



City of Sikeston

TENTATIVE AGENDA

**SPECIAL CITY COUNCIL MEETING
SIKESTON CITY HALL**

**Monday, April 28, 2014
11:30 A.M.**

- I. CALL TO ORDER
- II. RECORD OF ATTENDANCE
- III. OPENING PRAYER
- IV. ITEMS OF BUSINESS
 - A. Award of Liability Insurance Bids
 - B. Award Bid for Demolition of Village Green Shopping Center
 - C. Award of RFP, Animal Shelter Operations
 - D. Appointment of Airport Terminal Building Project Advisory Committee
 - E. Submission of Proposed FY-15 Budget
 - F. Council Consideration of May-June Meeting Dates
 - G. Other Items As May Be Determined During the Course of the Meeting
- V. CITY MANAGER'S REPORT
- VI. ADJOURNMENT

Dated this 25th day of April 2014


Carroll Couch, City Clerk

The City of Sikeston complies with ADA guidelines. Notify Linda Lowes at 471-2512 (TDD Available) to notify the City of any reasonable accommodation needed to participate in the City Council's Meeting.



Council Letter

Date of Meeting: 14-04-28

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: Authorization to Renew Liability Insurance Coverage

Attachment(s):

1. Liability Insurance Renewal Quote
2. Insurance Policy Descriptions

Action Options:

1. Authorize Payment to Newton and Co. LLC
2. Other actions as Council may deem appropriate

Background:

Attached is a renewal quote from Newton & Company, LLC for the City's liability insurance premiums, totaling \$330,728. The premium increase is \$1,826 more than in 2013 and represents an increase of .5%. City staff bid the liability insurance coverage in 2012, with five – one year renewals. This is the second renewal.

All vehicles have a deductible of \$1,000 and any vehicle in excess of 5 years of age carries liability coverage only. Computer coverage has been moved from the inland marine policy to the property policy and trailers have been moved to the auto policy. The property policy has a deductible of \$5,000, except for computers which have a \$1,000 deductible.

A description of insurance policies and the coverage they provide are also attached.

It is the recommendation of staff to authorize payment in the amount of \$330,728 to Newton and Co. LLC for liability insurance for the period of May 1, 2014 through May 1, 2015.

Newton & Company LLC
P. O. Box 963
Sikeston, MO 63801
573-472-4883

Invoice

Bill To:
City of Sikeston
105 E. Center
Sikeston, MO 63801

Date	Invoice #
04/22/2014	

Due Date: 5/1/2014

Description	Amount
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TRAVELERS INSURANCE COMPANY EFFECTIVE DATE 5/1/2014

Property	31,993
Equipment Breakdown	Included
Inland Marine	6,510
General Liability	35,120
Employee Benefit Plan Liability	439
Law Enforcement Liability	65,247
Public Entity Management Liability	2,061
Public Entity Employment Related Practices Liability	10,794
Auto Liability	98,630
Auto Physical Damage	34,595
CyberFirst Liability	575
Umbrella	44,764

Thank You For Your Business!

Total: \$330,728.00

INSURANCE POLICY DESCRIPTIONS

Automobile Liability and Physical Damage are designed to cover amounts any protected person is legally required to pay as damages for covered bodily injury and property damage that results from the ownership, maintenances, use, loading or unloading of a covered auto and is caused by an accident. In addition, coverage is provided for covered pollution costs or expense that results from accident which also causes bodily injury or property damage. Coverage also applies for physical damage to covered autos.

Cyberfirst Liability is special coverage that provides network and information security liability and communications and media liability.

Employee Benefit Plans Administration Liability is designed to cover liability arising out of a wrongful act committed in the administration of certain types of employee benefit plans. Administration includes advice, interpretation and calculation of benefits, except as excluded.

Employment Practices Liability is designed to cover damages (other than bodily injury or property damage) any protected person is legally required to pay for covered employment injury to employees that results from a wrongful employment practice offense. Wrongful employment practice offense is defined to include discrimination, termination, employment-related harassment, retaliatory action, wrongful discipline, hiring, supervision, demotion, or failure to promote, and employment-related misrepresentation, defamation, libel, slander, disparagement, and invasion of privacy.

Excess Errors and Omissions Liability is designed to provide excess limits above primary coverage for damages *other than* bodily injury, property damage, personal injury, and advertising injury that results from a catastrophic event. "Drop down" coverage responds to a reduction in the available primary insurance limit as a result of an impaired each wrongful act limit and replaces the primary insurance should the underlying total limit be exhausted. Coverage is on a following form over primary basis.

General Liability is designed to cover the premises and operations exposures of the named insured. It covers amounts any protected person is required to pay as damages for covered injury or damage that results from an event.

Inland Marine is designed to indemnify loss to moving or movable property that is not self powered, i.e. generators, portable lights, snow plows.

Law Enforcement Liability is designed to cover the premises and operations exposures and the professional liability of law enforcement agencies, including jail operations. It covers amounts any protected person is legally required to pay as damages for covered injury or damage that result from the conduct of law enforcement duties by or for your law enforcement agency and is caused by wrongful act. Wrongful act is defined as any act, error or omission.

Property Insurance is designed to provide protection against most risks to property, such as fire, theft and some weather damage.

Public Entity Management Liability is designed to cover damages (other than bodily injury, personal injury, advertising injury or property damage) any protected person is legally required to pay for covered loss that results from the conduct of duties by or for a public entity and is caused by wrongful act. Wrongful act is defined as any act, error or omission. However, wrongful employment practice offenses are not covered.

Umbrella Excess Liability is designed to provide excess limits above primary coverage for bodily injury, property damage, personal injury and advertising injury that result from a catastrophic event. "Drop down" coverage responds to a reduction in the available primary insurance should the underlying total limit be exhausted. Coverage is broader than primary basis.

Council Letter

Date of Meeting: 14-04-28

Originating Department: Department of Economic Development

To the Mayor and City Council:

Subject: Award Bid #14-24 for demolition of the Village Green Property

Attachment: Bid Return Sheet

Action Options:

1. Award bid for demolition of the Village Green Property
2. Other action Council may deem appropriate

Background:

The City of Sikeston solicited bids for demolition of the Village Green Property. The sealed bids were opened on April 22, 2014. Six (6) bids were received. The Department of Economic Development recommends awarding the bid to Kevin Williams Excavating & Demolition, who came in with the low bid of \$143,000.00. Demolition is scheduled to begin June 1, 2014. Currently there are 3 tenants on the property that were notified of the pending demolition in February, 2013.



City of Sikeston Bid Tabulation Sheet

Bid #: 14-24

Opening Date: April 22, 2014

Description: Demolition Bid – Village Green Property

Vendor 1		Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6
Ferrell Enterprises		Bill James Excavating	A.C. James Excavating	Bridgeway LLC	Ronald Kucera	Kevin Williams Excavating & Demolition
1	\$150,000.00	\$242,000.00	\$148,000.00	\$294,783.00	\$307,434.00	\$143,000.00
2						
3						
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Chairman: Ed Dust

Verifier: Collin Cecil

Recorder: Kathy Medley

Council Letter

Date of Meeting: April 28, 2014

Originating Department: City Manager

To the Mayor and City Council:

Subject: RFP for Animal Shelter Services

Attachment(s):

1. Request for Proposals
2. Sikeston Area Humane Society Proposal
3. Sikeston Public Works Department Proposal

Action Options:

1. Authorize staff to negotiate a probationary contract with the Humane Society; or,
2. Terminate contract with the Humane Society and direct staff to prepare to operate the shelter; or,
3. Other action Council may deem necessary.

Background:

Since approximately June 2013, the City Council has only authorized short term extensions to animal shelter contract with the current provider, the Sikeston Area Humane Society, due to concerns regarding the cost and quality of the services. On March 31, 2014, the City Council authorized staff to release a Request for Proposals (RFP) for animal shelter services.

Staff prepared and released an RFP with minimum requirements that should address the concerns staff and the Council have heard regarding the shelter operations. A copy of the RFP is included in this Council Meeting packet. On April 18, 2014, RFP responses were due and responses were received from two entities: the Sikeston Area Humane Society and the City of Sikeston Public Works Department.

Analysis:

Animal shelter services are closely identified with the city, and in fact, many people already think the city is running the shelter. This is understandable, as the city owns the building, animal control and animal sheltering are common municipal services, the city is the biggest client and the majority funder of the shelter, and our animal control officers take animals to the shelter frequently. It is

therefore vital that the city receive a high level of service from a shelter vendor that is so closely associated with the city.

The options before the City Council are to stay with the current provider or bring the service in-house, to be performed by city staff. The proposals are very close to one another financially, with the Humane Society proposing an annual fee to the city of \$63,000 (which is the current price of the service) and the Public Works Department projecting costs of \$67,000 (although they were very conservative with estimates of private donations). Unfortunately, the Humane Society did not meet a number of the minimum requirements of the RFP; requirements which city staff recommend as non-negotiable. The particular requirements that the Humane Society proposal did not meet include the following:

- **Insurance:** The Humane Society indicated that their insurance company would not insure them up to our requirements for fire damage and medical coverage. The city contacted two insurance companies with which we work and they both indicated that our minimum requirements are reasonable, that most of their commercial clients carry those limits and the city should require our vendors to carry at least those limits.
- **Not housing animals outdoors:** While researching animal shelter services, city staff visited animal shelters in Cape Girardeau, Poplar Bluff, and Farmington. At none of those shelters were animals housed outdoors. Animals are taken outdoors to exercise, but they are housed indoors. When we visited the Sikeston Area Humane Society this winter, it happened to be during sub-freezing temperatures, and there were many animals housed outdoors. The Humane Society says that the Missouri Department of Agriculture allows housing animals outdoors, but staff believes that Sikeston citizens expect a higher standard of care for the animals. In discussions with the new director of the Humane Society, she has indicated that her goal is to manage the animal population so that animals eventually do not need to be housed outdoors.
- **No solicitations at time of drop-off:** The city has received complaints that Sikeston residents take animals to the shelter themselves, but then they have been solicited for donations so aggressively that they don't feel they can leave the animals there without a donation. Unfortunately, this likely causes animals to be diverted to other jurisdictions (an occurrence confirmed by another shelter) and some animals are likely abandoned, only to be picked up by our animal control officers later. This, of course, occupies city resources that should not have been necessary.
- **Pens available to Animal Control at all times:** A requirement of the RFP was for at least three vacant pens to be available to animal control officers at all times. Unfortunately, animal control calls often come after hours and on weekends, and more unfortunately, there are times when animal control officers bring in animals and there is no available space for the animals. The Humane Society's proposal states that "at all times there have been pens available for Animal Control." This statement is false, and whether the Humane Society board of directors is unaware of the problem, or is aware of the problem but is unwilling to acknowledge and address it, this is concerning to staff.

Recommended Actions:

Despite the deficiencies of the Humane Society's proposal outlined above, it should be acknowledged that the Humane Society has recently come under the management of a new director. Given that fact, and only if the Humane Society is willing to meet all the minimum requirements of the RFP, including those discussed above, staff can recommend entering into a probationary contract with the Humane Society. The contract could be for six months at the same monthly rate currently paid. It could be canceled by the city with 30 days notice, and there could be an option to renew for six more months if mutually agreeable. During the six month contract period, city staff would closely monitor the shelter operations to ensure that the contract terms are being met.

If the city is not satisfied with the performance of the Humane Society during or at the end of the six months of the contract, the city can terminate the contract with the Humane Society and take the shelter service in-house.

On the requirement not to house animals outdoors, it may be appropriate to require that by the end of the six month contract period no animals are housed outdoors, to give the Humane Society time to transition to that standard.

If the Sikeston Area Humane Society is willing to commit to the minimum requirements previously discussed, staff recommends that the City Council authorize staff to negotiate a contract containing those terms. The contract will be brought back to the City Council for final approval.

**CITY OF SIKESTON
REQUEST FOR PROPOSAL #14-27
ANIMAL SHELTER SERVICES**

Scope of Services

The City of Sikeston invites interested vendors to submit a written expression of interest no later than April 18, 2014, at 1:30 p.m., for the provision of animal shelter services for the City of Sikeston, Missouri.

Selection Procedure – Resume Submission

The RFP for shelter services would ask for the following to be addressed by prospective vendors:

- Description of services to be provided to the City, and to the general public.
- Days/hours the shelter will be open to the public.
- Location of the shelter.
- Qualifications of key shelter staff members.
- Fees that will be charged for adoptions, intake, impounding, and other services.
- Fees that will be charged for receiving animals from non-Sikeston residents.
- Proposed fees/cost(s) to city.
- Under what circumstances and according to what timelines will animals euthanized?
- Current and proposed makeup of board of directors.
- What is the vendor's experience operating a shelter or related service?
- Any other information the vendor would like to provide.

The RFP for shelter services would have the following minimum requirements:

- Vendor shall provide to the city, on an annual basis, an independent audit at the close of each 12 month accounting cycle.
- Vendor shall not require, nor solicit, donations at the time that Sikeston residents drop off animals at the shelter.
- Vendor shall accept stray, found, or surrendered animals from Sikeston residents at no charge to the residents.
- The vendor's governing board meetings shall be open to city staff and/or city representatives. The city manager and public works director shall be notified of all board meetings at least 24 hours in advance of each meeting.
- At least three (3) vacant indoor pens shall be available to City of Sikeston Animal Control at all times.
- If the City-owned shelter building is the proposed location of the shelter, the vendor shall be responsible for all routine maintenance at the building in exchange for rent-free lease of the property, and City-paid utilities. Routine maintenance shall not include items such as roof replacement, HVAC replacement, and major plumbing repairs.
- The vendor shall maintain at all times at least the following insurance coverage:
 - General Liability \$2,000,000
 - Personal & Advertising Injury \$1,000,000
 - Each Occurrence \$1,000,000
 - Fire Damage \$500,000
 - Medical \$10,000
 - Workers Compensation on all employees
- Vendor and vendor's employees shall comply with all applicable local, State, and federal laws regarding keeping, care, and sheltering of animals.
- Vendor shall report to the City, on a monthly basis, at least the following information: number of animals taken in from Sikeston vs. non-Sikeston residents, number of animals taken in from

**CITY OF SIKESTON
REQUEST FOR PROPOSAL #14-27
ANIMAL SHELTER SERVICES**

Sikeston Animal Control, number of adoptions and transfers, number of euthanizations, and current population of the shelter.

- Vendor shall not house animals outdoors (i.e. outdoor runs and pens are only to be used for temporary exercise of the animals).
- If the city owned shelter building is the proposed location of the shelter, dogs and cats are the only animals allowed to be taken in and housed at the shelter, except when other species of animals are brought in by Sikeston Animal Control.
- Vendor shall require volunteers and shelter visitors to sign a liability waiver approved by the City.
- If an animal has been declared “dangerous” per City Code, it shall be humanely euthanized after any applicable holding period has expired, unless otherwise ordered by the City. The animal may not be held, transferred, adopted, or placed in a foster home after the holding period.
- City of Sikeston Animal Control shall have access to the shelter facilities at all times, including after hours, for the purpose of dropping off impounded animals.
- Vendor shall maintain at all times proper licensing with the State of Missouri.
- Vendor shall house animals picked up by officers or assistants of the Sikeston Animal Control, Code Enforcement, or Department of Public Safety.
- Vendor shall provide humane treatment and care for all animals in their charge to include but not limited to adequate food, shelter and medical care, in accordance with existing City ordinances and State Statutes, including, but not limited to, the Animal Care Facilities Act.
- Vendor shall house “owner unknown” or seized animals for holding periods as required by City Code. After the holding periods, the animals will become the property of the vendor. However, if the animals are deemed ill or injured beyond recovery at the time of impoundment, or should become so ill, or exhibit a communicable disease before the required holding period, the animal shall be immediately and humanely euthanized.
- At least one (1) pen in a separate area will be set aside and labeled for suspected rabid animals, i.e. “Quarantine”. Animals housed in quarantine for suspected rabid will be housed for a ten (10) day holding period. If the animal is deemed too vicious to house for the ten (10) day holding period, it will be euthanized and sent in for rabies testing. If the rabid hold animal is to be reclaimed by the owner, then the owner is responsible for paying the quarantine fee of one hundred dollars (\$100.00). The City shall not owe any additional costs for quarantine services.
- Some animals turned over to the vendor for impoundment may be given inoculations against communicable diseases; the City shall not be charged any additional fees for the inoculations.
- The vendor will keep records showing how many animals it receives from the City, including the dates when each animal was received, the inclusive dates of the five day hold period, the dates when each animal became property of the vendor or was released to the owner, and the number and type of inoculations each animal received.
- The vendor is authorized to charge boarding fees and return-to-owner fees to any owner who reclaims an animal. The vendor will retain custody of the animal until the fees are paid.
- If the animal has been reclaimed, it will be the responsibility of the City to follow-up with the vendor to determine violations of any applicable City Ordinance. The City will receive all monies realized from the fines that have incurred through Ordinance violations.
- The vendor will also receive from the City carcasses of dead animals. The City shall keep a record of the date and location the carcass was found, and description of the animal. At the time the City turns a carcass over to the vendor, the City representative will sign a form which shows the date and time the carcass was received by the vendor.

**CITY OF SIKESTON
REQUEST FOR PROPOSAL #14-27
ANIMAL SHELTER SERVICES**

- Any animal housed at the shelter being held for court or investigative purposes cannot be adopted out, transferred, or euthanized. The above said animal will incur a daily boarding charge of ten (\$10.00) per day, which will be billed to the City monthly, and which daily boarding charge is in addition to the contract fees.
- The vendor reserves, for the mutual benefit of the parties, the right to refuse animals, which in its opinion, are being diverted or redirected from other jurisdictions. The vendor also reserves the right to require that residents who desire or need to have their owned animals euthanized, to obtain such services from a licensed veterinarian at their own expense.
- The vendor agrees to dispose of all animal's carcasses which come into its possession, or which result from euthanasia, in accordance with State Law. The vendor also agrees to receive from residents of Sikeston, animal carcasses for disposal, for a fee to be paid by the resident, at such rates as the vendor may set from time to time.

Selection Procedure – Conference with Selected Firm

It is anticipated that the City of Sikeston Public Works Department will submit a proposal for in-house (i.e. city staffed and controlled) operation of an animal shelter. "Managed competition," where in-house service delivery is compared to external (outsourced) providers, is a common way that governments decide how to provide services.

An evaluation team including the City Manager, City Clerk, and Governmental Services Director will evaluate any proposals submitted by city staff and outside vendors, and make a recommendation to the City Council regarding award of the contract to an outside vendor, or bringing the service in-house. The City Council will make the final decision.

Contingent Fees – Prohibited

Each contract entered into by the City Council for professional services shall contain a clause prohibiting contingent fees as follows:

"The City will not be responsible for any fees, commissions, percentages, gifts or other considerations resulting from an agreement between the professional services vendor and any other person, company, corporation, individual or firm outside his company."

Condition of Award

As a condition for the award of any contract or grant in excess of five thousand dollars by the City of Sikeston, to a business entity, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530(2)]

Non-kickback Affidavit

The attached Bidder's signature MUST appear on this form. Signature of bidder indicated he/she understands and will comply with the terms and conditions set forth within the Request for Proposal.

**CITY OF SIKESTON
REQUEST FOR PROPOSAL #14-27
ANIMAL SHELTER SERVICES**

Non-Kickback and Non-Collusion Affidavit

I, being of lawful age and a duly authorized agent for _____
_____ regarding the attached bid, proposal, or contract with the City of Sikeston, Missouri for
_____, do hereby swear/affirm that this affidavit is true and
correct.

Furthermore, I swear/affirm that neither I, nor the firm, company or corporation, or any other employer for whom I am an authorized agent in this matter, has been a party to any collusion, among bidders or other competitors in restraint of freedom of competition by causing or contributing to cause anyone to refrain from bidding, or by being a party to any agreement or understanding among or between any persons, firms, or corporations to bid at a fixed or determinable price.

Furthermore, I swear/affirm that neither I, nor the firm, company or corporation, or any other employer for whom I am an authorized agent have been a party to any collusion with any city official or employee of the City of Sikeston as to quantity, quality, or price in this prospective bid, contract or proposal; or any other terms of said undertaking; nor have I or we been a party to any discussion between other competitors and any official of the City of Sikeston concerning the exchange of money or other things of value for special consideration in the letting of this bid, proposal or contract.

I do hereby swear/affirm that the work, contractual undertaking, services or materials as described by this invoice or other billing claim has been delivered, completed, or supplied in accordance with the specifications, orders, bids, requests, or contract furnished and executed by the City of Sikeston, Missouri for the above mentioned bid. Furthermore, no consideration, either directly or indirectly, has or will be made to any elected official, officer or employee of the City of Sikeston or any other person, firm or corporation to obtain payment of the claim or to procure the contract or purchase order pursuant to which this claim is made.

Bidder's Signature

Please type or print name and address of bidder.

Phone Number _____

**CITY OF SIKESTON
REQUEST FOR PROPOSAL #14-27
ANIMAL SHELTER SERVICES**

STATE OF _____)
)SS
COUNTY OF _____)

On this _____ day of January, 2014, before me personally appeared _____, to me known to be the person(s) described in and who executed the forgoing instrument and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in _____ the day and year first above written.

_____, Notary Public
Signature

My Commission expires: _____

Letter to City of Sikeston Council:

Organization: Sikeston Area Humane Society, Inc.

Subject: Reply to City of Sikeston Council for Request for Proposal for Animal Shelter Services

Attachments

Background:

The Sikeston Area Humane Society has been in operation since the 1970s. It began as a small non-profit organization located in the City of Sikeston on S'West Street. In February 1996 a proposal was initiated to buy three areas of land by Compress Road and Highway BB. The land that was offered for sale was determined not be reasonably required for its use for utility purposes by the City of Sikeston. An animal shelter was erected with 28 pens for dogs and rooms for cats, supplies, quarantined animals, and an utility room which housed a tub for washing the dogs, and a washer. A dryer was also provided which is located in a separate room. An outside wooded building is utilized for storing straw for the animals. Two fenced in areas are utilized for the dogs to exercise and play outside the pens otherwise the dogs are in the pens 24 -7.

Outline for Shelter Services

- Descriptions of Services: To strive to prevent cruelty to animals. Relieve suffering among animals. Provide education to the public concerning the proper care of animals. Provide humane care and treatment for all lost and unwanted animals needing protection in the Sikeston area. When necessary, provide humane euthanasia.
- The shelter will be open Tuesday - Friday, 10:00 am to 5:00 pm. Saturday, 10:00 am to 1:00 pm. The shelter will be closed on Sunday and Monday. Employees will start working at 8:00 am to clean the cat and dog cages and feed the animals before the door opens to the public.
- The Animal Shelter will be located at 1900 Compress Road, Sikeston, Missouri.
- Job Descriptions of key Shelter staff members (see Attachment A).
- Dog adoption fee, \$130.00; cat adoption fee, \$40.00; intake fee, dogs \$20.00, cats, \$10.00.
- Animals will not be received from non-Sikeston residents or from outlying towns.
- At the present time, the Sikeston Area Humane Society has an agreement with the City of Sikeston in which the Humane Society will operate, administer, and manage all aspects of the Animal Shelter; except those aspects or operations carried out by the Code Enforcement or Public Safety of the City as set forth in state statute or city ordinances. The Humane Society will provide the City with a certificate of general liability insurance; to indemnify and hold harmless the City from any claims, costs, expenses of losses as a result of their operation of the Animal Shelter, and the Humane Society will make and be responsible for all minor repairs or replacements for the building. Costs to the City has been \$5,250.00 per month for the Humane Society Services.
- Timelines - Animals that are injured in which treatment would be impossible, animals that are aggressive and are not suited for adoption, and animals that have a disease that is contagious to other animals. Timelines would be the decision of the Manager of the Animal Shelter or the veterinarian.
- President, Dan Strebler - Presides over all meetings, enforces all laws and regulations of the corporation. The President shall have no vote during meetings of the Advisory Board, except in the case of a tie.
- Vice-President, Kevin Johnson - Shall perform the duties of the President, in the President's absence. The Vice-President shall perform such duties as may be assigned by the Board of directors.
- Secretary, Geraldine Way - Shall keep the minutes and other official reports of the corporation. Shall perform other duties as may be assigned by the Board of Directors.
- Treasurer, Geraldine Way - Shall keep account of all monies received and deposit the same in the name of the corporation as such depository as shall be designated by the Board of Directors. At each regular meeting, the Treasurer shall submit a report of the financial condition of the corporation, and annually shall submit a detailed report of the financial condition of the corporation for the preceding fiscal year.

- The Sikeston Area Humane Society has been in operation in the City of Sikeston since the 1970s. Every aspect and problem that has arisen has been dealt with by the Sikeston Area Humane Society.
- An audit shall be provided at the close of the 12 month accounting cycle. All accounting is maintained by the Treasurer and entered into the Quickbooks software. The CPA firm, Linda Spitzmiller Bridger prepares all tax returns such as, monthly report for the IRS, Quarterly reports and the annual tax return
- To provide food and veterinarian care for drop-off animals at the Animal Shelter, it is requested that a fee be provided by the person dropping off the animal. This fee is not mandatory but to assist in the care of the animal which might remain at the shelter for several weeks.
- Stray, found, surrendered animals are accepted by the Animal Shelter. But in the case of drop-off animals, the animal may remain at the Animal Shelter for several weeks.
- All Board meetings are announced in the Standard Democrat's, newspaper, .Calendar of Events column. The previous City Manager was always notified by the Humane Society's meetings.
- At all times there have been pens available for Animal Control. These pens have been clearly marked and will continue to be marked.
- As stated previously, the Sikeston Area Humane Society, Inc., will continue to abide to the Agreement with the City of Sikeston.
- Insurance coverage can be maintained in the amount of: General Liability \$2,000,000
- Fire Damage can not be maintained in the amount \$500,000 because the insurance company will not insure the Animal Shelter premises with this amount.
- Medical can not be maintained in the amount \$10,000 because the insurance will not insure the Animal Shelter in this amount.
- The Fire Damage and Medical insurance that is provided by the Sikeston Area Humane Society, Inc. is the highest limit for these two items (according to Anderson & Green Insurance Co.).
- Workers Compensation will and is provided for all employees.
- The Manager maintains reports on all animals. See Attachment B..
- Animals that are housed outdoors have been approved by the Dept of Agriculture especially the pens that are located on the east side of the building. Dog houses are provided for these animals and shelter is provided during inclement weather.. In the Animal shelter building that are 28 pens and these pens are not enough to house all the animals. The Animal Shelter is limited to 65 dogs, per Dept. of Agriculture. Due to the limited space for dogs, that Sikeston Area Humane Society has no contracts with outlying towns except Miner. The town of Morehouse has indicated they would build three pens at the Animal Shelter to house their dogs.
- The City of Sikeston Animal Control has a key to the Animal Shelter building at all times for the purpose of dropping off impounded animals.
- The Sikeston Area Humane Society has maintained licensing with the State of Missouri since its inception.
- All animals that are dropped off by Animal control, Code Enforcement, or Department of Public Safety are housed at the Animal Shelter.
- All animals that are received at the Animal Shelter will be provided humane treatment and care such as, adequate food, shelter and medical care in accordance with existing City ordinance and State Statutes, including but not limited to the Animal Care Facilities Act.
- Owner Unknown - or "seized animals" holding periods will be housed as required by the City Code. After the "holding period" the animal will be determined if it is suitable for adoption. If the animal is injured or is found to be aggressive, a decision will be made as to the best procedure for the animal.
- At the present time and in the future, an area will be set aside for the "Quarantine" animals. This procedure will continue with no additional costs to the City.
- All animals that are in the Animal Shelter receive inoculations (includes puppies) and this procedure will continue with no additional costs to the City.
- At the present time, all records are kept regarding the animals received from the City (see Attachment B.)
- The Animal Shelter will charge boarding fees and "return to owner" fees and will retain custody of the animal until the fees are paid.
- A record will be kept at the Animal Shelter on carcasses of dead animals including the date, location, and description of the animal. Carcasses of dead animals will be disposed per agreement with the City and a licensed veterinarian. Carcasses of dead animals from residents will be charged a fee for

disposal. Since the Animal Shelter no longer has an incinerator, cremation services of the animals will be billed to the City.

- An animal housed at the Shelter being held for court or investigative purposes will not be adopted, transferred, or euthanized. The animal shall incur a daily boarding charge of ten (\$10.00) per day which will be billed to the City monthly.

Reply to Report for Proposal submitted April 18, 2014 to the City of Sikeston City Council


Sikeston Area Humane Society, Inc.



President, Dan Strebler



Vice-President, Kevin Johnson



Secretary/Treasurer, Geraldine Way

Attch A: Job Description of Shelter staff members

Attch B: Animal Shelter charts

Attch C: Animal Shelter Procedure Manual

ATTACHMENT A

Job Descriptions

SIKESTON AREA HUMANE SOCIETY

Animal Shelter Manager Job Description

JOB SUMMARY

Supervises and coordinates activities of the animal shelter by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for overseeing the day to day operations of the animal shelter.
- Manage staff and volunteers - Hiring/training of staff. Evaluate staff performance and setting schedules.
- Interact with the public. Give facility tours and instructing customers on the proper care of the animal.
- Examines ailing animals to determine need of services from veterinarian
- Maintain facilities and equipment. Cleans and disinfects shelter area to prepare shelter to receive visitors.
- Organizes various fundraising programs through the city to promote the enhancement of the services provided through the animal shelter.
- Oversee involvement and maintain a positive working relationship with outside entities such as Petsmart, PETCO, veterinarians, etc.,
- Maintains records of adoptions, enthusiasm, intake animals from Animal Control, intake animals from Sikeston residents, spay and neuter of animals, sick and injured animals, aggressive animals, and breeds.
- Maintain accurate and detailed files on employees, animals, and all business operations as necessary.
- Any other responsibilities or duties as needed or requested by the Board.

EDUCATIONAL REQUIREMENTS - To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION - A high school graduate, GED or experience/training in the field of animal management.

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the shelter/

MATHEMATICAL SKILLS - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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SIKESTON AREA HUMANE SOCIETY

Receptionist Job Description

JOB SUMMARY

- Good phone etiquette.
- Ability to operate phone, and copy machine. Ability to troubleshoot a particular machine in the office if it is not working.
- Knowledge in the computer.
- Knowledge in word processing, spreadsheet and database software. Also, ability to be familiar in bookkeeping software.
- Greets and assists walk-in customers and answers questions on the availability of animals, (breeds, age, and if the animal has been spayed or neuter).
- Good listener.

EDUCATIONAL REQUIREMENTS

EDUCATION - A high school diploma or GED. Knowledge in the telephone and computer skills is necessary. Knowledge in word processing, spreadsheet and database software.

LANGUAGE SKILLS - Able to speak effectively.

MATHEMATICAL SKILLS - Ability add, subtract, multiply and divide in all units of measure.

SIKESTON AREA HUMANE SOCIETY

Animal Shelter Kennel Maintenance Job Description

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Feed, clean the pens and cages, and exercise the animals.
- Assist the Manager with animals to be taken to the veterinarian.
- Respond to questions from visitors, and provide information about animals, such as behavior, breed, or facility activities.
- Do facility laundry and clean, organize, maintain, and disinfect animal quarters .
- Examine and observe animals to detect signs of illness, disease, or injury.
- Feed and water animals according to schedules and feeding instructions.
- Contact Manager of sick or injured animals.
- Work on Sunday and Monday when the Animal shelter is closed to feed, clean, exercise animals.

EDUCATIONAL REQUIREMENTS

EDUCATION - A high school graduate or GED is required. Knowledge in breeds of animals is preferred.

LANGUAGE - Able to speak effectively.

MATHEMATICAL SKILLS - Ability to write clearly on animal breed and vaccinations cards

WORK ENVIRONMENT - Depending on the number of animals in the shelter, there could be anywhere from 20 to 100 of animals awaiting homes. The work environment will be loud and at times hectic. Workers have direct contact with the animals and are constantly walking, bending over, kneeling, crawling, and lifting heavy objects in order to exercise the animals and clean their cages. The worker is frequently exposed to wet and/or humid conditions and outside weather conditions

**CITY OF SIKESTON
REQUEST FOR PROPOSAL #14-27
ANIMAL SHELTER SERVICES**

Non-Kickback and Non-Collusion Affidavit

I, being of lawful age and a duly authorized agent for Sikeston Area Humane Society
regarding the attached bid, proposal, or contract with the City of Siketon, Missouri for
Animal Shelter Services, do hereby swear/affirm that this affidavit is true and
correct.

Furthermore, I swear/affirm that neither I, nor the firm, company or corporation, or any other employer
for whom I am an authorized agent in this matter, has been a party to any collusion, among bidders or
other competitors in restraint of freedom of competition by causing or contributing to cause anyone to
refrain from bidding, or by being a party to any agreement or understanding among or between any
persons, firms, or corporations to bid at a fixed or determinable price.

Furthermore, I swear/affirm that neither I, nor the firm, company or corporation, or any other employer
for whom I am an authorized agent have been a party to any collusion with any city official or employee
of the City of Siketon as to quantity, quality, or price in this prospective bid, contract or proposal; or any
other terms of said undertaking; nor have I or we been a party to any discussion between other
competitors and any official of the City of Siketon concerning the exchange of money or other things of
value for special consideration in the letting of this bid, proposal or contract.

I do hereby swear/affirm that the work, contractual undertaking, services or materials as described by this
invoice or other billing claim has been delivered, completed, or supplied in accordance with the
specifications, orders, bids, requests, or contract furnished and executed by the City of Siketon, Missouri
for the above mentioned bid. Furthermore, no consideration, either directly or indirectly, has or will be
made to any elected official, officer or employee of the City of Siketon or any other person, firm or
corporation to obtain payment of the claim or to procure the contract or purchase order pursuant to which
this claim is made.



Bidder's Signature

Please type or print name and address of bidder.

GERALDINE WAY

603 CARROLL ST

SIKESTON, MO 63801

Phone Number 471-4637

**CITY OF SIKESTON
REQUEST FOR PROPOSAL #14-27
ANIMAL SHELTER SERVICES**

STATE OF Missouri)
COUNTY OF Scott)SS

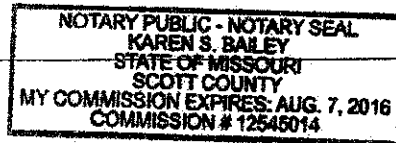
APRIL (KE)

On this 18th day of January, 2014, before me personally appeared Heraldine Way, to me known to be the person(s) described in and who executed the forgoing instrument and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in Sikeston the day and year first above written.

Karen S Bailey, Notary Public
Signature

My Commission expires: _____



ATTACHMENT B

Animal Shelter Charts

Oct-13 <i>totals</i>	Total	Dogs	Cats	Other	ACO	Shelter
ACO	48	28	20	0		
Shelter intake	44	28	16			
Total:	92	56	36	0		
Owner Released						
Owner redememd						
Animal Bite Person	2	2				2
Animal Bite Animal	1	1				1
Non Compliance	1	1				1
Vehicle Impoundment						
D.O.A.						
House Fires						
Abandoned						
Abuse/ Neglect						
Owner Release						
Strays	36	24	12			
No proof of rabies						
Injured						
Injured	2	2				
TNR						
Deaths						
Vet Transfer						
Adoptions Returned						
City of Morehouse Hold						

Year to Date	Dogs	Cats	Other	ACO	SHELTER
233	180	65	5		
617	382	196	36		
850	562	261	41		

Intake Shelter Oct. '13

Intake Shelter	Quantity	Stray/at large	Animal Bite person	Animal bite animal	Injured
Owner Dog	5				
Owner Cat	1				
Owner other					
Stray Dog	23				
Stray Cat	9				
Stray other					
Neglect					
Neglect Dog					
Neglect Cat					
Neglect other					
Drop off at shelter					
Doas Dog					
DOAS Cat					
DOAS Other					
Kittens born	6				
Total	44				
BREED					
Lab mix	7				
Beagle	1				
Terrier mix	3				
Boxer/kur	2				
collie mix	3				
daushound mix	1				
chihuahua mix	1				
gsd mix	2				
beagle mix	1				
golden retriever mix	1				
Pekinese	1				
min pin	1				
Brittney Spaniel	4				

unwanted	other	Male	Female	Altered	Dead on Arrival
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4		2	3	3	
1			1	1	

7	7 1 m
1	1

1	1 1 m 1 f yes
	1

3

1	1
---	---

1

1

1	1 1 fem
---	---------

1

1	yes
---	-----

1

1

1 with 3 puppies

Oct 2015 PCO Intake

[illegible]

Adoption ~~list~~ 2013

Adopted	quantity	Name of adoptee	Address	phone number
Dogs	8			
Cat	5			
Total	13			
Maggie AKA Alice 8-0069-13	dog	Betty Stevens	17085 Cedar Valley Drive Dexter MO	301-787-4337
Angel	dog	Keith Mays	835 Woodruff AVE Sikeston MO	573-380-2226
JOJO CAT 9-0030-13	cat	Billy Baker	318 W 4/8th rd East Praire MO 63845	573-683-1135
Lily 9-0031-13	cat	Katie Godfrey	600 Pine Street apt c-6 Sikeston MO	573-703-6122
Smoke Cat	cat	Courtney Huber	125 Shawnee blvd Jackson MO	573-450-1607
Princess 10-0035-13	dog	Alicia Deeker	219 Main PO Box 94 Delta MO	573-576-6406
Lola 10-0043-13	dog	Katelyn Long	322 Selma Street Sikeston MO	380-5906 450-8831
Winston 10-0032-13	dog	David & Tricia Vaughn	Cape Girardeau MO	573-576-8938
10-0003-13/8399/10-3 Dog	dog	Danny Kimball	201 Larue Sikeston, MO	380-9988
Pug 9-0027-13 cat	cat	Myra Ward	233 Ruth St Sikeston, MO	258-9012
Sammy 10-0045-13	dog	Nicole Himmelman	405 County Rd 448 Poplar Bluff MO	501-772-7110
Turbo	dog	James Haynes	15529 County Rd 511 A Dexter MO 63841	614-2536 or 614- 1343
Orange Kitten	cat	Jennifer	has broken hip	

NUV Adoption

Name and or id of animal adopted	animal type	M/F	Name of adopter	Adress of adopter	phone number of adopter
King aka Benji 10-0054-13	D Terrier mix	M	Linda Walker	125 Frankfort AVE Paducah, KY 42001	270-5547-7460
10-0011-13/8406	C Blk/wht	NM	Katie Jackson	322 East Kathleen Sikeston	573-620-1923
8-0083-13	C tabby kitten	F	Jennifer McGee	231 Birch Dr Jackson, MO	573-803-7368
Quenny 10-0065-13	D lab mix	SF	Sabrina Minner	315 Riley Street New madrid	573-748-5830/620-0868
10-0068-13	C orange	M	Rachel Minton	Po Box 25 Canalou MO	667-9006
10-0002-13/8398	C tan	F	Rachel Minton	Po Box 25 Canalou MO	667-9006
Lloyd 5-0050-13	D yellow lab	M	Jamie Crow	830 Matthews AVE Sikeston, MO	931-3285
Zero 9-0028-13	C grey	M	Jennifer Ridgel	112 Casper Church Rd Anna Illinoise	618-614-4649
Suzzy Q	D Black lab mix	F	Rob Leffler	119 West Missouri Street, Charleston, mo	427-8345
ZZ 9-0013-13	D Ches bay ret	NM	Klm Heckemeyer	927 North Ranney Sikeston, mo	471-8198
11-0005-13	C calico kitten	F	Stephanie Greenfield	1004 Susan St Dexter, MO	421-0582
11-0006-13	C tabby kitten	F	Carla Washington	1601 Greer Street Oran MO	573-382-1849
11-0007-13	C tabby kitten	M	Carla Washington	1601 Greer Street Oran MO	573-382-1849
Lady 10-0083-13	D shep mix	F	Justin Cashmer	831 Greer Street Sikeston MO	573-703-6010
10-0070-13	C calico kitten	F	Allson McDowell	520 Lake Street Sikeston, MO	573-931-1843
10-0075-13	C tut shell kitten	F	Julie Annesser	925 Lee Street Morehouse, MO	475-0344
Cassie 3-0043-13	D shep mix	F	Heather Aldrich	211 E Elm Bertrand MO	573-576-5948
Mikay the cat	C black	M	Cory Bolden	35 S. Connie Lane Sikeston, MO	258-0923
10-0082-13/8426	D blue healer	F	Myra Gilliland	901 Vernon St Sikeston, MO	380-2570
Bella 10-0005-13	D shep mix	F	Bill Ester	312 Missouri Ave Sikeston, MO	471-8751 380-4418
Bucky 10-0067-13	D shep mix	M	Judy Combest	209 Olive Annlston, MO 63820	649-9497 427-1048
Jacob 8-0049-13	D mastif mix	M	Misti Fisher	215 West Gladys st Sikeston, MO	573-838-8158 258-0276
10-0069-13	C orange kitten	M	Robert Blackwell	32900 Duncanville Rd McClure IL	618-773-1980
Bama 11-0012-13	D wht pit bull	SF	Shawn Faulk	318 W. Cora Moreley, MO	318-6848
11-0004-13	C grey tabby	F	Karrie Carpenter/Julie eftink	29248 oo rd 357 Oran MO	733-4676 225-4796
Henery the Cat	C grey tabby	NM	Mike Richards	2736 St hwy 80 Matthews, MO	380-0450 saras number
grey whlt female cat	C grey white fem	F	Mike Richards	2736 St hwy 80 Matthews, MO	380-0450 saras number
11-0040-13	C Blk/wht	SF	Heather Rodgers	14640 cr 626 Dexter, MO	625-0097
11-0041-13 Sammy	C tabby	SF	Heather Rodgers	14640 cr 626 Dexter, MO	625-0097
Emily 10-0071-13	C Black	F	Susan Lillistone	1100 Baily St. Campbell	576-3466
Sweetie F. J-0042-13	D blk pointer	F	Susan Lilliston	1100 Baily St. Campbell	576-3466

Sweetie Pie 10-0042-13	D blk pointer	F	Susan Lillistone	1100 Bally St. Campbell	576-3466
11-0038-13/8438	D wht big ears	F	Paul Schuchart	901 Taylor Sikeston MO	620-3131
Toby 11-0024-13/8446	D choc lab	M	Mary Bass	Po box 124 Morely Mo	620-2784
Miracle	C mane coon kit	F	Henry Mills	HC 2 Box 86 A Williamsville, MO	300-6687 297-3313

Total adopted	34
total dogs	15
total cats	19

ACO Nov '13

DATE	ACO Intake	Breed	Quantity	Female	Male	Stray/at large	Bite person	Bite animal	Injured	Other	Outcome if known:
11/1/2013	11-0001-13/8430	Terrier mix	D	X		X					Rescue
11/1/2013	11-0002-13/8431	Boxer/shepherd	D		X	X	X				Owner surr. Adopted
11/5/2013	11-0003-13/8432	Pit terrier tan	D		X					Non compliance	Present
11/5/2013	11-0004-13/8433	Momma tabby cat	C	X		X				w/kittens	Adopted
11/5/2013	11-0005-13/8433	Calico kitten	C	X		X					Adopted
11/5/2013	11-0006-13/8433	Gray kitten	C		X	X					Adopted
11/5/2013	11-0007-13/8433	Darker kitten	C	X		X					Adopted
11/7/2013	11-0010-13/8434	collie mix black/brown	D		X	X					Present
11/7/2013	11-0013-13/8435	Gray Stripped	C		X	X			X		Euthanized
11/8/2013	11-0014-13/8436	White Perinees	D		X			X			Owner Sur. Rescued
11/9/2013	11-0015-13/8437	Tan Hound	D		X	X					Present
11/15/2013	11-0038-13/8438	White mix	D		X	X					Adopted
11/11/2013	11-0017-13/8439	Shepherd	D		X			X			Rescued
11/11/2013	11-0018-13/8440	Collie mix tan	D	X		X					Owner Redemed 11/16
11/11/2013	11-0019-13/8441	Pit terrier mix brown	D		X	X				Non compliance	Owner Redemed
11/15/2013	11-0021-13/8442	Shepherd mix PG	D	X						mental health	Rescued:
11/15/2013	11-0022-13/8443	Black Lab	D	X						mental health	Present
11/15/2013	11-0023-13/8444	Black Lab	D		X					mental health	Present
11/15/2013	11-0024-13/8445	Choc Lab	D		X					mental health	Adopted
11/15/2013	11-0025-13/8446	Shepherd mix	D	X						mental health	Present
11/15/2013	11-0026-13/8447	Shepherd mix	D		X					mental health	Present
11/15/2013	11-0027-13/8448	Black cat with white	C							mental health	Present
11/16/2013	11-0028-13/8449	White cat with black	C		X					mental health	Present
11/18/2013	11-0029-13/8450	Black kitten	C		X				X		Rescued
11/19/2013	11-0030-13/8451	Mix tan	D		X	X					Present
11/19/2013	11-0034-13/8452	Black fluffy chow lab mix	D	X		X					Present
11/27/2013	11-0050-13/8453	Lab mix blk w/wht chest	D	X		X					Present
11/27/2013	11-0051-13/8454	Lab mix Black	D		X	X					Present
11/27/2013	11-0052-13/8455	White Snauzer mix	D		X	X					Present

ACO Totals
ACO DOGS
ACO CATS
ACO OTHER

29
21
8
0

10
7
3
0

18
14
4
0

17
12
5
0

1
1
0
0

2
2
2
0

OWNER REDEMED
OR DOG
OR CAT
OR Other

2
2
0
0

2
2
0
0

11/8/2013 CITY OF MINER
11-0011-13

Lab/ Rot mix D X X

Owner redemed

Shelter Intake Nov. 13

Date of Intake	Animal ID	Breed	Type	Female	Male	Stray	Owner surrender	Other	Outcome If known
11/5/2013	11-0008-13	Golden Retriever	D		NX	X			Rescued
11/7/2013	11-0009-13	Wht French Bulldog	D	X		X			Rescued
11/6/2013	11-0012-13	Pit bull terrier	D	X			X adoption BB		Adopted
11/8/2013	11-0015-13	Shepherd Puppy	D		X	X			Adopted
11/14/2013	11-0020-13	Black wht cat	C		X	X			
11/13/2013	11-0032-13	Large Large Cat	C	X			X		Rescued
11/19/2013	11-0033-13	Blk Kitten	C	X		X			present
11/20/2013	11-0035-13	Orange/white cat	C	X		X			present
11/20/2013	11-0036-13	Grey, wht, brown tabby	C	X		X			present
11/8/2013	11-0037-13	momma cat prego	C	X		X			Rescued
11/21/2013	11-0038-13	Mini Schauzer	D	X			X		Adopted
11/22/2013	11-0040-13	blk/wht cat	C	X			X		Adopted
11/22/2013	11-0041-13	Grey tabby cat	C	X			X		Adopted
11/22/2013	11-0042-13	Black sleek	C	X			X		Present
11/22/2013	11-0043-13	tabby kitten	C	X			X		present
11/22/2013	11-0044-13	black kitten	C						present
11/22/2013	11-0045-13	black kitten	C						present
11/22/2013	11-0046-13	boxer mix	D	X		X			present
11/22/2013	11-0047-13	Calico microchipped cat	C	X		X			Adopted
11/26/2013	11-0048-13	cattle dog/lab mix	D	X		X			In foster
11/26/2013	11-0049-13	cattle dog/lab mix	D	X	X	X			In foster
11/26/2013	11-0053-13	shrt hair gray and wht cat	C	X		X			present
11/29/2013	11-0054-13	Cocker spaniel	D		X			East prairie pound	rescued
11/29/2013	11-0055-13	Husky	D		X			East prairie pound	Rescued
11/29/2013	11-0056-13	Shepherd mix	D	X				East prairie pound	Rescued
11/29/2013	11-0057-13	pug mix	D	X				East prairie pound	present
11/29/2013	11-0058-13	shepherd mix	D		X			East prairie pound	Rescued
Total Intake	27					13	7	5 from east prairie	
Intake dogs	13			7	6	6	2	5	
Intake cats	12			11	1	7	5		
Intake other				0	0	0	0	0	

December Adoption 2013

Date	Name and/or ID	Description	Adopter	Address	Ph number	Altered
12-1-13	Glzmo 11-0002-13/8431	Boxer/shep mix	Ruth Beck	260 co hwy 449	620-5692	
12-3-13	11-0035-13	Orange/wht cat	Jose Figueroa	1026 n kingshighway	934-0415	N
12-11-13	12-0001-13	Beagle puppy	Debbie Mau	118 Kate Drive	563-505-1646	
12-11-13	12-0002-13	Beagle puppy	John Jennifer Hamby	89 Warner St Cape Girardeau	587-1385	
12-13-13	12-0019-13	Golden puppy	Jessica Mercer	843 Auburn Drive	703-3575	
12-13-13	12-0011-13	Gray/wht kitten	Dallas EAKes	705 N mulberry Dexter mo	625-8679	
12-14-13	12-0060-13	Grey tabby kitten	Misty Smith	1111 Laurant Caruthersville mo	359-8722	
12-14-13	12-0061-13	Blk/wht kitten	Misty Smith	1111 Laurant Caruthersville mo	359-8722	
12-14-13	12-0058-13	Orge/wht klitten	Sara Johnson	2499 W co hwy 452	380-7265	
12-14-13	12-0059-13	Tabby calico	Sara Johnson	2499 W co hwy 452	380-7265	
12-14-13	12-0020-13	Cocker Spainiel	Shannon Moore	1203 Lawrence Apt B4	258-1103	s
12-17-13	Colton 10-0044-13	Blk /wht cat	Cheryl Medoza	321 Broadway	620-5030	
12-17-13	12-0042-13	Blk/wht kitten	Megan McNew	321 Broadway	620-5030	
12-19-13	11-0054-13	Sharple mix	Sierra Blessing	200 S Cypress Parma Mo	748-8286	
12-19-13	Tank	American bulldog	Greggory Crider	2010 st. hwy ZZ	803-7257	N
12-20-13	12-0042-13	Blk/wht kitten	Sally Hodges	1301 N INgram	475-8212	
12-20-13	12-0047-13	Shih tzu	Karen burton	2729 st. hwy ff	380-4625	
12-26-13	12-0024-13	Dodson mix puppy	Rob Cooksey	2031 State hwy AA Mathews	380-4099	
12-27-13	12-0043-13	Blk/wht kitten	Casey Rappert	5731 West 408 rd Bertrand	233-5482	
12-27-13	12-0036-13	Boxer mix	Andrew Bader	1004 Alberta Malden MO	576-7647	
12-28-13	12-0048-13	Shihtzu mix	Hollie Hughes	13882 co rd 763 Essex MO	283-5278	
	Total adoption: 21	Dogs: 11 Cats: 10				

Information	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Intake	223				223
Dogs	172				172
Cats	51				51
Other					
Shelter intake	150				150
Dogs	105				105
Cats	45				45
Other					
ACO intake	73				73
Dogs	67				67
Cats	6				6
Other					
Shelter Intake reason					
Adoption bring back	4				4
Born at shelter	17				17
Dead on arrival	1				1
Left on property	7				7
Miner city of	2				2
Morehouse city of					
Owner Surrender	49				49
- due to non compliance	1				1
- due to house fire	1				1
Stray	68				68
ACO Intake Reason					
Aggressive	1				1
At large	52				52
Court ordered	6				6
Dead on arrival	6				6

[illegible]

MARCH 2014 Shelter Intake

3-1-14	3-0001-14	Dog	Unknown sex	Pry mix	OS	Rescue
3-1-14	3-0002-14	Dog	Unknown sex	Pry mix	Os	Rescue
3-1-14	3-0003-14	Dog	Unknown sex	Pry mix	Os	Rescue
3-1-14	3-0004-14	Dog	Unknown sex	Pry mix	Os	Rescue
3-1-14	3-0005-14	Dog	Unknown sex	Pry mix	Os	Rescue
3-1-14	3-0006-14	Cat	F - pregnant	Blk/wht cat prego	Os/stray	In foster
3-5-14	3-0011-14	Dog	M	Blk lab mix puppy	Os	Rescue
3-5-14	3-0012-14	Dog	M	Brindle pit Max	OS	Rescue
3-5-14	3-0013-14	Dog	Unknown sex	Puppy Chihuahua mix	Os	Rescue
3-5-14	3-0014-14	Dog	Unknown sex	Puppy Chihuahua mix	Os	Rescue
3-5-14	3-0015-14	Dog	Unknown sex	Puppy Chihuahua mix	Os	Rescue
3-5-14	3-0016-14	Dog	Unknown sex	Puppy Chihuahua mix	Os	Rescue
3-5-14	3-0017-14	Dog	Unknown sex	Puppy Chihuahua mix	Os	Rescue
3-5-14	3-0018-14	Dog	Unknown sex	Puppy Chihuahua mix	Os	Rescue
3-5-14	3-0019-14	Dog	Unknown sex	Puppy Chihuahua mix	Os	Rescue
3-5-14	3-0020-14	Dog	Unknown sex	Puppy Chihuahua mix	Os	Rescue
3-5-14	3-0021-14	Dog	Unknown sex	Puppy Chihuahua mix	Os	Rescue
3-5-14	3-0022-14	Dog	Female	Pit mix	Stray	Rescue
3-5-14	3-0023-14	Dog	Unknown sex	Puppy pit mix	Stray	Rescue
3-5-14	3-0024-14	Dog	Unknown sex	Puppy pit mix	Stray	Rescue
3-5-14	3-0025-14	Dog	Unknown sex	Puppy pit mix	Stray	Rescue
3-5-14	3-0026-14	Dog	Unknown sex	Puppy pit mix	Stray	Rescue
3-5-14	3-0027-14	Dog	Unknown sex	Puppy pit mix	Stray	Rescue
3-5-14	3-0028-14	Dog	Unknown sex	Puppy pit mix	Stray	Rescue
3-5-14	3-0029-14	Dog	Unknown sex	Puppy pit mix	Stray	Rescue
3-5-14	3-0030-14	Dog	Unknown sex	Puppy pit mix	Stray	Rescue
3-5-14	3-0031-14	Dog	Unknown sex	Puppy pit mix	Stray	Rescue
3-7-14	3-0032-14	Dog	Female	Dodson merle mix	Stray	Adopted
3-7-14	3-0033-14	Dog	Male	Dodson merle mix	Stray	Adopted
3-8-14	3-0034-14	Cat	Male	Tabby declawed Toby	OS	
3-11-14	3-0036-14	Cat	Female	Short hair cream	Stray	Adopted
3-11-14	3-0037-14	Cat	Female	Short hair calico	Stray	Adopted
3-11-14	3-0038-14	Cat	Male	Longhaired grey/wht	Stray	Adopted
3-11-14	3-0039-14	Cat	Male	Long hair orange wht	Stray	Adopted
3-11-14	3-0040-14	Dog	Female S	Lab mix Princess	OS ABB	Adopted
3-14-14	3-0043-14	Dog	Female	Brn/blk terrier	OS	
3-14-14	3-0044-14	Dog	Female	White Shep mix	OS	

March 2014 Shelter Intake Cont.

3-15-14	3-0045-14	Cat	Male	Blk Kitten declawed Alex	OS ABB	
3-18-14	3-0049-14	Cat	Female	Grey stripped Miss Kitty	OS ABB	
3-18-14	3-0050-14	Dog	Female	Blk and white puppy Tera	Stray	
3-18-14	3-0051-14	Dog	Female	Great Dane fawn and black Mindy	Stray	
3-19-14	3-0052-14	Dog	Male	Healer mix	Stray	OR
3-19-14	3-0053-14	Dog	Male	Min pit terrier mix Buster	Injured stray	
3-7-14	3-0055-14	Dog	Male	Blk/tan chi Cooper	Stray	In foster
3-21-14	3-0056-14	Cat	Female	Grey stripped kitten	OS ABB	Adopted
3-20-14	3-0060-14	Dog	Female	Silver Terrier Amber	Stray	Rescue
3-27-14	3-0067-14	Dog	Female S	GSP Cloe	OS	In foster
3-27-14	3-0070-14	Dog	Female	Black Cocker spaniel	OS	
3-29-14	3-0071-14	Cat	Female Preg	Gray short haired cat gave birth to 4 kittens on 3-31	Stray	In foster
3-19-14	3-0072-14	Kitten	Unknown	Born at Shelter to 3-0006-14	BAS	In Foster
	3-0073-14	Kitten				
	3-0074-14	Kitten				
	3-0075-14	Kitten				
	3-0076-14	Kitten				
	3-0077-14	Kitten				
	3-0078-14	Kitten				
	3-0079-14	Kitten				
3-31-14	3-0080-14	Kitten	Unknown	Born at Shelter To Lucy 3-0071-14	BAS	In Foster
	3-0081-14	Kitten				
	3-0082-14	Kitten				
	3-0083-14	Kitten				
3-29-14	3-0084-14	Dog	Female	Brn and white	Stray	
3-31-14	3-0085-14	Dog	Female	Collie mix with Dem. Mange	Stray	Rescue
3-31-14	3-0086-14	Dog	Female	Collie mix with Dem. Mange	Stray	Rescue
3-31-14	3-0087-14	Dog	Female	Collie mix with Dem Mange	Stray	Rescue
Total:	66			Strays: 27 Born at Shelter: 12 kittens	Rescue: 30	
Dogs:	43 F-14 M-6	1 SF		OS: 20	In foster: 15	
Cats:	22 F-6 M-4			ABB: 4	Adopted: 8	
				Injured: 1	OR: 1	

Date	ID number	Type	Sex	Description	Intake reason	Outcome in know
3-3-14	3-0007-14/4259	Dog	Male	Boxer	Dog bite on Animal	Owner Redeeme
3-3-14	3-0008-14/4260	Dog	Male	Pit bull type	DOA	
3-4-14	3-0009-14/4261	Dog	Female	Wht Pit bull type	At large	Owner Redeeme
3-4-14	3-0010-14/4262	Dog	Male	Cattle Dog blk and wht	Unwnanted at large	
3-9-14	3-0035-14/8499	Dog	Female	Blk/tan Chihuahua	Dog bite animal	Rescue
3-13-14	3-0041-14/OS	Dog	Male	Grey Lab mix	Stray	Adopted
3-14-14	3-0042-14/4264	Dog	Male	American Bulldog	Non compliance aggression	Owner Redeeme
3-17-14	3-0046-14/4265	Dog	Male	Grey wht pit bull type Jingo	Non compliance	Owner Redeeme
3-17-14	3-0047-14/4266	Dog	Female	Tan pit bull type Meisha	Non compliance	
3-18-14	3-0048-14/DOA	Dog	Uk	Blk/tan rot shepherd mix puppy	DOA	DOA
3-18-14	3-0054-14/4267	Dog	Male N	Hound mix Tippy	At large	
3-20-14	3-0057-14/4268	Dog	Male	Lab mix golden yellow	At large	
3-20-14	3-0058-14/4269	Dog	Female	Beagle mix white with brown patches	At large	
3-25-14	3-0059-14/4270	Cat	Female pg	Light grey and calico	At large	
3-26-14	3-0061-14/4271	Puppy	Female	Golden mix	At large	
3-26-14	3-0062-14/4271	Puppy	Female	Golden mix	At large	
3-26-14	3-0063-14/4271	Puppy	Female	Golden mix	At large	
3-26-14	3-0064-14/4271	Puppy	Male	Golden mix	At large	
3-26-14	3-0065-14/4271	puppy	Male	Golden mix	At large	
3-26-14	3-0066-14/4272	Dog	Male	Brown wire terrier chi mix	At large	
3-27-14	3-0068-14/doa	Dog	Uk	Blk/wht med size dog	DOA	DOA
3-27-14	3-0069-14/4273	Dog	Female	Tan straight haired Chihuahua mix	At large	
3-28-14	3-0084-14/4274	Dog	Female	Tan and wht beagle daushund mix	At large	
3-28-14	3-0085-14/4274	Puppy	Female	-puppy of fluffy	At large	
3-28-14	3-0086-14/4274	Puppy	Male	- puppy of straight	At large	
3-31-14	3-0087-14/4275	Dog	Female	Tan pit bull type had puppies recently	At large	
3-28-14	3-0088-14/4276	Dog	Female	Choc lab mix	At large	Owner redeemec

Total: 27

Dogs: 26 F-12 M-12
7 were puppies
Cats: 1 F Pregnant

At large: 19
Non compliance: 3
Dog bite animal: 2
Aggression: 1

Owner redeemec
Rescue: 1
Adopted: 1

Feb 2014 Shelter Intake

2-6-14	2-0003-14	Male	Dog	Black lab puppy	OS	Rescued
2-7-14	2-0004-14	Male	Dog	Brown Chihuahua	Stray	Rescued
2-7-14	2-0008-14	Female	Dog	Boxer puppy	Stray	Rescued
2-11-14	2-0012-14	Male	Dog	Panda Shepherd	OS	Foster
2-12-14	2-0020-14	Male	Cat	Am short brown	DOA Miner pol	Died
2-12-14	2-0021-14	Male	Cat	Wht Cream (Simon)	Stray	
2-12-14	2-0022-14	S Female	Dog	Blonde Lab chow mix 12 years Betty	OS	
2-13-14	2-0023-14		Cat	Cream tabby (Donnie)	Stray	
2-13-14	2-0024-14	Female	Dog	Shepherd mix mom dog	Stray	Rescued
2-13-14	2-0025-14	Puppy	Dog	Puppy	Stray	Rescued
2-13-14	2-0026-14	Puppy	Dog	Puppy	Stray	Rescued
2-13-14	2-0027-14	Puppy	Dog	Puppy	Stray	Rescued
2-13-14	2-0028-14	Puppy	Dog	Puppy	Stray	Rescued
2-13-14	2-0029-14	Puppy	Dog	Puppy	Stray	Rescued
2-13-14	2-0030-14	Puppy	Dog	Puppy	Stray	Rescued
2-13-14	2-0031-14	Puppy	Dog	Puppy	Stray	Rescued
2-13-14	2-0032-14	Puppy	Dog	Puppy	Stray	Rescued
2-13-14	2-0033-14	Puppy	Dog	Puppy	Stray	Rescued
2-13-14	2-0034-14	Puppy	Dog	Puppy	Stray	Rescued
2-13-14	2-0035-14	Puppy	Dog	Puppy	Stray	Rescued
2-14-14	2-0036-14	Female	Dog	Schnauzer black	Stray	Rescued
2-14-14	2-0037-14	S female	Dog	White Chihuahua mix	OS	Rescued
2-14-14	2-0038-14	Female	Dog	Lab pit puppy	OS	Rescued
2-14-14	2-0039-14	Female	Dog	Lab pit puppy	OS	Rescued
2-14-14	2-0040-14	Female	Dog	Lab pit puppy	OS	Rescued
2-14-14	2-0041-14	Male	Dog	Lab pit puppy	OS	Rescued
2-14-14	2-0042-14	Male	Dog	Lab pit puppy	OS	Rescued
2-1-14	2-0043-14	Male	Cat	Black and white	Stray	Euthanized
2-15-14	2-0044-14		Dog	Black and white	Stray	
2-15-14	2-0045-14	Male	Cat	Large tabby gray (Spencer)	OS	
2-21-14	2-0052-14	Male	Dog	Alex lab retriever mix	OS	OR
2-21-14	2-0053-14	Female	Dog	Terrier mix blonde	OS	Rescued
2-21-14	2-0054-14	Female	Dog	Terrier mix blonde	OS	Rescued
2-21-14	2-0055-14	Female	Dog	Yokie Tinkerbelle	Stray	
2-27-14	2-0011-14	Female	Dog	Karla puppy	Stray	Adopted
2-20-14	2-0067-14	Male	Dog	Blue lab mix (Chowder or Blue)	Dropped off	OR *
2-20-14	2-0068-14	Female	Dog	Hound mix cream and wht	Dropped off	
2-26-14	2-0069-14	N male	Dog	Jack Russell Terrier black whit (bobo)	OS	OR

Feb 2014 Shelter Intake

2-28-14	2-0064-14	Female	Cat	Calico Momma cat	Stray	
2-28-14	2-0065-14	Female	Cat	Calico kitten	Stray	Adopted
2-28-14	2-0065-14		Cat	Orange wht kitten	Stray	
Total:	41	Total Dog F				
Dogs	33	Total dog M				
Cats	8	Total cat F				
		Total cat M				
				Strays	25	Dog Cats
				Owner surrender	12	Dog Cats
				Dropped off at shelter	2	Dog Cats
				Dead on arrival	1	Dog Cats
				Miner police	1	
				Rescued	24	Dog Cats
				Adopted	2	Dog Cats
				Owner Redeemed	3	Dog Cats
				Euthanized/Died	2	Dog Cats

Feb 2014 ACO INTAKE

Date	Type	Id number	Description	Reason for intake	Outcome if known
2-2-14	F Dog	2-0001-14/	Yellow lab mix pregn	Stray/ injured	Euthanized
2-6-14	F Dog	2-0002-14/	Wire terrier puppy	At large	Adopted
2-7-14	M Cat	2-0005-14	Grey and white grey around nose	At large	
2-7-14	M Cat	2-0006-14	Grey and white more grey	At large	
2-7-14	F Cat	2-0007-14	Blk and white kitten	At large	Died of being sick
2-7-14	F Dog	2-0009-14	Cathoula lab mix	At large	Rescue
2-10-14	Uk Cat	2-0010-14	Black cat	At large	MIA
2-11-14	F Dog	2-0013-14/8494	White blac pit mix	At large/ non compl	Rescue
2-11-14	F dog	2-0014-14/8494	-puppy of above	At large/non compl	Rescue
2-11-14	F dog	2-0015-14/8494	- puppy of above	At large/non compl	Rescue
2-11-14	F dog	2-0016-14/8494	- puppy of above	At large/non compl	Rescue
2-11-14	M dog	2-0017-14/8494	-puppy of above	At large/non compl	Rescue
2-11-14	M dog	2-0018-14/8495	Blk pit mix Jay Z	At large/non compl	
2-11-14	M dog	2-0019-14/8493	Brindle and white dragging chain Kodiak	At large/non compl	
2-20-14	M dog	2-0046-14/4253	Brown chi mix	At large	Rescue
2-20-14	M dog	2-0047-14/4254	Tan pit bull mix	At large/non compl	OR
2-20-14	M dog	2-0048-14/4255	Golden Retriever	At large	OR
2-20-14	F dog	2-0049-14/4256	Tan and blk coon hound	At large	OR
2-20-14	f cat	2-0050-14/8497	Calico cat	At large	
2-20-14	F dog	2-0051-14/8500	Min pincher/ chi Blk and tan Prissy	At large	
2-21-14	M dog	2-0056-14/8498	Black pit Shadow	non compliance	OR
2-28-14	F Dog	2-0058-14/4258	Wirehaired terrier	Court ordered OS	Rescue
2-28-14	F dog	2-0059-14/4258	Puppy chi mix	Court ordered OS	Rescue
2-28-14	M dog	2-0060-14/4258	Puppy chi mix	Court ordered OS	Rescue
2-28-14	M dog	2-0061-14/4258	Puppy chi mix	Court ordered OS	Rescue
2-28-14	M dog	2-0062-14/4258	Puppy chi mix	Court ordered OS	Rescue
2-28-14	M dog	2-0063-14/4258	Puppy chi mix	Court ordered OS	Rescue
2-15-14	F dog	2-0070-14/8496	German Shepherd	At large	OR
2-27-14	M Dog	2-0071-14/4257	German Shepherd	At large	OR

Feb 2014 ACO INTAKE

Total:	29	F-14	M-14	Injured - 1 Dog	1 Cat MIA
Dogs:	24	F-12	M-12	At large - 21	
Cats:	5	F-2	M-2	D - 16 C - 5	
				Non compliance - 9	
				D- 9 C-0	
				Court ordered OS -6	
				D-6 C-0	
				Euthanized -- 1 Dog	
				Died - 1 cat	
				Rescue -- 13 dogs	
				OR - 6 dogs	

Feb 2014 Adoption

Date	ID Description	Adopter	Address	Phone number	Spay/ neutered?
2-5-14	Maggie 1-0020-14	Aberina Roma	70 Mikels Drive Sikeston	258-1703	Yes S
2-5-14	Ranger brown wht pit 7-0028-13	Fred Dodds	9358 St hwy AA Sikeston	380-3972	Yes S
2-7-14	Gus Brn pit 7-8 months old	Amber Schaefer	19849 cr 514 Bloomfield	820-3822	Yes N
2-7-14	Homer lab mix	Martha Nelson	209 Spacific Cape Girardeau	335-1990	Yes N
2-8-14	Roxi shep mix 7-0017-13	Joshua Hottmeister	HC 1 Box 1464 Wappapello	238-6142	Yes S
2-13-14	1-0042-14 dutch shep Radar	Chris Costin	305 Medler St Bernie	421-8472	Yes N
2-13-14	1-0022-14	Latina Hampton	1108 Persimmon Place	471-8389	
2-13-14	2-0002-14 Terrier mix Coco	K Couch	222 Kramer Sikeston	471-8415	
2-13-14	Izzie Beagle mix	Crystal Hale	503 Maple Sikeston	380-8166	Yes S
2-16-14	Gary 12-0009-13 Orange Cat	Brandon Clark	714 N High St Jackson, mo	714-2246	Yes N
2-18-14	12-0046-13 blk wht kitten	Nora Maglone	17059 CR 599 Sikeston mo	450-2708	
2-18-14	Blk wht puppy male	Mitchell Mathis	200 Main St Lilbourn Mo	748-8853	
2-18-14	Cali lab chow mix	Henry Fennel JR	603 Dempster Sikeston mo	427-9675	Yes S
2-25-14	1-0049-14 Tippy hound mix	Monica Starnes	516 Cole Ave Sikeston MO	620-5796	Yes N
2-26-14	Lab mix Bob	Mindy Anderson	1130 Co hwy 528 Sikeston	427-9922	Yes N
2-26-14	Lab mix Sadie	Mindy Anderson	1130 Co hwy 528 Sikeston	427-9922	Yes S
2-27-14	2-0065-14 Calico Kitten	Robert Shively	315 W Pecan Street	703-3409	
2-27-14	2-0011-14 Karla pup beagle mix	Brian Flanigan	508 Russell Oran MO	887-0175	
2-28-14	1-0037-14 Magic bulldog mix	Laura Farmer	527 Coleman St Sikeston	471-1135	Yes S
Total:	19 Adoption Dogs: 14 F- 8 M-6 Cats: 4 F- 2 M-2				

HCO JHM 2014

Date	Type	ID number	Description	Reason for intake	Outcome if known
1-6-14	D	1-0003-14/8476	F Blk lab mix w/wht on nose	ACO at large	Adopted
1-6-14	D	1-0004-14/8476	F Blonde Lab mix	ACO at large	Died of Parvo
1-6-14	D	1-0005-14/8476	M Blk lab mix	ACO at large	Died of Parvo
1-6-14	D	1-0009-14/8476	M Blk lab mix	ACO at large	Died of Parvo
1-7-14	D	1-0006-14/8477	M Wht pit puppy aprx 5-6 months old	ACO at large	Rescued
1-8-14	D	1-0007-14/8478	M Brn and blk wild puppy	ACO at large	Rescued
1-8-14	D	1-0008-14/8478	M Brn and blk wild puppy	ACO at large	Rescued
1-14-14	D	1-0029-14/8479	F Brn pit mix with alert ears	ACO at large	
1-14-14	D	1-0030-14/8480	F Wht pit bull with cropped ears	ACO non compliance	
1-14-14	D	1-0031-14/8481	M Brn pit bull with cropped ears	ACO non compliance	
1-16-14	D	1-0032-14/8482	M Cattle Dog	ACO at large	Owner Redeemed
1-16-14	D	1-0033-14/8483	M Lab	ACO at large	Owner Redeemed
1-18-14	D	1-0036-14/8484	NM GSD	ACO at large Freezing	Rescued
1-20-14	D	1-0037-14/8485	F wht/tan pit/bulldog	ACO Injured at large	
1-25-14	D	1-0050-14/8486	F wht pit Mange on body and Deaf	ACO at large	
1-28-14	D	1-0051-14/8488	F Brindle Pit Bull terrier	ACO Dog bite on 2 other dogs and non-compliance	
1-26-14	D	1-0052-14/8487	M Brn pit with orange collar cropped ears	ACO Dog bite on person non compliance	
Total	17		Total ACO at large: 13	Dogs 13 Cats 0	Owner redeemed: 2
Dogs	17		Total ACO noncompliance: 4	Dogs 4 Cats 0	Died: 3 dogs: 3
Cats	0		Total ACO Dog bites: 2	Dogs 2 Cats 0	
			Total ACO Injured: 1	Dogs 1 Cats 00	

One-Hour Update Jan 2014

DATE	Type	ID number	m/f	Description	Intake reason	Outcome if known
1-2-14	C	1-0001-14	SF	Grey wht declawed spayed	Owner surrender	Adopted
1-5-14	C	1-0002-14	F	Preg calico gave birth to 5 kittens 1-20-	Stray in cold weather	Rescued
1-8-14	D	1-0010-14	M	Jack Russell Terrier	Stray However found out OS	Rescued
1-8-14	D	1-0011-14	M	Jack Russell Terrier	Stray However found out OS	Rescued
1-8-14	D	1-0012-14	NM	Blonde Pom	Stray	Owner Redeemed
1-9-14	D	1-0013-14	M	Wht/blk lab puppy	Stray and sick	Died of parvo
1-9-14	D	1-0014-14	M	Tan wht lab puppy	Stray	Rescued
1-9-14	D	1-0015-14	M	Blk and wht lab puppy	Stray	Died of Parvo
1-9-14	D	1-0016-14	F	Blk lab mix pit terrier Bella	Owner Surrender due to non-compliance	
1-9-14	D	1-0017-14	F	Wht and brn boxer mix puppy Lilly	Stray, very sick	Rescue
1-9-14	C	1-0018-14	M	Orange /wht green collar OTIS	Owner Surrender/ stray	
1-9-14	C	1-0019-14	F	Grey Kitten	Owner Surrender/ stray	Adopted
1-10-14	C	1-0020-14	F	Long hair calico Maggie	Owner Surrender	Adopted
1-10-14	C	1-0021-14	M	Orange long haired kitten	Owner surrender	Adopted
1-10-14	C	1-0022-14	M	Light orange kitten	Owner surrender	Adopted
1-10-14	C	1-0023-14	M	Darker orange kitten	Owner surrender	Adopted
1-10-14	C	1-0024-14	M	Blk kitten	Owner surrender	Adopted
1-14-14	D	1-0027-14	F	Retriever mix Blondie	Owner Surrender due to house fire	Rescued
1-14-14	D	1-0028-14	M	Blk tan min pin Chaka	Stray	Owner Redeemed
1-18-14	D	1-0034-14	F	Boxer mix puppy wht around nose	Dumped on property	Rescued
1-18-14	D	1-0035-14	F	Boxer mix puppy	Dumped on property	Rescued
1-21-14	D	1-0038-14	M	Shepherd mix puppy	Miner police left on property	Rescued
1-22-14	D	1-0039-14	F	Black fluffy puppy shepherd collie mix	Dumped on property	Adopted
1-22-14	D	1-0040-14	M	Rat terrier Sparky	Owner Surrender	Rescued
1-24-14	D	1-0041-14	F	Blonde shepherd mix	Stray	Rescue
1-24-14	D	1-0042-14	M	Brindle shepherd mix RADAR	Stray	Adopted
1-21-14	C	1-0043-14		Born to Calico mom Orange and wht	Born at Shelter	Adopted
1-21-14	C	1-0044-14		Born to calico mom gray	Born at shelter	Rescue
1-21-14	C	1-0045-14		Born to calico mom light gray tabby	Born at shelter	Adopted
1-21-14	C	1-0046-14		Born to calico mom gray tabby	Born at shelter	Adopted
1-21-14	C	1-0047-14		Born to calico mom gray tabby	Born at shelter	Adopted
1-20-14	D	1-0048-14	M	Chihuahua Briar	Owner Surrender	Adopted
1-28-14	D	1-0053-14	F	Blk/tan puppy	Dumped on property	Rescued
1-28-14	D	1-0054-14	M	Blk/tan puppy	Dumped on property	Rescued
1-28-14	D	1-0055-14	M	tan puppy	Dumped on property	Rescued
1-28-14	D	1-0056-14	M	tan puppy	Dumped on property	Rescued
1-28-14	D	1-0057-14	M	Tan puppy	Dumped on property	Rescued

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ATTACHMENT C

Animal Shelter Procedure Manual

PROCEDURE MANUAL

SIKESTON BOOTHEEL HUMANE SOCIETY

1. PERSONNEL:

- A. All personnel of the shelter report directly to the shelter manager.
- B. All personnel are required to work hours as designated in the schedule developed by the shelter manager.
- C. Weekly schedules may be changed at the discretion of the shelter manager to meet the varying needs of the shelter.
- D. Changes in the schedule will be announced as far in advance as is practicable.
- E. Time off (personal, sick leave, or other) is given at the discretion of the shelter manager.
- F. All personnel are responsible for reporting any illness or injury to the Executive Board President within 24 hours of the occurrence.
- G. In addition to reporting their occurrence to the Board President, the shelter manager must also keep an incidence log of all incidents, accidents, and illness, their dates, their duration, and the employee or volunteer involved for the Board's review.
- H. Executive Board; President, Vice President, Treasurer, Secretary, and Committee Chairs.
- I. All volunteers are subject to the same rules and regulations of personnel in employ of the Sikeston Bootheel Humane Society.
- J. All personnel, either paid or volunteer, must complete a job application with all pertinent information, and the Board President must be notified of the presence of a new staff member, paid or volunteer, immediately.
- K. A log of all volunteers must be kept by the shelter manager for review by the Board.
- L. It is the responsibility of the shelter manager to make sure that all information on all employees and volunteers is documented and readily retrievable by the Board.
- M. The Board President is responsible for notifying the rest of the Board as soon as possible of any of the afore mentioned occurrences.
- N. All personnel will be paid only for the hours that they are present at the shelter facility or running shelter business away from the facility.
- O. All personal business conducted during shelter hours will be deducted from that employees weekly time sheet and paycheck.
- P. Employees will not operate personal business while on the shelter premises.
- Q. Lunch hours (unpaid) are provided for every employee every weekday.
- R. Changes in personnel are not to be made without the consent of at least two members of the Board (one of which must be the President or the Vice President).
- S. All hiring and firing will be the joint responsibility for the shelter manager and the Board.

- T. All employees are paid weekly, on a day agreed to by the shelter manager and the Treasurer.
- U. The use of drugs, alcohol, or firearms by any employee or volunteer while working at the Sikeston Bootheel Humane Society must be reported to the Board President immediately and will result in immediate termination of the employee and/or dismissal of the volunteer.
- V. Any acts of insubordination to the manager, the public, the City of Sikeston officials, or Board members will result in immediate corrective action taken at the discretion of the Board and shelter manager.
- W. Every employee is subject to a performance evaluation after their first 90 days of employment, and a subsequent performance after 12 months of employment, and every 12 months thereafter.
- X. Both performance and salaries will be reviewed at this time, and any changes in salary will be based on merit only.

Y. **HOLIDAYS:**

1. As we are a facility that is open 365 days a year, someone has to work on holidays.
2. The holidays for which you will be paid for your standard daily hours are: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, and Christmas Day.
3. This applies to employees that work more than 32 hours per week.
4. You will be paid only for the average number of hours you work per day (i.e., If you have worked an average of 8 hours per day for each day worked for the last four weeks, you will be paid for 8 hours. However, if you have only worked an average of 4 hours per day for each day worked for the last four weeks, you will be paid for 4 hours.)
5. Even if you have to clean and feed on a holiday, and that takes only 3-4 hours, you will be paid for the average number of hours worked over the last four weeks if that is greater.
6. Those who do not work 32 hours per week will only be paid for that holiday if they work on that holiday, and will be paid only for the number of hours worked on that day.

Z. **VACATIONS:**

1. After one year of full time employment (a minimum of 40 hours per week for 52 weeks), employees are entitled to one week's (5 days, 40 hours) paid vacation.
2. After two years of full time employment, employees will receive two weeks paid vacation (10 days).
3. After five years of full time employment, employees will receive three weeks paid vacation (15 days).
4. Vacation time is for full time employees only.

5. *Personal days are not available for employees.*
6. *Vacation time is at the discretion of the shelter manager, and a record of all vacation must be kept by the shelter manager, and be accessible by all members of the Board at all times.*
7. *The shelter manager must clear his/her vacation with the Board President or Vice President.*
8. *The shelter manager's vacation must also be accounted for in the vacation log.*
9. *Sick Leave Policy:*
 - a. *Sick leave applies to employees that work a minimum of 30 hours per week.*
 - b. *Sick leave will accrue at a rate of one third (1/3) of a day for each month worked during the year, or a total of four (4) days per year.*
 - c. *Sick leave accrual will be retroactive to the employees hire date.*
 - d. *Unused sick leave will not be carried over for an employee.*
 - e. *If workman's compensation is necessary due to an on-the-job injury, the first two days that are not paid by workman's compensation will be paid by sick leave.*

AA. VOLUNTEERS:

1. *Volunteers are more than welcome at any time as long as the Board President is notified and the proper paperwork is completed. However, when the main chores are completed, volunteers are to be found a project to do or thanked for their time and sent home.*
2. *Volunteer are entitled to the same breaks and lunch periods as regular employees receive during a standard work day.*
3. *It is the shelter manager's responsibility to keep the numbers of people present at the shelter to a workable number so people can come in and see the animals, and employees and volunteers can move in and around to complete their work.*

2. PURCHASING:

- A. *All purchases made require a completed and signed (by the Board President, Vice President, Treasurer, or Secretary) purchase order.*
- B. *The purchase order must outline all products products to be purchased, and there may be not deviations from the purchase order.*
- C. *Anything that does not appear on the original purchase order, that is on the receipt from the vendor, will not be paid for by the Sikeston Bootheel Humane Society, and will be deducted from the employee's paycheck who made the purchase.*
- D. *One copy of the purchase order must be turned in to the Treasurer after it is completed and signed, so that bills may be reconciled against the purchase order.*

- E. Only one purchase order will be issued per month for the supplies needed by the shelter.
- F. To help control cost of operations, the shelter manager must determine how many supplies will be needed on a monthly basis, and buy only those things that are required.
- G. All personal items are the financial responsibility of the employee or volunteer.
- H. Any specialty items will be purchased at the discretion of the Board.
- I. Any emergency purchases that directly affect the well being of the animals may be authorized by either the Board President or Vice President only, with a signed PO with the date, time, and name of the Board member written on the receipt that is turned in to the Board Treasurer.
- J. The Board President and Vice President are responsible for notifying the Board Treasurer of these emergency purchases as soon as possible to validate the written documentation from the shelter.
- K. In the same notebook containing the list of volunteers and the vacation log, a list of all purchase order numbers, where the supplies were purchased, the date of purchase, the amount of purchase, and the purchaser's initials must be kept as well.
- L. All donations by outside entities, individuals, or businesses must be documented, and that list given to the Board Secretary so that the donor may be thanked for their contribution.
- M. A physical inventory will need to be completed every month and turned in to the Board Treasurer for statistical purposes, and to help determine usage so we can continue to update our Community Wish List.

3. MISCELLANEOUS:

A. SMOKING:

- 1. Smoking is not permitted inside of the shelter.
- 2. This rule applies to all employees, volunteers, Board members, customers, and other individuals who spend time in our shelter.
- 3. Employees or volunteers are not permitted to stand in front of the building smoking or chatting at any time.
- 4. Smoking is no longer permitted in businesses or city or federal building, and we should follow that example.

B. PARKING:

- 1. Employees will park on the east or west side of the building so that potential adopters can park in front of the building.

4. **ADMINISTRATION:**

- A. Every new employee, volunteer, or Board member must read the procedures included in this document prior to beginning work so that everyone is clear what the procedures are while present in the shelter.
- B. There will be a signature sheet in the back of the Sikeston Bootheel Humane Society Procedure Manual that all employees, volunteers, and Board members will be required to sign to indicate their understanding fo the rules and procedures contained in the Procedure Manual.
- C. These procedures are subject to change at the discretion of the Sikeston Bootheel Humane Society.

PROPOSAL FOR ANIMAL SHELTER SERVICES
City of Sikeston – Public Works Department

This proposal serves as the Public Works Department's summary of services to be provided and the associated fees for the animal shelter for the City of Sikeston.

REQUESTED INFORMATION:

Description of services to be provided to the city, and to the general public

The animal shelter is a need of the city to handle the unfortunate truths that some animals do not have a home, some are not cared for properly, and some are dangerous and a threat to the safety of the public. These animals are delivered to the shelter either through the general public or through the charge of the City's animal control officers.

The role of the shelter is then to humanely care for these animals while seeking a new home for them. Unfortunately, in some cases, animals must be humanely euthanized, but that is always a last resort.

For the services to be provided for the shelter under this proposal, first and foremost, the shelter will work diligently with the general public and the animal control officers to receive the animals. This has been an issue in past years. Pens have not been available to animal control officers, and residents of the city have been refused or been solicited for sizeable amounts of fees.

Under this proposal, the Public Works Department also will work to humanely manage the population of the shelter. In the past years, the amount of animals being housed at the shelter has reached incredible numbers, with animals being housed outside during freezing temperatures with multiple animals in one fenced area. We will insure that all animals are housed indoors, and that only healthy animals of the same sex, and that do not show aggressive behavior can be housed together. Strong efforts will be made to promote adoption and to establish partnerships with various mission and rescue organizations in an effort to keep the population of the shelter as low as reasonably possible.

Under this proposal, in an effort to give an incentive for adopting from the shelter, the fees for adoption would be lowered to more reasonable amounts.

If this options is implemented, despite the shelter coming under the operation of the city, the Public Works Department would continue to encourage and promote community support and a strong base of volunteers and donated time, materials, and funds.

Days/Hours the shelter will be open to the public

We are prepared to be flexible on establishing "public hours", but based on our review of how other cities manage their shelter, we propose public hours of 12:00pm to 5:00pm, Monday through Friday. This will allow time for necessary cleaning in the mornings.

Location of the shelter

We will continue to operate the animal shelter from the existing location at 1900 Compress Road in Sikeston.

Qualifications of key shelter staff members

As part of this change in operations, the city plans to add staff to oversee the day to day management of the animal shelter. The City will advertise for and seek out an individual to serve as the Animal Shelter Director. It is our intention to find the right individual that has the proper balance of experience, education, and a love for animals. The Animal Shelter Director position will be a full-time position of the City, and will report directly to the Director of Public Works.

The director will be responsible for all aspects of managing the shelter including but not limited to registering received animals, management of animal placement, managing adoptions, managing volunteers, working to develop partnerships with various rescues/missions/transport, working and partnering with local veterinarians to provide necessary veterinary services and euthanasia, to work with city animal control officers, to work with the public, to promote the shelter to the community through websites, social media and public events, to work with the city advisory committee, to seek donations of time, food and supplies from the community, to maintain proper licensing with the Missouri Department of Agriculture, to attend trainings, to shadow other shelters, and to manage the feedings and cleanings of the shelter. The director's office would be located at the shelter. Within the first year of employment, the shelter director will be expected to obtain appropriate certifications from the Missouri Animal Control Association.

In addition to a full-time director, the City is considering the hiring of one or possibly two part-time employees that will assist in the daily cleaning and feeding duties. We estimate that this would include one part-time employee being at the shelter for a few hours seven days a week. This position could be divided between two part-time employees.

We also hope to continue to encourage volunteers to serve at the shelter in a variety of ways.

Fees that will be charged for adoptions, intake, impounding, and other services

Fees for Adoption:

Cat - \$10

Puppy (< 6 months old) - \$20

Dog (>6 months old) - \$10

Please note:

- All people adopting will be required to sign a written contract that states that the animal will be spayed or neutered within 60 days. This mimics policies of Poplar Bluff and Farmington. Unless Missouri Department of Agriculture would require differently.
- We are proposing lower adoption fees in order to encourage adoption.

Fees for Shelter/Impounding:

One time "impound" fee - \$10

Cat/Kitten - \$5/Day

Puppy (< 6 months old) - \$5/Day

Dog (> 6months old) - \$10/Day

(These fees could be waived depending on circumstances)

Fees that will be charged for receiving animals from non-Sikeston residents

The shelter will receive animals from city residents (showing id with proof of residence) during the posted hours of operation for no cost. The shelter would receive animals from residents of Scott and New Madrid County (showing id with proof of residence) during the posted hours of operation for a fee (\$5 each for less than 6 months old; \$10 each for 6 months old or older).

Under normal circumstances, or unless contractual arrangements dictate otherwise, animals presented from anyone else will be refused.

Proposed cost to the city

See Attached Budget

Under what circumstances and according to what timelines will animals be euthanized?

The Public Works Department is hopeful that no animal will have to be euthanized.

Unfortunately, that is not always the reality with these circumstances.

While each animal will be evaluated on a case-by-case basis, the following would serve as our general guidelines for euthanasia:

- Animals that are sick and/or injured with no reasonable expectation to recover after applicable holding period has expired.
- Animals that are unadoptable due to disease or dangerous/aggressive behavior, and no other alternate rescue/mission/transfer options exist after applicable holding period has expired.
- Animals that have had extended stays without adoption interest or other alternate rescue/mission/transfer options and the capacity limits of the shelter requires reduction in population.
- Other cases that may present themselves

It is our hope that the newly appointed shelter director working in conjunction with the new advisory committee and other shelters will be able successfully promote adoption and will be able to create a healthy network of partnerships with other shelters, rescues, missions and transport services so that many animals that would otherwise be euthanized will have opportunities to be adopted or transferred to other areas, and the number of euthanasia cases will be minimal.

Current and proposed makeup of board of directors

The City will establish an advisory committee made up of passionate volunteers to work with the shelter and the animal control officers. The Shelter Director and the Director of Public Works will be staff representatives to this board.

What is the vendor's experience operating a shelter or related service?

The city's Public Works Department has had full oversight of the animal shelter for many years now, and the Animal Control officers have extensive experience working with the shelter on a day-to-day basis.

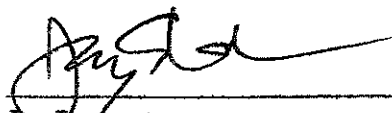
In addition, we intend to hire a new director that has experience in working with animals and operating an animal shelter.

Any other information the vendor would like to provide.

As a part of this proposal, the Public Works Department would:

- Consider the preparation of an RFP for veterinary services be prepared to cover the costs of routine veterinary services, shots, and euthanasia.
- Work with local veterinarians in both Sikeston and the surrounding areas to seek donated veterinary services on a rotating schedule.
- Work with local veterinarians in both Sikeston and the surrounding areas to seek donated veterinary services on a rotating schedule.
- Consider the installation of cameras to reduce the occurrences of abandoning animals on site.
- Continue to seek to establish community support and promote volunteering through social media and various events.
- Promote adoption through community-wide promotional events.
- Promote residents of the city to bring non-dangerous stray animals to the shelter without threat of being turned away.
- Encourage the new Shelter Director to attend regular meetings and trainings of the Missouri Animal Control Association.

Prepared by:


Jay Lancaster
Director of Public Works
City of Sikeston

Date: 4-18-14

PROPOSAL FOR ANIMAL SHELTER SERVICES
City of Sikeston – Public Works Department

PROPOSED BUDGET

Revenues

Adoption Fees (Estimated)	\$4,000
Donations (Estimated)	\$10,000

SUBTOTAL	\$14,000
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Expenses

Animal Shelter Director – Salary	\$35,000
Animal Shelter Director – Benefits	\$24,200
Part Time Employees – Salary	\$9,800
Annual Training	\$1,000
Office Supplies	\$1,000
Food	\$3,000
Cleaning Supplies	\$2,000
Medicine / Veterinary / Euthanize	\$5,000
Rent	N/A
Utilities	N/A
Insurance	N/A
Trash Collection	N/A

SUBTOTAL	\$81,000
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NET ANNUAL BUDGET TO CITY	\$67,000
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Other Considerations to Note:

- The Director would work to establish promotions and promotional events.
- The Director would work to recruit and increase donations.

**CITY OF SIKESTON
REQUEST FOR PROPOSAL #14-27
ANIMAL SHELTER SERVICES**

Non-Kickback and Non-Collusion Affidavit

I, being of lawful age and a duly authorized agent for City of Sikeston - Public Works regarding the attached bid, proposal, or contract with the City of Sikeston, Missouri for Animal Shelter Services, do hereby swear/affirm that this affidavit is true and correct.

Furthermore, I swear/affirm that neither I, nor the firm, company or corporation, or any other employer for whom I am an authorized agent in this matter, has been a party to any collusion, among bidders or other competitors in restraint of freedom of competition by causing or contributing to cause anyone to refrain from bidding, or by being a party to any agreement or understanding among or between any persons, firms, or corporations to bid at a fixed or determinable price.

Furthermore, I swear/affirm that neither I, nor the firm, company or corporation, or any other employer for whom I am an authorized agent have been a party to any collusion with any city official or employee of the City of Sikeston as to quantity, quality, or price in this prospective bid, contract or proposal; or any other terms of said undertaking; nor have I or we been a party to any discussion between other competitors and any official of the City of Sikeston concerning the exchange of money or other things of value for special consideration in the letting of this bid, proposal or contract.

I do hereby swear/affirm that the work, contractual undertaking, services or materials as described by this invoice or other billing claim has been delivered, completed, or supplied in accordance with the specifications, orders, bids, requests, or contract furnished and executed by the City of Sikeston, Missouri for the above mentioned bid. Furthermore, no consideration, either directly or indirectly, has or will be made to any elected official, officer or employee of the City of Sikeston or any other person, firm or corporation to obtain payment of the claim or to procure the contract or purchase order pursuant to which this claim is made.


Bidder's Signature

Please type or print name and address of bidder.

City of Sikeston
105 E. CENTRAL
SIKESTON, MO 63801
Phone Number 573-471-2912

**CITY OF SIKESTON
REQUEST FOR PROPOSAL #14-27
ANIMAL SHELTER SERVICES**

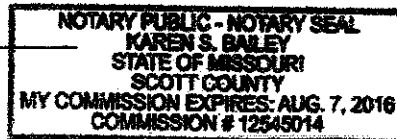
STATE OF Missouri)
)SS
COUNTY OF Scott)

On this 18th day of April, 2014, before me personally appeared JAG S LANCASTER, to me known to be the person(s) described in and who executed the forgoing instrument and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in SIKESTON the day and year first above written.

_____, Notary Public
Signature

My Commission expires: _____



Council Letter

Date of Meeting: 14-04-28

Originating Department: Public Works Department

To the Mayor and City Council:

Subject: Establishment and Appointment of Airport Terminal Building Project Advisory Committee

Action Options:

1. Establish Airport Terminal Building Project Advisory Committee
2. Appoint members to Airport Terminal Building Project Advisory Committee
3. Other action Council may deem appropriate

Background:

As we move into the heart of the design phase for the new Airport Terminal Building project, the design professionals have numerous questions about the needs and desires of the city for this new facility. In order to get a well-rounded perspective, staff is recommending that the Council establish and appoint this new committee to offer perspective and advise staff regarding the design elements of the new terminal building.

We request an Advisory Committee of 5 members be appointed. We recommend that Council appoints members that conduct business at the airport in some fashion. They will serve during the course of the Terminal Building project, and will be disbanded at the final acceptance of the Airport Terminal Building project.

The committee will meet on an as needed basis. John Chittenden (Waters Engineering) and Stephanie Ireland (Ireland Architecture) as the project consultants will also be invited to participate in advisory committee meetings as needed.

Memorandum

To: Mayor and City Council
From: Jonathan "J.D." Douglass, City Manager
Date: 04/24/14
Re: FY 2015 Budget

This memo, and the accompanying budget summary, provide the City Council a starting point, or a first draft, to begin their Fiscal Year 2015 budget development. The Council is not bound to this draft of the budget – it can be adjusted up or down until the day it is adopted.

Budget Process Calendar

The City Council received some preliminary budget information, including information on multi-year revenue trends, in March. A copy of the budget calendar is included in this Council Meeting packet, but the major deadlines and scheduled meetings are as follows:

- Monday, April 28, 11:30 a.m. – City Council receives first draft of budget summary
- Monday, May 5, 5:00 p.m. – Additional Council comment and questions regarding budget
- Friday, May 9, 11:30 a.m. – Public hearing on budget
- Monday, June 2, 5:00 p.m. – Public hearing on budget, first reading of budget ordinance
- Monday, June 9, time TBA – Second reading and final passage of budget ordinance

After giving Council an overview of the budget during the April 28 Council meeting, staff will make adjustments to the budget as directed by Council, and then distribute full copies of the detailed budget document for the Council to begin reviewing before the May 5 meeting.

Fund Balances

In some sense, the bottom line of budgeting is whether we plan to spend more or less than we take in, which can be seen in the beginning fund balances vs. ending fund balances. Here are some things to know about fund balances generally, and about the effect of this draft of the budget on the fund balances:

- City funds are classified as either restricted or unrestricted. Restricted funds may only be used for certain purposes. For example, the Tourism Fund may only be expended on items related to promoting tourism. The Transportation Tax Fund, Park Fund, Tourism Fund, and E-911 Fund are all

restricted funds. Unrestricted funds may be spent on any lawful city purpose. The General Fund, Sales Tax Fund, and Municipal Court Fund are all unrestricted funds.

- The Government Finance Officers Association (GFOA) is a professional association providing financial policy research and best practices for government finance. GFOA does not make a blanket recommendation for all cities regarding fund balance. GFOA notes that the individual circumstances and risks a city may face dictate different levels of fund balance in order to mitigate those risks. Risks to consider may include: revenue volatility, ability to increase tax revenue, risk of infrastructure failure, vulnerability to extreme events including weather and other natural disasters, exposure to lawsuits, and cash flow needs.
- Besides fund balance, it is also important to have necessary facilities and equipment already in place if and when disasters and economic downturns strike. For that reason, I am recommending that we slightly spend down the fund balances in the Transportation Tax Fund, Park Fund, and Capital Improvement Fund for one-time expenses to help us catch up on some deferred maintenance needs.
- City policies call for minimum fund balances for restricted funds of at least 15% of revenues, and minimum fund balances for unrestricted funds of at least 25% of revenues.
- The General Fund balance under this first draft of the Fiscal Year 2015 budget increases from \$4,808,660 to \$4,838,228, or to about 65% of General Fund revenues.
- Overall unrestricted fund balances together amount to 49% of unrestricted revenues. Overall restricted fund balances together amount to 69% of restricted revenues. The overall fund balance (for all funds together) increases slightly, from \$6,880,211 to \$6,945,788, or to approximately 53% of total revenues. Essentially, this means we have six months of reserves.
- On-going expenditures, such as personnel costs or routine maintenance, need on-going funding sources. For some one-time expenditures, such as catching up on deferred maintenance or investing in a new building or piece of equipment, it may be appropriate to use a one-time funding source, such as a grant. Spending money out of fund balances is another one-time funding source.
- In this budget I have suggested spending down some of the Transportation Tax Fund Balance (\$57,496), Park Fund Balance (\$31,082), and Capital Improvement Fund Balance (\$47,134) to catch up on some deferred maintenance and equipment needs in the Street and Parks divisions. The overall fund balance for all funds still increases \$65,577.

Significant Issues/Changes for the FY2015 Budget

- **Compensation** – This draft of the budget would provide a \$500 across the board increase to base salaries for all regular city employees. I suggest an across the board flat dollar amount rather than a percentage increase. One effect of a flat dollar increase (rather than a percentage increase) is that lower paid employees get a bigger effective increase than higher paid employees. For example, a \$500 increase to an employee currently paid \$30,000 would represent a 1.7% increase, while it would represent a 1.0% increase to an employee currently making \$50,000. Bumping the wage adjustment up to \$1,000 across the board would cost an additional \$77,000.

- **Rents and Leases revenues** – This budget reflects Council's direction to move lease revenues generated at the Essex Building from the Essex Fund to the General Fund to provide on-going general operating revenue.
- **Professional Services** – We have budgeted \$5,000 less (\$15,000 total) for legal professional services because we don't have any major litigation issues anticipated at this time. These costs are above and beyond what we budget for standard City Counselor services. We have budgeted \$15,000 for other professional services, in anticipation of engineering or other services we may need as we continue to work on flood plain issues.
- **Insurance** – We have budgeted increases for several of our insurance policies, most significantly for property insurance (increase of \$13,500). Our quoted rate is not that high, but we anticipate increasing coverage on some pieces of property that we own. We are currently reviewing coverage levels on all city properties to ensure that they are adequate.
- **Public Works building repair or replacement** - Our review of insurance policies was prompted by a roof failure at one of our Public Works buildings that houses the Street Division. Several roof trusses have failed and were temporarily shored up, but the building is not currently in regular use until we make more permanent repairs. As we have worked with the insurance company on this building we have discovered that we probably did not have adequate coverage to provide for replacement of the building. We are currently getting estimates on repairs and possibly replacement of the building, but the budget does not currently contain any money for the project because the costs are completely unknown. As we weigh our options, staff will eventually present a recommendation to the City Council. At that time we may need a budget amendment to provide funds for the project. This may be an appropriate use of fund balance (the proverbial "rainy day fund"), and spending down fund balance for a large building project is not unprecedented (\$1.5 million of fund balance was spent on the new DPS headquarters).
- **Land Clearance and Redevelopment Authority (LCRA)** – This budget takes \$10,000 from what we have traditionally allocated to LCRA (\$100,000 for each of the last several years), and transfers it to the Public Works Department to fund a temporary part-time intern to work on LCRA issues such as mapping and data verification. The LCRA currently has ownership interests in over 300 properties, and we have found a tremendous need for GIS (geographic information systems) mapping of the properties and physical verification of addresses and property conditions. The intern would be a city employee reporting to the Public Works Director.
- **DPS Building Maintenance** – we have increased our budget for building maintenance from \$10,000 to \$20,000. That increase in maintenance on a \$6 million dollar building seems justified. We also increased building maintenance in the Fire Division from \$20,000 to \$25,000, for maintenance of their various facilities (including 3 fire stations).
- **DPS Communications (Dispatch/911)** – we have moved the budget for the Communications Division from the General Fund into the E-911 Fund, and made a corresponding transfer of funds from General Fund to E-911 Fund. We also moved revenue from dispatch agreements to the E-911 Fund. This doesn't change the overall funding levels, but it puts all dispatch/911 related revenues and expenditures in one fund to paint a clearer picture of the costs to operate the service.

- **Public Works Administration** – In 2013 the City Council authorized creation of a new Public Works Director position. Prior to that time the City Manager had also served as the Public Works Director. The FY15 budget includes funding for that new position, and also moves funding for an administrative support person from the Governmental Services Department to the Public Works Department.
- **Public Works Garage Electrical Work** – The FY15 budget includes \$25,000 for building maintenance in the Public Works Garage, for complete rewiring of the building including a new electrical panel.
- **LCRA Mowing** – The FY15 budget includes an estimate for additional contractual mowing of LCRA lots. It includes slightly reduced funding for the Summer Youth Mowing program, and additional funds for contractual mowing, but as we have not received the bids yet this estimate is still up in the air. We anticipate spending more on mowing in FY15 than FY14, but we also expect a much better product after scaling back the youth mowing program and turning a portion of the work over to private contractors.
- **Transportation Sales Tax Fund** – As mentioned earlier, this draft budget spends down the Transportation Sales Tax Fund balance by about \$57,000, for some one-time expenses to catch up on ditch maintenance, sidewalk/ADA improvements, and street sign repairs/replacements.
- **Park Fund** – This budget adds money for routine building maintenance (\$10,000) that was removed from last year's budget. Also, as mentioned earlier, this draft budget spends down the Park Fund balance by about \$31,000 for some one-time expenses to catch up on various deferred maintenance items such as sheetrock repair at the Clinton Building, roof repair at the Mausoleum, picnic shelter repairs, painting the bleacher supports and replacing the backstop net at the VFW fields.
- **911/RMS System Replacement** – This budget includes \$500,000 in expenditures for replacement of 911/RMS (Records Management System) hardware and software. The software is at end of life and is no longer supported by the vendor. Additionally, it is optimized to run on Windows XP, which is no longer supported by Microsoft. This project would likely be funded by some combination of current funds and loan/lease proceeds. The budget currently shows \$100,000 in city funds plus \$400,000 in loan/lease proceeds, but the actual project has not been determined yet. DPS and IT staff are currently researching hardware and software systems, and will present options to the City Council for consideration later this year.
- **Airport Terminal Building Project** – Council has previously approved moving forward with the Airport Terminal Project, and design of the terminal building is underway. The preliminary estimate of the total project cost, including the new building, parking lot, and apron expansion, is \$1,060,000. Previously accrued federal dollars in the amount of \$585,967, plus an expected additional federal allotment of \$150,000 in October brings these federal “non-primary entitlement” funds to \$735,967. This FY15 budget proposal allocates the entire Rodeo Trust Fund (which must by law be spent on the airport), including the planned sale of the back nine property (which is currently leased to Fox Haven Country Club), to the terminal project. After the \$95,046 in the Rodeo Trust Fund, and the \$179,876 anticipated from the property sale, are subtracted from the project balance, an additional \$48,163 remains to be funded. It is our hope that additional state or federal dollars can be found for this last portion of the project funding.

Revenue Increase Potentials

- **Cell tower lease** – The city currently has a land lease for the ground under a cell tower located next to Fire Station #1. The city has requested proposals for new lease arrangements at the site, and staff is currently evaluating the responses received. Staff's analysis of the proposals will be presented to the Council at a later date. The new arrangements will likely result in new revenues to the city.
- **SAHEC payoff out of Essex fund** – We currently budget \$65,000 per year for SAHEC (Sikeston Area Higher Education Center) loan payments. The remaining balance is around \$333,500, projected to be paid off in 2020. If we paid off the SAHEC loan out of the Essex Fund balance right now, it would free up \$65,000 a year that is currently paid out of the General Fund, which could then be used for items such as compensation or capital improvements. A breakdown of Essex Fund balance and anticipated expenditures is included in the Council packet.
- **Pavilion/shelter reservation fees.** With this budget we propose to start charging for pavilion/shelter reservations at the rate of \$10/half day and \$20/full day. When a pavilion is reserved for private use it is no longer available for public use, and the city does incur costs to manage the reservations and mark the pavilions/shelters as reserved. We have conservatively budgeted \$1,000 in revenue from these reservations.

Capital Improvements

- Included in the Council Meeting packet is a list of both the funded capital improvements, and those that were requested but are currently not funded in this budget.
- Some divisions of the city, particularly Streets and Parks, are dealing with lots of deferred maintenance on vehicles, equipment, and facilities. The new Public Works Director is assessing the needs in these divisions and is developing multi-year plans for addressing them. In those two divisions we have budgeted certain amounts of funds to go toward those multi-year plans, but we have not yet decided on exactly what to purchase this fiscal year. More details will be given, and specific approvals will be sought from Council later in the year. Lists of some of the capital needs to be funded by these multi-year plans are included in this Council Meeting packet.
- One large item included in the capital improvement budget is \$100,000 for lease/purchase of a new ladder truck to replace a 1993 ladder currently in service. For many years we have budgeted \$75,000 each year for fire apparatus replacements, but as costs for such apparatus have increased, it is likely that an increase is justified, and will keep the payoffs within reasonable time frames.

CITY OF SKESTON
FY-15 BUDGET SUMMARY

	General Fund	Sales Tax Fund	Trans. Tax Fund	Park Fund	Mun Ct. Fund	Tourism Fund	E-911 Fund	Cap Impr Fund	TOTAL FUNDS
REVENUES									
Taxes	1,867,666	2,898,937	1,449,469	343,619		49,111		54,442	6,663,244
Licenses & Permits	227,197								227,197
Intergovernmental	3,528,344		149,596			12,000			3,689,940
Charges for Services	1,387,186			100			292,280		1,679,566
Rents & Leases	112,957			27,415					140,372
Miscellaneous Revenues	345,664	4,358	4,500	800	13,684	0	4,000	2,174	375,180
Fines & Forfeits					345,567				345,567
<u>TOTAL REVENUES</u>	7,469,014	2,903,295	1,603,565	371,934	359,251	61,111	296,280	56,616	13,121,066
EXPENDITURES									
General Government	2,713,139					45,957		47,300	2,806,396
Administrative Services	450,939							200	451,139
Public Safety	5,550,964						923,646	257,750	6,732,360
Public Works	701,758		1,661,061					71,600	2,434,419
Parks				543,016				75,000	618,016
Municipal Court					317,059			1,900	318,959
Airport Improvements								0	0
<u>TOTAL EXPEND.</u>	9,416,800		1,661,061	543,016	317,059	45,957	923,646	453,750	13,361,289
EXCESS (DEFICIENCY OF) REVENUE OVER EXPEND.	(1,947,786)	2,903,295	(57,496)	(171,082)	42,192	15,154	(627,366)	(397,134)	(240,223)
OTHER SOURCES	2,876,000			140,000		0	743,646	350,000	4,109,646
OTHER USES	898,646	2,885,200	0		20,000			0	3,803,846
BEG. FUND BALANCE	4,808,660	363,742	989,720	119,831	62,678	(3,433)	399,463	139,550	6,880,211
END. FUND BALANCE	4,838,228	381,837	932,224	88,749	84,870	11,721	515,743	92,416	6,945,788

City of Sikeston

Proposed Timeline

FY-2015 Budget Preparation and Approval Process

Proposed adoption date: 06/09/14

Sikeston's City Charter sets forth specific deadlines for the review and adoption of the budget and capital improvement plan. This information is detailed in Article VI (page 11) of the Charter. Provided below is the proposed timeline for the FY-2015 budget process.

<u>Required Action</u>	<u>Charter Reference</u>	<u>Statutory Deadline</u>	<u>Proposed Date</u>
City Manager/Council Goal Setting Process			Jan/Feb. 2014
City Manager/Council review status FY-14 Budget			March 2014
City Manager/City Clerk prepare revenue projections	--	--	March 2014
City Manager/City Clerk prepare year-end expense estimates	--	--	March 2014
Budget worksheets distributed to Dept. Heads	--	--	March 2014
Dept. Heads submit budget request worksheets to City Manager	--	--	3/26/2014
Submission of Proposed Budget & Budget Message to City Council (On or before 60 days prior to July 1, 2014)	6.2	5/02/2014	4/28/2014
City Council Budget Work Sessions	--	--	TBA
Publish Notice of Public Hearing (Not less than 2 weeks prior to public hearing, notice must include budget summary/message)	6.5(a) 2	5/02/2014	4/30/2014
Formal Public Hearing on FY-15 Budget (At least 30 days prior to budget adoption)	6.5(a)2	5/15/2014	5/9/2014
Amendment prior to Adoption: After the public hearing Council may adopt the budget with or without amendment. In amending the budget Council may add or increase programs, delete or decrease any programs or amounts except expenditures required by law for debt service or for estimated cash deficit.	6.5(b)		
Public Hearing & 1 st Reading Budget Ordinances (At least 1 week must lapse between introduction and passage)	3.12(e)	6/06/13	06/02/14
2 nd Reading & Passage of Budget Ordinances (June 15, 2014 falls on Sunday)	6.5(c)2	6/15/14	06/09/14

Memorandum

To: Mayor and City Council
From: Jonathan "J.D." Douglass, City Manager
Date: 03/21/14
Re: FY 2015 Budget – Essex

The Essex fund has had two main funding sources – on-going lease payments from tenants of the city-owned Essex Building, and occasional one-time funding sources such as the sale of the Brown Shoe building. In 2013 the City Council directed that the on-going lease payments from the Essex Building be transferred into the general fund for the purpose of paying city-wide personnel expenses. The FY2015 budget will be formulated with that transfer continuing, unless the City Council directs otherwise. For planning purposes, the balance of the Essex fund, and expected and potential projects to be funded from the Essex fund, are outlined below:

Current Balance	\$1,542,313
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Village Green Demolition - Estimated	(\$250,000)
Essex Building Roof Repairs - Estimated	(\$15,000)
Essex Building Exterior Paint - Estimated	(\$15,000)
Railroad ROW Purchase	(\$350,000)

Projected Balance	\$912,313
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Potential Additional Projects to Fund from Essex Fund

Airport Terminal Building

Potential Additional Industrial Land Purchases

Payoff of SAHEC Note (\$334,000)

FY 2015 Capital Improvements - Funded vs. Unfunded

Currently Funded Items	Currently Funded Amounts	Unfunded Requests	Unfunded Amount
Governmental Services Department			
Computers and Equipment (wiring in City Hall)	\$10,000		
Computers and Equipment (wiring in fire stations, Clinton Building, and PW complex)	\$8,000		
VM processors	\$20,000		
Network Load Balancing Software	\$6,000		
Computer replacements, City Manager Division	\$3,300		
Computer replacements in Municipal Court building	\$1,500	Computer replacements in Municipal Court building, additional	\$900
Chair replacements in Court building	\$400	Chair replacements in Court building, additional	\$200
		Council Chamber folding chairs	\$2,000
		City Hall drapes	\$3,750
Subtotals	\$49,200		\$6,850
Administrative Services Department			
Computer monitor	\$200		
Subtotals	\$200		\$0
DPS Administration/Communications			
911 System and Support Equipment	\$5,000	911 System and Support Equipment, additional	\$8,000
Computers and Equipment, PC and laptop replacements	\$15,000	Computers and Equipment, PC and laptop replacements, additional	\$5,000
Furniture and Fixtures	\$750		
Subtotals	\$20,750		\$13,000
DPS Police			
Patrol vehicles, two	\$60,000	Patrol vehicle, one additional	\$35,000
Weapons	\$5,000	Weapons, additional	\$3,000
Cameras and Video Equipment	\$20,000	Cameras and video equipment, additional	\$20,000

Bullet Proof Vests	\$4,000		
		Vehicle, administrative	\$32,000
Subtotals	\$89,000		\$90,000
DPS Fire			
Flat bed/pickup truck	\$20,000	Flat bed/pickup truck, additional f	\$42,000
Lease purchase for new ladder	\$100,000		
Fire hose	\$5,000		
Turn-out gear	\$23,000	Turn-out gear, additional	\$2,000
Subtotals	\$148,000		\$44,000
Public Works - Streets			
Portable radios	\$5,000	Portable radios, additional	\$3,000
1/4 of ten year equipment plan (see attached)	\$50,000	Another 1/4 of ten year equipment plan	\$50,000
Computers and equipment	\$600		
Subtotals	\$55,600		\$53,000
Public Works - Planning			
Pickup truck	\$10,000	Pickup truck, additional funds	\$10,000
Computers and equipment	\$1,000	Computers and equipment, additional	\$1,600
Subtotals	\$11,000		\$11,600
Public Works - Animal Control			
Mosquito fogger equipment	\$5,000	Mosquito fogger equipment, additional	\$7,000
Subtotals	\$5,000		\$7,000
Parks and Recreation			
10 year capital plan (see attached)	\$75,000	5 year capital plan (additional funds to shorten 10 year plan to 5 years)	\$115,000
Subtotals	\$75,000		\$115,000
TOTAL FUNDED	\$453,750	TOTAL UNFUNDED	\$340,450

Street Division - 10 Year Capital Improvement Plan

The Following Either Needs to Be Purchased or Replaced over Next 10 Years

New Purchases:

1	Excavator (Used)	\$70,000	\$70,000
1	Truck/Trailer for Excavator (Used)	\$50,000	\$50,000
1	UTV (4WD)	\$6,000	\$6,000
1	Steel Snow Plow Blade for Loader	\$14,000	\$14,000
2	Steel Snow Plow Blade for Pickup Truck	\$5,000	\$10,000
5	Portable Radios	\$1,600	\$8,000
			\$158,000

Replacements:

				<u>Condition</u>
1	1/2 Ton Work Truck	\$20,000	\$20,000	<i>Needs Replaced</i>
1	1/2 Ton Work Truck	\$20,000	\$20,000	<i>Needs Replaced</i>
1	1/2 Ton Work Truck	\$20,000	\$20,000	<i>Needs Replaced</i>
1	3/4 Ton Work Truck	\$25,000	\$25,000	<i>Needs Replaced</i>
1	3/4 Ton Work Truck	\$25,000	\$25,000	<i>Needs Replaced</i>
1	3/4 Ton Work Truck	\$25,000	\$25,000	<i>Needs Replaced</i>
1	1 Ton Work Truck	\$30,000	\$30,000	<i>Good</i>
1	1 Ton Work Truck	\$30,000	\$30,000	<i>Good</i>
4	Dump Trucks	\$125,000	\$500,000	<i>Needs Replaced</i>
1	Large Tractor	\$45,000	\$45,000	<i>Needs Replaced</i>
1	Large Tractor	\$45,000	\$45,000	<i>Good</i>
2	Small Tractors	\$15,000	\$30,000	<i>Good</i>
1	Loader	\$80,000	\$80,000	<i>Good</i>
1	Sewer Truck	\$250,000	\$250,000	<i>Needs Replaced</i>
1	Street Sweeper	\$125,000	\$125,000	<i>Needs Replaced</i>
2	Backhoes	\$100,000	\$200,000	<i>Good</i>
1	Air Compressor	\$10,000	\$10,000	<i>Good</i>
2	Leaf Machine	\$50,000	\$100,000	<i>Good</i>
1	Portable Welder	\$10,000	\$10,000	<i>Good</i>
2	Spreaders	\$20,000	\$40,000	<i>Needs Replaced</i>
1	Truck with ProPatch	\$175,000	\$175,000	<i>Needs Replaced</i>
			\$1,805,000	

TOTAL \$1,963,000

Evenly Distributed Across 10 Years \$196,300

Planning & Animal Control - 5 Yr Capital Improvement Plan

VEHICLES

1	1/2 Ton Truck	\$20,000	\$20,000	
1	1/2 Ton Truck	\$20,000	\$20,000	
1	1/2 Ton Truck	\$20,000	\$20,000	
1	1/2 Ton Truck	\$20,000	\$20,000	
1	Animal Control Camper Shell	\$3,000	\$3,000	
1	4WD SUV	\$20,000	\$20,000	
			<u>\$103,000</u>	40000

COMPUTERS & EQUIPMENT

3	iPad Tablets	\$600	\$1,800	
4	Mountable Truck Lights w/ Remote	\$200	\$800	
			<u>\$2,600</u>	\$2,600

FURNITURE & FIXTURES

4	Sets of Matching Office Furniture	\$2,000	<u>\$8,000</u>	
			\$8,000	

PEST CONTROL EQUIPMENT

1	Mosquito Fogger	\$12,000	\$12,000	
			<u>\$12,000</u>	\$12,000

TOTAL \$125,600

Evenly Distributed Across 5 Years \$25,120

Priority Items for FY15 \$54,600

Park Division - 5 Year Capital Improvement Plan

The Following Either Needs to Be Purchased or Replaced over Next 5 Years

FENCING & LIGHTING

Replace lights/poles on Complex Field 5	\$95,000	
Replace lights/poles on Complex Field 6	\$95,000	
	<u>\$190,000</u>	\$95,000

CONCESSION AREAS & REST ROOMS

Replace restroom at Tennis Courts	\$90,000	
Replace/Renovate restroom at HS Soccer Field	\$90,000	
Replace Restroom at Tball field	\$90,000	
Replace Restroom at RS Matthews Park	\$90,000	
	<u>\$360,000</u>	\$180,000

SHELTERS, TABLES & BLEACHERS

Replace Backstop at JBR & HS Softball fields	\$27,425	
Replace Backstop at 2 South SB fields	\$28,150	
Replace Backstop at Little League SE & NW fields	\$16,990	
Replace Backstop at Little League NE & SW fields	\$16,555	
Replace Fitness Equipment Around Complex Lake	\$20,000	
Replace Playground Equipment at South End of Complex	\$15,000	
	<u>\$124,120</u>	\$44,415

PARKING AREAS

Pave Parking Lot (T-Ball/Football Area)	\$63,000	
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MOWING EQUIPMENT: RIDING

2	Riding Mowers (Replaced Every Two Years)	\$8,000	\$16,000
2	Riding Mowers (Replaced Every Two Years)	\$8,000	\$16,000
			<u>\$32,000</u>

VEHICLES/EQUIPMENT

1	1/2 Ton Work Trucks	\$20,000	\$20,000
1	3/4 Ton Work Trucks	\$25,000	\$25,000
1	1 Ton Work Trucks	\$30,000	\$30,000
1	Small Tractor	\$20,000	\$20,000
1	Large Tractor	\$45,000	\$45,000
1	Skidsteer	\$33,000	\$33,000
			<u>\$173,000</u>
			\$53,000

TOTAL \$942,120

Evenly Distributed Across 5 Years \$188,424

Priority Items for FY15 \$435,415

Council Letter

Date of Meeting: 14-04-28

Originating Department: Governmental Services

To the Mayor and City Council:

Subject: Consideration and review of May and June 2014 meeting dates

Attachments:

1. May 2014 Council meeting calendar
2. June 2014 Council meeting calendar

Action Options:

1. Review meeting dates and make changes, as desired
2. Other action Council may deem appropriate

Background:

Provided for Council's review and consideration are the May and June meeting calendars. Additional meetings have been scheduled to comply with the City Charter's budget approval process. The first is a Public Hearing on the FY-15 Budget, scheduled for 11:30 AM, Friday, May 9. A special meeting has also been scheduled for June 9, where you will be asked to take final action on the FY-15 budget and staffing/compensation ordinances. (City Charter requires adoption of fiscal year budget by June 15 of each year.)

Due to the fact Council's May work session falls on Memorial Day (May 26), this meeting needs to be rescheduled. Staff is seeking Council preference on the date and time of this meeting.

May 2014

Monthly Planner

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June 2014

Monthly Planner

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