



TENTATIVE AGENDA

REGULAR CITY COUNCIL MEETING SIKESTON CITY HALL

City of Sikeston


Monday, June 1, 2015
5:00 P.M.

- I. CALL TO ORDER
- II. RECORD OF ATTENDANCE
- III. OPENING PRAYER
- IV. PLEDGE OF ALLEGIANCE
- V. APPROVAL OF CITY COUNCIL MINUTES
 - A. Regular Council Minutes May 4, 2015
 - B. Special City Council Minutes May 12, 2015
 - C. Special City Council Minutes May 26, 2015
- VI. ACCEPTANCE OF BOARD AND COMMISSION MINUTES
 - A. DED Board March 10, 2015
 - B. DED Board April 14, 2015
 - C. Library Board April 6, 2015
 - D. Strategic Plan Implementation Commission January 22, 2015
 - E. Strategic Plan Implementation Commission April 30, 2015
- VII. ITEMS OF BUSINESS
 - A. FY-16 Budget Discussions
 - B. 1st Reading Emergency Bill #5987, Authorizing Amendment of FY-15 Budget
 - C. 1st Reading Emergency Bill #5988, Approving the FY-16 Budget Ordinance Providing for the Appropriation of Monies and Administration of Expenditures of Monies Received During Fiscal Year 2016
 - D. 1st Reading Emergency Bill #5989, Establishing the Employee Compensation Plan and Staffing Levels, and the Administration Thereof for Fiscal Year 2016
 - E. Review of Council Meeting Calendar
 - F. Other Items As May Be Determined During the Course of the Meeting
- VIII. ADJOURNMENT INTO EXECUTIVE SESSION

Litigation (RSMo 6.10.021(1))
Property (RSMo 6.10.021(2))

IX. ADJOURNMENT

Dated this 28th day of June 2015


Carroll Couch, City Clerk

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



REGULAR CITY COUNCIL MEETING
MAY 4, 2015

The regular Sikeston City Council meeting of May 4, 2015 was called to order at 5:00 p.m. in the City Council Chambers, located at 105 East Center, Sikeston. Present at the meeting were: Mayor Pro Tem Bob Depro and City Councilmen Karen Evans, Jon Gilmore, Maude Harris, Ryan Merideth, and Gerald Settles. Mayor Burch was absent. Staff in attendance were: City Manager Jonathan Douglass, City Counselor Chuck Leible, City Clerk Carroll Couch, City Treasurer Karen Bailey, Governmental Services Director Linda Lowes, Public Safety Director Drew Juden, Public Works Director Jay Lancaster, Economic Development Director Ed Dust, Park Director Jiggs Moore, Street Superintendent Brian Dial, Street Supervisor Darren Martin, Network Administrator Dave Warren, and Senior Building Official Collin Cecil.

APPROVAL OF CITY COUNCIL MINUTES

City Council minutes of April 6, April 15, and April 27, 2015 were presented for approval. Councilman Gilmore moved to approve the minutes as presented. Councilman Settles seconded the motion and the following roll call vote was recorded:

Evans Aye, Gilmore Aye, Harris Aye, Merideth Aye,
Settles Aye, and Depro Aye, thereby being passed.

ACCEPTANCE OF BOARD AND COMMISSION MINUTES

Minutes from various board and commission meetings were presented to the City Council. Councilman Settles moved to approve the minutes as presented. The motion was seconded by Councilman Merideth and voted as follows:

Evans Aye, Gilmore Aye, Harris Aye, Merideth Aye,
Settles Aye, and Depro Aye, thereby being passed.

ITEMS OF BUSINESS

Delta Area Economic Opportunity Corporation (DAEOC) CDBG Grant Proposal

DAEOC is a private not-for-profit Community Action Agency serving Dunklin, Mississippi, New Madrid, Pemiscot, Scott, and Stoddard Counties. It administers programs designed to combat poverty and provide economic opportunities in the Bootheel.

DAEOC is applying for Community Development Block Grant (CDBG) funds to expand services in Sikeston. Because DAEOC is a private not-for-profit organization, the grant application requires that the CDBG eligible host city sponsor the application. The grant will be used to co-locate central office facilities with a learning center, in Sikeston. The expanded facility will house 24 new Early Head Start positions, relocation of approximately 50 existing positions, and will create at least 4 new support positions and three new senior level management positions. The plan will revitalize a building located in a recovering west-end neighborhood and positions their service providers within a high concentration of income-eligible potential clients.

The initial cost estimates for the project are between 1.75 and 2 million dollars. Approximately one million dollars has been committed to the project for purchase and renovation of the portion of the project related to the Early Head Start learning center by the Office of Head Start.

DAEOC is actively pursuing funding and financing opportunities for the balance. One of those options is the utilization of CDBG Funds through the Missouri Department of Economic Development. Mr. Joel Evans requested the City of Sikeston serve as an eligible applicant and sponsor DAEOC for the application. \$250,000 of CDBG funds will be requested.

Councilman Gilmore moved to authorize the mayor and/or staff to execute the necessary documents to sponsor DAEOC's CDBG grant application for \$250,000. The motion was seconded by Councilman Evans and the following roll call vote recorded:

Evans Aye, Gilmore Aye, Harris Aye, Merideth Aye,
Settles Aye, and Depro Aye, thereby being passed.

Bill Number 5985, Re-adoption of the Fair Housing Policy

Councilman Harris moved for the second reading of Bill Number 5985. The motion was seconded by Councilman Settles and the following vote recorded:

Evans Aye, Gilmore Aye, Harris Aye, Merideth Aye,
Settles Aye, and Depro Aye, thereby being passed.

Counselor Leible presented the bill for reading.

BILL Number 5985

ORDINANCE Number 5985

THIS BILL AS APPROVED SHALL BECOME ORDINANCE NUMBER 5985, PROVIDING "FAIR HOUSING" FOR THE CITY OF SIKESTON, MISSOURI, DEFINING DISCRIMINATORY HOUSING PRACTICES, AND CREATING A FAIR HOUSING COMMITTEE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SIKESTON, MISSOURI AS FOLLOWS:

SECTION I: This Ordinance shall not be codified in the City Municipal Code.

SECTION II: Declaration of Policy: The City Council of the City of Sikeston hereby declares it to be the public policy of the City to eliminate discrimination and safeguard the right of any person to sell, purchase, lease, rent or obtain real property without regard to race, sex, color, national origin, ancestry, religion, religious affiliation, handicap and without regard to whether a family has children. This ordinance shall be deemed an exercise of the police powers of the City of Sikeston, Missouri, for the protection of the public welfare, prosperity, health and peace of the people of Sikeston.

SECTION III. Definitions. For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein unless the context otherwise indicates.

- A. Person shall include any individual, firm, partnership or corporation.
- B. Aggrieved Person shall include any person who is attempting to provide housing for himself and/or his family in the City of Sikeston, Missouri.
- C. Discriminate shall mean distinctions in treatment because of race, sex, color,

religion, handicap, familial status or national origin of any person.

SECTION IV. Discriminatory Practices. It shall be a discriminatory practice and a violation of this ordinance for any person to:

- A. Refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny, a dwelling to any person because of race, sex, color, religion, religious affiliation, handicap, familial status, or national origin of any person.
- B. Discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection therewith, because of race, sex, color, religion, religious affiliation, handicap, familial status, or national origin.
- C. Make, print, or publish, or cause to be made, printed or published any notice, statement, or advertisement, with respect to the sale or rental of a dwelling that indicates any preference, limitation, or discrimination based on race, sex, color, religion, religious affiliation, handicap, familial status, or national origin, or an intention to make any such preference, limitation, or discrimination.
- D. Represent to any person because of race, sex, color, religion, religious affiliation, handicap, familial status, or national origin that any dwelling is not available for inspection, sale or rental when such dwelling is in fact so available.
- E. For profit, to induce or attempt to induce any person to sell or rent any dwelling by representations regarding the entry or prospective entry into the neighborhood of a person or persons of a particular race, sex, color, religion, religious affiliation, handicap, familial status, or national origin.
- F. Bars discrimination in the sale or rental of housing on the basis of a handicap, and requires the design and construction of new multi-family dwelling with four (4) or more units to meet certain adaptability and accessibility requirements.
- G. Bars discrimination in the sale or rental of housing because a family has children, but exempts certain types of buildings that house older persons, e.g. Section 202 housing.

SECTION V: Discrimination in the Financing of a House. It shall be unlawful for any bank, building and loan association, insurance company or other corporation, association, firm or enterprise whose business consists in whole or in part in the making of commercial real estate loans, to deny a loan to a person applying therefore for the purpose of purchasing, constructing, repairing, or maintaining a dwelling, or discriminate against any person in the fixing of the amount or conditions of such loan, because of the race, sex, color, religion, religious affiliation, handicap, familial status, or national origin of such person or of any person associated with him in connection with such financing.

SECTION VI. Exemptions. The provisions of this ordinance and particularly Section IV hereof, shall not apply to the following:

- A. The sale or rental of a dwelling unit in a building, which contains housing

accommodations with no more than four (4) families living independently of each other, if the owner resides in one of the units.

- B. Housing need not be made available to a person who is a direct threat to the health or safety of others or who currently uses illegal drugs.
- C. Religious organizations and private clubs may limit the sale, rental or occupancy of housing owned or operated for other than a commercial purpose, to their members.
- D. Any single family house sold or rented by an owner provided that such house is sold or rented:
 - 1. without the use of sales or rental facilities or services of real estate brokers, agents, salesmen, or persons in the business of selling or renting dwelling, and
 - 2. without the publication, posting or mailing of any advertisement in violation of Section 3c of this ordinance.

provided however, that:

- 1. nothing in this provision shall prohibit the use of attorneys, escrow agents, abstractors, title companies, and other such professional assistance as necessary to perfect or transfer the title, and
 - 2. that any such private individual owner does not own any interest in, nor is there owned or reserved on his behalf, under any express or voluntary agreement, title to or any right to all or a portion of the process, from the sale or rental of more than three such single family houses at any one time.
- E. For the purposes of subsection e, a person shall be in the business of selling or renting dwelling if:
 - 1. he has, within the preceding twelve months, participated as a principal in three or more transactions involving the sale or rental of any dwelling or any interest therein, or
 - 2. he has, within the preceding twelve months, participated as an agent, other than in the sale of his own personal residents in providing sales or rental facilities or sales or rental services in two or more transactions involving the sale or rental of any dwelling or any interest therein, or
 - 3. he is the owner of any dwelling designed or intended for occupancy, by or occupied by five or more families.

SECTION VII. Administration:

- A. There is hereby created a Fair Housing Committee whose membership shall consist of five members, who shall be appointed by the Mayor of the City with the approval of the City Council.
- B. Every complaint of a violation of this ordinance shall be referred to the Fair Housing Committee. The Fair Housing Committee shall forthwith notify the person against whom the complaint is made. The identity of the aggrieved person shall be made known to the person against whom the complaint is made at that time. If the Fair Housing Committee, after investigation, finds there is no

merit to the complaint, the same shall be dismissed. If the Fair Housing Committee finds that there is merit in the complaint, in their opinion, then and in that event, the Fair Housing Committee will endeavor to eliminate the alleged discriminatory practice by conference and conciliation.

- C. If the Fair Housing Committee is unable to eliminate the alleged discriminatory practice by a conference and conciliation, then and in the event, the Fair Housing Committee shall forward said complaint to the City Attorney for handling. The final determination of whether or not to prosecute on said complaint shall be left to the City Attorney.

SECTION VIII. Enforcement.

- A. Any person convicted of a violation of this ordinance shall be punished by a fine of not more than two hundred (\$200.00) or confinement in the County jail for not more than thirty (30) days, or both such fine and imprisonment.
- B. The City Attorney, instead of filing a complaint in Municipal Court of said City, may, as an alternative remedy, seek to have the alleged discriminatory practices abated by an action for an injunction to be maintained in the appropriate Circuit Court of the State of Missouri.

SECTION IX: General Repealer Section: Any ordinance or parts thereof inconsistent herewith are hereby repealed.

SECTION X: Severability: Should any part or parts of this ordinance be found or held to be invalid by any court of competent jurisdiction, then the remaining part or parts shall be severable and shall continue in full force and effect.

SECTION XI: Savings Clause. This ordinance shall not affect violations of any other ordinance, code or regulation of the City of Sikeston existing prior to the effective date hereof. Any such violations shall be governed and shall continue to be punishable to the full extent of the law under the provisions of those ordinances, codes or regulations in effect at the time the violation was committed.

SECTION XII: Record of Passage:

- A. Bill Number 5985 was introduced and read the first time this 27th day of April 2015.
- B. Bill Number 5985 was read the second time and discussed this 4th day of May 2015. Councilman Gilmore moved to approve Bill Number 5985. The motion was seconded by Councilman Merideth and voted as follows:

Evans Aye, Gilmore Aye, Harris Aye, Merideth Aye,
Settles Aye, and Depro Aye, thereby being passed, and
becoming ordinance 5985.

- C. Ordinance 5985 shall be in full force and effect from and after June 3, 2015.

Award of Bid #15-23, FY-15 Street Improvement Program - Waters Engineering, Inc.

Bids for the reconstruction of Wakefield intersections with Allen Boulevard and Davis Boulevard plus the reconstruction of the intersection of Scott Street and Kathleen Street were reviewed. The projects are part of the FY-15 Street Improvement Program and will be completed before the start of next school year, with funding appropriated from the Transportation Sales Tax Fund.

Councilman Harris moved to award Bid #15-23 to Kluesner Construction of Kelso, Missouri, in the amount of \$161,414.35. The motion was seconded by Councilman Gilmore, discussed and the following roll call vote recorded:

Evans Aye, Gilmore Aye, Harris Aye, Merideth Aye,
Settles Aye, and Depro Aye, thereby being passed.

Authorization to Renew Liability/Property Insurance Coverage

Renewal premiums for the City's comprehensive insurance coverage were reviewed. The premium of \$353,461 is \$22,733 more than in 2014, largely due to the increase in property values. Staff increased coverage on several buildings to be in line with replacement costs.

Councilman Gilmore moved to authorize the insurance renewal from Newton & Company, LLC, as presented. The motion was seconded by Councilman Harris and the following vote recorded:

Evans Aye, Gilmore Aye, Harris Aye, Merideth Aye,
Settles Aye, and Depro Aye, thereby being passed.

Library Board of Trustees Appointments

State Statute sets the commencement date of Library Board of Trustee terms to July 1 of each year. All three individuals with expiring terms are eligible for reappointment.

Councilman Gilmore nominated Lew Polivick, Carolyn Tetley and Larry Bohannon for reappointment to the Library Board of Trustees. The nomination was seconded by Councilman Settles. There being no further nominations, the following roll call vote was recorded:

Evans Aye, Gilmore Aye, Harris Aye, Merideth Aye,
Settles Aye, and Depro Aye, thereby being passed.

Interim Appointment to TIF Commission for a term ending in September 2017

With the election of Karen Evans to Council, her position on the Tax Increment Finance Commission requires an interim appointment. Councilman Gilmore nominated John Leible to fill the unexpired term of Karen Evans. The motion was seconded by Councilman Merideth and the following roll call vote recorded:

Evans Aye, Gilmore Aye, Harris Aye, Merideth Aye,
Settles Aye, and Depro Aye, thereby being passed.

ADJOURNMENT

There being no further business before the City Council, Councilman Gilmore moved to adjourn. The motion was seconded by Councilman Settles and the following roll call vote was recorded:

Evans Aye, Gilmore Aye, Harris Aye, Merideth Aye,
Settles Aye, and Depro Aye, thereby being passed.

APPROVED:

STEVEN BURCH, MAYOR

ATTEST:

CARROLL L. COUCH, CITY CLERK

SEAL:

CITY COUNCIL STUDY SESSION MEETING
MAY 12, 2015

CALL TO ORDER/RECORD OF ATTENDANCE

The special Sikeston City Council Meeting of May 12, 2015 was called to order at 7:00 a.m. in the City Council Chambers, located at 105 East Center, Sikeston. Present at the meeting were, Mayor Steven Burch and Councilmen Bob Depro, Karen Evans, Jon Gilmore, Maude Harris, Ryan Merideth, and Gerald Settles. Staff in attendance were: City Manager Jonathan Douglass, City Clerk Carroll Couch, City Treasurer Karen Bailey, Governmental Services Director Linda Lowes, Public Works Director Jay Lancaster, Public Safety Director Drew Juden, Economic Development Director Ed Dust, Parks Director Jiggs Moore, Street Superintendent Brian Dial, Street Supervisor Darren Martin, Public Safety Captain Mike Williams, and Network Administrator Dave Warren.

PUBLIC HEARING

Proposed FY-16 Budget Providing for the Appropriation of Monies and Administration of Expenditures of Monies Received During Fiscal Year 2016

Councilman Depro moved to open the public hearing. The motion was seconded by Councilman Harris and the following vote recorded:

Depro Aye, Evans Aye, Gilmore Aye, Harris Aye, Merideth Aye,
Settles Aye, and Burch Aye, thereby being passed.

Amendments to the FY15 and FY16 projections were reviewed. In addition, various questions were answered by city staff. John Graham of P.O. Box 243, Sikeston commented on the budget.

Councilman Merideth left the meeting at 7:21 a.m.

Councilman Gilmore moved to close the public hearing. The motion was seconded by Councilman Depro and the following vote recorded:

Depro Aye, Evans Aye, Gilmore Aye, Harris Aye,
Settles Aye, and Burch Aye, thereby being passed.

ITEMS OF BUSINESS

Other Items

Contact and term information on current elected officials was provided to the Missouri Ethics Commission by City Clerk Carroll Couch.

Public Works Director Jay Lancaster requested authorization to spend an additional \$1,527.84 for the reconditioning of the Vac-con Sewer truck. Councilman Gilmore moved to authorize the additional expenditure as requested. The motion was seconded by Councilman Depro and the following roll call vote recorded:

Depro Aye, Evans Aye, Gilmore Aye, Harris Aye, Merideth Aye,
Settles Aye, and Burch Aye, thereby being passed.

STUDY SESSION**Flood Plain Discussions**

Dr. Charles Patterson of Algeier Martin and Missouri University of Science and Technology was present to review the history of the flood plain revisions and MS4. He provided a history of FEMA's floodplain program. He reviewed various flood plain maps of Sikeston and discussed pros and cons of various actions available to the City Council.

Comments were heard from Josh Bill of 1002 N. Ranney and John Graham of P.O. Box 243, Sikeston.

Council directed staff to schedule a public meeting during which residents may review existing floodplain designations and study proposed amendments.

ADJOURNMENT

There being no further business before the City Council, Councilman Gilmore moved to adjourn. The motion was seconded by Councilman Evans and the following roll call vote was recorded:

Depro Aye, Evans Aye, Gilmore Aye, Harris Aye,
Settles Aye, and Burch Aye, thereby being passed.

APPROVED:

STEVEN BURCH, MAYOR

ATTEST:

CARROLL L. COUCH, CITY CLERK

SEAL:

SPECIAL CITY COUNCIL MEETING
MAY 26, 2015

CALL TO ORDER/RECORD OF ATTENDANCE

The Special Sikeston City Council meeting of May 26, 2015 was called to order at 11:30 a.m., in the City Council Chambers, located at 105 East Center, Sikeston. Present at the meeting were: Mayor Steven Burch and Councilmen Bob Depro, Karen Evans, Jon Gilmore, Ryan Merideth and Gerald Settles. Councilman Maude Harris was absent. Staff in attendance were: City Manager Jonathan Douglass, City Counselor Chuck Leible, City Clerk Carroll Couch, City Treasurer Karen Bailey, Governmental Services Director Linda Lowes, Director of Public Safety Drew Juden, Public Works Director Jay Lancaster, Economic Development Director Ed Dust, Street Superintendent Brian Dial, and Public Safety Captain Mike Williams.

ITEMS OF BUSINESS

Briefing on TIF Infrastructure, Conceptual Plan

Director Jay Lancaster presented the conceptual traffic plan and general specifications of streets and intersections to be constructed in the Sikeston 60 West TIF District. No Council action was taken during this presentation.

Delta South Nursing and Rehabilitation

Terry Cole requested a letter of support from the City for the construction of a new skilled nursing/assisted living facility in Sikeston. Councilman Gilmore moved to table discussion of the letter of support 30 days to allow time for review. The motion was seconded by Councilman Depro and the following vote recorded:

Depro Aye, Evans Aye, Gilmore Aye, Merideth Aye,
Settles Aye, and Burch Aye, thereby being passed.

Award Bid #15-24, FY-15 Street Improvement Program – Lambert Engineering

Staff reviewed the three bids received for street improvements, consisting of asphalt milling, asphalt overlaying, and concrete replacement for Helen Street, North West Street, and West North Street. Councilman Depro moved to award Bid #15-24 to Chester Bross Construction Company of Hannibal, Missouri in the amount of \$150,007.55, the lowest and best bid. Councilman Settles seconded the motion and the following roll call vote was recorded:

Depro Aye, Evans Aye, Gilmore Aye, Merideth Aye,
Settles Aye, and Burch Aye, thereby being passed.

Award Bid #15-25, Airport Terminal Building Project 14-077B-1

Public Works Director Jay Lancaster reported five bids for the construction of the airport terminal were received. Zoellner Construction of Perryville, Missouri submitted the low bid of \$850,658.29. This project is being funded 90% with federal aviation dollars and a 10% local match.

Councilman Depro moved to award Bid #15-25 to Zoellner Construction in the amount of \$850,658.29. The motion was seconded by Councilman Gilmore and the following roll call vote recorded:

Depro Aye, Evans Aye, Gilmore Aye, Merideth Aye,
Settles Aye, and Burch Aye, thereby being passed.

Authorization to Enter Into Construction Inspection Contract with Waters Engineering, Inc. for the Airport Terminal Project

With the design of the terminal building complete, and the bid for construction awarded, staff requested authorization to enter into a construction inspection contract with Waters Engineering, Inc. Councilman Gilmore moved to authorize the signing of the supplemental contract for an additional \$80,100. The motion was seconded by Councilman Merideth and the following roll call vote recorded:

Depro Aye, Evans Aye, Gilmore Aye, Merideth Aye,
Settles Aye, and Burch Aye, thereby being passed.

Bill Number 5990, Requiring Pre-Approval or Pre-Payment of all Fuel Purchases within the City of Sikeston

Following discussions with local fuel stations owners/operators, staff requested Council consider legislation to require the pre-approval or pre-payment of all fuel sales within the City of Sikeston.

Bobby Jenkins of Sikeston General Oil commented on the requirement. No action was taken by the City Council.

Bill 5991, Amending City Code Article IV, Chapter 2015 to Provide for the Micro-Chipping of At-Large Animals

Councilman Gilmore moved for the first reading of Bill Number 5991. The motion was seconded by Councilman Evans and the following vote recorded:

Depro Aye, Evans Aye, Gilmore Aye, Merideth Aye,
Settles Aye, and Burch Aye, thereby being passed.

Counselor Leible presented the bill for reading. This bill as approved shall become Ordinance Number 5991, amending City Code Chapter 205, Article IV, to require impounded dogs within the City of Sikeston be micro-chipped with owner identification prior to release from City custody, and to require any dog impounded for a second offense of running-at-large be spayed or neutered prior to the dog's release to its owner.

Budget Summary

City Manager J.D. Douglass briefed Council on additional personnel costs to be incurred in FY-16, and proposed cuts to balance the budget. No Council action was taken on these recommendations.

Other Items

Josh Bill of 1002 N. Ranney, addressed Council regarding proposed FEMA changes that will further expand the local flood plain. He urged Council to work with federal legislators to supersede this pending executive order.

ADJOURNMENT INTO EXECUTIVE SESSION

Councilman Depro moved to adjourn into executive session for the discussion of litigation, and personnel [RSMO 610.021 (1 & 3)]. The motion was seconded by Councilman Gilmore and the following roll call vote recorded:

Depro Aye, Evans Aye, Gilmore Aye, Merideth Aye,
Settles Aye, and Burch Aye, thereby being passed.

Present were: Mayor Steven Burch and Councilmen Bob Depro, Karen Evans, Jon Gilmore, Ron Merideth, and Gerald Settles. Staff in attendance were: City Manager Jonathan Douglass, City Counselor Chuck Leible, City Clerk Carroll Couch, City Treasurer Karen Bailey, and Director of Public Safety Drew Juden.

No action was taken in executive session.

ADJOURNMENT OUT OF EXECUTIVE SESSION

Councilman Depro moved to adjourn from executive session. The motion was seconded by Councilman Settles and the following roll call vote recorded:

Depro Aye, Evans Aye, Gilmore Aye, Merideth Aye,
Settles Aye, and Burch Aye, thereby being passed.

ADJOURNMENT INTO OPEN SESSION

Council agreed to have the first and second readings of the FY2016 Budget on June 1st and 8th.

ADJOURNMENT

There being no further business before the City Council, Councilman Gilmore moved to adjourn. The motion was seconded by Councilman Settles and the following roll call vote was recorded:

Depro Aye, Evans Aye, Gilmore Aye, Merideth Aye,
Settles Aye, and Burch Aye, thereby being passed.

APPROVED:

STEVEN BURCH, MAYOR

ATTEST:

CARROLL L. COUCH, CITY CLERK
SEAL:

SIKESTON DEPARTMENT OF ECONOMIC DEVELOPMENT

Tuesday, March 10, 2015 – 11:30 A.M.

128 N. New Madrid St., Sikeston, MO 63801

BOARD OF DIRECTORS MEETING

CALL TO ORDER/RECORD OF ATTENDANCE

Chairman Jerry Pullen called the meeting to order at 12:00 P.M. Board Members Present: Ed Throop, Bob Depro, Jerry Pullen, and ex-officio member Jonathan Douglass. Also in attendance: Richard Landers, Steve Hamra, Ed Dust, Kathy Medley, and City Counselor Chuck Leible.

ITEMS OF BUSINESS:

Steve Hamra with Hamra Hydroponics Farm discussed his company's future plans and the possibility of locating it in the Industrial Park.

Ed Dust gave an update on the Orgill expansion project. The announcement is tentatively scheduled for April 10. The board discussed the Village Green property.

Jonathan Douglas gave an update on the Railroad Trail Rights. The City is exploring the cost and feasibility of having the trail surveyed and creating a master plan for the City's bike/walking trails.

The next DED board meeting will be April 14.

There being no other business to discuss, the meeting adjourned at 12:50 P.M.

Respectfully Submitted By:

ED DUST, Secretary

JERRY PULLEN, Chairman

SIKESTON DEPARTMENT OF ECONOMIC DEVELOPMENT

Tuesday, April 14, 2015 – 11:30 A.M.

128 N. New Madrid St., Sikeston, MO 63801

BOARD OF DIRECTORS MEETING

CALL TO ORDER/RECORD OF ATTENDANCE

Chairman Jerry Pullen called the meeting to order at 11:45 A.M. Board Members Present: Steven Burch, Alan Keenan, Ed Throop, Bob Depro, Jerry Pullen, and ex-officio member Jonathan Douglass. Also in attendance: Richard Landers, Ed Dust, Kathy Medley, Jon Gilmore, Kevin Williams, Larry Husk, Karl Nicholas and City Counselor Chuck Leible.

ITEMS OF BUSINESS:

Bob Depro made a motion to approve the March 10, 2015 minutes. The motion was seconded by Ed Throop and the following roll call vote was recorded: Keenan Aye, Throop Aye, Depro Aye, Burch Aye, Pullen Aye, thereby being passed.

Steven Burch made a motion to adjourn to executive session to discuss property. The motion was seconded by Bob Depro and the following roll call vote was recorded: Keenan Aye, Throop Aye, Depro Aye, Burch Aye, Pullen Aye, thereby being passed.

After adjourning back to regular session at 12:35 P.M., Ed Dust gave an update on the Orgill expansion project. The announcement was held April 10. The DED is working with 2 other industries on expansion projects.

The next DED board meeting will be May 12. There being no other business to discuss, the meeting adjourned at 12:50 P.M.

Respectfully Submitted By:

ED DUST, Secretary

JERRY PULLEN, Chairman

Board of Trustees Meeting
Monday April 6, 2015
4:30pm

The Board of Trustees of Sikeston Public Library met on Monday, April 7 at 4:30 pm. Present were Dr. Bohannon, Mrs. Chitwood, Mr. Colwick, Mrs. Lawson, Mr. Leible, Mr. Polivick, Mrs. Tetley, Ms. Thompson, Mrs. Caskey, Project Coordinator, Mrs. Tangeman, Director, and Mr. Eifert, Assistant Director. Mrs. Brown was absent.

MINUTES

Ms. Thompson made a motion to accept the Minutes from the March meeting. Mrs. Tetley seconded and the motion carried.

PETTY CASH

Mrs. Chitwood made a motion to accept the Petty Cash Report for March. Mrs. Lawson seconded and the motion carried.

BILLS

Ms. Thompson made a motion to accept the Bills for March as presented. Mrs. Tetley seconded and the motion carried.

CITY FINANCIAL STATEMENT—The City Financial Statement for February was reviewed.

COMMITTEES

FINANCE—Mrs. Tetley presented the members with a spreadsheet for the Basement Renovation expenses through the month of February. Each member was presented a copy of the proposed budget for Fiscal Year 2015-16 for their consideration before the next board meeting.

PERSONNEL—None

OPERATIONS—Helitech was here to fix the leak in the basement. We also had a small sewer back-up. Mr. Beaird came and cleared out the lines and the problem stopped.

LIBRARIAN

-The Sign-Up Sheet for the Book Sale was passed around as a reminder for the members.

-The next Board Meeting would be on Monday June 1 but that does not give enough time for bills to be processed. The Board changed the meeting to Monday June 8th.

-The 4th of July Holiday falls on a Saturday this year. The library follows the City of Sikeston's plan to close Friday July 3rd. Since we are closed on Sundays, it was suggested that we close that Saturday. The Board agreed. The library will be closed Friday July 3rd through Sunday July 5th and reopen Monday July 6th.

-Looking at the September calendar, Labor Day falls on Monday September 7th. The library will be closed that day and the board needs to consider meeting the previous week. After discussion, the board has tentatively scheduled the September board meeting for Thursday September 3rd.

BASEMENT RENOVATION

- The State Inspector will be here to do the inspection on the elevator this following Wednesday.**
- The platform floor is down and the tile work is pretty much finished.**
- The railing along the ramp is being installed. We may have been shorted a few of the rod iron pieces will make sure that we get all that we ordered.**

ADJOURNMENT

Dr. Bohannon made a motion to adjourn and Ms. Thompson seconded. All in favor, none opposed and the motion carried. The meeting adjourned at 5:10pm. Some members went to see the progress in the basement.

STRATEGIC PLAN IMPLEMENTATION COMMISSION MINUTES, SPECIAL MEETING OF JANUARY 22, 2015

DED Conference Room, 105 E. Center Street, Sikeston, MO

Chairman John Graham called the meeting to order at 11:30 AM. Those attending were John Graham, Michael Harris, John Bob Wilson and Jared Straton. Bob Depro, Geoff Posegate and Jerry Pullen were absent. Staff members present included City Manager JD Douglass, Governmental Services Director Linda Lowes and Administrative Assistant Rhonda Council.

Approval of Minutes:

Minutes from October 23, 2014 were presented for approval. Harris motioned for approval of minutes and Straton gave a second. All were in favor.

Business Item:

A Citizens Priority Survey was conducted in 2003, seeking input from citizens for their top priorities for the future of Sikeston. A copy of this survey was presented and Graham asked the members to look it over and see what could be added and/or changed for an updated survey.

Housing is an issue of concern and Harris asked what could be done about houses that could possibly be rehabbed instead of torn down.

Graham would still like the consideration of the establishment of "neighborhood block champions".

Other Item:

Graham discussed what could possibly be done for members who do not show up at their respective boards & commission meetings each month.

Graham asked what we could do to help promote Sikeston in a positive manner and how we can make a change in our City. He would like for each member to write down 4-5 ideas as to what we can do as a group to accomplish this change and present them at our next meeting. One idea was to have more diversity in sports as well as neighborhood parks.

Our next meeting will be February 26th at 11:30 a.m.

Adjournment:

There being no further business, Chairman Graham adjourned the meeting at 12:50 p.m.

Respectfully submitted:

John Graham, Chairman
(by Co- Chairman, John Bob Wilson)

STRATEGIC PLAN IMPLEMENTATION COMMISSION MINUTES, MEETING OF APRIL 30, 2015

DED Conference Room, 105 E. Center Street, Sikeston, MO

Co-Chairman John Bob Wilson called the meeting to order at 11:40 AM. Those attending were John Bob Wilson, Jared Straton, Jon Gilmore, Ryan Merideth and Michael Harris. Steven Burch, J.D. Douglass and new member Steve McPheeters were absent. Staff members present included Governmental Services Director Linda Lowes and Administrative Assistant Rhonda Council.

Approval of Minutes:

Minutes from January 22, 2015 were presented for approval. Gilmore motioned for approval of minutes and Wilson gave a second. All were in favor.

Business Item:

With the absence of other Commission members, Co-Chairman Wilson asked that the group table the following items of business for discussion at the next Strategic Plan meeting: Nomination & Election of Chairperson; Nomination & Election of Co-Chairperson; Future of Strategic Plan Implementation Commission and Scheduling/Confirmation of Strategic Plan Meetings.

Other Item:

Other discussions included looking at the Strategic Plan booklet and see what has been accomplished and what needs to be worked on. Also mentioned was possibly inviting a school board member to attend the meetings to get their input on the Educational section of the Strategic Plan.

The group talked about having a community roundtable to discuss the success and failures of community projects and possibly taking a "field trip" to see what LCRA has rehabbed and what else needs to be accomplished in the Housing area.

Co-Chairman Wilson asked that we stay on schedule for the next meeting, May 28th at 11:30 a.m., to make sure we have a quorum.

Adjournment:

There being no further business, Co-Chairman Wilson adjourned the meeting at 12:10 p.m.

Respectfully submitted:

Co- Chairman, John Bob Wilson



**Budget Transmittal Message
Fiscal Year 2016 (FY16)**

To the Mayor and City Council,

In accordance with the City Charter, the City of Sikeston's proposed budget for Fiscal Year 2016 (July 1, 2015 through June 30, 2016) is hereby submitted. This budget maintains healthy reserves, addresses some capital needs, and begins to address the market competitiveness of salaries in the Department of Public Safety.

Mission and Vision of the City

Sikeston is organized under Missouri state laws as a Charter City, governed by the City Charter adopted by Sikeston voters in 2002. The City provides traditional municipal services including police and fire protection, street and park maintenance, 911 dispatching, storm water management, airport maintenance and operations, economic development, planning and development services, animal control, municipal court, and other associated services. Residential trash service is provided by the City through a contracted vendor. The Sikeston Board of Municipal Utilities is a separate public entity (not covered by this budget) providing electric, water, and sewer services.

The City of Sikeston Long Term Strategic Plan, adopted in 2009, identified four performance areas as key to Sikeston's future: economic development, education, housing, and quality of life. The City Council Goals adopted in August 2014 identify the following goals areas as priorities for the city staff and Council:

- Housing
- Retail and Business Development
- Revenue Enhancement and Financial Stewardship
- Marketing Sikeston
- Quality of Life and Amenities

Services provided by the City of Sikeston are vital contributors to the goals identified by the Strategic Plan and City Council.

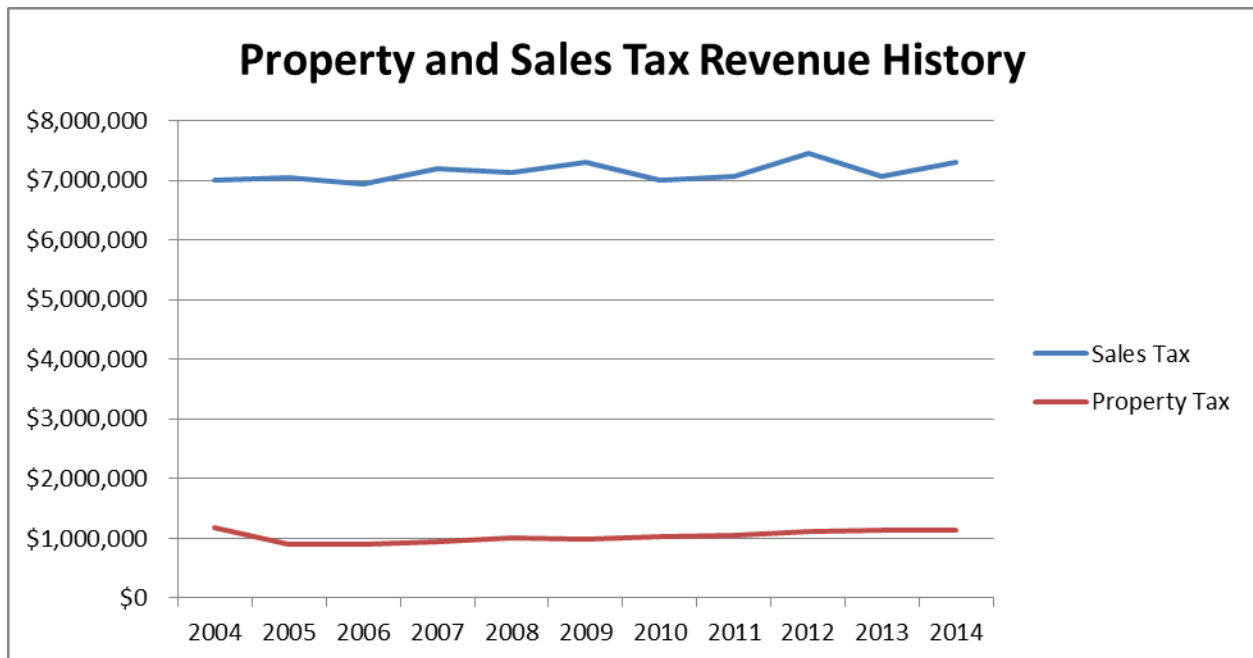
Revenue Sources

Property and Sales Tax Trends

As you can see in the following graph, both sales and property tax revenues have been fairly flat for more than ten years. Sales tax revenues have been up and down over the years but have consistently dropped back to 2004 levels. After the property tax reduction associated with passage of the one cent sales tax measure in 2004, property tax revenues have grown at a steady but slow rate from 2005 to 2013 but still remain below the amount collected in 2004. The graph below also illustrates the city's relative dependence on sales vs. property taxes and the importance of growing our sales tax generation. The graph accounts only for the 2.5 cent City of Sikeston sales taxes, and



does not include franchise or other taxes that might be grouped with sales taxes.



Property Tax Rate

The precise property tax rate (for real estate and personal property) will be adopted by ordinance by the City Council after going through a process to review compliance with the Missouri Hancock Amendment. First, the Scott County and New Madrid County assessors' offices will determine the appraised value of property. Commercial, residential, and agricultural properties are then assessed at different percentages of the appraised valuation in order to determine the assessed valuation, and the tax rate is applied to the assessed valuation. After the counties determine the assessed valuation of property within the city, the Missouri State Auditor's Office reviews the valuation and the tax rates for compliance with the Hancock Amendment, which requires that if the assessed valuation of property within the city increases faster than inflation, then the city must reduce its maximum authorized current levy. After the State Auditor's Office review is complete the City Council will adopt the tax rate prior to the statutory deadline of September 1, 2015.

The City of Sikeston's current property tax rate is \$0.7490 per \$100 dollars of assessed valuation (an explanation and example of how that property tax rate would be applied to a residential home will follow). Portions of that rate are designated for certain purposes:

General Fund:	\$0.4002
Public Library Fund:	\$0.1744
Public Parks:	<u>\$0.1744</u>

Total: \$0.7490 per \$100 of assessed valuation

Commercial, residential, and agricultural properties are assessed at different percentages of appraised value:

Commercial: 32%
 Residential: 19%
 Agricultural: 12%

To estimate the city portion of real estate taxes on a residential property, first determine the assessed valuation of the property by multiplying the appraised value of the home (as determined by the county assessor's office) by 19%:

$$\begin{array}{rcl} \text{Appraised value of home} & = & \$100,000 \\ & \times & 19\% \\ \hline \text{Assessed valuation} & = & \$19,000 \end{array}$$

Then divide the assessed valuation by 100 (because the city tax rate is calculated per 100 dollars of assessed valuation) and multiply by the tax rate of 0.7490.

$$\$19,000 / 100 = \$190$$

$$\$190 \times 0.7490 = \$142.31$$

Appraised Home Value of	Assessed Valuation	Approximate City Real Estate Tax Bill
\$100,000	\$19,000	\$142.31
\$150,000	\$28,500	\$213.47
\$200,000	\$38,000	\$284.62
\$250,000	\$47,500	\$355.78
\$300,000	\$57,000	\$426.93

Property Tax History

Fiscal Year	Total Assessed Valuation	Total Rate	General Fund	Park Fund	Library Fund
2015	200,667,773	.7490	.4002	.1744	.1744
2014	194,539,415	.7494	.4004	.1745	.1745
2013	193,769,215	.7494	.4004	.1745	.1745
2012	185,295,894	.7482	.3998	.1742	.1742
2011	185,569,398	.7366	.3936	.1715	.1715
2010	181,501,570	.7366	.3936	.1715	.1715
2009	192,481,876	.6911	.3693	.1609	.1609
2008	173,290,246	.6911	.3693	.1609	.1609
2007	173,290,346	.6911	.3693	.1609	.1609

2006	169,528,091	.6911	.3693	.1609	.1609
2005	165,066,717	.6911	.3693	.1609	.1609
2004	162,958,049	.8748	.5503	.1609	.1609
2003	161,583,695	.8700	.5500	.1600	.1600

Sales Tax Rates

Portions of Sikeston fall within two different counties, Scott and New Madrid, and different sales tax rates apply in each county. Various entities, including the City of Sikeston, levy sales taxes within their jurisdictions. The City of Sikeston receives 2.5 cents for every one dollar of taxable sales within the city limits (i.e. a rate of .02500).

Taxing Authority	Rate Within Scott County	Rate Within New Madrid County
State of Missouri	.04225	.04225
County General Revenue	.01000	.01000
County Ambulance District		.00250
City General Revenue	.02000	.02000
City Transportation	.00500	.00500
Total	.07725	.07975

An upcoming issue the City Council will be asked to consider is if and when to ask voters to approve continuation of a use tax on out-of-state vehicle purchases where no sales tax is otherwise collected. Due to legislation adopted by the Missouri General Assembly, this use tax will be outlawed unless continuation is approved by voters prior to November 2016. If the use tax is not approved by voters, it is estimated that the City of Sikeston will lose around \$139,000 in annual revenue.

Fund Balances (Reserves)

The city's finances are split into various funds. Each of these funds has a "balance" at the end of the year which can be considered the city's reserves. These reserves are important both for emergency preparedness and cash management purposes. Maintaining healthy fund balances is also important because of the city's heavy reliance on sales tax revenues. Sales tax revenues are somewhat unpredictable, and could be dramatically affected by decisions of any number of our major retailers or efforts by the Missouri General Assembly to carve out special interest exemptions to taxable sales.

Here are some things to know about fund balances generally, and about the effect of this 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 regarding how large of fund balances should be carried by cities. 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.
- City policies call for minimum fund balances for unrestricted funds of at least 25% of revenues, and minimum fund balances for restricted funds of at least 15% of revenues. All of the city funds are well above these minimums.
- Overall unrestricted fund balances together amount to 53% of unrestricted revenues. Overall restricted fund balances together amount to 72% of restricted revenues. The overall fund balance (for all funds together) amounts to 56% of total revenues. Essentially, this means we have about 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.

Employee Compensation

For a number of years, and coming to a head during this year's budget deliberations, the city staff and City Council have discussed the need to increase the market competitiveness of our Department of Public Safety (DPS) salaries. Our biggest competitors for Public Safety Officers (PSOs) are typically Perryville, Poplar Bluff and Cape Girardeau, all of whom have starting salaries \$5,000 - \$7,000 higher than Sikeston. We have difficulty recruiting officers against those communities, and we regularly lose officers already on the force to those communities when they have positions open. In some sense, we are training early career officers for those other agencies, when the officers work for us for a short time then take a significant salary increase to move to another agency. We have great Public Safety Officers and we never hire anyone that isn't fully qualified, but it is getting more and more difficult to find enough qualified applicants to fill our positions in a timely manner, and once on board, it is getting more and more difficult to keep officers due to salary disparities.

City management and City Council feels it is imperative to make our DPS salaries more market competitive. Staff in the City Manager's Office, Human Resources, and DPS have been looking at options and analyzing the costs of various scenarios. The most feasible option, in staff's opinion, would be to increase all sworn law enforcement positions in DPS by \$3,000. This does not make our salaries fully market competitive (we would still be 11% below starting PSO salary in Cape Girardeau, 10.5% below Poplar Bluff, and 6% below Perryville) but it takes a significant step in that direction. This plan costs approximately \$264,000.

This budget provides a \$500 across the board increase to base salaries for all regular full-time city employees, except for the sworn law enforcement employees receiving the other increase. 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 larger percentage

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.

Capital Improvements

The city budgets a Capital Improvement Fund to pay for certain capital improvements outside the scope of the individual departments' maintenance and operation budgets. We define capital improvements as purchases of \$10,000 or more for assets with a useful life of 5 years or greater, and major street, drainage, and construction projects (not including mill work, overlays or other measures) over and above normal street maintenance. Items funded through the Capital Improvement Fund in this budget include the following:

- ***Switch Upgrade*** – One of the more expensive items in this year's capital improvement fund budget is also a "behind the scenes" item that few people will see, although most city operations will benefit from it. We have budgeted \$80,000 for a new network switch which will consolidate four existing switches into one upgraded component. Two of the existing switches were at end of life three years ago and are no longer supported by the manufacturer. Parts are no longer available. Failure of any of the switches would lead to loss of the phone and computer networks at city hall, which houses staff and operations from every department but DPS.
- ***Police Vehicles*** – A third of the police vehicles in our fleet are 10 years or older, and as newer vehicles are purchased, older vehicles are passed down to less intense uses. The budget includes two new Chevy Tahoes (and after-market equipment such as radios, lights, cages, etc.) and three used Dodge Chargers from the Highway Patrol. \$40,000 is budgeted for each Tahoe and \$15,000 for each Charger. A third Tahoe was requested but was not able to be funded in this budget.
- ***Fire Apparatus*** – The City Council previously approved purchase of a new ladder and new pumper. Those fire apparatus have been ordered and are under construction. The total cost is budgeted at \$1,040,345, and as soon as the trucks are ready for delivery we will go out to bid for a lease purchase package to finance them. The annual cost of the lease purchase will be around \$100,000.
- ***Battery Backups for Traffic Signals*** – Currently, when the electricity is knocked out the traffic signals around town lose all power. MoDOT has indicated that they are willing to partner with the city to install battery backups on all the traffic signals, with the city paying for the equipment and MoDOT paying for the installation. In future years MoDOT and the city would split the cost of battery replacements as needed. We are hoping to budget \$13,000/year for four years to complete all of the traffic signals in town, which would complete about 5 signals per year.
- ***Truck for Parks Division*** – The budget includes \$24,050 for a full-size four wheel drive pickup for the parks division. The truck it would replace will be passed on to the street division to replace either a 1998 or 2000 model which are both badly in need of replacement.
- ***Mower for Parks Maintenance*** – A very large part of the Parks Division workload during the spring, summer, and fall is mowing of various facilities. The budget includes \$7,800 for replacement of one mower (two were requested).

- ***Replacement of One Restroom at Complex*** – The budget includes \$40,000 for the replacement of one restroom building at the Complex. Initial estimates for a contractor to do the entire job were \$90,000, but the Public Works Department believes it can be done mostly by our in-house crews for \$40,000. There are three restrooms needing replacement at the Complex, and staff recommends starting with the restroom near the tennis courts and our most often rented pavilions.

Additionally, staff would like to raise one note of caution about funding of capital improvements. In recent years, because of insufficient funds to make timely replacements of capital items such as heavy equipment, the city has had to rely on lease purchases to make these purchases. For example, the city has entered (or will enter in the near future) into lease purchase agreements for the purchase of dump trucks, fire apparatus, and E-911 equipment. Lease purchase has also been contemplated for a street sweeper. The city must be cautious about tying up too many funds into principal and interest payments that reduce our flexibility in future years.

Other Significant Issues/Changes for the FY2016 Budget

Other significant issues and changes from the previous budget year include the following:

- ***Health Insurance*** – A major driver of increased costs in this fiscal year is employee health insurance. The city's portion of these costs increased about \$300,000 this year, and employees also saw substantial increases to their premiums. The plan year for health insurance starts halfway through the fiscal year, and later this summer staff and Council will begin considering health plan changes for the plan year starting January 2016 in order to curb these costs.
- ***Leaf Machines*** – Both leaf collection machines are currently out of service, and money for their repairs had to be cut from this budget. As a result, curbside collection of leaves will be eliminated this fall. Staff will work on a plan to open the compost site more frequently during the fall for residents to drop off leaves if they wish.
- ***LCRA*** – Last year we moved \$10,000 from the LCRA budget to the Public Works Department to fund an intern dedicated to LCRA work. The intern's work helped new staff in the city manager's office and public works administration get a handle on some LCRA issues and better organize the City/LCRA relationship. This year's budget has shifted the \$10,000 back to LCRA.
- ***LCRA Youth Summer Mowing Program*** – As previously discussed with the Council, this budget does not contain funds for the youth mowing program. We were able to save approximately \$46,000 in this year's budget by having seasonal employees in the Street Division handle all of the LCRA mowing.
- ***Tuck Pointing and Painting City Hall*** – The building maintenance budget contains \$25,000 for the tuck pointing and painting of the north and west exterior walls of City Hall. This work is needed to make sure the exterior walls are water tight.
- ***Mobile Hardware and Software for Code Enforcement*** – The budget contains \$5,400 for iPads and mobile GIS software to allow code enforcement officers to document and process code enforcement complaints from the field rather than requiring them to take notes in the

field then return to the office to put them into the system, generate letters, etc. This investment is expected to increase the efficiency of our code enforcement efforts.

- ***Animal Shelter HVAC and Plumbing*** – We have budgeted \$11,500 for HVAC and plumbing repairs at the animal shelter. This is part of a multi-year plan to address maintenance needs at the shelter, which is owned by the city and operated by the Humane Society.
- ***Road Salt*** – The city typically buys salt in the summer when prices are lowest, after suppliers have restocked following the winter, but well in advance of the coming winter. Unfortunately, two winters ago the entire country experienced severe weather and salt supplies were scarce and expensive last summer. This past winter was severe in the northeast, but not as bad in other parts of the country. We have budgeted an increase in the chemicals line item in case of higher salt prices, but we also have seen that our new salt spreaders are more precise and efficient than the old ones, so we can hopefully make the salt go further than before.
- ***In-House Concrete Repairs*** – In the current fiscal year Public Works has attempted to do more in-house repair of concrete curbs, gutters, streets, etc. This has caused some overrun in our construction materials budget. For next year, we have budgeted an additional \$20,000 specifically for concrete pavement repair.
- ***Ditch Maintenance*** – In the past year we completed major ditch cleanout projects at the Greenbrier and Butler ditches. In the coming year, we hope to complete additional cleanouts of various ditches and also consider design of major projects such as Lateral C and St John's.
- ***Stormwater Management Consulting*** – We have budgeted \$10,000 for stormwater management consulting – including work by hydraulic engineers on the flood plain issue, and some on-call review of stormwater plans for major developments.
- ***Rail Trail Surveying and Master Plan*** – The Essex Fund budget contains \$15,000 for a rail trail master plan, and \$5,000 for any miscellaneous surveying that may be needed on the railroad corridor.
- ***TIF Infrastructure Construction*** – As previously approved by the City Council, the budget contains a transfer of \$710,000 from the Essex Fund to the Sikeston 60 West TIF fund, for construction of the infrastructure related to the TIF district.
- ***Airport Terminal*** – The Rodeo Trust Fund (created from the proceeds of former airport property sold to the Jaycees for the rodeo grounds, and restricted only to use on the airport) shows all sources of revenue and expenditures associated with the construction of the new airport terminal building.
- ***911/RMS System Replacement*** – The E-911 Fund has \$600,000 budgeted for replacement of the 911/RMS (Records Management System) hardware and software, with funding sources shown as \$400,000 loan proceeds and \$200,000 from fund balance in the E-911 Fund.
- ***Wayfinding/Welcome Signage*** – The Tourism Tax Fund is funded by a 4% tax on hotel/motel room stays. Use of this fund is restricted to tourism related expenses. With the

opening of the new Holiday Inn Express our tourism tax revenue is expected to increase from \$34,976 in FY14 to \$106,392 in FY16. One project we have budgeted with these new funds is \$25,000 for wayfinding and welcome signage near the Highway 60 exit and at other locations throughout town.

Unmet Needs

With this budget we have made strides toward responsibly addressing significant deferred maintenance and other needs, however, there are other needs that are not funded at this time because the funds are not available. The following projects were contemplated, requested, or identified as needs via the budget and capital improvement planning processes, but were not funded in this budget.

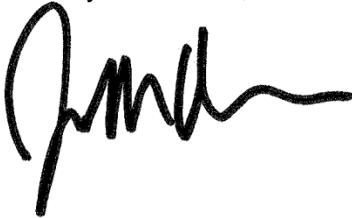
Unfunded Item	Amount	Consequences of Not Funding
Additional ditch maintenance	\$20,000	\$30,000 of ditch maintenance is funded, but additional projects will have to be put on hold.
Additional contracted street maintenance	\$20,000	Contracted street maintenance was cut from \$600,000 to \$580,000. Fewer projects will be completed.
Batwing mower for Airport/ROW	\$15,000	A batwing mower could reduce by nearly 75% the amount of time needed to mow the airport.
Snow plow attachment for pickup	\$5,405	The plow would have been used to supplement the plowing done with dump trucks, especially in tight quarters or areas needing touchups.
Additional Tahoe for Police	\$40,000	Replacement of police vehicles is not keeping pace with the aging of the fleet.
Used pickup for Code Enforcement	\$12,000	This would eliminate replacement of one of the 15 year old Ford Rangers. Both trucks would remain in service as long as maintenance allows.
Additional mower for Parks	\$7,800	Potential for lost time for mower repairs.
New mosquito fogging equipment	\$8,300	Equipment is functional but aging and not as reliable as in the past. Potential for lost time.
Outdoor warning siren for industrial park	\$29,000	This is the last warning siren in a multi-year plan. There is currently no siren at the industrial park.
Street sweeper lease	\$31,000	Street sweeper is currently functional but near end of life. If significant maintenance needs arise this year, the street sweeping program may need to be put on hold until repairs or replacement can be fit into a future budget.
Restrooms near high school soccer fields at the Complex	\$40,000	Old, unreliable, unattractive restroom will continue to be utilized.
Restrooms near t-ball fields at the Complex	\$40,000	Old, unreliable, unattractive restroom will continue to be utilized.
Permanent restroom at RS Matthews Park	\$40,000	Portable toilet will continue to be utilized.
Complex lake fountain light repairs	\$5,000	Lights in fountain will continue to be non-functional.
Updated aerial photography for GIS system	\$20,000	GIS maps will continue to use older imagery that does not reflect the current built environment.
Salt storage building	\$25,000	Current building is undersized and suffering from severe corrosion. A new building could allow more storage of salt out of the elements.

Ballfield lights, field 5	\$100,000	Wooden light poles and old fixtures need to be replaced (and moved outside the field of play).
Backstops, little league	\$20,000	Deteriorating back stops (especially the pole sections underground) will not be replaced.
Backstops, softball	\$30,000	Deteriorating back stops (especially the pole sections underground) will not be replaced.
Comprehensive Land Use Plan update	\$25,00	Currently land use plan is several decades old and badly out of date. Many new streets, subdivisions, and other developments are not taken into account.
Fire Station 2 replacement	\$4,000,000	This centrally located station houses a full fire crew and expensive fire apparatus 24/7, and it regularly floods and has major maintenance issues.
Mausoleum roof repairs	\$11,000	Members of the mausoleum association will have to find funding for any repairs they wish to make to the building.
Leaf Machine Repairs	\$6,000	Curbside collection of leaves will be eliminated.

Conclusion

The city has lived within its means despite flat revenues for a number of years, and there are many unmet needs and improvements we would still like to make. During my first eighteen months as city manager, I have been impressed by the dedication and professionalism of the department heads and other employees of the City of Sikeston. Because of their hard work and careful management of the public resources placed in their trust, the City of Sikeston is financially stable and able to provide quality services to our community.

Respectfully Submitted,



Jonathan M. Douglass
City Manager

Council Letter

Date of Meeting: 15-06-01

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: FY-15 Budget Amendment

Attachments:

1. Ordinance 5987
2. Line Item Detail

Action Options:

1. 1st Reading, Ordinance 5987
2. Other Action Council may deem appropriate

Background:

Ordinance 5987 presents supplemental appropriations which reflect changes in FY-15 financial activity. In addition to changes for grant activity, other notable items include amendments to reflect the newly instituted Seasonal Mowing program, increased amounts for salt, major repairs for the sewer truck, Village Green demolition costs, acquisition of the railroad right-of-way, and the purchase of three dump trucks.

Staff will ask for adoption of this ordinance at the June 15th Council meeting.

THIS BILL AS ADOPTED SHALL BECOME AN EMERGENCY ORDINANCE NUMBER 5987, AND SHALL AMEND ORDINANCE NUMBER 5956, THE FY-15 BUDGET.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SIKESTON, MISSOURI, AS FOLLOWS:

SECTION I: General

A. Codification:

1. This ordinance shall not be codified as part of the SIKESTON MUNICIPAL CODE.
2. Ordinance Number 5956 is hereby amended to read as follows:

SECTION II: Appropriations

- A. General Fund 010: The sum of \$9,405,094 is hereby appropriated out of revenues accruing to the CITY, transfers from other Funds and Fund balance, for the payment of operating and capital expenses, for designated governmental services.
- B. Transportation Sales Tax 025: The sum of \$2,191,718 is hereby appropriated out of Sales Tax Revenue accruing to the City and available Fund balance, to provide financial support for construction, reconstruction, repair and maintenance of streets, street drainage, roads, bridges and equipment necessary for same, in accordance with the provisions of the Transportation Sales Tax Ordinance Number 4775.
- C. Essex Fund 031: The sum of \$405,000 is hereby appropriated out of revenues accruing to the City, available fund balances, and transfers from other funds for the purpose of maintaining the Essex building, and other economic development functions.
- D. Park Fund 040: The sum of \$540,366 is hereby appropriated out of revenues accruing to the Park Fund, transfers from other funds and available fund balance for the payment of operating and capital expenses designated for public park functions.
- E. Capital Improvement Sales Tax Fund 075: The sum of \$981,154 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment or expenses resulting from designated capital items.

SECTION III: Repealer. Any other ordinances or part(s) thereof inconsistent herewith are hereby repealed.

SECTION IV: Severability. Should any part or parts of this ordinance be found or held to be invalid by any court of competent jurisdiction, the remaining part or parts shall be severable and shall continue in full force and effect.

SECTION V: Emergency Clause. This Ordinance is adopted as an emergency measure so that the effective date is prior to the end of FY-15.

SECTION VI: Record of Passage:

- A. Bill Number 5987 was introduced to Council and read the first time this 1st day of June 2015.
- B. Bill Number 5987 was read the second time this 8th day of June 2015, discussed and was voted as follows:

Depro_____, Evans_____, Settles_____,

Merideth_____, Harris_____, Gilmore_____,

and Burch_____

thereby being_____,

becoming Ordinance 5987.

- C. Upon passage by a majority of the Council, this Bill shall become Ordinance 5987 and shall be in full force and effect.

Steven Burch, Mayor

Approved as to Form
Charles Leible, City Counselor

SEAL/ATTEST:

Carroll Couch, City Clerk

CITY OF SKESTON
FY-15 BUDGET AMENDMENT DETAIL

PAGE 1

GENERAL FUND

ACCOUNT #	ACCOUNT TITLE	FROM	TO	VARIANCE
10-16-552.5232	LEGAL	68820	65000	-3,820
30-30-556.5358	BUILDING MAINT.	20000	27000	7,000
40-41-550.5201	SALARIES & WAGES		15840	15,840 Seasonal
40-41-550.5213	FICA		1212	1,212 Mowing
40-41-550.5219	WORKERS COMP		1862	1,862 "
40-41-556.5386	MINOR EQUIP. & APPARATUS		5000	5,000 "
40-41-556.5390	FUEL LUBE & COOLANT		1200	1,200 "
10-44-552.5302	MOWING & LANDSCAPING	40000		-40,000
Total General Fund				-11,706
Original Appropriation				9,416,800
Amended Appropriation				<u>9,405,094</u>

TRANS. SALES

25-40-550-5201	SALARIES AND WAGES		34713	34,713 Director
25-40-550-5209	ALLOWANCES		1333	1,333 "
25-40-550-5213	FICA		2500	2,500 "
25-40-550.5215	LAGERS		2712	2,712
25-40-550.5216	WELLNESS		200	200
25-40-550-5217	HEALTH INSURANCE		10090	10,090 "
25-40-550-5218	LIFE INSURANCE		94	94 "
25-40-550-5219	WORKERS COMP.		113	113 "
25-40-550.5220	FLEXIBLE SPENDING ACCT.		30	30 "
25-42-550.5201	SALARIES AND WAGES	341472	306759	-34,713 "
25-42-550.5213	FICA	24994	22494	-2,500 "
25-42-550.5215	LAGERS	26866	24154	-2,712 "
25-42-550.5216	WELLNESS	2190	1990	-200 "
25-42-550.5217	HEALTH INSURANCE	131034	120944	-10,090 "
25-42-550.5219	WORKERS COMP.	41540	41427	-113 "
25-42-550.5220	FLEXIBLE SPENDING ACCT.	30	0	-30 "
25-40-556-5390	FUEL AND LUBE		764	764 "
25-42-556.5366	CHEMICALS- STREETS	38000	56143	18,143 Salt
25-42-556.5382	CONSTRUCTION MATERIALS	20000	52252	32,252
25-42-556.5386	MINOR EQUIP. & APPARATUS	13000	14713	1,713
25-42-556.5392	VEHICLE MAINTENANCE	14000	20708	6,708
25-42-556.5416	EQUIP. MAINTENANCE	35000	88998	53,998 Sewer trk
25-42-558.5607	TRUCK-PICKUP		11761	11,761
25-42-558.5621	TRACTOR/LOADER		15350	15,350
25-42-558.5730	10-YEAR EQUIP PLAN	100000		-100,000
25-42-558.5734	STREETS & ALLEYS	600000	342876	-257,124
25-42-558.5735	WALKFIELD BRIDGE		370369	370,369
25-42-558.5736	APPLEGATE PROJECT		368000	368,000
25-42-558.5749	WALKING TRAIL		7296	7,296
Total Trans. Sales Tax				530,657
Original Appropriation				1,661,061
Amended Appropriation				<u>2,191,718</u>
25-00-434.4197	MO FOUNDATION GRANT			-2,635
25-00-434.4224	MODOT WAKEFIELD REIMB			-228,404
25-00-434.4225	MODOT REIMB-KINGSHWY			-36,081

CITY OF SKESTON
FY-15 BUDGET AMENDMENT DETAIL

PAGE 2

ESSEX FUND

31-15-556.5358	BLDG. MAINTENANCE	5000	70000	65,000 VG Demo
31-15-558.5742	LAND/PROP. ACQUISITION		335000	335,000 R.R. ROW
Total Essex Fund				400,000
Original Appropriation				5,000
Amended Appropriation				405,000

PARK FUND

40-47-556.5366	CHEMICALS GROUNDS	3000	4650	1,650
40-47-556.5386	MINOR EQUIP & APPAR	3000	4800	1,800
40-47-556.5390	VEHICLE MAINTENANCE	2000	6000	4,000
40-47-556.5416	EQUIPMENT MAINTENANCE	3000	4900	1,900
Total Park Fund				9,350
Original Appropriation				531,016
Amended Appropriation				540,366

CAP. IMPROV.

75-10-558.5690	COMPUTERS AND EQUIP	44000	67000	23,000
75-32-558.5679	BULLET PROOF VESTS	4000	11800	7,800
75-40-558.5702	BUILDING RENOVATION		18300	18,300
75-42-558.5610	DUMP TRUCKS		473450	473,450
75-42-558.5648	TRACTOR		33339	33,339
75-42-558.5730	10 YEAR EQUIP PLAN	50000		-50,000
75-45-558.5607	TRUCK-PICKUP	10000	11630	1,630
75-47-558.5625	TRACTOR		47585	47,585
75-47-558.5730	10 YEAR EQUIP PLAN	75000		-75,000
75-47-558.5757	FENCING & LIGHTING		47300	47,300
Total Capital Fund				527,404
Original Appropriation				453,750
Amended Appropriation				981,154
75-85-460.4848	LEASE PROCEEDS			-465,000
75-00-432.4162	SALE OF PERS. PROPERTY			-20,294
FY-14	INSURANCE PROCEEDS			-18,300

Council Letter

Date of Meeting: 15-06-01

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: FY-16 Budget Ordinance # 5988

Attachments

1. Bill #5988

Action Options:

1. 1st Reading, Bill #5988
2. Other action Council may deem appropriate

Background:

Ordinance # 5988 provides for the adoption of the FY-16 budget for the City of Sikeston, as referenced in prior detailed information distributed to the Council. Further narrative information will be provided in the City Manager's transmittal letter.

Final action on Bill #5988 will be requested on June 8th.

THIS BILL AS ADOPTED SHALL BECOME EMERGENCY ORDINANCE NUMBER 5988, AND SHALL BE REFERRED TO AS "THE FY-2016 BUDGET" (JULY 1, 2015 THROUGH JUNE 30, 2016), IT SHALL REPEAL ORDINANCE 5956, BEING THE "FY-15 BUDGET" AND ALL AMENDMENTS THERETO, IT SHALL PROVIDE FOR THE APPROPRIATION OF MONIES AND ADMINISTRATION OF EXPENDITURES OF MONIES RECEIVED BY THE CITY OF SIKESTON IN ACCORDANCE WITH THE ORDINANCE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SIKESTON, MISSOURI, AS FOLLOWS:

SECTION I: General

A. Ordinances Repealed:

1. Ordinance Number 5956 and all amendments to the FY-15 Budget are hereby repealed.

B. Codification:

1. This ordinance as may be amended and the attached detailed financial plan shall not be codified as part of the SIKESTON MUNICIPAL CODE.

C. Purpose and Responsibility:

1. This financial plan or budget, as submitted by the City Manager of the City of Sikeston, hereinafter referred to as "MANAGER" and "CITY" respectively and approved by the City Council, hereinafter referred to as "COUNCIL", shall represent the entire financial plan of anticipated revenues, fund balances and expected expenses of the CITY for the period aforesaid, and shall be referred to collectively as the "FY-2016 BUDGET".

SECTION II: Appropriations

- A. General Fund 010: The sum of \$9,869,949 is hereby appropriated out of revenues accruing to the CITY, transfers from other Funds and Fund balance, for the payment of operating and capital expenses, for designated governmental services as itemized, to wit;
- B. Sales Tax Fund 020: The sum of \$3,122,286 is hereby appropriated out of Sales Tax Revenue accruing to the CITY and available Fund balance, for payment of operating and capital expenditures for designated governmental functions, in accordance with the provisions of the Sales Tax Ordinance Number 3798.
- C. SAHEC Sales Tax 022: The sum of \$63,272 is hereby appropriated out of Sales Tax Revenue accruing to the City and available Fund balance, for payment of expenditures relating to the construction, furnishing, and debt service of the Sikeston Area Higher Education Center.
- D. Transportation Sales Tax 025: The sum of \$1,595,107 is hereby appropriated out of Sales Tax Revenue accruing to the City and available Fund balance, for payment of capital item purchases and capital improvements for designated governmental projects and related equipment only, in accordance with the provisions of the Transportation Sales Tax Ordinance Number 4775.
- E. Economic Development 030: The sum of \$235,893 is hereby appropriated out of revenues accruing to the City, transfers from other funds, and available fund balances for the payment of operating expenses designated for economic development functions.
- F. Essex Fund 031: The sum of \$810,000 is hereby appropriated out of revenues accruing to the City, available fund balances, and transfers from other funds for the purpose of maintaining the Essex building, and other economic development functions.
- G. Park Fund 040: The sum of \$542,314 is hereby appropriated out of revenues accruing to the Park Fund, transfers from other funds, and available Fund balance, for the payment of operating and capital expenses designated for public park functions.
- H. Municipal Court Fund 050: The sum of \$318,322 is hereby appropriated out of revenues accruing to the CITY, transfers from other funds and fund balance, for the payment or expenses resulting from designated capital items and capital improvements.

- I. Tourism Fund 065: The sum of \$108,844 is hereby appropriated out of revenues accruing to the Tourism Tax Fund, transfers from other funds, and available Fund balance, for the payment of operating and capital expenses designated for tourism promotion and marketing functions.
- J. Rodeo Trust Fund 066: The sum of \$946,159 is hereby appropriated out of revenues accruing to the City, transfers from other funds, and available Fund balance, for the payment of Airport Improvements.
- K. 911 Fund 070: The sum of \$1,034,374 is hereby appropriated out of revenues accruing to the CITY, transfers from other Funds and Fund balance, for the payment or expenses related to E-911 operations.
- L. Capital Improvement Fund 075: The sum of \$1,330,195 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment or expenses resulting from designated capital items.
- M. 60 West FIF District Fund 091: The sum of \$710,000 is hereby appropriated out of revenues accruing to the City, transfers from other funds and Fund balance, for the payment of Public Improvements.
- N. 60/61 TIF District Fund 090: The sum of \$49,500 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment of TIF Notes.
- O. Main & Malone TIF District Fund 095: The sum of \$118,200 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment of TIF Bond issuances.

SECTION III: Administration

- A. The MANAGER shall be responsible for:
 - 1. Ensuring compliance with the provisions of this ordinance; the general and specific administration of the FY-2016 Budget plan and may adopt any supportive policy or procedure he deems appropriate to and in support of such administration.
 - 2. Monitoring revenues, fund balances and expenditures to ensure compliance with this ordinance and appropriate use of City funds.
 - 3. Disapproving any expenditure and/or disallowing any claim, which in his sole opinion is not justified or not in compliance with this ordinance or City Code or established policy or procedure.
 - 4. Authorizing minor transfers, re-appropriation and/or expenditure in excess of specific accounts or Divisional appropriations, provided Fund appropriations based on revenue receipts plus fund balance are not exceeded.
 - 5. Drafting or causing to be drafted for Council consideration any amendment to this Ordinance when 1) significant change may be required; 2) to address Council action; revenue(s) and/or expenditure(s) which differ from estimates by greater than ten percent (10%) of the estimates or plan.
- B. The CITY CLERK shall be responsible for:
 - 1. Confirming and certifying that total expenditures plus encumbrances shall not at any time exceed the total of actual revenue received plus fund balances.
 - 2. Providing monthly financial statements to the:
 - a. Council and Manager, summarizing all financial activity of all Funds, in a format to be approved by the Manager.
 - b. Manager containing detailed budget summaries of all Fund, Department and Division financial activity, including direct expenditures and encumbrances, in a format to be approved by the Manager.
 - c. Department heads containing detailed budget summaries of all Personnel, Maintenance and Operation accounts, and Capital Items/Improvements, by line item, for which they are responsible, including expenditures and encumbrances, in a format to be approved by the Manager.

3. Ensuring no expenditure is authorized from the Capital Improvement Fund, except as approved by Council and/or Manager action as appropriate and in compliance with the Municipal Code Title 3 et. seg.
 4. Developing, implementing, monitoring, revising and/or upgrading the City's accounting system and purchasing policy and procedures, at the direction and with the approval of the Manager.
- C. All Department Heads are responsible for:
1. Exercising prudent management control over each account assigned to their respective department.
 2. Ensuring compliance with this ordinance and policy and procedure currently or as may be established.
 3. Continually striving for the most cost effective method(s) of operation of their department, in all areas including personnel, maintenance, operations and capital expenditures.
- D. No expenditure shall be made for any fund which is not in compliance with this ordinance and/or with the formal detailed financial plan or Budget, City Code and policy or procedure as approved by the Manager.

SECTION IV: Compensation and staffing levels.

- A. Shall be in accordance with the provisions of Ordinance Number 5989.
- B. Administration of Compensation and Staffing Levels shall be in accordance with Ordinance Number 5989.

SECTION V: Repealer. Any other ordinances or part(s) thereof inconsistent herewith are hereby repealed.

SECTION VI: Severability. Should any part or parts of this ordinance be found or held to be invalid by any court of competent jurisdiction, the remaining part or parts shall be severable and shall continue in full force and effect.

SECTION VII: Emergency Clause. This Ordinance is adopted as an emergency measure so that the effective date corresponds with the fiscal year.

SECTION VIII: Record of Passage:

- A. Bill Number 5988 was introduced to Council and read the first time this 1st day of June 2015.
- B. Bill Number 5988 was read the second time this 8th day of June 2015 discussed and was voted as follows:

Depro _____, Settles _____, Gilmore _____, Evans _____,
 Harris _____, Meredith _____, and Burch _____,
 thereby being _____,
 becoming Ordinance 5988.

- C. Upon passage by a majority of the Council, this Bill shall become Ordinance 5988 and shall be in full force and effect from and after July 1, 2015.

 Steven Burch, Mayor

 Approved as to Form
 Charles Leible, City Counselor

BILL Number 5988

ORDINANCE Number 5988

SEAL/ATTEST:

Carroll Couch, City Clerk

Council Letter

Date of Meeting: 15-06-01

Originating Department: Governmental Services

To the Mayor and City Council:

Subject: Briefing on Bill 5989 Establishing Staffing and Compensation Levels for FY-16

Attachment(s):

1. Bill 5989 with associated tables

Action Options:

1. First Reading of Bill Number 5989
2. Other action Council may deem appropriate

Background:

In accordance with the City Charter, Bill 5989 establishing staffing levels and the basic compensation plan for the fiscal year ending June 30, 2016 is presented for first reading. As set forth in Table 1-A of Bill 5989 staffing has decreased from FY-15 levels. The part-time position of Public Works GIS intern has been deleted as well as the elimination of 24 seasonal positions used to mow LCRA properties. In addition, a skilled worker position in the Street Division has been authorized but unfunded since FY2011. That position was deleted.

Part-time firefighters are utilized to fill schedule vacancies in Fire Division. These individuals usually work for other departments and are not sufficient to cover staffing shortages in the Fire Division. An additional 5 firefighter positions were authorized, however budgeted funds remained the same.

In the past, employees working holidays were paid straight time and equivalent personal time was put into a bank. The employee was allowed to use the earned time in lieu of vacation or sick leave. If not used by their anniversary, they were paid for the time and their balance reset to one shift. Employees will now have the option of being paid double time or accruing the holiday for future leave time. They may now also cash out the leave time on a regular pay date, when desired. No balance of one shift will be required on the anniversary. This change has no budgetary impact on the City.

All commissioned law enforcement personnel, except for Director Juden, will receive a \$3,000 increase in annual compensation. Remaining employees will receive an annual compensation increase of \$500.

The second reading of Bill Number 5989 has been scheduled for the June 8 Special City Council Meeting. As indicated in Section XIV: Record of Passage, the effective date of this bill will be July 1, 2015.

THIS BILL AS ADOPTED SHALL BECOME EMERGENCY ORDINANCE NUMBER 5989 AND SHALL REPEAL ORDINANCE NUMBER 5957 BEING THE FY-16 COMPENSATION PLAN AND EMPLOYEE STAFFING LEVEL AUTHORIZATION, AND ALL AMENDMENTS THERETO; AND SHALL ESTABLISH THE EMPLOYEE COMPENSATION PLAN AND STAFFING LEVELS, AND THE ADMINISTRATION THEREOF FOR FISCAL YEAR 2016 (JULY 1, 2015 THROUGH JUNE 30, 2016).

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SIKESTON, MISSOURI, AS FOLLOWS:

SECTION I: General

- A. This ordinance shall not be codified as part of the Sikeston Municipal Code.
- B. This ordinance and all attachments hereto as may be amended shall be incorporated with and become part of the FY-16 BUDGET CODE.

SECTION II: Administration.

- A. The City Manager hereinafter referred to as "MANAGER" shall be responsible for the general and specific provisions of this Ordinance, including but not necessarily limited to:
 - 1. Development, implementation, monitoring and revision of supporting policy and procedure he deems necessary for proper administration and good business practices.
 - 2. Certifying employee compensation records for compliance to the provisions set forth herein and with supporting policy and procedure of II.A.I. Above.
- B. The MANAGER may:
 - 1. Approve higher initial compensation for any staff position authorized, when in his sole opinion such action is appropriate based on:
 - a. Degree of difficulty in attracting the most wholly qualified applicant at the published beginning rate; or
 - b. Specific or special qualifications are required for the position; or
 - c. Preferred/best candidate(s) background, experience and/or special qualifications result in extreme difficulty in recruiting at the regular entrance rate; or
 - d. The current local compensation trend for the skills required is substantially greater than the published beginning rate.
 - 2. Approve the hiring at a lesser initial compensation when, in his sole opinion, such action is appropriate based on:
 - a. An otherwise eligible candidate will require a period of specialized training; or
 - b. The current local compensation trend for the skills required is substantially less than the published beginning rate.
 - 3. Increase any employee's paid compensation when sustained performance indicates such action is appropriate:
 - a. Within the guidelines of the merit pay plan, employee or supervisor of the year program; or
 - b. When a given position responsibility and/or scope is significantly broadened; or
 - c. When a specific employee displays consistent and noteworthy performance, behavior and supportive attitude, which in the MANAGER'S sole opinion, collectively warrant such action.
 - 4. Decrease any employee's paid compensation:
 - a. When sustained or severe single case performance or behavior is below expected standards or represents severe disregard or violation of policy or procedure; or
 - b. Upon employee demotion or transfer as appropriate.
- C. Changes to and Offers of Compensation:
 - 1. No change to any part of any employee's compensation in total or in part, either increase or decrease, may be made without the approval of the MANAGER.
 - 2. No offer shall be made to any prospective or current employee of paid

compensation or benefits, either greater or lesser than those allowed by this ordinance, except as may be approved by the MANAGER.

3. Entry range compensation and benefits as specified herein may be discussed with potential employees, including whatever action a respective Department Head may intend to make, provided no actual offer is made without the approval of the MANAGER.

D. DEPARTMENT HEAD shall be responsible for:

1. Becoming and remaining knowledgeable with the provisions of this Ordinance including any amendment thereto and supporting policy or procedure as in effect currently or as may be established or revised in future.
2. Ensuring compliance with the provisions of this Ordinance and supporting policy or procedure, as currently in effect or as may be amended.
3. Training their Division Heads and Supervisors on the provisions of this Ordinance and supporting policy and procedure.
4. Recommending any change to the compensation of each employee assigned to their Department, in support of the provisions of this Ordinance and supporting Personnel Policy.
5. Ensuring timeliness and accuracy of any change, either increase or decrease, upon:
 - a. Each Anniversary Date
 - b. Upon Hiring, Promotion, Transfer, Discipline or Termination
6. May suspend any employee within their Department, pending an appeals hearing in accordance with the provisions of the Discipline Policy, without pay.

E. CITY TREASURER shall be responsible for:

1. Ensuring compliance with the provisions of this Ordinance and supporting policy, reporting any violation of either, immediately to the MANAGER.
2. Generating and maintaining employee compensation records as needed including any change thereto, in a timely fashion.
3. Generating and maintaining personnel rosters, in a format to be approved by the MANAGER, and shall contain as a minimum:
 - a. A complete POSITION listing, including current status of each, as authorized by this Ordinance or the MANAGER under the provisions of this Ordinance.
 - b. Current EMPLOYEE information including, department/division assignment, pay classification code, FLSA Classification code, hiring date, anniversary date, date of eligibility for next increase, and any other as required by the MANAGER.
 - c. Said roster to be updated at least monthly and a working copy updated daily, as may be required, and maintained by the City Treasurer.
4. Generating and forwarding to responsible Department Head, any employee compensation record as needed to support the provisions of this Ordinance and ensuring the completeness and accuracy of any such compensation record.
5. Ensuring timely entry and/or change, as approved by the MANAGER, to any employee's compensation as specified in the compensation record.

SECTION III: Paid Compensation.

A. Pay Plan (See Tables IIA or IIB as applicable.)

1. Shall be a merit (performance) plan.
2. Shall be constructed of twenty-three (23) levels called GRADES for all employees, and sixteen (16) ranges called STEPS for all employees except Commissioned Public Safety Officers, which have eighteen (18) STEPS. STEPS are based upon years in service and the ability to maintain compliance with ongoing job requirements associated with the merit pay plan. (Please note: Commissioned Public Safety employees are subject to an alternate compensation plan. See Table IIB).
3. Employees must be eligible in all respects on the appropriate anniversary date to receive the indicated increase in paid compensation.
4. Employees ineligible for any reason on the appropriate anniversary date shall be awarded as follows:
 - a. The appropriate STEP assignment without any resulting increase in

salary or wages.

- b. Any benefit in terms of sick leave, vacation or other such, as would otherwise be awarded had the ineligibility not occurred.
- c. Employees shall not have their eligibility restored to receive a merit raise.

B. Allowances are hereby authorized as follows:

1. Clothing allowance for employees of the Department of Public Safety serving in the positions of Communications Officers, Communications Supervisor, all Public Safety Officers, Investigators, Sergeants, Lieutenants, Captains and Director at a rate of \$650.00 annually. This will be paid by installment, with one-half (1/2) of the clothing allowance being paid on the first pay date in March and the second one-half (1/2) of the allowance to be paid on the first pay date in September, excluding new hires which will receive the first portion of their uniform allowance on their first pay check and the second portion either on the first pay date in March or the first pay date in September.
2. Clothing allowance for Entry Level Maintenance Workers, Skilled Workers, Mechanic, DPW Supervisors and Code Enforcement Officers at a rate of \$250 annually with an additional \$150 per year for steel-toed boots.
3. Clothing allowance for administrative assistants, account clerks, deputy city treasurer, city collector, city treasurer, secretary/receptionist, IT technician, network administrator, court clerk and deputy court clerk at a rate of \$250 annually.
4. Car allowance for City Manager to be paid in either twenty-six (26) or twelve (12) equal installments at the election of the recipient.
 - a. The annual amount of this allowance to be individually established, by position.
 - b. Payment of this allowance shall only be made, after the completion of the time period of the pro-ration as elected by the employee.
 - c. No additional claim for mileage or other operating or maintenance expense shall be authorized for persons receiving this allowance.
5. Mileage in the amount currently established by the United States Internal Revenue Service (IRS) Regulations per documented mile, when a privately owned vehicle is required to be used for CITY business, upon the responsible Department Heads certification of the claim for reimbursement. Said certification to be both for requirement of use and accuracy of the respective claim.
6. Direct reimbursement of "out-of-pocket" expenses of any employee incurred in the performance of their duties subject to Per Diem rates and completion/submission of appropriate claim and required supporting documentation within three (3) working days of return to work.

SECTION IV: Benefits:

- A. Vacation banking shall be limited to two (2) times the annual accrual rate.
 1. Vacation in excess of this amount shall be lost, without compensation, on the employee's anniversary date of employment.
 2. An employee may submit a request to cash-in vacation time, to the MANAGER. The MANAGER may authorize the payment (cashing in) of vacation, it is warranted. An employee may request the cashing in of no more than two weeks of vacation within a fiscal year. Council approval is required for the Manager, City Clerk and City Treasurer to cash-in vacation time.
 3. Vacation in excess of the limits as herein established, shall be forfeited on the appropriate anniversary date, without recourse or grievance to or by the employee so affected.
 4. Vacation shall be earned and accrued monthly after the first anniversary date as follows:
 - a. Employment at first anniversary, six (6) days or two and ½ (2.5) shifts provided however, employees shall not accrue any vacation until the end of their initial employment qualifying period (first anniversary with recommendation for continued employment) and further, employees leaving the service of the City prior to their first anniversary, as established in Section VII of this Ordinance, shall forfeit any and all claim to any vacation time.

- b. Beginning year two (2) to end of year four (4), eleven (11) days or four and ½ (4.5) shifts.
 - c. Beginning year five (5) to end of year eight (8), thirteen (13) days or five and ½ (5.5) shifts.
 - d. Beginning year nine (9) to end of year twelve (12), fifteen (15) days or six and ½ (6.5) shifts.
 - e. Beginning of year thirteen (13) to end of year sixteen (16), seventeen (17) days or seven and ½ (7.5) shifts.
 - f. Beginning of year seventeen (17) to end of year twenty (20), nineteen (19) days or eight and ½ (8.5) shifts.
 - g. Beginning of year twenty-one (21) to end of year twenty-five (25), twenty-one (21) days or nine and ½ (9.5) shifts.
 - h. Beginning year twenty-six (26) to end of employment, twenty-six (26) days or twelve and ½ (12.5) shifts.
6. Employees shall not accrue any vacation until the end of their initial employment qualifying period (first anniversary with recommendation for continued employment).
- a. Employees leaving the service of the City prior to their first anniversary as established in Section VII of this Ordinance shall forfeit all claims to any vacation time.
7. Accrued banked vacation shall be bought back at the employee’s regular rate of pay when the employee leaves the service of the City.
8. After the first anniversary of employment, vacation earned at the rates as set out herein above, shall accrue to the employee as follows:
- a. Initial year’s (six (6) days) shall be accrued (provided employee is recommended for continual employment) as a lump sum (in hours), the first pay period immediately following the anniversary date as set forth in Section VII of this Ordinance.
 - b. An amount in hours, equal to the rates established herein above, shall be accrued on a one-twelfth (1/12) per year pro-rata, to each eligible employee’s vacation bank and stated on the employee’s check stub on the first pay date immediately following the month the vacation time was earned. Vacation time used, as indicated on the employee time cards, shall be deducted from this balance on the pay date immediately following use.
9. For the purpose of this Ordinance, a work month shall be defined as thirty (30) consecutive days.
10. Accrual of vacation time shall continue up to the end of the first work month of authorized sick leave usage. Accrual of vacation time shall cease upon the completion of the first work month of sick leave usage, medical leave or leave of absence. Accrual of vacation time shall resume, as herein above set forth, upon the employee’s return to work, upon doctor’s release. Accrual rates may be prorated, to reflect actual work hours, if less than full-time.

Vacation Earned Per Year, Accrued Monthly

Assigned Hours Per Shift	Leave Based on Years of Completed Service							
	Year 1	2-4	5-8	9-12	13-16	17-20	21-25	26+
	6 Days/ 2.5 Shifts	11 Days/ 4.5 Shifts	13 Days/ 5.5 Shifts	15 Days/ 6.5 Shifts	17 Days/ 7.5 Shifts	19 Days/ 8.5 Shifts	21 Days/ 9.5 Shifts	26 Days/ 12.5 Shifts
8	48	88	104	120	136	152	168	208
8.3	49.8	91.3	107.9	124.5	141.1	157.7	174.3	215.8
24	60	108	132	156	180	204	228	300

- B. Sick leave shall be considered an insurance type benefit, the use of which represents a claim against the City and the banking of which shall be limited to 1,040 hours for general and supervisory personnel, 1079 hours for patrol and communication hourly employees and 1404 hours for fire division personnel assigned to 24 hour shifts.
- 1. Abuse of sick leave shall be considered a false claim against the City and sufficient reason for immediate discharge of any employee when, in the sole opinion of the MANAGER, any such abuse may exist.
 - 2. Sick leave in excess of banked limits shall be lost, without compensation, on the employee’s anniversary date of employment. Employees, which have exceeded the bank limit, shall only be reduced to the bank limit. Employees,

- who have received their sick leave bank limit and forfeited the excess, shall begin to accrue sick leave in the routine manner until their next anniversary.
- The MANAGER may authorize carry over, not to exceed one (1) additional year of sick leave accrual when, in his sole opinion, such action is warranted, upon receipt of an appropriate request at least thirty (30) days prior to the anniversary date the employee would otherwise forfeit sick leave time accrued.
 - Trading, transferring or giving of sick leave time between employees is not authorized.
 - Sick leave shall be accrued monthly beginning after the first six (6) months of employment, upon department head recommendation and MANAGER approval as follows:

Sick Leave Earned Per Month

Assigned Hours Per Shift	<u>Leave Based on Years of Completed Service</u>			
	< 6 months	6 months -2 years	3-4 Years	5+ Years
	0	½ day/shift	¾ day/shift	1 day/shift
8	0	4	6	8
8.3	0	4.15	6.225	8.3
24	0	6	8	10

- Unused sick leave banked at the time the employee leaves the service of the City shall be forfeited and no paid compensation is authorized for any such time, unless the employee has at least 10 continuous years of service and leaves in good standing, then the employee will be paid for 25% of his accrued sick leave bank at his regular hourly rate.
 - Accrual of sick leave shall continue up to the end of the first work month of authorized sick leave usage. Accrual of sick leave shall cease upon the completion of the first work month of sick leave usage, medical leave or leave of absence. Accrual of sick leave shall resume, as hereinabove set forth, upon the employee’s return to work; upon doctor’s release. Accrual rates may be prorated, to reflect actual work hours, if less than full-time.
- C. Holiday time shall be provided at a rate of twelve and one-half (12 ½) days per year, which shall be:
- New Year’s Day (January 1)
 - Martin Luther King, Jr. Day (3rd Monday in January)
 - President’s Day (3rd Monday in February)
 - Memorial Day (Last Monday in May)
 - Independence Day (July 4)
 - Labor Day (First Monday in September)
 - Columbus Day (2nd Monday in October)
 - Thanksgiving Day (4th Thursday in November)
 - Friday following Thanksgiving (4th Friday in November)
 - Christmas Eve, one-half (1/2) day, (December 24)
 - Christmas Day (December 25)
 - Floating Holidays (City offices remain open)

Good Friday and Veteran’s Day

- When any authorized holiday shall fall on a Saturday, that holiday shall be observed on the preceding Friday. When any authorized holiday shall fall on a Sunday, that holiday shall be observed on the following Monday.
- Whenever an eligible employee is required to work or whenever a scheduled City Holiday shall fall on an eligible employee’s regularly scheduled day off then an employee may be choose to be paid the holiday or that holiday (in hours) shall be credited to the employee’s Personal Hours as follows:

Holiday/Personal Hours Banked Per Shift

Leave Hours Banked	Salaried/40 E	171E	212E/Fire Div. Sgt.
	(8 Hour Shifts)	(8.3 Hour Shifts)	(24 Hour Shifts)
	8 Hours	8.3 Hours	12 Hours

- Banked holiday/personal hours shall be reflected in the appropriate box on the next paycheck stub.
- Banked holiday time shall accrue until the employee requests to be paid or until the employee’s anniversary date, at which time all banked time shall be

- bought back from the employee at the employee's regular hourly rate.
5. The MANAGER may authorize a carryover of greater than that referenced in C(4) above, when in his sole opinion such action is warranted and upon written request at least thirty (30) days prior to the employee's anniversary date, and with Department Head recommendations.
 6. Banked holiday time shall be bought back at the employee's regular rate of pay, when any employee leaves the service of the City.
 7. Employees absent for more than 30 consecutive days will not accrue holiday/personal hours.
- D. The City shall participate in the Local Government Employee Retirement System (LAGERS) LT8-65 (65)-retirement plan. This retirement plan increases employee benefits to 1.50% for a life allowance; plus an additional 50% allowance to age 65. Effective FY-92 the City changed from a "Contributory" to "Non-Contributory" Plan, and is subject to the administrative requirements of State Statute and LAGERS regulations.
- E. The City shall provide an employee health insurance plan and pay eighty percent (80%) of the established premium contribution amount to be effective the first of the month following ninety (90) days of continued employment.
1. Employees shall contribute twenty percent (20%) of the established premium amount.
 2. Employees have the opportunity to enroll, when hired, for the health insurance coverage for themselves and any dependents. If coverage is declined at initial employment, employees can only enroll under special circumstances as a special enrollee or late enrollee. Please see the Alliance Benefits booklet for descriptions of special enrollee and late enrollee.
- F. The City shall offer a public employees' cafeteria plan, as allowed under Internal Revenue Code Section 125. All full time employees of the City are eligible for participation in the cafeteria plan. Benefit categories to be offered are as follows:
1. City sponsored medical insurance
 2. Flexible medical benefits
 3. Dependent care assistance
 4. Additional features or benefits the City may desire to add

SECTION V: Classification.

- A. Each employee shall be assigned a compensation code; it shall be a three (3)-part code to track, in order: grade, step and longevity. The Compensation Code shall be upgraded at least annually, with an effective date the same as the employee's anniversary date, or upon any compensation change with the new anniversary date as herein set out, as follows, the:
1. First two (2) digits designate Pay Grade.
 2. Letter Designation indicates Pay Step.
 3. Last two (2) digits designate completed years of service.
- B. In general, higher pay grades reflect:
1. Greater responsibility
 2. Hierarchy with the Organization
 3. Higher pay and/or allowances

SECTION VI: Eligibility.

- A. Eligibility shall encompass any and all criteria established by this Ordinance, and/or City policy and procedure. The absence or loss of any such or part of such eligibility shall limit or disallow pay increase as herein or otherwise authorized. Employees ineligible for, at the time they might normally expect to receive a pay increase, shall be assigned the next higher step designator and forfeit any claim to such compensation increase.
- B. Ineligibility may occur, but may not be limited to the following:
1. Qualifying Periods
 - a. Initial employment qualifying period for MERIT adjustment only.
 - b. An employee under investigation which may result in disciplinary action or who is under assignment to a disciplinary qualifying period shall:

1. Have the outcome of the investigation applied retroactive to the date of eligibility.
2. Not be eligible for any compensation increase, but shall be assigned the next STEP as appropriate or as determined by due process.
2. When the overall evaluation grades for the most recent past six (6) evaluations average five point five (5.5) or less.
3. When repeated or severe violations of policy or procedure occur.
4. Upon department head or MANAGER recommendation.

C. Merit Eligibility:

1. Generally:
 - a. All positions except MANAGER and DEPARTMENT HEADS shall be eligible for merit increase upon completed service (see Tables II-A and II-B), and compliance with all criteria established by ordinance and/or City policy and procedure.
 - b. Merit increases shall be based on the mathematical average of all evaluations received since the employee's last merit increase, as determined in the Pay Plan Tables II-A and II-B.
 - c. Merit increases for the MANAGER and DEPARTMENT HEADS shall be individually determined
2. General Service Employees, for purposes of this ordinance, shall be defined as all employees of the City of Sikeston other than Commissioned Employees. Merit increases shall be awarded to General Service Employees, when eligible in all respects, as set forth in Pay Plan Table II-A.
3. Commissioned Employees, for the purposes of this ordinance, shall be defined as all rookie and commissioned public safety officers employed within the Sikeston Department of Public Safety. Merit increases shall be awarded to Commissioned Employees, when eligible in all respects, as set forth in Pay Plan Table II-B.

D. Reclassifications and Other Compensation Increases:

1. General Service Employees:
 - a. Entry Level Maintenance Workers shall be assigned to Grade 9. Upon successful completion of their training, and upon Department Head recommendation and City Manager approval, the employee shall be reclassified to Skilled Worker, Grade 11, and receive appropriate compensation for that grade.
 - b. Public Works Skilled Workers and Mechanic, when classified as a leadman by their Department Head shall receive an additional \$.75 per hour.
 - c. Rookie Communications Officers shall be assigned to Grade 11. Upon successful completion of their training, and upon Department Head recommendation and City Manager approval, the employee will be reclassified to Communications Officer, Grade 13, and receive appropriate compensation for that grade.
 - d. Communications Field Training Officer (FTO) - Communications Officers filling this position shall receive an additional one dollar and twenty-five cents (\$1.25) per hour. This additional compensation will only be paid when training a rookie communications officer.
 - e. Firefighter - A sub-classification of "Firefighter" will exist within the general classification of PSO. This class is used for non-commissioned officers assigned to Fire Division. Compensation for these employees shall be set by the City Manager, as determined by their training, education and performance.
2. Commissioned Employees:
 - a. Public Safety FTO – Additional compensation of One Dollar and twenty-five cents (\$1.25) per hour is available for any commissioned Public Safety Officer trained, and designated as a Field Training Officer. This additional compensation will only be paid when training a rookie public safety officer.
 - b. Canine Officer – Any commissioned Public Safety Officer trained and designated as the City's Canine Officer shall receive additional, annualized, compensation of three thousand six hundred dollars (\$3,600).

SECTION VII: Anniversary Date.

- A. Shall be rounded to the first day of the month when the employee begins employment on or before the sixteenth (16th) day of the employment month, or to the first of the month following the employment month when the employee begins work after the sixteenth (16th) day of the employment month.
- B. This anniversary date shall be used when computing all eligibility times throughout the employee's employment.
- C. Merit changes, (pay or benefits) shall be based on employment anniversary dates of consecutive years of service.
- D. Employees leaving the service of the City prior to their 1st anniversary shall forfeit any and all claim to any vacation time.

SECTION VIII: Less Than Full Time Employees.

- A. The MANAGER shall determine hourly rates for employees working part time or temporary (seasonal) in accordance with sound business practices, the minimum wage laws and provisions of FLSA.
- B. The MANAGER may authorize up to one-half (1/2) the holiday time benefits to such employee when in his opinion such is warranted by the nature of the position and the specific employee's performance both warrant such action and provided said employee(s) is/are regularly scheduled for twenty-five (25) or more hours per week.

SECTION IX: Staffing Generally

- A. The City Manager shall be authorized for the following, including but not limited to:
 - 1. Development, monitoring and revision of supporting policy and procedure.
 - 2. Ensuring best-qualified candidate is selected for any given position.
 - 3. Appropriate discipline including removal from the City employ any person he deems necessary, in his sole opinion.
 - 4. Elimination of any position he deems appropriate due to lack of work, changing work process, or reorganization.
- B. The MANAGER shall not be required to fill any position simply because a vacancy exists.
- C. The MANAGER may amend staffing levels or authorized positions within any specific department, provided
 - 1. Such amendment does not exceed the total number of City employees established herein.
 - 2. Such amendment does not cause the anticipated appropriation budgeted for Personnel Services within said department to be exceeded.
- D. The MANAGER may employ additional temporary personnel when regular employees are not available (illness, injury, medical or military leave) or a specific increase in a work process requires such action to maintain levels of service.

SECTION X: Authorized Staffing Levels & Compensation Classifications.

FY-2016 Authorized Staffing Level Totals,

- 1. 120 Full Time Employees
- 2. 12 Part Time Employees
- 3. 8 Seasonal/Temporary Employees

SECTION XI: Repealer. Any other ordinances or part(s) thereof inconsistent herewith are hereby repealed.

SECTION XII: Severability. Should any part or parts of this ordinance be found or held to be invalid by any court of competent jurisdiction, the remaining part or parts shall be severable and shall continue in full force and effect.

SECTION XIII: Emergency Clause. This ordinance is adopted as an emergency measure so that the effective date corresponds with the fiscal year.

SECTION XIV: Record of Passage:

1. Bill Number 5989 was introduced to Council and read the first time this 1st day of June 2015.
2. Bill Number 5989 was read and discussed the second time this 8th day of June 2015 discussed and was voted as follows:

Depro _____, Evans _____, Gilmore _____, ,
Harris _____, Settles _____, and Burch _____,
thereby being _____,
becoming Ordinance 5989.

3. Upon passage by a majority of the Council, this Bill shall be in full force and effect from and after July 1, 2015.

Steven Burch, Mayor

Approved as to Form
Charles Leible, City Counselor

Seal/Attest:

Carroll Couch, City Clerk

ORDINANCE NUMBER 5989 - TABLE I-A
FY-2016 STAFFING AUTHORIZATION

I. STAFFING LEVEL AUTHORIZATION (by Department, Division and Classification)

F – full-time; P – part-time; S – seasonal)		<u>FY-2015</u>			<u>FY-2014</u>		
		F	P	S	F	P	S
A.	<u>GOVERNMENTAL SERVICES</u>						
	City Manager	6	0	0	6	0	0
	City Court	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>
	TOTAL Governmental Services	8	0	0	8	0	0
B.	<u>ADMINISTRATIVE SERVICES</u>						
	Director/City Clerk	1	0	0	1	0	0
	Finance/Deputy City Clerk	3	0	0	3	0	0
	City Collector	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>
	TOTAL Administrative Services	6	0	0	6	0	0
C.	<u>PUBLIC SAFETY</u>						
	Administration/Detention	8	0	0	8	0	0
	Communications	9	0	0	9	0	0
	Patrol/Fire	<u>63</u>	<u>10</u>	<u>0</u>	<u>63</u>	<u>5</u>	<u>0</u>
	TOTAL Public Safety	80	10	0	80	5	0
D.	<u>PUBLIC WORKS</u>						
	Director	2	0	0	0	0	1
	Seasonal Mowing	0	0	2	0	0	0
	Street	10	0	4	11	0	6
	Garage	2	0	0	2	0	0
	LCRA	0	0	0	0	0	24
	Planning	4	0	0	4	0	0
	Animal Control	0	0	0	0	0	0
	Parks	<u>6</u>	<u>2</u>	<u>2</u>	<u>6</u>	<u>2</u>	<u>2</u>
	TOTAL Public Works	24	2	8	25	2	33
E.	<u>ECONOMIC DEVELOPMENT</u>						
	Director	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>
	TOTAL Economic Development	2	0	0	2	0	0
F.	TOTAL Authorized Positions	120	12	8	121	7	33
		FY-2016=135			FY-2015=161		
G.	FY2015 CHANGES IN STAFFING:						
	1. The GIS Intern position was eliminated in Public Works						
	2. 2 Seasonal employees were separated from the Street Division. Their primary duty is mowing LCRA and abandoned properties						
	3. The LCRA summer mowing program was eliminated						
	4. The number of authorized part-time firefighters was increased from 5 to 10; however budgeted funds remained the same.						

ORDINANCE NUMBER 5989 – TABLE I-B
FY-2016 INDIVIDUAL FUNDING AUTHORIZATION BY DEPARTMENT & POSITION

<u>Department</u>	<u>Division</u>	<u>Position/Title</u>	<u>Grade</u>	<u>Authorization</u>		
				F	P	S
Gov. Services	City Manager	City Manager	23	1	0	0
		Director	23	1	0	0
		Network Administrator	21	1	0	0
		Administrative Assistant	11	1	0	0
		IT Technician	21	1	0	0
		Secretary/Receptionist	8	1	0	0
	Municipal Court	Court Clerk	13	1	0	0
		Deputy Court Clerk	11	1	0	0
	TOTAL GOVERNMENTAL SERVICES			8	0	0
Admin. Services	City Clerk	Director/City Clerk	23	1	0	0
		Finance	21	1	0	0
	Collector	Treasurer/Deputy City Clerk	21	1	0	0
		Deputy Treasurer	8	1	0	0
		Account Clerk	8	1	0	0
		City Collector	15	1	0	0
		Account Clerk	8	1	0	0
	TOTAL ADMINISTRATIVE SERVICES			6	0	0
Public Safety*	Admin./Detention	Director	23	1	0	0
		Captain	21	4	0	0
		Admin. Assistant	11	1	0	0
		Secretary	8	2	0	0
	Communications	Comm. Supervisor	21	1	0	0
		CTO/Comm. Officer	13	8	0	0
	Patrol	Lieutenant	20	4	0	0
		Sergeant	17	6	0	0
		Investigator	16	8	0	0
		PSO*	15	23	0	0
	Fire	PSO/Canine Officer	15	1	0	0
		Lieutenant	20	1	0	0
		Sergeant	17	4	0	0
		PSO	15	16	0	0
		FIREFIGHTER	15	0	10	0
	TOTAL PUBLIC SAFETY			80	10	0
Public Works	Director	Director	23	1	0	0
		Administrative Assistant	11	1	0	0
	Seasonal Mowing	Skilled Worker	19	0	0	2
		Street	19	1	0	0
		Supervisor	13	2	0	0
		Skilled Worker	11	7	0	4
	Garage	Vehicle Maintenance Supervisor	17	1	0	0
		Mechanic	13	1	0	0
	Planning	Code Enforcement Officer	15	4	0	0
	Parks	Parks & Recreation Director	18	1	0	0
		Supervisor	11	1	0	0
		Skilled Worker	11	4	2	2
	TOTAL PUBLIC WORKS			24	2	8
Economic Dev.	Director	Director	23	1	0	0
		Administrative Assistant	11	1	0	0
	TOTAL ECONOMIC DEVELOPMENT			2	0	0
TOTAL FY-2016 AUTHORIZED POSITIONS				120	12	8

* The Public Safety Department will be allowed to hire two (2) additional PSO's to cover staffing shortages, brought about by military commitments of existing personnel.

ORDINANCE NUMBER 5989 – TABLE II-A
FY-2016 COMPENSATION AND BENEFITS – GENERAL SERVICES EMPLOYEES

I. ENTRY GRADES AND RANGES:

A. General Service Employees Pay Plan Summary (All employees except commissioned Public Safety Officers)		
Grade	Position	Entry Range
1	Seasonal or Temporary	Minimum wage
2	Part-time	
8	Secretary, Account Clerk, Deputy City Treasurer	\$18,623-\$19,623
9	Entry Level Maintenance Worker ¹	\$20,407-\$21,407
10		
11	Rookie Communications Officer ² , Skilled Worker ³ , Administrative Assistant, Deputy Court Clerk	\$22,395-\$23,395
12	Mechanic ³	\$23,466-\$24,466
13	DPW Supervisor, Communications Officer ⁴ , Court Clerk	\$24,586-\$25,586
14		
15	Code Enforcement Officer, City Collector	\$27,006-\$28,006
16		\$28,305-\$29,305
17	Vehicle Maintenance Supervisor, Chief Building Inspector	\$29,814-\$30,814
18	Park & Recreation Director	\$31,104-\$32,104
19	Street Superintendent	\$32,612-\$33,612
20		\$33,691-\$34,691
21	Communications Supervisor, IT Technician, City Treasurer/Deputy City Clerk	\$35,851-\$36,851
22	Network Administrator	\$37,693-\$38,693
23	Management ⁵	****

II. ADMINISTRATION – GENERAL SERVICES EMPLOYEES

- A. Entry Range (See Section I, above)
Compensation Increases and Merit Eligibility (See Ord. 5989, Section III). Step changes and associated merit increase eligibility occurs as follows:

Step Assignment	Year	
A	0	Entry
B	1	Eligible for standard pay plan increase
C	3	Eligible for standard pay plan increase
D	5	Eligible for standard pay plan increase
E	7	Eligible for standard pay plan increase
F	10	Eligible for standard pay plan increase
G	13	Eligible for standard pay plan increase
H	16	Eligible for standard pay plan increase
I	19	Eligible for standard pay plan increase
J	22	Eligible for standard pay plan increase
K	25	Eligible for standard pay plan increase
L	28	Eligible for standard pay plan increase
M	31	Eligible for standard pay plan increase
N	34	Eligible for standard pay plan increase
O	37	Eligible for standard pay plan increase
P	40	Eligible for standard pay plan increase

- B. Calculation of Merit Increase based on overall average evaluation grade:

Grade Range:	<5.5	5.5-5.99	6.0-6.49	6.5-6.99	7.0-7.49	7.5-7.99	8.0-8.49	8.5-Up
Salary Increase	-0-	\$500	\$675	\$850	\$1025	\$1200	\$1375	\$1550

¹ Entry level Maintenance Worker designations shall be assigned to all newly appointed “Skilled Worker” employees and such designations shall be classified as a GRADE 9 for all assignments and maintained until the employee completes required Department/Division training. Upon successful completion of training, and upon Department Head recommendation, the compensation grade shall be adjusted to GRADE 11.

² Rookie Communications Officer designations shall be assigned to all newly appointed “Communications Officer” employees and such designations shall be classified as a GRADE 11 for all assignments and maintained until the employee completes required Department/Division training, and upon Department Head recommendation, the compensation shall be adjusted to GRADE 13.

³ Additional compensation is available, at a rate of \$.75 per hour, when a Public Works Skilled Worker or the Public Works Mechanic is assigned as a Leadsman.

⁴ Additional compensation is available for a Communications Officer who is assigned as a Communications Training Officer (CTO). This additional salary is one dollar and twenty-five cents per hour while training.

⁵ Individually determined

ORDINANCE NUMBER 5989 – TABLE II-B
FY 2016 COMPENSATION AND BENEFITS
COMMISSIONED PUBLIC SAFETY EMPLOYEES PAY PLAN SUMMARY

I. ENTRY GRADES AND RANGES:

<u>Grade</u>	<u>Step</u>	<u>Assignment</u>	<u>Minimum Salary</u>
15	A	Rookie Public Safety Officer (PSO)	\$33,062
	AP	Completion of State Training and OJT/FTO for Police Functions	\$33,062
	AF	Completion of Fire Training & Firefighter I, OJT/FTO	\$33,062
	B	Completion of Total Certification ^{1, 2} Requirements: Police & Fire Training Completed	\$33,062
16		Investigator	\$39,152
17		Sergeant	\$43,927
20		Lieutenant	\$49,694
21		Captain	\$56,271

II. ADMINISTRATION

- A. Entry Range (See Section I, herein above).
- B. Compensation Increases and Merit Eligibility (See Ord. 5989, Section III).
- C. Step Assignment and Merit Increase Eligibility (See Ord. 5989, Section III).
 - 1. Entry Range (See Section IIA).
 - 2. Merit Eligibility begins in year three (3). Step changes and associated merit increase eligibility occur as follows:

Step Assignment	Year	
C	3	Eligible for standard pay plan increase
D	5	Eligible for standard pay plan increase
E	7	Eligible for standard pay plan increase
F	10	Eligible for standard pay plan increase
G	13	Eligible for standard pay plan increase
H	16	Eligible for standard pay plan increase
I	19	Eligible for standard pay plan increase
J	22	Eligible for standard pay plan increase
K	25	Eligible for standard pay plan increase
L	28	Eligible for standard pay plan increase
M	31	Eligible for standard pay plan increase
N	34	Eligible for standard pay plan increase
O	37	Eligible for standard pay plan increase
P	40	Eligible for standard pay plan increase

- D. Calculation of Merit Increase based on overall average evaluation grade:

Grade Range:	<u><5.5</u>	<u>5.5-5.99</u>	<u>6.0-6.49</u>	<u>6.5-6.99</u>	<u>7.0-7.49</u>	<u>7.5-7.99</u>	<u>8.0-8.49</u>	<u>8.5-Up</u>
Salary Increase	-0-	\$500	\$675	\$850	\$1025	\$1200	\$1375	\$1550

¹ FTO – Additional compensation is available for any commissioned Public Safety Officer trained and designated as a Field Training Officer (FTO). This additional salary one dollar and twenty-five cents per hour while training.

² Canine Officer – Additional compensation is available to the Public Safety Officer serving in the position of Canine Officer. Upon City Manager approval of the Canine Officer's training and certification as a dog handler, additional annualized compensation of three thousand six hundred dollars (\$3,600) will be paid.

Council Letter

Date of Meeting: 15-06-01

Originating Department: City Manager

To the Mayor and City Council:

Subject: City Council Meeting Calendar

Attachment(s):

1. Proposed City Council Meeting Calendar

Action Options:

1. Confirm or change meeting dates
2. Other Action Council May Deem Necessary

Background:

At Council's request staff has prepared the attached schedule of tentative meeting dates and times for their review and possible change.

**Sikeston City Council Tentative Meeting Schedule
For the Period June 1 through December 31, 2015**

Meeting Date	Meeting Time	Meeting Type	Meeting Location
June 1	5:00 PM	Regular Monthly	Council Chambers
June 8	5:00 PM	Special	Council Chambers
June 29	11:30 AM	Special	Council Chambers
July 6	5:00 PM	Regular Monthly	Council Chambers
July 11	8 AM-5 PM	Council/Staff Retreat	Three Rivers Community College, Sikeston Campus
July 16	7:00 AM	Study Session	Council Chambers
July 27	11:30 AM	Special	Council Chambers
August 3	5:00 PM	Regular Monthly	Council Chambers
August 20	7:00 AM	Study Session	Council Chambers
August 31	11:30 AM	Special	Council Chambers
September 8	5:00 PM	Monthly Meeting <i>Labor Day Holiday - Date Tentative</i>	Council Chambers
September 17	7:00 AM	Study Session	Council Chambers
September 28	11:30 AM	Special	Council Chambers
October 5	5:00 PM	Regular Monthly	Council Chambers
October 15	7:00 AM	Study Session	Council Chambers
October 26	11:30 AM	Special	Council Chambers
November 2	5:00 PM	Regular Monthly	Council Chambers
November 19	7:00 AM	Study Session	Council Chambers
November 30	11:30 AM	Special	Council Chambers
December 7	5:00 PM	Regular Monthly	Council Chambers
December 17	7:00 AM	Study Session	Council Chambers
December 28	11:30 AM	Special	Council Chambers

June 2015

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
	1 Regular Council Meeting 5:00 p.m.	2	3	4	5	6																																																																																											
7	8 Housing Authority Board Meets 12:00 p.m. Library Board Meets 4:30 p.m. Special Council Meeting 5:00 p.m.	9 BMU Board Meets 4:00 p.m. DED Board Meets 11:30 a.m.	10	11	12	13																																																																																											
14	15 LCRAMeets 11:30 a.m.	16	17	18	19	20																																																																																											
21 Father's Day	22 Board of Adjustments Meeting 4:00 p.m.	23 Tourism Advisory Board Meets 4:30 p.m.	24	25 Strategic Plan Implementation Commission Meets 11:30 a.m.	26	27																																																																																											
28	29 Special Council Meeting 11:30 a.m.	30	<div>May 2015</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <div>Jul 2015</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>				S	M	T	W	T	F	S					1	2		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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July 2015

Monthly Planner

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5	6 <div>Library Board Meets 4:30 p.m. Regular Council Meeting 5:00 p.m.</div>	7	8	9	10	11 <div>Council Retreat (Three Rivers College-Sikeston Campus) 8 a.m.-5 p.m.</div>																																																																																											
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