



# SAINT CHARLES

**MARCH 2022**

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**DEPARTMENTAL REPORT**

**Larry Dobrosky, Director of Administration**



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# ADMINISTRATION

## **HIGHLIGHTS**

- Prop S/Use Tax meetings and preparation for the April ballot.
- Convention Center meetings/discussions.
- STEM Awards Breakfast 3/4/22.
- Ongoing development meetings and discussions.
- Process Improvement Evaluation Team (GE Model) – Fire/EMS Department evaluation continues.
- Interviews – Senior Management Assistant. Kory Goodson selected/promoted.
- Brown Bag Meeting 3/17/22 (Promotions).
- Performance Evaluations for Directors completed.

## **WORK SESSION FOLLOW-UP/UPDATES**

- Medical Marijuana Dispensaries/Ordinance Options – May, 2022
- City Financial Statement Review – May, 2022
- Liquor Commission Point System – May, 2002
- Redistricting – May/June, 2022
- Special Events Fees – TBD

*NOTE: Above are new program implementation, studies on other items presented to the Council and an estimated follow-up date when staff will update Council on progress. These timeframes may change based on schedules and priorities.*

## **MANAGEMENT POLICIES**

The new management policies below are a result of the Personnel Manual revision that went into effect in March. These can be found on the Employee Portal <http://portal.stch.local/>.

- Benefits for Part-Time Employees
- Compensation and Classification Plans
- Drug and Alcohol Testing
- Electronic Communications
- Employment Selection and Appointment Procedure
- Ethics
- Family Medical Leave Act (FMLA)
- Fraud
- Grievances/Complaints
- Jury Duty/Witness Duty/Voting
- Medical Examinations
- Military Leave
- Telework Policy
- Tuition Reimbursement Program
- Wellness Program
- Workplace Violence and Weapons

# ADMINISTRATION

CONTRACTS RECEIVED/APPROVED (\$10,000 - \$100,000)			
VENDOR NAME	DESCRIPTION	DEPARTMENT	\$ AMOUNT
Bax Engineering Company	2022 Annual On-Call Surveying Services	Engineering	\$ 25,000.00
Garland DBS, Inc.	Roofing Materials - New Roof at Fire Station #1 (Prop R)	Engineering	\$ 64,554.00
Bax Engineering Company	Sibley Street Sidewalk Transportation Alternatives Program (TAP)	Engineering	\$ 99,730.00
Layne Christensen Company	Well Treatment and Pump Repair Project	Public Works	\$ 84,300.00
Gamma Tree Experts	Brush clearing at 3400 Harry S Truman Blvd.	Public Works	\$ 48,750.00
Oates Associates, Inc.	Engineering Services relative to Update Sidewalk Transition Plan	Public Works	\$ 30,000.00
World Wide Technology, LLC	Cisco Duo Multi-Factor Authentication (MFA) Software Subscription	Information Tech	\$ 49,320.00

CHANGE ORDERS/AMENDMENTS RECEIVED						
NAME OF PROJECT	CONTRACTOR	ORIGINAL AMOUNT OF PROJECT (\$)	CHANGE ORDER AMOUNT	AGGREGATE AMOUNT OF ALL CHANGE ORDERS/AMENDMENTS	DESCRIPTION OF WHY CHANGE ORDER WAS NEEDED	DEPT.
Riverpointe Development, Lombard Street Extension, Duct Bank and Sanitary Relocation	Gershenson Construction	\$3,698,016.90	(\$152,996.82)	\$3,626,652.62	Change order to Lombard Street Extension	Engineering
PD & Courts Infrastructure Improvements	Navigate Building Solutions, LLC	\$ 287,264.00	\$54,630.00	\$341,894.00	Additional Construction Management Services relative to HVAC Upgrades	Engineering
Asphalt overlay	Ford Asphalt Company, Inc.	\$1,030,000.00	\$3,441.56	\$1,033,441.56	Additional asphalt overlay	Public Works
Boschert Creek Bank Stabilization (Pine St. to Kingshighway)	Fischer Grading, LLC	\$ 993,820.50	\$30,601.24	\$1,024,421.74	Modifications made to work outlined for Boschert/Crystal Springs	Engineering

# CITY CLERK

## **HIGHLIGHTS (Q1 2022 – January through March)**

- Preparations for the April 5, 2022 Election: The filing period for City Councilmembers, Wards 6 – 10 was January 11 – January 18, 2022 and resulted in uncontested races in Wards 8 and 9 and contested races in Wards 6, 7 and 10. Nomination Petitions were submitted to the County's Election Authority by their January 25, 2022 deadline.
- With each new year comes Personal Financial Disclosure (PFD) Reporting. The Missouri Ethics Commission requires that Public and Elected Officials, certain employees, certain Board or Commission Members and candidates for a variety of positions file a PFD Statement. This requirement includes former officials and employees who served during the previous calendar year. The annual solicitation of PFD Statements is the responsibility of this Office.
- RECORDS MANAGEMENT
  - Applied for a State Local Records Grant
  - Processed General Files and Contract Files from 2000 and 2001
  - Processed Contract Files from 1970-1972
  - Focused on Records Management Education Efforts
    - Met with and assisted Public Works and Community Development Records Custodians with various records management projects. (Public Works identified 14 boxes, five drawers and 10 years of electronic files that can be destroyed)
    - Sent out monthly educational communications to our Records Custodians
    - Began preparations for Records Management Awareness Month (April)
      - Arranged for Mayoral Proclamation
      - Worked with Communications Team to develop a Social Media Campaign, Posters and Frequently Asked Questions
  - Accepted offer to speak and represent the City at a St. Louis ARMA chapter meeting in November, and started preliminary work on this presentation
  - Designed and implemented a new filing system for the Clerk's Office
- In February, two of our City Councilmembers attended the Missouri Municipal League's Legislative Conference in Jefferson City. The Clerk's Office takes care of all conference registrations, hotel accommodations, conference packet preparations and expense reimbursements.
- The Missouri City Clerks and Finance Officers Association (MoCCFOA) held their annual Spring Conference in March. Our Assistant City Clerk attended, and as part of this Conference, our new Deputy Clerk/Records Manager attended the Association's New Clerks Institute.

# CITY CLERK

## **HIGHLIGHTS (Q1 2022 – January through March)**

- Our Assistant City Clerk and our two Deputy City Clerks are active members of the MoCCFOA's Education Committee, Public Relations Committee and Hospitality Committee.
  
- At the February 18 NIRI Committee meeting, the City Clerk was re-elected to serve another term. Also at this meeting, the NIRI Committee reviewed 40 applications submitted by staff. Two applications were awarded and 12 applications are pending further information.
  
- During the first quarter, our Assistant City Clerk and Deputy City Clerk continued as members of Administration's Communication Ambassador and Employee Recognition Committees.
  
- During the first quarter, the City Clerk and members of her staff prepared for, scheduled, attended and compiled the required meeting minutes for a total of 11 City Council Meetings and Council Sub Committee Meetings.
  
- During the first quarter, the Clerk's Office processed 45 Ordinances, 13 Resolutions and 80 Contracts (not including Change Orders, Amendments or Supplemental Agreements) and numerous Easements requiring recording at the County's Recorder of Deeds.
  
- During the first quarter, the Clerk's Office received/processed 59 Official Records Requests (Sunshine Law Requests) from the public (individuals/businesses/law firms/other organizations) and other City Departments. This total does not include requests that are currently pending.

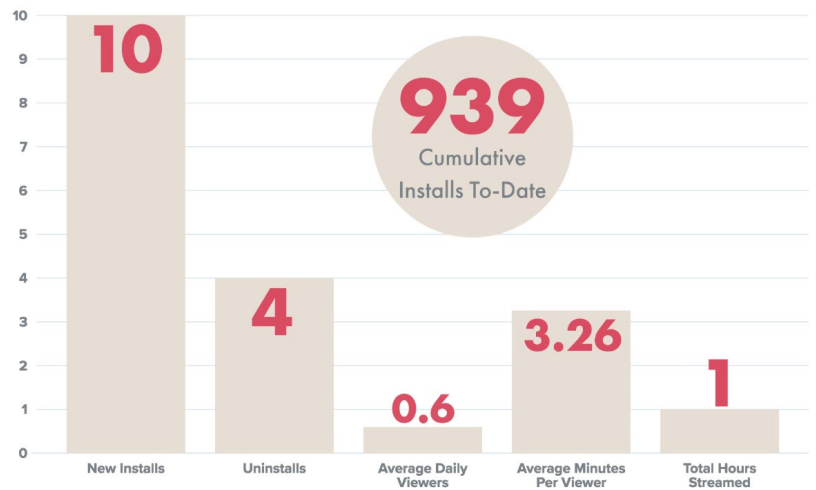
# COMMUNICATION & SPECIAL EVENTS

## WEB SITE

- visits
- unique visitors
- min, sec average visit duration
- page views
- unique page views
- total searches on our website

NOTE: Website analytics not available for March, 2022 due to platform issues.

## ROKU



## SOCIAL MEDIA



Blue line represents February, 2022

## YOU TUBE

In March, we had **1,800 views** on our YouTube Channel.

### Top 5 Videos:

- STCbiz | John Dengler Tobacconist
- Prop S - Overview
- Finance | Business License Renewal Permit
- Prop S – What is a Use Tax?
- MCB | Green Lantern Senior Center

## MEDIA PRODUCTIONS

- STC Now monthly episode
- Pet of the Week with Five Acres – 4 episodes
- City Meetings: City Council, Landmarks Board, Planning & Zoning, Board of Adjustment
- Prop S videos and social media and postcard graphics
- Ward 2 and Ward 3 Town Hall Meetings

# COMMUNICATION & SPECIAL EVENTS

## COMMUNICATION/SPECIAL EVENTS PROJECTS

- April newsletter went to print and was delivered to homes first week in March.
- Ward 4 City Talk postcard sent.
- Ward 2 meeting was held at the beginning of the month at the Senior Center with approximately 25 attendees.
- Ward 3 meeting was held at AMC at Streets of St. Charles with about 75 attendees.
- Held monthly Communication Ambassador meeting.
- Saint Patrick's Day Parade was a great success with 15,000 in attendance.
- Mayor's Charity Ball event: videos were completed and posted after event on social media; helped with set up and tear down of event.
- Senior Activities Fair was held on March 31. We had 42 vendors with approximately 150 people in attendance. We heard very positive feedback from both vendors and attendees.
- Event Planning took place for the following events: Senior Fashion Show, Hot Summer Nights Concert Series, Community Picnic, Regional Harley Davidson event looking to come in 2023, Pedal the Cause looking to move to Saint Charles in 2023.
- Events and Promotions Task force held monthly meeting and discussed finalizing plans for Hot Summer Nights.
- Prop S Marketing work done. Mailed two postcards, put out signs, developed social media and videos to promote, promoted through e-news and newsletter and mailed postcards from 6 councilmembers to their respective Wards.



# COMMUNITY DEVELOPMENT

## BUILDING PERMITS

	Item No.	Number of:		Valuation of Construction (Omitting Cents)	DESCRIPTION
		Buildings	Housing Units		
<b>Section 1 New Residential Buildings</b>					
Single-Family Houses, Detached (Excluding Mobile Homes)	101	40	40	10,177,298	
Single-Family Houses, Attached Separated by ground to roof wall No units above or below, and Separate heating systems & utility meters	102				
Two-Family Buildings	103				
Three and Four Family Buildings	104				
Five or More Family Buildings	105				
<b>TOTAL: Sum of 101-105</b>	<b>0</b>	<b>40</b>	<b>40</b>	<b>10,177,298</b>	
<b>Section 2 New Residential Non-Housekeeping Buildings</b>					
		<b>Buildings</b>	<b>Rooms</b>		
Hotels, Motels, And Tourist Cabins (transient accommodations only)	213				
Other Nonhousekeeping Shelter	214				
<b>Residential Structures Other Than Buildings</b>	<b>215</b>	<b>4</b>		<b>226,925</b>	<b>1 f &amp; f only; 2 ingr pool; 1 spa</b>
<b>Section 3 New Non-Residential Buildings</b>				<b>Valuation of Construction (Omitting Cents)</b>	
Amusement, Social and Recreational	318				
Churches and Other Religious	319				
Industrial	320				
Parking Garages (Buildings & Open Decked)	321				
Service Stations and Repair Garages	322				
Hospitals and Institutional	323				
Offices, Banks, and Professional	324				
Public Works and Utilities	325				
Schools and Other Educational	326				
Stores and Customer Services	327				
Other Nonresidential Buildings	328				
<b>Commercial Structures Other Than Buildings</b>	<b>329</b>	<b>2</b>		<b>61,000</b>	<b>1 sales trailer; 1 accessory bldg</b>
<b>Section 4 ADDITIONS, ALTERATIONS AND CONVERSIONS</b>					
		<b>Number of Buildings</b>		<b>Valuation of Construction (Omitting Cents)</b>	<b>DESCRIPTION</b>
Residential - Classify Additions of Garages and Carpports in Item 438. Includes Decks.	434	60		2,097,657	39 int/alt/fire, 20 decks; 3 solar;
Nonresidential and Nonhousekeeping (Com)	437	9		861,000	3 alt/interior; 6 cell tower mods
Additions of Residential Garages and Carpports (attached and detached)	438	3		133,433	
<b>Section 5 DEMOLITIONS AND RAZING OF BUILDINGS</b>					
		<b>Number of Buildings</b>	<b>Number of Housing Units</b>		<b>DESCRIPTION</b>
Single-Family Houses (Attached and Detached)	645				
Two-Family Buildings	646				
Three and Four Family Buildings	647				
Five or More Family Buildings	648				
All Other Buildings and Structures	649	1			Rear portion of 924 N 2nd
<b>TOTALS</b>		<b>119</b>	<b># Permits</b>	<b>13,557,313</b>	<b>Value</b>

# COMMUNITY DEVELOPMENT

## HIGHLIGHTS (Q1 2022 – January through March)

### PLANNING DIVISION

In Q1, the Planning Division processed a total of 132 applications, which is slightly behind 2021 Q1 numbers (150 applications). While slightly behind 2021, 2022 Q1 total applications are ahead of 2020 Q1 totals (98 applications). Below is a comparison of Q1 totals since 2015 (minus some differences due to newly tracked metrics):

Review Type	2022	2021	2020	2019	2018	2017	2016	2015
P&Z Commission	30	29	27	44	40	14	21	25
BOA	2	3	4	5	9	7	6	5
Landmarks	18	29	24	40	31	31	40	35
Plats	3	3	8	9	8	6	10	7
NBA	77	86	35	N.A.	N.A.	N.A.	N.A.	N.A.
Façade Grant	2	0	0	3	2	1	N.A.	N.A.
<b>Total</b>	<b>132</b>	<b>150</b>	<b>98</b>	<b>*101</b>	<b>*90</b>	<b>*59</b>	<b>*77</b>	<b>*72</b>

\*denotes a total which is missing a metric currently tracked 2022 (NBA and Façade Grant tracking)

While Planning Division numbers are lower comparatively, building permits totals for Q1 have generally increased each year minus this year and in 2020 (see below Table 2). 2021 was the busiest year in the City's history (building permits) and it may be reasonable that this number would decrease as effects of materials shortages, inflation, employment and other economic indicators fully begin to impact development. Q1 numbers show general slowing over last year; however, no conclusions should be drawn until further quarter reporting periods, especially as the City moves into the more traditional building season (spring/summer).

### Q1 Building Permits Since 2015

2022	2021	2020	2019	2018	2017	2016	2015
1,418	1,578	1,298	1,554	1,396	1,493	1,494	1,367

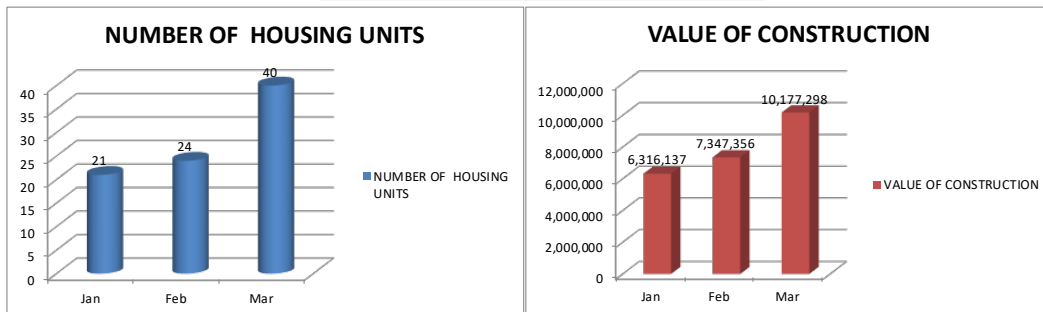
# COMMUNITY DEVELOPMENT

## HIGHLIGHTS (Q1 2022 – January through March)

### BUILDING DIVISION

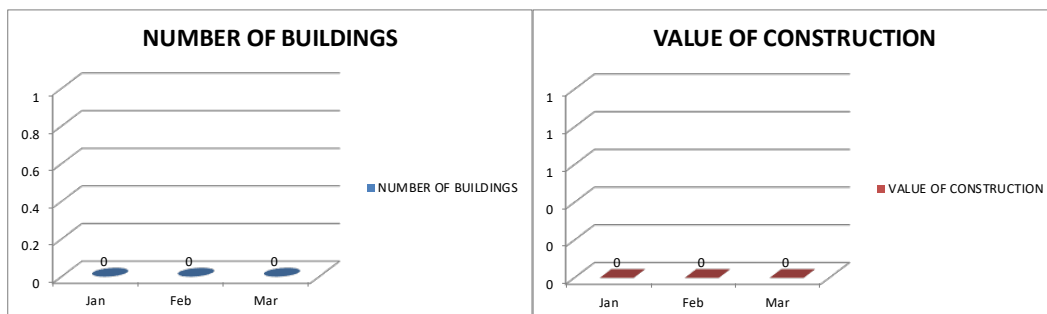
MONTH	NUMBER OF	VALUE OF
	HOUSING UNITS	CONSTRUCTION
Jan	21	6,316,137
Feb	24	7,347,356
Mar	40	10,177,298

RESIDENTIAL CONSTRUCTION  
NEW SINGLE FAMILY AND MULTI-FAMILY



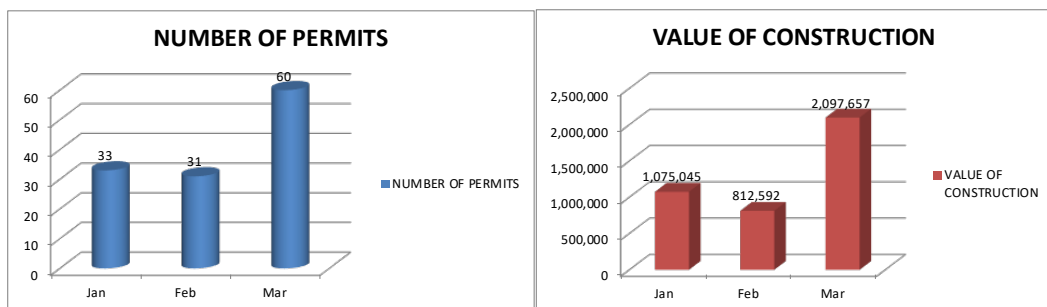
MONTH	NUMBER OF BUILDINGS	VALUE OF CONSTRUCTION
	Jan	0
Feb	0	0
Mar	0	0

COMMERCIAL CONSTRUCTION  
NEW BUILDINGS



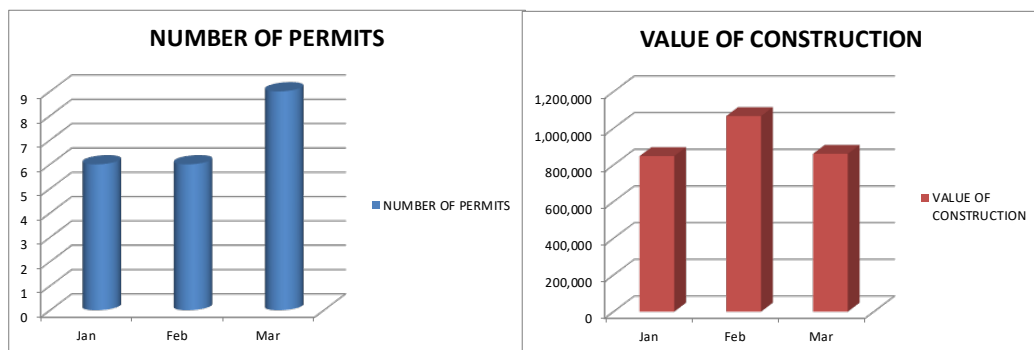
MONTH	NUMBER OF PERMITS	VALUE OF CONSTRUCTION
	Jan	33
Feb	31	812,592
Mar	60	2,097,657

RESIDENTIAL CONSTRUCTION  
ALTERATIONS, ADDITIONS AND INTERIOR FINISHES



MONTH	NUMBER OF PERMITS	VALUE OF CONSTRUCTION
	Jan	6
Feb	6	1,066,843
Mar	9	861,000

COMMERCIAL CONSTRUCTION  
ALTERATIONS, ADDITIONS & INTERIOR FINISHES



# COMMUNITY DEVELOPMENT

## HIGHLIGHTS (Q1 2022 – January through March)

### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DIVISION

CODE ENFORCEMENT	Rental Units	Home Improvement Loan Inspections & First Time Home Buyer Inspections	Code Enforcement Cases
<b>TOTAL</b>	<b>125</b>	<b>14</b>	<b>80</b>

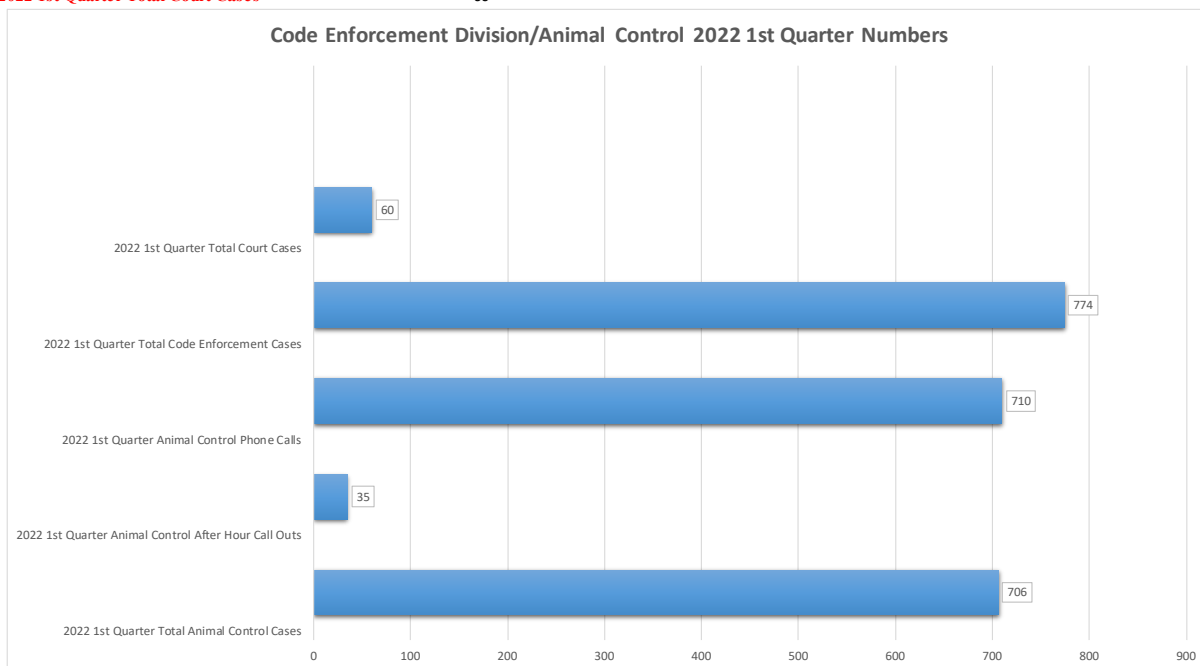
HOME IMPROVEMENT PROGRAM	Clients Participating	Applications in Progress	Projects Completed	Rehabbing
<b>TOTAL</b>	<b>73</b>	<b>35</b>	<b>17</b>	<b>N/A</b>

1 <sup>ST</sup> TIME HOME BUYER PROGRAM	Clients Participating	Applications in Progress	Homes Purchased
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

TRANSPORTATION PROGRAM	Clients Participating	Disabled or Dialysis Clients	Elderly Not Disabled	Number of Trips
<b>TOTAL</b>	<b>100</b>	<b>64</b>	<b>25</b>	<b>441</b>

### CODE ENFORCEMENT DIVISION

2022 1st Quarter Total Animal Control Cases	706
2022 1st Quarter Animal Control After Hour Call Outs	35
2022 1st Quarter Animal Control Phone Calls	710
2022 1st Quarter Total Code Enforcement Cases	774
2022 1st Quarter Total Court Cases	60



# CVB

## **HIGHLIGHTS (Q1 2022 – January through March)**

- **CVB Operations/Marketing**
  - The Spring/Summer Main Street Map & Directory was updated and printed and currently in circulation.
  - MO Division of Tourism awarded an additional \$23,000 for Marketing to be utilized by 6/30/22.
  
- **Foundry**
  - Summer Art Camp Enrollment was in full swing during the 1st Quarter....to date, 193 students have enrolled generating \$57,604 in Revenue.
  - New Marketing Collateral designed and printed for distribution promoting Event Space Rental.
  - Annual Chair Cleaning Day occurred at the Foundry...CVB staff assisted with the scrub down of the 400 chairs used for event rental.
  - Brainstorming Session took place on 2/17/22 with Foundry Artists, CVB and Foundry Staff to discuss programming and potential future events at the Foundry.
  
- **ST. Charles Convention Center:**
  - Several vacant positions have been filled: New Sales, Marketing, Executive Chef and Engineer personnel have been hired. Operation Manager Position still open.
  - Mark Tenholder currently acting GM until permanent GM is announce. Mark has expressed interest to OVG 360 Senior Management that he is interested in the position.
  - The 2023 Lutheran Congregations in Mission for Christ Annual Gathering went definite on Friday, March 4, 2022. The group has contracted a total of 1,310 room nights (400 rooms on peak) with an average daily rate of \$152.62. They will be utilizing five Saint Charles partner hotels, which makes this a true city-wide conference. The conference will have an estimated total business sales event impact of \$1,029,549.00 and will support around 200 jobs. The 2023 LCMC Annual Gathering will generate a lot of revenue for both the Saint Charlese Convention Center as well as the Saint Charles destination.
  - Oak View Group has released their new LOGO OVG 360 for Marketing Purposes.
  
- **Sales Dept.**
  - First Quarter actualized conference and events included more than 14,850 attendees in the destination with 4800 room nights. Room nights on 2022 increased 240% year over year (2020 and 2021 avg.) and flat to 2019 (pre-pandemic).
  - A few of the group highlights are below:
    - Lake of the Ozarks Marine Dealer Assoc. – 1000+ attendees / 285 room nights / 2<sup>nd</sup> best show with sales for this group
    - Missouri Rural Water Association – 700 attendees / 800 room nights /\$516,000 estimated Event Impact Calculation.

# CVB

## HIGHLIGHTS (Q1 2022 – January through March)

- Great Home School – 1500 registrants/families / 500 room nights \$597,341 in EIC
- Future Booking highlights – Definite Business
  - Booked pieces of business with requested room nights and 5000 attendees
  - Lutheran Congregation (LCMC) September 2023 – 1349 room nights/\$765,844 EIC
  - MO Methodist Church annual conference June 2023 – 1093 room nights.
  - Grand Lodge of MO – September 2023 and 2024 – 675 room nights / \$454,568 EIC each year
  - Group Tour – 3 booked for December Christmas Traditions with 203 total rooms
- Convention Services
  - Provided convention services for 9 conventions including 18 hospitality tables and 250 welcome bags. CVB volunteer ambassadors provided 23 volunteer hours to groups.

# ECONOMIC DEVELOPMENT

## HIGHLIGHTS

- March New Businesses – 17

## NEW BUSINESS LICENSES

Business Name	Contact Name	License Type	Activity Type	Industrial Code	Business Address	City	Zip Code	Phone Number
7 More Cats	Dozar, Taffy	Non Retail License	Business Offices	Animal Services Except Veterinary	403 Droste Rd	Saint Charles	63301	(636) 675-8550
A.L.L. Masonry Construction Co., Inc.	A.L.L. Masonry Construction Co., Inc.	Non Retail License	Subcontractor Commercial	Masonry Stonework And Plastering	1360 S 5th St Ste 377	Saint Charles	63303	(314) 786-3200
Active Health, LLC	Perkins, Janet	Non Retail License	Business Offices	Miscellaneous Business Services	1360 S 5th St Ste 206	Saint Charles	63301	(314) 556-1615
Blitz Liquidations DBA Styles Home Furnishings	Blitz Liquidations DBA Styles Home Furnishings	Retail Merchant License	Retail	Furniture And Home Furnishings	1355 Bass Pro Dr	Saint Charles	63301	(636) 395-7307
Cdg General Contracting & Construction LLC	Gauntt, Clifford	Non Retail License	General Contractor Residential	Residential Building Construction	1197 S Duchesne Dr	Saint Charles	63301	(636) 757-3085
Fuzzy's Taco Shop	Fuzzy's Taco Shop	Retail Merchant License	Retail	Eating And Drinking Places	2412 W Clay St	Saint Charles	63301	(954) 255-2266
Hackett Security Inc	Hackett, Michael	Non Retail License	Building Specialists	Residential Building Construction				(314) 432-4200
Justin Foust Agency, LLC	Foust, Justin	Non Retail License	Business Offices	Insurance Agents, Brokers And Service	3725 Veterans Memorial Pkwy	Saint Charles	63303	(314) 832-2880
King Aesthetics Stl	King Aesthetics Stl	Non Retail License	Artists	Miscellaneous Business Services	320 Wayfair Lndg	Saint Charles	63301	(314) 600-4398
Made By LLC	Muir, Michelle	Non Retail License	Business Offices	Miscellaneous Business Services	1290 Shorewinds Trl	Saint Charles	63303	(636) 578-1996
Matt Ameiss Barbershop	Ameiss, Matthew	Non Retail License	Barber	Barber Shops	425 Clark St	Saint Charles	63301	(636) 443-5135
Old School Customs, LLC	Old School Customs, Llc	Non Retail License	Garages	Automotive Repair Shops	2239 N 3rd St	Saint Charles	63301	(636) 577-4237
Petrov Insurance Agency LLC	Petrov, Luke	Non Retail License	Insurance Agent	Insurance Agents, Brokers And Service	2480 Executive Dr Ste 103	Saint Charles	63303	(314) 368-0995
Precise Touch LLC	Thompson, Latoya	Non Retail License	Beauty Parlors	Beauty Salon	1360 S 5th St Ste 290	Saint Charles	63301	(314) 858-6854
Tina Hamby Mua	Hamby, Tina	Non Retail License	Beauty Parlors	Beauty Salon	50 Ken Dr	Saint Charles	63301	(636) 352-3444
Tubby's Pub + Grub	Toebben, Kevin	Retail Merchant License	Retail	Eating And Drinking Places	506 Droste Rd	Saint Charles	63301	(636) 925-1033
Vivian Lee Motors, LLC	Newton, Gary	Retail Merchant License	Retail	Automotive Dealers, Not Elsewhere Classifi	2531 W Clay St	Saint Charles	63301	(636) 493-1209

# ECONOMIC DEVELOPMENT

## ST. CHARLES COUNTY MISSOURI WIDE HOUSING PERMITS

	Lake St. Louis			O'Fallon			St. Charles City			* County			St. Paul			St. Peters			Wentzville			2021 Total County			
	# Lots	# Units	Est. Cost	# Lots	# Units	Est. Cost	# Lots	# Units	Est. Cost	# Lots	# Units	Est. Cost	# Lots	# Units	Est. Cost	# Lots	# Units	Est. Cost	# Lots	# Units	Est. Cost	# Lots	# Units	Est. Cost	
<b>January</b>																									
Single Family Detached		8	3.78		22	5.46		21	6.32		14	4.77		2	0.84		-	-		26	9.55		93	30.72	
Single Family Attached	-	-	-	2	4	0.40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	4	0.40
Multi-Family	-	-	-	1	32	3.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	32	3.22
New Commercial		1	1.68		-	-		-	-		-	-		-	-		-	-		-	-		1	1.68	
<b>February</b>																									
Single Family Detached		7	3.46		24	5.62		24	7.35		15	5.14		4	1.29		2	0.70		11	3.77		87	27.33	
Single Family Attached	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Multi-Family	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	100	8.04	-	-	-	-	5	100	8.04
New Commercial		1	0.69		-	-		-	-		1	1.36		-	-		-	-		2	1.44		4	3.48	
<b>March</b>																									
Single Family Detached		2	1.17		31	7.18		40	10.18		35	12.89		3	1.51		21	4.02		32	12.07		164	49.00	
Single Family Attached	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Multi-Family	-	-	-	4	113	11.11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	113	11.11	
New Commercial		-	-	1	1.34	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1.34		
<b>TOTALS</b>																									
Single Family Detached		17	8.41		77	18.26		85	23.84		64	22.80		9	3.63		23	4.71		69	25.39		344	107.05	
Single Family Attached	-	-	-	2	4	0.40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	4	0.40	
Multi-Family	-	-	-	5	145	14.33	-	-	-	-	-	-	-	-	-	5	100	8.04	-	-	-	10	245	22.37	
New Commercial		2	2.36		1	1.34		-	-		1	1		-	-		-	-		2	1.44		6	6.49	

\* St. Charles County includes unincorporated St. Charles County, Cottleville, Dardenne Prairie, Augusta, New Melle, Weldon Spring, and West Alton.

## ST. CHARLES COUNTY RESIDENTIAL BUILDING UNITS IN SELECTED CITIES

Estimated Cost is indicated in the millions

Year	City of St. Charles		St. Peters		O'Fallon		Lake St. Louis		Wentzville		* Unincorporated/ Other Select Cities		St. Charles County TOTAL	
	Units	Estimated Cost	Units	Estimated Cost	Units	Estimated Cost	Units	Estimated Cost	Units	Estimated Cost	Units	Estimated Cost	Units	Estimated Cost
2011	110	41.41	223	26.85	324	37.59	29	6.86	218	48.45	202	54.32	1,106	215.48
2012	501	74.36	280	39.43	311	36.10	22	5.43	398	87.49	303	78.74	1,815	321.55
2013	197	50.27	498	60.85	392	50.09	74	19.23	490	111.94	424	114.83	2,075	407.21
2014	389	75.92	399	85.21	417	50.78	153	25.82	626	165.74	603	112.07	2,587	515.54
2015	185	56.52	199	53.74	546	158.24	181	42.44	676	166.30	407	100.76	2,194	577.99
2016	545	109.27	81	22.09	585	89.42	111	29.61	779	191.79	263	94.36	2,364	536.54
2017	322	83.80	66	10.43	433	93.12	153	31.02	687	180.67	337	109.98	1,998	509.02
2018	312	77.41	622	77.40	317	62.97	327	61.01	418	125.40	314	121.99	2,310	526.18
2019	558	128.07	45	10.88	571	99.78	178	57.46	558	135.21	541	124.46	2,451	555.88
2020	397	103.57	342	61.70	1,067	149.36	306	91.84	330	112.45	385	127.60	2,827	646.52
2021	413	112.11	308	40.68	351	79.93	549	117.06	775	174.11	529	134.22	2,925	658.12
2022	85	23.85	123	12.76	226	32.99	17	8.41	69	25.39	73	26.42	593	129.82

\* Unincorporated/Other Select Cities includes unincorporated St. Charles County, New Melle, Weldon Spring, St. Paul, West Alton, Augusta, Flint Hill, Foristell, Dardenne Prairie, Cottleville, Portage des Sioux and St. Josephville



# ENGINEERING

## **HIGHLIGHTS (Q1 2022 – January through March)**

- Boone's Lick Storm Sewers: The City's design consultant Horner and Shifrin and the City has selected an alternative out of 16 to move forward with that will address the flooding issues that occurred along Blanchette Creek from Boone's Lick Rd to Missouri River. The alternative is to construct a detention basin in Blanchette Creek north and east of Boone's Lick Rd and Rose Brae Dr. Some property will be needed from Immanuel Lutheran Church and staff has been coordinating with their staff.
- Boschert Creek Pine to Kingshighway: This project is about 90% complete. The contractor needs to finish installing the plants, remove and replace damaged curb and gutter, as well as final grading and seeding.
- Boschertown Road Phase II: Project is in the final stages of design and will be going out to bid soon. Construction will start this summer.
- Chandler Way Stormwater Improvement Project: (very small residential project) located behind the homes at 1741 & 1745 Chandler Way. The contractor, Kuesel Excavating was given Notice to Proceed on March 21. The construction includes installing a couple of storm structures and new storm pipe. They began installing the concrete precast junction box this week. The construction is estimated to be completed by the end of April.
- Clark Street Storm Sewer Improvements: Right-of-Way acquisitions are on-going. Construction is anticipated to begin in the winter of 2022-23.
- Crystal Springs Creek Rio Vista to S River Rd: No further work on this project until issues are resolved with Fischer Grading.
- Duchesne & Hawthorn Culvert Replacements: Bid opening scheduled for April 11 at 2pm. As of now, Todd is the inspector on this project. Construction expected to start in the summer.
- Droste Road Extension Study: This project is on hold while coordination is made with the Modot I-70 Design Build project.
- Floodgate #3: This project is about 90% complete. We are waiting on the security fence and gatewell structure platform to be installed.
- Foxborough Sight Distance: Staff are reviewing possible countermeasures to warn drivers of approaching traffic on Ehlmann Rd.
- Frenchtown Basin 15 Private Source Disconnect: Letters for property owners explaining the private I&J reduction program and to grant the City temporary access rights have been developed and are being sent out as soon as possible.
- Frenchtown and Elm Point Levee Studies: The study is complete and the recommended projects are being incorporated into the Long Range Plans and CIP.
- GRG Centennial Greenway Christy Ave to Schaeffer Park and Wayfinding Signs on Hackmann Rd and McClay: has a Notice to Proceed is April 11th for Pavement Solutions (contractor). This project's construction will be managed by the City of St. Charles. The City is sharing project funding with GRG; however, GRG will own the greenway once it is completed. Substantial completion November 2022 and final completion is scheduled for January 2023.
- Hawk's Nest Reconstruction: Project kickoff meeting with the designer is scheduled for 4/5/22. Survey work should begin shortly after.
- Lewis Street Stormwater: Sod needs to be laid around the new area inlet and the special order black aluminum fence gates for 809 Lewis Street should be delivered within the next few weeks.

# ENGINEERING

## HIGHLIGHTS (Q1 2022 – January through March)

- Little Hills Expressway & Mel Wetter Parkway Roundabout: The Little Hills and Mel Wetter roundabout is on track to start in early May. Equipment and traffic control is scheduled to be delivered to the site within the next 2 weeks. The items will be stored to not cause a hindrance to traffic flow.
- Muegge Interchange and MO 94 Improvements: Work continues on the Muegge Road Interchange with approximately 30% bridge work complete and Ramp Excavation in the SE and NE quadrants of Muegge Road Interchange at approximately 70% complete. The Widening of Route 94 EB Lane work has started from Route 364 interchange to Sherman Drive.
- Perry Street Storm Sewers: Unfortunately we haven't got much done the past couple of weeks due to wet and cold weather and also the contractor has had some other priorities. I expect to begin this week putting in the last of the storm water pipes and Manholes along Water Street between Riverside and South Main. This work will take a couple of weeks. We then have some extra storm water work to do on South Main which may take another couple of weeks. I hope to have all storm water work completed by mid-May.  
Asphalt paving work has been delayed due to wet weather and other priorities that the contractor has pursued. I am still hoping that the asphalt crew will show up by the end of this week and we get all the asphalt laid within the next couple of weeks. This includes Water Street, 2nd Street and Perry Street.
- Plaza Way Extension Project: This project will construct a new roadway across Cole Creek between the new Chick-fil-A development on Zumbuhl south of Veterans Memorial and existing Plaza Way at Regency Parkway. Design and Right of Way will be done during 2022. Construction in 2023 to early 2024.
- Prairie Haute & Chandler Way Storm Sewer Improvements: Chandler Way improvements are currently in construction and should be completed by late spring. Prairie Haute improvements are currently in preliminary design phase.
- Prop R Projects: This is a newly added group of projects to improve police, fire, and courts facilities.
  - Fire Station #1: Fire Station #1 is the renovation of an existing fire station including roof replacement and tuckpointing. Construction has begun.
  - Fire Station #2: Fire Station #2 is the demolition and replacement of an existing fire station. JEMA was selected as the design consultant. Design work is expected to be complete in August pending final site selection.
  - Fire Station #3: Fire Station #3 is the demolition and replacement of an existing fire station. JEMA was selected as the design consultant. Design work is expected to be complete in August.
  - Police Station and Courts: The police station renovation and/or addition is being performed in two phases. Phase 1 will consist of HVAC and other interior renovations. Phase 2 is still to be determined as it may include an addition for the courts, but at a minimum it will include all other renovations.
- RIVERPOINTE: The new lift station on Old South River Road is now fully operational. Grading has begun for the Chicken N Pickle site. Hauling fill material from the quarry, across S River Road will continue for at least the rest of April and probably into early May. Relocation of the Katy Trail should be happening as soon as the fill along the river slough from Friedens Road to Interstate 70 is complete.
- Riverside Sanitary Trunkmain Replacement: The designer recently completed the Pre-final PS&E and is currently working on the final PS&E documents.
- Sandfort Sanitary Lift Station: Currently working with Woodard & Curran on completing a study of the lift station.

# ENGINEERING

## HIGHLIGHTS (Q1 2022 – January through March)

- Second Street Reconstruction: The project kickoff meeting with the designer was 3/9/22. The designer is currently collect survey data and working on conceptual design plans. There is a public meeting planned for the end of April.
- Sibley Street Sidewalk TAP Improvements: This is a newly added project – partially TAP funded to construct a sidewalk along Sibley St., between Duchesne Dr. and Lindenwood Ave., as well as a small missing sidewalk section on Lindenwood Ave. between Sibley and Elm. These improvements will provide a low stress, high comfort facility for pedestrians and cyclists, while improving overall connectivity of the City's sidewalk system. Bax was selected as the design consultant and the Engineering Services Contract has been approved by MoDOT. Design and survey work is expected to begin in the coming weeks.
- Signal at Zumbuhl Rd and Ipswich Ln: Preliminary Plans have been completed and the consultant is moving into ROW. Only permanent and temporary construction easements will be needed from the school district.
- South Fifth Street Construction Project: Preliminary Plans have been completed and the consultant has started on ROW plans. Staff has chosen the sanitary alternative to relocate and upgrade the existing sanitary main along Southern Oaks Dr.
- South Main Lot under I-70 CMAQ: CMT submitted their preliminary plans which have been reviewed and returned to them. Preliminary plans have also been sent to MoDOT and the City is awaiting their comments.
- Systemic Safety Improvements: Intersection improvements are completed on Kingshighway, 5th Street, Elm Street, and Boone’s Lick. Safety signing work still remains on Elm Street and Boone’s Lick. This project is on track for a late Spring completion.
- Zumbuhl Road Culvert: Bids opened in March were well over budget and rejected. The bid documents will be re-evaluated and the project is expected to be re-bid later in 2022 for a targeted construction start in January 2023.
- Number of Permits and Plan Reviews: 124 permits / 458 plan reviews and Planning & Zoning Reviews

## UTILITY LOCATING (Q1 2022 – January through March)

Month	Locates Received 2022	Locates Completed 2022	Locates Received 2021	Located Completed 2021
January	1,013	967	741	722
February	823	800	675	659
March	1,296	1,251	1,033	1,007
<b>Total</b>	<b>3,132</b>	<b>3,018</b>	<b>2,449</b>	<b>2,388</b>

# ENGINEERING

## HIGHLIGHTS (March)

Utility Locates	March 2022	March 2021	2022 Year to Date
City Utility Locates Received	1,296	1,033	3,132
City Utility Locates Completed	1,251	1,007	3,018
<b>Engineering Permits</b>			
New Engineering Permits Received	35	50	71
Planning & Zoning Plan Review	9	7	38
Improvement Plans Received	7	12	13
<b>Contracts</b>			
Advertised	2	1	4
Contracts Routed	15	8	69
Currently in Design	25		*3
Currently under Construction	11		*1
<b>Traffic &amp; Stop Sign Requests</b>			
Speed Studies	0	0	0
Stop Sign	0	0	0
Traffic Calming	4	0	4
Parking	3	0	3

\*Projects started this year

# FINANCE

## HIGHLIGHTS (Q1 2022 – January through March)

- Completed processing, mailing and IRS filing of 289 1099s to vendors and 1,003 W-2s for employees.
- 2021 budget re-appropriation process completed.
- 2021 year-end processing, to include 2021 annual financial audit and 2021 Annual Comprehensive Financial Report (ACFR) preparation.
- Implemented online business license renewal process for Retail licenses and Taxi licenses. Mailed out letters notifying Retail and Taxi licenses of the renewal process for their licenses that expire on March 31<sup>st</sup>.
- 2021-2026 Capital Improvement Plan (CIP) process began.
- Calculated and processed retro pays for Local 148 employees per new union contracts.
- Willie Hantack, Purchasing Manager, achieved his NIGP-CPP certification.
- Promotion of Debbie Hitchcock from AP Financial Analyst to HR Generalist. AP position backfilled with promotion of Karen Spencer from Collections.

<b>UTILITY MANAGEMENT WORK ORDERS GENERATED</b>				<b>1st Quarter</b>		<i>Last Quarter</i>	<i>Increase</i>
<b>Type</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Totals</b>	<b>Avg/Mo</b>	<i>Averages</i>	<i>(Decrease)</i>
Delinquent Shut-Offs	177	137	145	314	105	142	(37)
Delinquent On	158	125	140	283	94	132	(38)
Door-Tag Shut Offs	8	2	17	10	3	10	(7)
Re-Reads	8	15	27	23	8	22	(14)
Inspect for Leaks	13	9	16	22	7	12	(5)
Move Ins	256	188	289	444	148	317	(169)
Move Outs	224	183	221	628	209	269	(60)
<b>TOTALS</b>	<b>844</b>	<b>659</b>	<b>855</b>	<b>1,724</b>	<b>575</b>	904	<b>(329)</b>
<b>INCOMING CALL STATISTICS</b>				<b>1st Quarter</b>		<i>Last Quarter</i>	<i>Increase</i>
<b>Description</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Totals</b>	<b>Avg/Mo</b>	<i>Averages</i>	<i>(Decrease)</i>
# Work Days	20	19	23	62	21	20	1
<b>Call Volume</b>							
Total Calls Received	1,977	1,773	2,362	6,112	2,037	2,179	(142)
Average Calls/Day	99	93	103		99	109	(10)
<b>Call Duration</b>							
Total Call Time for Month (hrs)	86.91	78.86	112.15	277.92	92.64	92.73	(0.09)
Average Call Time (min)	2.63	2.66	2.85		2.71	2.54	0.17
<b>LICENSING ACTIVITY</b>				<b>1st Quarter</b>		<i>Last Quarter</i>	<i>Increase</i>
<b>Description</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Totals</b>	<b>Avg/Mo</b>	<i>Averages</i>	<i>(Decrease)</i>
New Licenses Issued	34	31	42	107	36	48	(12)
License Renewals Processed	141	43	172	356	119	341	(222)
<b>RECEIPT ENTRY</b>				<b>1st Quarter</b>		<i>Last Quarter</i>	<i>Increase</i>
<b>Description</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Totals</b>	<b>Avg/Mo</b>	<i>Averages</i>	<i>(Decrease)</i>
<b>Water/Sewer Payments</b>							
# Transactions	9,837	12,986	13,160	35,983	11,994	12,839	(845)
Total Payment Amount	\$1,668,655	\$1,677,549	\$2,190,500	\$5,536,704	\$1,845,568	2,130,317	(284,749)
<b>Gaming/Tax Receipts</b>							
# Transactions	167	123	102	392	131	119	12
Total Payment Amount	\$12,877,345	\$14,736,754	\$4,405,370	\$32,019,470	\$10,673,157	4,335,060	6,338,097
<b>Business Licenses</b>							
# Transactions	436	185	290	911	304	400	(96)
Total Payment Amount	\$52,879	\$68,492	\$166,583	\$287,954	\$95,985	49,048	46,937
<b>Other Receipts</b>							
# Transactions	1,572	1,462	1,857	4,891	1,630	1,780	(150)
Total Payment Amount	\$1,405,278	\$2,102,483	\$2,506,928	\$6,014,688	\$2,004,896	3,289,235	(1,284,339)

# FIRE

## HIGHLIGHTS

- **Fire Operations/Administration Activities**
  - Replaced 11 batteries in smoke detectors.
  - Hosted our annual awards ceremony at the Foundry Art Centre.
  - Installed 19 smoke detectors.
  - Hosted a local church group with a tour at Station 1.
  - Participated in the 1st Annual St. Patrick's Day Parade.
  - Hosted Youth in Need with a tour at Station 3.
- **Fire Experience**
  - 10 Structure fires
  - 0 River/boat rescue events
  - 10 Fire incidents
  - 910 Total incidents
  - 0 Civilian death
  - 0 Firefighter injuries or deaths
  - Total fire loss \$442,410 2%
  - **Total value saved \$18,749,554 98%**
- **Public Relations**
  - FB Posts – 13
  - Followers – 9,226
  - Likes – 7,861
  - Reach – 60% of posts received over 2K reach with the highest being over 8.7K
  - Total reach – 51,482
- **Training Division**
  - 2319 hours of training
  - Crews participated in residential search training using the basement of Station 2.
- **Logistics Division**
  - Station 1 roof replacement started.
  - Facilities continues to perform repairs and routine maintenance at the firehouses.
  - Mold presence evaluation started.
  - CIP started.
- **Fire Prevention Activity**

Annual Fire Inspections	72
Occupancy Inspections	17
Fire Protection Systems Inspection & Testing	12
Operational Permit Inspections – Events and Tents	11
Plan Reviews – New buildings, Alterations	21
Complaints	4
Misc. – Inspections, Environmental Assessments, Consultations	10
<b>TOTAL</b>	<b>147</b>
<b>Fire Department Permits Issued</b>	<b>5</b>

- **EMS Highlights**
  - 24 hours of EMS training provided to crew members on ventilator management.
  - New ventilator/biPap/Cpap machines were placed into service increasing our level of respiratory care.

# FIRE

## HIGHLIGHTS

- **EMS Highlights - continued**

- 14 opiate overdoses with 4 taking referral to the new EPIC program for treatment.

- **EMS Billing**

EMS BILLING 2022	Net Collections	Date of Service Trips	Date of Service Trips 2021
January	\$161,465.25	420	417
February	\$193,219.71	378	378
March	\$182,290.67	390	413
<b>TOTAL</b>	<b>\$536,975.63</b>	<b>1188</b>	<b>5152*</b>

\* Total Service Trips (January - December)

- The billing team is operating within a 2 business day turnaround time – currently working on trips with DOS 4/6 imported on 4/8/2022.

EMS BILLING	Net Collections 2022	Net Collections 2021
1st Quarter	\$536,975.63	\$437,704.90

- **EMS Incidents**

Rescue, EMS Incidents	9
Medical assist, assist EMS crew	5
Emergency medical service incident	8
Invalid assist	62
EMS calls excluding vehicle accidents	533
Motor vehicle accidents with injuries	27
Motor vehicle/pedestrian accident	0
Motor vehicle accidents without injuries	11
Extrication, Rescue-Other	1
Removal of victim(s) from stalled elevator	2
Locked out/Rescue from confined space	1
Rescue or EMS standby	3
<b>TOTAL EMS incidents for February</b>	<b>662</b>

# HUMAN RESOURCES

## OPEN POSITIONS

Position Title	Number of Positions Open	City Department	Date Position Vacated	Status of Recruitment Important Notes
<b>Full Time Positions</b>				
Senior Management Assistant (formally known as Management Analyst)	1	Administration	1/26/2022	Filled Internally
Grant Writer (New Position)	1	Administration		Recruitment in Progress
Lead Animal Control (CBA Change)	1	CD		Filled Internally
Code Enforcement Officer	1	CD	4/3/2022	Offer Made
Preservation Planner	1	CD		Offer Made
Engineering III	1	Engineering		Filled
Senior Construction Inspector	1	Engineering	3/20/2022	Recruitment in Progress
Accounts Payable	1	Finance	3/1/2022	Filled Internally
FireFighter/Paramedic	1	Fire		Recruitment in Progress
Help Desk Specialist	2	I.T.		1 Filled: Offer made
Senior Systems Engineer	1	I.T.		Recruitment in Progress
Paralegal/Executive Assitant II	1	Legal	1/10/2022	Recruitment in Progress
Executive Assistant to the Mayor	1	Mayor/Admin		Recruitment in Progress
Cementary Supervisor	1	Parks		Recruitment in Progress
Police Dispatch	2	PD	10/5/2020	1 Filled: 1 Start Date Pending
Police Officer	4	PD		Offers Made
Police Service Supervisor - Communications	2	PD	7/2/2021	Recruitment in Progress
Lead Equipment Operator - Street (CBA Change)	2	PW		Filled Internally
Lead Equipment Operator - Sewer (CBA Change)	3	PW		Filled Internally
Assistant Public Works Director	1	PW		Recruitment in Progress
Sewer Maintenance Supervisor	1	PW		Interviews Scheduled
Sewer Maintenance Equipment Operator	1	PW	4/24/2021	Recruitment in Progress
Water Operator - Mechanic	1	PW	8/26/2020	Interviews Scheduled
Lead Waterworks Operator (CBA Change)	1	PW		Filled
Lead Distribution Worker (CBA Change)	1	PW		Filled
Traffic Signal and Lighting Technician (CBA Change)	1	PW		Filled
Electrician	1	PW	4/1/2022	Recruitment in Progress
Utilities Engineer III - Water and Wastewater Operator	1	PW		Recruitment in Progress
Equipment Operator - Streets	2	PW	1/18/2022	Recruitment in Progress
Building Maintenance Mechanic - Facilities Maintenance	2	PW		Recruitment in Progress
Water Service Specialist	1	PW	1/8/2022	Recruitment in Progress
Communications Specialist (New Position)	1	Events/Comm.		Recruitment in Progress
<b>POSITIONS UNDER REVIEW</b>				
Admin Assoc V	1	CVB		On Hold
Admin Associate V - Economic Development	1	ED	1/31/2020	On Hold
Development Specialist	1	ED	12/13/2020	On Hold
Admin Associate V - Engineering	1	Engineering	5/29/2020	On Hold
Financial Analyst	1	Finance	9/30/2020	On Hold
Emergency Operations position	1	Fire		On Hold
Governmental Relations Coordinator	1	Mayor/Admin	Position	On Hold
Police Services Officer II	1	PD	6/12/2020	On Hold
<b>Part Time Positions</b>				
PT Reception Desk Coordinator	1	CVB		Filled
PT Support Staff	2	CVB/Foundry		Offers Made
Police Services Officer - PT	1	PD		On Hold
Parking Enforcement Officer - PT	1	PD	5/23/2016	On Hold
Clean Team - PT	1	PW		Filled
Street Maintenance Worker - PT	1	PW	5/17/2019	Recruitment in Progress
PT Building Maintenance Workers - Facilities	1	PW	11/15/2020	Recruitment in Progress
SCAT Driver - PT	8	PW	1/22/2019	Recruitment in Progress
<b>Seasonal Positions</b>				
Parks Cashiers	10	Parks	9/1/2018	Open until season
Parks Concessions Workers	100	Parks	9/1/2019	Open until season
Parks Day Camp Counselors	100	Parks	9/1/2019	Open until season
Parks Lifeguards	100	Parks	9/1/2019	Open until season
Youth Sports Instructors	20	Parks	9/1/2019	Open until season
Seasonal Park Rangers		Parks	1/3/2020	Open until season
Lead Concession Attendants		Parks	1/3/2020	Open until season
Bartender - Parks		Parks	1/3/2020	Open until season
Seasonal Maint. /Construction Workers		Parks	1/3/2020	Open until season



# HUMAN RESOURCES

## NEW HIRES

NEW HIRES - March 2022				
Name of New Employee	Department/Division	Position	Start Date	Miscellaneous Information
Alexis Wayland	Police	Communications Specialist - Dispatcher	3/20/2022	Alexis joins the City of St. Charles Police Department as a Communications Specialist - Dispatcher. She brings with her the Customer Service skills that will help her department work effectively. Alexis is excited to start her new journey with us.
Matt Bushong	Information Technology	Desktop Specialist	3/21/2022	Matt joins the City of St. Charles Information Technology Department as a Desktop Specialist. He brings with him more than (5) five years of experience in Telecommunications and Information Technology. He also brings with him the skills to troubleshoot and problem solve. Matt is estatic to start his journey with us.

# INNOVATION & TECHNOLOGY

## **HIGHLIGHTS** (Q1 2022 – January through March)

- Audited and right-sized the City's complement of Microsoft licenses.
- Completed a thorough, accurate inventory of all City computers, laptops, and tablets.
- Instituted a number of efficiencies to streamline IT processes and workflows, including a workflow for more efficient management of IT Purchase Requests.
- Established an auditing and tracking system for the large number of IT maintenance renewals.
- Restructured Tier 1/2 IT Support role and on-boarded Matt Bushong as newest IT member.
- Dramatically reduced the backlog of aged IT work orders and established baselines for ticket resolution, documentation, and follow-up.

# MUNICIPAL COURTS

## HIGHLIGHTS

- For the first three months of 2022, the court has continued to work on previous projects to streamline the processes. We are still working with the PSOs to process the fingerprint request during our in-person court dates. The process is slow and makes our court dates longer. The PSOs have done a fantastic job of getting all the fingerprints done. This unfortunate job falls on the court to get the fingerprints done when the charge is a fingerprintable offense.
- Tom has worked on our warrant process in Show-Me. We now have a better understanding of how we need to handle the warrants within the Show-Me system. Getting to this stage has not been easy, but we believe this process will be the best way to produce warrants when necessary. Thank you, Tom, for being persistent in finding a better way.
- We have changed our third-party debit/credit card company to nCourt. This change has been a positive move for us. We have the control with nCourt to apply the payment to either the Tyler or Show-Me system. By having this control, we do not have the issues with The Payment Group (previous system) on payments being placed into the wrong receipt system.
- Another project we have been working on is providing a kiosk stand located in the lobby. The kiosk will provide the defendants the ability to make their payments with a credit/debit card when our office is closed. Even on a busy court date, this will help by allowing the defendants to make a payment without waiting for a court associate.
- Processes within Show-Me remain to be a challenge. Miranda is our primary go-to person on these matters. She has been extremely helpful in getting these problems resolved.

# PARKS & RECREATION

## HIGHLIGHTS (Q1 2022 – January through March)

- **Infrastructure**
  - Decommissioned and removed waterslide and drop pool at McNair Park
  - Renovated kitchen, lights, fans, and paint in Gould Building at Wapelhorst Park
  - Installed new roofs on Daycamp Storage building, Warehouse building, and Shelter #1 in Blanchette Park
  - Repair lighting issues at Webster Park with timer instead of photocell
  - Installed additional cricket pad space at St. Charles Soccer Complex
  - Installed new HVAC system in server room at Admin building
  - Renovated family room at Frontier Park restrooms
  - Installed new privacy screens at Blanchette field #2
  - Paint interiors and repair ceiling in Fox Hill Park restrooms
  - Installed new HVAC system at Wapelhorst Shop
  - HVAC motor replacement at Memorial Hall in Blanchette Park
  - Replaced missing/deteriorating deck boards for bridges in Eco Trails
  - De-winterized all restrooms and concession stands
  - Installed solar power light at Graystone Park gazebo
  - Repaired and re-installed long tube slide exit at playground in Blanchette Park
  - Repair door sweeps and window shades to help with temp control in Katy Depot
  - Repair and repaint dugouts at Blanchette field #2
  - Serviced all motorcycles and pool pressure washers
- **Grounds**
  - Re-opened DuSable Dog Park
  - Hazard tree pruning and removal completed across several parks with support from MDC TRIM grant
  - Brush cut natural wildflower areas at Schaefer and Wapelhorst Parks
  - Repair waterline break for Gould Building in Wapelhorst Park
  - Repair and repaint 25 picnic tables
  - Repainted over 100 trash cans
  - Rolled out all athletic fields
  - Removed homeless encampment at Eco Park trails in DuSable Park and from Fountain Lakes Park
  - Snow removal (1/14-1/17, 2/1- 2/3, 2/17-2/18, 2/23-2/25 )
  - Cut and remove brush along trails at Boschert Greenway and in Webster Park
  - Remove trash under 370 bridge
- **Equipment**
  - Inspected and updated all fire extinguishers, smoke detectors, and hood suppression systems (100+)
- **Planning**
  - Formed 3 Gap Teams, comprised of staff from all Divisions, to focus on accomplishing 3 specific goals. Included goals are Creating an Emergency Action Plan, develop a strategy for applying for grants, and to increase Partnerships and Volunteers for the Department.
- **Training**
  - 2 Maintenance staff attended MPRA Park Resources Green Day training
  - 5 Maintenance staff attended Certified Playground Safety Instructor Training
  - 5 Maintenance staff attended and won the MPRA Region 4 Maintenance Rodeo

# PARKS & RECREATION

## HIGHLIGHTS (Q1 2022 – January through March)

- **Training (continued)**
  - 2 Maintenance staff attended Advanced Turf seminar
  - 9 Maintenance staff attended Missouri One-Call training for utility locates
  - Director, Assistant Director, Chief Ranger and Enterprise Superintendent attended the Missouri Parks and Recreation Annual Conference.
- **Staffing**
  - Hired 3 new seasonal maintenance staff
  - Hired full time Administrative Associate
  - Began advertising and recruiting for Summer seasonal employees for Aquatics, Concessions, Maintenance, and Recreation
  - Held Summer Job Fair
- **Cemetery**
  - Reworked, re-seeded, and fertilized all fresh grave sites
  - Met with Lindenwood and City GIS to confirm continued surveying of additional blocks

# PARKS & RECREATION

## REPORT BY THE NUMBERS (Q1 2022 – January through March)

Administration	January	February	March	1st Quarter	Year Total
Incoming Phone Calls	865	717	1,702	3,284	3,284
Marketing Mailings	-	-	-	-	-
Water Bill Flyers	9,700	6,550	5,800	22,050	22,050
EPlay Newsletter	8,328	8,315	8,309	24,952	24,952
PLAY Brochure Mailings	-	-	31,680	31,680	31,680
Facebook Followers			10,702	10,702	
Website Visits	11,980	11,978	21,068	45,026	45,026
Shelter Reservations	0	0	0	-	-
Community Building Rentals	16	10	11	37	37
Gazebo/Garden Rentals	0	0	0	-	-
Day Camp Scholarships	0	0	4	4	4
Aquatic Pass Scholarships	0	0	0	-	-
Program Scholarships	0	1	1	2	2

Enterprise	January	February	March	1st Quarter	Year Total
Aquatic Passes	2	104	262	368	368
Aquatic Facility Rentals	3	3	5	11	11
Aquatic Attendance	-	-	-	-	-
Aquatic Programs	-	2	409	411	411
Recreation Programs	166	150	462	778	778
Day Camp	-	-	2,987	2,987	2,987
Tournaments	-	-	1	1	1
League Registration	37	49	56	142	142
Trip Registration	161	45	36	242	242
# of Seasonal Employees	18	33	49	100	100

Maintenance	January	February	March	1st Quarter	Year Total
Work Orders Processed	5	10	13	28	28
Hazardous Tree Removal	3	8	7	18	18
Trees Pruned	634	102	77	813	813
Memorial Benches Installed	0	0	0	-	-
Memorial Trees Planted	0	0	0	-	-
Plants installed	0	0	0	-	-
Fenceposts Signs Installed	1	0	1	2	2
Pavers Sold & Engraved	0	0	87	87	87
Volunteer Hours	15	40.5	61	117	117
# of Volunteers	1	1	9	11	11
# of Seasonal Employees	17	14	19	17	17

Rangers	January	February	March	1st Quarter	Year Total
Total Ranger Activity	1,907	1,839	2,151	5,897	5,897
Foot Patrol	410	350	454	1,214	1,214
Area Checks	1,402	1,398	1,456	4,256	4,256
Police Reports	5	9	8	22	22
Written Warnings	11	7	12	30	30
Tickets Issued	7	6	13	26	26
Arrests	1	2	4	7	7

Oak Grove Cemetery	January	February	March	1st Quarter	Year Total
Burials to Date	12	7	10	29	29
Graves Sold	6	6	7	19	19
Deeds Processed	0	0	11	11	11

# POLICE

## HIGHLIGHTS

- **Community/Department Activities**

- **March 3:** Sgt. Piasecki formally retired from the St. Charles Police Department.
- **March 10/11:** The police department and HR conducted interviews for police officers.
- **March 14/15:** All sergeants and lieutenants attended a leadership training program at the Ameristar Casino.
- **March 20:** The police department was advised that Walmart has awarded the department \$5,000 for a community grant. The money will be utilized to fund a new program at the Police Department called, "Lights-On." Lights-On is a non-profit organization, which will provide vouchers for equipment violations to be handed out by officers (in lieu of tickets). These vouchers can be redeemed at several locations within the City for free bulb replacements. The Police Department will provide \$2,200 per year with Lights-On matching the funding. Lights On will be responsible for all billing and voucher reimbursements for the program. The program promotes public safety, by ensuring vehicles have working headlights, signal lights, and taillights, while at the same time promoting good public relations and community trust. We are hopeful the program will go into effect in May.
- **March 20:** Citizen sent a message on our Facebook page thanking Officer Will for his outstanding service for taking care of her and her family when their car was hit by a snow plow. She stated he went above and beyond to track the company down and they are getting their car fixed by the company.
- **March 23:** The Major Case Squad conducted supervisor training in Florissant. Currently, the St. Charles Police Department has four officers serving in leadership roles for the Major Case Squad. Captain Grove and Captain Floyd are both deputy commanders. Detective Sergeant Jackson and Detective Welby are report writers.
- **March 31:** Phyllis Schroer retired from the police department after serving 43 years with the department.

- **Notable Incidents**

- **March 2:** A suspect, possibly suffering from a schizophrenic episode, was walking in lanes of westbound I-70 and throwing large chunks of concrete off of the bridge. Officers took him into custody and transported him to SSM St. Charles.
- **March 5:** A suspect had won \$10,000.00 from the casino several days earlier and believed he was being followed by masked subjects. He heard subjects at his door, at the Best Western hotel, so he fired a warning shot into the ceiling. Occupants of the next room come out, into the hallway, and when the suspect opened the door and saw the subjects in the hallway, he retreated back into his room and fired two more shots. One round going through the doorway and landing in the middle of the hallway and the other was into the floor. Suspect then fled his room and was stopped by officers in front of the hotel. Two handguns and a large amount of money were located inside the room. ID officer processed the scene and in custody warrant application sent to Prosecutor's office.
- **March 9:** A disturbance between 40-50 family members on the parking lot of Chuck E. Cheese. Several subjects were armed with guns. All of D-Platoon responded as subjects were leaving in their vehicles. Several vehicles were stopped on the parking lot. One suspect was arrested for warrants and was in possession of a pistol.

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# POLICE

## HIGHLIGHTS

- **Notable Incidents - continued**

No victims/witnesses remained on scene or would cooperate after the disturbance dispersed. No disturbance occurred inside the business.

- **March 11**: Detectives and SEU officers arrested Dominique Hudson for burglary. Hudson was responsible for over 20 burglaries and felony stealing incident within the City of St. Charles. Hudson is currently on parole out of Illinois for burglary. Criminal charges were filed and Hudson was held at the St. Charles County Jail.
- **March 12**: Victim was awakened by breaking glass and discovered a bullet hole in her window. A bullet was located on the floor of residence on Beale Street.
- **March 13**: Officers dispatched to an assault, not in progress, at St. Joseph's hospital for victim that had been stabbed and struck by a vehicle. The address of the occurrence was determined to be in Earth City, St. Louis County venue. Victim drove herself to the ER in the vehicle used in the assault. Officers secured the vehicle and St. Louis County police arrived and took over the investigation.
- **March 14**: Suspect drove his vehicle into the front doors of Ameristar Casino causing significant property damage. Suspect was arrested for DWI and felony possession of marijuana. There were no injuries sustained during the incident.
- **March 19**: Victim reported the suspect rang her doorbell and forced his way inside after she opened the door. The victim grabbed an item and struck the suspect in the head causing the suspect to retreat out of the apartment. The victim reported the same male had followed her from the parking lot to her apartment the night prior. On this incident, the suspect forced his way inside the apartment only to retreat when she said she was going to let her dog out. Detective Bureau notified.
- **March 22**: An intoxicated suspect caused a disturbance at Big A's. Suspect walked out and began shooting a pistol, got into his truck and began shooting again. Suspect continued shooting on Main Street as he traveled south and struck five businesses, including the St. Charles County government building. Officers initiated a pursuit and the suspect stopped at Decatur/Benton where he pointed his firearm at officers. Suspect drove away and a pursuit continued to I-64 eastbound. Multiple officers and agencies were involved. Highway Patrol successfully spiked the suspect's front truck tires and was taken into custody. The suspect was also the suspect of a shooting in Wentzville earlier that day. No injuries to citizens, officers or the suspect.
- **March 23**: Detective Chris Welby was activated by the Major Case Squad for a murder in Franklin County. Detective Welby was recently promoted by the MCS and served as a report writer for this investigation.
- **March 25**: Fatal overdose.
- **March 29**: Detective Don Stepp was activated by the Major Case Squad for a murder in Overland, MO.
- **March 29**: A driver of a tractor trailer was parked waiting to make a delivery at Immanuel Lutheran Church after school let out. Driver reported hearing a noise under the car of the truck and observed flames. Driver exited the car and got to safety prior to the truck engulfing into flames. No visible damage to businesses.
- **March 29**: Victim was draining a diesel fuel tank into a 55 gallon drum using a handheld electrical pump. The fuel ignited and the victim was set ablaze. Large fire and EMS presence at the scene. Victim was transported to Mercy Hospital burn unit for

*Continued on next page*



# POLICE

## HIGHLIGHTS

- **Notable Incidents - continued**

treatment in critical condition with burns all over his body. No visible damage to the business.

- **March 31:** St. Charles County PD requested SCPD check the area of Elm Point Road for a suspect who they were tracking. The suspect had a felony warrant, was known to be armed and a suspect in numerous thefts in the region. Officers located the suspect's vehicle parked on the storage lot where the suspect was hiding as it was fogging up. A search warrant for the vehicle was obtained and SWAT was activated. During the SWAT operation, the suspect rammed the Bearcat with is vehicle before attempting to flee on foot. Suspect was taken into custody and sustained minor injuries.
- There were eight (8) overdoses where officer administered NARCAN and the victim survived.

- **Operational Numbers for March 2022**

Calls for Service	2018	2019	2020	2021	2022
Phone	3,052	3,001	3,203	2,868	2,992
Self	4,474	4,640	3,733	4,501	5,400
Total	7,526	7,641	6,936	7,369	8,392
Incidents	1,001	1,013	682	818	978
Traffic Accidents	203	160	127	142	146
Arrests	318	401	161	306	338

# PUBLIC WORKS

Facilities Maintenance	Mar. 2022	Mar. 2021	2022 YTD	2021 YTD
Preventative WO	738	566	2,002	1,742
WO Request	83	56	205	143
<b>Service Requests</b>				
Created	1,239	1,214	3,239	3,178
Closed/Completed	1,229	1,205	3,222	3,135
Still Pending (Months End)	10	9	17	43
<b>Service Requests - By Division</b>				
Street	24	22	37	53
Water / Service Specialist	1,197	1,228	3,180	3,108
Sewer	1	23	5	42
Traffic	1	7	1	26
<b>Service Specialist/Meter Reader</b>				
Water Initial Read	244	250	641	684
Water Final Read	251	273	647	736
Delinquent Off	172	205	484	428
Delinquent On	171	194	453	396
New Tap/Set	54	31	106	78
Meter Change-Outs	74	98	256	217
<b>Work Orders</b>				
Created	546	462	4,298	1,004
Completed	496	416	1,144	916
Work Order Cost	\$200,240	\$230,874	\$452,750	\$568,154
<b>Completed Work Orders - By Division</b>				
Water	250	212	670	492
Sewer	72	103	133	191
Traffic	96	45	218	115
Street	71	56	113	126
<b>Water Distribution</b>				
	Mar. 2022	Mar. 2021	2022 YTD	2021 YTD
Service Specialist Activities (Total SRs)	1,190	1,205	3,169	1,828
Water Production (million gallons)	209.7	200.9	580.1MG	602.41MG
<b>Public Works Division</b>				
Miles Swept	457	289.3	717	530.19
Potholes Patched	1,308	260	1,643	470
Street Repairs	48	42	77	103
Traffic Signal Repairs	5	7	14	12
Streetlight Repairs	15	17	43	25
Street Sign Repairs	74	18	159	63
<b>Utility Division</b>				
Manhole/Inlet Inspections	344	93	903	164
Water Valve Inspections	21	7	26	28
Water Main Breaks	2	9	16	25
Sewer Line Repairs	3	21	36	61
<b>New Town Canister Activity</b>				
Alarms Responded To	15	43	63	79
<b>Sanitary Sewer Maintenance</b>				
Linear Feet Flushed	11,447	7,933	17,165	25,458
Linear Feet Televised	7,318	5,925	14,710	21,850
<b>Storm Sewer Maintenance</b>				
Linear Feet Flushed	182	170	207	170
Linear Feet Televised	633	0	1,482	0
<b>Water Service Line Program</b>				
Applications Received	1	5	6	13
Applications Approved	1	5	6	13
Total Number Repaired	1	3	6	13
<b>Sanitary Lateral Program</b>				
Applications Received	14	12	32	33
Applications Approved	14	12	33	33
Total Number Repaired	14	6	33	25