

ANNUAL  
REPORT ON  
MUNICIPAL  
OPERATIONS

2012

---

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 DED initiated and coordinated the Basic Skills for Employees Program, which is taught by plant managers, education leaders and other business representatives. This program was developed to address the long term and short term solutions to our community's workforce problems. There have been 3 groups to complete the course to date. The 1<sup>st</sup> group consisted of current employees, the 2<sup>nd</sup> group of the City Mowing Program employees, and the 3<sup>rd</sup> group was unemployed adults with criminal records. The program will be implemented at Sikeston High School in 2013. It has been very successful and continues to evolve.

Ed Dust took part in Sikeston's Vision for Tomorrow meetings. He serves on the Economic Development Committee and is helping to plan strategies for improving Sikeston's marketability to industry prospects.

The DED completed the FedEx Ground project, locating them at the Sikeston Business, Education and Technology Park on 10 acres. The new 50,000 sq. ft. distribution center held an open house this summer and is fully operational.

The DED assisted through the Sikeston Economic Development Corporation to facilitate the financing and construction of the new public safety building. Quarterly reports were completed to the Federal Government.

Trade shows and conferences attended this past year include the Governor's Economic Development Conference, SEMA-AAPEX, ICSC, SEDC, WestPack, Lawn & Garden Show, and the Missouri Partnership Trade Show. Ed also visited the Missouri Attorney General's office and Kentucky Transportation Cabinet representatives.

DED staff continues to assist the Sikeston Convention & Visitors Bureau with their marketing and event projects.

Local community involvement is important to the DED. Staff attends Historic Downtown Sikeston meetings and events and also works with several downtown committees. Staff attends Chamber of Commerce luncheons and meetings. Ed is a member of the Kiwanis Club. He also gave several presentations to other civic groups.

The Sikeston DED continues to work with Missouri DED officials and the Missouri Partnership organization to bring industry leads to Sikeston. The DED completed proposals for many industry prospects. We also met with several prospects this past year and gave tours as needed. Lengthy proposals were filled out for prospects as needed.

The DED is working with representatives from Brown Shoe Company and will be marketing their building to industry prospects. Updates continue to be made for the DED website and the Location One economic development website.

# ANNUAL REPORT ON MUNICIPAL OPERATIONS

---

The DED continues to work on new retail leads for Sikeston. We have assisted several real estate companies representing clients for retail and residential developments.

Industry retention is important to the DED. Ed meets regularly with plant managers and maintains a good working relationship with them. Many of the plant managers are involved in the Basic Skills for Employees Program.

The DED generated approximately \$60,000 in lease rent from the Essex Building this past year. The DED located TaskMasters to the back part of the Essex Building, which will generate an additional \$36,000 in lease rent. TaskMaster will also be responsible for maintenance and repairs to the building.

The DED located Do It Best, Inc. to the Sikeston, Business, Education and Technology Park on 103 acres. They broke ground on July 11, 2012 for the 550,000 sq. ft. distribution center. The site will be the co-op's newest and most technologically advanced Retail Service Center. In addition to increased size, the new RSC will feature a number of new technological advances and initiatives, including a new voice pick system, which has virtually eliminated order filling errors and will help maximize workflow. Do It Best will employ approximately 150 people.

## **DEPARTMENT OF ADMINISTRATIVE SERVICES:**

### **CITY CLERK DIVISION:**

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](http://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

# ANNUAL REPORT ON MUNICIPAL OPERATIONS

---

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](http://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.

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](http://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](http://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.

# ANNUAL REPORT ON MUNICIPAL OPERATIONS

---

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](http://www.sikeston.org), the City’s employee website and [www.visitsikeston.com](http://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 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 2012 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](http://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

# ANNUAL REPORT ON MUNICIPAL OPERATIONS

**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 all law enforcement and crime prevention functions.*

## STATISTICAL REPORT OF ACTIVITIES, 2011 AND 2012

CITY OF SIKESTON		
Total Population - 16,318	Population over 16 - 12,695	Males – 45.8%; Females – 54.2%
Total Land Area – 17.32 Sq. Mi.	Households – 6,749	Housing units – 7,289
Population under 18 years of age: 25.1%	Population over 65 years of age: 16.0%	
INCIDENT	2012 STATISTICS	2011 STATISTICS
Calls for Service	23,625	22,347
Arrests	2,084	1,877
Vehicle Stops	4,105	3,404
Traffic Citations	2,787	2,172
Pedestrian Checks	398	289
Homicide	2	2
Negligent Manslaughter	2	0
Forcible Rape	5	5
INCIDENT	2012 STATISTICS	2011 STATISTICS
Robbery	22	28
Burglary	184	129
Theft	713	610
Vehicle Theft	23	30
Arson	6	8
Assaults	981	676
Motor Vehicle Accidents	860	929
Loud Music Calls	225	184
Littering	6	4
Mental Health Transports	26	25
Alarm Calls	1,214	1,093
Juvenile Violations	126	152
Liquor Violations	16	24
Driving While Intoxicated	77	52
Identity Theft	31	33
Weapons Violations	120	92
Vehicle Pursuit	13	10
Foot Pursuit	15	14
Bomb Calls	14	10

## ANNUAL REPORT ON MUNICIPAL OPERATIONS

Value of Property Stolen	\$744,555	\$701,617
Value of Property Recovered	\$236,577	\$290,158

### 2012 ARRESTS BY SEX

Total Arrests – 2,084	Female – 680 (33%)	Male – 1,404 (67%)
-----------------------	--------------------	--------------------

### 2012 ARRESTS BY RACE

White/Hispanic – 1,014 (48.7%)	Black – 1,067 (51.2%)	Asian – 3 (.1%)
--------------------------------	-----------------------	-----------------

#### SPECIAL OPERATIONS:

*Function: This unit is responsible for all specialized services such as criminal investigations, housing authority and school resource officers, the DARE program, the power squad, and the bomb squad.*

Staffing: In 2012 Captain Mark Crocker retired. Captain Mike Williams was named Captain of Special Operations. Housing and School Resource Sgt. Andy Cooper was promoted to Lieutenant over Special Operations. Sgt. Austin Henley assumed the position of Special Operations Sergeant in charge of DARE and School Resource Officers. Detective Bethany McDermott was promoted to Sergeant in Patrol Division. SRO Ryan Dennis was assigned to the new position of Sikeston DPS CSI and Evidence Custodian. Detective Bobby Sullivan was attached to DEA as a special investigator.

#### CRIMINAL INVESTIGATIONS UNIT:

Of the 1,405 cases assigned to this unit in 2012, 72.5% (1,020) were cleared. General Investigators with supervisors investigated 999 cases, clearing 982 (74.9% clearance rate). Two homicides occurred in 2012, one involving a firearm and the other a sword. Impaired motor vehicle operators were responsible for 3 homicides by vehicle accidents.

Sikeston's three narcotics investigators investigated 423 cases, clearing 284 (67.1% clearance rate). Their investigations resulted in 77 arrests with the seizure of 4 vehicles, 24 guns, and \$28,599. Fourteen (14) meth labs were confiscated. Officers seized 22 lbs. of marijuana, 14.1 oz. of crack cocaine, 50 grams of methamphetamine, 4.1 oz. of cocaine, 6 grams 8 oz. of heroine, and 1 oz. of bath salts and other illegal substances.

#### HOUSING/SCHOOL RESOURCE OFFICER (SRO) UNIT:

These Officers maintain a constant presence in Sikeston Public Schools. They also perform special duties associated with school events, court bailiff duties, prisoner transport and support for major community events. Housing/SRO Officers provided specialized training for the Sikeston Public School System and SEMO's Criminal Justice Program.

#### POWER SQUAD:

During 2012 the Power Squad completed 246 arrests, and issued 327 traffic tickets. In other activities the Squad seized 9 guns, 1 vehicle and 133 pieces of narcotic-related evidence. During 2012 DPS completed a department-wide radio upgrade that enables Sikeston to communicate directly with the Missouri Highway Patrol 700/800 trucking radio system. This upgrade is vital to Sikeston's ability to communicate with the Highway Patrol in the event of an earthquake or other natural disaster.

# ANNUAL REPORT ON MUNICIPAL OPERATIONS

---

## BOMB SQUAD:

The Bomb Squad responded to 14 calls during 2012.

## MOBILE COMMAND TRUCK:

Sikeston's Mobile Command Truck was deployed on 5 area calls for total of 22 days of service.

## FIRE DIVISION:

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

In 2012 calls for fire service declined 9% from 880 (2011) to 827 (2012). 2012 incidents were as follows:

- 51 Structure Fires
- 26 Vehicle Fires
- 58 Grass/Brush Fires
- 71 Helicopter Arrivals
- 211 Motor Vehicle Accidents with injuries
- 125 Alarm Activations, no fire
- 132 Coal Train Arrivals/Departures
- 153 Other calls

Sikeston experienced no fire fatalities in 2012. Seven residents were injured, none seriously, by fires.

Fire Division personnel provided 1,968 children from area day care centers, public and private school systems with fire education classes. Personnel also provided area businesses with training in fire extinguisher use, emergency decontamination and fire prevention.

Division personnel completed over 1,610 hours of training which included

- Earthquake preparedness training with the Missouri National Guard (4 days)
- Firefighter 1 & 2 classes
- Hazardous materials training
- Ignitable Liquids and Class B Foam
- Chemical suicide
- Thermal cameras (search & rescue)
- Emergency Vehicle Driving
- Confined Space Rescue
- Building Collapse Rescue
- Rope Rescue and
- Fire Streams.

Grant funding allowed Fire Division to purchase a 5-ton heating/air conditioning unit and 100,000 BTU heaters for the Department's emergency inflatable shelters. Likewise, the Sikeston Rescue Squad used grant funding to purchase a new Evinrude motor for its water rescue boat.

## DEPARTMENT OF PUBLIC WORKS

### STREET AND BUILDING MAINTENANCE DIVISIONS:

*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.*



## ANNUAL REPORT ON MUNICIPAL OPERATIONS

---

The following programs and services were provided by personnel of the Public Works Street and Building Maintenance Divisions:

Spring clean-up Program: 308 residents participated in this nine-day program. During this period residents generated approximately 54 tons (5 bags, 233 truckloads and 75 trailer loads) of trash and debris for disposal. During this same period, 258 residents removed 39 bags, 264 truckloads and 106 trailer loads of yard debris from their property.

Compost Program: 1,095 residents deposited 210 bags, 808 truckloads and 402 trailer loads of residential yard debris at the Compress Road site.

Leaf Collection Program: From Sikeston's 14 square mile area, approximately 1,300 cubic yards of leaves were collected. This was done over a 5 week period.

Airport Improvements: Approximately \$1.6 million dollars in airport improvements were completed in July 2012. This project re-located the taxiway and installed new lighting with power supply. Ninety-five percent (95%) of this funding was provided by the Federal government with the City providing the remaining 5%.

Community Service Program: A cooperative effort between Sikeston Municipal Court and the Department of Public Works resulted in 2,546.5 hours of community service being utilized for Street Division maintenance operations. Forty-two (42) individuals participated in this program.

2012 Street & Drainage Improvements: \$706,220.74 in Transportation Sales Tax funds were used for asphalt overlays, concrete reconstruction, street extensions, curb and gutter replacement, and drainage improvements.

Street Division Staffing: Chuck Bolen and Mike Oliver transferred from Parks to the Street Division during this period.

Mosquito Abatement Program: This program was operated 5-days a week from May through September 2012. Approximately 600 gallons of chemicals were applied by the City's 2 fogging machines during this 5-month program.

Downtown Enhancement Projects: As part of the City's on-going effort to support revitalization of Downtown Sikeston, the City parking lot located on N. Kingshighway across from Kirby's was resurfaced and striped. This project was funded through the 2012 Street and Drainage Improvement Program.

Safe Routes to School Grant: An application for \$250,000 was submitted in November for construction of 2 miles of sidewalk. Awards are to be announced in January of 2013.

Sikeston Business, Education and Technology Park Maintenance: 25 sprinkler heads were replaced, and the second basis system wiring was modified.

Equipment Purchases: In 2012 the City purchased a 2011 Caterpillar backhoe and a 2013 pickup. Both were planned replacements.

Building Maintenance: Approximately 320 man-hours were utilized to renovate the old DPS building, to allow the Chamber of Commerce to transfer from their previous facility.

# ANNUAL REPORT ON MUNICIPAL OPERATIONS

---

## 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 following projects were completed by the Park Division in 2012:

Multi-use Trail: A multi-use asphalt trail approximately 1.15 miles in length was completed in the Recreation Complex. The \$180,047 project was funded with a 3-year, \$210,421 grant from the Missouri Foundation for Health. The balance of the grant funds will be used for walking club programming conducted in partnership with the Scott County Health Department. Engineering costs of \$35,000 were matched by the City with Transportation Sales Tax revenue.

Development of Walking Clubs: Trailblazers and Jr. Trailblazers walking clubs were developed for adults and children ages 6-12 respectively August through November by the Scott County Health Department with support from the Park Division. The clubs will resume meetings in March 2013

Development of Lincoln Memorial Park: Construction was completed on the Lincoln Memorial Park on North Street with grant money from the federal Neighborhood Stabilization Program to the LCRA. Park amenities include a paved driveway, sidewalks, a basketball court, chat parking lots, playground equipment for elementary school and preschool-age children, a restroom facility, and two picnic shelters. For the first time, the park was the site of the annual Return to Sunset Labor Day weekend event. Additional NSP monies of nearly \$93,000 were approved in October for the construction of a concrete half-mile walking trail in the park in 2013.

Addition of Picnic Shelter: Picnic shelter #8 was completed at the southeast corner of the Recreation Complex Lake. This shelter replaces the Lions Club shelter on the east side of the lake which had to be torn down when Campanella Drive was relocated in 2009.

Kids Fishing Derby: The Park Division, with support from the Park Board, sponsored the annual Kids' Fishing Derby fishing event in the Recreation Complex Lake for children ages 15 and under.

Sikeston Corporate Games: The Park Division presented the 14<sup>th</sup> bi-annual Sikeston Corporate Games, with the assistance of a number of volunteers. The 2012 Corporate Games featured 14 local companies competing in 15 events over a 3-week period. Orgill won the team award as well as the Team Spirit Award, and Alan Wire won the Sportsmanship Award.

Parking Improvements: The large parking lot on the east side of the Little League baseball fields in the Recreation Complex was paved and striped, further improving parking amenities in the park.

Honors Board Recognition Program: The Park Board elected Jeff Hay to the Honors Board in recognition of his contributions to youth soccer. He is the 40<sup>th</sup> person to have his name installed on the board.

Regional Sport Tournaments: The Park Division provided weekend support to the Sikeston youth baseball organization for a regional baseball tournament at the Recreation Complex in July. They also provided support to the youth soccer organization for the annual invitational soccer tournament which attracted more than 80 teams. Park employees kept restrooms cleaned and trash barrels emptied

## ANNUAL REPORT ON MUNICIPAL OPERATIONS

---

during these events, and moved bleachers, trash barrels and anchored soccer goals as well for the soccer tournament.

Support of Civic Events: The Park Division also supported several downtown events including the St. Patrick's Day Celebration, Sikeston in Bloom, Ice Cream Social/Car Show, Cowboy Up/No Holds Barred Barbecue Competition, Fall in Love with Downtown Sikeston Wine Tasting, and the Cotton Festival/Cotton Ramble by providing bleachers, picnic tables, and trash barrels. The Park Division also put up Christmas lights in Legion and Malone Parks for the downtown merchants' Christmas open house.

Annual Cotton Ramble Bike Ride: The Park Division participated in the staging of the 4th Annual Cotton Ramble Bike Ride. Approximately 210 riders from 6 states participated in this year's event.

Park Staffing: Two new skilled workers joined the Park Division – Josh Alvarado and Oswaldo Clavel.

Conservation Efforts: 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