

**SPECIAL CITY COUNCIL MEETING**  
**JUNE 9, 2014**

**CALL TO ORDER/RECORD OF ATTENDANCE**

The special Sikeston City Council meeting of June 9, 2014 was called to order at 5:00 p.m., in the City Council Chambers, located at 105 East Center, Sikeston. Present at the meeting were: Mayor Jerry Pullen and Councilmen Steven Burch, Bob Depro, Jon Gilmore, John Graham, Maude Harris, and Kathy Teachout. Staff in attendance were: City Manager Jonathan Douglass, City Clerk Carroll Couch, City Treasurer Karen Bailey, Governmental Services Director Linda Lowes, Public Works Director Jay Lancaster, Economic Development Director Ed Dust, DPS Captain James McMillan, Street Superintendant Brian Dial, and Senior Building Official Collin Cecil.

**ITEMS OF BUSINESS**

**Bill Number 5956, the FY-15 Budget Ordinance Providing for the Appropriation of Monies and Administration of Expenditures of Monies Received During Fiscal Year 2015**

Councilman Burch moved for the second reading of Bill Number 5956. The motion was seconded by Councilman Depro and the following vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,  
Teachout Aye, and Pullen Aye, thereby being passed.

Counselor Leible presented the bill for reading.

BILL NUMBER 5956

ORDINANCE NUMBER 5956

THIS BILL AS ADOPTED SHALL BECOME EMERGENCY ORDINANCE NUMBER 5956, AND SHALL BE REFERRED TO AS "THE FY-2015 BUDGET" (JULY 1, 2014 THROUGH JUNE 30, 2015), IT SHALL REPEAL ORDINANCE 5913, BEING THE "FY-14 BUDGET" AND ALL AMENDMENTS THERETO, IT SHALL PROVIDE FOR THE APPROPRIATION OF MONIES AND ADMINISTRATION OF EXPENDITURES OF MONIES RECEIVED BY THE CITY OF SIKESTON IN ACCORDANCE WITH THE ORDINANCE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SIKESTON, MISSOURI, AS FOLLOWS:

**SECTION I: General**

A. **Ordinances Repealed:**

1. Ordinance Number 5913 and all amendments to the FY-14 Budget are hereby repealed.

B. **Codification:**

1. This ordinance as may be amended and the attached detailed financial plan shall not be codified as part of the SIKESTON MUNICIPAL CODE.

C. **Purpose and Responsibility:**

1. This financial plan or budget, as submitted by the City Manager of the City of Sikeston, hereinafter referred to as "MANAGER" and "CITY" respectively and approved

by the City Council, hereinafter referred to as "COUNCIL", shall represent the entire financial plan of anticipated revenues, fund balances and expected expenses of the CITY for the period aforesaid, and shall be referred to collectively as the "FY-2015 BUDGET".

SECTION II: Appropriations

- A. General Fund 010: The sum of \$9,416,800 is hereby appropriated out of revenues accruing to the CITY, transfers from other Funds and Fund balance, for the payment of operating and capital expenses, for designated governmental services as itemized, to wit;
- B. Sales Tax Fund 020: The sum of \$2,885,200 is hereby appropriated out of Sales Tax Revenue accruing to the CITY and available Fund balance, for payment of operating and capital expenditures for designated governmental functions, in accordance with the provisions of the Sales Tax Ordinance Number 3798.
- C. SAHEC Sales Tax 022: The sum of \$65,000 is hereby appropriated out of Sales Tax Revenue accruing to the City and available Fund balance, for payment of expenditures relating to the construction, furnishing, and debt service of the Sikeston Area Higher Education Center.
- D. Transportation Sales Tax 025: The sum of \$1,661,061 is hereby appropriated out of Sales Tax Revenue accruing to the City and available Fund balance, for payment of capital item purchases and capital improvements for designated governmental projects and related equipment only, in accordance with the provisions of the Transportation Sales Tax Ordinance Number 4775.
- E. Economic Development 030: The sum of \$232,936 is hereby appropriated out of revenues accruing to the City, transfers from other funds, and available fund balances for the payment of operating expenses designated for economic development functions.
- F. Essex Fund 031: The sum of \$5,000 is hereby appropriated out of revenues accruing to the City, available fund balances, and transfers from other funds for the purpose of maintaining the Essex building, and other economic development functions.
- G. Park Fund 040: The sum of \$531,016 is hereby appropriated out of revenues accruing to the Park Fund, transfers from other funds, and available Fund balance, for the payment of operating and capital expenses designated for public park functions.
- H. Municipal Court Fund 050: The sum of \$317,059 is hereby appropriated out of revenues accruing to the CITY, transfers from other funds and fund balance, for the payment or expenses resulting from designated capital items and capital improvements.
- I. Tourism Fund 065: The sum of \$45,947 is hereby appropriated out of revenues accruing to the Tourism Tax Fund, transfers from other funds, and available Fund balance, for the payment of operating and capital expenses designated for tourism promotion and marketing functions.
- J. 911 Fund 070: The sum of \$923,646 is hereby appropriated out of revenues accruing to the CITY, transfers from other Funds and Fund balance, for the payment or expenses related to E-911 operations.

- K. Capital Improvement Fund 075: The sum of \$453,750 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment or expenses resulting from designated capital items.
- L. 60/61 TIF District Fund 090: The sum of \$26,500 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment of TIF Bond issuances.
- M. Main & Malone TIF District Fund 095: The sum of \$124,700 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment of TIF Note issuances.

SECTION III: Administration

- A. The MANAGER shall be responsible for:
  - 1. Ensuring compliance with the provisions of this ordinance; the general and specific administration of the FY-2015 Budget plan and may adopt any supportive policy or procedure he deems appropriate to and in support of such administration.
  - 2. Monitoring revenues, fund balances and expenditures to ensure compliance with this ordinance and appropriate use of City funds.
  - 3. Disapproving any expenditure and/or disallowing any claim, which in his sole opinion is not justified or not in compliance with this ordinance or City Code or established policy or procedure.
  - 4. Authorizing minor transfers, re-appropriation and/or expenditure in excess of specific accounts or Divisional appropriations, provided Fund appropriations based on revenue receipts plus fund balance are not exceeded.
  - 5. Drafting or causing to be drafted for Council consideration any amendment to this Ordinance when 1) significant change may be required; 2) to address Council action; revenue(s) and/or expenditure(s) which differ from estimates by greater than ten percent (10%) of the estimates or plan.
- B. The CITY CLERK shall be responsible for:
  - 1. Confirming and certifying that total expenditures plus encumbrances shall not at any time exceed the total of actual revenue received plus fund balances.
  - 2. Providing monthly financial statements to the:
    - a. Council and Manager, summarizing all financial activity of all Funds, in a format to be approved by the Manager.
    - b. Manager containing detailed budget summaries of all Fund, Department and Division financial activity, including direct expenditures and encumbrances, in a format to be approved by the Manager.
    - c. Department heads containing detailed budget summaries of all Personnel, Maintenance and Operation accounts, and Capital Items/Improvements, by line item, for which they are responsible, including expenditures and encumbrances, in a format to be approved by the Manager.
  - 3. Ensuring no expenditure is authorized from the Capital Improvement Fund, except as approved by Council and/or Manager action as appropriate and in compliance with the Municipal Code Title 3 et.seg.
  - 4. Developing, implementing, monitoring, revising and/or upgrading the City's accounting system and purchasing policy and procedures, at the direction and with the approval of the Manager.

- C. All Department Heads are responsible for:
1. Exercising prudent management control over each account assigned to their respective department.
  2. Ensuring compliance with this ordinance and policy and procedure currently or as may be established.
  3. Continually striving for the most cost effective method(s) of operation of their department, in all areas including personnel, maintenance, operations and capital expenditures.
- D. No expenditure shall be made for any fund which is not in compliance with this ordinance and/or with the formal detailed financial plan or Budget, City Code and policy or procedure as approved by the Manager.

SECTION IV: Compensation and staffing levels.

- A. Shall be in accordance with the provisions of Ordinance Number 5957.
- B. Administration of Compensation and Staffing Levels shall be in accordance with Ordinance Number 5957.

SECTION V: Repealer. Any other ordinances or part(s) thereof inconsistent herewith are hereby repealed.

SECTION VI: Severability. Should any part or parts of this ordinance be found or held to be invalid by any court of competent jurisdiction, the remaining part or parts shall be severable and shall continue in full force and effect.

SECTION VII: Emergency Clause. This Ordinance is adopted as an emergency measure so that the effective date corresponds with the fiscal year.

SECTION VIII: Record of Passage:

- A. Bill Number 5956 was introduced to Council and read the first time this 2<sup>nd</sup> day of June 2014.
- B. Bill Number 5956 was read the second time this 9<sup>th</sup> day of June 2014. Councilman Teachout moved to approve Bill Number 5956. The motion was seconded by Councilman Graham, discussed and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,  
Teachout Aye, and Pullen Aye, thereby being passed,  
becoming Ordinance 5956.

- C. Upon passage by a majority of the Council, this Bill shall become Ordinance 5956 and shall be in full force and effect from and after July 1, 2014.

Bill Number 5957, Establishing the Employee Compensation Plan and Staffing Levels and the Administration thereof for Fiscal Year 2015

Councilman Burch moved for the second reading of Bill Number 5957. The motion was seconded by Councilman Depro and the following vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye, Teachout Aye, and Pullen Aye, thereby being passed.

Counselor Leible presented the bill for reading.

BILL Number 5957

ORDINANCE Number 5957

THIS BILL AS ADOPTED SHALL BECOME EMERGENCY ORDINANCE NUMBER 5957 AND SHALL REPEAL ORDINANCE NUMBER 5914 BEING THE FY-14 COMPENSATION PLAN AND EMPLOYEE STAFFING LEVEL AUTHORIZATION, AND ALL AMENDMENTS THERETO; AND SHALL ESTABLISH THE EMPLOYEE COMPENSATION PLAN AND STAFFING LEVELS, AND THE ADMINISTRATION THEREOF FOR FISCAL YEAR 2015 (JULY 1, 2014 THROUGH JUNE 30, 2015).

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SIKESTON, MISSOURI, AS FOLLOWS:

SECTION I: General

- A. This ordinance shall not be codified as part of the Sikeston Municipal Code.
- B. This ordinance and all attachments hereto as may be amended shall be incorporated with and become part of the FY-15 BUDGET CODE.

SECTION II: Administration.

- A. The City Manager hereinafter referred to as "MANAGER" shall be responsible for the general and specific provisions of this Ordinance, including but not necessarily limited to:
  1. Development, implementation, monitoring and revision of supporting policy and procedure he deems necessary for proper administration and good business practices.
  2. Certifying employee compensation records for compliance to the provisions set forth herein and with supporting policy and procedure of II.A.I. Above.
- B. The MANAGER may:
  1. Approve higher initial compensation for any staff position authorized, when in his sole opinion such action is appropriate based on:
    - a. Degree of difficulty in attracting the most wholly qualified applicant at the published beginning rate; or
    - b. Specific or special qualifications are required for the position; or
    - c. Preferred/best candidate(s) background, experience and/or special qualifications result in extreme difficulty in recruiting at the regular entrance rate; or
    - d. The current local compensation trend for the skills required is substantially greater than the published beginning rate.
  2. Approve the hiring at a lesser initial compensation when, in his sole opinion, such action is appropriate based on:
    - a. An otherwise eligible candidate will require a period of specialized training; or
    - b. The current local compensation trend for the skills required is substantially less than the published beginning rate.
  3. Increase any employee's paid compensation when sustained performance indicates such action is appropriate:

- a. Within the guidelines of the merit pay plan, employee or supervisor of the year program; or
  - b. When a given position responsibility and/or scope is significantly broadened; or
  - c. When a specific employee displays consistent and noteworthy performance, behavior and supportive attitude, which in the MANAGER'S sole opinion, collectively warrant such action.
4. Decrease any employee's paid compensation:
    - a. When sustained or severe single case performance or behavior is below expected standards or represents severe disregard or violation of policy or procedure; or
    - b. Upon employee demotion or transfer as appropriate.
- C. Changes to and Offers of Compensation:
1. No change to any part of any employee's compensation in total or in part, either increase or decrease, may be made without the approval of the MANAGER.
  2. No offer shall be made to any prospective or current employee of paid compensation or benefits, either greater or lesser than those allowed by this ordinance, except as may be approved by the MANAGER.
  3. Entry range compensation and benefits as specified herein may be discussed with potential employees, including whatever action a respective Department Head may intend to make, provided no actual offer is made without the approval of the MANAGER.
- D. DEPARTMENT HEAD shall be responsible for:
1. Becoming and remaining knowledgeable with the provisions of this Ordinance including any amendment thereto and supporting policy or procedure as in effect currently or as may be established or revised in future.
  2. Ensuring compliance with the provisions of this Ordinance and supporting policy or procedure, as currently in effect or as may be amended.
  3. Training their Division Heads and Supervisors on the provisions of this Ordinance and supporting policy and procedure.
  4. Recommending any change to the compensation of each employee assigned to their Department, in support of the provisions of this Ordinance and supporting Personnel Policy.
  5. Ensuring timeliness and accuracy of any change, either increase or decrease, upon:
    - a. Each Anniversary Date
    - b. Upon Hiring, Promotion, Transfer, Discipline or Termination
  6. May suspend any employee within their Department, pending an appeals hearing in accordance with the provisions of the Discipline Policy, without pay.
- E. CITY TREASURER shall be responsible for:
1. Ensuring compliance with the provisions of this Ordinance and supporting policy, reporting any violation of either, immediately to the MANAGER.
  2. Generating and maintaining employee compensation records as needed including any change thereto, in a timely fashion.
  3. Generating and maintaining personnel rosters, in a format to be approved by the MANAGER, and shall contain as a minimum:
    - a. A complete POSITION listing, including current status of each, as authorized by this Ordinance or the MANAGER under the provisions of

- this Ordinance.
- b. Current EMPLOYEE information including, department/division assignment, pay classification code, FLSA Classification code, hiring date, anniversary date, date of eligibility for next increase, and any other as required by the MANAGER.
  - c. Said roster to be updated at least monthly and a working copy updated daily, as may be required, and maintained by the City Treasurer.
4. Generating and forwarding to responsible Department Head, any employee compensation record as needed to support the provisions of this Ordinance and ensuring the completeness and accuracy of any such compensation record.
  5. Ensuring timely entry and/or change, as approved by the MANAGER, to any employee's compensation as specified in the compensation record.

SECTION III: Paid Compensation.

A. Pay Plan (See Tables IIA or IIB as applicable.)

1. Shall be a merit (performance) plan.
2. Shall be constructed of twenty-three (23) levels called GRADES for all employees, and sixteen (16) ranges called STEPS for all employees except Commissioned Public Safety Officers, which have eighteen (18) STEPS. STEPS are based upon years in service and the ability to maintain compliance with ongoing job requirements associated with the merit pay plan. (Please note: Commissioned Public Safety employees are subject to an alternate compensation plan. See Table IIB).
3. Employees must be eligible in all respects on the appropriate anniversary date to receive the indicated increase in paid compensation.
4. Employees ineligible for any reason on the appropriate anniversary date shall be awarded as follows:
  - a. The appropriate STEP assignment without any resulting increase in salary or wages.
  - b. Any benefit in terms of sick leave, vacation or other such, as would otherwise be awarded had the ineligibility not occurred.
  - c. Employees shall not have their eligibility restored to receive a merit raise.

B. Allowances are hereby authorized as follows:

1. Clothing allowance for employees of the Department of Public Safety serving in the positions of Communications Officers, Communications Supervisor, all Public Safety Officers, Investigators, Sergeants, Lieutenants, Captains and Director at a rate of \$650.00 annually. This will be paid by installment, with one-half (1/2) of the clothing allowance being paid on the first pay date in March and the second one-half (1/2) of the allowance to be paid on the first pay date in September, excluding new hires which will receive the first portion of their uniform allowance on their first pay check and the second portion either on the first pay date in March or the first pay date in September.
2. Clothing allowance for Entry Level Maintenance Workers, Skilled Workers, Mechanic, DPW Supervisors and Code Enforcement Officers at a rate of \$250 annually with an additional \$150 per year for steel-toed boots.
3. Clothing allowance for administrative assistants, account clerks, deputy city treasurer, city collector, city treasurer, secretary/receptionist, IT technician, network administrator, court clerk and deputy court clerk at a rate of \$250 annually.
4. Car allowance for City Manager to be paid in either twenty-six (26) or twelve (12)

- equal installments at the election of the recipient.
- a. The annual amount of this allowance to be individually established, by position.
  - b. Payment of this allowance shall only be made, after the completion of the time period of the pro-ration as elected by the employee.
  - c. No additional claim for mileage or other operating or maintenance expense shall be authorized for persons receiving this allowance.
5. Mileage in the amount currently established by the United States Internal Revenue Service (IRS) Regulations per documented mile, when a privately owned vehicle is required to be used for CITY business, upon the responsible Department Heads certification of the claim for reimbursement. Said certification to be both for requirement of use and accuracy of the respective claim.
  6. Direct reimbursement of "out-of-pocket" expenses of any employee incurred in the performance of their duties subject to Per Diem rates and completion/submission of appropriate claim and required supporting documentation within three (3) working days of return to work.

SECTION IV: Benefits:

- A. Vacation banking shall be limited to two (2) times the annual accrual rate.
  1. Vacation in excess of this amount shall be lost, without compensation, on the employee's anniversary date of employment.
  2. An employee may submit a request to cash-in vacation time, to the MANAGER. The MANAGER may authorize the payment (cashing in) of vacation, it is warranted. An employee may request the cashing in of no more than two weeks of vacation within a fiscal year. Council approval is required for the Manager, City Clerk and City Treasurer to cash-in vacation time.
  3. Vacation in excess of the limits as herein established, shall be forfeited on the appropriate anniversary date, without recourse or grievance to or by the employee so affected.
  4. Vacation shall be earned and accrued monthly after the first anniversary date as follows:
    - a. Employment at first anniversary, six (6) days or two and ½ (2.5) shifts provided however, employees shall not accrue any vacation until the end of their initial employment qualifying period (first anniversary with recommendation for continued employment) and further, employees leaving the service of the City prior to their first anniversary, as established in Section VII of this Ordinance, shall forfeit any and all claim to any vacation time.
    - b. Beginning year two (2) to end of year four (4), eleven (11) days or four and ½ (4.5) shifts.
    - c. Beginning year five (5) to end of year eight (8), thirteen (13) days or five and ½ (5.5) shifts.
    - d. Beginning year nine (9) to end of year twelve (12), fifteen (15) days or six and ½ (6.5) shifts.
    - e. Beginning of year thirteen (13) to end of year sixteen (16), seventeen (17) days or seven and ½ (7.5) shifts.
    - f. Beginning of year seventeen (17) to end of year twenty (20), nineteen (19) days or eight and ½ (8.5) shifts.
    - g. Beginning of year twenty-one (21) to end of year twenty-five (25), twenty-one (21) days or nine and ½ (9.5) shifts.
    - h. Beginning year twenty-six (26) to end of employment, twenty-six (26)



- days or twelve and ½ (12.5) shifts.
6. Employees shall not accrue any vacation until the end of their initial employment qualifying period (first anniversary with recommendation for continued employment).
    - a. Employees leaving the service of the City prior to their first anniversary as established in Section VII of this Ordinance shall forfeit all claims to any vacation time.
  7. Accrued banked vacation shall be bought back at the employee’s regular rate of pay when the employee leaves the service of the City.
  8. After the first anniversary of employment, vacation earned at the rates as set out herein above, shall accrue to the employee as follows:
    - a. Initial year’s (six (6) days) shall be accrued (provided employee is recommended for continual employment) as a lump sum (in hours), the first pay period immediately following the anniversary date as set forth in Section VII of this Ordinance.
    - b. An amount in hours, equal to the rates established herein above, shall be accrued on a one-twelfth (1/12) per year pro-rata, to each eligible employee’s vacation bank and stated on the employee’s check stub on the first pay date immediately following the month the vacation time was earned. Vacation time used, as indicated on the employee time cards, shall be deducted from this balance on the pay date immediately following use.
  9. For the purpose of this Ordinance, a work month shall be defined as thirty (30) consecutive days.
  10. Accrual of vacation time shall continue up to the end of the first work month of authorized sick leave usage. Accrual of vacation time shall cease upon the completion of the first work month of sick leave usage, medical leave or leave of absence. Accrual of vacation time shall resume, as herein above set forth, upon the employee’s return to work, upon doctor’s release. Accrual rates may be prorated, to reflect actual work hours, if less than full-time.

Vacation Earned Per Year, Accrued Monthly

Leave Based on Years of Completed Service								
Assigned Hours Per Shift	Year 1	2-4	5-8	9-12	13-16	17-20	21-25	26+
	6 Days/ 2.5 Shifts	11 Days/ 4.5 Shifts	13 Days/ 5.5 Shifts	15 Days/ 6.5 Shifts	17 Days/ 7.5 Shifts	19 Days/ 8.5 Shifts	21 Days/ 9.5 Shifts	26 Days/ 12.5 Shifts
8	48	88	104	120	136	152	168	208
8.3	49.8	91.3	107.9	124.5	141.1	157.7	174.3	215.8
24	60	108	132	156	180	204	228	300

- B. Sick leave shall be considered an insurance type benefit, the use of which represents a claim against the City and the banking of which shall be limited to 1,040 hours for general and supervisory personnel, 1079 hours for patrol and communication hourly employees and 1404 hours for fire division personnel assigned to 24 hour shifts.
  1. Abuse of sick leave shall be considered a false claim against the City and sufficient reason for immediate discharge of any employee when, in the sole opinion of the MANAGER, any such abuse may exist.
  2. Sick leave in excess of banked limits shall be lost, without compensation, on the employee’s anniversary date of employment. Employees, which have exceeded

the bank limit, shall only be reduced to the bank limit. Employees, who have received their sick leave bank limit and forfeited the excess, shall begin to accrue sick leave in the routine manner until their next anniversary.

3. The MANAGER may authorize carry over, not to exceed one (1) additional year of sick leave accrual when, in his sole opinion, such action is warranted, upon receipt of an appropriate request at least thirty (30) days prior to the anniversary date the employee would otherwise forfeit sick leave time accrued.
4. Trading, transferring or giving of sick leave time between employees is not authorized.
5. Sick leave shall be accrued monthly beginning after the first six (6) months of employment, upon department head recommendation and MANAGER approval as follows:

Sick Leave Earned Per Month

Assigned Hours Per Shift	<u>Leave Based on Years of Completed Service</u>			
	< 6 months	6 months -2 years		5+ Years 1 day/shift
		0	½ day/shift	
8	0	4	6	8
8.3	0	4.15	6.225	8.3
24	0	6	8	10

6. Unused sick leave banked at the time the employee leaves the service of the City shall be forfeited and no paid compensation is authorized for any such time, unless the employee has at least 10 continuous years of service and leaves in good standing, then the employee will be paid for 25% of his accrued sick leave bank at his regular hourly rate.
  7. Accrual of sick leave shall continue up to the end of the first work month of authorized sick leave usage. Accrual of sick leave shall cease upon the completion of the first work month of sick leave usage, medical leave or leave of absence. Accrual of sick leave shall resume, as hereinabove set forth, upon the employee's return to work; upon doctor's release. Accrual rates may be prorated, to reflect actual work hours, if less than full-time.
- C. Holiday time shall be provided at a rate of twelve and one-half (12 ½) days per year, which shall be:
- New Year's Day (January 1)
  - Martin Luther King, Jr. Day (3<sup>rd</sup> Monday in January)
  - President's Day (3<sup>rd</sup> Monday in February)
  - Memorial Day (Last Monday in May)
  - Independence Day (July 4)
  - Labor Day (First Monday in September)
  - Columbus Day (2<sup>nd</sup> Monday in October)
  - Thanksgiving Day (4<sup>th</sup> Thursday in November)
  - Friday following Thanksgiving (4<sup>th</sup> Friday in November)
  - Christmas Eve, one-half (1/2) day, (December 24)
  - Christmas Day (December 25)
  - Floating Holidays (City offices remain open)  
     Good Friday and Veteran's Day
1. When any authorized holiday shall fall on a Saturday, that holiday shall be observed on the preceding Friday. When any authorized holiday shall fall on a Sunday, that holiday shall be observed on the following Monday.

2. Whenever an eligible employee is required to work or whenever a scheduled City Holiday shall fall on an eligible employee's regularly scheduled day off then that holiday (in hours) shall be credited to the employee's Personal Hours as follows:

Holiday/Personal Hours Banked Per Shift

	Salaried/40 E (8 Hour Shifts)	171E (8.3 Hour Shifts)	212E/Fire Div. Sgt. (24 Hour Shifts)
Leave Hours Banked	8 Hours	8.3 Hours	12 Hours

3. Banked holiday/personal hours shall be reflected in the appropriate box on the next paycheck stub.
  4. Banked holiday time shall accrue until the employee's anniversary date, at which time all banked time shall be bought back from the employee at the employee's regular hourly rate except for an amount equal to one (1) day or one (1) shift as appropriate, which shall be retained in the employee's holiday time bank.
  5. The MANAGER may authorize a carryover of greater than that referenced in C(4) above, when in his sole opinion such action is warranted and upon written request at least thirty (30) days prior to the employee's anniversary date, and with Department Head recommendations.
  6. Banked holiday time shall be bought back at the employee's regular rate of pay, when any employee leaves the service of the City.
  7. Employees absent for more than 30 consecutive days will not accrue holiday/personal hours.
- D. The City shall participate in the Local Government Employee Retirement System (LAGERS) LT8-65 (65)-retirement plan. This retirement plan increases employee benefits to 1.50% for a life allowance; plus an additional 50% allowance to age 65. Effective FY-92 the City changed from a "Contributory" to "Non-Contributory" Plan, and is subject to the administrative requirements of State Statute and LAGERS regulations.
- E. The City shall provide an employee health insurance plan and pay eighty percent (80%) of the established premium contribution amount to be effective the first of the month following ninety (90) days of continued employment.
1. Employees shall contribute twenty percent (20%) of the established premium amount.
  4. Employees have the opportunity to enroll, when hired, for the health insurance coverage for themselves and any dependents. If coverage is declined at initial employment, employees can only enroll under special circumstances as a special enrollee or late enrollee. Please see the Alliance Benefits booklet for descriptions of special enrollee and late enrollee.
- F. The City shall offer a public employees' cafeteria plan, as allowed under Internal Revenue Code Section 125. All full time employees of the City are eligible for participation in the cafeteria plan. Benefit categories to be offered are as follows:
1. City sponsored medical insurance
  2. Flexible medical benefits
  3. Dependent care assistance
  4. Additional features or benefits the City may desire to add

SECTION V: Classification.

- A. Each employee shall be assigned a compensation code; it shall be a three (3)-part code

to track, in order: grade, step and longevity. The Compensation Code shall be upgraded at least annually, with an effective date the same as the employee's anniversary date, or upon any compensation change with the new anniversary date as herein set out, as follows, the:

1. First two (2) digits designate Pay Grade.
2. Letter Designation indicates Pay Step.
3. Last two (2) digits designate completed years of service.

B. In general, higher pay grades reflect:

1. Greater responsibility
2. Hierarchy with the Organization
3. Higher pay and/or allowances

SECTION VI: Eligibility.

A. Eligibility shall encompass any and all criteria established by this Ordinance, and/or City policy and procedure. The absence or loss of any such or part of such eligibility shall limit or disallow pay increase as herein or otherwise authorized. Employees ineligible for, at the time they might normally expect to receive a pay increase, shall be assigned the next higher step designator and forfeit any claim to such compensation increase.

B. Ineligibility may occur, but may not be limited to the following:

1. Qualifying Periods
  - a. Initial employment qualifying period for MERIT adjustment only.
    - b. An employee under investigation which may result in disciplinary action or who is under assignment to a disciplinary qualifying period shall:
      1. Have the outcome of the investigation applied retroactive to the date of eligibility.
      2. Not be eligible for any compensation increase, but shall be assigned the next STEP as appropriate or as determined by due process.
  2. When the overall evaluation grades for the most recent past six (6) evaluations average five point five (5.5) or less.
  3. When repeated or severe violations of policy or procedure occur.
  4. Upon department head or MANAGER recommendation.

C. Merit Eligibility:

1. Generally:
  - a. All positions except MANAGER and DEPARTMENT HEADS shall be eligible for merit increase upon completed service (see Tables II-A and II-B), and compliance with all criteria established by ordinance and/or City policy and procedure.
  - b. Merit increases shall be based on the mathematical average of all evaluations received since the employee's last merit increase, as determined in the Pay Plan Tables II-A and II-B.
  - c. Merit increases for the MANAGER and DEPARTMENT HEADS shall be individually determined
2. General Service Employees, for purposes of this ordinance, shall be defined as all employees of the City of Sikeston other than Commissioned Employees. Merit increases shall be awarded to General Service Employees, when eligible in all respects, as set forth in Pay Plan Table II-A.

3. Commissioned Employees, for the purposes of this ordinance, shall be defined as all rookie and commissioned public safety officers employed within the Sikeston Department of Public Safety. Merit increases shall be awarded to Commissioned Employees, when eligible in all respects, as set forth in Pay Plan Table II-B.
  - a. Completion of Police Certification and OJT/FTO Police Program, assigned an AP step, compensation per Pay Plan Table II-B.
  - b. Completion of Fire Fighter I training and fire OJT/FTO Program, assigned an AF step, compensation per Pay Plan Table II-B.
  - c. Completion of both Police and Fire Training and respective OJT/FTO programs, assigned B step, compensation per Pay Plan Tables II-B.
  - d. Eligibility for additional merit increase(s) shall occur as set forth in Table II-B.

D. Reclassifications and Other Compensation Increases:

1. General Service Employees:
  - a. Entry Level Maintenance Workers shall be assigned to Grade 9. Upon successful completion of their training, and upon Department Head recommendation and City Manager approval, the employee shall be reclassified to Skilled Worker, Grade 11, and receive appropriate compensation for that grade.
  - b. Public Works Skilled Workers and Mechanic, when classified as a leadsman by their Department Head shall receive an additional \$.75 per hour.
  - c. Rookie Communications Officers shall be assigned to Grade 11. Upon successful completion of their training, and upon Department Head recommendation and City Manager approval, the employee will be reclassified to Communications Officer, Grade 13, and receive appropriate compensation for that grade.
  - d. Communications Field Training Officer (FTO) - Communications Officers filling this position shall receive an additional one dollar and twenty-five cents (\$1.25) per hour. This additional compensation will only be paid when training a rookie communications officer.
2. Commissioned Employees:
  - a. Public Safety FTO – Additional compensation of One Dollar and twenty-five cents (\$1.25) per hour is available for any commissioned Public Safety Officer trained, and designated as a Field Training Officer. This additional compensation will only be paid when training a rookie public safety officer.
  - b. Canine Officer – Any commissioned Public Safety Officer trained and designated as the City's Canine Officer shall receive additional, annualized, compensation of three thousand six hundred dollars (\$3,600).
  - c. Firefighter - A sub-classification of "Firefighter" will exist within the general classification of PSO. This class is used solely for part-time firefighters (working 1500 hours or less during a calendar year). Compensation for these employees shall be set by the City Manager, as determined by their training, education and performance.

SECTION VII: Anniversary Date.

- A. Shall be rounded to the first day of the month when the employee begins employment on

or before the sixteenth (16<sup>th</sup>) day of the employment month, or to the first of the month following the employment month when the employee begins work after the sixteenth (16<sup>th</sup>) day of the employment month.

- B. This anniversary date shall be used when computing all eligibility times throughout the employee's employment.
- C. Merit changes, (pay or benefits) shall be based on employment anniversary dates of consecutive years of service.
- D. Employees leaving the service of the City prior to their 1<sup>st</sup> anniversary shall forfeit any and all claim to any vacation time.

SECTION VIII: Less Than Full Time Employees.

- A. The MANAGER shall determine hourly rates for employees working part time or temporary (seasonal) in accordance with sound business practices, the minimum wage laws and provisions of FLSA.
- B. The MANAGER may authorize up to one-half (1/2) the holiday time benefits to such employee when in his opinion such is warranted by the nature of the position and the specific employee's performance both warrant such action and provided said employee(s) is/are regularly scheduled for twenty-five (25) or more hours per week.

SECTION IX: Staffing Generally

- A. The City Manager shall be authorized for the following, including but not limited to:
  - 1. Development, monitoring and revision of supporting policy and procedure.
  - 2. Ensuring best-qualified candidate is selected for any given position.
  - 3. Appropriate discipline including removal from the City employ any person he deems necessary, in his sole opinion.
  - 4. Elimination of any position he deems appropriate due to lack of work, changing work process, or reorganization.
- B. The MANAGER shall not be required to fill any position simply because a vacancy exists.
- C. The MANAGER may amend staffing levels or authorized positions within any specific department, provided
  - 1. Such amendment does not exceed the total number of City employees established herein.
  - 2. Such amendment does not cause the anticipated appropriation budgeted for Personnel Services within said department to be exceeded.
- D. The MANAGER may employ additional temporary personnel when regular employees are not available (illness, injury, medical or military leave) or a specific increase in a work process requires such action to maintain levels of service.

SECTION X: Authorized Staffing Levels & Compensation Classifications.

- FY-2015 Authorized Staffing Level Totals,
  - 1. 121 Full Time Employees
  - 2. 7 Part Time Employees

### 3. 33 Seasonal/Temporary Employees

SECTION XI: Repealer. Any other ordinances or part(s) thereof inconsistent herewith are hereby repealed.

SECTION XII: Severability. Should any part or parts of this ordinance be found or held to be invalid by any court of competent jurisdiction, the remaining part or parts shall be severable and shall continue in full force and effect.

SECTION XIII: Emergency Clause. This ordinance is adopted as an emergency measure so that the effective date corresponds with the fiscal year.

SECTION XIV: Record of Passage:

1. Bill Number 5957 was introduced to Council and read the first time this 2<sup>nd</sup> day of June 2014.
2. Bill Number 5957 was read and discussed the second time this 9<sup>th</sup> day of June 2014. Councilman Burch moved to approve Bill Number 5957. The motion was seconded by Councilman Teachout and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,  
Teachout Aye, and Pullen Aye, thereby being passed,  
becoming Ordinance 5957.

3. Upon passage by a majority of the Council, this Bill shall be in full force and effect from and after July 1, 2014.

#### Authorization to Execute Engineering Contract for Applegate Street/Drainage Project and John R. Blvd. Drainage Project

Public Works Director Jay Lancaster briefed the City Council on proposed street and drainage projects proposed for summer 2014. The first project involved designing and letting a simple project to clean out the Applegate ditch, reset its channel and apply adequate erosion control measures, while reconstructing Applegate. The project is estimated to cost between \$150,000 and \$200,000.

Drainage for John R Boulevard will be analyzed in an effort to improve the median and reduce flooding during heavy rains. This may involve enlarging pipes, rerouting pipes, or creating a ditch along the median. The construction costs are estimated between \$60,000 and \$100,000.

Councilman Depro moved to authorize a contract for engineering services with Lambert Engineering of Sikeston to address stormwater drainage issues on Applegate and John R. Boulevard. The motion was seconded by Councilman Burch and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,  
Teachout Aye, and Pullen Aye, thereby being passed.

Local Vendor Policy

The Local Vendor Policy was reviewed with the City Council. Alternative policies were discussed and the Council agreed to take the matter under consideration for action at a later date.

Other Items

Council requested a meeting with the Miner Board of Alderman to issues of mutual concern.

**ADJOURNMENT INTO EXECUTIVE SESSION**

Councilman Gilmore moved to adjourn into executive session for the discussion of personnel [RSMO 610.021 (3)]. The motion was seconded by Councilman Depro and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,  
Teachout Aye, and Pullen Aye, thereby being passed.

Present were: Mayor Jerry Pullen and Councilmen Steven Burch, Bob Depro, Jon Gilmore, John Graham, Maude Harris and Kathy Teachout. Staff in attendance were: City Manager Jonathan Douglass, City Counselor Chuck Leible, City Clerk Carroll Couch, and City Treasurer Karen Bailey.

Councilman Burch moved to amend the City Manager's contract to include a \$500 cost of living adjustment and a vehicle allowance of \$5,000 per year. The motion was seconded by Councilman Teachout and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,  
Teachout Aye, and Pullen Aye, thereby being passed.

No additional action was taken in executive session.

**ADJOURNMENT OUT OF EXECUTIVE SESSION**

Councilman Depro moved to adjourn from executive session. The motion was seconded by Councilman Harris and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,  
Teachout Aye, and Pullen Aye, thereby being passed.

**ADJOURNMENT**

There being no further business before the City Council, Councilman Harris moved to adjourn. The motion was seconded by Councilman Depro and the following roll call vote was recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,  
Teachout Aye, and Pullen Aye, thereby being passed.



APPROVED:

\_\_\_\_\_  
JERRY PULLEN, MAYOR

ATTEST:

\_\_\_\_\_  
CARROLL L. COUCH, CITY CLERK

SEAL: