FOR UT 2996
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$83.67	704828	BATTERY FOR E678 RAV4
1518	O'REILLY AUTO PARTS	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$3.91	704828	OIL FILTER UT 4118
3502	AUTO ZONE	UTILITY SYSTEM	VEHICLE MAINTENANCE	\$236.99	704735	AC COMPRESSOR FOR 2351UT
528	DESOTO COUNTY ELECTR	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$190.00	704760	SERVICE CALL TULANE RD LIFT STATION
5956	RJ YOUNG	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$223.50	704840	UTILITY BILL PRINTER
5956	RJ YOUNG	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$104.68	704840	UT OFFICE PRINTER LEASE
6221	AQUA RAINSCAPES	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$5,025.00	704728	SIDEWALK AND DRIVEWAY REPAIRS

6221	AQUA RAINSCAPES	UTILITY SYSTEM	BUILDING & EQUIP MAINT	\$3,275.00	704728	SIDEWALK AND DRIVEWAY REPAIRS
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$276.95	704861	UNIFORMS ST UT
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$115.92	704861	UNIFORMS ST UT
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$140.76	704861	UNIFORMS ST UT
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$180.16	704861	UNIFORMS ST UT
6175	UNIFIRST CORPORATION	UTILITY SYSTEM	UNIFORMS	\$163.07	704861	UNIFORMS ST & UT
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$388.86	704778	FUEL UT AND ST
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$395.96	704779	FUEL ST UT
1702	FLEETCOR TECHNOLOGIE	UTILITY SYSTEM	FUEL & OIL	\$452.04	704781	FUEL UT ST
410	CONTROL SYSTEMS INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$1,318.63	704748	REPAIRS TO GOODMAN TANK SCABA
410	CONTROL SYSTEMS INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$2,803.18	704748	FIXED CONTROLS @ HURT RD WATER TOWER
1348	MS STATE DEPT OF HEA	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$2,124.00	704819	WATER QUALITY ANALYSIS FEE
1348	MS STATE DEPT OF HEA	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$780.00	704819	WATER QUALITY ANALYSIS FEE
1348	MS STATE DEPT OF HEA	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$14,892.00	704819	WATER QUALITY ANALYSIS FEE
1457	NEEL-SCHAFFER INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$158.75	704825	ENGINEERING SERVICES
1869	STEGALL NOTARY SERVI	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$158.00	704849	NOTARY E O'CONNOR
2374	TANK PRO INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$12,343.00	704852	CITY HALL
2374	TANK PRO INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$5,083.00	704852	HOLLY HILLS TANK CLEANING
2374	TANK PRO INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$6,978.00	704852	HURT RD TANK CLEANING
2374	TANK PRO INC	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$5,116.00	704852	TWIN LAKES TANK CLEANING

2606	HUNT ROSS & ALLEN	UTILITY SYSTEM	PROFESSIONAL SERVICES	\$1,798.50	704796	ATTORNEY FEES MARCH 2019
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$8.93	704766	7345 HURT RD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$68.57	704766	7356 SUSIE LN
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$186.69	704766	KINGSTON ESTATE SPU
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$243.14	704766	POPLAR FOREST LOT 38
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$39.38	704766	HICKORY FOREST LIFT STA
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$271.77	704766	WELL AT HOLLY HILLS COMM CSM
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$33.81	704766	7445 HICKORY ESTATES DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$45.82	704766	5408A RIDGEFIELD DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$316.06	704766	7240A WILLOW POINT DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$219.12	704766	CROSS RD PUMP
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$102.95	704766	DESOTO RD PUMP
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$20.36	704766	7076 CHANCE RD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$79.41	704766	7268 HORN LAKE RD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$1,187.79	704766	2885 MEADOWBROOK DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$98.68	704766	6285 MANCHESTER DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$3,037.90	704766	3101 GOODMAN RD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$12.20	704766	4704 LAKE CV
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$34.95	704766	4854 SHERRY DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$12.19	704766	6652 ALLEN DR

651	ENERGY	UTILITY SYSTEM	UTILITIES	\$12.20	704766	4585 PECAN AVE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$13.88	704766	4959 PECAN AVE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$182.35	704766	4410 SHADOW GLEN DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$28.47	704766	6947 ALLEN DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$93.53	704766	LIFT STA LAKE FOREST
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$170.69	704766	5235 GOODMAN RD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$103.52	704766	4871 GOODMAN RD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$12.20	704766	3400 TULANE RD W
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$72.20	704766	5111 CAROLINE DR APT R
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$116.11	704766	5900 TWIN LAKES DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$28.74	704766	5921 CAROLINE DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$94.86	704766	3259 NAIL RD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$12.20	704766	KINGSVIEW LAKE
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$818.08	704766	6400 CENTER ST E
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$561.38	704766	5241 NAIL RD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$61.63	704766	5536 WINTERWOOD DR
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$474.70	704766	NAIL RD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$40.01	704766	COLE RD
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$939.90	704766	6357 HURT RD WELL COMM CSM
651	ENERGY	UTILITY SYSTEM	UTILITIES	\$102.75	704766	LIFT PUMP 5788 CHOCTAW

651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$28.00	704766	5696 LAURIE CV APT R
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$18.83	704766	5881 JACKSON DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$103.45	704766	4526 ALDEN LAKE DR W
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$16.25	704766	4556 BONNE TERRE DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$24.87	704766	4787 BONNE TERRE DR
651	ENTERGY	UTILITY SYSTEM	UTILITIES	\$108.62	704766	4356 SHARON DR
5964	XYLEM DEWATERING	UTILITY SYSTEM	RENTAL EQUIPMENT	\$925.00	704914	PUMP RENTAL
1831	SOUTHAVEN SUPPLY	UTILITY SYSTEM	MACHINERY & EQUIPMENT	\$27.96	704846	FUSE CARTRIDGE FOR 301 WATER PLANT
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	\$1,858.36	704820	GMS 50709
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	\$3,260.51	704820	GMS 50479
2555	MSDEVELOPMENT AUTHOR	UTILITY SYSTEM	CAP LOAN	\$2,409.72	704820	GMS 50399
937	HORN LAKE CREEK BASI	UTILITY SYSTEM	HL CREEK INTERCEPTOR SWR	\$40,827.56	704794	HL CB INTERCEPTER SEWER
544	DESOTO COUNTY REGION	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$51,572.75	704761	FLOW DATA AUGUST 2019
5926	MAGNOLIA PUMP	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$2,700.00	704809	UPGRADING HIGH TIDE MODEMS
5926	MAGNOLIA PUMP	UTILITY SYSTEM	SEWER MAINTENANCE EXP	\$2,700.00	704809	UPGRADING HIGH TIDE MODEMS
				\$1,040,657.92		

Order #08-03-19

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

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

** At this time the Mayor Pro Tempore called on Keith Calvert, Park and Rec Director. Mr. Calvert recognized and presented the family of Spencer Shields a plaque honoring him for the years of dedicated service to the City and the citizens of Horn Lake. Mr. Calvert stated a tree was dedicated in Mr.Shields memory at Latimer Lakes Park.

** At this time the Mayor Pro Tempore recognized Meredith Wickham, Director of First Regional Library. Ms. Wickham thanked the City for the strong support with the M. R. Dye Library. Ms. Wickham shared financial and usage statistics from the M. R. Dye Library. Ms. Wickham requested an increase in the

library budget from \$117,500 to \$131,000. Mayor Pro Tempore stated that the City was in the budget process and it would be determined what level of support would be made. No action was taken.

** At this time the Mayor Pro Tempore recognized Dan Lehman from the DeSoto Family Theater. Mr. Lehman thanked the City for the support in the 2019 budget of \$5,000. Mr. Lehman stated he would ask for that same support or more if possible for the 2020 budget year. Mr. Lehman shared the many programs/services the DFT provided in 2019. Mr. Lehman shared how the programs/services will be expanding in DeSoto County and the Horn Lake area for 2020. Alderman Jones stated that DFT does a great job. Alderman Bostick asked if this was in the budget for next year. Mayor Pro Tempore White stated the City is in the budget process and it would be determined if the City could sponsor at the \$5,000 level or more. No action was taken.

** At this time the Mayor Pro Tempore recognized Coach Hurt with the Horn Lake High School Football. Coach Hurt thanked the City for all the support this past year for the team and helping make the State Championship possible. Coach Hurt shared all the many ways this support helped the Horn Lake High School Football program, and, in turn how the success of the program benefitted and provided recognition for the City. Coach Hurt shared what they have in store for this upcoming season. Alderman Bledsoe stated Horn Lake Football placed athletes on College teams. Alderwoman Johnson thanked Horn Lake Football for not just focusing on winning but also focusing on the whole person/athlete. Alderman Guice asked if this was in the budget. Mayor Pro Tempore stated he had spoken to the Mayor about taking this out of the 2019 budget.

Order #08-04-19

Approval of Sponsorship

Be It Ordered:

By the Mayor and Board of Aldermen to approve additional sponsorship of the Horn Lake High School football team through the Horn Lake Touchdown Club in the amount of \$12,000.00 to be paid with hotel/motel tax proceeds, finding that said organizations promote the attributes of the City and/or promote the City's tourism and economic development.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

** Calvin Dillard failed to appear. No action was taken.

** At this time the Mayor Pro Tempore recognized Che' Smith with the Crutcher Heights HOA. Mr. Smith thanked the board for the past work done but stated it was not completed. Mr. Smith requested the City to clean out and clean up debris at Crutcher Heights section B lot 56. Alderman Jones asked if this was the detention pond. Mr. Smith stated the water comes in the detention pond and goes under the road at White Sands and Tulane which causes a problem with washout in the street. Mr. Smith requested the City clean out the detention pond and build a swell in the pond to slow down the water so that it does not wash out that ditch under the White Sands where it has caused a pothole to develop on Tulane. Alderman Jones stated that the detention pond has been cleaned out twice by the City and will not be cleaned out again. Alderman Jones stated the HOA needed to clean out the detention pond and take the responsibility for the area. Mr. Smith stated they had an agreement with the City that if the City would clean out the detention pond to where the HOA could take a lawnmower and maintain it, the HOA would take it over from the State and maintain it. Mr. Smith stated the City did not cut it down to a level that a lawnmower could cut it and the City left the debris piled up until this year allowing the weeds to grow back before the debris was removed. Mr. Smith stated he had pictures of the debris, the weeds grown back and the tractor removing the debris in the tall weeds. Mr. Smith stated he did not want to go the legal route. Mr. Smith stated he has documents showing the default of Reeves Williams and that this lot is a nuisance. Alderman Guice asked if the HOA has contacted the State and if the State is calling this property a nuisance. Mr. Smith stated he is in contact with the State and they could turn it over once it is cleaned up. Alderman Guice stated the focus should be contacting the State on this property. Alderman Guice stated he voted for the City to cut the property again. Mr. Smith asked the City to honor that agreement. Alderman Jones stated the City did honor the agreement by cutting it the second time. Alderman Bledsoe asked Steven Boxx if the debris was cleaned out. Mr. Boxx stated it was but due to rain and the detention pond being wet it was delayed. Mr. Smith requested the City clean out storm drain and install an inlet drain at 3110 Champ Drive. Mr. Smith stated a pothole has developed due to water puddles in the area. Mayor Pro Tempore asked Steven Boxx to look at this area on Wednesday August 7 and report the condition of this road to the Mayor. Alderman Guice asked if this street was listed on the road bond streets to be repaired. No action was taken.

** At this time the Mayor Pro Tempore recognized Willie Davidson, Planning Director. Mr. Davidson stated he previously presented the updates to the rental ordinance proposed. Mr. Davidson asked for a motion to set the public hearing for the discussion on the proposed rental ordinance. Alderman Jones stated he wanted to allow the citizens a chance to speak on the proposed rental ordinance.

Order #08-05-19

Approval of public hearing

Be It Ordered:

By the Mayor and Board of Aldermen to proceed with a public hearing on the proposed rental ordinance.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

Approval of Job Descriptions

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Utility Department job descriptions.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk

**City of Horn Lake – Utility Department
Job Description – Customer Service Supervisor**

Purpose of Position

Under the general supervision from the Utility Manager, train and assist with utility clerk duties and responsibilities as assigned. Assure professionalism in communication, work environment, and customer service, and fulfill all assigned duties to assist in maintaining an efficient and productive work environment.

Major Duties and Responsibilities

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.

- Assist customers with general questions
- Assist with various duties in utility department
- Answers and directs numerous calls
- Complete utility application

- Verify information provided is correct for utility service
- Coordinates trash service requests
- Greet citizens
- Prepares information required for the preparation of reports
- Researches and resolves the most difficult and complex customer service issues
- Trains Utility Clerks as required
- Cross trains to assist when needed
- Update online payments daily
- Prepares detailed reconciliations for utility accounts
- Reconcile/batching out reports from daily payments
- Knowledge of general city operations and general City of Horn Lake information, for example: including but not limited to populations, various demographics, etc.
- Receives telephone calls and citizen visits concerning utility billing or services
- Verify deposits
- Complete manual billing of Days and Horn Lake Water
- Process return checks (debit/credit)
- Prepares utility adjustments to customer accounts as necessary
- Other duties as assigned

Job Context

The Customer Service Supervisor position is a full-time and permanent position of the Utility Department. The immediate supervisor for this position is the Utility Manager and requires the position holder to meet with Utility Manager at least weekly. The work hours for this position are regular hours, year-round, occasionally requiring the applicant to work more than scheduled hours. This position does not require night work, or shift work, and the applicant will never be on call. This position is 100% indoors. The position handles monetary accountabilities and handles cash, checks, and other City receipts at times. The position holder is accountable for managing accounts. He/she is also accountable for assuring that there is no undue legal liability placed upon the City. The person in this position must be able to be successfully bonded.

The applicant of this position must have a valid driver's license and completed high school or completion of a GED. A minimum of five (5) years of experience is required for this position. The stress level associated with this position is moderate, but may be high at times depending on the situation.

Knowledge, Skills and Abilities

Knowledge:

- Basic functions of computers
- Billing system
- Meter readings
- OSHA standards and regulations concerning employee safety
- Federal and State statutes concerning the work of the department
- Mathematical skills, including additions, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Be able to diligently handle disgruntled citizens
- Works directly with other clerks to resolve billing issues and to improve processing and communication within departments
- Customer service skills
- Maintain patience
- Prioritize daily work flow
- Positive attitude
- Well motivated
- Work well within public
- 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

Note: The hourly rate and rate of increase for this position is adopted and approved each fiscal year as part of the department budget.

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.

Reports to: Utility Manager

Supervises: Utility Clerks as assigned

FSLA: Non-exempt

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

Signature Acknowledging Job Description

Date

Adopted/Revised: 08/06/2019

**City of Horn Lake – Utility Department
Job Description – Utility Clerk II**

Purpose of Position

To meet customer needs, collect and process payments, maintain professionalism in communicating with customers, and fulfill all assigned duties to assist in maintaining an efficient and productive work environment.

Major Duties & Responsibilities

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 position.

- Process payments daily, close out drawer, and prepare monies for deposit
- Add special notes or important information into accounts
- Assist with various miscellaneous duties in the utility department
- Answers and directs numerous calls for the utility department
- Address customer questions about bills, readings, and charges
- Set up new residential and business accounts and final accounts
- Enter miscellaneous payments and process bulk pickup payments
- Organize and divide night drop box payments to each clerk to be processed
- Assist customers in applying for or cancelling bank draft
- Greet citizens and answer phone calls for City Hall
- Knowledge of general city operations and general City of Horn Lake information, for example: including but not limited to population, demographics, directions, etc.
- Provide training and guidance to entry-level utility clerks
- Other duties as assigned

Job Context

The Utility Clerk II position is a full-time and permanent position of the Utility Department with favorable evaluations and no disciplinary action in the entry-level position. An employee in this position should be able to operate autonomously as directed and when necessary. The work hours for this position are regular hours, year-round, occasionally requiring the applicant to work more than scheduled hours. This position does not require night work, or shift work, and the applicant will never be on call. This position is 100% indoors. The position handles monetary accountabilities and handles cash, checks, and other City receipts at times. The position holder is accountable for managing accounts. He/she is also accountable for assuring that there is no undue legal liability placed upon the City. The person in this position must be able to be successfully bonded.

The applicant of this position must have a valid driver's license in order to be granted this position. The applicant must have completed high school, or must have obtained a GED prior to starting this position. In addition to a minimum of one (1) year Utility Clerk experience, it is recommended to have experience in customer service, office related work, and computer-based work. The stress level associated with this position is moderately low.

Knowledge, Skills and Abilities

Knowledge:

- Basic functions of a computer, typing, and Internet

- Billing system
- Meter readings as listed on account
- OSHA standards and regulations concerning employee safety
- Federal and State statutes concerning the work of the department
- Mathematical skills, including additions, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Customer service skills
- Maintain patience
- Prioritize daily work flow
- Well motivated
- Positive attitude
- Work well with the public
- Work as a team member with other employees
- Meet specified and/or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc.
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in heated situations
- Develop, implement, and follow departmental and City procedures

Note: The hourly rate and rate of increase for this position is adopted and approved each fiscal year as part of the department budget.

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.

Reports to: Lead Clerk, Customer Service Supervisor, Utility Manager.

Supervises: N/A

FSLA: Non-exempt

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

Signature Acknowledging Job Description

Date

Adopted/Revised: 08/06/2019

City of Horn Lake – Utility Department

Job Description – Utility Clerk I

Purpose of Position

To meet customer needs, collect and process payments, and fulfill all assigned duties to assist in maintaining an efficient and productive work environment.

Major Duties & Responsibilities

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 position.

- Process payments daily, close out drawer, and prepare monies for deposit
- Enter cut-off payments as guided and instructed
- Add special notes or important information into accounts
- Assist utility department customers with general questions
- Assist with various miscellaneous duties in the utility department
- Answer and direct numerous calls for the utility department
- Greet citizens and answer phone calls for City Hall
- Knowledge of general city operations and general City of Horn Lake information, for example: including but not limited to population, demographics, directions, etc.
- Other duties as assigned

Job Context

The Utility Clerk I position is a full-time, probationary position of the Utility Department. This is a closely supervised position. The work hours for this position are regular hours, year-round, occasionally requiring the applicant to work more than scheduled hours. This position does not require night work, or shift work, and the applicant will never be on call. This position is 100% indoors. The position handles monetary accountabilities and handles cash, checks, and other City receipts at times. The position holder is accountable for managing accounts. He/she is also accountable for assuring that there is no undue legal liability placed upon the City. The person in this position must be able to be successfully bonded.

The applicant of this position must have a valid driver's license in order to be granted this position. The applicant must have completed high school, or must have obtained a GED prior to starting this position. No experience is required for this position, although it is recommended to have experience in customer service, office related work, and computer-based work. The stress level associated with this position is moderately low.

Knowledge, Skills, and Abilities

Knowledge:

- Basic functions of computers
- Billing system
- Meter readings
- OSHA standards and regulations concerning employee safety

- Federal and State statutes concerning the work of the department
- Mathematical skills, including additions, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Be able to diligently handle disgruntled citizens
- Customer service skills
- Maintain patience
- Prioritize daily work flow
- Well motivated
- Positive attitude
- Work well with the public
- Work as a team member with other employees
- Meet specified and/or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc.
- Maintain confidentiality
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in heated situations
- Develop, implement, and follow departmental and City procedures

Note: The hourly rate and rate of increase for this position is adopted and approved each fiscal year as part of the department budget.

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.

Reports to: Lead Clerk, Customer Service Supervisor, Utility Manager

Supervises: N/A

FSLA: Non-exempt

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

Signature Acknowledging Job Description

Date

Approved/Revised: 08/06/2019

Order #08-07-19

Approval to amend contract

Be It Ordered:

By the Mayor and Board of Aldermen to approve the addendum to the Service Agreement for AMB Ambulance Medical Billing increasing the billing fee to 7.75%, with AMB providing ESO software for the Ambulance Patient Care Reports effective October 1, 2019.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk

Order #08-08-19

Approval to cancel lease/purchase financing

Be It Ordered:

By the Mayor and Board of Aldermen to cancel lease-purchase financing of the police and fire departments vehicles, which purchase/refurbishing was approved in Board Order #12-21-18 and #02-16-19; in lieu thereof, to use funds on hand for such purchase/refurbishing; and to rescind Resolution #3-01-19 authorizing said lease-purchase financing.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk

Order #08-09-19

Approval to increase contract amount

Be It Ordered:

By the Mayor and Board of Aldermen to approve a 1% increase (\$2,250.20) in the cost of emergency purchase/repair contract for replacement of City Hall HVAC units for cost of payment/performance bonds required for the project and to approve the form of the repair contract with Tri-Star Companies, Inc.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk

Order #08-10-19

Order to permit use of Greg Maxey Park

Be It Ordered:

By the Mayor and Board of Aldermen to permit the use of Greg Maxey Park on September 29, 2019, 3:00 – 5:00 p.m. for the Vintage Church Block Party.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk

Order# 08-11-19

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 Jones and seconded by Alderman Johnson.

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

Order# 08-12-19

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 Bledsoe and seconded by Alderman Jones.

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

Order #08-13-19

Order to go into Executive Session

Be it Ordered:

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

- 1) Discussion of personnel matters in the Animal Control Department.
- 2) Discussion of personnel matters in the Public Works Department.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

Order #08-14-19

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 Jones and seconded by Alderman Bledsoe.

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

Order #08-15-19

Order to deny payment

Be it Ordered:

By the Mayor and Board of Aldermen to deny payment of unused vacation time to employee #191 pursuant to personnel of policy 302.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

Order #08-16-19

Order to deny payment

Be it Ordered:

By the Mayor and Board of Aldermen to deny payment of unused vacation time to employee #152 pursuant to personnel policy 302 and/or 403.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

Order #08-17-19

Order to Recess

Be it Ordered:

By the Mayor and Board of Aldermen to recess this meeting to Thursday August 15, 2019 at 6:00 p.m.

Said Motion was made by Alderman Jones and seconded by Alderman Bledsoe

A roll call vote was taken with the following results:

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

Nays: None.

Absent: Alderman Roberts.

So ordered this 6th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

NOTICE OF RECESSED MEETING – AUGUST 15, 2019

To All Citizens and Parties in Interest:

The Mayor and Board of Aldermen of the City of Horn Lake, Mississippi, will hold a recessed meeting on August 15, 2019, at 6:00 p.m. at Horn Lake City Hall located at 3101 Goodman Road, Horn Lake, Mississippi 38637. At said recessed meeting, the Mayor and Board of Aldermen will consider award of the construction contract for the Horn Lake Mill & Overlay project, and all other business that may come before them.

MUNICIPAL DOCKET
MAYOR AND BOARD OF ALDERMEN RECESS MEETING
AUGUST 15, 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. Request to hire Adam Emerson as Prosecutor in the Court Department at an annual salary of \$20,508.80, plus benefits, effective August 15, 2019.
- B. Request to hire Stephanie Hosey as Animal Control Director at an annual salary of \$38,000, plus benefits, effective August 25, 2019.

III. New Business

- A. Request to accept the bid for \$1,866,989.76 from Ferrell Paving, Inc., conditional based on concurrence by MDOT, for the Horn Lake Mill and Overlay project.
- B. Request approval for Animal Control Officer Brandon Wallace to attend the NACA Certified Animal Control and Cruelty Investigations Training on September 9-13, 2019 in Seattle, WA to be paid for by SPCA.

IV. Mayor / Alderman Correspondence

V. Adjourn

August 15, 2019

Be it remembered that a recess meeting of the Mayor and Board of Aldermen of the City of Horn Lake, Mississippi was held on August 15, 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: Mayor Allen Latimer, Alderman White, Alderman Bledsoe, Alderman Guice, Alderman Bostick, Alderman Jones, Alderman Johnson, Alderman Roberts, Jim Robinson, City Clerk, Troy Rowell, Police Chief, David Linville, Fire Chief, Vince Malavasi, City Engineer, and Billy Campbell, City Attorney.

Order #08-18-19

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 Jones 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 Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 15th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

Order #08-19-19

Order to approve Consent Agenda

Be It Ordered:

By the Mayor and Board of Aldermen to approve the Consent Agenda, items A-B.

- A. Request to hire Adam Emerson as Prosecutor in the Court Department at an annual salary of \$20,508.80, plus benefits, effective August 15, 2019.
- B. Request to hire Stephanie Hosey as Animal Control Director at an annual salary of \$38,000, plus benefits, effective August 25, 2019.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 15th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

Order #08-20-19

Order to accept bid/award contract

Be it Ordered:

By the Mayor and Board of Aldermen to conditionally accept the bid of \$1,866,989.76 from and award the unit price construction contract to Ferrell Paving, Inc. for the Horn Lake Road Mill and Overlay project, subject to MDOT concurrence, with the final cost of the construction contract to be determined by the quantities necessary and actually used to comply with the plans and specifications of the unit price contract.

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 Jones, Alderman Johnson, and Alderman Roberts.

Nays: None.

Absent: None.

So ordered this 15th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

Order #08-21-19

Order to approve travel and training

Be it Ordered:

By the Mayor and Board of Aldermen to approve Animal Control Officer Brandon Wallace to attend the NACA Certified Animal Control and Cruelty Investigations Training on September 9-13, 2019 in Seattle, WA to be paid for by SPCA.

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

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 15th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

** At this time the Mayor recognized Home Depot for the outstanding work and donations to the Horn Lake Animal Shelter.

Order #08-22-19

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 Roberts.

A roll call vote was taken with the following results:

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

Nays: None.

Absent: None.

So ordered this 15th day of August, 2019.

Mayor

Attest:

City Clerk
Seal

The minutes for the August 6, 2019 Mayor and Board of Aldermen meeting, recessed until August 15, 2019, were presented to the Mayor for his signature on _____, 2019.

City Clerk