



TENTATIVE AGENDA

City of Sikeston

REGULAR CITY COUNCIL MEETING SIKESTON CITY HALL

Monday, July 6, 2015
6:00 P.M.

- I. CALL TO ORDER
- II. RECORD OF ATTENDANCE
- III. OPENING PRAYER
- IV. PLEDGE OF ALLEGIANCE
- V. APPROVAL OF CITY COUNCIL MINUTES
 - A. Special City Council Minutes June 8, 2015
- VI. ACCEPTANCE OF BOARD AND COMMISSION MINUTES
 - A. Board of Adjustments April 13, 2015
 - B. DED May 12, 2015
 - C. DED, Executive Session May 12, 2015
 - D. Housing Authority April 13, 2015
 - E. Housing Authority May 11, 2015
 - F. Library Board May 4, 2015
 - G. Tourism Advisory Board April 28, 2015
- VII. ITEMS OF BUSINESS
 - A. Approval of Amended Program Agreement to Add Federal Funds to Airport Terminal Project
 - B. Briefing & Authorization to Purchase DPS Vehicles
 - C. Consideration of Resolution 15-07-01, Surplus of DPS Patrol Vehicle
 - D. 1st Reading, Bill #5992, Amending City Code to Define "Minor Traffic Violation" and Establishing a Maximum Fine of \$300 for the Violation, thereof
 - E. Discussion, Scheduling of City Council Regular Meetings
 - F. Other Items As May Be Determined During the Course of the Meeting
- VIII. ADJOURNMENT INTO EXECUTIVE SESSION

Property (RSMo 6.10.021(2))
Personnel (RSMo 6.10.021(3))

IX. ADJOURNMENT

Dated this 29th 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.



SPECIAL CITY COUNCIL MEETING
JUNE 8, 2015

CALL TO ORDER/RECORD OF ATTENDANCE

The special Sikeston City Council meeting of June 8, 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, and Gerald Settles. Councilman Ryan Merideth was absent. Staff in attendance were: City Manager Jonathan Douglass, City Counselor Chuck Leible, City Clerk Carroll Couch, City Treasurer Karen Bailey, Governmental Services Director Linda Lowes, Public Works Director Jay Lancaster, Economic Development Director Ed Dust, Parks Director Jiggs Moore, Street Superintendent Brian Dial, and Senior Building Official Collin Cecil.

APPROVAL OF COUNCIL MINUTES

Councilman Depro moved to approve the City Council minutes of June 1, 2015. The motion was seconded by Councilman Settles and the following roll call vote recorded:

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

ITEMS OF BUSINESS

Emergency Bill Number 5987, Authorizing Amendment of the FY-15 Budget

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

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

Counselor Leible presented the bill for reading.

BILL Number 5987

ORIDINANCE Number 5987

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. Councilman Settles moved to approve Bill Number 5987. The motion was seconded by Councilman Evans and the following roll call vote recorded:

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

Bill Number 5988, Approving the FY2016 Budget Ordinance, Providing for the Appropriation of Monies and Administration of Expenditures of Monies Received During Fiscal Year 2016

Councilman Depro moved for the second reading of Bill Number 5988. The motion was seconded by Councilman Harris and the following roll call vote recorded:

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

Counselor Leible presented the bill for reading.

BILL NUMBER 5988

ORDINANCE NUMBER 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

F. Ordinances Repealed:

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

G. 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 \$1,635,107 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 \$1,410,195 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 TIF 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.seq.
 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. Councilman Settles moved to approve Bill Number 5988. The motion was seconded by Councilman Depro. John Graham of 518 Lindenwood commented on the proposed budget. The bill was discussed and the following roll call vote recorded:

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

Bill Number 5989 Establishing Staffing and Compensation Levels for FY2016

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

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

Counselor Leible presented the bill for reading.

BILL Number 5989

ORDINANCE Number 5989

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).

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-rata 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-ratio, 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

<u>Assigned Hours Per Shift</u>	<u>Leave Based on Years of Completed Service</u>			
	6 months -2		3-4 Years ¾ day/shift	5+ Years 1 day/shift
	< 6 months 0	years ½ 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 an employee may be choose to be paid the holiday or that holiday (in hours) shall be credited to the employee's Personal Hours as follows:

Holiday/Personal Hours Banked Per Shift

	Salaried/40 E	171E	212E/Fire Div. Sgt.
	(8 Hour Shifts)	(8.3 Hour Shifts)	(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 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 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.
- 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. Councilman Evans moved to approve Bill Number 5989. The motion was seconded by Councilman Harris, discussed and the following roll call vote recorded:

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

Bill Number 5991, Amending City Code Article IV, Chapter 205 to provide for the Micro-Chipping of At-Large Animals

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

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

Counselor Leible presented the bill for reading.

Bill Number 5991

Ordinance Number 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. Councilman Harris moved to table the bill until it could be discussed at a City Council work session. The motion was seconded by Councilman Depro and the following vote recorded:

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

Award of Audit Services

City Clerk Couch reported only one expression of interest in performing the annual independent audit for the next five years was received. It was from Bucher, Essner and Miles, LLC. They requested \$25,500 for the year ended June 30, 2015 and an additional \$500 each year, thereafter.

Councilman Evans moved to accept the recommendation of the Professional Consulting Committee to award annual independent audit services for the next five years to Bucher, Essner and Miles, LLC. The motion was seconded by Councilman Depro and the following roll call vote recorded:

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

Back to School Sales Tax Holiday

Section 144.049 RSMo establishes a sales tax holiday effective August 7-9, 2015. Certain back-to-school purchases, such as clothing, computers, school supplies, and other items as determined by statute, are exempt from sales tax during this time period only. Following discussion, Councilman Depro moved for the City to participate in the School Sales Tax Holiday. The motion was seconded by Councilman Harris and the following roll call vote recorded:

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

ADJOURNMENT

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

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

APPROVED:

STEVEN BURCH, MAYOR

ATTEST:

CARROLL L. COUCH, CITY CLERK

SEAL:

Board of Adjustments

April 13, 2015

4:00 p.m.

Sikeston City Hall

C.D. Matthews

Members Present: Cooper, Galemore, Nace, Redd, Miller, Steck and Ziegenhorn (late)

Members Absent: Black

Staff Present: Collin Cecil, Senior Building Official
Angie Keller, Administrative Assistant

Guests: Alan Hill, Margie Knapp, and Larry Rodgers

Approval of Minutes:

Minutes of January 12, 2015 were presented for approval. A motion was made by Nace to approve the minutes. Miller seconded the motion. Roll call vote was as follows:

Ayes:	Cooper, Galemore, Nace, Redd, Miller, and Steck (Ziegenhorn late- no vote)
Nays:	0
Motion Passed:	7-0

Items of Business:

A request, from Alan Hill, for a 25' front yard setback variance located at 1326 Shelby Avenue.

After discussion of the request, a motion was made by Nace to approve the request from Alan Hill, for a 25' front yard setback variance located at 1326 Shelby Avenue. Steck seconded the motion. Roll call vote was as follows:

Ayes:	0
Nays:	Galemore, Nace, Redd, Miller, Steck, Ziegenhorn & Cooper
Motion Failed:	0-7

A request, from Larry Rodgers Sr., for a 1' 5" flood plain variance located at 417 Crowe Street.

After discussion of the request, a motion was made by Cooper to approve the request from Larry Rodgers Sr., for a 1' 5" flood plain variance located at 417 Crowe Street. Redd seconded the motion. Roll call vote was as follows:

Ayes:	Galemore, Nace, Redd, Miller, Steck, Ziegenhorn & Cooper
Nays:	0
Motion Passed:	7-0

Board of Adjustments

April 13, 2015

4:00 p.m.

There being no further business items, a motion was made by Cooper to adjourn and seconded by Steck to adjourn. The vote was unanimous. The meeting adjourned.

Respectfully submitted by:

Attested by:

Angie Keller, Administrative Assistant

Ron Galemore, Chairman

SIKESTON DEPARTMENT OF ECONOMIC DEVELOPMENT

Tuesday, May 12, 2015 – 11:30 A.M.

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

BOARD OF DIRECTORS MEETING

CALL TO ORDER/RECORD OF ATTENDANCE

Chairman Steven Burch called the meeting to order at 11:40 A.M. Board Members Present: Steven Burch, Alan Keenan, Rick Landers, Bob Depro, Jon Gilmore, and ex-officio member Jonathan Douglass. Also in attendance: Ed Dust, Kathy Medley, Kevin Williams, Larry Husk, Karl Nicholas and City Counselor Chuck Leible.

ITEMS OF BUSINESS:

Bob Depro made a motion to approve the April 14, 2015 minutes. The motion was seconded by Jon Gilmore and the following roll call vote was recorded: Keenan Aye, Landers Aye, Depro Aye, Burch Aye, Gilmore Aye, thereby being passed.

Jon Gilmore made a motion to adjourn to executive session to discuss property. The motion was seconded by Alan Keenan and the following roll call vote was recorded: Keenan Aye, Landers Aye, Depro Aye, Burch Aye, Gilmore Aye, thereby being passed.

After adjourning back to regular session at 12:15 P.M., Jon Douglass gave an update on the railroad trail. The City is checking into the cost of having a long-term master plan completed for the city trails. Ed Dust reported that the DED staff is working with Missouri Partnership on several industry prospects.

The next DED board meeting will be June 9. There being no other business to discuss, the meeting adjourned at 12:35 P.M.

Respectfully Submitted By:

ED DUST, Secretary

STEVEN BURCH, Chairman

SIKESTON DEPARTMENT OF ECONOMIC DEVELOPMENT

Tuesday, May 12, 2015 – 11:42 A.M.

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

BOARD OF DIRECTORS MEETING – EXECUTIVE SESSION

CALL TO ORDER/RECORD OF ATTENDANCE

Chairman Steven Burch called the meeting to order per Section 610.021(2) at 11:42 A.M.

Board Members Present: Alan Keenan, Rick Landers, Steven Burch, Bob Depro, Jon Gilmore, and ex-officio member Jonathan Douglass. Also in attendance: Ed Dust, Kathy Medley, Jon Gilmore, Kevin Williams, Larry Husk, Karl Nicholas and City Counselor Chuck Leible.

ITEMS OF BUSINESS:

Kevin Williams, Larry Husk, and Karl Nicholas addressed the board and discussed their proposed plans for the Village Green property. No action was taken.

Bob Depro made a motion to adjourn back to regular session at 12:15 P.M. The motion was seconded by Jon Gilmore and the following roll call vote was recorded: Keenan Aye, Landers Aye, Depro Aye, Burch Aye, Gilmore Aye, thereby being passed.

Respectfully Submitted By:

ED DUST, Secretary

STEVEN BURCH, Chairman

MINUTES OF THE REGULAR MEETING

HOUSING AUTHORITY OF THE

CITY OF SIKESTON, MISSOURI

HELD ON THE THIRTEENTH OF APRIL 2015

On the Thirteenth Day of April 2015, at 12:00 Noon, the Board of Commissioners of the Housing Authority of the City of Sikeston, Missouri met in Regular session at the Housing Authority Office Building in Sikeston, Missouri.

The Meeting was called to order and upon roll call, the following members of the Body were present:

Present: Chairman Mike Jensen, Commissioner David Hay, Commissioner Michele Knickman, and Commissioner Alice Tharp

Absent: Vice-Chairman Larry Tetley

Also Present: Bobby K. Henry, Executive Director

Being a quorum present, the following business was transacted:

Minutes of the Regular Meeting of March 9, 2015 were presented and upon a motion duly made by Commissioner David Hay, and seconded by Commissioner Alice Tharp, and unanimously carried, the Minutes were approved as presented.

Thereupon the following bills were presented for payment:

Aramark	182.44	Plaza Tire	41.45
AT&T	222.71	Raben Tire	30.00
Auto Tire & Parts	38.95	RAM Enterprises	300.00
Board of Municipal Utilities	45,761.75	Santie Wholesale	449.03
C & K Building Materials	608.28	Service Master	330.00
Decota Electric	305.74	Sonny's Solid Waste	2,000.00
G&D Communications	72.00	Standard Democrat	1,099.82
Liberty Utilities	5,150.33	Stan's Carpet	963.76
Lowes	181.75	Steward, Rebecca	383.50
Menards	644.97	Tenmast Software	1,500.00
Meyer Supply	71.06	The PI Company	610.00
Mid-South Office Supply	426.13		
Mikes Rentals	121.24	Total for MARCH	\$61,494.91

Motion duly made by Commissioner David Hay to pay bills as presented, seconded by Commissioner Alice Tharp. Motion carried unanimously.

The Capital Fund report and requisitions for the period ending March 2015 were presented. The requisitions included \$7,375.00 to Sikeston PHA for prorated salaries (501-14), \$2,400.00 to Dunker Consultants (501-14), \$218.10 to Standard Democrat for bid advertisement (501-14), and \$6,224.00 to Ryan Construction (501-14). Motion duly made by Commissioner Michele Knickman, to pay requisitions for a grand total of \$16,217.10, seconded by Commissioner David Hay. Motion carried unanimously.

Consideration of bids received for asphalt and striping of parking lots on MO8-3:

<u>Company</u>	<u>Bid</u>
Ryan Excavating	\$71,610.00

Being no further business to come before the Body, Commissioner Michele Knickman moved to adjourn seconded by Commissioner Alice Tharp. Meeting adjourned.

Mike Jensen, Chairman

Bobby K. Henry, Secretary

**MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE
CITY OF SIKESTON, MISSOURI
HELD ON THE ELEVENTH OF MAY 2015**

MEETING CANCELED DUE TO LACK OF AGENDA ITEMS

Mike Jensen, Chairman

Bobby K. Henry, Secretary

Board of Trustees Meeting

Monday May 4, 2015

4:30pm

The Board of Trustees of Sikeston Public Library met on Monday, May 4, 2015 at 4:30 pm. Present were Dr. Bohannon, Mr. Colwick, Mrs. Lawson, Mr. Leible, Mr. Polivick, Mrs. Tetley, Ms. Thompson, Mrs. Caskey, Project Coordinator, Mrs. Tangeman, Director, and Mr. Eifert, Assistant Director. Mrs. Brown and Mrs. Chitwood were absent.

MINUTES

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

PETTY CASH

Mr. Polivick made a motion to accept the Petty Cash Report for April. Mrs. Lawson seconded and the motion carried.

BILLS

Ms. Thompson made a motion to accept the Bills for April as presented. Dr. Bohannon seconded and the motion carried.

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

COMMITTEES

FINANCE—Mrs. Tetley presented the members with a spreadsheet for the Basement Renovation expenses through the month of March. There were no questions about the Proposed Budget for 2015-2016. Ms. Thompson made a motion to accept the budget for 2015-2016. Mr. Polivick seconded the motion. All in favor, none opposed and the motion carried.

PERSONNEL—We will need to adopt an Acceptable Use Policy for the basement meeting room. We will review copies of the McAmis Community Room Policy at the next meeting to have a structure for the new policy.

OPERATIONS—None

LIBRARIAN

-We made about \$1440.00 on the Book Sale. This is earmarked for the basement renovation.

-The Senate and House Committees of the State Legislature sent the 2016 Budget to Governor Nixon for his signature. The funding for the REAL Program will be 2.1 million dollars. That is 1.1 million dollars less than the 2015 budget that has just been returned to libraries. The amount for State Aid is in question.

BASEMENT RENOVATION

-The carpet and tile are in and the clean-up has begun. Mrs. Caskey suggested that the members go down and see it after the meeting today.

-We will do 1 more round for the Tile Project sometime in the summer.

OTHER

-Our June meeting will be on Monday June 8th.

ADJOURNMENT

Ms. Thompson made a motion to adjourn and Mr. Polivick seconded the motion. All in favor, none opposed and the motion carried. The meeting adjourned at 5:00pm.



TOURISM ADVISORY BOARD MINUTES

MEETING OF TUESDAY, APRIL 28, 2015

The Sikeston Convention & Visitors Bureau Tourism Advisory Board meeting convened Tuesday, April 28, 2015 in the C.D. Matthews Room of Sikeston City Hall, 105 E. Center Street, Sikeston, Missouri. Those attending were: board members Susanne Chitwood, Ron Payne; Councilmen Jon Gilmore and Ryan Merideth; ex-officio member Lynn Lancaster and CVB Director Linda Lowes.

Minutes from the meetings of October 28, 2015 and February 24, 2015 were approved as submitted.

An overview of CVB funding and operations was provided for new members in attendance.

FINANCIAL REPORT:

Director Lowes presented the CVB's financial report for the period July 1, 2014 through April 28, 2015. Tourism year-to-date tax receipts were \$77,323.51, 157% of the year's anticipated revenues. (Collections for the same period in FY-14 were \$25,148.40.) Total expenditures for the period were \$28,096.88 Revenues exceeded expenditures by \$53,215.10

OPERATIONS REPORT:

Lowes provided an overview of marketing efforts completed through April 10, 2015, and performance of the CVB's Internet marketing efforts.

The Director reported the CVB's Division of Tourism Missouri Matching Funds application in the amount of \$20,000 has been submitted. She also provided an overview of the CVB's proposed FY-16 operating budget of \$108,844. City Council budget approval is anticipated in June 2015.

A briefing was also provided on Rodeo Week activities developed through the CVB's Community Promotions Committee.

The next meeting of the Advisory Board will be at 4:30 PM, Tuesday, June 23, 2105.

There being no further business, the meeting as convened.

Approved and accepted this date:

Chairman

Date

Council Letter

Date of Meeting: 15-07-06

Originating Department: Public Works Department

To the Mayor and City Council:

Subject: Amendment to the Grant for use of Federal Funds to Construct Airport Terminal Building

Attachments:

1. Amendment to SBGA City of Sikeston 14-077B-1
2. July 2014 Grant Attachments

Action Options:

1. Approve Amendment #1
2. Other action Council may deem appropriate

Background:

The construction of the new airport terminal building is primarily using federal funds through MoDOT Aviation. The use of these funds requires the city to sign program agreements with MoDOT. The city signed an original program agreement upon starting the design of the new terminal. MoDOT only programs what is needed, so at that time it was only for one year of available funding. Now that we are beginning the construction of the terminal, we are finalizing our agreement with MoDOT to utilize the remaining available federal funds from other fiscal years. Execution of this amendment is simply a formality to utilize all of the available federal funds. We are requesting that Council approve this amendment.

CCO Form: AC10-A
Approved: 05/94 (MLH)
Revised: 01/15 (MWH)
Modified:

Sponsor: City of Sikeston
Project No. 14-077B-1

CFDA Number: CFDA #20.106
CFDA Title: Airport Improvement Program
Federal Agency: Federal Aviation Administration, Department of Transportation

**MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION
AMENDMENT TO STATE BLOCK GRANT AGREEMENT**

AMENDMENT #1

THIS AGREEMENT AMENDMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and the City of Sikeston (hereinafter, "Sponsor").

WITNESSETH:

WHEREAS, the parties entered into an Agreement executed on April 18, 2014, (hereinafter, "Original Agreement") under which the Commission granted the sum not to exceed One Hundred Thirty-Five Thousand Nine Hundred Sixty-Seven Dollars (\$135,967) to the Sponsor to assist with Design and Construct Terminal Building; and

WHEREAS, the Commission previously approved funds for Design and Construct Terminal Building; and

WHEREAS, the level of funding originally approved is not sufficient to cover the costs associated with Design and Construct Terminal Building.

WHEREAS, the Commission has sufficient funds to increase the grant amount for Design and Construct Terminal Building.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

(1) **ADDITIONAL GRANT:** The Commission grants to the Sponsor an additional sum not to exceed Six Hundred Thousand Dollars (\$600,000) for Design and Construct Terminal Building subject to the following conditions:

(A) The Sponsor shall provide matching funds of not less than Sixty-Six Thousand Six Hundred Sixty-Eight Dollars (\$66,668) toward the project in addition to those previously committed by the Sponsor in the Original Agreement.

(B) The project will be carried out in accordance with the assurances (Exhibit 1) given by the Sponsor to the Commission as attached to this Amendment #1.

(C) This Amendment shall expire and the Commission shall not be obligated to pay any part of the costs of the project unless this grant amendment has been executed by the Sponsor on or before August 1, 2015, or such subsequent date as may be prescribed in writing by the Commission.

(D) Based upon the revised project schedule, the original project time period of May 30, 2016, will be extended to March 15, 2017, to allow for completion of the work. Paragraph (2) of the Original Agreement is hereby amended accordingly.

(E) All other terms and conditions of the Original Agreement entered into between the parties shall remain in full force and effect.

(2) ADDITIONAL CONDITIONS: The following additional grant provisions are applicable to this project:

(A) BAN ON TEXTING WHILE DRIVING: In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:

1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.

2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:

- A. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and

- B. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

(B) EXHIBIT "A" PROPERTY MAP: The Exhibit "A" Property Map accepted by the Commission on July 25, 2008, is incorporated herein by reference.

(C) RUNWAY PROTECTION ZONE: The Sponsor agrees to take the following actions to maintain and/or acquire a property interest, satisfactory to the Commission and the FAA, in the Runway Protection Zones:

1. Existing Fee Title Interest in the Runway Protection Zone: The Sponsor agrees to prevent the erection or creation of any structure, place of public assembly or other use in the Runway Protection Zone, as depicted on the Exhibit "A" Property Map and the approved ALP, except for NAVAIDS that are fixed by their functional purposes or any other structure permitted by the Commission and the FAA.

The Sponsor further agrees that any existing structures or uses within the Runway Protection Zone will be cleared or discontinued by the Sponsor unless approved by the Commission and the FAA.

2. Existing Easement Interest in the Runway Protection Zone:

The Sponsor agrees to take any and all steps necessary to ensure that the owner of the land within the designated Runway Protection Zone will not build any structure in the Runway Protection Zone that is an airport hazard or which might create glare or misleading lights or lead to the construction of residences, fuel handling and storage facilities, smoke generating activities, or places of public assembly, such as churches, schools, office buildings, shopping centers, and stadiums.

(D) Revenue Producing Project: The Sponsor agrees and understands that the Sponsor has certified to the Commission that it has made adequate provisions for financing airside needs. Further, the Sponsor agrees it will not seek AIP discretionary grant funds for the airside needs of the airport for three fiscal years following the fiscal year in which this grant is issued. All revenue generated by this project must be used for the operation and maintenance of the Airport in accordance with the grant assurances.

[Remainder of Page is Intentionally Left Blank.]

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below:

Executed by the Sponsor this ____ day of _____, 20____.

Executed by the Commission this ____ day of _____, 20____.

**MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION**

Title _____

Secretary to the Commission

Approved as to Form:

Commission Counsel

CITY OF SIKESTON

By _____

Title _____

By _____

Title _____

Approved as to Form:

Title _____

Ordinance No. _____
(if applicable)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing grant Agreement under the laws of the State of Missouri. Further, I have examined the foregoing grant Agreement and the actions taken by said Sponsor and Sponsor's official representative have been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and the Airport and Airway Improvement Act of 1982, as amended. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said grant constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

CITY OF SIKESTON

Name of Sponsor's Attorney (typed)

Signature of Sponsor's Attorney

Date _____

APPENDIX

STATE BLOCK GRANT AGREEMENT

Purpose

The purpose of this appendix is to provide the sponsors with sufficient information to carry out the terms of the state block grant agreement and implement their project.

The key items are listed below and are available on the MoDOT website (<http://www.modot.mo.gov/>), the FAA website (<http://www.faa.gov/index.cfm>), the State Block Grant Program Guidance Handbook or other website as indicated.

EXHIBIT 1

Aviation - Grant Programs, Documentation, Guidance

State Block Grant Program (Federal Funds)

- **MoDOT Guidance Handbook**
 - About the Handbook (26 kb, 1 page)
 - Index (57 kb, 3 pages)
 - Section 1 - Grant Application and Project Selection (35 kb, 5 pages)
 - Section 2 - Project Environmental Requirements (27 kb, 3 pages)
 - Section 3 - Airport Planning Projects (29 kb, 4 pages)
 - Section 4 - Land Acquisition (14 kb, 3 pages)
 - Section 5 - Procurement of Engineering Services (35 kb, 4 pages)
 - Section 6 - Project Development (77 kb, 11 pages)
 - Federal-Required Documentation Checklist (Advertising) (38 kb, 1 page)
 - Federal-Required Documentation Checklist (Construction Projects) (38 kb, 1 page)
- **FAA Airport Sponsor Guide**

State Aviation Trust Fund Program (State Funds)

- State Aviation Trust Fund Program Procedures (51 kb, 5 pages)
- State Required Documentation Checklist (44 kb, 1 page)

Sponsor CIP Submittal

- Sponsor's Guide on Submitting CIP (980 kb, 11 pages)
- MoDOT AirportIQ System Manager (ASM) Website

Financial Forms

- Grant Funding Application (424 kb, 22 pages)
- Air Service Development Application
- State Transportation Assistance Revolving (STAR) Loan Application
- Outlay Report and Request for Reimbursement (Federal 95%) (Form 271) (106 kb, 1 page)
- Request for Payment (State 90%) (100 kb, 1 page)

Consultant Procurement

Federally Funded Projects

- Qualifications Based Selection (QBS) Public Owner's Workbook (219 kb, 26 pages)
- Architectural, Engineering, and Planning Consultant Services For Airport Grant Projects, FAA Advisory Circular AC 150/5100-14
- Sample Advertisement Consultant Selection (32 kb, 2 pages)
- Aviation Project Consultant Agreement (256 kb, 43 pages)
 - Exhibit IV- Derivation of Consultant Project Costs (53kb, 1 page)
 - Exhibit V - Engineering Basic and Special Services-Cost Breakdown 67 kb, 1 page)
- Aviation Project Consultant Supplemental Agreement No. 1 (91 kb, 5 pages)
 - Exhibit IV- Derivation of Consultant Project Costs (Construction) (56 kb, 1 page)
 - Exhibit V - Engineering Construction Services-Cost Breakdown (65 kb, 1 page)
- Sample Letter of Recommendation of Approval for Project Consultant Agreement (22 kb, 1 page)
- Sponsor Certification for Selection of Consultants (form) (38 kb, 2 pages)

State Funded Projects

- Qualifications Based Selection (QBS) Public Owner's Workbook (219 kb, 26 pages)
- Missouri Revised Statutes Sections 8.285-8.291 (23 kb, 2 pages)

- Sample Advertisement Consultant Selection (32 kb, 2 pages)
- State Aviation Trust Fund Project Consultant Agreement (189 kb, 35 pages)
 - Exhibit IV- Derivation of Consultant Project Costs (53 kb, 1 page)
 - Exhibit V - Engineering Basic and Special Services-Cost Breakdown (67 kb, 1 page)
- Sample Letter of Recommendation of Approval for Project Consultant Agreement (22 kb, 1 page)
- Certification of Compliance (form) (33 kb, 1 page)

Airports Resources

- Obstructions Evaluation Submission (electronic 7460-1)
- Notice of Proposed Landing 7480-1 (form)
- FAA Series 150 Advisory Circulars for Airports
- FAA Airport's GIS Website
- Aeronautical GIS Survey Scope of Work
- Request for new or amended Instrument Approach Procedures
- Airport Layout Plan (ALP) and Narrative Checklist (277 kb, 10 pages)
- VGSI Data Form and Request for Flight Inspection (55 kb, 1 page)

Land Acquisition

- Land Acquisition Guidance
- MoDOT Approved Appraiser List
- Sponsor Certification for Certificate of Title (form) (85 kb, 12 pages)
- Sponsor Certification of Environmental Site Assessment (form) (43 kb, 2 pages)
- Sponsor Certification for Real Property Acquisition (form) (48 kb, 3 pages)
- Exhibit A Property Map Guidance

Environmental

- Environmental Guidance
- Sample Letter for Environmental Clearance (21 kb, 1 page)
- Categorical Exclusion Checklist (355 kb, 8 pages)

Compliance

- Compliance Guidance
- Standard DOT Title VI Assurances (43 kb, 4 pages)
- Sponsor Certification for Drug-Free Workplace (42 kb, 2 pages)
- Sponsor Questionnaire-Airport Compliance Status (130 kb, 16 pages)
- FAA/MoDOT Lease Requirements, Recommendations, and Guidance (95 kb, 5 pages)

Utility Adjustments

- Utility Agreement (71 kb, 36 pages)

Engineering, Design, and Construction

- **Sponsor Certifications For Federally Funded Projects**
 - Sponsor Certification for Projects Plans and Specifications (46 kb, 2 pages)
 - Sponsor Certification for Equipment/Construction Contracts (46 kb, 3 pages)
 - Sponsor Certification for Construction Project Final Acceptance (46 kb, 3 pages)
 - Sponsor Certification for Equipment Final Acceptance (38 kb, 2 pages)

- **Construction Project Items**

Federal Projects

- Weekly DBE Compliance Review Report (38 kb, 2 pages)

Federal & State Projects

- Sample Letter of Recommendation to Award for Construction Contracts (22 kb, 1 page)
- Weekly Construction Progress and Inspection Report (35 kb, 1 page)
- Weekly Wage Rate Interview Report (32 kb, 1 page)
- Change Order and Supplemental Agreement Instructions (68 kb, 3 pages)
- Change Order and Supplemental Agreement Form (Auto) (28 kb, 1 page)

- **Project Closeout Items**

Federal Projects

- Sample Certification Letter from Prime Contractor Regarding DBE's (24 kb, 1 page)
- DBE Documentation – Final Construction Report

Federal & State Projects

- Final Testing Report (Checklist) (70 kb, 3 pages)
- Electrical Systems Testing Report (36 kb, 1 page)
- Precision Approach Path Indicator (PAPI) Inspection Report (47 kb, 1 page)
- Contractor's Certification Regarding Settlement of Claims (37 kb, 12 pages)

- **MoDOT Construction Specifications**

Federal Projects

- Federal-Preparation of Project Plans and Specifications (788 kb, 115 pages)
- Federal-Construction Observation Program (293kb, 22 pages)
- Federal-Preparation of Equipment Specifications (240 kb, 42 pages)
- MO-401F Plant Mix Bituminous Pavements (99 kb, 16 pages)

State Projects

- State-Preparation of Project Plans and Specifications (585 kb, 84 pages)
- State-Construction Observation Program (266 kb, 18 pages)
- MO-401S Plant Mix Bituminous Pavements (87 kb, 14 pages)

Federal & State Projects

- Construction Observation Program (Non-Paving) (91 kb, 10 pages)
- Construction Observation Program-Required Tests and Certifications (75 kb, 17 pages)
- Construction Plans Checklist (135 kb, 5 pages)
- Safety Plan Checklist (37 kb, 1 page)
- MO-100 Mobilization (28 kb, 1 page)
- MO-152 Excavation and Embankment (71 kb, 11 pages)
- MO-155 Fly Ash Treated Subgrade (45 kb, 5 pages)
- MO-156 Erosion and Sediment Control (50 kb, 6 pages)
- MO-161 Woven Wire Fence with Steel Posts (37kb, 3 pages)
- MO-162 Chain-Link Fences (39 kb, 3 pages)
- MO-209 Crushed Aggregate Base Course (35 kb, 4 pages)
- MO-500 Joint and Crack Resealing-Concrete Pavement (36 kb, 3 pages)
- P-501 Portland Cement Concrete Pavements is now required for Aviation Projects in Missouri. Find the form on the linked FAA page. (effective May 2013)
- MO-601 Surface Preparation (38 kb, 4 pages)
- MO-602 Bituminous Prime Coat (29 kb, 2 pages)
- MO-603 Bituminous Tack Coat (29 kb, 2 pages)
- MO-610 Structural Portland Cement Concrete (45 kb, 5 pages)
- MO-620 Runway and Taxiway Painting (43 kb, 4 pages)
- MO-622 Crack and Joint Sealing-Bituminous Pavement (31 kb, 3 pages)
- MO-623 Pavement Friction Sealcoat Surface Treatment (48 kb, 5 pages)

- MO-701 Pipe for Storm Drains and Culverts (*38 kb, 4 pages*)
- MO-706 Prefabricated Underdrains (*54 kb, 5 pages*)
- MO-901 Seeding (*71 kb, 7 pages*)
- MO-905 Topsoiling (*25 kb, 2 pages*)
- MO-908 Mulching (*27 kb, 2 pages*)
- **MoDOT Electrical Specifications (Federal & State Projects)**
 - MO-101 Airport Rotating Beacons (*39 kb, 5 pages*)
 - MO-103 Airport Beacon Towers (*36 kb, 4 pages*)
 - MO-107 Airport 8-Foot and 12-Foot Wind Cones (*36 kb, 4 pages*)
 - MO-108 Underground Power Cable for Airports (*402 kb, 12 pages*)
 - MO-109 Airport Prefabricated Housing and Equipment (*373 kb, 7 pages*)
 - MO-110 Airport Underground Electrical Duct Banks and Conduits (*56 kb, 8 pages*)
 - MO-120 Airport Precision Approach Path Indicator (PAPI) System (*41 kb, 5 pages*)
 - MO-125 Airport Lighting Systems and Guidance Signs (*51 kb, 5 pages*)

Airports Central Region – AIP Guide Index

This guide has been prepared to assist Central Region airport owners and their consultants in obtaining and administering an Airport Improvement Program (AIP) grant. This guidance is intended to provide a convenient resource for identifying the requirements associated with the AIP and as established within relevant Federal regulations and statutes. Users are advised that this guidance is not intended to establish nor create requirements for participation in the AIP. Requirements for AIP participation are established within United States Code, Public Law, Federal Regulations and official FAA policy. Web site address http://www.faa.gov/airports/central/aip/sponsor_guide/

100 - Airport Improvement Program (AIP)

- 110 - Overview
- 120 - Checklists for Typical AIP Funded Projects
- 130 - Sponsor Eligibility
- 140 - Project Eligibility
- 150 - AIP Obligations
- 160 - FAA Standards
- 170 - Non-Primary Entitlement Funds

200 - Civil Rights

- 210 - DBE Overview
- 220 - DBE Program Submittal Information
- 230 - DBE Goals
- 240 - Good Faith Efforts
- 250 - DBE Contract Provisions
- 260 - DBE Reporting Requirements
- 270 - Identifying DBE Fraud

300 - Procurement of Professional Services

- 310 - Procurement Requirements and Standards for A/E Services
- 320 - Roles and Responsibilities
- 330 - Selection Guide
- 340 - Contract Establishment
- 350 - Acquiring a Surveyor for AGIS

400 - Procurement

- 410 - Procurement Standards - §18.36(b)
- 420 - Competition - §18.36(c)
- 430 - Procurement Methods - §18.36(d)
- 440 - Small & Minority Firms & Womens Business Enterprises - §18.36(e)
- 450 - Cost and Price Analysis - §18.36(f)
- 460 - FAA Review of Procurement Documents - §18.36(g)
- 470 - Bond Requirements - §18.36(h)
- 480 - Federal Provisions - §18.36(i)
- 490 - Buy American Preferences - Title 49 USC 501

500 - Airport Planning

- 510 - National Plan of Integrated Airport Systems (NPIAS)
- 515 - Master Plans
- 520 - Airport Layout Plans
- 530 - Environmental Review
- 540 - Airport Site Investigations
- 550 - Runway Protection Zones
- 560 - Airport Property Interests
- 570 - Apron Design
- 580 - Planning Resources

600 - Project Formulation

- 610 - Requesting Aid: ACIP
- 620 - Benefit/Cost Analysis
- 630 - FAA Reimbursable Agreements

700 - Grant Implementation

- 710 - Project Initiation
- 720 - Project Application
- 730 - Sponsor Assurances
- 740 - Drug Free Workplace Requirements
- 750 - Title VI Assurance
- 760 - Executing the Grant Offer

800 - Sponsor Certification

900 - Project Design Development Projects

- 910 - Predesign Conference
- 920 - Engineer's Design Report
- 930 - Plans and Specifications
- 940 - Regional Approved Modifications to AC 150/5370-10
- 950 - Sponsor Modifications of FAA Standards
- 960 - Operational Safety on Airport During Construction

1000 - Construction Phase

- 1010 - Bidding
- 1020 - Contract Award

1030 - Construction Observation Program
1040 - Preconstruction Conference
1050 - Notice-to-Proceed
1060 - Labor Provisions
1070 - Inspections
1080 - Contract Modifications

1100 - Runway Commissioning

1110 - Airports Geographic Information Systems (AGIS)
1120 - Revising Airport Aeronautical Information
1130 - Runway Commissioning Data
1140 - Commissioning of Non-Federal VGSI

1200 - Equipment Projects

1210 - Federal Provisions
1220 - Sample Bid Documents

1300 - Airport Land Acquisition

1310 - Environmental Site Assessment
1320 - Satisfactory Evidence of Good Title

1400 - Sponsor Force Accounts

1410 - Force Account Overview
1420 - Force Account Engineering Services

1430 - Construction Force Account

1500 - Grant Payments

1510 - DELPHI eInvoicing System
1520 - Making the Grant Drawdown
1530 - Invoice Summary
1540 - Financial Reports
1550 - Payment History
1560 - Improper Payments

1600 - Grant Closeout

1610 - Development Project Closeout
1620 - Equipment Project Closeout
1630 - Grant Amendment
1640 - Planning Grant Closeout

1700 - Post Grant Obligations

1710 - Record Keeping
1720 - Audit Requirements
1730 - Financial Reports
1740 - Compliance
1750 - Pavement Maintenance
1760 - Release of Airport Property

For further information, please contact:

FAA ACE-60901 Locust
Kansas City, Mo 64106-2325
(816) 329-2600

Updated: July 18, 2014



ASSURANCES

Airport Sponsors

A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this grant agreement.

B. Duration and Applicability.

1. **Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.**

The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. **Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.**

The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements.

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

Federal Legislation

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.¹
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act - 5 U.S.C. 1501, et seq.²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.^{1 2}
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).¹
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.¹
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.¹
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 - 42 U.S.C. 4151, et seq.¹
- s. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C. 8373.¹
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.¹
- u. Copeland Anti-kickback Act - 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.¹
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.²
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.

- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

Executive Orders

- a. Executive Order 11246 - Equal Employment Opportunity¹
- b. Executive Order 11990 - Protection of Wetlands
- c. Executive Order 11998 - Flood Plain Management
- d. Executive Order 12372 - Intergovernmental Review of Federal Programs
- e. Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction¹
- f. Executive Order 12898 - Environmental Justice

Federal Regulations

- a. 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].^{4, 5, 6}
- c. 2 CFR Part 1200 - Nonprocurement Suspension and Debarment
- d. 14 CFR Part 13 - Investigative and Enforcement Procedures 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- e. 14 CFR Part 150 - Airport noise compatibility planning.
- f. 28 CFR Part 35- Discrimination on the Basis of Disability in State and Local Government Services.
- g. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- h. 29 CFR Part 1 - Procedures for predetermination of wage rates.¹
- i. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.¹
- j. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).¹
- k. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).¹
- l. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- m. 49 CFR Part 20 - New restrictions on lobbying.
- n. 49 CFR Part 21 - Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 - Participation by Disadvantage Business Enterprise in Airport Concessions.

- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.^{1 2}
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.¹
- s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- t. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.

Specific Assurances

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

Footnotes to Assurance C.1.

- ¹ These laws do not apply to airport planning sponsors.
- ² These laws do not apply to private sponsors.
- ³ 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- ⁴ On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR part 220; Circular A-87 or 2 CFR part 225; and A-122, 2 CFR part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.

⁵ Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.

⁶ Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

6. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users.

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings.

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Metropolitan Planning Organization.

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. Pavement Preventive Maintenance.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites.

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and

has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans,

specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal,

state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

- 1) Operating the airport's aeronautical facilities whenever required;
 - 2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
 - 3) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or

to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-

- 1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
 - d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
 - e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
 - f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
 - g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
 - h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
 - i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
 - 1) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or

operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.

- 2) If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
 - 3) Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
 - c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

26. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and

- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 - 1) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 - 2) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. It will keep up to date at all times an airport layout plan of the airport showing
 - 1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
 - 2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and

roads), including all proposed extensions and reductions of existing airport facilities;

- 3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and
 - 4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
- b. If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
- b. Applicability
 - 1) Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
 - 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.

- 3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

- 1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
 - 2) So long as the sponsor retains ownership or possession of the property.
- d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

“The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

e. Required Contract Provisions.

- 1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
- 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
- 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
- 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a

covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:

- a) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested or transferred to another

eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.

- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated _____ (the latest approved version as of this grant offer) and included in this grant, and in accordance

with applicable state policies, standards, and specifications approved by the Secretary.

35. Relocation and Real Property Acquisition.

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its DBE and ACDBE programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

38. Hangar Construction.

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-
 - 1) Describes the requests;
 - 2) Provides an explanation as to why the requests could not be accommodated; and
 - 3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.

CURRENT FAA ADVISORY CIRCULARS REQUIRED FOR USE IN AIP FUNDED AND PFC APPROVED PROJECTS

Updated March 20, 2014

View the most current versions of these ACs and any associated changes at
http://www.faa.gov/airports/resources/advisory_circulars/.

NUMBER	TITLE
70/7460-1K	Obstruction Marking and Lighting
150/5020-1	Noise Control and Compatibility Planning for Airports
150/5070-6B Change 1	Airport Master Plans
150/5070-7	The Airport System Planning Progress
150/5100-13B	Development of State Standards for Non Primary Airports
150/5100-14D	Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects
150/5100-17 Changes 1-6	Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
150/5200-28D	Notices to Airmen (NOTAMS) for Airport Operators
150/5200-30C Change 1	Airport Winter Safety and Operations
150/5200-31C Change 2	Airport Emergency Plan
150/5210-5D	Painting, Marking and Lighting of Vehicles Used on an Airport
150/5210-7D	Aircraft Rescue and Fire Fighting Communications
150/5210-13C	Airport Water Rescue Plans and Equipment
150/5210-14B	Airport Rescue Fire Fighting Equipment, Tools and Clothing
150/5210-15A	Airport Rescue and Firefighting Station Building Design
150/5210-18A	Systems for Interactive Training of Airport Personnel
150/5210-19A	Driver's Enhanced Vision System (DEVs) Ground Vehicle Operations on Airports
150/5220-10E	Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles
150/5220-16D	Automated Weather Observing Systems (AWOS) for Non-Federal Applications

150/5220-17B	Aircraft Rescue and Fire Fighting (ARFF) Training Facilities
150/5220-18A	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
150-5220-20 Change 1	Airport Snow and Ice Control Equipment
150/5220-21C	Aircraft Boarding Equipment
150/5220-22B	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
150/5220-23	Frangible Connections
150/5220-24	Foreign Object Debris Detection Equipment
150/5220-25	Airport Avian Radar Systems
150/5220-26 Change 1	Airport Ground Vehicle Automatic Dependent Surveillance – Broadcast (ADS-B) Out Squitter Equipment
150/5300-7B	FAA Policy on Facility Relocations Occasioned by Airport Improvements or Changes
150/5300-9B	Predesign, Prebid, and Preconstruction Conferences for Airport Grant Projects
150/5300-13 A Change 1	Airport Design
150/5300-14C	Design of Aircraft Deicing Facilities
150/5300-15A	Use of Value Engineering for Engineering Design of Airports Grant Projects
150/5300-16A	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5300-17C	Standards for Using Remote Sensing Technologies in Airport Surveys
150/5300-18B Change 1	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards
105/5320-5D	Surface Drainage Design
150/5320-6E	Airport Pavement Design and Evaluation
150/5320-12C	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-15A	Management of Airport Industrial Waste

150/5320-17	Airfield Pavement Surface Evaluation and Rating (PASER) Manuals
150/5325-4B	Runway Length Requirements for Airport Design
150/5335-5C	Standardized Method of Reporting Airport Pavement Strength-PCN (Draft approved for use)
150/5340-1L	Standards for Airport Markings
150/5340-5D	Segmented Circle Airport Marker System
150/5340-18F	Standards for Airport Sign Systems
150/5340-30G	Design and Installation Details for Airport Visual Aids
150/5345-3G	Specification for L-821, Panels for the Control of Airport Lighting
150/5345-5B	Circuit Selector Switch
150/5345-7F	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10G	Specification for Constant Current Regulators and Regulator Monitors
150/5345-12F	Specification for Airport and Heliport Beacons
150/5345-13B	Specification for L-841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26D	FAA Specification for L-823 Plug and Receptacle, Cable Connectors
150/5345-27E	Specification for Wind Cone Assemblies
150/5345-28G	Precision Approach Path Indicator (PAPI) Systems
150/5345-39D	Specification for L-853, Runway and Taxiway Retro reflective Markers
150/5345-42G	Specification for Airport Light Bases, Transformer Housings, Junction Boxes, and Accessories
150/5345-43G	Specification for Obstruction Lighting Equipment
150/5345-44J	Specification for Runway and Taxiway Signs
150/5345-45C	Low-Impact Resistant (LIR) Structures
150/5345-46D	Specification for Runway and Taxiway Light Fixtures
150/5345-47C	Specification for Series to Series Isolation Transformers for Airport Lighting Systems
150/5345-49C	Specification L-854, Radio Control Equipment
150/5345-50B	Specification for Portable Runway and Taxiway Lights
150/5345-51B	Specification for Discharge-Type Flasher Equipment

150/5345-52A	Generic Visual Glideslope Indicators (GVGI)
150/5345-53D	Airport Lighting Equipment Certification Program
150/5345-54B	Specification for L-884 Power and Control Unit for Land and Hold Short Lighting Systems
150/5345-55A	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56B	Specification for L-890 Airport Lighting Control and Monitoring System (ALCMS)
150/5360-12F	Airport Signing & Graphics
150/5360-13 Change 1	Planning and Design Guidance for Airport Terminal Facilities
150/5360-14	Access to Airports by Individuals with Disabilities
150/5370-2F	Operational Safety on Airports During Construction
150/5370-6D	Construction Progress and Inspection Report – Airport Grant Program
150/5370-10F	Standards for Specifying Construction of Airports
150/5370-11B	Use of Nondestructive Testing Devices in the Evaluation of Airport Pavements
150-5370-12A	Quality Control of Construction for Airport Grant Projects
150/5370-13A	Off-Peak Construction of Airport Pavements Using Hot-Mix Asphalt
150/5370-15B	Airside Applications for Artificial Turf
150/5370-16	Rapid Construction of Rigid (Portland Cement Concrete) Airfield Pavements
150/5370-17	Airside Use of Heated Pavement Systems
150/5380-6B	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-7A	Airport Pavement Management Program
150/5390-2C	Heliport Design
150/5395-1A	Seaplane Bases
FAA	910 - Predesign Conference
FAA	920 – Engineer's Design Report
FAA	940 – Regional Approved Modifications to AC 150/5370-10
FAA	950 – Sponsor Modifications of FAA Standards
FAA	960 – Operational Safety on Airport During Construction
FAA	1040 – Preconstruction Conference

FAA	1060 - Labor Provisions
FAA	1100 – Runway Commissioning
FAA	1310 – Environmental Site Assessment
FAA	1750 - Pavement Maintenance
FAA	Engineering Briefs
MoDOT	MoDOT DBE Program

The MoDOT DBE Program is available on the MoDOT website at the following address:
http://www.modot.mo.gov/business/contractor_resources/externalcivilrights.htm.

Council Letter

Date of Meeting: 15-07-06

Originating Department: Department of Public Safety

To the Mayor and City Council:

Subject:

Award State Contract Patrol Vehicle's

Attachments:

1. State Contract Price Sheet

Action Options:

1. Award State Contract Patrol Vehicles
2. Other action Council may deem appropriate.

Background:

The Department of Public Safety would like to purchase three (3) 2015 Chevrolet Tahoe's PPV 4wd at the state contract price of \$32,920 from Don Brown Chevrolet of St. Louis.

The Department of Public Safety would also like to purchase three (3) used Highway Patrol 2012 Dodge Chargers at the price of \$14,950.

PATROL VEHICLES – MODEL YEAR 2015
(Statewide)

Contract Number: C115047001

Contractor: Don Brown Chevrolet Inc. & Ally

Line Item 010

Commodity Service Code: 07048

MAKE/MODEL: 2015 Chevrolet Tahoe 2WD 9C1 Pursuit Utility Vehicle

PRICE: \$28,920.00

ORDER CUT-OFF DATE: APRIL 2, 2015

EQUIPMENT INCLUDED IN PRICE

- V-8 type, 5.3 liter gasoline engine with engine oil cooler
- Rear wheel drive
- 3.08 to 1 Rear Axle Ratio
- Six (6) speed automatic transmission, heavy-duty for police operation, column-mounted gear shift lever & auxiliary oil cooler.
- Electric power rack and pinion steering
- Tilt steering wheel
- Heavy-duty fade resistant four wheel anti-lock disc brakes with power booster
- Heavy-duty suspension for police usage. Front independent torsion bar & rear multi-link coil spring suspension system.
- Five (5) tires, P265/60R17 BSW, "V" speed rated (includes spare)
- Five 17" x 8" heavy duty steel wheels (includes spare)
- Metal bolt-on chrome center caps
- 170 ampere alternator
- Heavy-duty 660 c.c.a. minimum battery
- 730 c.c.a. auxiliary battery with isolator
- Speed Control
- Air conditioning system with integral heater and defroster
- Electric rear window defroster
- Police type certified 0-150 mph speedometer
- AM/FM stereo
- Front & side-impact airbags for driver & front passenger & head curtain side-impact for all rows in outboard seating positions. Head curtain side-impact included for third row seating even though seat has been deleted.
- Radio noise suppression devices included.
- Power windows and door locks, rear power window operable from rear seat and driver's seat, rear window lockout switch controllable from driver's position
- Rear inside door locks and handles fully operable.
- Driver front door and lift gate lock cylinders.
- Heavy-duty cloth 40/20/40 split bench style seating without center 20% section. Center section must be deleted. Power driver & front passenger seat adjusters.
- Heavy-duty cloth 60/40 split folding bench rear seat
- Full color keyed carpeting
- Manufacturer's standard floor mats
- Front license bracket
- Spotlight provision, left hand (driver side) with 6" halogen spotlight
- Factory installed overhead high intensity auxiliary dome lamp
- Power heated outside rear view mirrors
- Manufacturer's standard OnStar system with Bluetooth hands-free connectivity.
- Grill lamp/siren speaker wiring for connection to agency furnished equipment.
- Horn/Siren wiring circuit for connection of agency furnished switch.
- Deep tinted glass, all windows except windshield & front door windows which shall be a light tinted glass.
- Single key locking system with minimum of two (2) keyless entry key fobs. Each vehicle keyed differently.
- Keyless entry system
- Standard Production Solid Color Exterior and Standard Interior Trim
- Factory installed trailering equipment, to include hitch & wiring
- Manufacturer installed under body shield.

**AVAILABLE OPTIONS
(for line item 010)**

Line Item 011 – 4WD 9C1 Pursuit Option **\$2,969.00**
(Includes 2-speed electronic Autotrac transfer case with rotary controls)

Line item 012 – Complete 40/20/40 cloth front bench seating **NO CHARGE**

Line Item 013 – Keyless entry transmitters **\$64.00**
(package of six (6) transmitters)

Line Item 014 – Power adjustable brake and accelerator pedals **\$137.00**

Line Item 015 – Black vinyl floor covering **\$161.00**
(delete carpet and carpeted floor mats) (credit)

Line Item 040: Miscellaneous Option/Features
**for the purchase of options/features not specifically identified herein

DELIVERY: 80 days ARO

WARRANTY: 3 years or 36,000 miles (bumper to bumper)
5 years or 100,000 miles (drive train)

PREPARATION & DELIVERY COST FOR COOP MEMBERS & OTHER STATE AGENCIES
(fee pertains to line item 010)

Line Item 016 – Preparation Cost

\$635.00 per vehicle

Other State agencies and Cooperative Procurement members may purchase vehicles off this contract. The total vehicle preparation cost stated for the vehicles processed through the contractors dealership is charged per vehicle.

Line Item 039 – Delivery Cost

\$1.10 per mile

Total round trip per mile cost for contractor to deliver cooperative procurement member and other state agency vehicles if requested.

PATROL VEHICLES – MODEL YEAR 2015

(Statewide)

Contract Number: C115047003**Contractor: Lou Fusz Ford****Line Item 030****Commodity Service Code: 07048****MAKE/MODEL: 2015 Ford Police Interceptor Utility AWD****PRICE: \$25,410.00****ORDER CUT-OFF DATE:****FEBRUARY 13, 2015****EQUIPMENT INCLUDED IN PRICE**

- V-6 type, 3.7 liter normally aspirated gasoline engine with heavy-duty cooling system and engine oil cooler
- All wheel drive
- Six speed automatic heavy-duty police calibration, column mounted gear selector and auxiliary oil cooler
- Heavy-duty fade resistant four wheel anti-lock disc brakes with power booster
- Heavy-duty electric power assist steering
- Tilt steering wheel
- Independent front and rear suspension. Front and rear stabilizer bars
- Five (5) tires, 245/55R18 BSW, "W" speed rated (includes spare)
- Five (5) 18" x 8" heavy-duty steel wheels (includes spare)
- 18" Full Wheel Covers
- 220 ampere heavy-duty alternator
- 750 c.c.a. minimum battery
- Police type speedometer certified for accuracy
- Speed Control
- Air conditioning system with integral heater and defroster
- Electric rear window defroster
- AM/FM Stereo
- Power adjustable brake and accelerator pedals
- Radio noise suppression bonding straps
- Power windows and door locks, rear power window operable from rear seat and driver's seat, rear window lockout switch controllable from driver's position
- Rear inside door locks and handles fully operable
- Lift gate key lock cylinder and driver door key lock cylinder
- Single key locking system
- Heavy-duty front bucket seats without center console, designed for police usage and covered with heavy-duty cloth fabric. 6-way power adjusting driver seat
- Privacy glass for second and third row
- Heavy-duty cloth bench rear seat
- Driver and front passenger air bags, driver and passenger side curtain air bags and driver and front passenger seat mounted thorax air bags
- Full carpeting first and second row
- Carpeted floor mats
- Front license bracket
- Factory spotlight provision, left hand with 6" halogen spotlight
- Police power pigtail harness
- Pre-wiring for LED lamp, siren and speaker
- Courtesy lamps disabled when any door is opened
- First row red/white auxiliary dome lamp
- Red/White overhead dome lamp in cargo area.
- Headlamp housing prep package. Does not include LED installed lights.
- Standard production solid color exterior and standard interior trim
- Left hand and right hand power adjusting outside rearview mirrors
- Remote keyless entry with a minimum of two (2) fobs

**AVAILABLE OPTIONS
(for line item 030)****Line Item 031 – 3.5 liter V6 Turbo-charged (EcoBoost) gasoline engine** **\$2,198.00****Line Item 032 – Black vinyl floor covering (Deletes carpet and carpeted floor mats)** **\$98.00** (credit)**Line Item 033 – Auxiliary air conditioning** **\$610.00****Line Item 034 – Ford SYNC** **\$295.00****Line Item 035 – 6" LED Whelen spotlight** **\$233.00****Line Item 036 – Reverse sensing system** **\$275.00****Line Item 037 – Standard chrome center caps** **\$36.00** (credit)**Line Item 040 – Miscellaneous Options/Features**
for the purchase of options/features not specifically identified hereinDELIVERY:** 90-120 days ARO**WARRANTY:** 3 years or 36,000 miles (bumper to bumper)
5 years or 100,000 miles (drive train)

PREPARATION & DELIVERY COST FOR COOP MEMBERS & OTHER STATE AGENCIES
(fee pertains to line item 030)

Line Item 038 – Preparation Cost **\$995.00** per vehicle
Other State agencies and Cooperative Procurement members may purchase vehicles off this contract. The total vehicle preparation cost stated for the vehicles processed through the contractors dealership is charged per vehicle.

Line Item 039 – Delivery Cost **\$1.50** per mile
Total round trip per mile cost for contractor to deliver cooperative procurement member and other state agency vehicles if requested.

PATROL VEHICLES – MODEL YEAR 2015
(Statewide)

Contract Number: C115116001

Contractor: Lou Fusz Chrysler Jeep Dodge

Line Item 001

Commodity Service Code: 07006

MAKE/MODEL: 2015 Dodge Charger Pursuit All-Wheel Drive Sedan PRICE: \$25,045.00

ORDER CUT-OFF DATE: MAY 29, 2015

EQUIPMENT INCLUDED IN PRICE

- 5.7 liter V8 gasoline engine with heavy-duty cooling system and engine oil cooler
- All wheel drive
- Five (5) speed automatic with overdrive, heavy-duty for police operation. Column mounted shift lever.
- 3.07 to 1 rear axle ratio
- Heavy-duty electro-hydraulic rack and pinion power steering with oil cooler.
- Tilt steering wheel
- Heavy-duty fade resistant four wheel anti-lock disc brakes with power booster
- Heavy-duty 4 wheel independent front and rear police tuned suspension.
- Five (5) tires, 225/60R18 BSW, "W" speed rated (includes full-size spare)
- Five (5) 18" x 7.5" steel wheels (includes full-size spare)
- 18" Full Wheel Covers
- 220 ampere heavy-duty alternator
- 800 c.c.a. minimum battery
- Bluetooth hands-free device
- Police type speedometer certified for accuracy
- Speed Control
- Air conditioning system with integral heater and defroster
- Electric rear window defroster
- AM/FM Stereo
- Power windows and door locks, rear power window operable from rear seat and driver's seat, rear window lockout switch controllable from driver's position
- Rear inside door locks and handles fully operable
- Single key locking system
- Electric to unlock the deck lid from driver's position inside the vehicle, ignition powered
- Heated power adjusting outside rear view mirrors
- Heavy-duty bucket seats, reinforced for increased support and covered with heavy duty cloth fabric; no center console; power adjusting driver seat
- Heavy-duty cloth bench rear seat
- Driver and front passenger air bags, driver and passenger side curtain air bags and driver and front passenger seat mounted thorax air bags
- Full carpeting front and rear
- Carpeted floor mats
- Front license bracket
- Factory spotlight provision, left hand with 6" halogen spotlight

- High intensity red/white auxiliary dome lamp wired and switched independently from standard dome lamp
- Standard production solid color exterior and standard interior trim
- Proximity entry system with push button start and police strategy
- Police equipment mounting bracket located between front seats

**AVAILABLE OPTIONS
(for line item 001)**

- Line Item 002** – 3.6 liter V6 gasoline engine **\$900.00**
(deletes all-wheel drive & changes (credit)
axle ratio to 2.62 to 1; changes
power steering to electric assist &
deletes power steering oil cooler)
- Line Item 003** – Delete all-wheel drive system **\$900.00**
(changes axle ratio to 2.62 to 1; (credit)
changes power steering to electric
assist & deletes power steering oil
cooler)
- Line Item 004** – Factory installed full-size spare **\$145.00**
tire relocation bracket
- Line Item 005** – Left (driver side) factory spotlight **\$150.00**
provision with 6" LED spotlight
installed in lieu of halogen spotlight
- Line Item 006** – Fleet park assist system with **\$350.00**
backup camera
- Line Item 007** – Convenience Group 1 **\$480.00**
(includes power adjustable pedals
& driver/front passenger power adjusting
seats)
- Line Item 008** – Four (4) additional key FOBS **\$100.00**

Line Item 016 – Miscellaneous Options/Features
**for the purchase of options/features not
specifically identified herein

DELIVERY: 45 – 60 days ARO

WARRANTY: 3 years or 36,000 miles (bumper to bumper)
5 years or 100,000 miles (power train)

PREPARATION & DELIVERY COST FOR COOP MEMBERS & OTHER STATE AGENCIES
(fee pertains to line item 001)

Line Item 009 – Preparation Cost

\$500.00 per vehicle

Other State agencies and Cooperative Procurement members may purchase vehicles off this contract. The total vehicle preparation cost stated for the vehicles processed through the contractors dealership is charged per vehicle.

Line Item 039 – Delivery Cost

\$1.50 per mile

Total round trip per mile cost for contractor to deliver cooperative procurement member and other state agency vehicles if requested.

Council Letter

Date of Meeting: 15-07-06

Originating Department: Department of Public Safety

To the Mayor and City Council:

Subject: Resolution 15-07-01 – Declaration of Surplus Property

Attachments:

1. Resolution 15-07-01

Action Options:

1. Approve
2. Other action Council may deem appropriate

Background:

The Department of Public Safety has a 2007 Crown Victoria that was involved in a wreck on June 04, 2015. Because it has been considered a total loss, we would like to declare this vehicle as surplus property.

Vehicle:

1. 2007 Ford Crown Victoria Patrol Vehicle, VIN# 2FAFP71W37X148999

RESOLUTION 15-07-01

A RESOLUTION OF THE CITY OF SIKESTON, MISSOURI DECLARING CERTAIN EQUIPMENT, VEHICLES AND ITEMS IN THE CITY'S INVENTORY TO BE SURPLUS PROPERTY AND AUTHORIZING ITS DISPOSAL.

WHEREAS, Certain equipment, vehicles and items in the City's inventory, due to its age or state of disrepair can no longer adequately perform the day-to-day operations of the City; and

WHEREAS, the City of Sikeston seeks to remove such items from its inventories to maximize operations, and while providing a safe and efficient environment for its employees.

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

All of the items enumerated below are hereby declared surplus and the City Manager is directed to proceed with the removal of these items from City inventories by sale at public auction, sale by sealed bid, or when the item is no longer usable, by disposal.

Vehicle:

1. 2007 Crown Victoria, VIN# 2FAFP71W37X148999

Read this 6th day of July, 2015, discussed and voted as follows:

Evans_____, Gilmore _____, Settles _____,
Depro _____, Merideth _____, Harris _____, and Burch _____,
thereby being _____.

Steven Burch, Mayor

Approved as to Form:
Charles Leible, City Counselor

ATTEST:

Carroll Couch, City Clerk

Council Letter

Date of Meeting: 15-07-06

Originating Department: Municipal Court

To the Mayor and City Council:

Subject: First Reading of Bill 5992, Amending City Code for Compliance with Senate Bill 5

Attachments

1. Bill #5992

Action Options:

1. 1st Reading of Bill #5992
2. Other action Council may deem appropriate

Background:

In May 2015 the Missouri General Assembly adopted Senate Bill 5, an extensive measure effecting cities, police departments and municipal courts throughout the State. As a result of Sikeston's management practices, it meets virtually all of the State mandates established in this legislation. However, within the next three years the City must 1) establish a new class of traffic offenses, "Minor Traffic Violations", (the subject of Bill 5992); 2) include the calculation of traffic fine limits in the City's annual audit; and 3) publish an annual report on www.sikeston.org detailing compliance with the State-mandated standards of Senate Bill 5.

Bill 5992 specifically addresses the creation of a new category of traffic offenses, "Minor Traffic Violations", establishes maximum fines for such offenses, establishes conditions for confinement (imprisonment), and assesses court costs, as follows:

- 1) Minor Traffic Violation (MTV) created and defined as a prosecuted municipal ordinance violation that does not involve an accident or injury, or the operation of a commercial motor vehicle, and for which no more than 4 points will be assessed on the person's driving record.
- 2) Reduction of Sikeston's maximum fine for violation of these offenses from \$500 to the State mandated maximum of \$300.
- 3) Confinement: Defendant cannot be jailed for violation of MTV unless it involves alcohol or controlled substances, violations endangering the health and welfare of others, eluding or providing false information to a law enforcement officer.

- 4) Confinement: A person cannot be jailed for failure to pay a fine unless the nonpayment violates terms of probation.
- 5) Court Costs: Shall not be assessed to defendant determined to be indigent.
- 6) Court Costs: Shall not be assessed on a dismissed case.
- 7) Additional fines/costs: Shall not be assessed for the failure to appear in court for a MTV.

Staff will request the second reading and passage of Bill 5992 on July 27.

THIS BILL AS APPROVED SHALL BECOME ORDINANCE NUMBER 5992, AMENDING CITY CODE CHAPTER 100, SECTION 100.230, GENERAL PENALTY, AND TITLE III: TRAFFIC CODE, SECTION 300.010 DEFINITIONS, TO ESTABLISH THE CLASSIFICATION OF "MINOR TRAFFIC OFFENSES" AND PENALTIES FOR THE VIOLATION, THEREOF.

NOW THEREFORE: Be It Ordained by the Council of the City of Sikeston as follows:

SECTION I: This Ordinance shall be codified in the Municipal Code of the City of Sikeston, Missouri.

SECTION II: Chapter 100, Section 100.230 General Penalty is amended to read as follows:

Section 100.230 General Penalty.

A. Assessment of Fines/Imprisonment, Generally:

- 1) Whenever in this Code or any other ordinance of the City, or in any rule, regulation, notice or order promulgated by any officer or agency of the City under authority duly vested in him/her or it, any act is prohibited or is declared to be unlawful or an offense, misdemeanor or ordinance violation or the doing of any act is required or the failure to do any act is declared to be unlawful or an offense or a misdemeanor or ordinance violation, and no specific penalty is provided for the violation thereof, upon conviction of a violation of any such provision of this Code or of any such ordinance, rule, regulation, notice or order, the violator shall be punished by a fine not exceeding five hundred dollars (\$500.00); or
- 2) The Court may sentence imprisonment in the County Jail not exceeding ninety (90) days or by both such fine and imprisonment; provided that in any case wherein the penalty for an offense is fixed by a Statute of the State, the statutory penalty, and no other, shall be imposed for such offense.

B. Every day any violation of this Code or any other ordinance or any such rule, regulation, notice or order shall continue shall constitute a separate offense.

C. Whenever any act is prohibited by this Code, by an amendment thereof, or by any rule or regulation adopted thereunder, such prohibition shall extend to and include the causing, securing, aiding or abetting of another person to do said act. Whenever any act is prohibited by this Code, an attempt to do the act is likewise prohibited.

D. Exception, Minor Traffic Violations:

- 1) Upon the conviction of a Minor Traffic Violation the court shall not assess a fine, if combined with the amount of court costs, totaling in excess of three hundred (\$300.00) dollars;
- 2) The court shall not sentence a person to confinement, except the court may sentence a person to confinement for violations involving alcohol or controlled substances, violations endangering the health or welfare of others, and eluding or giving false information to a law enforcement officer;
- 3) A person shall not be placed in confinement for failure to pay a fine unless such nonpayment violates terms of probation;
- 4) Court costs that apply shall be assessed against the defendant unless the court finds that the defendant is indigent based on standards set forth in determining such by the presiding judge of the 33rd Judicial Circuit;
- 5) No court costs shall be assessed if the case is dismissed; and
- 6) No additional charge shall be issued or fine assessed for the failure to appear for a minor traffic violation.

SECTION III: Title III: Traffic, Section 300.010 Definitions, shall be amended to add the following:

"MINOR TRAFFIC VIOLATION:

A municipal ordinance violation prosecuted that does not involve an accident or injury, that does not involve the operation of a commercial motor vehicle, and for which the Missouri Department of Revenue is authorized to assess no more than four (4) points to a person's driving record of conviction. Minor traffic violations shall exclude a violation for exceeding the

speed limit by more than nineteen (19) miles per hour or a violation occurring within a construction zone or school zone.”

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

SECTION V: 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 VI: Record of Passage

A. Bill Number 5992 was introduced and read the first time this 6th day of July 2015.

B. Bill Number 5992 was read the second time the 27th day of July 2015 was discussed and voted upon as follows:

Burch, _____, Gilmore, _____, Evans, _____, Settles _____,

Depro, _____, Harris _____, Merideth _____,

thereby being _____, becoming Ordinance 5992.

C. Ordinance 5992 shall be in full force and effect from and after August 27th, 2015

Steven Burch, Mayor

Approved As To Form
Charles Leible, City Counselor

Seal/Attest:

Carroll Couch, City Clerk

Council Letter

Date of Meeting: 15-07-06

Originating Department: City Manager

To the Mayor and City Council:

Subject: City Council Meeting Calendar

Attachment(s):

1. Proposed City Council Meeting Calendar

Action Options:

1. Confirm recommended changes to Council's meeting schedule
2. Other action Council may deem necessary

Background:

Mayor Burch, in an effort to provide citizens with greater opportunities to attend and participate in the City's governing process, proposes Council's regular monthly meetings (normally held on the first Monday of each month) convene at 6 PM. If Council concurs, this change will remain in effect through December 2015. At that time Council will evaluate the schedule and make desired changes.

Mayor Burch also recommends Council conduct a series of community outreach meetings to be held in lieu of Council's early morning study sessions. Outreach meetings will convene at 6 PM on the third Thursday of each month. During these sessions Council and the public will examine issues vital to the community. The first of this series has been scheduled for 6 PM, July 16 at the Clinton Building, 105 Campanella Drive.

With Council's approval, the revised City Council meeting schedule, attached, will become effective immediately.

**Sikeston City Council Tentative Meeting Schedule
For the Period July 6 through December 31, 2015**

Meeting Date	Meeting Time	Meeting Type	Meeting Location
July 6	6:00 PM	Regular Monthly	Council Chambers
July 11	8 AM-5 PM	Council/Staff Retreat	Three Rivers Community College, Sikeston Campus
July 16	6:00 PM	Community Outreach	Clinton Building
July 27	11:30 AM	Special	Council Chambers
August 3	6:00 PM	Regular Monthly	Council Chambers
August 20	6:00 PM	Community Outreach	Clinton Building
August 31	11:30 AM	Special	Council Chambers
September 8	6:00 PM	Regular Monthly	Council Chambers
September 17	6:00 PM	Community Outreach	To be determined
September 28	11:30 AM	Special	Council Chambers
October 5	6:00 PM	Regular Monthly	Council Chambers
October 15	6:00 PM	Community Outreach	Clinton Building
October 26	11:30 AM	Special	Council Chambers
November 2	6:00 PM	Regular Monthly	Council Chambers
November 19	6:00 PM	Study Session	Council Chambers
November 30	11:30 AM	Special	Council Chambers
December 7	6:00 PM	Regular Monthly	Council Chambers
December 17	6:00 PM	Study Session	Council Chambers
December 28	11:30 AM	Special	Council Chambers

MUNICIPAL DIVISION REPORTING FORM

I. COURT INFORMATION				Contact information same as last report			
				Municipality:SIKESTON		Period:May, 2015	
Mailing Address:105 E. CENTER ST.				Vendor: Tyler Technologies			
Physical Address:105 E. CENTER ST.				County:SCOTT COUNTY		Circuit:33RD	
Telephone Number: (573) 475-3705				Fax Number: (573) 471-1526			
Prepared by:PAT COX				E-mail:courtclerk@sikeston.org		Notes	
Municipal Judge(s):FRANKLIN MARSHALL				Prosecuting Attorney:RYAN KYE LAWRENCE			
II. MONTHLY CASELOAD INFORMATION				A/D Traffic		Other	
						Non-Traffic	
A. Cases pending - 1st Month				111		1,409	
B. Cases filed				1		157	
C. Cases Disposed						54	
1. Jury Trial				0		0	
2. Court/Bench Trial -Guilty				0		0	
3. Court/Bench Trial -Not Guilty				2		0	
4. Plea of Guilty in Court				1		9	
5. BF and Viol. Bureau Citations				1		107	
6. Dismissed by Court				0		13	
7. Nolle Prosequi				0		1	
8. Certified for Jury Trial				0		0	
9. TOTAL CASE DISPOSITIONS				4		130	
D. Cases pending - End of Month				108		1,436	
E. Trial de Novo - Appeal filed				0		0	
III. WARRANT INFORMATION				IV. PARKING TICKETS			
1. Total Issued				32		Issued 0	
2. Total served/withdrawn EOM				190		[] No parking tickets	
3. Total Outstanding EOM				154			
V. NET REVENUE COLLECTED							
Fines		\$ 18,372.65		Restitution		\$ 2,561.05	
Clerk/Court Fee (Costs)		\$ 1,874.38		Parking Ticket		\$ 0.00	
Jud Ed Fund		\$ 0.00		Bond Forf		\$ 0.00	
[X] No JEF collection				Bond refunds		\$ 3,456.90	
Peace Officer (POST)		\$ 460.69		Total Other Disbursements			
Crime Victims Comp (CVC)		\$ 1,151.83					
Law Enf Training (LET)		\$ 0.00				\$ 148.60	
Domestic Viol Shelter		\$ 585.71					
Inmate Sec Fund		\$ 307.15		Tot Disbursements \$		29,369.65	
Sheriffs' Retirement Fund		\$ 450.69					

Office of State Court Administrator, Statistics
 2112 Industrial Drive, P.O. Box 104480, Jefferson City, MO 65110
 OSCA Help Desk: 1-888-541-4894 Research Unit Fax: 573-526-0338
 E-mail: swjis.reports@courts.mo.gov

July 2015

Monthly Planner

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August 2015

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