

# CITY OF SIKESTON



2/20/2015

## Annual Report on Municipal Operations

The information provided herein is a compilation of those activities and projects completed by the management and staff of the City of Sikeston during 2014.

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## MAYOR AND CITY COUNCIL



FRONT ROW: WARD 4 REPRESENTATIVE MAUDE HARRIS, MAYOR JERRY PULLEN, AND WARD 3 REPRESENTATIVE KATHY TEACHOUT. BACK ROW: WARD 2 REPRESENTATIVE JOHN GRAHAM, AT-LARGE REPRESENTATIVE BOB DEPRO, AT-LARGE REPRESENTATIVE STEVEN BURCH, AND WARD 1 REPRESENTATIVE JON GILMORE.

## MUNICIPAL MANAGEMENT

Jonathan "J.D." Douglass, Manager

Carroll Couch, Director of Finance and Administrative Services

Ed Dust, Director of Economic Development

Linda Lowes, Director of Governmental Services

Drew Juden, Director of Public Safety

Jay Lancaster, Director of Public Works

Charles Leible, City Counselor

## MESSAGE FROM THE CITY MANAGER

January 2015

To the citizens of Sikeston:

Your city government is tasked with providing traditional municipal services of police and fire protection, street and park maintenance, 911 dispatching, stormwater management, airport maintenance and operation, economic development, planning and development services, animal control, municipal court and other associated services. During this past year substantial progress has been made in each of these areas. Strategic planning was also completed to expedite the completion of several significant projects in the coming year.



JONATHAN "J.D." DOUGLASS  
MANAGER, CITY OF SIKESTON

In 2014 the City completed its acquisition of the Union Pacific Railroad right-of-way from County Route BB to County Road 541 (St. George Lane). It is the City's intent to convert this property to public use, such as a recreational trail. Funding for this future project will be acquired from various government and not-for-profit agency grants.

Do it Best Corp opened its 550,000 sq. ft., state-of-the-art distribution center in March 2014. This was a \$34 million capital investment, and employs 130 team members. Carr Textile also announced the opening of its Sikeston facility. Colton's Steak House and the Holiday Inn Express opened in 2014, adding to the City's hospitality industry offerings.

In an effort to provide our residents with open and transparent access to municipal operations, the City's website, [www.sikeston.org](http://www.sikeston.org) was redesigned providing frequently requested information in an easy-to-access format. The Sikeston Scanner, a subscription based E-newsletter, is now released three times a month detailing Council meeting agendas and municipal issues. Residents will find current, relevant information on the City's Facebook page.

Following torrential downpours in 2013-2014 at least two neighborhoods experience significant flooding. This prompted the City to clean-out and reconstruct Greenbrier Ditch. Through the assistance of the adjacent farm owner Butler Ditch was also cleaned, reopening the drainage channel. These projects have averted additional flooding in the Greenbrier and John R. Blvd. neighborhoods. During 2014 engineering and design work was completed to allow the City to address remaining John R. Blvd. drainage issues and those of Applegate Street/Dudley Park in 2015.

2014 was a year of extreme weather. In addition to excessive rain, the community experienced substantial snow and ice. Due to the age and condition of snow removal equipment, Council authorized the purchase of three dump trucks with snowplow blades. To increase snow handling capabilities, a snowplow blade was purchased for the City's front-end loader and Public Works staff experimented with the use of salt brine.

During 2014 a new intersection was constructed in Downtown Sikeston at Malone Avenue and Kingshighway. Through a partnership with MoDOT, \$764,000 was used to improve a portion of the Highway 61 South roadway and install traffic lights at the new Three Rivers Community College entrance. Due to deteriorated pilings, the Wakefield Bridge required reconstruction. Design work was completed in 2014 and the project started in January 2015. Design work, FAA approval, and Missouri Transportation Commission funding was

obtained in 2014 for the construction of a new airport terminal. This \$1 million investment in the community will greatly enhance economic growth. Construction is targeted to begin in spring 2015.

With Council's authorization, the Department of Public Safety entered into a Street Crimes Task Force with the cities of Cape Girardeau, Poplar Bluff and Charleston. This task force, with state and federal partners, focuses on narcotics trafficking and other violent street crimes. Staffing from all participating agencies provide targeted policing of high crime areas in each community.

During 2014 two DPS vehicles were purchased on the State Cooperative Marketing Contract at substantial savings. In September, Council authorized the purchase of a 78 foot ladder truck for \$689,995 and a new fire pumper at \$334,350. Delivery is expected in June 2015.

With the City's 911 and computer aided dispatch system having reached its "end-of-life", DPS and IT staff used 2014 to research new 911 software and records management systems and conduct site visits. In January 2015 Council approved the expenditure of \$475,000 for the purchase of the hardware and software. Implementation is targeted to begin in early March 2015.

This is only a brief overview of the actions and projects completed over the past year. You will find more information in the pages that follow. My staff and I welcome your questions and comments regarding 2014 city operations.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Jonathan M. Douglass', with a long horizontal flourish extending to the right.

Jonathan M. Douglass  
City Manager

## 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.*



DO IT BEST CORP 2014 GRAND OPENING

What began with a groundbreaking in 2012 culminated in March 2014 with the grand opening of Do it Best Corp's Sikeston facility. Sikeston Economic Development worked extensively with corporate officials throughout all phases of the project. The Sikeston facility employs 150 people.

Carr Textile purchased the former Brown Shoe Company building, and began moving into their Sikeston facility in early 2014. They will employ 25 people.

During 2014 DED facilitated the purchase of the Village Green Shopping Center with funds obtained from the sale of the former Brown Shoe Building to Carr Textile. The

demolition bid was awarded in April and the site was cleared by September. In October DED released proposals for the property's development, and continues to market the property.

Economic Development staff conducted two "Basic Skills for Employees" classes at the Sikeston Career & Technology Center. They were assisted by managers from Tetra Pak, Alan Wire, DeWitt Company and Orgill. This program was developed to address both long and short term solutions for community workforce improvement.

Colton's Steak House and the Holiday Inn Express were just two of the many new businesses that opened in Sikeston this year. Economic Development also located The Lock Company into the former Media Press Building.

Economic Development assisted with the City's acquisition of the former Union Pacific Railroad right-of-way.

DED staff also worked with developers of the 60 West TIF Project which will bring a new movie theatre and retail businesses to the community.

Economic Development is responsible for the leasing and maintenance of the City-owned Essex Building. In 2014 approximately \$100,000 in lease rent was generated by this facility.



SIKESTON HOLIDAY INN EXPRESS OPENED IN MAY 2014.

In an on-going project, DED is working with an existing industry on a \$10 million, 250,000 sq. ft. expansion that could result in an additional 70 jobs.

Economic Development worked with Sikeston Public Works Director Jay Lancaster to submit a DRA Grant Application for road improvements to the Industrial Park. Meetings were conducted with Scott County officials, the Special Road District and Do It Best representatives to gain support for the project.



SIKESTON BUSINESS, EDUCATION & TECHNOLOGY PARK

2014 marketing efforts were enhanced by attendance at the following trade shows and conferences: Governor's Economic Development Conference, SEMA-AAPEX, ICSC, SEDC, and meetings with Kentucky Transportation Cabinet representatives.

Additional marketing efforts included collaborating with Missouri Economic Development and Missouri Partnership officials to bring industrial leads to Sikeston. Aerial mapping of the Sikeston Business, Education and Technology Park and other possible development sites was completed in 2014.

In addition to maintaining the DED and "Location One" websites, DED staff assists with Convention & Visitors Bureau operations, and the maintenance of [www.sikeston.org](http://www.sikeston.org) and City Facebook pages.

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

## DEPARTMENT OF PUBLIC WORKS

### STREET, BUILDING MAINTENANCE & VEHICLE 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:

2014 Street & Drainage Improvements: In early 2014, the construction improvements at the Kingshighway/Malone intersection were completed. This included new traffic signals and sidewalk upgrades. A project partnering with MoDOT to construct a new signalized intersection at the new Three Rivers College entrance was completed. The design for the replacement of the bridge on Wakefield Avenue adjacent to the Power Plant came to a close. The construction is scheduled to begin just after the first of the year in early 2015. A project to clean out and reset the grade of Greenbrier Ditch was completed and has had significant positive impacts. A project partnering with Lawrence Farms to clean out the Butler Ditch in the southwest area of town was completed. A project partnering with BMU to improve the railroad crossing on N. West Street was completed. In addition to the N. West project previously mentioned, the Street Department staff replaced several railroad approaches in the west area of town. The street department staff worked in several areas to repair joints, patch potholes, and reconstruct damaged curbs. We recently have completed the design and



DPW CREW REPAIRS N. WEST ST. RAILROAD CROSSING

bidding of a project to make drainage and street improvements to Applegate near Dudley Park, and drainage improvements in the John R. Boulevard area. The construction should begin in early 2015.



**GREENBRIER DITCH CLEAN-OUT**

Spring clean-up Program: This year 588 residents participated in this nine-day program. Approximately 57 tons of trash and debris were removed from the community via this program.

Compost Program: Activity at the Compost Site increased in 2014 with 1,257 residents depositing 1,072 bags, 984 truckloads and 434 trailer loads of residential yard debris at the Compress Road site. More than 287 man-hours were committed to Compost operations.

Leaf Collection Program: From Sikeston's 14 square mile area, approximately 1,500 cubic yards of leaves were collected over a 5-week period.

Community Service Program: A cooperative effort between Sikeston Municipal Court and the Department of Public Works resulted in 2,258 hours of community service being utilized for Street Division maintenance operations. Thirty-four (34) individuals participated in this year's program.

Airport Improvements: During 2014, a planning committee was formed to assist with the design of the terminal building. The architectural and engineering design of the new building was substantially completed in 2014. Final issues will be resolved in early 2015, with the construction of the new building anticipated to begin in the spring of 2015.

Street Division Staffing: Brian Dial was promoted to Street Superintendent and Darren Martin was promoted to Street Department Supervisor. Padro Page joined the Street Division during this period as a Maintenance Worker.

Mosquito Abatement Program: This program was operated 5-days a week from May through September 2014. Approximately 600 gallons of chemicals were applied by the City's 2 fogging machines during this 5-month program.

Sikeston Business, Education and Technology Park Maintenance: As part of our on-going maintenance program, we added 20 new sprinkler heads and two new control boxes for the sprinkler system.

Winter Operations: The winter of early 2014 brought excessive amounts of snow and ice that had to be addressed. Joint efforts of Street, Planning and Parks divisions battled these storms around the clock. To prepare for the winter of 2014-2015, the DPW was careful to acquire adequate amounts of rock salt to have on hand. We also proceeded utilizing a lease purchase with the order of three new tandem-axle dump trucks with new snow plows. Street staff also was successful in designing and fabricating prototype liquid salt brine spreaders to be installed on three one-ton trucks. We also acquired a snow plow for the DPW front end loader, which adds an additional tool for fighting snow and ice.



**NEWLY DESIGNED & FABRICATED  
LIQUID SALT BRINE APPLICATOR**



**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 2014 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.



2014 TRAILBLAZERS JR. WALKING CLUB COLOR RUN

A 3-year Missouri Foundation for Health grant was completed in October of 2014. The \$210,421 grant provided funding for the construction of approximately one mile of paved, multi-use trail in the Recreation Complex. The grant also provided funding for the *Trailblazers* walking clubs mentioned above.

Facility Maintenance: During 2014, wooden dugouts on the southwest softball field were replaced with all-metal construction prior to the start of the summer ball season, which completed the replacement program of the old wooden dugouts on the Complex ball fields. The old shingle roof on picnic shelter #6 was removed by Park Division staff and replaced with a new metal roof. The tennis courts in the Recreation Complex were resurfaced and striped.

Bandstand – Legion Park

City staff began construction of a new bandstand in Legion Park. Funding for the project is being provided by Historic Downtown Sikeston. Completion of the project is projected for early 2015.

Clinton Community Building: In 2014, the Clinton Community Building was the site of more than 245 meetings, parties and other events. Rents generated \$28,347.50. More than 2,250.5 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.

Honors Board Recognition Program: In recognition of their contribution to youth sports Rod Anderson and Dan O’Brien were elected by the Park Board to the City’s Honors Board. They are the 42<sup>nd</sup> and 43<sup>rd</sup> volunteers to have their name installed on the board.



LEGION PARK BAND STAND UNDER CONSTRUCTION



TEAM ORGILL 2014 CORPORATE GAMES CHAMPION

Corporate Games

The Park Division, with support from the Park Board and numerous volunteers, conducted the 15<sup>th</sup> Corporate Games in June of 2014. Eleven local large employers participated in the event over the course of three weeks and four weekends.

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 6<sup>th</sup> Annual Cotton Ramble Bike Ride which brought 120 cyclists to the community. Parks crews also decorated American Legion Park and Malone Park for the Christmas season.

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.*

Staff

In June of 2014, the Sikeston Department of Public Works Code Enforcement Office welcomed Bruce Copeland as its newest member.

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 2014 a total of 31 residential dwelling permits were issued for new construction, consisting of single family, duplex and multi-family structures. In addition to new construction, there were 46 permits issued for residential alterations and additions.

Additionally, 13 permits were issued for commercial structures. This



DPW CREWS COMPLETE BUILDING SAFETY INSPECTION.

includes new construction and substantial additions and renovations. During 2014 the City of Sikeston welcomed the following:

- A new 5,240 square foot facility for Bootheel Counseling
- A new 7,960 square foot facility for Fresnius Dialysis
- 6,500 square foot addition to Unilever (North) Plant
- Remodel of the Sikeston Public Library
- Remodel of the existing Walmart
- Remodel of a new technical center for Charter in Shoppes at Lake Crossing
- Remodel of DCB Real Estate property (formerly Malone Grill) for medical facility
- 4,032 square foot remodel of Crader Law Firm
- 1,296 square foot addition to Jaycee Bootheel Rodeo facility
- 1,000 square foot addition to Delta Veterinary Clinic
- 1,000 square foot addition to Cornerstone Baptist Church
- 

Type of Permit	Number of Permits Issued	Cost of Construction
Residential	27	\$1,843,750
Duplex Residential	1	\$167,600
Multi-Family Residential	3	\$690,000
Residential Alterations	46	\$659,500
Commercial	13	\$2,664,343
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. Code Enforcement action resulted in the following in 2014:

- 1,417 inspections of residential and commercial construction projects
- 81 business license inspections
- 745 rental property inspections
- 263 violations of property maintenance (derelict vehicles, junk and trash, tall grass, etc.)

Animal Control

The Code Enforcement Department also responds to calls for animal control. In 2014, the Code Enforcement Department responded to 1,318 calls for animal control.

## 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.*

The FY2014 Edward Byrne Memorial (JAG) Justice Assistance Grant was submitted and awarded to Sikeston DPS on August 6, 2014. The grant was submitted for the purchase of six new generation Tasers including holsters and accessories, digital data storage for body cameras, and various vehicle safety devices including electric flares and collapsible cones for patrol vehicles. All equipment has been purchased and placed into service.

The following DPS Officers were hired in 2014: Martin Simmerman, Dalton Hunsaker, James Danforth, Matthew Coplin, Jacob Bell, Robert Flory, Alex Friedrich, Dustin Morse, and Nicholas Schremp. One dispatcher Bethany Longstreet was also hired.

The men and women of Sikeston Public Safety work diligently in support of the Missouri Special Olympics. In 2014 they were acknowledged for having the greatest increase in contributions for the Region 9 Law Enforcement Torch Run for Special Olympics \$1,291. We were also acknowledged as the Outstanding Agency of the Year Region 9 and the agency with the Greatest Percent Increase 23% for Region 9. Sgt. Derick Wheatley led the Sikeston 2014 Special Olympics effort.



**SIKESTON DPS LAW ENFORCEMENT TORCH RUN FOR SPECIAL OLYMPICS PARTICIPANTS**

### PATROL DIVISION:

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

#### PATROL DIVISION STATISTICAL REPORT OF ACTIVITIES, 2014 AND 2013

CITY OF SIKESTON		
Total Population - 16,494	Population over 18 - 12,298	Males – 46.8%; Females – 53.2%
Total Land Area – 17.32 Sq. Mi.	Households – 6,508	Housing units – 7,289
Population under 18 years of age: 24.5%	Population over 65 years of age: 18.3%	
INCIDENT	2014 STATISTICS	2013 STATISTICS
Calls for Service	30,342	24,854
Arrests	1,718	1,972
Vehicle Stops	2,506	3,381
Traffic Citations	1,419	1,962
Pedestrian Checks	736	280

INCIDENT	2014 STATISTICS	2013 STATISTICS
Homicide	2	2
Negligent Manslaughter	0	0
Forcible Rape	4	1
Robbery	25	28
Burglary	195	196
Theft	832	660
Vehicle Theft	23	25
Arson	3	12
Motor Vehicle Accidents	803	860
Loud Music Calls	156	185
Mental Health Transports	36	36
Alarm Calls	1,248	1,239
Juvenile Violations	71	109
Liquor Violations	31	26
Driving While Intoxicated	42	51
Identity Theft	20	28
Vehicle Pursuit	8	12
Foot Pursuit	13	19
Bomb Calls	16	13

In 2014, the Department purchased two 2015 Chevrolet Tahoe's. They were assigned to Patrol Division's Shift Lieutenant and Sergeant. Grant funding provided monies for 6 Tasers, and 13 Taser cameras. The Department's 1980's Remington shotguns were replaced by four CMMG .223 rifles.

**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:**

Staffed with eight detectives, 1,320 cases were assigned to the unit in 2014. Of this number 900 or 68.1% were cleared. Over the course of the year CIU served 123 search warrants with six being Federal charges. In 2014 detectives made 70 controlled buys; destroyed 3 Meth labs; and confiscated 43 guns, four vehicles and \$28,900 in cash. Drug seizures consisted of 180 lbs. of marijuana, 13 grams of crack cocaine, 7 oz. of cocaine, 6 oz. of heroine, 48 lbs. of methamphetamine, 56 X-Pills, 2 lbs. of K-2, and 2 jars of mushrooms.



In September 2014 the department initiated a Medication Drop Box program. Since that time 77 lbs. of prescription medications have been deposited by residents.

**MARIJUANA SEIZED BY CIU OFFICERS**

The City's 2 homicides, and serious assaults were worked by both general and narcotics detectives. 2014 major cases included the John Sharber and Tyrell Banks homicides, Cronies shooting (5 victims), Alliance Bank robbery, 57 interviews associated with sexual assault and adult/child abuse, and various armed robberies and First Degree assaults.

During the summer of 2014, detectives supplemented the Power Squad's Street Crimes Unit and Sikeston Jaycee Rodeo detail.

**BOMB SQUAD:**

The Bomb Squad responded to 15 calls from throughout Southeast Missouri during 2014.

**MOBILE COMMAND TRUCK:**

Sikeston's Mobile Command Truck was deployed on 4 area calls for a total of 15 days in service.

**POWER SQUAD:**

During the last 9 months of 2014, the Power Squad made 92 vehicle stops resulting in 13 arrests, 22 citations, and 55 warnings. The Squad also issued 71 traffic citations, and made 10 felony and 24 misdemeanor arrests. Six guns were seized along with over 22 lbs. of marijuana, 2 grams of cocaine, more than a pound of methamphetamine and .5 grams of heroin. One meth lab was discovered and 19 pieces of drug paraphernalia were seized. Eight school searches (5 in Sikeston) were conducted.



PHOTO COURTESY OF THE STANDARD-DEMOCRAT

The Power Squad also assisted ATF, DEA, MSHP, Scott County, Mississippi County, New Madrid County, Charleston, Matthews, Miner, New Madrid and Bloomfield.

**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 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.

During 2014 Housing Authority Officers made 125 reports, issued 17 trespass orders, made 5 arrests for trespass, and 39 evictions.

**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	2014 Statistics	2013 Statistics
Calls for service	814	827
Structure Fires	85	70
Vehicle Fires	38	23
Grass/Brush Fires	57	41
Motor Vehicle Accidents w/Injuries	181	230
Alarms Activated, No Fire	159	121
Helicopter Arrivals	53	65



**DPS FIRE EDUCATION CLASS**

Coal Train Arrivals/Departures	130	97
Other Calls	111	142

No fire fatalities were experienced in 2014. Five citizens were injured in fires this year; one being serious. A 16-year old male was found in a basement of a residence on fire. He stopped breathing while being extricated from the house by DPS firefighters. He survived thanks to DPS and South Scott County Ambulance District personnel.

Fire Division personnel provided 1,925 children in 10 area daycare centers, public and private school systems with fire education classes. Personnel also provided area businesses with training in fire extinguisher use, emergency decontamination, fire prevention and high angle rescue.

Division personnel completed over 2,663 hours of training during the year in the following

- Emergency Operation Center Training and Web EOC
- Firefighter 1 & 2 classes
- Arson Investigator (Awareness)
- Hazardous materials training
- HazMat IQ
- Ignitable Liquids and Class B Foam
- Thermal cameras (search & rescue)
- Emergency Vehicle Driving
- Confined Space Rescue
- Building Collapse Rescue
- High Angle Rescue
- Fire Streams.
- Wide Area Search

During 2014 Council approved the purchase of a 78-foot Ladder Truck and a new 1500 gpm Engine costing approximately \$1.1 million. Other equipment purchased during 2014 included 5-50 foot sections 2 1/2" fire hose, and 5-50 foot sections of 3" fire hose.

## 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, 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.*



### COMMUNITY OUTREACH:

Historic Downtown Sikeston: Council supports the revitalization efforts spearheaded by Historic Downtown Sikeston. The Governmental Services Director serves as the City's representative on this organization's Board of Directors and, like many other city staff members, assists with Downtown events and projects.

Sikeston Regional Chamber of Commerce: Council also supports the Sikeston Regional Chamber of Commerce in its efforts to expand and improve local businesses. The City Manager and DED Director serve as ex-official members of its board of directors.

Youth in Government Day: The City acknowledges today's high school students are tomorrow's leaders. Governmental Services in cooperation with the Sikeston Optimist Club and Sikeston Public Schools sponsors this annual event which enables Sikeston teens to "shadow" the City's elected officials and managerial staff. During this day-long exercise students are exposed to municipal functions, and pertinent issues facing the community.

Strategic Plan Implementation Commission: In 2009 residents completed a long-term strategic planning process.

2014 YOUTH IN GOVERNMENT DAY

The Strategic Plan Implementation Commission was created to assist and support Council in attaining



the goals identified in this plan. Governmental Services staff members coordinate Strategic Plan Implementation Commission meetings, and serve as a liaison between the Commission, Council and city staff.

Vision Sikeston Leadership Program: The Chamber of Commerce and Strategic Plan Implementation Commission created this program to better prepare young professionals for community leadership. Governmental Services member Rhonda Council successfully completed the 2014 leadership program. Governmental Services also coordinates the City's segment of the Vision Sikeston Leadership Program.



Boards & Commissions Program: Sikeston's boards and commissions provide its citizens with an opportunity to participate in the governing process. Council appoints residents to these boards and commissions to collectively provide Council with recommendations on a variety of municipal issues. Governmental Services staff coordinates this program's application and appointment process. Currently the City has 16 separate boards and commissions on which more than 100 citizens serve.

## PUBLIC ACCESS TO MUNICIPAL GOVERNMENT

During 2014, staff's focus was to provide residents with improved access to information on municipal issues and operations. Actions undertaken in support of this goal were:

Re-design of City Website - [www.sikeston.org](http://www.sikeston.org): During 2014 Governmental Services staff coordinated the complete redesign of the City's website. In addition to changing the site's appearance, users were provided substantially more information in an easy-to-use format. Improvements to the website include the addition of: City Manager's Monthly Message;



Document Center providing on-line access to 25 frequently used forms; Map Center providing interactive access to City Park locations and amenities, ward map, zoning map, Enhanced Enterprise Zone map, and maps providing routes and schedules of the City' trash pickup and leaf collection programs; Financial & Annual Report Center providing budget, audit and operational information; and an expanded listing of community links. Additionally, Governmental Services staff worked with the DPW Director to create a page listing available LCRA properties with an on-line bid submission process.

### E-Newsletter – Sikeston Scanner:

In prior years Governmental Services published a monthly electronic newsletter, the "Sikeston Scanner". During 2014 this frequency was increased, and it is now issued prior to each City Council meeting (three times each month). Its content includes the Council meeting agenda with background information on each agenda item, Council and board and commission meeting dates, community event dates, and articles on municipal programs and projects. This is a subscription based publication with

over 500 readers. Residents may subscribe to this free newsletter from the City's website, [www.sikeston.org](http://www.sikeston.org).

Facebook Presence:

Acknowledging the prominence of Facebook in today's communications, Governmental Services has been charged with increasing the City's presence on Facebook. As a result of more frequent postings of pertinent information, the City's Facebook page now reaches an average of 5,000 people per week.

**INTERNAL OPERATIONS:**

City Council Support:

Governmental Services (with City Manager oversight) prepares, posts, and distributes Council meeting agendas and information packets. Previously distributed in hard copy, this information was converted to an electronic distribution system in 2014. With the installation of a local Wi-Fi network in City Hall, Council and staff now have the ability to access meeting materials from home and on I-pads and laptops. Both staff time and supply cost savings were recognized following the project's implementation.

Bill Preparation, Codification:

Throughout the year Governmental Services staff assists in the preparation of legislation to be presented for Council consideration. In 2014 Governmental Services assisted Public Works in the drafting of a zoning amendment addressing manufactured housing. Legislation was also drafted to increase Municipal Court's Domestic Violence Shelter Surcharge for \$2 to \$4 per conviction.

Governmental Services manages the City's codification program. Sikeston City Code is provided in an electronic format, accessible on the City's website [www.sikeston.org](http://www.sikeston.org). It is updated quarterly.

Administrative Action Reporting:

Following each Council meeting Governmental Services staff prepares an overview of Council actions which is distributed to managerial and support staff. To assist the City Manager, Governmental Services tracks Council's directives given during meetings and the status of each project via the Administrative Action Report. This process was converted to a digital format in 2014 to increase response time.

Five-Year Capital Program Improvements:

Each year staff prepares a 5-Year Capital Plan, as required by City Charter, for Council's consideration and acceptance. With City Manager guidance, a new process for submission and evaluation was developed and implemented. The new reporting format can be viewed with "Financial Information and Audits" on [www.sikeston.org](http://www.sikeston.org).

MUNIS Software Upgrade:

Since 2004 the City has used the MUNIS software solution for finance, HR, payroll, accounts payable, tax billing, business license, permitting, and Code Enforcement operations. In 2014 a workgroup consisting of representatives from each of these offices and Governmental Services staff planned and implemented a significant software upgrade. Preparation took approximately 3 months to complete, and was coordinated so as not to interfere with payroll, accounts payable, business license or tax bill collection functions.

Records Management and Archival:

Over the past year, Rhonda Council has been responsible for the City's on-going scanning/archival project. Ordinances from July 1951 forward and Council minutes from 1982 on are now digitally archived and OCR searchable.

**INFORMATION TECHNOLOGY:**

The IT unit consists of two full-time employees charged with supporting voice and data functions within all five of the City’s departments. These tasks range from wide area network management and operation to troubleshooting personal computers and peripherals.

In 2014 IT continued the City’s transition to virtual network servers with the installation of a virtual Exchange Server. Also, the City’s CISCO Call Manager network was upgraded and converted to a virtual server. Virtual network servers reduce hardware costs, provide increased redundancy, and reduce the man-hours needed for network administration and management.

**MUNICIPAL COURT DIVISION:**

*FUNCTION: The Municipal Judge, Prosecuting Attorney and Court Staff are responsible for the adjudication of municipal ordinance and traffic violations, and the collection of all fines and costs assessed by the Court. The judge and prosecuting attorney are appointed by the City Manager in consultation with the City Council.*

**CITY’S SERVER FARM, DPS HEADQUARTERS**

Frank Marshall serves as Municipal Judge. In December 2014, Daniel Norton resigned from his position as Prosecuting Attorney. Norton had held this position since 1984. City Counselor Charles Leible has assumed interim Prosecuting Attorney responsibilities.

During calendar year 2014, 2,434 cases were filed by the Department of Public Safety, Code Enforcement, Municipal Court and Municipal Library. Fifty-six percent (56%) of these cases were City ordinance violations, and forty-four percent (44%) resulted from traffic/parking violations. Fines and fees collected in 2014 totaled \$296,327.13, as follows:



Source of Monies	Amounts Received
Fines Paid	\$ 193,471.98
Bonds Forfeited	3,500.00
Court Costs Paid	17,300.71
Jail/Transportation Cost Reimbursement	53,637.23
Fees collected for State/County Agencies	18,539.85
Fees collected for DPS Training/Digital Equipment	6,276.97
Restitution	3,600.39
<b>Total</b>	<b>\$296,327.13</b>

In 2014 the State Auditor’s Office performed a financial and performance audit of Sikeston Municipal Court for the period July 1, 2013 through June 30, 2014. The Court received an overall performance rating of “good”. The audit’s single finding addressed Public Safety and Municipal Court ticket



accountability. This finding has been addressed with a monthly ticket reconciliation performed by Court Clerk Pat Cox and Public Safety Captain James McMillen.

**TOURISM DIVISION:**

*Function: This division manages Sikeston Convention & Visitors Bureau (CVB) operations. The CVB promotes and markets tourism in the Sikeston area thereby enhancing the community's economic well-being. Funding for CVB operations is generated by the City's 4% lodging tax. These monies are restricted in use to tourism promotion and marketing.*

In May 2014, the Holiday Inn Express & Conference Center opened bringing 73 additional rooms with meeting facilities to Sikeston. In addition to making Sikeston more attractive to tourists and business travelers it enhances the

CVB's revenue stream.

Sikeston 4% Lodging Tax Receipt History	
Fiscal Year Ending June 30, 2014	\$34,976
Fiscal Year Ending June 30, 2013	\$29,058
Fiscal Year Ending June 30, 2012	\$34,676

During 2014 the CVB expended more than \$55,000 for advertising and promotion. \$24,065 of this total was obtained from the Missouri Division of Tourism programming. The FY-2014 campaign purchased more than 4.1 million impressions, generating 15,522 leads. 87% of these leads originated from within the CVB's targeted markets.

The CVB has placed significant emphasis on electronic marketing and fulfillment. Through the use of search engine management (SEM), and electronic visitor's guide CVB website visits increased from 4,526 in FY-2013 to 18,278 in FY-2014. Use of the CVB's toll-free number increased from 169 (FY-2013) to 189 (FY-2014).

Through the use of free event listings offered by the Division of Tourism, regional media, advertising vendors and other organizations, the CVB has been able to extend the reach of its advertising at no additional cost. Each year Sikeston events and amenities are submitted to the Missouri Department of Tourism, Rust Publishing, AAA Events & Destinations, KFVS, MO Rural Electric Cooperative and River Heritage Association for publication on these websites.



Realizing that some visitors prefer to use brochures, the CVB provides the following print pieces: Sikeston Historic Home Walking/Driving Tour, Visitors Guide, and Calendar of Events. They are distributed to local

tourism sites and motels.

The CVB also generates an in-house subscription based E-Newsletter which focuses on local events, attractions, and amenities. Over the course of FY-2014, 18,600 potential visitors received these newsletters. Results indicate the E-Newsletter has an "open rate" of 18.6% which exceeds the industry's standard of 13.25%. Residents wishing to receive this electronic publication may do so by calling 471-2512.