



TENTATIVE AGENDA

REGULAR CITY COUNCIL MEETING SIKESTON CITY HALL

City of Sikeston

Monday, June 2, 2014
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 City Council Minutes May 05, 2014
 - B. Special Council Minutes May 09, 2014
 - C. Special Council Minutes May 19, 2014
- VI. ACCEPTANCE OF BOARD AND COMMISSION MINUTES
 - A. Board of Municipal Utilities March 11, 2014
 - B. Board of Municipal Utilities March 24, 2014
 - C. Library Board April 07, 2014
 - D. Tourism Advisory Board April 29, 2014
- VII. ITEMS OF BUSINESS
 - A. 2nd Reading & Consideration of Bill #5955, Authorizing Amendment of the FY-14 Budget
 - B. 1st Reading, Emergency Bill #5956, Approving the FY-15 Budget Ordinance Providing for the Appropriation of Monies and Administration of Expenditures of Monies Received During Fiscal Year 2015
 - C. 1st Reading, Emergency Bill #5957, Establishing the Employee Compensation Plan and Staffing Levels, and the Administration Thereof for Fiscal Year 2015
 - D. Briefing: FY-15 Street & Stormwater Management Improvement Program
 - E. Briefing: DPS Data Mapping Request
 - F. Interim Appointment to Tourism Advisory Board
 - G. Authorization to Participate in Justice Assistance Grant
 - H. Council Discussion, Date of Goal-Setting Retreat
 - I. Other Items As May Be Determined During the Course of the Meeting
- VIII. ADJOURNMENT INTO EXECUTIVE SESSION
Personnel (RSMo 6.10.021(3))
- IX. ADJOURNMENT

Dated this 29th day of May 2014


Carroll Couch, City Clerk



REGULAR CITY COUNCIL MEETING
MAY 5, 2014

The regular Sikeston City Council meeting of May 5, 2014 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 Jerry Pullen and Councilmen Steven Burch, Bob Depro, Jon Gilmore and John Graham. Councilmen Maude Harris and Kathy Teachout were absent. Staff in attendance were: City Counselor Chuck Leible, City Manager Jonathan Douglass, City Clerk Carroll Couch, City Treasurer Karen Bailey, Public Safety Director Drew Juden, Governmental Services Director Linda Lowes, Public Works Director Jay Lancaster, Network Administrator Dave Warren, Street Superintendent Brian Dial, and DPS Captains Mike Williams and Bill Mygatt.

APPROVAL OF CITY COUNCIL MINUTES

City Council minutes of April 7, 14 and 28, 2014 were presented for approval. Councilman Depro moved to approve the minutes as presented. Councilman Burch seconded the motion and the following roll call vote was recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye,
and Pullen Aye, thereby being passed.

ACCEPTANCE OF BOARD AND COMMISSION MINUTES

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

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye,
and Pullen Aye, thereby being passed.

ITEMS OF BUSINESS

Award of Mowing Bids for LCRA Lots

Public Works Director Jay Lancaster reviewed the bids received for the mowing of LCRA lots. In addition to the bids, he analyzed the cost to assign two seasonal employees from the Street Division in conjunction with the LCRA youth program. The City would realize an overall cost savings of \$40,000, with the latter. Director Lancaster recommended the rejection of all bids.

Councilman Graham moved to mow the lots, and then spray them. The motion died for lack of a second.

Councilman Burch moved to accept the recommendation of staff, to reject all bids. The motion was seconded by Councilman Depro and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye,
and Pullen Aye, thereby being passed.

Appointment of Members to Airport Terminal Building Project Advisory Committee

Council authorized the creation of a temporary committee to assist in the design of the airport terminal building at the April 28, 2014 meeting. Nominations were requested.

Councilman Depro nominated Alan Keenan, Jeff Hucks, Jerry Aufdenburg, Rick Adams, Doug Glenn and Steven Burch to chair the committee. The nominations were seconded by Councilman Gilmore and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye,
and Pullen Aye, thereby being passed.

Update on Flood Plain Revision

Director Lancaster briefed the City Council on proposed revisions to the FEMA Flood Plain maps. Following his study of the City's stormwater master plan and the findings of AMEC and Algeier Martin, DPW Director Lancaster indicated he'd like to explore additional stormwater drainage issues before submitting the Letter of Map Revision (LOMR) to FEMA. He also indicated that prior to the submission of the LOMR, he would like to hold a public meeting to inform residents on the proposed changes and receive public input. Dianne Groves of the Greenbrier Subdivision and Lori Woods of 414 Dona also commented on drainage.

FY15 Budget Discussions

City Manager Douglass presented the first draft of the City's Fiscal Year 2015 Budget and reviewed the budget calendar.

ADJOURNMENT

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

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye,
and Pullen Aye, thereby being passed.

APPROVED:

JERRY PULLEN, MAYOR

ATTEST:

CARROLL L. COUCH, CITY CLERK

SEAL:

SPECIAL CITY COUNCIL MEETING
MAY 9, 2014

CALL TO ORDER/RECORD OF ATTENDANCE

The special Sikeston City Council meeting of May 9, 2014 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 Jerry Pullen and Councilmen Steven Burch, Bob Depro, John Graham, Maude Harris and Kathy Teachout. Councilman Jon Gilmore was absent. 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, Director of Public Safety Drew Juden, Parks Director Jiggs Moore, and Network Administrator Dave Warren.

PUBLIC HEARING

Proposed FY-15 Budget

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

Burch Aye, Depro Aye, Graham Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

Pete Newtock of 115 School Street addressed vacant lots and litter.

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

Burch Aye, Depro Aye, Graham Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

ADJOURNMENT INTO EXECUTIVE SESSION

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

Burch Aye, Depro Aye, Graham Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

Present were: Mayor Jerry Pullen and Councilmen Steven Burch, Bob Depro, John Graham, Maude Harris, and Kathy Teachout. Councilman Graham 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 Works Director Jay Lancaster, and Director of Public Safety Drew Juden,.

No action was taken in executive session.

ADJOURNMENT OUT OF EXECUTIVE SESSION

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

Burch Aye, Depro Aye, Graham Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

ADJOURNMENT

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

Burch Aye, Depro Aye, Graham Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

APPROVED:

JERRY PULLEN, MAYOR

ATTEST:

CARROLL L. COUCH, CITY CLERK

SEAL:

SPECIAL CITY COUNCIL MEETING
MAY 19, 2014

CALL TO ORDER/RECORD OF ATTENDANCE

The special Sikeston City Council meeting of May 19, 2014 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 Jerry Pullen and Councilmen Steven Burch, Bob Depro, Jon Gilmore, John Graham, and Maude Harris. Councilman Kathy Teachout was absent. 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, Director of Public Safety Drew Juden, Parks Director Jiggs Moore, City Collector Vicky Jordan, DPW Captain Mike Williams, and Network Administrator Dave Warren.

ITEMS OF BUSINESS

City Participation in Missouri "Back to School" Sales Tax Holiday

City Clerk Couch provided the background on the sales tax holiday, effective during a three-day period beginning on the first Friday of August and ending at midnight on the Sunday following. If the City Council decides not to participate in the holiday, an ordinance must be prepared and forwarded to the Department of Revenue no later than June 15.

Councilman Depro moved for the City to participate in the "Back to School" sales tax holiday. The motion was seconded by Councilman Graham and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,
and Pullen Aye, thereby being passed.

Award of Bid #14-23, City's Bank Depository

Bids to become the City's depository were reviewed. Bid packets were provided to all of the local banks, 3 responded. Staff recommended the bid be awarded to Southern Missouri Bank for the fixed rate option.

Councilman Gilmore moved to award Bid #14-23 to Southern Missouri Banks for the fixed rate option. The motion was seconded by Councilman Burch and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,
and Pullen Aye, thereby being passed.

Briefing, Consideration of Library Board of Trustee Appointees

Councilman Depro nominated Suzanne Chitwood and Connie Thompson for reappointment and Lesa Lawson to a first term on the Library Board of Trustees. The motion was seconded by Councilman Gilmore and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,
and Pullen Aye, thereby being passed.

Briefing, Interim Appointments to the Park and Tourism Advisory Boards

Councilman Gilmore moved to leave the vacancy on the Park Board until the regular appointments in October. The motion was seconded by Councilman Depro and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,
and Pullen Aye, thereby being passed.

Councilman Burch moved to schedule the Tourism Advisory Board appointment for the June 2, 2014 council meeting. The motion was seconded by Councilman Depro and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,
and Pullen Aye, thereby being passed.

Bill Number 5955, Authorizing Amendment of the FY-14 Budget

Councilman Burch moved for the first reading of Bill Number 5955. The motion was seconded by Councilman Gilmore and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,
and Pullen Aye, thereby being passed.

Counselor Leible presented the bill for reading. This bill as adopted shall become an emergency Ordinance Number 5955, and shall amend Ordinance Number 5913, the FY-14 Budget.

Briefing on Bill 5957 Establishing Staffing and Compensation Levels for FY-15

City Treasurer Bailey briefed the City Council on proposed staffing and compensation levels for FY-15.

ADJOURNMENT INTO EXECUTIVE SESSION

Councilman Burch moved to adjourn into executive session for the discussion of property [RSMO 610.021 (2)]. The motion was seconded by Councilman Depro and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,
and Pullen Aye, thereby being passed.

Present were: Mayor Jerry Pullen and Councilmen Steven Burch, Bob Depro, Jon Gilmore, John Graham, and Maude Harris. Councilman Kathy Teachout 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 Works Director Jay Lancaster, and Director of Public Safety Drew Juden,.

Councilman Burch moved for Counselor Leible to indicate to the railroad that it is the City Council's intention to enter into an agreement to purchase the railroad right-of-way.

ADJOURNMENT OUT OF EXECUTIVE SESSION

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

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,
and Pullen Aye, thereby being passed.

ADJOURNMENT

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

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,
and Pullen Aye, thereby being passed.

APPROVED:

JERRY PULLEN, MAYOR

ATTEST:

CARROLL L. COUCH, CITY CLERK

SEAL:

MINUTES OF THE MEETING
OF THE
BOARD OF MUNICIPAL UTILITIES
OF THE
CITY OF SIKESTON, MISSOURI
HELD ON ELEVENTH DAY OF MARCH, 2014

On the eleventh day of March, 2014 the Board of Municipal Utilities met in Regular Session at 4:00 P.M. in the conference room at the Utility office. The following members of the body were present:

Messrs: Alan Keenan, Brian Menz, Tim Merideth

Absent: Jeff Sutton

Also Present: J.D. Douglass, City Manager; Ed Throop, Utility Manager; J.W. Hackworth, Jeff Winders, Marcia Witt, Rick Landers, Ron Friday, Doug Shaw, Geoff Comer of the Utility Staff

There being a quorum present, the following business was transacted:

Action on Agenda

There was no action on the Agenda. Tim Merideth made a motion to approve the agenda . The motion was seconded by Brian Menz and upon vote, unanimously carried, the agenda was approved.

Action on Monthly Agenda Items

Chairman Keenan entertained a motion to approve the minutes of the Regular Meeting of February, 11, 2014. Upon a motion by Tim Merideth that was seconded by Brian Menz and upon vote, unanimously carried, the minutes were approved as presented.

Chairman Keenan asked for a motion to approve the Minutes of the Special Meeting of February 24, 2014. A motion to approve the minutes was made by Tim Merideth and seconded by Brian Menz and upon vote, unanimously carried, the minutes were approved.

Financial

Marcia Witt presented the financial report for January 2014. The month of January included a third payroll which impacted financials for all departments. The Electric Retail System showed a net loss of \$552,249 for the month with Kwh sales up approximately 23.8% over last year. Witt commented that the budget year for the department is on track. The wholesale electric system had net income of \$111,046. Operations costs were up due to increased coal and transportation costs. Maintenance expenses in January included \$185,061 for hardware payment on the upgrade of the plant-wide control system. The water department had a net loss of \$99,519. Gallons sold were up 13.3% from last year. The sewer department combined had a net income of \$4,202. The sewer department alone had net loss of \$13,089. Gallons treated were up approximately 25.5%. The sewer lagoon had a net income of \$17,291. Upon a motion by Brian Menz that was seconded by Tim Merideth and upon vote, unanimously carried, the report of the Financial Department was approved.

Retail Operations

Jeff Winders presented the retail operations report. The disinfection improvement project at the Southeast Wastewater Treatment Plant continues. BMU staff estimates the project at approximately 82% complete. Precision Pumping is approximately 50% complete with pumping on the north cells of the Industrial Park Lagoon. They have pulled off the project until the weather warms up. Bid opening for the Industrial Park Lagoon disinfection/reactor project was scheduled for March 4, 2014 but was postponed until March 11, 2014 due to road conditions. Electric crews have been working on system maintenance items. We only recorded four outages for the month. BMU continues to meet or exceed the national average in the four power availability indices. Water and sewer departments repaired a collapsed manhole on Murray Lane. BMU will begin a city-wide water main flush on Monday, March 24. The project will be announced in the Standard-Democrat newspaper. Upon a motion by Brian Menz that was seconded by Tim Merideth and upon vote, unanimously carried, the report of the Retail Operations Department was approved.

Sikeston Power Station

Rick Landers presented the report from the Siketon Power Station for January. There were no outages or derates during the month. The unit was operating at a lower maximum capacity for 3-4 days due to reclaiming wet and frozen coal from the coal stockpile. During this time the unit maximum load was 233 MW instead of 235 MW. Lately, the Power Station has experienced coal delivery issues. Investigation points to business volume and scheduling problems with BNSF Railroad. We are reporting our coal stockpile tonnage to Western Fuels Association daily. WFA will keep BNSF informed of our stockpile situation. We ended the month with a 92.6% load factor. Discussion continues with AECI and SWPA regarding meter changes needed for Siketon's transition to SPP. The current anticipated date to start in SPP is October or November 2014. The SPP market went live March 1, 2014. Plans are being finalized for the spring outage, 3/29/14 – 4/19/13. Landers reported that Mechanical Maintenance Supervisor Stan Pace has submitted a letter announcing his retirement effective May 01, 2014. Landers noted that Pace has been employed at SPS over 33 years. A motion was made by Brian Menz to approve the SPS Report. The motion was seconded by Tim Merideth and upon vote, unanimously carried, the Report was approved.

Sikeston Power Station FY 2014-2015 Budget

Marcia Witt presented the proposed Siketon Power Station FY 2014-2015 Budget. She discussed the

budget process and some of the major items in the Budget. Among items discussed were coal costs, health insurance costs, property insurance costs, the cost of emissions allowances and debt service coverage. Rick Landers also touched on some of the larger items in the budget. One item discussed was the budget item for turbine overhaul. This is a maintenance item that must be performed every eight years. Ed Throop and Marcia Witt responded to Board members' questions regarding debt service coverage. A motion was made by Brian Menz to approve the Sikeston Power Station FY 2014-2015 Budget. The motion was seconded by Tim Merideth and upon vote, unanimously carried, the Budget was approved.

General Manager's Report

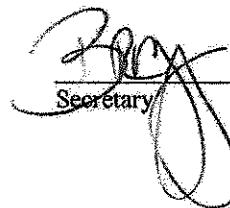
Ed Throop discussed two upcoming conferences that Board Members may want to consider attending. The American Public Power Association National Conference is in June in Denver, Colorado. The Western Fuels Association is hosting an Energy Conference in August. Mr. Throop said both conferences would be a good source of information for Board Members. Chairman Keenan asked Mr. Throop to send Board Members the Agenda of both meetings for their review and discussion. Mr. Throop reported BMU's letter to BNSF Railroad is written and will be sent soon. The letter informs the railroad that the utility is prepared to begin spraying a dust-control surfactant on all coal cars as they leave the mine.

Executive Session

Chairman Keenan stated there was no need to enter executive session.

Adjournment

Upon a motion to adjourn by Tim Merideth that was seconded by Brian Menz, and upon vote, unanimously carried, Chairman Keenan declared the meeting adjourned.


Secretary

MINUTES OF THE MEETING
OF THE
BOARD OF MUNICIPAL UTILITIES
OF THE
CITY OF SIKESTON, MISSOURI
HELD ON TWENTY FOURTH DAY OF MARCH, 2014

On the Twenty fourth day of March, 2014 the Board of Municipal Utilities met in Special Session at 11:30 A.M. in the conference room at the Sikeston Power Plant. The following members of the body were present:

Messrs: Alan Keenan, Jeff Sutton, Brian Menz, Tim Merideth

Absent: None

Also Present: Ed Throop, Utility Manager; J.W. Hackworth, Marcia Witt, Rick Landers, Geoff Comer, Lynn Hasty, Stan Pace, Randy Pick, Mike Dewitt and Don Miller of the Utility Staff.

There being a quorum present, the following business was transacted:

Action on Agenda

There was no action on the Agenda. Tim Merideth made a motion to approve the agenda . The motion was seconded by Jeff Sutton and upon vote, unanimously carried, the agenda was approved.

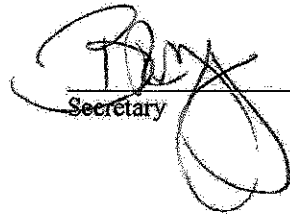
Sikeston Power Station Budget Discussion

Rick Landers led discussion with Supervisors adding their comments. Budget worksheets were presented an explanation followed showing how the worksheets flow into a

working accounting budget format. A discussion regarding the turbine closed out the meeting.

Adjournment

There being no further business to come before the meeting, Jeff Sutton made a motion the meeting be adjourned which was seconded by Tim Merideth and the meeting was declared adjourned.


Secretary

Board of Trustees Meeting
Monday April 7, 2014
4:30pm

The Board of Trustees of Sikeston Public Library met on Monday, April 7, 2014 at 4:30pm. Present were Dr. Bohannon, Mrs. Caskey, Mrs. Chitwood, Mr. Colwick, Mr. Leible, Mr. Polivick, Mrs. Tetley, Ms. Thompson, 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. Tetley seconded and the motion carried.

BILLS—Ms. Thompson made a motion to accept the Bills for March as presented. Mr. Polivick seconded and the motion carried.

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

COMMITTEES

FINANCE—The Budget Committee presented the proposed budget for the 2014-2015 Fiscal year for the Board's consideration. After discussion and a revision the board will review the budget and vote at the May meeting.

PERSONNEL—None

OPERATIONS—The tile removal from the basement will be done this coming Thursday and the environmental air inspection will be done later on the same day. Mrs. Caskey has some tentative dates for the next phase of the Tile Project. They are May 17 and 31, June 14 and July 14. Jason Davis and Terri Hurley have agreed to co-chair the 5K run on October 25.

LIBRARIAN

-Don Pratt has donated a storage space to us for the things that must be stored during the basement renovation.

-We are in the process of bar-coding our collection in preparation for the change to Evergreen in June. We may need to be closed on some days in order to get everything done. After discussion, Mr. Polivick suggested that we close on Thursdays, our slowest day, until the end of May. We will have an article done in the paper, post signs and put it on Facebook.

-We need to have suggestions for a board appointment in June.

ADJOURNMENT

Mrs. Caskey made a motion to adjourn and Dr. Bohannon seconded the motion. All in favor, none opposed and the motion carried. The meeting adjourned at 5:05pm.



TOURISM ADVISORY BOARD MINUTES
MEETING OF TUESDAY, APRIL 29, 2014

The Sikeston Convention & Visitors Bureau Tourism Advisory Board Meeting convened at 4:00 PM, Tuesday, April 29, 2014 in the CD Matthews Room of Sikeston City Hall, 105 E. Center Street, Sikeston, Missouri. Those attending were: Board members John Tarter and Tess Marshall; Councilman John Graham and City Manager JD Douglass; ex-officio member Jiggs Moore; and CVB Director Linda Lowes. Those absent included David Carnell, Charlie Ziegenhorn, Rick Justice, and Councilman Steven Burch.

Due to the lack of a quorum, minutes were not approved. Director Lowes provided an overview of the CVB's monthly activities.

Approved and accepted this date:

Chairman

Date

Council Letter

Date of Meeting: 14-06-02

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: FY-14 Budget Amendment

Attachments:

1. Ordinance 5955
2. Line Item Detail

Action Options:

1. Approve Ordinance 5955
2. Disapprove Ordinance 5955
3. Other Action Council may deem appropriate

Background:

Ordinance 5955 presents supplemental appropriations which reflect changes in FY-14 financial activity. In addition to changes for grant activity, other notable items reflect budget amendments for the hiring of a City Manager, Director of Public Works, acquisition of the Village Green property, the Bootheel Golf Course through a pass-through from the Board of Municipal Utilities and demolition of the S. Kingshighway radio station.

Staff asks for Council's approval of Ordinance #5955.

THIS BILL AS ADOPTED SHALL BECOME AN EMERGENCY ORDINANCE NUMBER 5955, AND SHALL AMEND ORDINANCE NUMBER 5913, THE FY-14 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 5913 is hereby amended to read as follows:

SECTION II: Appropriations

- A. General Fund 010: The sum of \$9,613,123 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 \$1,644,619 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 \$958,387 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 \$511,596 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. Municipal Court Fund 050: The sum of \$310,987 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.
- F. Tourism Fund 065: The sum of \$67,830 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.
- G. E-911 Fund 070: The sum of \$182,000 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.
- H. Capital Improvement Sales Tax Fund 075: The sum of \$1,318,180 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-14.

SECTION VI: Record of Passage:

- A. Bill Number 5955 was introduced to Council and read the first time this 19th day of May 2014.
- B. Bill Number 5955 was read the second time this 2nd day of June 2014, discussed and was voted as follows:

Depro _____, Burch _____, Graham _____,

Teachout _____, Harris _____, Gilmore _____,

and Pullen _____

thereby being _____.

becoming Ordinance 5955.

- C. Upon passage by a majority of the Council, this Bill shall become Ordinance 5955 and shall be in full force and effect.

Jerry Pullen, Mayor

Approved as to Form
Charles Leible, City Counselor

SEAL/ATTEST:

Carroll Couch, City Clerk

CITY OF SIKESTON
FY-14 BUDGET AMENDMENT DETAIL

GENERAL FUND

ACCOUNT #	ACCOUNT TITLE	FROM	TO	VARIANCE
10-10-552.5248	OTHER PROF SERVICE		7200	7,200
10-10-554.5344	P.I.L.O.T. M & M TIF	5250	10236	4,986
10-14-554.5314	CITY MGR SEARCH		35331	35,331
10-30-550.5221	UNEMP. COMP		2304	2,304
10-30-554.5264	CODE RED	5000	10000	5,000
10-30-554.5322	PROP. DEMO.		14873	14,873
10-30-554.5495	EMW-2011-5778		7478	7,478
10-30-556.5358	BLDG. MAINT.	10000	17500	7,500
10-30-556.5444	FIBER OPTIC MAINT		7288	7,288
10-30-556.5494	EMW-2011-5777		7100	7,100
10-32-552.5245	EMPLOY SCREENING	3500	6500	3,000
10-32-556.5388	DOJ-BX-0307		22504	22,504
10-32-556.5440	AMMUNITION	20000	36500	16,500
10-40-550.5201	SALARIES AND WAGES		24355	24,355
10-40-550.5209	ALLOWANCES		400	400 "
10-40-550.5213	FICA		2100	2,100 "
10-40-550.5217	HEALTH INSURANCE		7900	7,900 "
10-40-550.5218	LIFE INSURANCE		36	36 "
10-40-550.5219	WORKERS COMP		79	79 "
10-40-552.5245	EMPLOY SCREENING		33	33 "
10-40-554.5333	CELLULAR SERVICE		4202	4,202 "
10-40-556.5352	OFFICE SUPPLIES		500	500 "
10-40-556.5390	FUEL LUBE		1240	1,240 "
10-43-550.5221	UNEMP. COMP		5760	5,760 "
10-44-556.5392	VEHICLE MAINTENANCE		1176	1,176
Total General Fund				188,845
Original Appropriation				9,424,278
Amended Appropriation				9,613,123
Net of Revenue Sources				173,367

TRANS. SALES

25-40-550-5201	SALARIES AND WAGES		17500	17,500	Director
25-40-550-5209	ALLOWANCES		400	400 "	
25-40-550-5213	FICA		1650	1,650 "	
25-40-550-5217	HEALTH INSURANCE		7875	7,875 "	
25-40-550-5218	LIFE INSURANCE		31	31 "	
25-40-550-5219	WORKERS COMP.		55	55 "	
25-40-556-5390	FUEL AND LUBE		250	250 "	
25-42-554.5346	E.A.T.S.-M & M TIF		5458	5,458	
25-42-556.5392	VEHICLE MAINTENANCE	14000	15500	1,500	
25-42-556.5403	STREET SIGNS	1500	5000	3,500	
25-42-558.5625	TRACTOR		41600	41,600	
25-42-558.5734	STREETS AND ALLEYS	600000	711000	111,000	
25-42-558.5749	WALKING TRAIL		6000	6,000	
Total Trans. Sales Tax				196,819	
Original Appropriation				1,447,800	
Amended Appropriation				1,644,619	

ESSEX FUND

31-15-552.5248	OTHER PROF. SERVICES		4174	4,174	
31-15-556.5358	BLDG. MAINTENANCE	20000	33500	13,500	
31-15-558.5603	SEDANS: ADMIN		28796	28,796	
31-15-558.5742	LAND/PROP. ACQUISITION		891917	891,917	Village Green
Total Essex Fund				938,387	
Original Appropriation				20,000	
Amended Appropriation				958,387	
31-15-432.4161	SALE OF REAL PROPERTY			-1,663,225	Brown Shoe

PARK FUND

40-47-554.5344	P.I.L.O.T. M & M TIF		4461	4,461	
40-47-556.5358	BUILDING MAINTENANCE		8000	8,000	
Total Park Fund				12,461	
Original Appropriation				499,135	
Amended Appropriation				511,596	

MUNICIPAL COURT FUND

50-18-556.5479	SHERIFF'S RETIREMENT		2800	2,800	
Original Appropriation				308,187	
Amended Appropriation				310,987	

TOURISM FUND

65-00-556.5485	INTERNET MARKETING		3000	3,000	
Original Appropriation				64,830	
Amended Appropriation				67,830	

E-911 FUND

70-30-558.5684	911 SYSTEM AND SUPPORT	150000	182000	32,000	
Original Appropriation				150,000	
Amended Appropriation				182,000	

CAP. IMPROV.

75-10-558.5742	LAND/PROP. ACQUISITION		652463	652,463	Bootheel G.C.
75-10-558.5762	DO IT BEST UTILITY LINES		28270	28,270	
75-14-558.5603	SEDANS: ADMIN		18246	18,246	
75-14-558.5694	FURNITURE & FIXTURES		1195	1,195	
75-32-558.5601	SEDANS: PATROL	135000	139383	4,383	
75-32-558.5677	CAMERAS & VIDEO EQUIP	15000	46516	31,516	
75-32-558.5679	BULLET PROOF VESTS	4000	20906	16,906	
75-40-558.5690	COMPUTERS		1030	1,030	
75-42-558.5674	RADIOS: PORTABLE		8207	8,207	
75-43-558.5674	RADIOS: PORTABLE		1641	1,641	
75-45-558.5674	RADIOS: PORTABLE		8207	8,207	
75-47-558.5674	RADIOS: PORTABLE		6566	6,566	
Total Capital Fund				778,630	
Original Appropriation				539,550	
Amended Appropriation				1,318,180	
75-10-434.4200	2013 MOBILE COMM. GRANT			-51,785	
75-85-460.4858	TRANSFER FROM BMU			-652,463	

Council Letter

Date of Meeting: 14-06-02

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: FY-15 Budget Ordinance # 5956

Attachments

1. Bill number 5956

Action Options:

1. 1st Reading, Bill #5956
2. Other action Council may deem appropriate

Background:

Ordinance # 5956 provides for the adoption of the FY-15 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 #5956 will be requested on June 9th.

THIS BILL AS ADOPTED SHALL BECOME EMERGENCY ORDINANCE NUMBER 5956, AND SHALL BE REFERRED TO AS "THE FY-2015 BUDGET" (JULY 1, 2014 THROUGH JUNE 30, 2015), IT SHALL REPEAL ORDINANCE 5913, BEING THE "FY-14 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 5913 and all amendments to the FY-14 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-2015 BUDGET".

SECTION II: Appropriations

- A. General Fund 010: The sum of \$9,416,800 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 \$2,885,200 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 \$65,000 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 \$1,661,061 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 \$232,936 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 \$5,000 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 \$531,016 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 \$317,059 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 \$45,947 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. 911 Fund 070: The sum of \$923,646 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.
- K. Capital Improvement Fund 075: The sum of \$453,750 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.
- L. 60/61 TIF District Fund 090: The sum of \$26,500 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment of TIF Bond issuances.
- M. Main & Malone TIF District Fund 095: The sum of \$124,700 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment of TIF Note 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-2015 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 5957.
- B. Administration of Compensation and Staffing Levels shall be in accordance with Ordinance Number 5957.

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 5956 was introduced to Council and read the first time this 2nd day of June 2014.
- B. Bill Number 5956 was read the second time this 9th day of June 2014 discussed and was voted as follows:

Depro _____, Graham _____, Gilmore _____,

Teachout _____, Harris _____, Burch _____,

and Pullen _____

thereby being _____,

becoming Ordinance 5956.

- C. Upon passage by a majority of the Council, this Bill shall become Ordinance 5956 and shall be in full force and effect from and after July 1, 2014.

Jerry Pullen, Mayor

Approved as to Form
Charles Leible, City Counselor

SEAL/ATTEST:

Carroll Couch, City Clerk

Council Letter

Date of Meeting: 14-06-02

Originating Department: Governmental Services

To the Mayor and City Council:

Subject: Briefing on Bill 5957 Establishing Staffing and Compensation Levels for FY-15

Attachment(s):

1. Bill 5957 with associated tables

Action Options:

1. First Reading of Bill Number 5957
2. Other action Council may deem appropriate

Background:

In accordance with the City Charter, Bill 5957 establishing staffing levels and the basic compensation plan for the fiscal year ending June 30, 2015 is presented for first reading. As set forth in Table 1-A of Bill 5957, staffing has been increased from FY-14 levels. The full-time position of Public Works Director has been added, and two seasonal positions with the Street Division have been added to assist with the mowing of abandoned and LCRA properties.

Current policy allows carryover of 1 ½ times your annual accrual of vacation. This has been increased to two times the annual limit. Excess vacation is lost, without compensation on the employee's anniversary date. Cashing in of vacation time will now be limited to two weeks within a fiscal year. Council approval is still required for the Manager, City Clerk, and City Treasurer to cash-in vacation.

Employees with ten years of continuous service and leaving in good standing will be paid for 25% of their accrued sick leave bank at the regular rate, in order to incentivize prudent use of sick leave.

In the past, field training officers (FTOs) in Public Safety received an additional seventy-five cents/hour adjustment. Communication training officers received an annual adjustment of \$1,500/year. With the passage of Bill 5957, both will be paid \$1.25/hour only when actively training.

All employees will receive an annual compensation increase of \$500.

The second reading of Bill Number 5957 has been scheduled for the June 9 Special City Council Meeting. As indicated in Section XIV: Record of Passage, the effective date of this bill will be July 1, 2014.

THIS BILL AS ADOPTED SHALL BECOME EMERGENCY ORDINANCE NUMBER 5957 AND SHALL REPEAL ORDINANCE NUMBER 5914 BEING THE FY-14 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 2015 (JULY 1, 2014 THROUGH JUNE 30, 2015).

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-15 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 $\frac{1}{2}$ (4.5) shifts.
 - c. Beginning year five (5) to end of year eight (8), thirteen (13) days or five and $\frac{1}{2}$ (5.5) shifts.
 - d. Beginning year nine (9) to end of year twelve (12), fifteen (15) days or six and $\frac{1}{2}$ (6.5) shifts.
 - e. Beginning of year thirteen (13) to end of year sixteen (16), seventeen (17) days or seven and $\frac{1}{2}$ (7.5) shifts.
 - f. Beginning of year seventeen (17) to end of year twenty (20), nineteen (19) days or eight and $\frac{1}{2}$ (8.5) shifts.
 - g. Beginning of year twenty-one (21) to end of year twenty-five (25), twenty-one (21) days or nine and $\frac{1}{2}$ (9.5) shifts.
 - h. Beginning year twenty-six (26) to end of employment, twenty-six (26) days or twelve and $\frac{1}{2}$ (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.
3. 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.
 4. Trading, transferring or giving of sick leave time between employees is not authorized.
 5. 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	Leave Based on Years of Completed Service			
	< 6 months 0	6 months - 2 years ½ day/shift	3-4 Years ¾ day/shift	5+ Years 1 day/shift
8	0	4	6	8
8.3	0	4.15	6.225	8.3
24	0	6	8	10

6. 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.
 7. 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

1. 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.
2. 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 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 (8 Hour Shifts)	171E (8.3 Hour Shifts)	212E/Fire Div. Sgt. (24 Hour Shifts)
	8 Hours	8.3 Hours	12 Hours

3. Banked holiday/personal hours shall be reflected in the appropriate box on the next paycheck stub.
4. Banked holiday time shall accrue 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 except for an amount equal to one (1) day or one (1) shift as appropriate, which shall be retained in the employee's holiday time bank.

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.
 - a. Completion of Police Certification and OJT/FTO Police Program, assigned an AP step, compensation per Pay Plan Table II-B.
 - b. Completion of Fire Fighter I training and fire OJT/FTO Program, assigned an AF step, compensation per Pay Plan Table II-B.
 - c. Completion of both Police and Fire Training and respective OJT/FTO programs, assigned B step, compensation per Pay Plan Tables II-B.
 - d. Eligibility for additional merit increase(s) shall occur as set forth in 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 leadsman 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.
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).
- c. Firefighter - A sub-classification of "Firefighter" will exist within the general classification of PSO. This class is used solely for part-time firefighters (working 1500 hours or less during a calendar year). Compensation for these employees shall be set by the City Manager, as determined by their training, education and performance.

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-2015 Authorized Staffing Level Totals,

- 1. 121 Full Time Employees
- 2. 7 Part Time Employees

3. 33 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 5957 was introduced to Council and read the first time this 2nd day of June 2014.
2. Bill Number 5957 was read and discussed the second time this 9th day of June 2014 discussed and was voted as follows:

Burch _____, Depro _____, Gilmore _____, Graham _____,

Harris _____, Teachout _____, and Pullen _____,

thereby being _____,

becoming Ordinance 5957.

3. Upon passage by a majority of the Council, this Bill shall be in full force and effect from and after July 1, 2014.

Jerry Pullen, Mayor

Approved as to Form
Charles Leible, City Counselor

Seal/Attest:

Carroll Couch, City Clerk

ORDINANCE NUMBER 5957 - TABLE I-A
FY-2015 STAFFING AUTHORIZATION

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

F – full-time; P – part-time; S – seasonal)		FY-2015			FY-2014		
		F	P	S	F	P	S
A.	<u>GOVERNMENTAL SERVICES</u>						
	City Manager	6	0	0	7	0	0
	City Court	2	0	0	2	0	0
	TOTAL Governmental Services	8	0	0	9	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	2	0	0	2	0	0
	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	63	5	0	63	5	0
	TOTAL Public Safety	80	5	0	80	5	0
D.	<u>PUBLIC WORKS</u>						
	Director	2	0	1	0	0	0
	Street	11	0	6	11	0	4
	Garage	2	0	0	2	0	0
	LCRA	0	0	24	0	0	24
	Planning	4	0	0	4	0	0
	Animal Control	0	0	0	0	0	0
	Parks	6	2	2	6	2	2
	TOTAL Public Works	25	2	33	23	2	30
E.	<u>ECONOMIC DEVELOPMENT</u>						
	Director	2	0	0	2	0	0
	TOTAL Economic Development	2	0	0	2	0	0
F.	TOTAL Authorized Positions	121	7	33	120	7	30
		FY-2015=161			FY-2014=157		

- G. FY2015 CHANGES IN STAFFING:
 DPW Director - Public Works Director added
 2 Seasonal employees were added in Street Division to assist in mowing LCRA and abandoned properties

ORDINANCE NUMBER 5957 -- TABLE I-B
FY-2015 INDIVIDUAL FUNDING AUTHORIZATION BY DEPARTMENT & POSITION

Department	Division	Position/Title	Grade	Authorization			
				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			Treasurer/Deputy City Clerk	21	1	0	0
Deputy Treasurer			8	1	0	0	
Account Clerk			8	1	0	0	
Collector		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	7	0	0	
		PSO*	15	24	0	0	
	Fire	PSO/Canine Officer	15	1	0	0	
		Lieutenant	20	1	0	0	
		Sergeant	17	4	0	0	
		PSO	15	16	5	0	
	TOTAL PUBLIC SAFETY				80	5	0
Public Works	Director	Director	23	1	0	0	
		Administrative Assistant	11	1	0	0	
		Intern	1	0	0	1	
	Street	Superintendent	19	1	0	0	
		Supervisor	13	2	0	0	
		Skilled Worker	11	8	0	6	
	Garage	Vehicle Maintenance Supervisor	17	1	0	0	
		Mechanic	13	1	0	0	
	LCRA	Supervisors	1	0	0	4	
		Grounds Maintenance	1	0	0	20	
	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				25	2	33
Economic Dev.	Director	Director	23	1	0	0	
		Administrative Assistant	11	1	0	0	
	TOTAL ECONOMIC DEVELOPMENT				2	0	0
TOTAL FY-2015 AUTHORIZED POSITIONS				121	7	33	

* 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 5957 – TABLE II-A
FY-2015 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)

<u>Grade</u>	<u>Position</u>	<u>Entry Range</u>
1	Seasonal or Temporary	Minimum wage
2	Part-time	
8	Secretary, Account Clerk, Deputy City Treasurer	\$18,123-\$19,123
9	Entry Level Maintenance Worker ¹	\$19,907-\$21,407
10		
11	Rookie Communications Officer ² , Skilled Worker ³ , Administrative Assistant, Deputy Court Clerk	\$21,895-\$22,895
12	Mechanic ³	\$22,966-\$23,966
13	DPW Supervisor, Communications Officer ⁴ , Court Clerk	\$24,086-\$25,086
14		
15	Code Enforcement Officer, City Collector	\$26,506-\$27,506
16		\$27,805-\$28,805
17	Vehicle Maintenance Supervisor	\$29,314-\$30,314
18	Park & Recreation Director	\$30,604-\$31,604
19	Street Superintendent	\$32,112-\$33,112
20		\$33,691-\$34,691
21	Communications Supervisor, IT Technician, City Treasurer/Deputy City Clerk	\$35,351-\$36,351
22	Network Administrator	\$37,193-\$38,193
23	Management ⁵	****

II. ADMINISTRATION – GENERAL SERVICES EMPLOYEES

A. Entry Range (See Section I, above)

Compensation Increases and Merit Eligibility (See Ord. 5957, Section III). Step changes and associated merit increase eligibility occurs as follows:

<u>Step Assignment</u>	<u>Year</u>	
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:

<u>Grade Range:</u>	<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>
<u>Salary Increase</u>	<u>-0-</u>	<u>\$500</u>	<u>\$675</u>	<u>\$850</u>	<u>\$1025</u>	<u>\$1200</u>	<u>\$1375</u>	<u>\$1550</u>

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 5957 – TABLE II-B
FY 2015 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)	\$28,062
	AP	Completion of State Training and OJT/FTO for Police Functions	\$29,062
	AF	Completion of Fire Training & Firefighter I, OJT/FTO	\$29,062
	B	Completion of Total Certification ^{1,2} Requirements: Police & Fire Training Completed	\$30,062
16		Investigator	\$36,152
17		Sergeant	\$40,927
20		Lieutenant	\$48,694
21		Captain	\$53,271

II. ADMINISTRATION

- A. Entry Range (See Section I, herein above).
 B. Compensation Increases and Merit Eligibility (See Ord. 5957, Section III).
 C. Step Assignment and Merit Increase Eligibility (See Ord. 5957, 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:

<u>Step Assignment</u>	<u>Year</u>	
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:

<u>Grade Range:</u>	<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: 14-06-02

Originating Department: Public Works Department

To the Mayor and City Council:

Subject: Briefing on Proposed Street and Drainage Program

Action Options:

1. No action required at this time

Background:

Maintaining our streets and drainage infrastructure is critical to the overall health of our community. Gone unchecked, roads can deteriorate quickly, and flooding can hinder the quality of life in neighborhoods all over town.

To make an effort to address these issues, you will find attached a copy of a proposed street and drainage program. The first page summarizes the highest priority needs for the City of Sikeston, based on internal studies conducted by myself, Brian Dial and Darren Martin. Following the first page, you will see a breakdown of proposed projects broken down by calendar year. We have been trying to make an effort to focus on primary routes, and distribute work in various wards.

In addition to street work, we plan to set aside funds to continue ditch cleanout efforts on an ongoing yearly basis. This will see work focused on ditches including, but not limited to, St. John's Ditch, Butler Ditch, Laterals B and C, and many others. We have not established priorities for these at this time past calendar year 2014. Easement rights will be a big factor in determining schedules for future ditch projects.

For calendar year 2014, we plan to work a smaller program, in part since we are so late getting started due to staff turnover, and also due to a larger than average costs from last year. We plan to focus our efforts on Greenbrier Ditch (which is currently out for bids), improvements to Applegate (which has portions that are now closed due to erosion issues), and drainage improvements to the John R Blvd and Cole Street area. We also have some planned work at 4 different railroad crossings that will be done by city forces.

We will work this week with the professional services committee to set consultants for these remaining 2014 projects.

We will begin planning for Calendar Year 2015 projects this fall with the anticipation of letting the projects in early spring. The typical budget that is currently proposed in next year's budget is \$600,000 for projects with an additional \$40,000 set aside specifically for ditch cleaning.

City of Sikeston
Street & Drainage Improvement Plan

FY2015/2016 - Summer of 2015

Anticipated Letting Date	Project Description	Street and/or Drainage	Consultant	Ward	Estimated Construction Cost	Cost Including 11% Engineering	Comments
Feb-15	Cleanout Ditches	D			\$50,000	\$55,500	
Feb-15	Helen St Mill from Curb to Curb & Resurface with Asphalt (Pine to S. Main)	S		3	\$75,000	\$83,250	
Feb-15	W. North St Mill from Curb to Curb & Resurface with Asphalt (RR to N. West St)	S		4	\$25,000	\$27,750	
Feb-15	N. West St. Mill from Curb to Curb & Resurface with Asphalt (W. Malone to Compress)	S		4	\$85,000	\$94,350	
Feb-15	Wakefield Ave Asphalt & Concrete (Davis Blvd to Kingshighway)	S		1	\$285,000	\$316,350	Mill & Resurface with Asphalt Concrete Intersections - Allen & Davis
Feb-15	Compress Rd Mill from Curb to Curb & Resurface with Asphalt (Petty to Alabama)	S		4	\$55,000	\$61,050	
Feb-15	Kathleen & Scott Intersection (Intersection Only with Drainage Improvements)	S&D		3	\$30,000	\$33,300	
TOTAL					\$605,000	\$671,550	
TARGET						\$640,000	(\$600,000 Street + \$40,000 Ditch Maint.)
DIFF						-\$31,550	

City of Sikeston
Street & Drainage Improvement Plan

FY2016/2017 - Summer of 2016

Anticipated Letting Date	Project Description	Street and/or Drainage	Consultant	Ward	Estimated Construction Cost	Cost Including 11% Engineering	Comments
Feb-16	Cleanout Ditches	D			\$50,000	\$55,500	
Feb-16	Maple @ Greer Drainage Improvements (Pipe Enlargement)	S		2	\$102,000	\$113,220	
Feb-16	S. Kingshigway (Malone to Murray) Mill from Curb to Curb & Resurface with Asphalt (Malone to Murray Lane)	S		3&4	\$363,000	\$402,930	
Feb-16	Allen Boulevard Mill from Curb to Curb & Resurface with Asphalt (Baker to Salcedo)	S		1	\$82,000	\$91,020	
Feb-16	Sikes Avenue Mill from Curb to Curb & Resurface with Asphalt (Woodlawn to Wallace)	S		1	\$139,200	\$154,512	

TOTAL	\$736,200	\$817,182	
TARGET		\$640,000	(\$600,000 Street + \$40,000 Ditch Maint.)
DIFF		-\$177,182	

City of Sikeston
Street & Drainage Improvement Plan

FY2017/2018 - Summer of 2017

Anticipated Letting Date	Project Description	Street and/or Drainage	Consultant	Ward	Estimated Construction Cost	Cost Including 11% Engineering	Comments
Feb-17	Cleanout Ditches	D			\$50,000	\$55,500	
Feb-17	Davis Boulevard Mill from Curb to Curb & Resurface with Asphalt (Wakefield to North St)	S		1	\$368,000	\$408,480	

TOTAL	\$418,000	\$463,980	
TARGET		\$640,000	(\$600,000 Street + \$40,000 Ditch Maint.)
	DIFF	\$176,020	

City of Sikeston
Street & Drainage Improvement Plan

Cashflow Summary

	<u>FY</u>	Total Estimated <u>Costs</u>	Anticipated <u>Budget</u>	Running <u>Balance</u>
Summer of 2014	2015	\$276,257	\$340,000	\$63,743
Summer of 2015	2015/2016	\$671,550	\$640,000	\$32,193
Summer of 2016	2016/2017	\$817,182	\$640,000	-\$144,989
Summer of 2017	2017/2018	\$463,980	\$640,000	\$31,031

Council Letter

Date of Meeting: 14-06-02

Originating Department: City Manager

To the Mayor and City Council:

Subject: Citizen Request for Crime Mapping System

Attachment(s):

1. None

Action Options:

1. Briefing Only
2. Other Action Council May Deem Necessary

Background:

Citizen Request Received

The Department of Public Safety (DPS) recently received a request from Sikeston resident Peggy Grimes that the city publish, on a weekly basis, a list of crimes plus maps indicating where the incidents occurred. Ms. Grimes noted that several other jurisdictions in our area have crime information published in local papers.

Media Access to Sikeston Crime Data

Most mornings a representative from the Sikeston Standard Democrat visits DPS headquarters and views all of the CAD (Computer Aided Dispatch) sheets for incidents that occurred over the previous 24 hours. They may request additional information on certain incidents they deem to be newsworthy. The newspaper then decides which incidents to report on.

The Standard Democrat also occasionally publishes short lists of crimes in smaller jurisdictions nearby. The newspaper has access to the information and could do this for Sikeston as well if they chose to use their space in that way.

Mapping Products and Capabilities

The City of Sikeston does not currently have the ability to provide maps from CAD data, especially not in an automated manner. The City of Cape Girardeau provides information to the Southeast Missourian newspaper, and that newspaper maps crime data in Cape Girardeau. That map can be

viewed at <http://www.cityofcapegirardeau.org/Police/crime-map.aspx>. There are also products on the market such as CrimeMapping (www.crimemapping.com) to which CAD data is automatically exported, then appropriate levels of detail are mapped online. One difference between the map provided by the Southeast Missourian and the maps provided by CrimeMapping is that the former provides the exact street address and the latter lists only the block, to preserve some privacy for the crime victims while still providing useful information to the public.

Recommendation

Staff does not recommend pursuing an internet based crime mapping system at this time. During the upcoming fiscal year DPS will be replacing their 911/RMS (Records Management System) hardware and software, and it makes little sense to invest time and money integrating a crime mapping system with a 911/RMS system facing imminent replacement. After transition to a new 911/RMS system is complete, crime mapping that would be compatible with the new system can be explored.

Council Letter

Council Letter: 14-06-02

Originating Department: Department of Governmental Services

To the Mayor and City Council:

Subject: Interim Appointment to Tourism Advisory Board

Attachment:
None

Action Options:

1. Make interim appointment through September 2015.
2. Other action as Council may deem appropriate

Background:

Tess Marshall, a Council appointee to the Tourism Advisory Board, has resigned due to business reasons. Council is being asked to make an interim appointment through September 2015.

Tourism Advisory Board:

Board meets at 4 PM on the fourth Tuesday of each month.

Interim terms end: September 2015

Current Board Members:

John Tarter Rick Justice David Carnell Charlie Ziegenhorn

Council Representatives: John Graham and Steve Burch

Ex-Officio members: Susie Lawrence, Lynn Lancaster, Jiggs Moore, Kayla Evans and Audrey Hileman

Resource Bank Applicants:

Lisa Hicks, 205 Andrea Dr. Sue Rogers, 831 Delta Pine
Susanne Chitwood

Council Letter

Date of Meeting: 14-06-02

Originating Department: Department of Public Safety

To the Mayor and City Council:

Subject:

Briefing FY 2014 Justice Assistance Grant (JAG) Local Solicitation

Attachments:

1. MOU Shared grant with Scott County Sheriff's Office

Action Options:

1. Approval to proceed requested from City Council
2. MOU agreement with Scott County signed by Mayor

Background:

For the past several years the City has been awarded this Local Solicitation grant from the Justice Department. The grant amount is preset and found on the JAG allocation list. With this year's funding the department intends to continue progress on our less lethal Taser (electronic control device) program with the purchase of additional Taser Units, evidence.com Taser data storage, additional Taser accessories, and officer Safety equipment for roadway safety.

Council Letter

Date of Meeting: 14-06-02

Originating Department: City Manager's Office

To the Mayor and City Council:

Subject: City Council Goal Setting Retreat

Attachment(s):

1. None

Action Options:

1. Set Date for Council Goal Setting Retreat
2. Other Action Council May Deem Necessary

Background:

The Council previously selected Saturday, July 12, to hold a goal setting retreat. It now appears that date will not work for the entire Council. Staff contacted the previously selected facilitator (Michelle Ferguson of Novak Consulting) to check on alternate dates she would be available. In the next few months, she had the following dates available (all Saturdays):

July 19
August 9
August 16
August 23

Staff seeks Council direction regarding whether to keep the original retreat date (July 12), reschedule to one of the dates listed above, or defer planning a retreat until sometime in the fall.



CVB Operations Report For the Period Ending April 30, 2014

A. FY-14 Marketing Program.

1. Group Tour Marketing Operations – all tours completed; one return tour booked for October 2014.
2. Travelgram: Spring Campaign: Released 3,765 leads generated from FY-14 advertising campaigns.

Travelgram – Email Promotion Program				
Release Date	Quantity	Open Rate	Click Rate	Opt Out Rate
05/16/14 (all new leads)	68	17.2% (11)	9.0% (1)	0
05/12/14 (all Spring leads)	4,282	17.2% (736)	3.5% (26)	41.5% (78)
04/10/14 (all new leads)	23	48% (13)	9.1% (1)	0
04/04/14 (All Spring leads)	1,969	20% (384)	10.9% (42)	.4% (9)
03/04/14 (MO & IL Only)	1,733	19.4% (323)	8.4% (27)	.8% (14)

3. Search Engine Marketing Program Results:

Search Engine Marketing Results			
Period	Clicks	Impressions (views)	Click thru Rate
January 2013	831	22,079	2.91%
February 2013	838	21,427	3.91%
March 2013	850	23,070	3.66%
April 2013	853	22,211	3.84%
January 2014	948	18,113	5.23%
February 2014	1,072	36,076	2.97%
March 2014	1,745	52,153	3.35%
April 2014	1,428	42,163	3.39%

Industry standard: 2.92%

CVB Top Performing Keywords: Events, Attractions, Shopping, Dining

(A keyword is any word or short phrase that describes a website topic or page. The more a keyword is used by searchers and websites the more attraction power it has. Keywords are found in metadata and are used by search engine spiders to locate websites.)

4. VisitSikeston.Com performance per Google Analytics:

<u>www.VisitSikeston.Com</u> Monthly Activity					
Period	Total Visits	Pages/Visit	Avg. Duration	Bounce Rate	New Visits
January 2013	26	1.04	00:00:01	96.15%	84.6%
February 2013	24	1.33	00:00:27	70.83%	91.67%
March 2013	39	1.15	00:00:31	84.62%	97.44%
April 2013	31	1.48	00:00:11	80.65%	100%
January 2014	605	2.29	00:01:28	49.89%	84.3%
February 2014	2,637	2.34	00:01:49	55.21%	78.9%
March 2014	4,077	2.16	00:01:39	59.26%	79.6%
April 2014	3,487	2.12	00:01:45	59.91%	77.6%

<u>www.VisitSikeston.Com</u> - Geographic Origination Points			
April 2013		April 2014	
Memphis	5 – 16.13%	Afton, MO	302 – 8.66%
Unknown	2 – 6.45%	Sikeston	213 – 6.11%
Indianapolis	2 – 6.45%	St. Louis	207 – 5.94%
Forrest City	1 – 3.23%	Cape Girardeau	178 – 5.1-%
Chicago	1 – 3.23%	Chicago	99 – 2.84%

<u>www.VisitSikeston.Com</u> – Access Device			
Period	Desktop	Mobile	Tablet
April 2013	18	9	4
April 2014	1,669	1,402	416

www.VisitSikeston.com 2014 Viewer Demographics

Viewers by Sex	
Male	Female
54.15%	45.85%

Viewers by Age Group			
Age Group	Percent	Age Group	Percent
18-24	27.5%	45-54	12.5%
25-34	33.5%	55-64	5.5%
25-44	15.5%	65 +	5.5%

5. Toll-Free calling results:

FY-14 1-800 Call Statistics						
Period: - July 1 through	Total Calls	In-State Market	Primary Market	Secondary Market	Collateral Market	Other
April 2013	143	82	37	6	0	18
April 2014	163	72	42	6	0	43

6. FY-14 Advertising Campaign Update:

Lead Analysis – Fall 2013 Campaign (completed)				
Publication	Leads Y-T-D	% In-State	% in Target Market	CPI
Madden Fall Insert	6,028	13%	65%	\$2,635.00 - \$.44
Midwest Traveler, Fall	202	82%	100%	\$2,410.52 - \$11.93
Campaign Totals	6,230	925 – 15%	4,099-66%	\$5,045.52 - \$.81
Lead Analysis – Spring 2014 Campaign (In progress)				
Publication	Leads Y-T-D	% In-State	% in Target Market	Ad Cost - CPI
VacationFun Sweepstakes Dropped 3/12/14	1,089	8%	65%	\$5,000.00 - \$4.59
Midwest Traveler Spring Dropped 3/14/14	354	79%	99%	\$2,410.52 - \$6.81
Madden Spring Insert Dropped 4/10/14	1,632	23%	77%	\$5,742.00 - \$3.52
TravelerFun Insert Dropped 4/8/14	444	11%	88%	\$5,640.00 - \$12.70
St. Louis Magazine, June Dropped May 15, 2014	No Lead Tracking provided by vendor			
Campaign Totals	3,519	774 – 21%	2,626 – 74%	\$18,792.52 \$5.34

7. Fulfillment:

- Reprint, Historic Homes Brochure completed and distributed
- Visitors Guide completed and distributed
- 2014 Calendar of Events, printed and being distributed
- 2014 I-Brochure, completed and on-line
- 2014 Mobile App (I-Brochure), completed and on-line
- Hospitality Bags: 140 provided for Mission Missouri conference and a 5K charitable run

B. FY-15 Marketing Program:

1. Marketing Plan finalized and funding application submitted. Contacts being executed.

June 2014

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Library Board Meets 4:30 p.m. Regular Council Meeting 5:00 p.m.	3	4	5	6	7
8	9 Board of Adjustments Meets 4:00 p.m. Housing Authority Board Meets 12:00 p.m. Special Council Meeting 5:00 p.m.	10 BMU Board Meets 4:00 p.m. DED Board Meets 11:30 a.m.	11	12	13	14
				MML Elected Officials Conference		
15 Father's Day	16 LCRAMeets 11:30 a.m.	17	18	19 Strategic Plan Implementation Commission Meets 11:00 a.m.	20	21
22	23	24 Tourism Advisory Board Meets 4:00 p.m.	25 Traffic Commitee Meets 3:00 p.m.	26	27	28
29	30 Special Council Meeting 11:30 a.m.	<div> <div> May 2014 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 </div> <div> Jul 2014 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 </div> </div>				

July 2014

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																	
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August 2014

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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