



SAINT CHARLES

OCTOBER 2022

DEPARTMENTAL REPORT

Larry Dobrosky, Director of Administration



INDEX

	<u>PAGE</u>
ADMINISTRATION.....	3
CITY CLERK	
COMMUNICATION & SPECIAL EVENTS.....	5
COMMUNITY DEVELOPMENT.....	7
CVB	
ECONOMIC DEVELOPMENT.....	8
ENGINEERING.....	11
FINANCE	
FIRE.....	12
HUMAN RESOURCES.....	15
INNOVATION & TECHNOLOGY	
LEGAL	
MUNICIPAL COURTS	
PARKS & RECREATION	
POLICE.....	18
PUBLIC WORKS.....	23

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

ADMINISTRATION

HIGHLIGHTS

- 757 Negotiations continue.
- Ongoing development meetings/discussions.
- Communications Manager Interviews.
- NIRI Program Committee Review October 10th, seven submissions.
 - Daryl Hampel, Public Works, was awarded first half of savings award - \$1,477.75 (HOA snow removal reimbursement program eliminated).
 - 4 submissions tabled until next meeting, more information needed.
 - 2 submissions denied, determined they were not feasible.
- Ward 10 Town Hall meeting October 13th.
- City Fall Festival – Employee Appreciation Day October 14th.
- Sister Cities foreign exchange students from Germany and Ireland visited City Hall on October 20th and October 25th.
- DocuSign training.
- Meetings and discussions regarding the City drinking water and Elm Point Wellfield.
- Fire Battalion Chief Interviews.

WORK SESSION FOLLOW-UP/UPDATES

- 2023 Budget – October, 2022
- User Fees – October, 2022
- Special Events Fees – October, 2022
- MIH Proposal (Fire Dept.) – November, 2022
- R & R Committee Recommendations – November, 2022
- Snow Plows Map – December, 2022
- Resident Rebate – December, 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

- Employee Recognition Programs – Employee Spotlight Awards revised, eliminating the paper nomination forms and requesting employees submit their nominations via the Saint Charles city Employee Portal.
- Electronic Device Purchase Policy revised.

ADMINISTRATION

CONTRACTS RECEIVED/APPROVED (\$10,000 - \$100,000)			
VENDOR NAME	DESCRIPTION	DEPARTMENT	\$ AMOUNT
Rolwes Electric, LLC	Replace electrical panels at City Hall (2nd, 3rd and 4th floors)	Public Works	\$ 62,420.00
Ford Asphalt Company, Inc.	Public Parking Lot maintenance	Public Works	\$ 39,900.00
Gerstner Electric, Inc.	Annual LED-Lighted Street ID's Project	Public Works	\$ 34,055.00
Electric Controls Company, Inc.	SCADA System modifications	Public Works	\$ 60,000.00
SCI Engineering, Inc.	Construction Testing/Observation Services for the PW Facility Wash Bay Building addition.	Public Works	\$ 16,092.00

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.
Cyber Security Software	Blueally Technology Solutions, LLC	\$ 429,650.36	\$ (11,776.54)	\$ 417,873.82	Replacement of Fortinet and purchase of CrowdStrike	I.T.
Cyber Security Software Upgrade	Blueally Technology Solutions, LLC	\$ 429,650.36	\$ 15,358.00	\$ 433,231.82	Upgrade CrowdStrike to CrowdStrike Falcon Complete on GOV Cloud	I.T.
Radio Advertising	St. Louis Cardinals	\$ 34,000.00	\$ 6,000.00	\$ 40,000.00	Radio Advertising for 2022 Playoffs	CVB
MO Highways & Transportation Commission Municipal and Cost Apportionment Agreement (ORD 21-159)	MO Department of Transportation	\$ 989,726.50	\$ 93,467.00	\$ 1,083,193.50	Supplemental Agreement #1 - include aesthetic enhancements	Engineering
Tuckpointing (Prop R)	Western Specialty Contractors	\$ 162,660.00	\$ (6,108.92)	\$ 176,551.08	Change order #2	Engineering
Police Department Renovations Phase 1	Aspire Construction Services, LLC	\$1,100,500.00	\$ -	\$ 1,100,500.00	Add 80 Days to Schedule	Engineering

COMMUNICATION & SPECIAL EVENTS

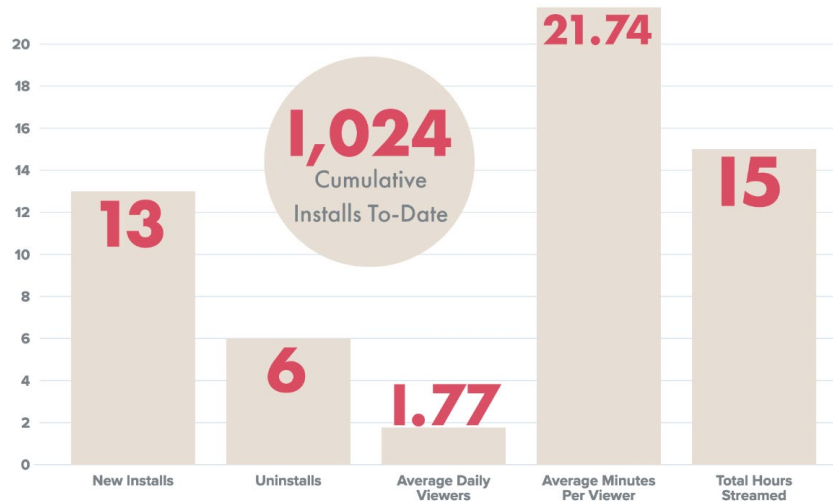
WEB SITE

In October, we had **5,600 views** on our YouTube Channel.

Top 5 Videos:

- Paw Parade 2022 Commercial
- ACF Video – Early January 2022
- Fire Department Open House 2022 Promo
- Finance | Business License Renewal
- 40 Years of Christmas Traditions

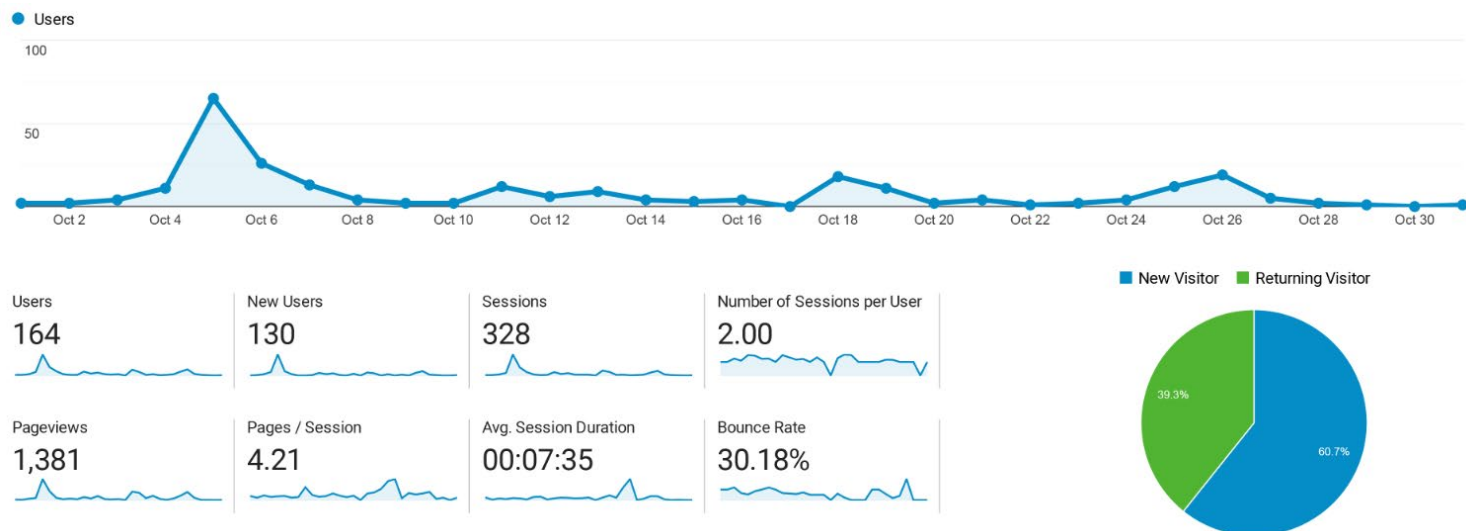
ROKU



SOCIAL MEDIA



WEBSITE ON-DEMAND & STREAMING VIDEO ANALYTICS



COMMUNICATION & SPECIAL EVENTS

MEDIA PRODUCTIONS

- City Meetings: City Council , Landmarks Board, Planning and Zoning, Board of Adjustment
- “You’ve Been Boo’d” promotion photos with council members
- Economic Development Chamber update video
- 2023 Calendar photos

COMMUNICATION/SPECIAL EVENTS PROJECTS

- Ward 10 Town Hall Meeting held.
- First Boxing Event held in Frenchtown with great attendance and success.
- Senior Prom event held at Foundry. Great event with about 100 in attendance.
- Third Annual Paw Parade held with highest attendance and participation.
- Participated in Lindenwood Tailgate events to promote upcoming City events.
- Witches on Main event held for first year.
- October Flea Market held.
- Employee Fall Festival held at Blanchette Park. Had about 130 employees and families attend.
- Frenchtown Art Walk took place.
- Worked on Economic Development Update presentation for Chamber luncheon with Mike Klinghammer.
- Had first meeting for 2023 St. Patrick’s Day Parade.
- Lindenwood Homecoming Parade.
- Worked on communications strategy for Elm Point Wellfield press conference.
- November newsletter went to print.
- Finalized 2023 Calendar to be mailed to residents.
- Employee Holiday Party planning and materials.

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	12	12	4,743,593	
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	12	12	\$4,743,593.00	
Section 2 New Residential Non-Housekeeping Buildings		Buildings	Rooms		
Hotels, Motels, And Tourist Cabins (transient accommodations only)	213				
Other Nonhousekeeping Shelter	214				
Residential Structures Other Than Buildings	215	8		336,000	2 ret wall; 5 pools/hot tubs/spas; 1 shed
Section 3 New Non-Residential Buildings				Valuation of Construction (Omitting Cents)	
Amusement, Social and Recreational	318		1	15,000,000	Chicken & Pickle
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		2	3,150,000	Fire Station #3 (replacement); Circle K Car Wash
Commercial Structures Other Than Buildings	329	1		165,340	1 ret wall
Section 4 ADDITIONS, ALTERATIONS AND CONVERSIONS			Number of Buildings	Valuation of Construction (Omitting Cents)	DESCRIPTION
Residential - Classify Additions of Garages and Carpports in Item 438. Includes Decks.	434		42	1,610,746	19 int/alt/add; 19 decks; 1 multi fam alt; 3 solar;
Nonresidential and Nonhousekeeping (Com)	437		11	3,509,729	11 alt/int
Additions of Residential Garages and Carports (attached and detached)	438		2	52,910	
Section 5 DEMOLITIONS AND RAZING OF BUILDINGS			Number of Buildings	Number of Housing Units	DESCRIPTION
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				
TOTALS		79	# Permits	28,568,318	Value

ECONOMIC DEVELOPMENT

HIGHLIGHTS

- October New Businesses – 11

NEW BUSINESS LICENSES

Business Name	Contact Name	License Type	Activity Type	Industrial Code	Address	City	Zip Code	Phone Number
Boudoir By Tracy Lynn	Kirkland, Tracy	Non Retail License	Business Offices	Photographic Studios: Portrait	1360 S 5th St Ste 269	Saint Charles	63301	918-698-2030
Capri Pools & Aquatics	Wiecher, Dave	Non Retail License	General Contractor Residential	Residential Building Construction	3050 W Clay St Ste 300	Saint Charles	63301	314-351-6020
John's Auto Detail	Johnson, John	Non Retail License	Garages	Automotive Services, Except Repair	2580 S Old Hwy 94	Saint Charles	63303	314-882-0101
Local 636	Akers, Ed	Retail Merchant License	Retail	Retail Stores, Not Elsewhere Classified	1417 N 2nd St	Saint Charles	63301	636-734-7613
OK Massage	Zhou, Lixin	Non Retail License	Business Offices	Massage Parlors	2629 Muegge Rd	Saint Charles	63303	636-244-2727
Patterson Mold and Tool, LLC	Carlson, Paul	Non Retail License	Manufacturing	Miscellaneous Fabricated Metal Products	1015 Portwest Dr	Saint Charles	63303	636-940-9988
Popeye's #719	Dhanani, Amin	Retail Merchant License	Retail	Eating And Drinking Places	1041 Regency Pkwy	Saint Charles	63303	281-201-2700
Terra-Scape Landscape Constructors, LLC	Clohessy, Joe	Non Retail License	Business Offices	Landscape And Horticultural Services	2145 S Old Hwy 94	Saint Charles	63303	636-724-5680
Tiffany Ruby LLC	Ruby, Tiffany	Non Retail License	Business Offices	Beauty Salon	1360 S 5th St Ste 269	Saint Charles	63301	314-587-0068
Unleashed Fitness DBA Edge Personal Fitness	Smith, Thomas	Non Retail License	Business Offices	Health Clubs, Reducing Salons	516 S 5th St	Saint Charles	63301	636-336-6497
Visiting Angels of Greater St. Charles	Snyder, Roy	Non Retail License	Business Offices	Health & Allied Services Not Elsewhere Cla	3555 Veterans Memorial Pkwy	Saint Charles	63303	636-244-3777

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	0.12		-	-		-	-		-	-		2	1.45
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		-	-		-	-		2	6.98		-	-		1	22.12		-	-		9	41.15
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
August																								
Single Family Detached		3	1.33		20	5.09		29	8.12		45	17.38		5	2.08		1	0.24		16	6.26		119	40.49
Single Family Attached	-	-	-	-	-	-	-	-	-	3	6	1.09	-	-	-	-	-	-	-	-	-	3	6	1.09
Multi-Family	4	120	20.04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	120	20.04
New Commercial		2	1.92		1	0.75		2	1.44		-	-		-	-		-	-		-	-		5	4.11
September																								
Single Family Detached		-	-		16	3.56		26	8.72		31	14.67		2	1.31		1	0.26		11	4.98		87	33.50
Single Family Attached	-	-	-	1	6	1.19	4	4	1.01				-	-	-	-	-	-	-	-	-	5	10	2.20
Multi-Family	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New Commercial		-	-		1	2.00		1	2.30		2	0.17		-	-		-	-		2	6.31		6	10.79
October																								
Single Family Detached		3	1.79		23	5.33		12	4.74		29	11.38		1	0.48		3	1.33		33	12.74		104	37.79
Single Family Attached	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Multi-Family	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New Commercial		-	-		3	4.66		-	-		3	4.19		-	-		-	-		1	3.60		7	12.45
TOTALS																								
Single Family Detached		38	21.35		244	58.83		258	74.47		295	122.76		40	16.92		45	9.69		219	83.72		1,139	387.74
Single Family Attached	-	-	-	13	18	4.08	4	4	1.01	11	14	2.54	-	-	-	1	2	0.82	29	38	8.45	29	38	8.45
Multi-Family	4	120	20.04	5	145	14.33	1	246	35.50	-	-	-	-	-	-	12	304	24.31	-	-	-	22	815	94.18
New Commercial		18	31.01		11	29.25		7	7.90		11	18.21		-	-		25	26.92		5	11.35		77	124.64

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

ECONOMIC DEVELOPMENT

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	508	110.98	349	34.00	407	77.24	158	41.39	221	84.54	349	142.22	1,992	490.37

* 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

Utility Locates	October 2022	October 2021	2022 Year to Date
City Utility Locates Received	1,235	1,424	12,832
City Utility Locates Completed	1,087	1,284	11,989
New Engineering Permits Issued	19	45	252
Planning & Zoning Plan Review	6		93
Improvement Plans Received	3		28
Advertised	0	3	4
Contracts Routed	6	24	124
Currently in Design	23		
Currently under Construction	6		
Traffic & Stop Sign Requests			
Traffic Requests	1	2	14

FIRE

HIGHLIGHTS

• **Fire Operations/Administration Activities**

- Truck Display for New Town event
- Hosted CPR training
- Fire Truck Display for Frenchtown Fight Show
- Fire Truck Display for Great Beginnings Learning Center
- Conducted fire drills at Lindenwood University
- Ladder Truck Display with flag for Missouri Police Canine Association
- Fire Truck Display for Bright Start Academy
- Fire Truck Display for Little Hills Learning Center
- Fire Truck Display at Lowes for Fire Safety Month
- Fire Truck Display for 2022 Frenchtown Paw Parade
- Fire Truck Display for block party
- Replaced batteries in 75 smoke detectors
- Hosted a tour for Parents as Teachers Program
- Fire Prevention Safety Week at Just 4 Us Child Care
- Participated in the St. Charles West High School Homecoming Parade
- Fire Truck Display at the Farmer's Market at the Foundry Art Center
- Fire Truck Display at Lowes for a children's event
- Trunk or Treat at Borrromeo School
- Trunk or Treat at Orchard Farm Learning Center
- Trunk or Treat at Monroe Elementary
- Trunk or Treat at Null Elementary
- Trunk or Treat at Boys & Girls Club
- Participated in Lindenwood University's Homecoming Parade
- Trunk or Treat at Fairwind's River's Edge
- Trunk or Treat at Elm Point Animal Hospital
- Fire Truck Display for Fall Festival at Element Church
- Fire Truck Display for Fall Festival at Restoration Church
- Fire Truck Display for Covington Subdivision Halloween Party
- Trunk or Treat at First Baptist Church
- Replaced 5 smoke detectors
- Participated in subdivision Halloween Parade (2696 Kettering Court)
- Trunk or Treat on Main Street
- Trunk or Treat at Ridgecrest Baptist Church

• **Fire Experience**

- 9 Structure fires
- 1 River/boat rescue events
- 11 Fire incidents
- 708 Total incidents
- 2 Civilian death
- 0 Firefighter injuries or death total fire loss \$155,650 12%
- Total value saved \$1,150,135 88%

• **Public Fire Education Activity**

- Annual Open House: 550 Visitors
- October Elementary School Safety Presentations: 783 students, 50 adults

FIRE

HIGHLIGHTS

- **Public Relations**
 - Total posts – 23
 - Total Reach – 52K
 - Followers – 10,408
 - Likes – 9.2K
- **Logistics Division**
 - Station 1 Roof final walk through
 - Updated OOS workout equipment
 - Replaced out of service appliances
 - Trial and evaluations started for SCBA's
- **Training Division**
 - Crews conducted 2722 hours of training
 - Crews attended HazMat refresher class
- **EMS Highlights**
 - 24 hours of EMS class taught to 64 members
 - 8 hour Prehospital trauma life support class taught to 26 paramedics
 - 22 Opiate Overdoses
 - 6 citizens participated in our monthly CPR class
 - Stop the Bleed and Narcan administration training provided to Lindenwood Public Safety Department
 - Stop the Bleed training provided in conjunction with the PD to our public works department as well as Mason Elementary school and all of the nursing staff at St Charles School District. Over 100 educators were trained
 - Stop the Bleed training is now integrated into our monthly CPR classes
- **Fire Prevention Activity**

Annual Fire Inspections	465
Occupancy Inspections	9
Fire Protection Systems Inspection & Testing	8
Operational Permit Inspections – Events and Tents	4
Plan Reviews – New buildings, Alterations	26
Complaints	1
Misc. – Inspections, Environmental Assessments, Consultations	9
TOTAL	547
Fire Department Permits Issued	25

FIRE

HIGHLIGHTS

- EMS Billing

EMS BILLING 2022	Net Collections	Date of Service Trips	Date of Service Trips 2021
January	\$161,465.25	420	417
February	\$192,874.22	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
August	\$192,836.87	347	474
September	\$148,643.83	287	427
October	\$144,875.81	308	455
TOTAL	\$1,680,067.49	3751	5152*

* Total Service Trips (January - December)

The billing team is operating within a 2 day turnaround time – currently billing trips with a date of service 11/1/22 which were imported on 11/3/22

EMS BILLING	Net Collections 2022	Net Collections 2021
1st Quarter	\$536,975.63	\$437,704.90
2nd Quarter	\$491,696.81	\$508,015.30
3rd Quarter	\$506,864.73	\$580,973.20
4th Quarter	\$144,875.81	\$503,090.64

- EMS Incidents

Medical assist, assist EMS crew	1
Emergency medical service incident, other	5
EMS Invalid assist	57
EMS calls excluding vehicle accidents	469
Motor vehicle accidents with injuries	15
Motor vehicle/pedestrian accident	2
Motor vehicle accidents without injuries	14
Rescue/EMS standby	1
Extrication of victim from machinery	1
Swift Water Rescue	1
TOTAL EMS incidents for October	566

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		Start Date Pending
Grant Writer (New Position)	1	Administration		Recruitment in Progress
Planner	1	CD	9/30/2022	Recruitment in Progress
Group Sales Supervisor (New Position)	1	CVB		Recruitment in Progress
Construction Inspector	1	Engineering	5/29/2022	Start Date Pending
<i>Financial Analyst (Senior Financial Analyst position was reconstructed)</i>	1	Finance	9/16/2022	Internally Filled
Finance Director	1	Finance	8/8/2022	Internal Review
Finance Tech II	2	Finance		Recruitment in Progress
<i>FireFighter/Paramedic</i>	1	Fire		Filled
Training and Development (New Position)	1	HR		Recruitment in Progress
Desktop Specialist	1	I.T.		Interviews Held
Senior Systems Engineer	1	I.T.	2/25/2022	Recruitment in Progress
Assistant City Attorney	1	Legal	11/20/2020	Position in Review
Executive Assistant to the Mayor	1	Mayor/Admin		Position in Review
Parks Maintenance Worker III - Operations/HVAC	1	Parks		Recruitment in Progress
Police Dispatcher	1	PD	7/24/2022	Recruitment in Progress
Police Officer	5	PD		Recruitment in Progress
Police Service Officer	3	PD	4/26/2022	Recruitment in Progress
<i>Police Service Representative - Records Clerk</i>	1	PD		Filled Internally
Assistant Public Works Director	1	PW	2/7/2021	Recruitment in Progress
Building Maintenance Mechanic - Facilities Maintenance	1	PW		Interview Scheduled
Electrician	1	PW	4/1/2022	Start Date Pending
Equipment Operator - Sewer	2	PW	8/5/2022	Recruitment in Progress
Equipment Operator - Streets	2	PW	1/18/2022	Recruitment in Progress
Fleet Mechanic	1	PW	4/27/2022	Recruitment in Progress
Water Distribution Worker	4	PW	6/24/2022	Interviews Scheduled
Communications Specialist	1	SP. E&C		Recruitment in Progress
Special Events Manager (previously Communications Supervisor)	1	SP. E&C	8/8/2022	Recruitment in Progress
POSITIONS UNDER REVIEW				
Admin Assoc V	1	CVB		On Hold
Admin Associate V - Engineering	1	Engineering	5/29/2020	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
PT Deputy Clerk	1	Clerk	9/4/2022	Recruitment in Progress
Park Rangers		Parks	1/3/2020	Recruitment in Progress
Parking Enforcement Officer - PT	1	PD	5/23/2016	On Hold
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
Sewer Maintenance Worker - PT	1	PW	4/7/2022	Recruitment in Progress
Street Maintenance Worker - PT	1	PW	5/17/2019	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
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 - October 2022				
Name of New Employee	Department/Division	Position	Start Date	Miscellaneous Information
Jonathan Alfaro	Police	Police Officer	10/3/2022	Jonathan Alfaro joins the City of Saint Charles Police Department as a Police Officer. Jonathan brings with him over five (5) years of experience in the Police Force. He will use his knowledge to assist the City of Saint Charles. He is ecstatic be joining us.
Flavio Felix	Police	Police Services Officer	10/3/2022	Flavio Felix joins the City of Saint Charles Police Department as a Police Services Officer. He brings with him almost one (1) year working with as a Student Investigator. He will use the skills that he learned during his time there to begin his career with us. Flavio is ecstatic to join our team.
James Gillam	Engineering	Assistant City Engineer	10/3/2022	James Gillam joins the City of Saint Charles Engineering Department as the Assistant City Engineer. He brings with him eight (8) years of working with an Engineering Department. James is excited to continue his career with us.
Steven Harris	Police	Police Officer	10/3/2022	Steven Harris joins the City of Saint Charles Police Department as a Police Officer. He brings with him over eleven (11) years experience in Public Safety. Steven is excited to continue his career with us.
Lucas Irizarry	Parks	Communications Associate	10/3/2022	Lucas Irizarry joins the City of Saint Charles Parks and Recreation Department as a Communications Associate. He brings with him the experience of communicating with the public. Lucas is elated to
Kalee Schnake	Police	Police Dispatcher	10/3/2022	Kalee Schnake joins the City of Saint Charles Police Department as a Police Dispatcher. She brings with her four (4) years of customer service. She will use her customer service skills to benefit the Department. Kalee is ecstatic about joining our team.
Nathan Strode	Police	Police Officer	10/3/2022	Nathan Strode joins the City of Saint Charles Police Department as a Police Officer. He brings with him over four (4) years of experience in the Police Force. Nathan is happy to continue his career with us.
Logan Vissak	Police	Police Services Officer	10/3/2022	Logan Vissak joins the City of Saint Charles Police Department as a Police Services Officer. He brings with him a little over three (3) years of customer service. Logan is elated to start his career with us.
Kendall Wilkes	Public Works	Equipment Operator	10/3/2022	Kendall Wilkes joins the City of Saint Charles Public Works Department as an Equipment Operator. He brings with him six (6) years of working with heavy equipment and performing other duties
Kevin Drury	Fire	Firefighter/Paramedic	10/31/2022	Kevin Drury joins the City of Saint Charles Fire Department as a Firefighter/Paramedic. He brings with him a little over nine (9) years of firefighter/paramedic. Kevin is elated to continue his career with

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	3
Part-Time	1	0
CVB/Foundry		
Full-Time	16	15
Part-Time	8	8
Economic Development		
Full-Time	2	1
Part-Time	0	0
Engineering		
Full-Time	19	18
Part-Time	0	0
Finance		
Full-Time	17	14
Part-Time	0	0
Fire Department		
Full-Time	89	89
Part-Time	0	0
Human Resources		
Full-Time	7	5
Part-Time	1	1
Information Technology		
Full-Time	7	5
Part-Time	0	0
Legal		
Full-Time	3	1
Part-Time	0	0
Muni Court		
Full-Time	8	8
Part-Time	0	0
Parks Department		
Full-Time	32	31
Part-Time	14	14
Police Department		
Full-Time	157	147
Part-Time	2	2
Public Works		
Full-Time	89	76
Part-Time	18	7
Special Events and Communications		
Full-Time	6	4
Part-Time	3	3
Total Full-Time		460
Total Part-Time		35
Total Current Employees		495

POLICE

HIGHLIGHTS

• **Community/Department Activities**

- o **October 5:** Detectives with St. Charles met with numerous other investigators and the Attorney General's Office regarding numerous felony stealing complaints. The new owners of Tri County Fence and Deck have stolen well over \$150,000 in multiple investigations spanning over three counties. The cases will be combined and the Attorney General will coordinate with each agency for prosecution. St. Charles Police have taken two reports regarding the company.
- o **October 6:** Officers attended the Thirteenth Annual Crisis Intervention Team banquet.
- o **October 10:** The Police Department conducted 4E active shooter training for the Parks Department.
- o **October 11:** Jonathan Alfaro, Steven Harris and Nathan Strode were sworn in as new police officers.
- o **October 14-18:** Major Grove, Lt. Shields and Devlin Hutchins attended the annual IACP Conference in Dallas, Texas.
- o **October 20:** Captain Floyd met with the German Sister Cities kids to describe his position within the police department.
- o **October 25:** Captain Floyd met with the Irish foreign exchange students to describe his position within the police department.
- o **October 27:** The Police Department conducted 4E active shooter training for the Public Works Department.
- o **October 31:** The Chief, Command Staff and other officers handed out candy for Trick or Treating on Main Street.
- o **October 31:** The detective bureau, along with other surrounding agencies, in St. Charles County, conducted a Sex Offender Compliance Operation. The operation consisted of more than 160 checks and 25 violations.

• **Notable Incidents**

- o **October 6:** Officers Fischer and Pham were two-man working the Criminal Interdiction Task Force when they observed a vehicle violate the stop light on S. 5th Street and Ameristar Blvd. The vehicle drove Southbound in the northbound lanes of S. 5th Street before jumping the curb, then coming to a hard stop. Pistol display by Officer Fischer while approaching the vehicle. Driver was arrested for numerous traffic violations, including DWI, as well as an active warrant.
- o **October 7:** A suspect lost control of his vehicle and impacted the guard rail on the southeast corner of Boone's Lick and S. Riverside. The suspect was arrested for DWI.
- o **October 7:** Unknown subject(s) stole a vehicle from Glenco Drive and attempted to ram the front entrance to Kevin's Guns. The concrete barriers prevented entry into the store and nothing was taken. Stolen vehicle was left on the scene. CIB was notified and responded.
- o **October 8:** The victim contacted our department and stated that she overdosed and was trying to kill herself but needed help. EMS transported her to St. Joe's, where Officer Worland filled out an affidavit.
- o **October 8:** The victim's attorney called this department to report her client was threatening suicide with a gun. His phone was pinged in the area of Elm and Hwy 370. Officer McCormick was able to contact the victim who agreed to meet at the Circle K on Elm Street. The victim did have a pistol which was seized and he was transported to St. Joe's, for an involuntary commitment. Officer McCormick filed out the affidavit and CIT forms.

POLICE

HIGHLIGHTS

- **Notable Incidents – continued**

- **October 9**: While the victim was sleeping, An Unknown subject(s) entered the victim's first floor apartment. A purse and laptop were stolen. Investigation is ongoing.
- **October 9**: Delayed report of an armed robbery. The victim randomly met the two female suspects at the casino. The victim eventually left with the female suspect in their vehicle. The vehicle eventually stopped possibly near Park and Duchesne around 0303 hours. Two male suspects randomly appeared and robbed the victim at gunpoint. Taken was \$3000 in cash, an iPhone and his wallet. The victim was driven back to the casino by the female suspects, and the victim waited to report the incident approximately two hours later.
- **October 9**: Officers responded to a fight between four females and one male, where one female was being dragged by the male. Upon arrival, no one wanted to prosecute, but they refused to leave. Security and Officers told them numerous times that they needed to leave or they would be arrested for trespassing. Several of the females left but the suspects wanted to argue and were arrested. Arm bars, pressure points and finally mace were used to take the male suspect into custody and into the police vehicle. Arm bars and wrist locks were used on the female to get her into the police vehicle.
- **October 12**: Report of shots fired wherein a subject, later identified, was shooting at another subject near the EB 370 exit ramp onto N. 3rd/Hwy 94. Upon arrival, a witness was located who positively identified the suspect. A handgun magazine was located on the exit ramp and a perimeter was set up around the area to allow K9 to track. The suspect was observed on the railroad tracks and upon being sighted, continued into the wooded area. K9 track went cold and a witness later called in a suspicious subject call near Warwick and E. Governor Place that matched the suspect's description. The suspect was located and taken into custody at Warwick and Zumbel Rd. Handgun display by arresting officers. A victim's vehicle, who is a Boeing employee, was struck when the suspect was firing the handgun.
- **October 12**: Officers responded to McDonalds on S. 5th Street, in reference to the suspect having numerous felony warrants out of St. Charles County. The suspect was reportedly waiting for a ride. Officers Stewart and Burnett arrived first and observed the suspect getting into a vehicle. The vehicle turned east on Boone's Lick and Stewart used his emergency equipment to stop the vehicle. As soon as the vehicle stopped, the suspect jumped out of the passenger's side front seat and ran into the wooded area just south of Boone's Lick. A perimeter was established and Officer Stewart, K-9 Swift and Officer Burnett started a K-9 track. Suspect was located and he jumped into the creek to try to get away. K-9 Swift and Officer Stewart jumped into the creek and the suspect gave up and was taken into custody.
- **October 13**: Officer Miller arrested the suspect for DWI. After he blew and was booked, he was released to his girlfriend, who came back inside the department with questions. The suspect got into the driver's seat of her vehicle and drove around from the Zumbel side of the department to the Graystone side of the department. He then got out and tried to climb the fence to get into the employees only parking lot. When he couldn't climb over the fence, he kicked and tried to break the fence, bending one of the bars. He was then arrested for his second DWI and damage to city property. Loss forms were completed.

POLICE

HIGHLIGHTS

- **Notable Incidents – continued**

- **October 18**: Officers were sent to Comfort Suites for a shots fired call. In route, dispatch advised that a victim was in front of the Hampton Inn and Suites next door. Officers arrived on scene and located the victim with multiple gunshot wounds. First aid was provide until medics could arrive. The victim stated he was in front of Comfort Suites when he was shot by a short black male in an orange (with a black stripe) Ford Mustang. An area canvass for the shooting scene and suspect vehicle met with negative results. The victim was transported to DePaul and underwent surgery. Investigation ongoing.
- **October 18**: Dispatch advised of a vehicle driving the wrong way on Muegge headed towards 70. Vehicle ended up east on VMP and near Capitol Apartments, drifted into the westbound lanes and struck a city work truck F-150. The vehicle spun around and was struck by a vehicle following the city work truck. The driver was unresponsive at the scene, was transported and pronounced deceased at the hospital.
- **October 19**: Pleasant Valley maintenance knocked, then entered the apartment at 10:00am and observed a 5 year old juvenile victim inside a bedroom blocked with a gate. They observed a female in the rear bedroom not responding while they attempted to get her attention. Maintenance left then came back at 1300 hours and reentered the apartment and observed same child in the bedroom still blocked by a gate. Maintenance contacted police who responded and observed 5 year old victim with the rear bedroom locked with no response to verbal announcements. The rear bedroom door was forced open and no one was observed in the bedroom and /or apartment besides the 5 year old. A large jar of marijuana was located in plain view and seized. DFS was contacted who responded and started an investigation. Per DFS, the children were released to adult male in residence who responded to scene. Damage to rear bedroom door and door frame. Photos taken by Officer Garner.
- **October 20**: Fire on Sweet Water Crossing was contained to back deck which was a total loss. Possible caused by a cigarette and no injuries.
- **October 22**: The victim sent pictures of her with a pistol to her mom and sister, stating that she did not want to breathe anymore. The mom didn't know if she was at home or at her friend's house located at on Elm Street. The victim is being evicted from Deerfield and has to move out by the end of October. Upon arrival, the victim was not at home and Officer Mauzy was able to contact her by phone. The victim stated that she would be home in 5 minutes and Mauzy stated she sounded intoxicated or drugged. The victim never showed up so officers went to the Elm Street address where she was taken into protective custody and transported to the hospital for CIT.
- **October 22**: Report by a witness stating that a white female was climbing over the bridge edge on IS 70. The victim's daughter called as well stating that her mother stated she was going to jump from the bridge. The victim's vehicle was located parked on the St. Louis County Side, still running. The victim's cell phone was located on one of the observation posts on the bridge on the St. Louis County side. MSHP arrived on scene and took over the investigation. SCFD arrived and put boats in the water with Sgt. Braswell on board. The victim was located by SCFD on the St. Louis County shore with severe injuries. The victim transported to ER.
- **October 23**: The subject lost control of his vehicle and struck one of the glass topped, black, decorative light poles along Boone's Lick Road near Second Street.

POLICE

HIGHLIGHTS

• **Notable Incidents – continued**

- o **October 23**: Officers responded to an active disturbance where two females reportedly attacked a male and were armed with firearms. This involved two of the female juveniles who were fighting in Fox Chase apartments the night before. Two vehicles left, upon officers' arrival, and were stopped near Lindenwood. Officers displayed their duty weapons for a felony stop. One subject refused to cooperate and resisted arrest and a leg sweep and arm bar were used to take her into custody. The other three subjects were charged with affray.
- o **October 23**: An ex-husband was checking on his ex-wife, who hadn't been heard from since Wednesday night. He was able to contact the landlord, who provided the code to Sgt. Howe, for the master keys, to gain entry into the building and the locked
- o apartment. The victim was found obviously deceased in her bed, in a decomposing state. The M.E. was contacted who released the body to the family.
- o **October 23**: The victim hung himself and was later found deceased by his wife. According to the wife, the victim was an alcoholic and suffered from mental illness. Detective bureau was notified and responded. The body was transported for autopsy.
- o **October 23**: Officer White observed an unlicensed GMC Yukon leaving Ameristar Casino. An attempt to stop the vehicle resulted in the vehicle failing to yield west on Ameristar Blvd. towards S. 5th St. The pursuit was terminated at S. 5th St. and Ameristar Blvd, and the vehicle was not followed. The suspect's vehicle was last observed driving south in the north bound lanes of S. 5th St., then east up the west bound IS 70 off ramp to S. 5th St. A short time later, calls were received for a leaving the scene of an accident on west bound IS 70 and S. 5th St. involving the Yukon. Another call was received a short time later, for the above vehicle, stopped just before the bridge on east bound IS 70 and the driver had fled on foot. One caller stated the suspect possibly jumped off the bridge, but this was not observed or confirmed. Officers and Rangers checked the area underneath the bridge to no avail, and did not observe anyone in the river. Metro Air Support was requested for a precautionary check of the river, to which they advised they were not available on Sundays. Investigation is ongoing.
- o **October 24**: Initial caller advised someone was in the parking lot near Fox Chase Drive shot. A second female caller advised the suspect shot through her door, and the suspect was possibly in the parking lot in his vehicle. It was later determined no apartments were shot into and no one was shot. Officers initially approached cautiously, securing the parking lot and covering the apartment building. It was later determined the suspect's vehicle was gone. Officers contacted two subjects, one being the female caller who was intoxicated. Shell casings were found outside of the apartment. It was determined an argument occurred inside the apartment between the female's nephew and the suspect. All three subjects had been drinking. The female kicked the suspect out of her apartment, closed the door and heard multiple gunshots. The female and the nephew did not know the suspect's name and could not complete written statements. Casings were seized and investigation is ongoing.
- o **October 24**: A disturbance occurred on Park Crest with two subjects armed with handguns. The incident was near the rear playground of Monroe Elementary School. Upon arrival, one suspect left on foot, last seen armed with a knife. Monroe, Jefferson and St. Charles High were locked down during the investigation. One arrest was made at the scene. Officer Riggins displayed his department handgun at one subject that was armed with a handgun and several knives. The subject refused to obey commands and a leg sweep was used to take him to the ground and secure him. That subject was placed in handcuffs until it was determined that he was not directly involved but was friends with the suspect.

POLICE

HIGHLIGHTS

- **Notable Incidents – continued**

- **October 24:** The victim, who was homeless, was found dead in the storage room in the lower level of a building located on First Capitol Drive. The property owner was allowing the victim to sleep in the storage room, but recently had told him to leave. The victim barricaded himself in the room and had not been seen or heard of for the past three days.
- **October 26:** The suspect violated a stop sign and struck another vehicle, which was driven by a 60 year old victim. The impact pushed the victim’s vehicle into a third vehicle. The victim showed signs of a serious head injury and was not alert. The victim was transported to DePaul Hospital. The suspect was arrested for DWI by Officer Alexander.
- **October 27:** The suspect was stealing at Lindenwood Schnucks and was maced by an off-duty St. Louis City Park Ranger as Officer Mozingo and Officer Klipsch arrived. The suspect attempted to assault Officer Klipsch. Empty hand control was used to take the suspect to the ground. Sgt. Lawrenz arrived and used empty hand control to help get the suspect into the ambulance as he was belligerent and spitting at/on officers. At the hospital, Sgt. Lawrenz used empty hand control to get the suspect handcuffed to transport back to the jail from the hospital.
- There were three (3) fatal overdoses.
- There was one (1) overdose where an officer administered NARCAN and one (1) overdose where the parents administered NARCAN and the victims survived.

- **Operational Numbers for October 2022**

Calls for Service	2018	2019	2020	2021	2022
Phone	2,999	3,126	3,247	3,017	3,161
Self	4,535	4,385	3,762	4,407	4,942
Total	7,534	7,511	7,009	7,424	8,103
Incidents	952	1,003	875	827	838
Traffic Accidents	168	173	154	173	135
Arrests	308	321	251	286	259

PUBLIC WORKS

Facilities Maintenance	Oct-22	Oct-21	2022 YTD	2021 YTD
Preventative WO	1,390	424	8,026	5,565
WO Request	95	58	770	519
Service Requests				
Created	1,037	1,270	11,580	12,600
Closed/Completed	1,011	1,261	11,500	12,564
Still Pending (Months End)	26	11	80	49
Service Requests - By Division				
Street	4	8	129	172
Water / Service Specialist	1,005	1250	11,277	12,237
Sewer	1	2	68	114
Traffic	1	1	29	52
Service Specialist/Meter Reader				
Water Initial Read	181	280	2,536	2,873
Water Final Read	190	268	2,621	2,946
Delinquent Off	153	180	1,545	1,873
Delinquent On	143	168	1,434	1,667
New Tap/Set	35	38	413	347
Meter Change-Outs	116	125	804	824
Work Orders				
Created	421	507	4,497	3,849
Completed	406	464	4,162	3,707
Work Order Cost	\$251,727	\$213,581	\$2,734,162	\$2,364,315
Completed Work Orders - By Division				
Water	236	264	2,244	2,037
Sewer	55	128	534	841
Traffic	68	48	706	402
Street	47	19	653	433
Water Distribution				
Service Specialist Activities (Total SRs)	987	1,248	11,176	11,640
Water Production (million gallons)	206.47MG	216	2217.19MG	2,307.98MG
Public Works Division				
Miles Swept	82	382.2	1,904	2,681.37
Potholes Patched	387	330	9,597	1,801
Street Repairs	26	18	405	377
Traffic Signal Repairs	8	5	43	36
Streetlight Repairs	30	13	205	113
Street Sign Repairs	19	22	414	174
Utility Division				
Manhole/Inlet Inspections	107	154	2,510	650
Water Valve Inspections	14	1	160	135
Water Main Breaks	6	3	73	52
Sewer Line Repairs	28	14	196	158
New Town Canister Activity				
Alarms Responded To	5	6	150	156
Sanitary Sewer Maintenance				
Linear Feet Flushed	12,402	8,690	170,417	80,669
Linear Feet Televised	9,669	3,353	98,936	72,108
Storm Sewer Maintenance				
Linear Feet Flushed	0	0	3,072	468
Linear Feet Televised	0	853	3,015	1,677
Water Service Line Program				
Applications Received	10	6	34	40
Applications Approved	10	5	35	39
Total Number Repaired	10	2	35	36
Sanitary Lateral Program				
Applications Received	6	9	122	114
Applications Approved	10	8	125	111
Total Number Repaired	10	10	119	96