



TENTATIVE AGENDA

**SPECIAL CITY COUNCIL MEETING
SIKESTON CITY HALL**

**Monday, June 9, 2014
5:00 P.M.**

- I. CALL TO ORDER
- II. RECORD OF ATTENDANCE
- III. OPENING PRAYER
- IV. ITEMS OF BUSINESS
 - A. 2nd Reading & Consideration of Emergency Bill #5956, the FY-15 Budget Ordinance Providing for the Appropriation of Monies and Administration of Expenditures of Monies Received during the Fiscal Year 2015
 - B. 2nd Reading & Consideration of Emergency Bill #5957, Establishing the Employee Compensation Plan and Staffing Levels and the Administration thereof for Fiscal Year 2015
 - C. Authorization to Execute Engineering Contract for Applegate Street/Drainage Project and John R. Blvd. Drainage Project
 - D. Briefing: Local Vendor Preference Policy
 - E. Other Items As May Be Determined During the Course of the Meeting
- V. ADJOURNMENT INTO EXECUTIVE SESSION

Personnel (RSMo 6.10.021(3))
- VI. ADJOURNMENT

Dated this 5th day of June 2014


Carroll Couch, City Clerk

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



Council Letter

Date of Meeting: 14-06-09

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: FY-15 Budget Ordinance # 5956

Attachments

1. Bill #5956

Action Options:

1. 2nd Reading and Approval of 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.

Staff asks for approval of this emergency bill, which will become effective on July 1, 2014.

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A. Ordinances Repealed: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 Ordinance Number 5913 and all amendments to the FY-14 Budget are hereby repealed.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.

Jery Pullen, Mayor

Approved as to Form
Charles Leible, City Counselor

SEAL/ATTEST:

Carroll Couch, City Clerk

Council Letter

Date of Meeting: 14-06-09

Originating Department: Governmental Services

To the Mayor and City Council:

Subject: 2nd Reading and Consideration of Bill 5957 Establishing Staffing and Compensation Levels for FY-15

Attachment(s):

1. Bill 5957 with associated tables

Action Options:

1. Approval of Bill #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 its 2nd reading and approval by Council.

Because this is an emergency bill, the effective date 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 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-ration, 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	<u>Leave Based on Years of Completed Service</u>			
	< 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

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

	FY-2015			FY-2014		
	F	P	S	F	P	S
F -- full-time; P -- part-time; S -- seasonal)						
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	
	Municipal Court	Network Administrator	21	1	0	0	
		Administrative Assistant	11	1	0	0	
		IT Technician	21	1	0	0	
		Secretary/Receptionist	8	1	0	0	
		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
Collector		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
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	
	Garage	Skilled Worker	11	8	0	6	
		Vehicle Maintenance Supervisor	17	1	0	0	
	LCRA	Mechanic	13	1	0	0	
		Supervisors	1	0	0	4	
	Planning	Grounds Maintenance	1	0	0	20	
		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
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	\$46,694
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: Authorization to Execute Engineering Services Contract with Lambert Engineering for Applegate and John R Blvd Street and Drainage Projects

Action Options:

1. Authorize Execution of Contract
2. Other action Council may deem appropriate

Background:

For calendar year 2014, Public Works is bringing forth a short list of street and drainage projects to focus on. These include three projects: (1) Greenbrier Ditch; (2) Applegate; and (3) John R Blvd. The Council has already issued authorization to proceed with the Greenbrier Ditch project, and it will have its official letting on June 19th.

Our focus has been on the two most damaging areas of flooding: Greenbrier area and John R Boulevard area; and the one dedicated street in our city that has a portion that is closed: Applegate.

For Applegate, at this time we are looking to design and let a simple project to clean out the ditch, reset its channel where it should be and apply adequate erosion control measures, while reconstructing Applegate to handle the heavier commercial traffic it now endures. While there have been larger, grander projects proposed for Applegate in the past, the intent for this project is to keep it simple, and address the basic needs. We anticipate a construction estimate of \$150,000 to \$200,000 for what we propose.

For John R Boulevard, we simply want to analyze the drainage in hopes of making some improvements in the median of John R. Boulevard to reduce flooding during heavy rains. This may include enlarging pipes, rerouting pipes, or creating a new ditch along the median of the boulevard. We anticipate the construction estimate for this project to be around \$60,000 to \$100,000.

For both of these projects, staff and the professional services committee are suggesting a contract with Lambert Engineering. It has been the intent of the council to share work evenly between Waters and Lambert. Our financial staff ran an analysis of the recent contracts with both, and show that the overwhelming percentage of the work in the recent past has gone to Waters, so this was an effort to bring things closer to the intent of the work being shared equally.

Lambert Engineering is proposing a fee structure of 11% overall (based on the construction cost), with 5% due after design, and the remaining 6% due during/after construction.

Council Letter

Date of Meeting: 14-06-09

Originating Department: City Manager

To the Mayor and City Council:

Subject: Local Purchasing Policy

Attachment(s):

1. Local Vendor Preference Policy

Action Options:

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

Background:

During a recent City Council meeting, the Council had a brief discussion of the city's local vendor preference policy. A general summary of the city's purchasing policy, including the local vendor preference adopted by the Council in 2009, is attached to this letter. Staff seeks Council direction regarding whether any changes to the current policy are desired. The current policy reads:

The City's objective in purchasing is to obtain the best value at the lowest price, while maintaining our City's economic base. An outgrowth of this philosophy was the establishment of the local vendor preference schedule listed below, which applies to all vendors, physically located and licensed to do business within the corporate City limits of Sikeston, Missouri.

Purchase of	But not over	Local Vendor Preference
\$0.01	\$10,000	5%
\$10,001.00	\$100,000	2%
\$100,001.00		1%

Various amendments to the policy could be considered, including, but not limited to, the following:

- **Adding a maximum dollar amount.** We don't make a lot of purchases over \$100,000, but it might be good to add a cap to maximum preference the city could award. For example, a maximum preference of \$10,000 could be set, meaning that on a \$2,000,000 purchase

(perhaps construction of a building), the preference would be capped at \$10,000, or 0.5% of the price.

- ***Changing the preference to one flat percentage.*** The current policy applies different percentage preferences based on the size of the purchase. It would be simpler to set one rate, perhaps 1%, that applies across the board. That would still achieve the goal of allowing the city to favor a local vendor when the bids/quotes are very close.
- ***Clarifying how the preference is calculated.*** The current policy does not specify whether the preference is calculated based on the lowest non-local price, or on the lowest local price. It may be unlikely that this scenario would arise, but the method of calculating the preference could make a difference in who is awarded a bid, especially if the bids are right around the threshold between one preference percentage and another.
- ***Preference may be applied at Council's discretion.*** All purchases above \$10,000 must be approved by the City Council. I recommend clarifying that the preference may be applied to purchases above \$10,000, at the sole discretion of the Council.
- ***Definition of local vendor.*** The local vendor preference currently applies to all vendors "physically located and licensed to do business within the corporate City limits of Sikeston." The definition could be amended in any number of ways if the Council desires, to define as "local" vendors in Sikeston and Miner, vendors within the Sikeston zip code, vendors within Scott and New Madrid counties, or some other definition.

Appendix D

Purchasing Policy and Local Vendor Preference General Summary

December 2009

The following procedures are to be used when purchasing good/services for the City. Should you need more detailed information, reference the City's Purchasing Policy Manual:

Purchases of \$150 or less	Use departmental petty cash fund, City provided credit card or obtain approval to charge to the City's account from authorized supervisor or Department Head
Purchases of \$150.01 to \$500	Telephone Bid Number, Telephone Quote from three (3) vendors and Purchase Order required
Purchases of \$500.01 to \$5,000	Request for Quotation Number, Quotes from three (3) vendors & Purchase Order required
Purchases of \$5,000.01 but less than \$10,000	Master Bid Number, Public Notice, Bid Specifications & Purchase Order required

Purchases of \$150 or Less:

Department Heads and certain employees in key positions are granted a limited purchase allowance of \$150. The Director of Administrative Services provides vendors with the list of the individuals authorized to charge goods to the City's account. Under certain circumstances these individuals may designate, in writing, for the purchase of specific goods by another employee.

Purchases of less than \$500

These purchases are made on the open market without Invitation for Bids or Requests for Proposals. Prior to contacting vendors, notify the Purchasing Agent and obtain a Telephone Bid Number. Once a bid number is assigned, prices from a minimum of three (3) vendors are obtained by telephone, fax or correspondence. A cost analysis is made and a vendor is chosen based on the lowest and best price. A purchase request is generated electronically, and sent to the department's approving authority. Upon department approval, the request is transmitted to the City Clerk for final approval and encumbrance of funds. Department Purchasing Representatives will be notified of purchase order

approvals. Upon delivery of order, the goods received are compared against those ordered and a Receiving Report is completed and forwarded to the Accounts Payable Office.

Request for Quotation, Purchases of \$500.01-\$10,000:

Should the purchase of supplies or services be less than \$10,000 but greater than \$500, a Request for Quotation is made. Although similar to a Invitation for Bid, a Request for Quotation differs in that legal advertising is not required and detailed specifications are prepared as needed, on a case-by-case basis. Quotes are obtained from a minimum of three (3) vendors; prepare cost analysis to determine lowest and best bid. Forward a purchase request, electronically, to the Department's Approving Authority. Upon department approval, the request is transmitted to the City Clerk for final approval and encumbrance of funds. The Departmental Purchasing Authority will be notified of purchase order approval. Upon delivery of the order, the goods received are compared against those ordered and a Receiving Report is completed and forwarded to the Accounts Payable Office.

Invitation for Bid, Purchases Exceeding \$10,000

Purchases exceeding \$10,000 require Department Head/City Manager approval to start the bid process. Contact Purchasing Agent to obtain bid number. Prepare bid specifications, which may include a bid deposit or performance bond. Prepare and publish the "Notice of Invitation to Bid". The Notice contains a general description of the item being purchased, where bid packets may be obtained, and the date and time proposals will be opened. An invitation to bid is published at least once in at least one (1) official newspaper in the City at least five (5) days prior to any Pre or Post Bid conference, but shall be published no less than five (5) days preceding the last day set for the receipt of proposals. Sealed bids are opened in public at the time and place stated in the Invitation for Bids. A tabulation of all bids received is sent to all concerned bidders. Upon determination of the lowest and best bid, a recommendation is prepared and presented to Council. All purchases exceeding \$10,000 are awarded by the City Council.

Vendor List:

To be placed on the City of Sikeston's vendor list, firms should contact the Department's Purchasing Representative with an introduction letter and copies of literature or catalogs pertaining to products or services. All vendors remain on the City's active vendor list for one (1) year. If a firm does not respond to a request for bid or quotation during this one (1) year period, their name will be removed from the vendor list.

Local Vendor Preference Policy

The City's objective in purchasing is to obtain the best value at the lowest price, while maintaining our City's economic base. An outgrowth of this philosophy was

the establishment of the local vendor preference schedule listed below, which applies to all vendors, physically located and licensed to do business within the corporate City limits of Sikeston, Missouri.

Purchase of	But not over	Local Vendor Preference
\$.01	\$ 10,000	5%
\$ 10,001.00	\$100,000	2%
\$100,001.00+		1%

The local vendor preference policy, referenced above, was adopted by the Sikeston City Council on December 8, 2009 by Resolution 09-12-01.