



City of Sikeston

TENTATIVE AGENDA

SPECIAL CITY COUNCIL MEETING
SIKESTON CITY HALL

Monday, June 8, 2015
5:00 P.M.

- I. CALL TO ORDER
- II. RECORD OF ATTENDANCE
- III. OPENING PRAYER
- IV. APPROVAL OF COUNCIL MINUTES

Regular Council Minutes

June 1, 2015

V. ITEMS OF BUSINESS

- A. 2nd Reading & Consideration of Emergency Bill #5987, Authorizing Amendment of FY-15 Budget
- B. 2nd Reading & Consideration of Emergency Bill #5988, Approving the FY-16 Budget Ordinance Providing for the Appropriation of Monies and Administration of Expenditures of Monies Received During Fiscal Year 2016
- C. 2nd Reading & Consideration of Emergency Bill #5989, Establishing the Employee Compensation Plan and Staffing Levels, and the Administration Thereof for Fiscal Year 2016
- D. 2nd Reading & Consideration of Bill #5991, Amending City Code Article IV, Chapter 205, To Provide for Micro-Chipping of At-Large Animals
- E. Award of Audit Services
- F. Participation in August 2015 Sales Tax Holiday
- G. Other Items As May Be Determined During the Course of the Meeting

VI. ADJOURNMENT

Dated this 4th day of June 2015.


Carroll Couch, City Clerk

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



REGULAR CITY COUNCIL MEETING
JUNE 1, 2015

The regular Sikeston City Council meeting of June 1, 2015 was called to order at 5:00 p.m. in the City Council Chambers, located at 105 East Center, Sikeston. Present at the meeting were: Mayor Steven Burch and Councilmen Bob Depro, Karen Evans, Jon Gilmore, Maude Harris, Ryan Merideth, and Gerald Settles. Staff in attendance were: City Manager Jonathan Douglass, City Counselor Chuck Leible, City Clerk Carroll Couch, City Treasurer Karen Bailey, Governmental Services Director Linda Lowes, Public Safety Director Drew Juden, Public Works Director Jay Lancaster, Economic Development Director Ed Dust, Parks Director Jiggs Moore, Street Superintendent Brian Dial, Network Administrator Dave Warren, and Senior Building Official Collin Cecil.

APPROVAL OF CITY COUNCIL MINUTES

City Council minutes of May 4, May 12, and May 26, 2015 were presented for approval. Councilman Depro moved to approve the minutes as presented. Councilman Gilmore seconded the motion and the following roll call vote was recorded:

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

ACCEPTANCE OF BOARD AND COMMISSION MINUTES

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

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

ITEMS OF BUSINESS

Consideration of Request to Sponsor DAEOC Grant

Joel Evans, President and CEO of Delta Area Economic Opportunity Corporation (DAEOC) teleconferenced with the City Council, requesting the City sponsor their grant application to the Missouri Department of Economic Development. The funding will allow DAEOC to expand their Early Head Start Program which includes construction of a new facility. DAEOC will bear the full cost of this project.

Councilman Depro moved to sponsor a DAEOC grant application to the Missouri Department of Economic Development's Start Smart Program. The motion was seconded by Councilman Gilmore and the following roll call vote recorded:

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

FY-16 Budget Discussions

City Manager J.D. Douglass presented Council with a balanced FY-16 budget, explaining that in his effort not to use City reserve funds, several significant projects had been removed from the initial budget proposal. Following a briefing on the status of municipal reserves, Councilman Gilmore moved to amend the FY2016 Budget Ordinance to increase funding in the FY2016 Budget for the following expenditures:

- \$20,000 for ditch maintenance, bringing the total budgeted FY-16 amount to \$50,000;
- \$20,000 for street maintenance, bringing the FY-16 appropriation to \$600,000;
- \$40,000 for the replacement of a police vehicle; and
- \$40,000 for the replacement of a restroom, where determined most needed by City staff.

The motion was seconded by Councilman Depro and the following roll call vote recorded:

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

FY-15 Budget Amendment

Councilman Depro moved for the first reading of Bill Number 5987. The motion was seconded by Councilman Gilmore and the following vote recorded:

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

Counselor Leible presented the bill for reading. This bill as adopted shall become an emergency Ordinance Number 5987, and shall amend Ordinance Number 5956, the FY-15 Budget.

Ordinance 5987 presents supplemental appropriations which reflect changes in FY-15 financial activity.

FY-16 Budget Ordinance Number 5988

Councilman Merideth moved for the first reading of Bill Number 5988. The motion was seconded by Councilman Settles and the following vote recorded:

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

Counselor Leible presented the bill for reading. This bill as adopted shall become emergency Ordinance Number 5988, and shall be referred to as "The FY-2016 Budget" (July 1, 2015 through June 30, 2016), it shall repeal Ordinance 5956, being the "FY-15 Budget" and all amendments thereto, it shall provide for the appropriation of monies and administration of expenditures of monies received by the City of Sikeston in accordance with the ordinance.

Bill 5989 Establishing Staffing and Compensation Levels for FY-16

Councilman Depro moved for the first reading of Bill Number 5989. The motion was seconded by Councilman Merideth and the following vote recorded:

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

Counselor Leible presented the bill for reading. This bill as adopted shall become emergency Ordinance Number 5989 and shall repeal Ordinance Number 5957 being the FY-15 Compensation Plan and Employee Staffing Level Authorization, and all amendments thereto; and shall establish the Employee Compensation Plan and Staffing Levels, and the administration thereof for Fiscal Year 2016 (July 1, 2015 through June 30, 2016).

City Treasurer Bailey reviewed changes in the FY-16 Compensation Plan and Employee Staffing Level Authorization.

City Council Meeting Calendar

Council reviewed a schedule of tentative meeting dates and times. The study session scheduled for July 16, 2015 was canceled.

Other Items

DPS Director Juden briefed the City Council regarding application for a Byrne Jag Grant. The grant would be shared by the City of Sikeston and Scott County, with \$17,913 being awarded to the City and \$7,677 to Scott County. Funds have been used in the past to purchase tasers, officer body cameras, and radios.

Councilman Depro moved to authorize staff to apply for the Byrne Jag Grant. The motion was seconded by Councilman Evans and the following roll call vote recorded:

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

ADJOURNMENT INTO EXECUTIVE SESSION

Councilman Settles moved to adjourn into executive session for the discussion of litigation and property [RSMO 610.021 (1 & 2)]. The motion was seconded by Councilman Evans and the following roll call vote recorded:

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

No action was taken in executive session.

ADJOURNMENT OUT OF EXECUTIVE SESSION

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

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

MEETING RECONVENED

Councilman Harris moved to reconvene the regular City Council meeting of June 1, 2015. The motion was seconded by Councilman Harris and the following vote recorded:

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

Other Items

The BMU has purchased a batwing mower for use on property formerly known as the Bootheel Golf Club. City staff will be allowed to use the mower for airport maintenance.

On June 25, 2015 at 5 p.m., an appreciation dinner for various City boards and commissions will be held at the Clinton Building. The City of Sikeston will not be funding the event.

ADJOURNMENT

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

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

APPROVED:

STEVEN BURCH, MAYOR

ATTEST:

CARROLL L. COUCH, CITY CLERK

SEAL:

Council Letter

Date of Meeting: 15-06-08

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: FY-15 Budget Amendment

Attachments:

1. Ordinance 5987
2. Line Item Detail

Action Options:

1. 2nd Reading and Consideration, Ordinance 5987
2. Other Action Council may deem appropriate

Background:

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

Staff asks for the adoption of this ordinance.

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

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

SECTION I: General

A. Codification:

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

SECTION II: Appropriations

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

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

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

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

SECTION VI: Record of Passage:

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

Depro_____, Evans_____, Settles_____,

Merideth_____, Harris_____, Gilmore_____,

and Burch_____

thereby being_____,

becoming Ordinance 5987.

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

Steven Burch, Mayor

Approved as to Form
Charles Leible, City Counselor

SEAL/ATTEST:

Carroll Couch, City Clerk

CITY OF SKESTON
FY-15 BUDGET AMENDMENT DETAIL

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GENERAL FUND

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

TRANS. SALES

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

CITY OF SKESTON
FY-15 BUDGET AMENDMENT DETAIL

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ESSEX FUND

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

PARK FUND

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

CAP. IMPROV.

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

Council Letter

Date of Meeting: 15-06-08

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: FY-16 Budget Ordinance # 5988

Attachments

1. Bill #5988

Action Options:

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

Background:

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

Staff seeks Council's approval for the adoption of Ordinance #5988.

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

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

SECTION I: General

A. Ordinances Repealed:

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

B. Codification:

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

C. Purpose and Responsibility:

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

SECTION II: Appropriations

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

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

SECTION III: Administration

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

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

SECTION IV: Compensation and staffing levels.

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

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

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

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

SECTION VIII: Record of Passage:

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

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

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

 Steven Burch, Mayor

 Approved as to Form
 Charles Leible, City Counselor

BILL Number 5988

ORDINANCE Number 5988

SEAL/ATTEST:

Carroll Couch, City Clerk

Council Letter

Date of Meeting: 15-06-08

Originating Department: Governmental Services

To the Mayor and City Council:

Subject: 2nd Reading, Bill 5989 Establishing Staffing and Compensation Levels for FY-16

Attachment(s):

1. Bill 5989 with associated tables

Action Options:

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

Background:

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

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

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

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

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

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

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

SECTION I: General

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

SECTION II: Administration.

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

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

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

D. DEPARTMENT HEAD shall be responsible for:

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

E. CITY TREASURER shall be responsible for:

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

SECTION III: Paid Compensation.

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

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

salary or wages.

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

B. Allowances are hereby authorized as follows:

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

SECTION IV: Benefits:

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

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

Vacation Earned Per Year, Accrued Monthly

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

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

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

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

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

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

<u>Holiday/Personal Hours Banked Per Shift</u>			
<u>Leave Hours Banked</u>	<u>Salaried/40 E</u>	<u>171E</u>	<u>212E/Fire Div. Sgt.</u>
	<u>(8 Hour Shifts)</u>	<u>(8.3 Hour Shifts)</u>	<u>(24 Hour Shifts)</u>
	8 Hours	8.3 Hours	12 Hours

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

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

SECTION V: Classification.

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

SECTION VI: Eligibility.

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

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

C. Merit Eligibility:

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

D. Reclassifications and Other Compensation Increases:

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

SECTION VII: Anniversary Date.

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

SECTION VIII: Less Than Full Time Employees.

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

SECTION IX: Staffing Generally

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

SECTION X: Authorized Staffing Levels & Compensation Classifications.

FY-2016 Authorized Staffing Level Totals,

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

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

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

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

SECTION XIV: Record of Passage:

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

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

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

 Steven Burch, Mayor

 Approved as to Form
 Charles Leible, City Counselor

Seal/Attest:

 Carroll Couch, City Clerk

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

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

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

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

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

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

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

I. ENTRY GRADES AND RANGES:

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

II. ADMINISTRATION – GENERAL SERVICES EMPLOYEES

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

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

B. Calculation of Merit Increase based on overall average evaluation grade:								
Grade Range:	<5.5	5.5-5.99	6.0-6.49	6.5-6.99	7.0-7.49	7.5-7.99	8.0-8.49	8.5-Up
Salary Increase	-0-	\$500	\$675	\$850	\$1025	\$1200	\$1375	\$1550

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

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

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

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

⁵ Individually determined

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

I. ENTRY GRADES AND RANGES:

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

II. ADMINISTRATION

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

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

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

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

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

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

Council Letter

Date of Meeting: 15-06-08

Originating Department: Governmental Services

To the Mayor and City Council:

Subject: 2nd Reading of Bill 5991, Amending City Code Article IV, Chapter 205 to provide for the micro-chipping of at-large animals

Attachments:

1. Bill 5991

Action Options:

1. Second Reading & Adoption of Bill #5991
2. Other action Council may deem appropriate

Background:

City Staff, in cooperation with the Sikeston Humane Society, wishes to implement a program to reduce the number of dogs roaming our community. Cape Girardeau has a similar program which has proven effective in reducing the number of dogs, particularly aggressive dogs, running at-large in their community.

A key to the success of this program is the documented identification of the dog's owner on the first offense of running-at-large. If the owner cannot or does not prevent the animal from continuing this behavior, the dog is then physically altered to reduce aggressive behaviors and natural tendencies to run-at-large.

The proposed program works as follows:

- A) Dogs running-at-large in the community are captured by Animal Control and placed with the Sikeston Humane Society.
 1. If the animal's owner can be identified, he will be notified and given 7 days from the date of notification to reclaim the dog. Upon the owner's request to reclaim the animal, it will be implanted with a micro-chip that has been registered with a national database which records the owner's name and contact information. The owner will then pay the cost of micro-chipping (approximately \$10), with normal impoundment fees/costs and any fees for vaccination or medical treatment of the animal.
 2. If the animal has not been claimed within 10 days it becomes the property of the Humane Society. Upon adoption the animal will be micro-chipped, and the owner's identification and contact information recorded in the national database.

(This requirement does not apply to animals transferred from the Sikeston Humane Society to impoundment or rescue facilities not located within the City of Sikeston.)

- B) If a dog, micro-chipped through the City's program, is captured a second time while running-at-large, the owner will be notified and given 7 days to claim the animal. Before the animal is released, the owner must provide proof the animal has been spayed or neutered. If the dog has not been spay/neutered, this will be done at the owner's expense prior to the animal's release.

City Staff met with Sikeston Humane Society representatives prior to the drafting of this measure, and all Humane Society concerns expressed during these discussions have been addressed.

Staff asks for Council's approval of Ordinance #5991.

THIS BILL AS APPROVED SHALL BECOME ORDINANCE NUMBER 5991, AMENDING CITY CODE CHAPTER 205, ARTICLE IV, TO REQUIRE IMPOUNDED DOGS WITHIN THE CITY OF SIKESTON BE MICRO-CHIPPED WITH OWNER IDENTIFICATION PRIOR TO RELEASE FROM CITY CUSTODY, AND TO REQUIRE ANY DOG IMPOUNDED FOR A SECOND OFFENSE OF RUNNING-AT-LARGE BE SPAYED OR NEUTERED PRIOR TO THE DOG'S RELEASE TO ITS OWNER.

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

SECTION I. This Ordinance shall be codified in the Sikeston Municipal Code as follows:

SECTION II: Chapter 205, Article IV, Section 205.180 is amended to read as follows:

“Section 205.180: Impoundment, Owner Notification.

- A. Any animal found within the city running at large, not tied or led by a line or leash, contrary to the provisions of this chapter shall be taken up and impounded in a suitable place, as designated by the city manager.
- B. If an impounded animal wears an immunization tag or if the owner can be identified and located by reasonable means, the owner shall, within forty-eight (48) hours of impoundment, be notified that his/her animal has been impounded.”

SECTION III: Chapter 205, Article IV, Section 205.190 is amended to read as follows:

“Section 205.190: Redemption, Owner Identification, Fees.

- A. The impounded animal shall be held for a period of seven (7) days and will be micro-chipped with owner identification prior to final release. The animal may be claimed by the owner at any time by paying the cost of micro-chipping, impoundment costs/fees, and costs, if required, of vaccination and/or treatment by a veterinarian.
- B. If the owner of the animal is not identified within ten (10) days after it is impounded or in the event the owner does not redeem the animal within seven (7) days of notification, ownership of the animal shall transfer to the impoundment facility and the animal may be placed for adoption or euthanized. Adopted dogs shall be micro-chipped with owner identification prior to final release. Said owner shall be responsible for cost of micro-chipping.
- C. Section B, above, does not apply to dogs transferred from the Sikeston animal impoundment facility to another facility not located within the City of Sikeston.

SECTION IV: Chapter 205, Article IV, Section 205.195 is created to read as follows:

“Section 205.195: Animal Spay/Neuter Required, Running-at-Large Second Offense:

- A. If any dog is impounded more than once due to violations of this chapter, such animal will not be finally released from the second impoundment unless the dog has been spayed or neutered.
- B. If the owner cannot provide written confirmation by a licensed veterinarian that the dog has been previously spayed or neutered, the impoundment facility will have a licensed veterinarian conduct the sterilization procedure on the dog before relinquishing custody of the animal. The owner of the dog shall be required to pay the costs of the sterilization of the dog prior to the animal's release.”

SECTION V: General Repealer Section. Any ordinance or parts 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, then the remaining part or parts shall be severable and shall continue in full force and effect.

SECTION VII: Record of Passage:

A. Bill Number 5991 was introduced and read the first time this 26th day of May 2015.

B. Bill Number 5991 was read the second time and discussed on this 8th of June 2015, and was voted as follows:

Depro _____, Harris _____, Merideth _____, Burch _____,
Evans _____, Settles _____, and Gilmore _____,
thereby being _____, and becoming Ordinance 5991.

C. Ordinance 5991 shall be in full force and effect July 8th, 2015.

STEPHEN BURCH, Mayor

Approved as to Form:

CHARLES LEIBLE, City Counselor

SEAL/ATTEST:

CARROLL COUCH, City Clerk

Council Letter

Date of Meeting: June 8, 2015

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: Independent Audit Proposal

Attachments:

1. Affidavit of Publication
2. Fee Schedule

Action Options:

1. Approve proposed fee schedule
2. Other Action Council may deem appropriate

Background:

The City has received one expression of interest in performing the annual independent audit for the next five years. Subject to recommendation of the Professional Consulting Committee, the Council may accept the proposed fee schedule, or take other action.

AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI }
COUNTY OF SCOTT } ss.

RECEIVED MAY 18 2015

**CITY OF SKESTON
REQUEST FOR PRO-
POSAL
ANNUAL INDE-
PENDENT AUDIT
SERVICES**

BID NUMBER 15-26

The City of Skeston invites qualified Certified Public Accountants to submit a written expression of interest no later than May 28, 2015, at 5:00 p.m., for the performance of an audit of its financial accounts and records covering the twelve months ending June 30, 2015, 2016, 2017, 2018, and 2019, for the purpose of rendering an opinion regarding the fairness of applicable financial statements and a separate report on the internal control, management weaknesses observed and the City's compliance with applicable legal provisions, in accordance with generally accepted governmental auditing standards.

Interested parties may obtain bid information and requirements at the office of the City Clerk between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

#46

I, Don Culbertson, being duly sworn according to law, state that I am the C.O.O. of the Standard-Democrat, a daily newspaper of general circulation in the county of Scott where located; which newspaper has been admitted to the Post Office as second class matter in the city of Skeston, Missouri, the city of publication; which newspaper has been published regularly and consecutively for a period of three years and has a list of bona fide subscribers voluntarily engaged as such who have paid or agreed to pay a stated price for a subscription for a definite period of time and that such newspaper has complied with the provisions of Section 493.050, Revised Statutes of Missouri 1969. The affixed notice appeared in said newspaper in the following consecutive issues:

1st Insertion	Vol. 100 No. 46	14 th day of MAY	2015
2nd Insertion	Vol. 100 No.	day of	2014
3rd Insertion	Vol. 100 No.	day of	2014
4th Insertion	Vol. 100 No.	day of	2014
5th Insertion	Vol. 100 No.	day of	2014
6th Insertion	Vol. 100 No.	day of	2014
7th Insertion	Vol. 100 No.	day of	2014
8th Insertion	Vol. 100 No.	day of	2014
9th Insertion	Vol. 100 No.	day of	2014
10th Insertion	Vol. 100 No.	day of	2014

Publication Fee: \$39.60

[Signature]

Subscribed and sworn to before me this

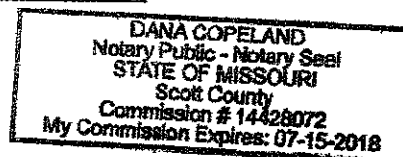
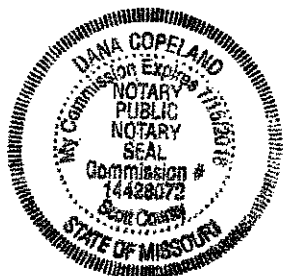
14 day of May

2015.

[Signature: Dana Copeland]

Notary Public

My commission expires



BUCHER, ESSNER AND MILES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS
205 West Malone Ave Suite H – P.O. Box 745
Sikeston, Missouri 63801

JAMES H. BUCHER, C.P.A. (1920-1999)
JAMES G. BUCHER, C.P.A.
ROBERT P. ESSNER, C.P.A.
JEFFREY J. MILES, C.P.A.

Telephone (573) 471-5101
Fax (573) 471-5114

Members of
American Institute and
Missouri Society of C.P.A.'s

June 1, 2015

Mr. Carroll Couch
City Clerk
City of Sikeston
105 East Center Street
Sikeston, Missouri 63801

Dear Carroll:

In response to your request for audit services for the City of Sikeston for the years ended June 30, 2015, 2016, 2017, 2018 and 2019, we propose to perform the audit for the following fees:

Year Ended June 30, 2015	\$ 25,500.00
June 30, 2016	26,000.00
June 30, 2017	26,500.00
June 30, 2018	27,000.00
June 30, 2019	27,500.00

If you have any questions, please let us know.

Very truly yours,

BUCHER, ESSNER and MILES, L.L.C.

By Robert P. Essner, CPA

RPE:

Carroll Couch

To: Karen Evans; Jon Gilmore; Gerald Settles
Cc: Jonathan Douglass
Subject: Professional Consulting Committee-Audit Services
Attachments: SKMBT_50115060214490.pdf 6/2/15

Please find attached the Affidavit of Publication, Audit Proposal, and proposed audit fees, to be presented for Council consideration on June 8, 2015. The proposal from Bucher, Essner and Miles, L.L.C., was the only one received. Audit fees for the prior years were;

Year Ended June 30, 2010	\$ 23,500.00
June 30, 2011	23,850.00
June 30, 2012	24,250.00
June 30, 2013	24,600.00
June 30, 2014	25,000.00

I will prepare the Council letter and attach the Affidavit of Publication, and Fee Schedule. The proposal will be available should any other Councilmember wish to review it.

Carroll L. Couch

City Clerk, City of Sikeston
105 E. Center Street
Sikeston, MO 63801
573-471-2511

Council Letter

Date of Meeting: June 8, 2015

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: "Back to School Sales Tax Holiday"

Attachments:

1. Model Ordinance to opt out

Action Options:

1. Choose to participate
2. Choose to not participate

Background:

Section 144.049, RSMo, establishes a sales tax holiday effective during a three-day period beginning at 12:01 a.m., on the first Friday in August and ending at midnight on the Sunday following. Certain back-to-school purchases, such as clothing, school supplies, computers, and other items as defined by the statute, are exempt from sales tax for this time period only. If jurisdictions choose to not participate in the holiday, an ordinance must be prepared and forwarded to the Department of Revenue no later than June 15. If the Council chooses to not participate, an ordinance number will be assigned for roll call vote, then prepared for the Mayor's signature and so forwarded.

**An Ordinance to Opt Out
of State Imposed Sales Tax Holiday**

Whereas, the Missouri General Assembly has passed and the Governor has signed, House Bill 64 that establishes a so-called "sales tax holiday" for the first weekend in August, and

Whereas, the legislation does not provide for the reimbursement to local governments for lost revenues, and

Whereas, the sales tax holiday will significantly reduce local revenues, and

Whereas, municipalities depend on sales tax revenues to provide essential services for the citizens, including police, fire, parks, streets, code enforcement, etc., and

Whereas, these sales taxes were approved by a vote of the people who expect the promised services, and

Whereas, the legislation authorizes local governments to opt out of the sales tax holiday by ordinance of the governing body,

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL¹ OF THE CITY OF _____² AS FOLLOWS:

Section One. The City of _____² hereby determines that it will prohibit the provisions of Section 144.049 RSMo., 2005, from exempting sales of certain clothing, personal computers, certain computer software, and school supplies that occur within the boundaries of said City³ beginning at 12:01 a.m. on the first Friday in August and ending at midnight on the Sunday following from local sales taxes.

Section Two. The City Clerk⁴ is hereby directed to send written notice to the State of Missouri Department of Revenue⁵ as soon as possible, but no later than June 15, 2006, of the decision to opt out of the "Sales Tax Holiday," by forwarding a cover letter and certified copy of this ordinance.

¹ Replace the phrase "City Council" with "Board of Aldermen," "Board of Trustees," as appropriate.

² Replace the phrase "City of _____" with "Village of _____" if appropriate.

³ Replace with "Village" as appropriate.

⁴ Replace with "Village Clerk" as appropriate.

⁵ The correct mailing address is PO Box 3380, Jefferson City, MO, 65101-3380, fax 573-751-9409.

Section Three. This ordinance shall be in full force and effect from and after the date of its passage and approval.

READ TWO TIMES, ADOPTED AND APPROVED THIS ____ DAY OF _____, 200__.⁶

Passed: _____ Approved: _____

Presiding Officer

Mayor

ATTEST:

APPROVED AS TO FORM.⁷

City Clerk

City Attorney/Counselor

BE IT REMEMBERED that on final passage of this ordinance, the roll call vote for approval was the following persons voting "Aye" _____

and the following voting "Nay" _____

_____⁸

⁶ One might wish to modify this phrase to say "READ, ADOPTED, AND PUBLISHED THIS ____ DAY OF _____, 200__" for a village.

⁷ Some city charters require the city attorney or city counselor to sign any ordinance approving it as to its form. In such cities, this signature block may be mandatory. In most other cities, this signature block is desirable, but not mandatory.

⁸ For a city or a village it is essential that the roll call vote be recorded somewhere, either here (as suggested) or in the minutes of the meeting. Failure to do so could invalidate your ordinance.