



SAINT CHARLES

JULY 2022

DEPARTMENTAL REPORT

Larry Dobrosky, Director of Administration



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NOTE: Departments with no page number shown have nothing to report.

ADMINISTRATION

HIGHLIGHTS

- CIP (2023-2028) to be presented to City Council.
- Process Improvement Evaluation Team continues with evaluations.
- Ongoing development meetings/discussions.
- Employee Elected Committee (R&R) meetings and presentation preparation.
- Arabia Museum meeting/discussion July 15th.
- Ward 7 Town Hall Meeting July 18th.
- Chapter 400 & 600 Acton Plan meeting July 25th.
- City Hall Renovation Planning meeting July 26th.
- Homeless Shelter meeting July 27th.
- Animal Shelter meeting July 29th.

WORK SESSION FOLLOW-UP/UPDATES

- User Fees – September, 2022
- MIH Proposal (Fire Dept.) – September, 2022

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

- Cellular Telephone Policy revised 7/7/22.

CONTRACTS RECEIVED/APPROVED (\$10,000 - \$100,000)			
VENDOR NAME	DESCRIPTION	DEPARTMENT	\$ AMOUNT
HDR Engineering, Inc.	Feasibility & Alternatives evaluation for adding 2 - 3 new raw water supply wells	Engineering	\$ 43,500.00
Cullinan Properties	Tourism Grant - Beale Street Concert Series	CVB	\$ 10,000.00
SSM Medical Group Executive Health	2022 Firefighter Annual Physicals	Fire	\$ 52,895.00
SCI Engineering, Inc.	Testing Services for the Police Department Addition	Engineering	\$ 14,700.00

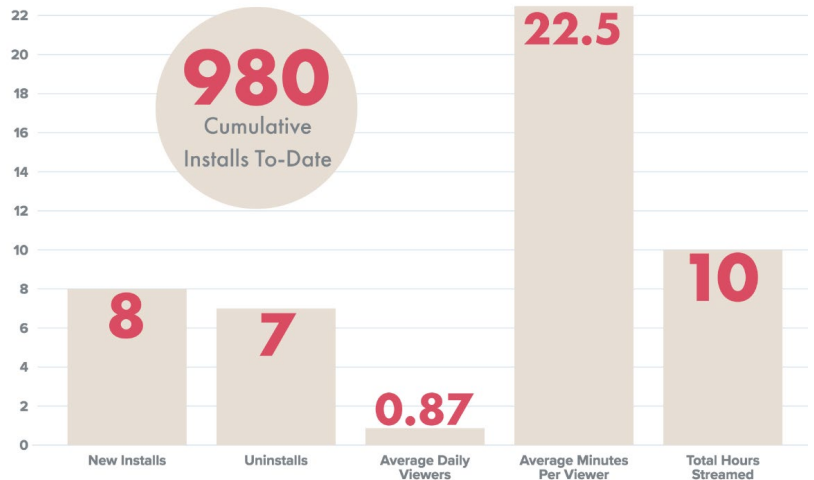
CHANGE ORDERS/AMENDMENTS RECEIVED						
NAME OF PROJECT	CONTRACTOR	ORIGINAL AMOUNT OF PROJECT (\$)	CHANGE ORDER AMOUNT	AGGREGATE AMOUNT OF ALL CHANGE ORDERS/AMENDMENTS	DESCRIPTION OF WHY CHANGE ORDER WAS NEEDED	DEPT.
Legal Services	Sigma Legal Services, LLC	\$ 55,200.00	\$ 9,200.00	\$ 64,400.00	1 month contract extension	Legal
Lindenwood Old Tank Interior Renovations	CCIMW, LLC	\$ 292,300.00	\$ 62,149.00	\$ 354,449.00	Repair failures in the structure of the roof	Public Works
Police Department Tuckpointing	Western Specialty Contractors	\$ 162,660.00	\$ 20,000.00	\$ 182,660.00	Additional work to remove & replace sealant at joints in top stone band	Engineering
Little Hills/Mel Wetter Intersection Improvement	Pavement Solutions, LLC	\$2,544,551.10	\$ 61,479.00	\$ 260,630.10	Overrun items (Water Main)	Engineering

COMMUNICATION & SPECIAL EVENTS

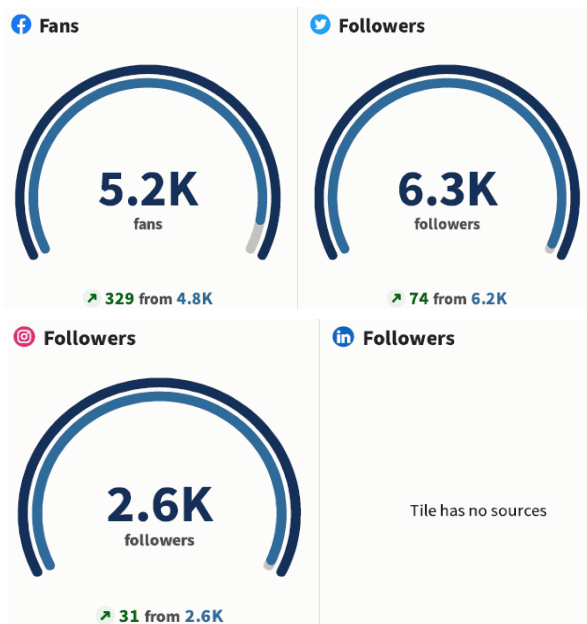
WEB SITE

New information coming soon...

ROKU



SOCIAL MEDIA



Blue line represents June, 2022

YOU TUBE

In July, we had **3,000 views** on our YouTube Channel.

Top 5 Videos:

- Fire Department – July 2022 Flood Update
- STCbiz | Buzzed Bull Creamery
- Riverfest Commercial 2022
- Hot Summer Nights Commercial (July 2022)
- City Construction July 2022

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
- Jewish Festival videos
- Use Tax Finance Video

COMMUNICATION & SPECIAL EVENTS

COMMUNICATION/SPECIAL EVENTS PROJECTS

- Riverfest was held and went very well.
- First St. Charles Flea Market held with good attendance from both vendors and shoppers.
- Second Hot Summer Nights Concert held with great crowd, well above the first event. Estimated attendance 2,200.
- August newsletter went to print.
- Ward 8 City Talk postcard sent.
- Ward 67City Talk was held.
- Held monthly Communication Ambassador meeting.
- Events and Promotions Task force held monthly meeting.
- Held event meetings for St. Charles Half-Marathon and Oktoberfest.
- Worked on materials for Arabia meeting.
- Conducted Semi-Annual evaluations for staff.
- Held phone interviews for Communication Manager Position.
- Had meeting with Five Acres to discuss “empty the shelter event” for August.

COMMUNITY DEVELOPMENT

BUILDING PERMITS

	Item No.	Number of:		Valuation of Construction (Omitting Cents)	DESCRIPTION
		Buildings	Housing Units		
Section 1 New Residential Buildings					
Single-Family Houses, Detached (Excluding Mobile Homes)	101	44		13,139,365	
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				
TOTAL: Sum of 101-105	0	44	0	\$13,139,365.00	
Section 2 New Residential Non-Housekeeping Buildings		Buildings	Rooms		
Hotels, Motels, And Tourist Cabins (transient accommodations only)	213				
Other Nonhousekeeping Shelter	214	1		17,200	storage bldg
Residential Structures Other Than Buildings	215	10		426,368	2 ret walls; 8 pools/hot tubs
Section 3 New Non-Residential Buildings				Valuation of Construction (Omitting Cents)	
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				
Commercial Structures Other Than Buildings	329	1		50,262	ATM-Regions Bk
Section 4 ADDITIONS, ALTERATIONS AND CONVERSIONS				Valuation of Construction (Omitting Cents)	DESCRIPTION
Residential - Classify Additions of Garages and Carpports in Item 438. Includes Decks.	434	34		923,300	16 int/alt; 2 mf alt, 14 decks; 2 solar;
Nonresidential and Nonhousekeeping (Com)	437	7		2,049,216	6 alt/add/1 school alt
Additions of Residential Garages and Carpports (attached and detached)	438	1		28,742	garage
Section 5 DEMOLITIONS AND RAZING OF BUILDINGS					
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		2		old Mr Steak; US Autoplex bldg
TOTALS		100	# Permits	16,634,453	Value

ECONOMIC DEVELOPMENT

HIGHLIGHTS

- July New Businesses – 17

NEW BUSINESS LICENSES

Business Name	Contact Name	License Type	Activity Type	Industrial Code	Business Address	City	Zip Code	Phone Number
American Puppy	Delaney, Courtney	Retail Merchant License	Retail	Miscellaneous Business Services	3220 Rue Royale Unit 1	Saint Charles	63301	636-916-3647
Commons Group LLC DBA The Commons	Dinkins, Paul	Non Retail License	Business Offices	Real Estate Agents And Managers	3324 Rue Royale	Saint Charles	63301	636-493-0307
Eisenbath Lawn Care LLC	Eisenbath, Gary	Non Retail License	Business Offices	Landscape And Horticultural Services	14 Wilton Ct	Saint Charles	63301	636-352-8122
Essence Chemical Co, LLC	Stewart, Tracy	Retail Merchant License	Retail	Chemicals And Allied Products	14 Warwick Ct	Saint Charles	63301	636-685-0132
Holsome Health Awakened Wellness	Sharp, Tammy	Non Retail License	Beauty Parlors	Health & Allied Services Not Elsewhere Classified	2451 Executive Dr Ste 105	Saint Charles	63303	636-402-4900
Lendmark	Mabry, Michael	Non Retail License	Loan Companies	Miscellaneous Business Services	1602 Country Club Plaza Dr	Saint Charles	63303	678-625-5623
Lux Leo Collection	Moisson, Morgan	Non Retail License	Business Offices	Apparel, Piece Goods, And Notions	24 Freehold Rock Pl	Saint Charles	63301	636-237-3610
Milan Laser Hair Removal	Ambrose, Stacey	Non Retail License	Beauty Parlors	Beauty Salon	1450 Beale St Ste 135	Saint Charles	63303	402-350-5538
Nicklaus Shocklee- Farmers Insurance	Shocklee, Nicklaus	Non Retail License	Insurance Agent	Insurance Agents, Brokers And Service	3202 Rue Royale	Saint Charles	63301	636-980-7205
Orf, Dori (Studio 1771)	Orf, Dori	Non Retail License	Beauty Parlors	Beauty Salon				636-262-9591
Ox Car Care, Inc.	Mardaresco, Mike	Non Retail License	Insurance Co Not In The City	Insurance Carriers Not Elsewhere Classified	218 Compass Point Dr	Saint Charles	63301	844-299-0885
Rallo Management LLC	Rallo Management LLC	Non Retail License	Business Offices	Miscellaneous Business Services	1550 Wall St Ste 212	Saint Charles	63303	314-805-2896
Sanctioned Sneaker Collective	Ewing, Gerard	Retail Merchant License	Retail	Shoe Stores	1650 Beale St Ste 150	Saint Charles	63303	314-600-8886
Semo Box Co	Powderly, Steve	Non Retail License	Business Offices	Accounting, Auditing, And Bookkeeping Services	2440 Executive Dr	Saint Charles	63303	636-922-2330
Senior Benefit Services	McNemey, Dan	Non Retail License	Business Offices	Health & Allied Services Not Elsewhere Classified	2362 S Hwy 94 Outer Road	Saint Charles	63303	573-443-5007
Thrillville, LLC	Thrillville, LLC	Non Retail License	Carnivals	Amusement Parks				813-335-4606
True Heart Healthcare, LLC	Johnson, Tawanta	Non Retail License	Business Offices	Health & Allied Services Not Elsewhere Classified	1550 Wall St Ste 241	Saint Charles	63303	314-952-0931

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	437	88.38	344	32.17	342	62.08	32	18.23	161	60.57	230	93.83	1,546	355.26

* 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

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	
January																									
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	
February																									
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	
March																									
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	
April																									
Single Family Detached		3	1.65		33	8.26		12	3.25		29	14.09		8	3.20		-	-		20	7.11		105	37.57	
Single Family Attached				1	4	0.66											-	-				1	4	0.66	
Multi-Family							1	246	35.50								-	-				1	246	35.50	
New Commercial				5	20.50		3	3.68		1	4.50						-	-				9	28.69		
May																									
Single Family Detached		2	3.56		39	10.12		22	5.02		30	10.54		5	1.68		16	2.87		28	9.98		142	43.78	
Single Family Attached	-	-	-	1	2	0.17	-	-	-	8	8	1.45	-	-	-	-	-	-	-	1	2	0.82	10	12	2.44
Multi-Family	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	204	16.27	-	-	-	7	204	16.27	
New Commercial		2	2.63		-	-	1	0.47		1	0.90		-	-		-	-		-	-		4	4.00		
June																									
Single Family Detached		5	2.30		19	4.68		28	7.63		24	9.69		6	3.15		-	-		13	5.01		95	32.46	
Single Family Attached	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Multi-Family	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
New Commercial		6	12.05		-	-		-	-		1	6.85		-	-		1	22.12		-	-		8	41.02	
July																									
Single Family Detached		5	2.30		17	3.54		44	13.14		43	22.20		4	1.40		1	0.28		29	12.25		143	55.10	
Single Family Attached	-	-	-	8	2	1.66	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	2	1.66	
Multi-Family	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
New Commercial		6	12.05		-	-		-	-		-	-		-	-		24	4.80		-	-		30	16.85	
TOTALS																									
Single Family Detached		32	18.23		185	44.86		191	52.88		190	79.33		32	13.05		40	7.86		159	59.74		829	275.96	
Single Family Attached	-	-	-	12	12	2.89	-	-	-	8	8	1.45	-	-	-	-	-	-	-	1	2	0.82	21	22	5.16
Multi-Family	-	-	-	5	145	14.33	1	246	35.50	-	-	-	-	-	-	12	304	24.31	-	-	-	18	695	74.14	
New Commercial		16	29.09		6	21.84		4	4.15		4	13.61		-	-		25	26.92		2	1.44		57	97.05	

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

ENGINEERING

Utility Locates	July 2022	July 2021	2022 Year to Date
City Utility Locates Received	1,171	1,010	8,597
City Utility Locates Completed	1,073	974	8,114
New Engineering Permits Issued	40	57	233
Planning & Zoning Plan Review	7	5	87
Improvement Plans Received	2	9	25
Advertised	2	1	4
Contracts Routed	11	17	124
Currently in Design	23		
Currently under Construction	9		
Traffic & Stop Sign Requests			
Traffic Requests	6	1	8

FIRE

HIGHLIGHTS

- **Fire Operations/Administration Activities**
 - Truck Display for block party
 - Participated in the New Town 4th of July Parade
 - Participated in the Riverfest 4th of July Parade
 - Replaced 10 batteries in smoke detectors
 - EMS stand by for Shark Marathon Event in New Town
 - Replaced 16 smoke detectors
 - EMS stand by for New Town Triathlon
 - Truck Display for Waterpalooza event in New Town
 - Truck Display for SSM annual fundraising event
 - Truck Display for Dogs Day Out – Academy of Pet Careers
 - Truck Display for First Responder event in New Town
 - Participated in COPS Camp
 - Truck Display for PR event at Hope Academy
 - Hosted a meeting for flood victims in our Community Room at Station 4
- **Fire Experience**
 - 7 Structure fires
 - 5 River/boat rescue events
 - 15 Fire incidents
 - 847 Total incidents
 - 0 Civilian death
 - 0 Firefighter injuries or deaths
 - Total fire loss \$40,700 2%
 - Total property saved \$1,666.300 98%
- **Public Relations**
 - Total Facebook Posts were 23
 - Likes were up by 338
 - Reach was over 107k
 - Followers are 10,106
- **Logistics Division**
 - New extraction washer installed at Station 1
 - New oven purchased for Station 2
 - Hose damage estimates obtained
 - Station move timeframe established
 - Station rebuild meetings continue with our team
- **Training Division**
 - 2200 hours of training conducted
 - Members attended rope rescue refresher training and familiarization
 - 1 new Acting Engineer and 1 new Acting Battalion Chief qualified
- **EMS Highlights**
 - Working with PD to help with active shooter training at St Charles School District
 - 24 hours of EMS training provided to crews
 - 14 opiate overdoses treated with Narcan

FIRE

HIGHLIGHTS

- **Fire Prevention Activity**

Annual Fire Inspections	177
Occupancy Inspections	18
Fire Protection Systems Inspection & Testing	6
Operational Permit Inspections – Events and Tents	6
Plan Reviews – New buildings, Alterations	37
Complaints	2
Misc. – Inspections, Environmental Assessments, Consultations	124
TOTAL	370
Fire Department Permits Issued	36

- **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	391	413
April	\$167,086.96	400	421
May	\$168,948.17	463	439
June	\$155,661.68	395	454
July	\$165,384.03	362	481
TOTAL	\$1,194,056.47	2809	5152*

* Total Service Trips (January - December)

The billing team is operating within a one (1) business day turnaround time – currently working on trips with a date of service of 8/2/22 imported on 8/4/2022.

EMS BILLING	Net Collections 2022	Net Collections 2021
1 st Quarter	\$536,975.63	\$437,704.90
2 nd Quarter	\$336,035.13	\$508,015.30
3 rd Quarter	\$165,384.03	\$580,973.20

FIRE

HIGHLIGHTS

- **EMS Incidents**

Rescue, EMS Incidents	0
Medical assist, assist EMS crew	3
Emergency medical service incident	4
Invalid assist	53
EMS calls excluding vehicle accidents	536
Motor vehicle accidents with injuries	13
Motor vehicle/pedestrian accident	0
Motor vehicle accidents without injuries	9
Extrication/Ice/Water Related Rescue	0
Extrication of victim(s) from building/structure	1
Removal of victim(s) from stalled elevator	0
Swift Water / Watercraft Rescue	4
Rescue or EMS standby	5
TOTAL EMS incidents for July	628

HUMAN RESOURCES

OPEN POSITIONS

Position Title	Number of Positions Open	City Department	Date Position Vacated	Status of Recruitment Important Notes
Full Time Positions				
Communications Manager (New Position)	1	Administration		Interviews Held
Grant Writer (New Position)	1	Administration		Recruitment in Progress
<i>Business Development Specialist (New Position)</i>	1	CD		<i>Filled Internally</i>
Administrative Associate V	1	CD	7/15/2022	Offer Pending
Administrative Associate V	1	Clerks	8/8/2022	Internal Review
<i>Foundry Special Events Coordinator</i>	1	CVB	4/26/2022	<i>Filled Internally</i>
<i>Foundry Facilities Coordinator</i>	1	CVB	4/25/2022	<i>Filled Internally</i>
<i>Foundry Program Coordinator</i>	1	CVB	5/6/2022	<i>Filled Internally</i>
Group Sales Supervisor (New Position)	1	CVB		Recruitment in Progress
<i>Right of Way Specialist</i>	1	Engineering	5/13/2022	<i>Filled</i>
Engineer II	1	Engineering	4/15/2022	Interviews Scheduled
Assistant City Engineer	1	Engineering	8/8/2022	Recruitment in Progress
Construction Inspector	1	Engineering	5/29/2022	Recruitment in Progress
Finance Director	1	Finance	8/8/2022	Internal Review
FireFighter/Paramedic	5	Fire		5 Start Dates Pending
Training and Development (New Position)	1	HR		Recruitment in Progress
Senior Systems Engineer	1	I.T.	2/25/2022	Recruitment in Progress
Assistant City Attorney	1	Legal	11/20/2020	Recruitment in Progress
Executive Assistant to the Mayor	1	Mayor/Admin		Recruitment in Progress
Court Associate	1	Muni. Court	6/17/2022	Interviews Scheduled
<i>Administrative Associate III</i>	1	Parks	6/2/2022	<i>Filled</i>
Communications Associate - Parks (New Position)	1	Parks	7/28/2022	Recruitment in Progress
Parks Maintenance Worker III - Operations/HVAC	1	Parks		Recruitment in Progress
Police Dispatcher	1	PD	7/24/2022	Recruitment in Progress
Police Service Officer	5	PD	4/26/2022	4 Offers Pending; Recruitment in Progress
Police Officer	13	PD		6 Offers Pending; Recruitment in Progress
Police Service Supervisor - Communications	2	PD	7/2/2021	Recruitment in Progress
<i>Utilities Engineer III - Water and Wastewater Operator</i>	1	PW	6/15/2022	<i>Filled Internally</i>
Equipment Operator - Streets	2	PW	1/18/2022	1 Filled; Recruitment in Progress
Fleet Mechanic	2	PW	4/27/2022	1 Filled; Recruitment in Progress
Assistant Public Works Director	1	PW	2/7/2021	Recruitment in Progress
Building Maintenance Mechanic - Facilities Maintenance	1	PW		Start Date Pending
Electrician	1	PW	4/1/2022	Recruitment in Progress
Equipment Operator - Sewer	1	PW	8/5/2022	Recruitment in Progress
Water Distribution Worker	1	PW	6/24/2022	Recruitment in Progress
Communications Supervisor	1	SP, E&C		Recruitment in Progress
POSITIONS UNDER REVIEW				
Admin Assoc V	1	CVB		On Hold
Admin Associate V - Engineering	1	Engineering	5/29/2020	On Hold
Finance Director	1	Finance	8/8/2022	On Hold
Paralegal/Executive Assitant II	1	Legal	1/10/2022	On Hold
Financial Analyst	1	Finance	9/30/2020	On Hold
Finance Technician II	1	Finance	3/20/2022	On Hold
Emergency Operations position	1	Fire		On Hold
Governmental Relations Coordinator (New Position)	1	Mayor/Admin		On Hold
Police Services Officer II	1	PD	6/12/2020	On Hold
Part Time Positions				
PT Support Staff	1	CVB/Foundry		Recruitment in Progress
Police Services Officer - PT	1	PD		On Hold
Parking Enforcement Officer - PT	1	PD	5/23/2016	On Hold
Sewer Maintenance Worker - PT	1	PW	4/7/2022	Recruitment in Progress
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
PT Water Plant Worker	1	PW	8/3/2022	Recruitment in Progress
SCAT Driver - PT	8	PW	1/22/2019	Recruitment in Progress
Seasonal Positions				
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 - July 2022				
Name of New Employee	Department/Division	Position	Start Date	Miscellaneous Information
Jannifer Best	Police	Police Dispatch	7/11/2022	Jannifer Best re-joins the City of Saint Charles Police Department as a Police Dispatcher. She brings with her (2) two years of Dispatch experience. Jannifer is excited to join us again in continuing her career.
Matthew Scott	Public Works	Equipment Operator	7/11/2022	Matthew Scott joins the City of Saint Charles Public Works Department as an Equipment Operator. He brings with him over (3) three years of Laborer experience. Matthew is ecstatic to share his knowledge with us.

HUMAN RESOURCES

HEADCOUNT

Position Status	Budgeted	Current Month Headcount
Council		
Full-Time	10	10
Mayor's Office		
Full-Time	2	1
Administration		
Full-Time	6	4
Community Development		
Full-Time	29	28
Part-Time	0	0
Clerks		
Full-Time	3	2
Part-Time	1	1
CVB/Foundry		
Full-Time	16	15
Part-Time	8	8
Economic Development		
Full-Time	2	1
Part-Time	0	0
Engineering		
Full-Time	19	16
Part-Time	0	0
Finance		
Full-Time	17	15
Part-Time	0	0
Fire Department		
Full-Time	89	84
Part-Time	0	0
Human Resources		
Full-Time	7	5
Part-Time	1	1
Information Technology		
Full-Time	7	6
Part-Time	0	0
Legal		
Full-Time	3	1
Part-Time	0	0
Muni Court		
Full-Time	8	7
Part-Time	0	0
Parks Department		
Full-Time	32	31
Part-Time	14	14
Police Department		
Full-Time	157	146
Part-Time	2	1
Public Works		
Full-Time	89	81
Part-Time	18	10
Special Events and Communications		
Full-Time	6	5
Part-Time	3	3

Total Full-Time

549

POLICE

HIGHLIGHTS

- **Community/Department Activities**

- **July 1:** A citizen sent a message, via Facebook, congratulating the department for issuing 300 tickets for expired temp tags. She stated she can't wait for the St. Louis Police Department and St. Charles County to join.
- **July 2-4:** Officers worked a special detail providing security at Riverfest. There were no major issues and the event was very successful.
- **July 3:** A citizen contacted the department, via Facebook, and stated the following: "Every police officer deserves recognition for all their dedication and hard work to keep this world a better place. So thank you for your service. I just wanted to share my story because you guys deserve to know what amazing officers you have serving your country. Officer Stewart as at a QT getting gas. He was next to my pump and my Apple Pay wasn't working. I forgot my credit card at home and had no gas. None of my family members were answering their phones to help so I was torn to ask Officer Stewart for help but I knew I wouldn't make it home. He instantly said yes and offered to put more than just a gallon but I was already embarrassed. I was extremely thankful and blessed for this kind officer. He helped me make it home and avoided me from possibly getting a heat stroke with no AC. He rejected I pay him back and was just very nice. Thank you for hiring amazing officers! My son and I are thankful. God bless you all."
- **July 5:** A citizen contacted the department, via Facebook, to thank the officers at Riverfest. Her daughter fell and scrapped her leg pretty bad. She stated the officers were so incredibly kind and helpful. They gave her a shady place to sit and called E.M.S. for some band aids. It may have been a small thing to the officers, but it was a huge save for her little one's 4th of July.
- **July 18 & 20:** The Police Department attended Multi-Factor Authentication Awareness/Training presented by IT Director, Jason Ellard.

- **Notable Incidents**

- **July 1:** The victim was working underneath a vehicle, at Crowne Autoplex, which was held up in front by a one jack stand. The victim was on a creeper, when the vehicle rolled backwards, fell off the jack stand and landed on the victim's face and chest. E.M.S. jacked up the vehicle and pulled the victim out from underneath the vehicle but the victim was pronounced deceased. The business next door's surveillance system documented some of the incident, which occurred 40-50 minutes prior to it being reported.
- **July 4:** The homeowner came home and discovered her window had been shot out by an unknown subject. An area canvass revealed 12 spent casings located in the yard on Falcons Way. Only one round was found to have impacted the victim's residence. It is believed an unknown subject was shooting off a firearm for 4th of July and accidentally struck the victim's residence.
- **July 4:** The victim was dropped off by a friend, at the Americas Best Inn, after being out in the clubs in Illinois. The suspect followed the victim down the hall and as the victim unlocked her room, the suspect forced his way into the room and grabbed the victim by the neck and forced her to the ground. The suspect took items from the room and left. Investigation ongoing.
- **July 5:** The victim reported being sexually assaulted by her step brothers in the 1980s. Investigation ongoing.

POLICE

HIGHLIGHTS

- **Notable Incidents – continued**

- **July 6**: Officers responded to an intoxicated subject looking for his vehicle at the Ameristar Casino garage. Officer Burnett arrived and located the subject on the bridge. As he was pulling up, the intoxicated subject tripped and fell injuring his forehead. Officer Burnett told the subject he was under arrest for protective custody and the subject resisted arrest. Empty hand control, leg sweep, wrist locks and arm bars, were used to get the suspect handcuffed and transported to the St. Joseph's E.R. The subject refused medical treatment and was brought to the holdover.
- **July 8**: Officers responded to Houston Street after the victim failed to show up to work. The victim told her employer she was not feeling well. St. Charles Fire Department forced entry into the home after the victim was observed on the kitchen floor. Officers notified next of kin and conveyed to the scene.
- **July 9**: An intoxicated driver struck the stationary LPR Trailer causing heavy damage. LPR Towed to the station. DWI investigation and accident loss form was forwarded to HR.
- **July 11**: Suspect was involved in two separate domestics with his girlfriend earlier in the morning, one of which he pointed a gun at her. Suspect had fled prior to arrival. Victim and witnesses refused to cooperate or press charges. Reports taken. Several members of the suspects and victim's families met up at Kiwanis's Park and continued the arguments. The suspect then pointed his gun at all persons at the scene and threatened them and fired one shot. Officers arrived on scene and the suspect fled in a vehicle. A pursuit ensued which ended on Hastings Way Ct. A felony stop was conducted with weapons displayed.
- **July 11**: Check on wellbeing call of subject passed out in vehicle. Once awake, the subject refused to exit vehicle and gave a false name. Once identified, the suspect was advised he was under arrest. The subject attempted to flee in reverse striking Officer Mauzy and pinning him between two vehicles causing minor injury. Suspect's vehicle became disabled when it struck the curb and then two Ameren UE power boxes. Display of force from multiple officers. Suspect still refused to exit. Officer Stewart suffered minor injury while breaking out the window. Suspect is a felon in possession of a stolen gun and large amount of money.
- **July 12**: A homeless person was located deceased, in a tent, at 94 and 370. Due to composition, ID was not confirmed at the time but officers believe they know the victim's name.
- **July 12**: The victim was not seen or heard from in a few days. Neighbors believed this was out of character. Officers checked the apartment and gained access with the apartment manager's key. The victim was found deceased in advanced stages of decomposition. Nothing suspicious was observed. Next of kin was notified.
- **July 14**: The victim was shot by her son at their residence on Sun Lake Drive. Officer Brown and Officer Garner rendered medical aid to the victim, who is expected to survive. The suspect remained on the scene and has since been arrested. In-custody warrant application being sought.

POLICE

HIGHLIGHTS

- **Notable Incidents – continued**

- **July 16:** The suspect robbed the Mobil on the Run clerk, at knife point, slicing her hands and chin in the process. The suspect left the scene in a vehicle previously stolen out of Maryland Heights. The suspect proceeded to the Phillips 66 on First Capitol (closed at the time), broke the window and stole multiple items. From there, the suspect attempted to rob the QT on First Capitol, again at knife point. The suspect was shot by a citizen on scene. The suspect was later pronounced dead at DePaul Hospital. The victim was treated at St. Joseph's Hospital for her injuries. The three separate scenes were secured and processed. The investigation was completed and sent to the St. Charles County Prosecutor for review. The prosecutor's office has deemed the homicide justified and no criminal charges will be forthcoming on the citizen who shot the suspect.
- **July 17:** The subject barricaded himself in his room after a domestic related incident and claimed he was armed with a handgun and suicidal due to his paranoia from drug usage. The subject was taken into custody after a two hour negotiation and admitted to the hospital. Weapon display during arrest.
- **July 17:** "Keep Right" street sign struck and damaged by an unknown white SUV that left the scene. Pictures taken by Officer Guehne and the Street Department was notified.
- **July 18:** Citizens using sonar on the river discovered what appeared to be a vehicle submerged about 20 feet from the Olive Street boat ramp. St. Charles Fire Department responded and confirmed a vehicle was underwater. Missouri State Highway Patrol Troop C was notified and responded on 07/19 with a dive team.
- **July 20:** The subject reported to be suicidal with a knife. As officers entered the house, the subject was on the kitchen floor without any knives. The subject had wounds on his arms and would not cooperate. The subject was not responsive to officers. Use of Empty Hand Control to take control of subject who became violent once officers attempted to stand him up.
- **July 22:** Initially it was reported a black male and black female were stealing two TVs, from Sam's Club, and had entered a black Cadillac with unknown (possibly Kansas) temp tag. Officer Pham located the vehicle eastbound VMP and attempted to stop it. Officer Pham lost the vehicle as it drove the wrong way on First Capitol Drive to eastbound I-70. Officer Porzel located it and attempted to stop it as it crossed the bridge. The pursuit was terminated as it passed 141. Upon contact with the business, an employee was assaulted by one of the suspects as she attempted to stop the suspects from leaving with the TVs. The female sustained a minor injury.
- **July 27:** Missouri State Highway Patrol was in pursuit of a vehicle Westbound 70 from Blanchette when it exited to northbound First Capitol. The suspect vehicle made a U-Turn striking the concrete median which caused tire damage, and then continued back Eastbound 70 from First Capitol. Officer Z. Fischer assisted Missouri State Highway Patrol in the pursuit of the vehicle as the Trooper was alone. Once a second Trooper entered the pursuit, at northbound 270 and 370, Officer Z. Fischer terminated his involvement.

POLICE

HIGHLIGHTS

- **Notable Incidents – continued**

- o **July 29:** During a bar check for minors, Officer Bathon identified the suspect as a minor in the bar. While escorting the suspect, from the bar, he pulled away in an attempt to flee on foot. Empty hand control by Bathon to take the suspect into custody. While outside the bar, with numerous underage subjects, a subject contacted the Officer numerous times in an attempt to get his friend out of a Minor in Possession of Alcohol charge. After the subject refused to obey numerous orders, he was detained for a Minor in Possession of Alcohol investigation. During the investigation, he lied about his identity and attempted to run. Sgt. Kohler took the subject to the ground in order to place him under arrest. Empty hand control to place him in handcuffs.

In addition to the above, 10 other subjects were arrested/issued summons for Minor in Possession of Alcohol or related charges after being removed from Quintessential.

- o There were two (2) fatal overdoses.
There were four (4) overdoses where an officer administered NARCAN and the victim survived.

- **Operational Numbers for July 2022**

Calls for Service	2018	2019	2020	2021	2022
Phone	3,514	3,371	3,275	3,522	3,314
Self	4,354	4,668	3,620	4,402	4,684
Total	7,868	8,039	6,895	7,924	7,998
Incidents	1,042	946	766	935	931
Traffic Accidents	173	168	144	154	133
Arrests	393	306	164	290	264

PUBLIC WORKS

Facilities Maintenance	Jul-22	Jul-21	2022 YTD	2021 YTD
Preventative WO	681	534	4,895	4,041
WO Request	58	72	523	387
Service Requests				
Created	1,146	1,287	7,755	8,433
Closed/Completed	4,469	1,235	7,716	8,326
Still Pending (Months End)	7	52	39	107
Service Requests - By Division				
Street	13	32	98	130
Water / Service Specialist	1,097	1,192	7,564	7,961
Sewer	26	9	39	88
Traffic	3	2	18	44
Service Specialist/Meter Reader				
Water Initial Read	250	301	1,700	1,858
Water Final Read	259	320	1,747	1,946
Delinquent Off	138	166	1,071	1,191
Delinquent On	138	158	1,000	1,130
New Tap/Set	49	34	264	228
Meter Change-Outs	50	64	536	473
Work Orders				
Created	350	307	3,122	2,323
Completed	321	312	2,818	2,245
Work Order Cost	\$347,916	\$243,303	\$1,747,476	\$1,485,618
Completed Work Orders - By Division				
Water	178	182	1,514	1,294
Sewer	32	36	330	385
Traffic	50	40	500	251
Street	55	54	454	323
Water Distribution				
Service Specialist Activities (Total SRs)	1,085	1,172	7,512	7,735
Water Production (million gallons)	264.1	258.41	1525.2MG	1559.1MG
Public Works Division				
Miles Swept	253	239.4	1,665	1,763.59
Potholes Patched	554	169	9,052	1,254
Street Repairs	30	47	317	280
Traffic Signal Repairs	1	2	23	21
Streetlight Repairs	12	8	115	64
Street Sign Repairs	34	19	342	119
Utility Division				
Manhole/Inlet Inspections	91	45	2,002	308
Water Valve Inspections	2	7	39	129
Water Main Breaks	15	5	48	46
Sewer Line Repairs	21	15	108	138
New Town Canister Activity				
Alarms Responded To	10	17	102	121
Sanitary Sewer Maintenance				
Linear Feet Flushed	21,962	6,635	121,586	47,368
Linear Feet Televised	8,954	3,617	66,502	46,089
Storm Sewer Maintenance				
Linear Feet Flushed	0	0	1,720	170
Linear Feet Televised	0	0	1,877	0
Water Service Line Program				
Applications Received	3	6	15	24
Applications Approved	3	7	16	25
Total Number Repaired	3	5	16	26
Sanitary Lateral Program				
Applications Received	8	8	77	88
Applications Approved	10	6	86	83
Total Number Repaired	10	8	84	71