

ANNUAL
REPORT ON
MUNICIPAL
OPERATIONS

2013

The information provided herein is a compilation of those activities and projects completed by the management and staff of the City of Sikeston during 2013.

City of
Sikeston, MO

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In 2013 our community suffered the loss of Councilman Thomas Hedrick. At the time of his passing, Mr. Hedrick was serving his second term as the Ward 2 Council Representative.

Jay Lancaster joined the City as Public Works Director in late November, and Jonathan "JD" Douglass assumed the position of City Manager in December. Also in 2013, six employees, with a total of more than 160 years of experience, retired from the service of the City.

A number of significant issues were addressed by the City Council during 2013. Foremost, was the extension of the 1¢ sales tax for an additional ten years. With the country's economic downturn and resulting high unemployment, municipal tax revenues have not performed to their original projections. This, coupled with the higher costs of doing business, has created a revenue shortfall over the past few years. While adoption of this measure does not remedy the City's revenue issues, it does retain a vital revenue stream for future operations.

FEMA's new floodplain designations impacted a large number of Sikeston's property owners. In response, the City contracted with AMEC (FEMA's engineering provider) and Allgeier, Martin & Associates to identify errors in the new floodplain designations. A draft request for a Letter of Map Revision (LOMR) is currently being reviewed for consideration to be submitted to FEMA for formal consideration in early 2014.

Other significant projects include the expansion and construction of the Three Rivers Community College Campus, on-going airport improvements, Burlington-Northern Santa Fe Railroad crossing improvements, and improvements to Downtown Sikeston's primary intersection (Kingshighway at Malone Avenue).

A report on municipal operations, by department, follows:

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.

Economic Development initiated and coordinated the Basic Skills for Employees Program in 2012, and the program continues to thrive with 4 additional sessions taught in 2013. Classes are taught by plant managers, education leaders and other business representatives. This program was developed to address the long and short term solutions to our community's workforce problems. It has been very successful and continues to evolve.

The DED monitored the completion of the new public safety building through the Sikeston Economic Development Corporation, and in cooperation with the Finance Director submitted quarterly reports 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, Do It Best Show, Missouri Partnership Trade Show, and a meeting with Kentucky Transportation Cabinet representatives.

DED staff assisted the Sikeston Convention & Visitors Bureau with marketing, CVB Photo contest, and event projects.

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Local community involvement is important to the DED. Staff attends Historic Downtown Sikeston meetings and events and also works with several downtown committees. Staff also attends Chamber of Commerce luncheons and meetings and gives presentations to local civic groups.

The Sikeston Department of Economic Development 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 and gave several industry tours.

The Brown Shoe Building was donated to the City of Sikeston in 2013 and the DED was able to locate Carr Textile Company to the building. They will open in early 2014 and employ approximately 25 people.

DED staff maintains and updates the DED website and the Location One website.

The DED continues to work on new retail leads for Sikeston meeting with developers and sending information as, needed. CVS Pharmacy and Colton's Steakhouse opened in 2013 and the new Holiday Inn hotel broke ground at the adjoining property. Kroger announced the opening of their Ruler Foods store in the former Market Place Building. The DED continues to field inquiries from consultants interested in that building and several others in Sikeston.

Approximately \$60,000 in lease rent was generated from the Essex Building this past year. The DED located TaskMaster Components to the back part of the Essex Building, which added an additional \$36,000 in lease rent and approximately 25 jobs in Sikeston.

The Department of Economic Development was able to locate The Lock Company to the old Media Press Building. They will employ approximately 50 people over the next 2 years.

The DED monitored the construction progress of the new Do It Best, Inc. distribution center at the Sikeston, Business, Education and Technology Park. They plan to begin operation in January, 2014 and will employ 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. Department Director Carroll Couch served as Acting City Manager during much of 2013.

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 and was instrumental in the employment search/placement of the City Manager and Director of Public Works.

CITY COLLECTOR DIVISION:

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

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DEPARTMENT OF GOVERNMENTAL SERVICES:

Function: Provides administrative and technical support to the City Council, City Manager and all municipal departments; responsible for all information technology functions and support, non-emergency communications, and administrative operations of City Hall, Sikeston Municipal Court, and Sikeston Convention and Visitors Bureau.

As the City's revenue stream remains flat, management has undertaken efforts to increase productivity while reducing operating costs. The effective use of technology has been the primary tool in this effort. Over the past year the IT Unit migrated the City's multi-unit server farm to a virtual-server environment thus reducing hardware and management expenditures, and providing greater redundancy of vital data.

In the on-going effort to convert paper documents to digital, the City's budget and monthly Council information packets are now generated and distributed in an electronic format. This has reduced both supply and labor costs. Likewise, City Code is available digitally (via the Internet) to staff and the public.

To enhance operation efficiency and reduce storage costs, Governmental Services implemented a digital storage system to scan, index and retrieve permanent and long-term retention documents. City Council ordinances and minutes are being scanned using OCR technology. Likewise, Municipal Court Staff is using scanning technologies to store and access cases with extended retention requirements.

During 2013 IT Technician Kris Greene retired. Sam Villagrana now serves in this position.

In addition to administrative duties, Governmental Services staff managed or participated in the following:

Historic Downtown Sikeston: The Governmental Services Director serves as the City's representative to the Historic Downtown Sikeston Board of Directors.

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: Governmental Services, in cooperation with the Sikeston Optimist Club, Sikeston Public Schools, and Sikeston Regional Chamber of Commerce, provides programming enabling Sikeston teens and young adults to become better informed on municipal issues and operations.

Adoption of 2012 International Building Codes: Staff worked with Code Enforcement to secure Council approval and implementation of the 2012 International Building Codes.

Proposed Animal Licensing, Spay/Neuter Legislation: At Council's request Governmental Services Staff worked with members of the Sikeston Humane Society to draft municipal legislation addressing the need to spay/neuter animals. Council has not yet considered this legislation.

Public Information - Sikeston Scanner, www.Sikeston.org: Governmental Services continues to publish the electronic newsletter – *The Sikeston Scanner*. This monthly publication serves more than 520

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subscribers providing Council and Board/Commission meeting calendars; information on Council agenda items; and updates on municipal programs and projects. Likewise, Governmental Services' Information Technology staff oversees electronic communications via the City's website, www.sikeston.org, the employee internal website and CVB site, www.visitsikeston.com.

MUNICIPAL COURT DIVISION:

Upon the retirement of Mary White-Ross, Pat Cox was promoted to the position of Court Clerk. Cindy Sturgeon, formerly of DPS, transferred to Municipal Court to serve as Deputy Court Clerk. They serve with Municipal Court Judge Frank Marshall and Prosecuting Attorney Dan Norton.

During calendar year 2013, 3,244 cases were filed by the Department of Public Safety, Code Enforcement, Municipal Court and Municipal Library. Fifty-one percent (51%) of these cases were City ordinance violations, and forty-nine percent (49%) resulted from traffic/parking violations. Fines and fees collected in 2013 totaled \$350,087.23, as follows:

Source of Monies	Amount
Fines Paid	\$ 235,961.72
Bonds Forfeited	4,100.00
Court Costs Paid	23,836.48
Jail/Transportation Cost Reimbursement	55,509.36
Fees collected for State/County Agencies	21,020.65
Fees collected for DPS Training/Digital Equipment	8,625.99
Restitution	1,033.03
Total	\$ 350,087.23

CONVENTION & VISITORS BUREAU:

The mission of the Sikeston Convention & Visitors Bureau (CVB) is to 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, and DED Administrative Assistant. During 2013 CVB staff placed more than \$44,000 in paid advertising creating more than 5.9 million impressions. This campaign generated 39,000 inquiries from print and web advertising, 4,122 web visits, and 163 calls to the CVB's toll-free number. Through its agritourism marketing efforts, the CVB was able to bring three additional bus tours to Sikeston in 2013.

To complement this marketing program CVB staff continues to develop itineraries (available on www.visitsikeston.com) for residents and visitors, and promotes local tourism events hosted by area organizations. The CVB participated in the MO Division of Tourism's blog program, developed a photo contest to enlarge the City's photo library, and published an electronic newsletter, "*Sikeston Travelgram*". More than 12,000 individuals from throughout the U.S. and Canada have registered to receive the newsletter, which is released monthly.

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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.

Two command staff members retired in 2013, Administrative Captain John Martin and Sgt. Tommy Conn of the Bomb Unit. Lt. Bill Mygatt has been promoted to Administrative Captain, and PSO Brian Delisle is training for the Bomb Unit position.

Housing and School Resource Sgt. Austin Henley was promoted to Lieutenant in Patrol and Fire division. Sgt. Casey Riddle will be transferred to the Housing/School Resource Officer Unit in 2014. Canine Handler Franklin Adams has been transferred to Fire Division. In December, Officers Shane Washburn, Cliff Jackson and John Nelson were placed on Patrol shifts. Sgt. Zach Albright was transferred to Fire Division.

The men and women of Sikeston Public Safety work diligently in support of the Missouri Special Olympics and Muscular Dystrophy Association. In 2013 they were acknowledged for having the greatest increase in contributions for the Region 9 Law Enforcement Torch Run for Special Olympics. PSO Shane Washburn and Sgt. Derick Wheatley were recognized for their coordination of this effort. Likewise, Sikeston Fire Division personnel collected \$11,247 for MDA.

PATROL DIVISION:

Function: Responsible for all law enforcement and crime prevention functions.

STATISTICAL REPORT OF ACTIVITIES, 2012 AND 2013

CITY OF SIKESTON		
Total Population - 16,377	Population over 16 - 12,695	Males – 45.8%; Females – 54.2%
Total Land Area – 17.32 Sq. Mi.	Households – 6,750	Housing units – 7,290
Population under 18 years of age: 25.1%	Population over 65 years of age: 16.0%	
INCIDENT	2012 STATISTICS	2013 STATISTICS
Calls for Service	23,625	24,854
Arrests	2,084	1,972
Vehicle Stops	4,105	3,381
Traffic Citations	2,787	1,962
Pedestrian Checks	398	280
Homicide	2	2
Negligent Manslaughter	2	0
Forcible Rape	5	1
Robbery	22	28
Burglary	184	196
Theft	713	660
Vehicle Theft	23	25
Arson	6	12

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Incident	2012 Statistics	2013 Statistics
Assaults	981	799
Motor Vehicle Accidents	860	860
Loud Music Calls	225	185
Mental Health Transports	26	36
Alarm Calls	1,214	1,239
Juvenile Violations	126	109
Liquor Violations	16	26
Driving While Intoxicated	77	51
Identity Theft	31	28
Weapons Violations	120	109
Vehicle Pursuit	13	12
Foot Pursuit	15	19
Bomb Calls	14	13
Value of Property Stolen	\$744,555	\$815,247
Value of Property Recovered	\$236,577	\$281,609

2013 ARRESTS BY SEX

Total Arrests – 1,972	Female – 616 (31%)	Male – 1,356 (69%)
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2013 ARRESTS BY RACE

White/Hispanic – 989 (50.1%)	Black – 981 (49.7%)	Asian – 2 (.1%)
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The Department purchased six vehicles in 2013: 2-2013 Chevrolet Tahoe for Patrol Division, and 2-2010 and 2-2012 Crown Victoria for the Detective Division. Twenty-one (21) bullet resistant vests were replaced due to the age of the devices. (Partial funding was provided under Federal Bullet Resistant Vest Grant funds.) Federal funds were used to purchase a camera system for DPS Headquarters cell areas.

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.

CRIMINAL INVESTIGATIONS UNIT:

Of the 1,388 cases assigned to this unit in 2013, 65% were cleared. Two homicides occurred in 2013: one was from a firearm, and the other involving the deliberate use of a motor vehicle.

Sikeston's investigators and supervisors conducted 72 controlled buys, issued 54 citations, executed 88 search warrants, and made 204 arrests. Seventy-five cases were sent to either a state or federal grand jury. Seizures consisted of 9 meth labs, 95 guns, 4 vehicles, \$292,874 in currency, and quantities of methamphetamine (ICE), marijuana, K2, heroin, and cocaine.

HOUSING/SCHOOL RESOURCE OFFICER (SRO) UNIT:

These officers maintain a presence in Sikeston Public Schools, as well as throughout the Sikeston Housing Authority's properties. They also perform special duties associated with school events, court

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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 2013 the Power Squad completed 80 arrests and issued 54 traffic tickets. In other activities the Squad seized 4 guns and 27 pieces of narcotic-related evidence.

BOMB SQUAD:

The Bomb Squad responded to 12 calls from throughout Southeast Missouri during 2013.

MOBILE COMMAND TRUCK:

Sikeston's Mobile Command Truck was deployed on 5 area calls for a total of 20 days in service. The truck was returned to Frontline Communication (original manufacturer) for repairs and upgrades.

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.

Incident	2012 Statistics	2013 Statistics
Calls for service	827	789
Structure Fires	51	70
Vehicle Fires	26	23
Grass/Brush Fires	58	41
Motor Vehicle Accidents w/Injuries	211	230
Alarms Activated, No Fire	125	121
Helicopter Arrivals	71	65
Coal Train Arrivals/Departures	132	97
Other Calls	153	142

Sikeston experienced 3 fire fatalities, 7 injuries as the result of fire, and one drowning in 2013.

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 2,150 hours of training during the year in the following

- Emergency Operation Center Training and Web EOC
- Water Rescue Operations
- 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.

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Equipment purchased during 2013 includes 14 50-foot sections of fire hose, 1 foam nozzle, and 9 drafting adaptors.

STORM WARNING SIRENS: DPS has completed the replacement/upgrade of the City's storm warning siren system.

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.

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

Spring clean-up Program: This year 464 residents participated in this nine-day program. Approximately 60 tons of trash and debris were removed from the community via this program.

Compost Program: Activity at the Compost Site increased in 2013 with 1,144 residents depositing 261 bags, 836 truckloads and 502 trailer loads of residential yard debris at the Compress Road site. More than 307 man-hours were committed to Compost operations.

Leaf Collection Program: From Sikeston's 14 square mile area, approximately 1,300 cubic yards of leaves were collected over a 4-week period.

Community Service Program: A cooperative effort between Sikeston Municipal Court and the Department of Public Works resulted in 2,413 hours of community service being utilized for Street Division maintenance operations. Thirty-five (35) individuals participated in this year's program.

Airport Improvements: With significant runway and taxi-way improvements completed in 2012, \$12,737 was expended in 2013 for crack sealing of the airport's apron area. Sikeston's Transportation Sales Tax revenues funded this project. In addition, the planning phase for a new terminal building project began in 2013 with construction anticipated to begin in the fall of 2014.

2013 Street & Drainage Improvements: \$889,821 in Transportation Sales Tax funds were used for asphalt overlays, concrete reconstruction, street extensions, curb and gutter replacement, and drainage improvements. Additionally, Street crews replaced the bridge on Campanella Drive in the Recreation Complex. Project planning for improvements to the entrance of the new Three Rivers College campus located on South Main, as well as, the replacement of the Wakefield Avenue Bridge just west of the Sikeston Power Station also began in 2013. Both of these improvements are anticipated to begin construction in 2014.

Street Division Staffing: Street Superintendent Steve Lee retired in 2013. Brian Dial was appointed Interim Street Superintendent and Darren Martin was appointed Interim Street Supervisor. Michael Holman and Darren Lowe joined the Street Division during this period as maintenance workers.

Mosquito Abatement Program: This program was operated 5-days a week from May through September 2013. Approximately 600 gallons of chemicals were applied by the City's 2 fogging machines during this 5-month program.

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Downtown Enhancement Projects: As part of the City's on-going effort to support revitalization of Downtown, the City committed Transportation Sales Tax Funds to improve drainage, level pavement and install turn lanes at the intersection of Kingshighway to Malone Avenue. This project is slated for completion in January 2014.

Sikeston Business, Education and Technology Park Maintenance: As part of on-going maintenance 25 sprinkler heads were replaced, and a back-flow valve was modified at the catch basin #1.

Building Maintenance: Approximately 346 man-hours were utilized to provide maintenance on the City's buildings. This included assisting the Park Division with construction of 2 dug-outs at the Recreation Complex.

PARKS & RECREATION 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 2013 include:

Walking Trail and Walking Club Development: Sikeston Parks & Recreation remains committed to providing residents with quality walking trails and programs. From March through November of each year, the Division partners with the Scott County Health Department to sponsor the *Trailblazers* and *Trailblazers Jr. Walking Clubs*. This programming for adults and children, ages 6-12, encourages a healthy life style through education and exercise.

Funding from the Federal Neighborhood Stabilization Program (available through the LCRA) was used to construct a half-mile concrete trail in Lincoln Memorial Park at a cost of just over \$76,000. Currently the City provides residents with over 3 miles of chat and concrete surface walking trails located in parks throughout the community.

Picnic Shelters: A large picnic shelter was constructed in Lincoln Park, thanks to the support of the 2103 Hope Epidemic program. This was the site of the 2013 Return to Sunset Labor Day celebration. City crews also rebuilt Shelter #4 in the Recreation Complex.

Facility Maintenance: During 2013 new lights were installed, at a cost of \$67,950, on the northwest softball field and adjacent soccer field in the Recreation Complex. Wooden dugouts on the southeast softball field were replaced with all-metal construction prior to the start of the summer ball season. In November 2013, Park crews began the removal and replacement of dugouts on the southwest field. The large parking lot between the Jaycee football field and Complex Lake was paved and striped. The Dudley Park basketball court was seal-coated and striped.

Clinton Community Building: In 2013, the Clinton Community Building was the site of more than 231 meetings, parties and other events. Rents generated \$23,740. More than 942 man-hours were used to maintain and staff the facility.

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.

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Honors Board Recognition Program: The Park Board elected David Dolan to the Honors Board in recognition of his contributions to youth sports. He is the 41st person to have his name installed on the board.

Support of Community Programming: Due to their location and the quality of facilities, Sikeston's parks host a significant number of local, regional and state events. During the past year Park Division provided logistical support for Sikeston Youth Baseball's regional softball tournament, and the Sikeston Youth Soccer League's Annual Invitational Soccer Tournament (70 teams participated). Logistical support was also provided to Historic Downtown Sikeston for the St. Patrick Day Celebration, Sikeston in Bloom Festival, Ice Social and Car Show, and Downtown Wine Tasting; the Sikeston Depot for their Cowboy Up! Arts Festival; and the American Legion Cotton Carnival. Additionally, Park Division participated in the staging of the 5th Annual Cotton Ramble Bike Ride which brought 215 cyclists to the community. Parks crews also decorated American Legion Park and Malone Park for the Christmas season.

Park Staffing: Matt Holifield and Gary Annesser joined the Park Division in 2013.

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.

PLANNING & CODE ENFORCEMENT DIVISION

Function: Issues building permits for the new construction and renovation of residential, multifamily and commercial structures; approves flood plain development permits, works with developers in planning and subdividing processes; conducts building and storm water inspections; identifies structures for condemnation in an effort to bring structures back to good order for the safety of the public; issues violations for public nuisances; and assists the city in the control of stray and dangerous animals.

BUILDING PERMITS ISSUED

The City of Sikeston Code Enforcement Division issues building permits for a variety of construction projects including shed, new construction, and additions and renovations of residential dwellings and commercial buildings.

In 2013 a total of 39 residential dwelling permits were issued, consisting of single family, duplex and multi-family structures.

Additionally, 27 permits were issued for commercial structures. This includes new construction and substantial additions and renovations. During 2013 the City of Sikeston welcomed the construction of a

- 6,667 square foot Colton's Steak House Restaurant,
- 13,225 square foot CVS Pharmacy,
- 42,228 square foot, 3-story Holiday Inn Express and Suites Hotel,
- 44,167 square feet of new construction at Three Rivers Community College Sikeston Campus,
- total remodel of the Sonic Drive In, and
- 34,829 square foot addition to the Unilever Plant.

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Type of Permit	Number of Permits Issued	Cost of Construction
Residential	31	\$3,399,800
Duplex Residential	4	\$693,900
Multi-Family Residential	4	\$1,093,700
Residential Alterations	59	\$717,058
Commercial	27	\$25,498,332
Total	125	\$31,402,790

INSPECTIONS

The Code Enforcement Department conducts inspections on residential and commercial construction and rental dwelling units to help insure the life, safety and welfare of the occupants, as well as compliance with the adopted building code of the City. The code officers conducted a total of 2,464 construction and rental inspections.

CONCLUSION:

The information in this report is merely a synopsis of significant municipal operations. Please contact City Manager Jonathan "JD" Douglass with questions or requests for additional information. The City Manager may be reached by phone at 573-471-2512 or via email at cityhall@sikeston.org.