

# YOUR LOCAL GOVERNMENT: OPERATIONS & STRUCTURE



5/1/2016

Resident's Handbook

*This handbook has been created to familiarize our residents with municipal operations and the roles and responsibilities of Sikeston's elected officials, managers and staff.*

# YOUR LOCAL GOVERNMENT: Operations & Structure

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**Members of the Sikeston City Council:**

**Stephen H. Burch  
Mayor, City of Sikeston**



*Term: 2015-2018*

*Address: 20 Green Meadows, Sikeston, MO 63801*

*Phone: (W) 573-3003*

*Steven H. Burch, a native of Sikeston, graduated from Sikeston High School and received a Bachelor of Science Degree in Agriculture Business from Southeast Missouri State University.*

*Steven has been involved with the family business, Burch Food Service, since 1977. He has served as President of Burch Food Service from 1999 to present. He is a past President of the Sikeston Jaycees, past Rodeo Board Chairman and recipient of the Jaycees Distinguished Service Award. Burch Food Service was recognized by SACC as Business of the Year in 2008. Prior to his election as mayor, he served as an at-large Council representative. Burch and his family are members of the First United Methodist Church. Steven and his wife Tammy have one son, David.*

**Bob Depro, Mayor Pro-Tem  
At-Large Council Representative**



*Term: 2014-2017*

*Address: 221 Kennedy Dr., Sikeston, MO 63801*

*Phone: 573-471-1191*

*Bob Depro, a native of Sikeston and graduate of Sikeston High School, received his Bachelor of Science Degree from Southeast Missouri State University and earned his Master of Education Degree from the University of Mississippi.*

*Bob was a teacher with Sikeston Public School from 1966-2000 and then continued his education career at Southeast Missouri State University from 2000 to the present.*

*Councilman Depro is a member of the First United Methodist Church, and served on the DAEOC Board of Directors.*



**Ryan Merideth, At-Large Council Representative**

*Term: 2016-2019*

*Address: 929 N. Kingshighway, Sikeston, MO 63801*

*Phone: 573-380-6705*

*Merideth is a Sikeston native, graduating from Sikeston High School in 2000. He then attended Southeast Missouri State University where he earned his Bachelor's Degree in Business Administration. In 2007, Merideth began his career in finance at Schumacher Financial Services where his is currently building his practice as a financial advisor.*

*Merideth is a past member, board member and president of the Sikeston Jaycees. In 2015 he was recognized by the Missouri State Jaycees as an Outstanding Young Missourian. He has also served on the board of directors of the Sikeston Regional Chamber of Commerce, YMCA of Southeast Missouri, and Kenny Rogers Children's Center.*

*He and his wife, Katie, are the proud parents of three sons. In his free time, Merideth enjoys fishing, hunting and spending time with family and friends.*

**Jon Gilmore, Ward I Council Representative**

*Term: 2016-2019*

*Address: 215 Kramer, Sikeston, MO 63801*

*Phone: (W) 471-6005 (H) 573-471-5911*



*Gilmore, a native of Sikeston, graduated from Sikeston High School and received his Bachelor of Arts in Psychology from the University of Missouri-Columbia.*

*He has been active in the community since returning home to Sikeston in 1999, having served on the boards of the YMCA of Southeast Missouri, as well as Missouri Delta Medical Center's Foundation and Board of Directors. He is also a Cub Scout leader for Pack 41 in Sikeston. Jon was the 2011 President of the Sikeston Area Chamber of Commerce as well as past President of the Sikeston Jaycee Rodeo Board of Directors. He received the Outstanding Young Missourian Award and Jaycee Distinguished Service Award in 2010.*

*Gilmore is co-owner/co-manager of Semo Title Company and a lifelong member of the First United Methodist Church. Jon and his wife, Angela, have three young children.*



**Gerald D. Settles**  
**Ward II Council Representative**

*Term: 2015-2018*  
*Address: 1307 Columbine St., Sikeston, MO 63801*  
*Phone: 573-472-0835*

*Born and reared in Matthews, Missouri, Settles graduated from Southeast Missouri State University and attended Kellogg Business School at Northwestern University.*

*Settles is retired from Eli Lilly and Company, as well as Dow Chemical Company*



**Karen Evans**  
**Ward III Council Representative**

*Term: 2015-2018*  
*Address: 1112 Daffodil, Sikeston, MO 63801*  
*Phone: 573-472-2432*

*Karen Evans is a graduate of Sikeston High School and Southeast Missouri State University where she earned a Bachelor of Science in Business Administration.*

*Evans has been employed by Bootheel Counseling Service as the Fiscal Director since 2006. She is a member of the Fiscal Officers for Missouri Coalition of Community Mental Health Centers, and a 2010 graduate of the Sikeston Leadership Program. She serves on the Habitat for Humanity-Sikeston Area Board of Directors and attends Illinois Avenue General Baptist Church in Sikeston.*



**Mary White-Ross**  
**Ward 4 Council Representative**

Term: 2016 - 2019  
Mailing Address: 303 Ruth St., Sikeston, MO 63801  
Phone: (H) 573-471-6743

A graduate of East Prairie High School, White-Ross attended Lincoln University in Jefferson City and earned her Bachelor's Degree in Liberal Arts from Southeast Missouri State University.

For over 30 years White-Ross has been a resident of Sikeston. She served on the Founding Board of Directors for the Sikeston Area YMCA, the Planning & Zoning Commission, and the Mission Missouri Board of Directors. She also served two terms on the Sikeston R-6 School Board.

White-Ross has been honored as the Sikeston Regional Chamber's Community Volunteer of the Year. She is currently active with the Sikeston Area Dr. Martin Luther King Planning Committee, Daughters of Sunset, and SEMO Lincoln University Alumni Association. A member of Cornerstone Baptist Church, she is an adult Sunday School teacher, secretary of the Mission Society, and president of the Pastor's Nurses Unit.

**General Information for Mayor and City Council Candidates**

Qualifications: Each Council Member and the Mayor shall be a qualified voter of the city and shall be at least twenty-one (21) years of age. The Council Members elected by wards shall be residents of the respective wards from which they are elected for a period of not less than one (1) year immediately prior to the last day on which a nomination petition can be filed for a city election. The Mayor and Council Members at-large shall have been a resident of the city for at least one (1) year immediately prior to their election. (Source: City Charter)

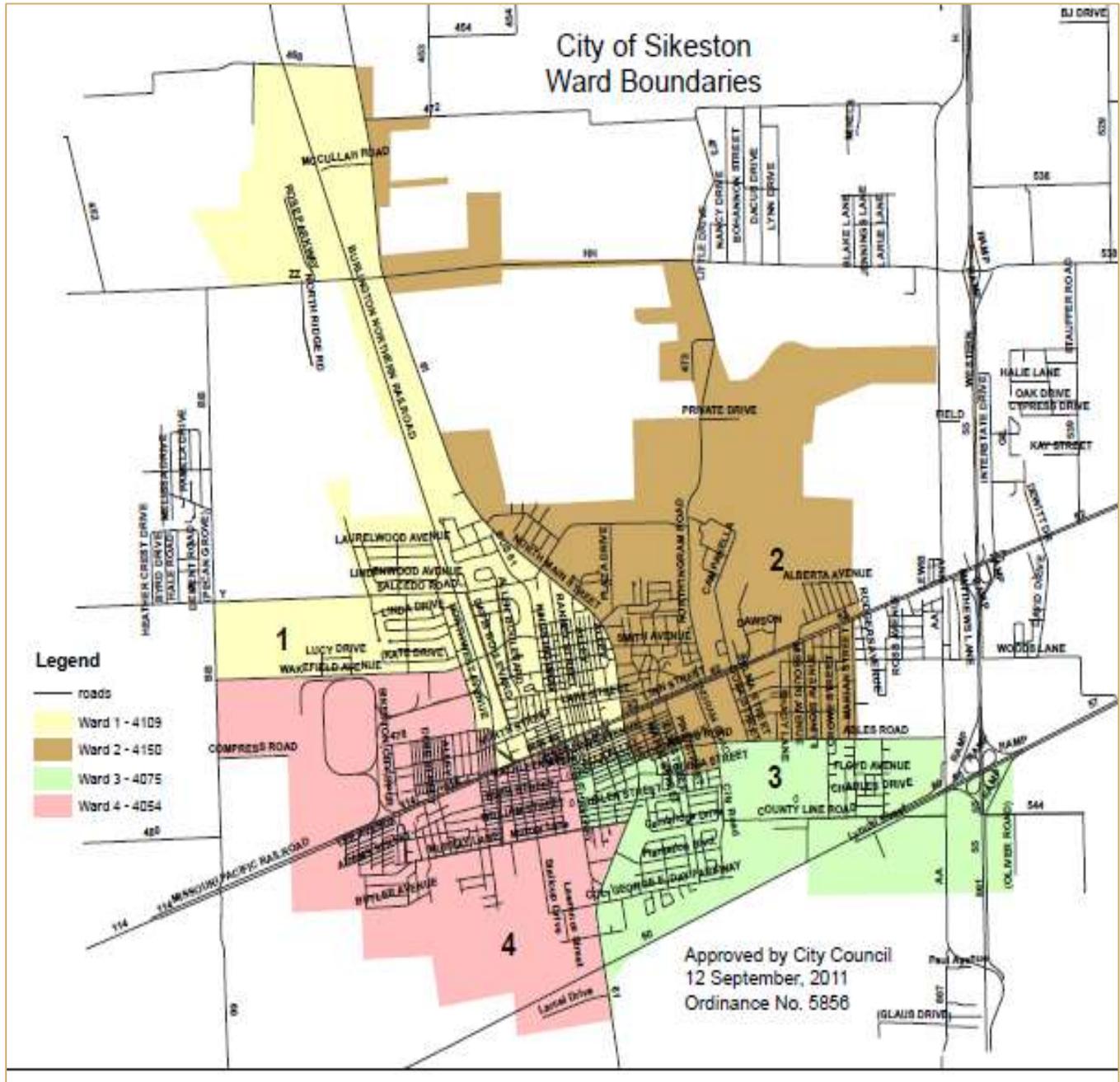
Election and Terms: Council Members shall be elected to serve staggered three (3) year terms. No person may be elected or serve more than two (2) consecutive full terms as Mayor, not including service to complete an unexpired term. Any person so limited as Mayor may not serve again as Mayor for three (3) years, either in an elected capacity or appointed to fill a vacancy. No person may be elected or serve more than two (2) consecutive full terms as Council Member, not including service to complete an unexpired term. Any person so limited as Council Member may not serve again as Council Member for three (3) years, either in an elected capacity or appointed to fill a vacancy. A Council Member so limited is prohibited from holding either an at-large or a ward council seat. A person who is elected to a second full three (3) year term, and who resigns before the end of that term (i.e., "elected" to two (2) consecutive terms but did not "serve" two (2) complete consecutive terms) is disqualified from seeking an immediate new term, in the same manner as someone who did not resign. (Source: City Charter)

Filing for Office: Individuals interested in filing for a Council position should contact City Clerk Carroll Couch at Sikeston City Hall, 105 E. Center Street to complete the required forms. A \$15 filing fee is required. Couch can be contacted by phone at 471-2511 or at [clcouch@sikeston.org](mailto:clcouch@sikeston.org). State Statute establishes the last day to file as a candidate. (Normally this date is in mid-November of each year. Contact City Clerk Carroll Couch for filing deadlines.)

**Sikeston's Ward Map and Representation:**

Sikeston City Charter Article III, Section 3.2 establishes the City's at-large/ward form of representation. Wards are to be as equal as possible to the others in terms of compactness, population, and representation of the interests of the citizens within. Likewise, all Federal and State mandates and principles of equality are to be observed.

New ward boundaries must be established within six (6) months of the release of demographic information from each decennial U.S. Census. An interactive copy of the City's Ward Map can be found under the "Residents" button on [www.sikeston.org](http://www.sikeston.org).



### **Missouri Open Records “Sunshine” Law:**

Missouri’s Sunshine Law is applicable to any governmental entity (political subdivision, agency, board, bureau, council, or commission) which is supported in whole or in part from federal, state or local funds, and entities that have statutory power to allocate or issue tax credits, tax abatements, acquire public debt, execute leaseback agreements, or hold the power of eminent domain. Any committee, board or commission appointed by a governmental entity is also subject to the Sunshine Law.

At least 24 hours (excluding weekends and holidays) prior to a meeting of the City Council, its boards, commissions or committees, a notice of the meeting must be posted at its public office (City Hall). This notice includes the date, time and location of the meeting, its tentative agenda and if any portion of the meeting is to be closed, specifying the exception under which it is closed.

The public must be provided allowed access to open meetings and the minutes of that meeting.

### **Sikeston’s Home Rule Charter:**

The State Constitution allows cities to develop their own “home rule” charter – their own set of rules – as long as they don’t violate the Missouri Constitution or overall state law. In 2002 Sikeston’s voters adopted a home-rule charter that sets forth the form of government (Council/Manager), citizen representation (ward and at-large), and general provisions for management and control of Sikeston’s municipal government. Sikeston’s City Charter can be accessed on the City’s website, [www.sikeston.org](http://www.sikeston.org), under the “Residents” button. Copies are also available at the Sikeston Municipal Library and at Sikeston City Hall.

### **Sikeston City Code: Bills, Ordinances and Resolutions:**

The laws by which a city operates are known, collectively, as its municipal code. Code is adopted or amended through a legislative process that begins with the introduction of a **bill**. Sikeston’s City Charter requires all bills be read by title in an open City Council meeting a minimum of two (2) times. At least one (1) week must elapse between the introduction and final passage of a bill. (Procedures for the adoption of emergency ordinances can be found in Sikeston’s City Charter, Article III, Section 3.12.) Once adopted, the bill becomes an **ordinance**. Ordinances establishing specific rules and regulations are **codified**, thus becoming law. Sikeston’s municipal code can be accessed electronically via the City’s website, [www.sikeston.org](http://www.sikeston.org). Administrative ordinances establishing the City’s annual budget or authorizing the execution of contracts are not codified. They are, however, retained as a permanent record in the City’s archives.

There are occasions when the City Council may wish to formally establish a policy or procedure. This is done through the adoption of a **resolution**. A resolution is not law, and does not have the same passage requirements as an ordinance.

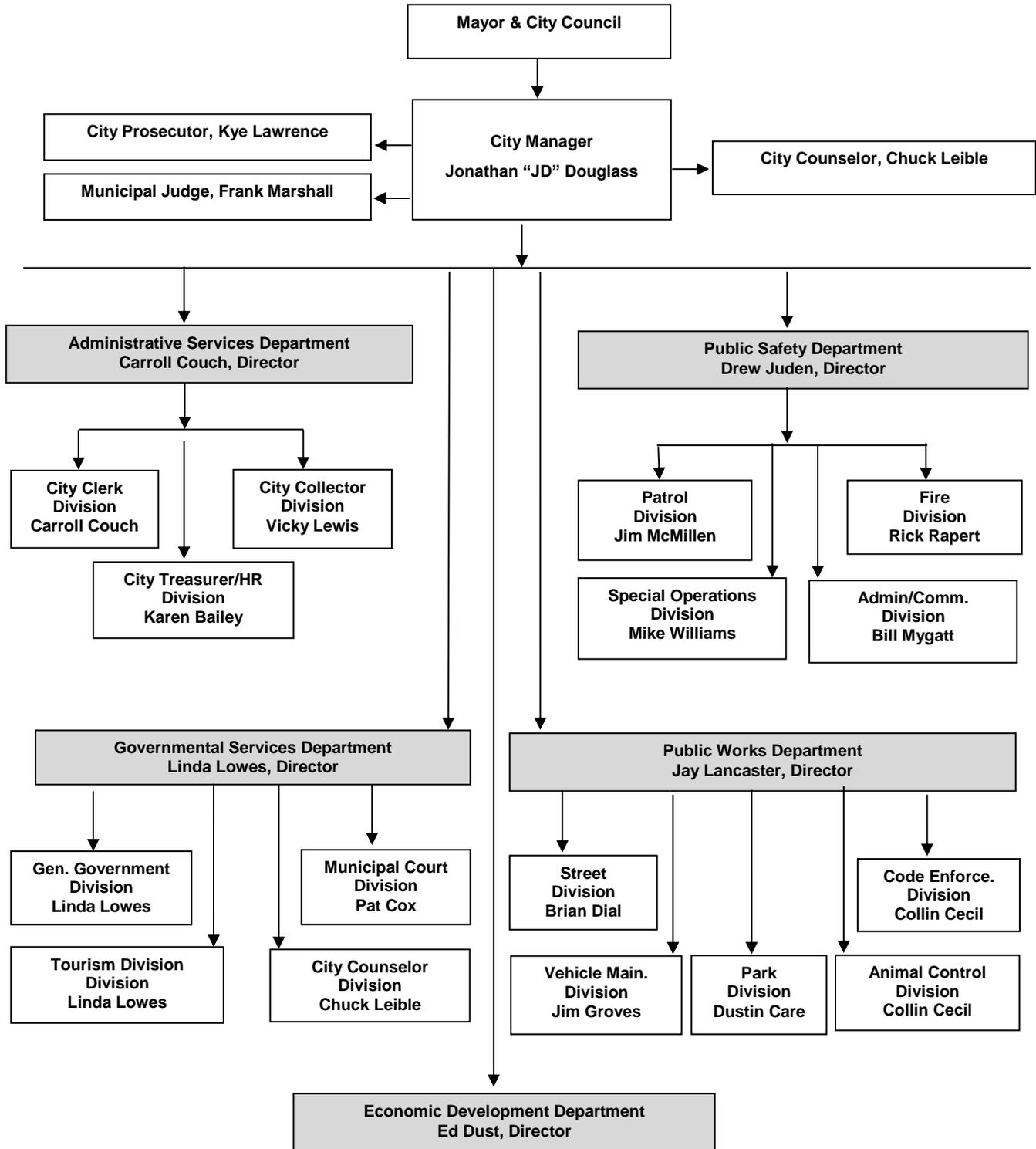
### **Council-Manager Form of Government:**

Council-manager government combines the strong political leadership of elected officials with the strong managerial experience of an appointed manager or administrator. All power and authority to set policy rests with an elected governing body, which includes the mayor and city council. The governing body in turn hires a nonpartisan manager who has very broad authority to run the organization. Born out of the U.S. progressive reform movement at the turn of the 20th century, the council-manager system was designed to combat corruption and unethical activity in local government by promoting effective management within a transparent, responsive, and accountable structure.

### **Organizational Structure:**

Sikeston’s municipal government is comprised of five operational departments and fifteen divisions that are summarized on the following pages. Council receives citizen input on a variety of issues through a series of Council appointed boards, commissions, and working committees.

## CITY OF SIKESTON - ORGANIZATIONAL CHART



## **Municipal Structure and Associated Responsibilities:**

### **City's Responsibilities:**

- *Maintaining public peace, health, and safety*
- *Providing and/or promoting programming to maintain or improve residents' quality of life*

### **City Council:**

- *Elected by the registered voters of Sikeston for three-year terms – the seven member Council consists of four ward representatives, two at-large representatives, and an at-large mayor*
- *Makes laws (ordinances)*
- *Sets general policy (resolutions)*
- *Establishes budget and appropriates city funds*
- *Makes employment decisions concerning city manager, city clerk and city treasurer*
- *Makes citizen appointments to the City's boards and commissions –*

#### *Advisory Boards:*

- 1) *Park Board*
- 2) *Public Safety Advisory Board*
- 3) *Traffic Committee*
- 4) *Planning & Zoning Commission*
- 5) *Rental Housing Appeals Board*
- 6) *TIF Commission*
- 7) *Enhanced Enterprise Zone Board*
- 8) *Tourism Advisory Board*
- 9) *Strategic Plan Implementation Commission*

#### *Independent Boards:*

- 1) *Library Board of Trustees*
- 2) *Housing Authority Commission*
- 3) *Board of Adjustments*
- 4) *Board of Appeals*
- 5) *Industrial Development Authority*
- 6) *Board of Municipal Utilities Commission*
- 7) *Land Clearance Redevelopment Authority*

### **Office of the City Manager:**

*Jonathan "J.D." Douglass  
Manager, City of Sikeston*

*The manager is the chief administrative officer of the city; reports to and receives direction from the City Council; makes employment decisions regarding all municipal personnel except for the positions of city clerk and city treasurer; advises and keeps Council informed on all elements of municipal business, and the impact of State and Federal legislation and mandates; is responsible for the overall operation of all municipal departments; enforcement of all laws and ordinances; compliance with all provisions of municipal contracts and franchises; budget and finance administration; personnel administration; and all other duties as may be assigned by the City Council.*



*Jonathan "J.D." Douglass*



Chuck Leible, City Counselor

*Chuck Leible, City Counselor*

*The City Counselor provides legal advice and guidance on non-criminal matters to the Manager, Council and Department Heads. He represents the City in all courts of record. Additionally, the City Counselor drafts, upon the direction of the City Manager or his designee, ordinances, contracts, agreements and other legal documents. (City Counselor is appointed by the City Manager in consultation with the City Council)*

**Department of Administrative Services:**

*Carroll Couch,  
City Clerk/Director of Administrative Services*



Carroll Couch, City Clerk

*In addition to supervising this department's operations, Couch serves as the City Finance Director and City Clerk. 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  
Karen Bailey, City Treasurer/HR Director*



Karen Bailey, City Treasurer/HR

*In addition to Human Resource duties, 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.*

*City Collector Division  
Vicky Lewis, City Collector*



Vicky Lewis, City Collector

*In some communities this is an elected position, however in Sikeston the City Collector is an employee within the Department of Administrative Services. Personnel within this division are responsible for the billing, collection and timely deposit of all municipal taxes, licensing, and fees.*



Linda Lowes, Director  
Governmental Services

### **Department of Governmental Services:**

*Linda Lowes, Director of Governmental Services*

*Personnel within this division provide administrative assistance and support to the Manager and City Council. They are responsible for public communications through the City's website, E-Newsletter and Facebook presence. Additionally, this Division oversees and monitors non-emergency communications systems; provides full information technology support including development and maintenance of the City's local and wide-area networks. This department is responsible for Municipal Court and Sikeston Convention & Visitors Bureau operations.*



Ed Dust, Director  
Economic Development

### **Department of Economic Development:**

*Ed Dust, Director of Economic Development*

*This department is responsible for the development and administration of programs designed to: 1) encourage new business and industry to relocate to Sikeston; 2) retain existing business and industry; and 3) assist in the expansion of existing business and industry. In regard to day-to-day operations, the Director reports to the City Manager. Decisions regarding specific projects are submitted to the DED Executive Board that is composed of the Mayor, Mayor Pro Tem, a member of Council, City Manager, BMU Board Chairman, BMU Board Vice-Chairman and the BMU Director.*



Drew Juden, Director  
Public Safety Department

### **Department of Public Safety:**

*Drew Juden, Director of Public Safety*

*The director has oversight responsibility for the functions of Administration, Detention, Police Division, Fire Division, Communications Division and Emergency Management; manages, assigns, and coordinates personnel while monitoring outcome/productivity. He interfaces with department personnel and City Judge, City Attorney, City and State Prosecutors; monitors case preparation by departmental personnel; and generates departmental policy/procedure and budget.*

*Sikeston Department of Public Safety Captains*



*Bill Mygatt,  
Administration/Detention*



*James McMillen,  
Patrol Operations*



*Mike Williams,  
Special Operations*



*Rick Rapert  
Fire Operations*

*Administration/Detention Division - Captain Bill Mygatt*

*This division maintains all departmental records; manages the City's detention facility; supervises communications operations; and maintains and seeks to improve community and news media relations. Personnel within this division coordinate all emergency management functions.*

*Patrol Division - Captain James McMillen*

*Personnel within this division are responsible for all law enforcement/crime prevention activities; oversight of Patrol division vehicle maintenance.*

*Special Operations Division - Captain Mike Williams*

*Special Operations is responsible for all specialized services such as criminal investigations, school resource officers, the DARE program, Housing Authority resource officers, mobile command center operations, the special operations group, and the bomb squad.*

*Fire Division - Captain Rick Rapert*

*Fire Division is responsible for fire department functions which include: development and implementation of fire prevention programs and activities; fire suppression and response pre-plans; and hazardous materials planning and response.*



*Jay Lancaster  
Public Works Director*

**Department of Public Works:**

*Jay Lancaster, Director of Public Works*

*Public works is the combination of physical assets, management practices, policies, and personnel necessary for government to provide and sustain structures and services essential to the welfare and acceptable quality of life for its citizens. Its purpose is to provide safe, integrated public buildings and community infrastructure for existing and future needs; provide parks and public infrastructure that are safe and a delight to our users; provide planning and oversight of property and construction that will promote a safe and prosperous community in both older and newer areas of the city. My role is to manage my team of 22 employees by setting direction, establishing priorities, and casting vision by working through each Division's appropriate chain of command.*

*What is comprised in Sikeston Public Works?*

*Streets & Bridges, Parks, Stormwater Management, Floodplain Management, Bicycle and Pedestrian Infrastructure & ADA Transitions, Oversight of Municipal Airport, Planning & Zoning Issues, Code Enforcement & Building Inspections, Property Maintenance, Animal Control, Oversight of Municipal Animal Shelter, Vehicle/Equipment Maintenance, Solid Waste Management and the maintenance of all city-owned buildings and structures.*

*What is Public Works NOT comprised of in Sikeston?*

*Public Works does not provide or maintain electric service, water supply and waste water collection, treatment and disposal.*

### *Department of Public Works Division Supervisors*



*Brian Dial  
Street Superintendent*



*Collin Cecil  
Sr. Building Official/Code Officer*



*Dustin Care  
Director, Parks & Recreation*

#### *Street Division - Brian Dial, Street Superintendent*

*The department currently maintains about 133 miles of street, 10 miles of alleys, and 3 bridges. With 10 employees Street Division patches potholes, plows snow, repairs roads, cleans out stormwater pipes, mows right of way, cleans out ditches, and many other aspects of keeping the roads and bridges maintained. The Division also contracts work on streets each year which includes areas of streets that need concrete reconstruction or asphalt overlays.*

#### *Code Enforcement - Animal Control, Collin Cecil, Supervisor*

*Code Enforcement is primarily responsible for ensuring that all structures within the city are built safely, and continue to be in safe condition. This is done through plan review, construction inspection, and routine inspections of certain existing structures. (i.e. rental property) Code Enforcement must be knowledgeable of the International Building Code and works with local builders and developers. Last year, there were a total of 89 building permits issued with a construction cost value totaling \$44,560,474. Code Enforcement also works with other inspections such as natural gas inspections at the onset of winter to ensure safety to homeowners.*

*Code Enforcement personnel patrol the city to limit public nuisances such as tall grass, junk and trash and derelict vehicles left on private property. They are also responsible for the control of at-large and dangerous animal within the city limits. Last year, we responded to 1,082 calls related to animal control.*

#### *Parks and Recreation: Dustin Care, Director*

*Park Division maintains 16 parks, the Complex, Rotary Park, Lincoln Park, and Matthews Park are just a few. The Division also maintains the Clinton Building, which is located at the Sikeston Complex and hosts local, regional, and family events. With a staff of only 6, they work hard to manage the parks and the Clinton Building, keep the*

grass cut, maintain facilities such as dugouts, pavilions and restrooms, while always striving to make improvements.

## **Boards and Commissions:**

Sikeston's boards and commissions provide its citizens with an opportunity to participate in the governing process. Interested residents are appointed by the City Council to collectively provide the Council with recommendations on a variety of issues.

**Appointment Authority:** Under the City's Charter, the Sikeston City Council holds the authority to make all appointments to the City's Boards and Commissions.

**Terms, Effective Date:** All City appointments, with only a few exceptions, are effective on the first Monday in October of each year. Term length varies with each individual board and commission.

**Citizens Resource Bank:** Throughout the year the City accepts applications from citizens seeking appointment to a board or commission. Citizen Resource Bank Applications may be submitted on-line or downloaded from the City's website, [www.sikeston.org](http://www.sikeston.org). Application forms may be requested from the Department of Governmental Services by calling 471-2512. Completed applications should be mailed to Sikeston City Hall, ATTN: Dept. of Governmental Services, 105 E. Center Street, Sikeston, MO 63801, or faxed to us at 471-1526. We also accept applications over the phone. A listing of all applicants seeking appointment will be submitted to Council whenever an appointment is required. Applications remain active for a period of 24 months following submission.

**Eligibility:** City Code and/or State Statute establish the eligibility requirements of each board and commission. Generally, all appointees are required to be resident of Sikeston. The length of this residency and requirements for special skills or knowledge will vary. Board and commission candidates and appointees are expected to remain in good standing with the City through timely payment of all municipal taxes, licenses, fees and fines.

**Term Limits:** As a general procedure, the Council has historically limited appointee service to two (2) full terms on any board. In some instances the statutory eligibility requirements make it difficult to find qualified applicants. In such cases Council has been known to appoint individuals to more than two consecutive terms.

**Appointment Process:** In late July the City Council will receive an update on appointments to be made in September of that year. It includes a listing of each appointment that is needed, eligibility requirements, the existing board/commission membership and a listing of individuals who have submitted a Citizens Resource Bank Application. Meanwhile, a media campaign is conducted to inform citizens of the appointments to be made, and how to submit an application. In September Staff compiles an updated listing of Resource Bank Applications and submits it to Council for their consideration during the appointment process.

**Oath of Office:** The City Charter requires all appointees to take an oath of office at the beginning of each term. At the Mayor's discretion, the City Council hosts a meeting of new appointees in late September or early October. During this meeting new appointees are sworn in, and provided with an overview of the City and its organizational structure. Each appointee is also provided with a handbook that summarizes this information and the responsibilities of their respective board or commission.

**Board of Adjustments:** 5-year term. The Board of Adjustments is a quasi-judicial body created by State Statute and City Ordinance. Its purpose is to make rulings on appeals resulting from decisions made by a zoning officer and to grant relief from the literal enforcement of the zoning ordinance in certain hardship situations. The Council, other than by appointment, does not interact with the Board of Adjustments. The decisions of the Board can only be appealed to state courts. The Board meets on an as-needed at 4:00 PM on the 2nd and 4th Monday of each month. Members must be a citizen of Sikeston.

**Board of Appeals:** 3-year term. The International Property Maintenance Code, as adopted by the City of Sikeston, establishes minimum requirements and standards for all existing premises, structures and buildings, and fixes the responsibility of owners, operators and occupants. The Board of Appeals hears all appeals relative to the enforcement of this code. It meets on an as-needed basis. Members are required to be either a registered architect or registered engineer, or be from the following professions: licensed general contractor, electrical supplier, licensed heating and cooling contractor, plumbing supplier, licensed plumber, building supplier, licensed electrician or licensed real estate broker. (Should qualified candidates not be available from these professions, Council may duplicate or substitute a field.)

**Board of Municipal Utilities Commission:** 4-year term. Members of the BMU Commission oversee general operations of the City's Board of Municipal Utilities. Issues they address include employment of the Director of Utilities; adoption and general administration of the BMU's' operating budget; general oversight of electric generation and distribution, water supply, treatment and distribution, operation of sanitary sewer systems and waste water treatment. Additionally the BMU Commission submits recommendations for utility rate changes. All utility rates are established by the Board and approved by the City Council. The Commission meets on the second Tuesday of each month at 4 PM.

**Enhanced Enterprise Zone Board:** 5-year term. This board advises Council on the designation of enhanced enterprise zones and any other advisory duties as determined by the City Council. After designation of an enhanced enterprise zone the board reviews and assesses zone activities, and submits reports as required by law to the State of Missouri. It meets on an as-needed basis.

**Housing Authority Board of Commissioners:** 4-year term. The Sikeston Housing Authority is a municipal corporation operating under State Law with Federal contracts to provide decent, safe, and sanitary non-luxurious housing at an affordable cost to low income families and individuals. Its Board of Commissioners oversees general Housing Authority operations, approves the Authority's operating budget and staffing levels and establishes local policy and regulations for all property owned, operated or managed by the Authority. The Commission meets at noon on the second Monday of each month.

**Industrial Development Authority (IDA):** 6-year term. Organized under Chapter 349 of State Statutes, the IDA is a not-for-profit corporation that promotes and solicits industrial and economic development projects. Members must be taxpayers who have resided within Sikeston for five years prior to their appointment. No director shall be an officer of the county or city. The IDA meets on an as-needed basis.

**Land Clearance Development Authority (LCRA) Commission:** 4-year term. Authorized by Sikeston's voters in 2001, the LCRA Commission is charged with identifying "blighted" areas within Sikeston, developing and implementing a plan to provide well-organized residential neighborhoods of decent homes. Following development of the urban renewal plan, the Commission acquires properties within the development district. Based on the condition of the structures acquired, they will either be sold for rehabilitation or removed. Lots ready for new construction are sold to home developers. The LCRA Commission meets at 11:30 AM on the third Monday of each month.

**Library Board of Trustees:** 3-year term. Trustees serve as a liaison between the Library and the community, and have oversight responsibility of Library operations. Members must be citizens of Sikeston. The board meets at 4:30 PM on the first Monday of each month.

**Park Board:** 3-year term. This Board advises City Council on issues related to park services, facilities and necessary funding. It meets at 5:15 PM on the second Monday of each month in the Clinton Community Building.

**Planning & Zoning Commission:** 4-year term. Advisory in nature, the Planning & Zoning Commission is charged with developing and adopting the City's comprehensive plan – a plan for the City's physical development that includes recommendations for the use of land, general location of streets, public grounds and public utilities. The Commission develops and submits recommendations for the City's annual street and

stormwater improvement program, provides recommendations related to all zoning issues and recommends approval of subdivisions within the City. It meets at 4:00 PM on the second Tuesday of the month. This meeting time is subject to change to accommodate scheduling of public hearings.

**Public Safety Advisory Board:** 3-year term. Advisory in nature, the board recommends programs to enhance public cooperation and acceptance of DPS. Applicants must be a registered voter of Sikeston. The Board meets at 6:30 PM on the third Monday of every other month.

**Rental Ordinance Appeals Board:** 3-year term. This Board was created to help preserve the quality of Sikeston's housing inventory and to protect its neighborhoods from neglect and deterioration. The Appeals Board is charged with hearing and making a determination on appeals resulting from the application of Sikeston's Rental Property Standards as outlined in the Section 8 Guidelines for Housing Quality Standards. Members must be a resident for one year prior to their appointment. Appointees consist of landlords, tenants, construction trade professionals and citizens at-large. Meetings are held on an as needed basis.

**Strategic Plan Implementation Commission:** 3-year term. In March 2009 the "Vision for Tomorrow" Strategic Plan was released following twelve months of research and collaboration with the general public. The Strategic Plan Implementation Commission was established to promote the findings and goals of that effort. The Commission makes recommendation to the City Council on prioritization of municipal projects, assists with implementation and troubleshooting that may be associated with implementation of the strategic plan, and communicates the plan's progress to the community. The Commission meets on an as-needed basis.

**Tax Increment Finance (TIF) Commission:** 4-year term. Advisory in nature, the TIF Commission is convened to study the economic viability of proposed development projects seeking to use tax increment financing. Meetings are held on an as needed basis.

**Tourism Advisory Board:** 3-year term. The Sikeston Convention & Visitors Bureau (CVB) was established to promote and market the tourism industry. The CVB is an operational division of the City of Sikeston. Community input is provided by its Advisory Board on strategic marketing. Dedicated funding for CVB operations is provided by the City of Sikeston's four percent (4%) lodging tax. The Board meets 4:30 PM on the fourth Tuesday of every other month.

**Traffic Committee:** 3-year term. The Committee hears requests and makes recommendation to Council on traffic-related matters. Meetings are held on an as-needed basis.

**SEMO University – Sikeston Campus Advisory Council:** Three year terms commence on January 1. Established under the funding agreement between the City of Sikeston and Southeast Missouri State University, the Advisory Council provides input to the SEMO Board of Regents on local curriculum. The Council meets at 10:30 A.M. on the last Wednesday of each quarter in Room 112/113 at the Sikeston Campus.

## Financial Management and Reporting:

Sikeston's fiscal year begins on July 1 and continues through June 30.

The City Manager prepares and submits for City Council approval, an annual budget detailing anticipated revenues and expenditures. Per the City Charter Sikeston's fiscal budget must be approved by June 15 of each year. Copies of the annual budget are available online at [www.sikeston.org](http://www.sikeston.org) (see Financial & Annual Reports button), from the Sikeston City Clerk and the Sikeston Public Library. Council receives monthly financial updates from the Finance Director.

Upon the completion of each fiscal year a certified public accounting firm prepares an independent audit of the City's financial records. Audit reports are submitted to the Mayor and City Council, detailing the City's financial status and any significant findings. Municipal audits are also located on [www.sikeston.org](http://www.sikeston.org).

### Revenue Sources

#### Property and Sales Tax Trends

Taxes are the City's primary source of revenue. In fiscal year 2016 sales taxes are projected to generate \$7.8 million and property taxes \$1.3 million or 75% of the City's total revenue (\$13.5 million). \$2.3 million or 17% of the City's total revenue is restricted in use. These restrictions were established by Sikeston's voters with the passage of each tax. Examples include the Transportation Sales Tax, the proceeds of which must be used to maintain and improve Sikeston's streets, alleys and storm water drainage systems. Proceeds from real estate and personal property park taxes are used exclusively to maintain and operate Sikeston's parks. Likewise, receipts from the 911 communications tax are used to purchase and maintain equipment, and operate Sikeston's 911 emergency communications call center.

#### Property Tax Rate

The precise property tax rate (for real estate and personal property) is adopted by ordinance by the City Council after going through a process to review compliance with the Hancock Amendment to the Missouri Constitution.

#### Sales Tax Rates

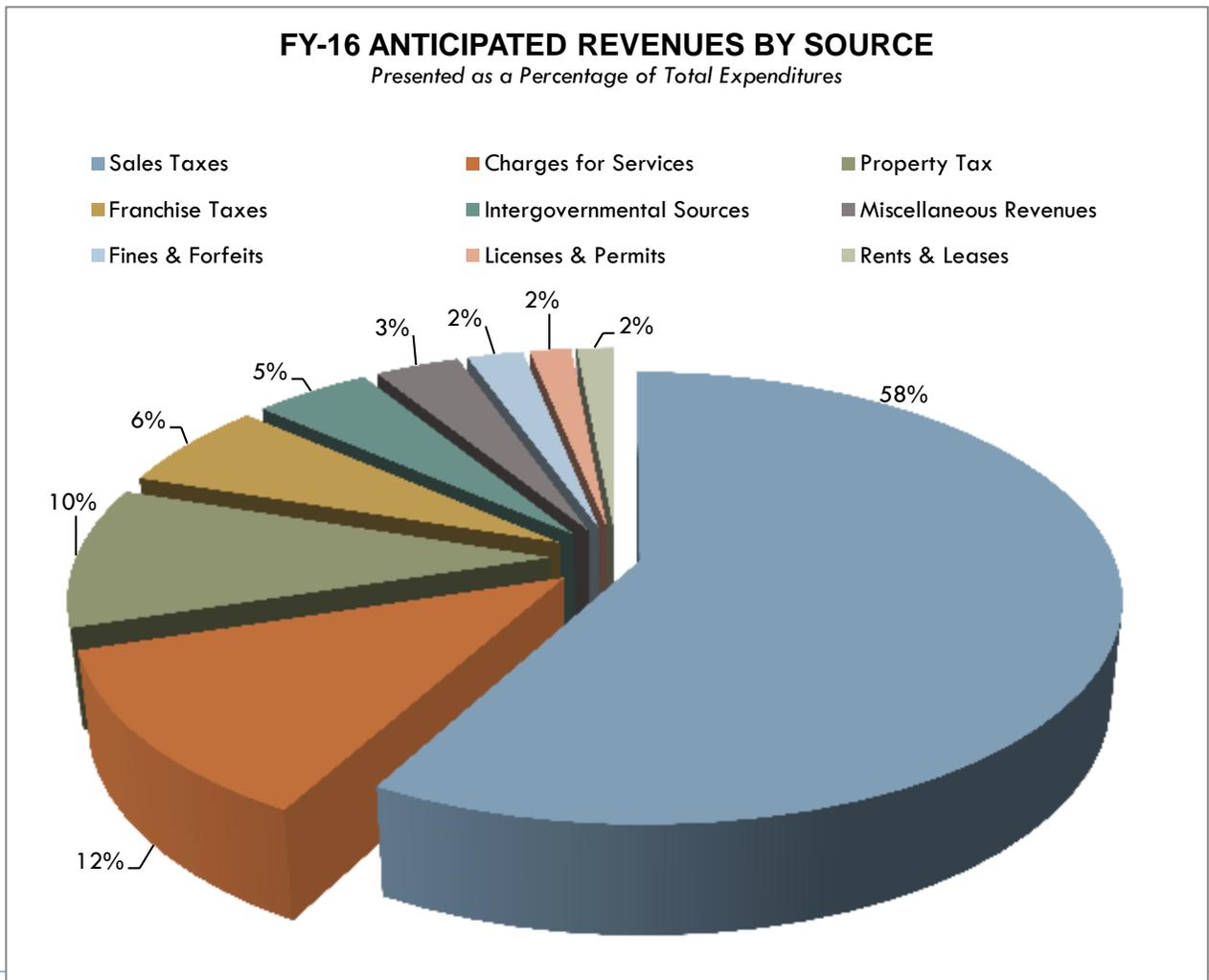
Portions of Sikeston fall within two different counties, Scott and New Madrid, and different sales tax rates apply in each county. Various entities, including the City of Sikeston, levy sales taxes within their jurisdictions. The City of Sikeston receives 3 cents for every one dollar of taxable sales within the city limits (i.e. a rate of .03000).

<b>Taxing Authority</b>	<b>Rate Within Scott County</b>	<b>Rate Within New Madrid County</b>
State of Missouri	.04225	.04225
County General Revenue	.01000	.01000
County Transportation		.00500
County Ambulance District		.00500
City General Revenue	.02000	.02000
City Transportation	.00500	.00500
City Capital Improvement <sup>1</sup>	.00500	.00500
<b>Total</b>	<b>.08225</b>	<b>.09225</b>

<sup>1</sup> Adopted by voters on November 3, 2015; collection of tax began April 1, 2016 and will continue through March 31, 2026.

CITY OF SIKESTON  
 REVENUES BY SOURCE  
 FISCAL YEAR ENDING JUNE 30, 2016

<u>Revenue Source</u>	<u>Anticipated Revenues</u>
Sales Taxes	\$ 7,881,127
Charges for Services	\$ 1,644,528
Property Tax	\$ 1,368,325
Franchise Taxes	\$ 860,710
Intergovernmental Sources	\$ 640,873
Miscellaneous Revenues	\$ 464,747
Fines & Forfeits	\$ 306,011
Licenses & Permits	\$ 226,450
Rents & Leases	\$ 203,376
<b>Anticipated Total Revenues</b>	<b>\$ 13,596,147</b>



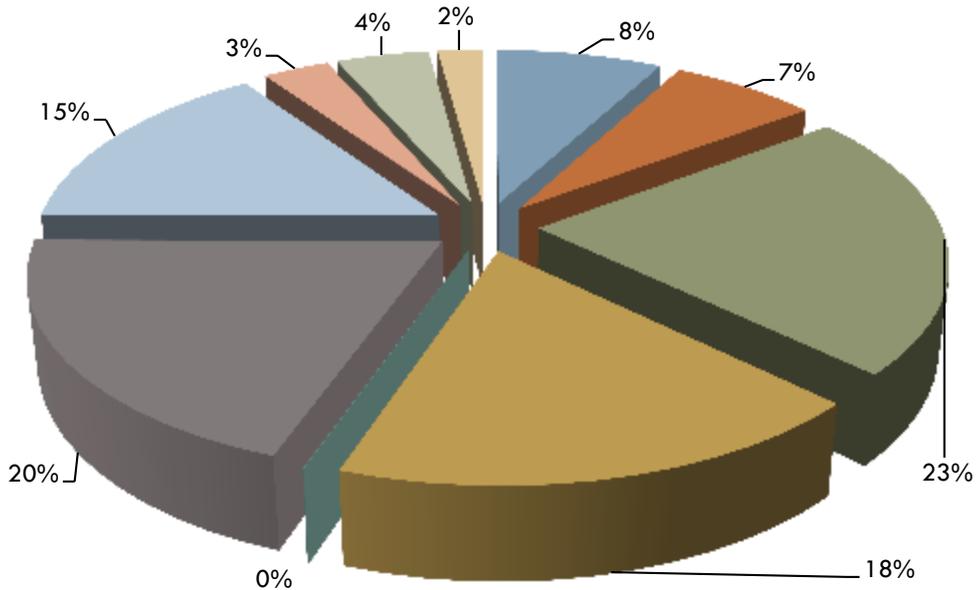
ANTICIPATED EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2016

<u>Department</u>	<u>Amount</u>
Public Safety Administration	\$ 1,171,098
E-911 Communications	\$ 1,034,374
Public Safety Patrol	\$ 3,341,595
Public Safety Fire	\$ 2,707,226
Emergency Management	\$ 5,000
General Government (Overhead)	\$ 2,944,932
Public Works	\$ 2,275,561
Administrative Services	\$ 466,833
Parks	\$ 654,164
Municipal Court	\$ 318,322
<b>Total Budgeted Expenditures</b>	<b>\$ 14,919,105</b>
 Note: Total all DPS Expenditures	 \$ 8,259,293

**BUDGETED EXPENDITURES BY DEPARTMENT  
FOR THE FISCAL YEAR ENDING JUNE 30, 2016**

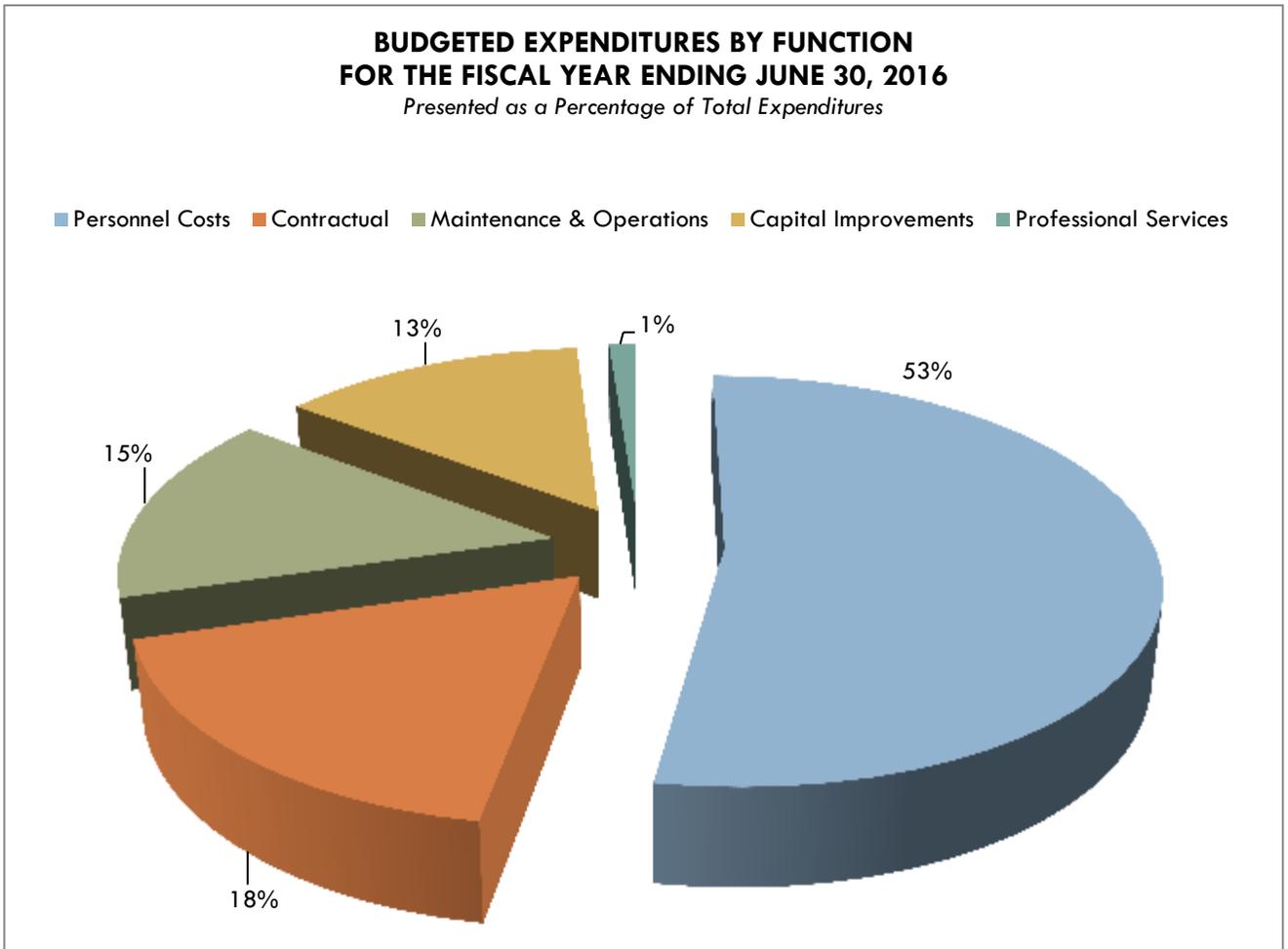
*Presented as a Percentage of Total Expenditures*

- Public Safety Administration
- E-911 Communications
- Public Safety Patrol
- Public Safety Fire
- Emergency Management
- General Government (Overhead)
- Public Works
- Administrative Services
- Parks
- Municipal Court



CITY OF SIKESTON  
 BUDGETED EXPENDITURES BY FUNCTION  
 FOR THE FISCAL YEAR ENDING JUNE 30, 2016

<u>Function</u>	<u>% of Total</u>	<u>Amount</u>
Personnel Costs	53%	\$ 7,865,943
Contractual	18%	\$ 2,625,047
Maintenance & Operations	15%	\$ 2,241,510
Capital Improvements	13%	\$ 2,010,195
Professional Services	1%	\$ 176,410
<b>Total Budgeted Expenditures</b>	<b>100%</b>	<b>\$ 14,919,105</b>



CITY OF SIKESTON  
 AUTHORIZED STAFFING LEVELS  
 FOR THE FISCAL YEAR ENDING JUNE 30, 2016

<u>Department</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>	<u>Total</u>
Public Safety Admin	8	0	0	8
Communications	9	0	0	9
Public Safety Patrol	42	0	0	42
Public Safety Fire	21	10	0	31
Public Works	24	2	8	34
General Government	8	0	0	8
Administrative Services	6	0	0	6
Economic Development	2	0	0	2
	120	12	8	140

