

ANNUAL
REPORT ON
MUNICIPAL
OPERATIONS

2011

The information provided herein is a compilation of those activities and projects completed by the management and staff of the City of Sikeston during 2011.

City of
Sikeston, MO

ANNUAL REPORT ON MUNICIPAL OPERATIONS

DEPARTMENT OF ECONOMIC DEVELOPMENT:

Function: This department is responsible for the development and administration of programs designed to encourage new business and industry to locate to Sikeston, retain existing business and industry, and assist in the expansion of existing business and industry.

The Sikeston Department of Economic Development worked with Unilever officials on a multi-million dollar expansion which will bring additional jobs to the plant. Ed Dust traveled to Albany, New York to visit with the company consultant about future Unilever projects.

Ed Dust continues to participate in Sikeston's Vision for Tomorrow Strategic Plan Implementation process. He serves on the Economic Development Committee and is helping plan and implement strategies for improving Sikeston's marketability to industry prospects.

Director Dust meets regularly with plant managers and maintains a good working relationship with them. Sikeston DED facilitated numerous meetings with industry and education leaders to develop long and short term solutions to workforce problems facing plant managers. Through this process a mentoring program is being initiated to address the identified issues.

Sikeston DED worked with Hunter Equity, LLC to facilitate the sale of 10 acres for the construction of a 50,000 sq. ft. distribution center in the Sikeston Business, Education, and Technology Park. The firm will break ground in January 2012.

DED staff facilitated, through the Sikeston Economic Development Corporation, the financing and construction of the new public safety building.

Trade shows and conferences attended by DED Staff in 2011 included the Delta Regional Authority, Governor's Economic Development Conference, SEMA-AAPEX, ICSC, Southern Economic Development Council, WestPack and the Mississippi Delta Grassroots Caucus.

Kathy Medley, DED Administrative Assistant assists the Sikeston Convention & Visitors Bureau with event/tour development and marketing.

Local community involvement is important to the DED. Staff attends Historic Downtown Sikeston meetings and events and Chamber of Commerce meetings on a continual basis. Ed is a member of the Kiwanis Club. He has also given presentations to several civic groups.

Sikeston DED continues to work with Missouri DED officials to bring industrial leads to Sikeston. Local staff members have met with and provided tours to several prospects this past year. Extensive proposals were submitted to a number of prospects. In addition to industrial leads, DED continues to work on new retail leads.

Sikeston DED generated approximately \$60,000 in lease rent from the Essex Building this past year.

DEPARTMENT OF ADMINISTRATIVE SERVICES:

CITY CLERK DIVISION:

ANNUAL REPORT ON MUNICIPAL OPERATIONS

Personnel within the City Clerk's Division are responsible for municipal elections, the recording and retention of all Council actions and documents, personnel and purchasing administration and the preparation and analysis of municipal financial reports.

CITY TREASURER DIVISION:

The City Treasurer is responsible for all City funds. Personnel within this division oversee municipal investments, make payments on municipal debts and outstanding accounts; oversees the City's risk-loss programs; and assists the Director of Administrative Services with the preparation of financial reports and personnel administration. The City Treasurer also serves as the City's Human Resource Director.

CITY COLLECTOR DIVISION:

Personnel within this division are responsible for the collection and timely deposit of all municipal taxes, licensing, and fees.

DEPARTMENT OF GOVERNMENTAL SERVICES:

Function: Provides administrative and technical support to the City Council and all municipal departments.

CITY MANAGER DIVISION:

Re-Configuration of Municipal Wards: Upon receipt of the 2010 Census results members of Governmental Services re-configured the City's wards to provide equal representation. Upon Council's approval of these configurations, new ward maps were created by the IT Unit. This map is on display at City Hall and on the City's website www.sikeston.org.

Re-codification of City Code: Over the past two years Governmental Services has been working with Sullivan Publications, the City Counselor, and department representatives to review City Code for compliance with current state and federal law. Council approved the revised City Code in April 2011. It is now available on-line at www.sikeston.org. Hard-bound copies are also available for public access at the Sikeston Public Library and at City Hall.

Productivity Efforts: Due to revenue shortfall and resulting hiring freeze, City Staff realizes it must accomplish more with fewer resources. Governmental Services staff is working with members of Administrative Services and Public Works to maximize productivity by re-engineering existing processes. During 2011 a software solution was implemented to automate the tracking and billing of property demolition and mowing liens. Also during 2011 Governmental Services and Code employees began implementation of automated permit tracking using existing MUNIS software. A project is also underway to identify ways to reduce the amount of paper documents generated and physically stored through the use of electronic document generation and digital storage.

During 2011 Governmental Services personnel worked with Code Enforcement staff to create a GIS mapping solution for zoning. They are currently working with Street Division on a GIS layer that will display elements of the City's stormwater management system.

The IT Unit converted the City's server farm to a "virtual" environment providing greater flexibility and reliability, while reducing hardware costs. Storage of the City's tax, property and accounting databases are now maintained off-site. Accessible via the Internet from any physical location, this solution reduced the City's hardware and personnel costs associated with maintaining this data on-site. It also provides for redundancy and expanded disaster recovery options.

ANNUAL REPORT ON MUNICIPAL OPERATIONS

Support of Historic Downtown Sikeston: A Governmental Services staff member serves as an ex-officio member of Historic Downtown Sikeston Board of Directors. In addition to these liaison duties, City Staff administers the Historic Downtown Sikeston CDBG Planning Grant.

Strategic Plan Implementation Commission: Governmental Services Staff members coordinate Strategic Plan Implementation Commission meetings, and serve as a liaison between the Commission, Council and City Staff.

Boards & Commission Program: Governmental Services coordinates the appointment process for the City's 16 boards and commissions. More than 100 citizen appointments are made by Council from a resource bank maintained by Governmental Services.

Youth in Government Day, Leadership Sikeston: Members of Government Services work with the Sikeston Optimist Club and Sikeston Area Chamber of Commerce, respectively, to provide quality programming from which Sikeston teens and young adults can become better informed on municipal issues and operations.

Public Information - Sikeston Scanner, www.Sikeston.org: For more than 8 years Governmental Services has published the electronic newsletter – *The Sikeston Scanner*. This monthly publication provides subscribers with meeting calendars for Council and its boards and commissions; reports on Council's monthly meeting agenda providing background information on legislative and other action items; and shares news on municipal programs and projects. Likewise, Governmental Services' IT staff oversees electronic communications via the City's website, www.sikeston.org.

INFORMATION TECHNOLOGY UNIT:

Early in 2011, the IT Unit solicited bids to virtualize and consolidate the City's data center. Bids were received mid-March and the project was deemed completed by mid-July. A total of 6 separate file servers were consolidated into 1 redundant "virtualized" environment.

During this same time frame, IT also pursued a mapping solution, in cooperation with Scott and New Madrid Counties, to acquire and create updated aerial photos, streets layer, zoning, and property boundary and ownership information. IT Staff worked closely with the Code Enforcement Division to ensure the product was able to provide nearly all pertinent property attributes deemed necessary to promote more accurate enforcement activities. These efforts produced the product known to end-users as "Integrity", a web-based, private site that provides all of the above mentioned data sets in an easily navigable interface.

Throughout 2011, IT Staff effectively supported desktop users throughout the organization in all areas of application and client/server needs.

The IT Technician serves as the City's webmaster having oversight responsibility for www.sikeston.org, the City's employee website and www.visitsikeston.com. She has also been instrumental in implementation of the CVB's electronic and Facebook promotions.

Also in 2011, IT Division provided advice and consultation to the engineers, architects, and DPS Staff in the initial design and layout of the new DPS HQ, currently under construction.

MUNICIPAL COURT DIVISION:

Staffing within this division consists of the Municipal Judge, Prosecuting Attorney, two Court Clerks and an input clerk. During 2011, 3,281 cases were filed in Sikeston Municipal Court. Of this amount 1,645

ANNUAL REPORT ON MUNICIPAL OPERATIONS

were traffic offenses, 1,618 municipal ordinance violations and 27 parking violations. Fines and fees collected in 2011 totaled \$315,120. This amount consists of \$217,129 in fines, \$46,903 in jail costs paid to county sheriff departments, \$29,113 in City costs and fees, \$14,305 in State costs and fees, \$3,520 in domestic violence shelter fees, \$2,294 in restitution for damages, and \$1,856 in reimbursed transportation fees.

CONVENTION & VISITORS BUREAU:

The mission of the Sikeston Convention & Visitors Bureau (CVB) is to develop, promote and market tourism in the Sikeston area thereby enhancing the community's economic well-being. The CVB is staffed by the Governmental Services Director, Governmental Services Administrative Assistant, City Webmaster and DED Administrative Assistant. During 2011 City Staff placed more than \$53,500 in paid advertising having a circulation in excess of 5.8 million. This campaign generated more than 44,068 inquiries from potential visitors primarily from the states of Missouri, Illinois, Texas and Indiana.

To complement the marketing program CVB staff created a series of "tour/adventures" (available on www.visitsikeston.com and in the 2012 Calendar of Events") to educate visitors on what sites/activities are available in the Sikeston area. This information, as well as upcoming events, is provided to local hospitality industry members via the quarterly "Sikeston Biz Blast" electronic newsletter. Another electronic newsletter (bi-monthly), "Sikeston Travelgram", is sent to potential visitors that have provided the CVB with their email address.

Each month the Tourism Advisory Board, consisting of interested citizens, local event sponsors, and hospitality industry members, meets with the CVB director to provide input on CVB activities.

DEPARTMENT OF PUBLIC SAFETY

ADMINISTRATION/DETENTION DIVISION:

FUNCTION: This division maintains all departmental records; manages the City's detention facility; manages the department's news media relations; and coordinates emergency management functions.

PATROL DIVISION:

Function: Responsible for the operation of Public Safety communications, and all law enforcement and crime prevention functions.

STATISTICAL REPORT OF ACTIVITIES, 2010 AND 2011

CITY OF SIKESTON		
Total Population - 16,318	Population over 16 - 12,695	Males – 7,479; Females – 8,839
Total Land Area – 17.32 Sq. Mi.	Households – 6,749	Housing units – 7,289
INCIDENT	2010 STATISTICS	2011 STATISTICS
Calls for Service	24,943	22,347
Arrests	1,916	1,877
Vehicle Stops	3,795	3,404
Traffic Citations	2,416	2,172
Pedestrian Checks	406	289

ANNUAL REPORT ON MUNICIPAL OPERATIONS

Homicide	1	2
Rape	7	5
INCIDENT	2010 STATISTICS	2011 STATISTICS
Robbery	29	28
Burglary	228	129
Theft	694	610
Vehicle Theft	28	30
Arson	7	8
Assaults	940	676
Domestic Violence	607	313
Motor Vehicle Accidents	987	929
Disturbance Calls	1,102	1,178
Loud Music Calls	200	184
Littering	13	4
Mental Health Transports	82	69
Alarm Calls	1,077	1,093
Juvenile Violations	147	152
Liquor Violations	34	24
Driving While Intoxicated	53	52
Identity Theft	25	33
Weapons Violations	100	92
Vehicle Pursuit	8	10
Foot Pursuit	14	14
Bomb Calls	9	10
Value of Property Stolen	\$1,115,236	\$701,617
Value of Property Recovered	\$159,095	\$290,158

2011 ARRESTS BY SEX

Total Arrests – 1,882	Female – 521 (28%)	Male – 1,361 (72%)
-----------------------	--------------------	--------------------

2011 ARRESTS BY RACE

White/Hispanic – 947 (50.3%)	Black – 932 (49.5%)	Asian – 3 (.2%)
------------------------------	---------------------	-----------------

SPECIAL OPERATIONS:

Function: This unit is responsible for all specialized services such as criminal investigations, school resource officers, the DARE program, the special operations group, and the bomb squad.

CRIMINAL INVESTIGATIONS UNIT:

ANNUAL REPORT ON MUNICIPAL OPERATIONS

Of the 1,374 cases assigned to this unit in 2011, 80% (1,094) were cleared. General investigators and supervision investigated 901 cases, clearing 756. Narcotics investigators were assigned 434 cases, clearing 371.

There were two homicides and multiple serious assaults which were worked by both general and narcotics detectives. These were the Amilya Hail (child death) and the Solomon Hill/Kristie Hill murder/suicide. In addition to these the Unit worked other major investigations such as:

- Arson for hire (Prosecuted by Federal Government);
- The Title Three Wire Tap investigation that led to 17 Federal Indictments and 52 State Indictments; and
- Theft from Dewitt Company – \$2.5 million. Arrests were made and currently going through court proceedings.

Narcotics Unit investigations resulted in the following:

- Search Warrants – 66
- Monday seized - \$74,619
- Vehicles seized – 5
- Guns seized – 25
- Meth labs seized – 15
- Marijuana seized – 31.5 lbs.
- Crack cocaine seized – 27.5 oz.
- Methamphetamine seized – 4 oz.
- Cocaine seized – 17.76 oz.

Detective Dees continued to work his assignment with the Social Security Administration, assisting CIU when needed. He worked 17 Social Security cases for the year, not including the month of December. During this time he saved the federal government \$2,165,599.00.

HOUSING/SCHOOL RESOURCE OFFICER (SRO) UNIT:

SRO's in addition to their normal duties also handled crowd control/security for extra curricula events such as ball games, details for the Criminal Justice program at SEMO University, and Sikeston Public Schools crime scene unit in preparing for their state competition.

Housing officers, operating with a skeleton crew, remained busy. Due to personnel issues, one officer is currently assigned to the Housing Unit. In spite of that, 295 reports were turned into Sikeston Public Housing under the Section 8 program. There were 28 evictions, with 18 being for unauthorized persons living in the home, 6 for drug violations and 2 for non-payment. We started 2011 with the lowest number of occupants, 252, in the Section 8 program since December 2010 at 226.

172 reports were turned in to Sikeston Public Housing for Public Housing tenants. A total of 29 were evicted from housing during the year. Twenty (20) were evicted for allowing unauthorized persons living in the home, 7 for drug violations and 2 for non-payment. Currently there are 229 residences occupied in public housing -- the lowest number since December of 2010, at 211

POWER SQUAD:

The overall effectiveness of the Power Squad is hard to measure. In addition to maintaining a presence in the City's problem areas and working the high crime areas aggressively, they also assist with numerous details and assignments. During the transition in squad leadership and reassignment of duties, the unit appeared to have no loss in effectiveness. K-9 was used several times by other agencies, including MSHP, Poplar Bluff PD, New Madrid County Sheriff's Dept. and the Charleston Prison. The K-9 detail was given high marks by all for their cooperation.

ANNUAL REPORT ON MUNICIPAL OPERATIONS

FIRE DIVISION:

Function: Responsible for the development and implementation of fire prevention programs and activities, fire suppression, and hazardous materials planning and response.

2011 Highlights:

- Sikeston experienced no fire fatalities in 2011;
- DPS personnel were responsible for the rescue of 25 persons during the 2011 floods. Of that number 8 were rescued in Ripley Co, and 2 were an elderly couple in an extremely life threatening situation.
- Fire prevention and safety education was provided to approximately 1,963 children in 14 public and private school systems in and around Sikeston;
- Sikeston Fire Division again placed first among fire departments located in Southeast Missouri by collecting \$14,458.00 for the MDA telethon. This was the seventh consecutive year DPS finished first.
- After nearly 30 years, Fire Station 2 living quarters were remodeled; and
- Fire Division received a grant for \$168,000 from the National Fire Administration for mobile radios, portable radios and wireless headsets for the fire apparatus.

Fire Division experienced a 9% increase in calls for service in 2011. In 2010 DPS responded to 801 incidents. In 2011 this increased to 880, broken down, as follows:

- 82 Structure Fires
- 216 Motor Vehicle Accidents with injuries
- 99 Alarm activated, no fire
- 25 Vehicle Fires
- 136 Coal Train Arrivals or Departures
- 31 Grass / Mulch / Brush fires
- 50 Helicopter Arrivals

The increased activity resulted from multiple motor vehicle accidents with injuries and fire alarm activations.

2011 was a successful year for Fire Division. The City was able to acquire several pieces of expensive equipment through grant awards. Equipment purchased includes

- One 5-ton heater, air-conditioning unit and 100,000 BTU heaters for the Zumro tent, acquired through a grant from the Regional Homeland Security Oversight Committee;
- Eight mobile radios and 32 new portable radios. With the addition of the new radios for the fire apparatus, Sikeston DPS is the first agency in the State to utilize the new State-wide radio system. Communications will improve as additional towers come on line in the next year.
- Vehicle stabilization kits for Rescue Units 1 and 2 acquired via a grant from Monsanto. These were used on an overturned vehicle the day they arrived.
- One 300 GPM trash pump; and
- One 500 GPM oscillating nozzle.

Sikeston Fire Division personnel participated in over 2,110 hours of training during the year. These classes include:

- Fire Fighter 1 & 2
- Emergency Vehicle Driving
- Confined Space Rescue
- Building Collapse Rescue
- Rope Rescue

ANNUAL REPORT ON MUNICIPAL OPERATIONS

- Hazardous Materials training
- Ignitable Liquids and Class B Foam
- Chemical Suicide
- Thermal cameras

Instructors for the Fire Division assisted the community by conducting the following training for several businesses.

- Fire Extinguisher
- Emergency Decontamination
- Fire Prevention

DEPARTMENT OF PUBLIC WORKS

STREET DIVISION:

Function: Maintains more than 100 miles of City streets and alleys with their associated stormwater drainage and rights-of-way; provides upkeep and maintenance to City-owned buildings; and maintains the City's fleet of cars, trucks and motorized equipment.

Special activities completed during 2011 include the following:

Compost Program: Site is open twice a month, year-round and following significant storms.

- Yard debris received at site - 202 Bags, 435 Truck Loads and 215 Trailer Loads (residential waste only); Participants - 618 residents

Spring Clean-up Program: Duration 9 days. Estimated tonnage received – 90 tons

- Trash deposited at Compost Site - 58 Bags, 486 Truck Loads and 132 Trailer Loads; Participants - 475 residents
- Limbs/Leaves deposited at Compost Site - 11 Bags, 2 Truck Loads and 134 Trailer loads; Participants - 202 residents

Mosquito Abatement Program: This program is operated 5-days a week from May through September. Two fogging machines deliver approximately 600 gallons of chemical over this 5-month period.

Leaf Collection Program: Duration 6 weeks. DPW crews covered Sikeston's 14 square mile area collecting approximately 1,500 cubic yards of leaves.

Community Service Program: Sikeston Municipal Court and the Department of Public Works operate two community service programs. The first, available to first time traffic offenders under the age of 21, operates one day per month. The second is open to adults seeking to use community service hours in lieu of cash payment of fines. During 2011 880 hours of community service was utilized in the maintenance of City streets.

2011 Street & Drainage Improvements: Proceeds from the City's ½ Cent Transportation Sales Tax provided \$661,422.38 for asphalt street overlays, concrete street reconstruction, street extensions, curb and gutter replacement, and drainage improvements during 2011.

Municipal Airport Improvements: A \$1.6 million project was started in August 2011 to relocate the taxiway, and install new lighting. This project is targeted for completion in April 2012. Funding was provided through a Federal grant (95%) with a 5% city match.

ANNUAL REPORT ON MUNICIPAL OPERATIONS

Downtown Enhancement Projects: City Street and BMU crews installed the historic clock on downtown Front Street. Also, approximately 360 DPW man-hours were utilized in the repair of Downtown's brick streets.

Sikeston Business, Education and Technology Park Repairs: During 2011, 20 sprinkler heads and 1 backflow valve was replaced. The sprinkler system in the first basin was rewired.

Equipment Purchase: New Federal regulations now mandate the size and style of local street signs. Compliance with these regulations resulted in the purchase of new equipment, a 42" Graphtech Sign Plotter and the modification of the DPW Complex buildings to house the plotter and supplies.

PARK DIVISION:

Function: Maintains more than 275 acres of parkland including all playground equipment, baseball and soccer fields, tennis and basketball courts, picnic shelters, concession stands and restroom facilities. Parks Division also operates the Clinton Community Building, and assists the Streets Division with Compost Site operations and snow removal.

Projects completed by the Park Division in 2011:

Multi-use Asphalt Trail Connecting Veterans' Park with the Recreation Complex: The asphalt trail, approximately 0.5 miles in length, runs from the southwest corner of Veterans' Park to the southeast corner of the Complex Lake. The project also included a paver brick walkway that winds through Veterans' Park past the various displays and monuments. This project was made possible with money from the City's Small Urban account of Federal Surface Transportation Program funding, administered by the Missouri Department of Transportation. An 80/20 matching grant program, the City contributed \$31,908.40 from the Transportation Sales Tax Fund for the 20% match.

Multi-use asphalt trail in the Recreation Complex: The City of Sikeston was awarded a 3-year grant by the Missouri Foundation for Health for \$210,421 to fund construction of this trail. This project will add approximately one mile of length to the project completed earlier in the year. Estimated engineering/inspection costs for the project of \$37,200 will be funded by the City from Transportation Sales Tax revenue. In addition to the trail construction, the grant will also fund fitness programming which will be presented in partnership with the Scott County Health Department.

Construction of new North Street Park: After many months of delays, construction finally began on the new North Street Park funded by LCRA with grant money from the federal Neighborhood Stabilization Program. A driveway, sidewalks, a basketball court, parking lots, and playground equipment have been installed, with substantial construction also completed on a restroom facility. Two picnic shelters will be constructed by a Park Division crew in the coming year, as well as fencing installation for the basketball court.

New Picnic Shelter: Substantial construction was completed for a new picnic shelter (#8) at the southeast corner of the Recreation Complex Lake. This shelter replaces the Lions Club shelter which had to be torn down when Campanella Drive was relocated in 2009.

Paving and Striping of Parking Lot: The large parking lot on the east side of the Junior Babe Ruth/softball fields in the Recreation Complex was paved and striped, further improving parking amenities in the park.

ANNUAL REPORT ON MUNICIPAL OPERATIONS

Honors Board Recognition: The Park Board elected Bonnie Dyer to the Honors Board in recognition of her 40 years of service to the Girl Scouts. Bonnie became the 39th honoree elected to the board, and the second woman.

Support for Local Athletic Tournaments: The Park Division provided weekend support for five state and regional baseball and softball tournaments at the Recreation Complex and VFW Stadium in July. They also provided support for the annual invitational soccer tournament which attracted more than 100 teams. Park employees kept restrooms cleaned and trash barrels emptied during these events.

New Automatic Irrigation System: With funding provided by local youth baseball organizations and the Sikeston Jaycees, a new automatic irrigation system was installed on the infield at VFW Stadium.

3rd Annual Cotton Ramble Bike Ride: The Park Division participated in the staging of the 3rd Annual Cotton Ramble Bike Ride. Approximately 230 riders from 7 states participated in this year's event.

Annual Christmas Trees Conservation/Recycling Effort: With assistance from Pullen Brothers, Inc., the Park Division collected and shipped a tractor/trailer load of Christmas trees to the Corps of Engineers at Lake Wappapello for use as fish shelters in the lake. This has been an annual conservation/recycling effort by the Park Division for many years.

CODE ENFORCEMENT DIVISION:

Function: Responsible for the visual inspection of new and existing structures to ensure compliance with City and State building codes; monitors zoning and flood plain compliance; responsible for the enforcement of municipal codes for junk and trash, tall grass, unsafe or unsanitary living conditions and assists with animal control. Additionally, personnel in this division coordinate with the Land Clearance Redevelopment Authority on the removal of derelict buildings.

The Code Division performed 1,995 inspections in respect to construction and/or building issues. Construction projects totaled \$21.5 million dollars in 2011. These numbers reflect new construction and alterations of existing buildings for 37 residential structures, 3 new structures, and 5 expansions/additions.

Major construction projects consisted of UNILEVER (4 major projects), Bootheel Counseling, Dollar General (two facilities), and DPS Headquarters.

New residential construction consisted of 29 single family homes, 4 duplexes and 4 multi-family units.

During the enforcement of city ordinances code officers dealt with over 700 issues in reference to Sikeston's "Zero Tolerance" property maintenance ordinances.

During 2011 Sikeston's four code officers have responded to 911 animal calls. A small increase over 2010.

Questions regarding municipal operations or other municipal issues may be directed to City Manager Doug Friend at 573-471-2512 or by email at cityhall@sikeston.org.

ANNUAL REPORT ON MUNICIPAL OPERATIONS
