

JANUARY 2023



SAINT CHARLES

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.....	10
FINANCE	
FIRE.....	11
HUMAN RESOURCES.....	14
INNOVATION & TECHNOLOGY	
LEGAL	
MUNICIPAL COURTS	
PARKS & RECREATION	
POLICE.....	17
PUBLIC WORKS.....	20

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

ADMINISTRATION

HIGHLIGHTS

- Individual meetings with City Councilmembers to discuss 2023 priorities.
- Wellfield Task Force initial meeting 1/12/23.
- Elm Point Wellfield Public Meeting 1/12/23.
- Ongoing meetings/discussions/communications regarding Elm Point Wellfield.
- Attended MCMA Winter Workshop in Columbia, MO on 1/19/23.
- Risk Manager Interview 1/24/23.
- Use Tax Meeting 1/25/23.
- NIRI Program Committee Review 1/31/23 (7 submissions).
- Ongoing development meetings/discussions.

WORK SESSION FOLLOW-UP/UPDATES

- Enterprise Resources Planning (ERP) Project – January, 2023
- Discuss Options for West Clark Street – January, 2023
- Short Term Rentals – January, 2023
- Civic Clerk Software – January, 2023
- City Council Strategic Plan – February, 2023
- 2022 City Accomplishments – February, 2023
- City Hall Safety – March, 2023

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

- Teleworking policy revised 1/3/23 – Weekly Productivity Report form added.
- Training and Travel policy revised 1/24/23 – Non-travel related business meal expense, page 4. Removed requirement for at least one non-city employee to be present at a business meal.

ADMINISTRATION

CONTRACTS RECEIVED/APPROVED (\$10,000 - \$100,000)			
VENDOR NAME	DESCRIPTION	DEPARTMENT	\$ AMOUNT
Civic Plus, LLC	Purchase of Civic Clerk agenda and minutes module	City Clerk	\$ 11,775.00
Lewis Rice, LLC	2023 Legal Services	Legal	\$ 100,000.00
Brentwood Services Administrators, Inc.	Third Party Administration Services (TPA) 1/1/23 - 12/31/23	Legal	\$ 99,999.00
Daikin TMI, LLC	Quarterly HVAC Preventive Maintenance at Public Works Facility for calendar years 2023 through 2025	Public Works	\$ 34,480.00
Scout Realty Group	2023 Professional consultation services for Economic Development Department	Economic Development	\$ 60,000.00
Gas Appliance Service, LLC	2023 Gas Light Maintenance Services	Public Works	\$ 35,000.00
Personal Assistance Services	2023 Employee Assistance Program (EAP)	Human Resources	\$ 10,500.00
Chesterfield Fence & Deck Co., Inc.	Provision and Installation of Fence on Fairgrounds Road	Public Works	\$ 17,788.21
Missouri Life	2023 Advertising in Missouri Life Magazine	CVB	\$ 18,515.00
St. Louis Cardinals	2023 Advertising with the St. Louis Cardinals	CVB	\$ 34,000.00

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.
Replace New Town Vacuum System Canisters	Martin General Contractors	\$ 469,800.00	\$0.00	\$469,800.00	Substitution of B8-SANCAN-016 for A8-SANCAN-167 due to leaking condition	Public Works
Window replacement at CVB	Seals Enterprises, Inc.	\$ 49,830.00	\$910.00	\$50,740.00	Change in casing size	CVB
Plaza Way Extension	George Butler Associates, Inc.	\$ 346,995.89	(\$91,598.72)	\$255,397.17	Removal of preliminary culvert design and all final plan tasks from scope of work	Engineering

COMMUNICATION & SPECIAL EVENTS

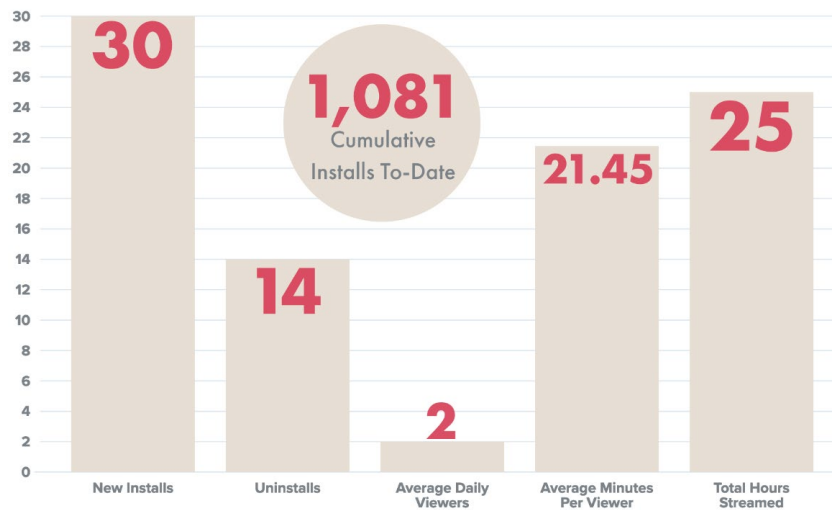
YOU TUBE

In January, we had **1,400 views** on our YouTube Channel.

Top 5 Videos:

- Elm Point Wellfield–212 Environmental (January 12th City Meeting)
- Six Boroughs–Commercial Realtors Luncheon FINAL
- Virtual Road Show 2022–Riverpointe
- Finance–Business License Renewal Permit
- Check Out St. Charles–Lewis & Clark Boathouse and Nature Center

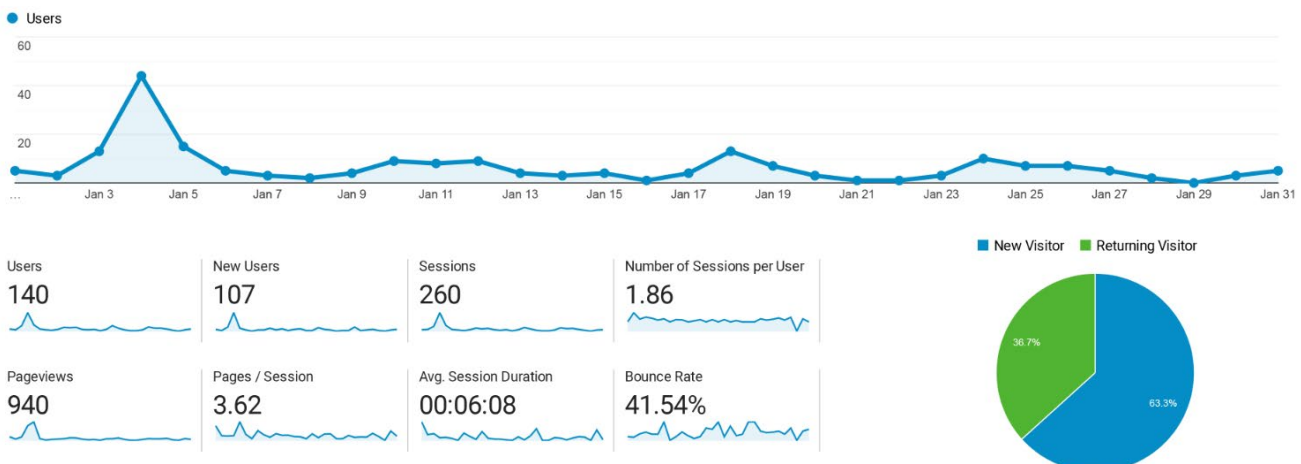
ROKU



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
- Video produced on Boroughs of Riverwalk for Commercial Realtors Luncheon presentation.

COMMUNICATION/SPECIAL EVENTS PROJECTS

- Use Tax focus groups were held and survey developed.
- Farmer's Market meetings with the Lions Club to discuss this year's market.
- February City Newsletter completed.
- Public meeting held on wellfield issue.
- Small Business Workshop held on Social Media marketing.
- Bowls and Brews event held with over 400 in attendance for first year.
- Had meeting with Lindenwood to plan 2023 event partnerships.
- Postcard for January 12 Public meeting on Water completed and mailed.
- Ward 1 Town Hall meeting held.
- Postcard for Ward 2 Town Hall meeting mailed.
- Held a department planning session to set priorities for 2023.

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	13	13	4,782,396	
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	13	13	\$4,782,396.00	
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	2		2,950	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				
Section 4 ADDITIONS, ALTERATIONS AND CONVERSIONS				Valuation of Construction (Omitting Cents)	DESCRIPTION
		Number of Buildings			
Residential - Classify Additions of Garages and Carports in Item 438. Includes Decks.	434	40		1,077,974	21 int/alt/add; 13 decks; 6 solar
Nonresidential and Nonhousekeeping (Com)	437	14		16,296,616	12 alt/1 int/1add
Additions of Residential Garages and Carports (attached and detached)	438	1		43,509	det garage
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		1		Old Chinatown Express
TOTALS		71	# Permits	22,203,445	Value

ECONOMIC DEVELOPMENT

HIGHLIGHTS

- January New Businesses – 20

NEW BUSINESS LICENSES

Business Name	Contact Name	License Type	Activity Type	Industrial Code	Address	City	Zip Code	Phone Number
Aquarian Herbs	Aquarian Herbs	Retail Merchant License	Retail	Miscellaneous Business Services	340 S Main St	Saint Charles	63301	636-484-0634
Ashley Dawn Photography, LLC	Loebs, Ashley	Non Retail License	Business Offices	Photographic Studios: Portrait	3237 Rue Royale Unit 1	Saint Charles	63301	314-210-0066
AV Nails	AV Nails	Non Retail License	Beauty Parlors	Beauty Salon	1936 Zumbel Rd	Saint Charles	63303	636-724-9110
China King	Jiang, Xuefei	Retail Merchant License	Retail	Eating And Drinking Places	3743 Elm St	Saint Charles	63301	636-723-8888
Christy Buehrle (Studio 1771)	Buehrle, Christy	Non Retail License	Business Offices	Beauty Salon	1771 W Clark St	Saint Charles	63301	636-219-4788
Crowder Accounting LLC	Crowder, Ken	Non Retail License	Business Offices	Accounting, Auditing, And Bookkeeping Serv	1416 S 1st Capitol Dr	Saint Charles	63303	636-926-7346
Emmanuel Adult Day Center LLC	Cox, Yvonne	Non Retail License	Business Offices	Miscellaneous Business Services	2726 Droste Rd	Saint Charles	63301	636-395-7377
Hello Moon Boutique	Russom, Vanessa	Retail Merchant License	Retail	Apparel, Piece Goods, and Notions	1106 N 2nd St	Saint Charles	63301	417-509-0106
Hubertus Biere	Hubertus, Cody	Non Retail License	Manufacturing	Miscellaneous Business Services	2091 Exchange Dr	Saint Charles	63303	314-330-5733
Inn Frenchtown	Dowell, Donna	Non Retail License	Hotels/Motels/Rooming Houses	Bed & Breakfast	1101 N 3rd St	Saint Charles	63301	636-448-1111
Jalisco Pizza	Ortiz Garcia, Leonardo Daniel	Retail Merchant License	Retail	Eating And Drinking Places	3831 Elm St	Saint Charles	63301	636-723-7800
Kaydee Jay Hair (Ciao Bella Salon)	Whitlock, Kaydee	Non Retail License	Beauty Parlors	Beauty Salon	535 Pike St	Saint Charles	63301	314-941-0752
Lush Aesthetics and Lash Studio, LLC	LaVear, Amy	Non Retail License	Beauty Parlors	Beauty Salon	2328 S Hwy 94 Outer Road	Saint Charles	63303	636-384-0123
Miracle Ear	Davis, Tiffany	Non Retail License	Business Offices	Health & Allied Services Not Elsewhere Cla	607 S 5th St	Saint Charles	63301	314-328-0088
Nails Beautique & Spa	Nguyen, Lila	Non Retail License	Beauty Parlors	Beauty Salon	115 1st Capitol Dr	Saint Charles	63301	314-489-6387
Rhodes Engines (412 Little Hills)	Rhodes, Scott	Non Retail License	Garages	Automotive Repair Shops	412 Little Hills Ind Blvd	Saint Charles	63301	636-925-8506
Richardson (Twisted Hair)	Richardson, Cyndi	Non Retail License	Beauty Parlors	Beauty Salon	3722 Elm St	Saint Charles	63301	314-707-5175
Studio Royale	Elders, Paige	Non Retail License	Business Offices	Photographic Equipment And Supplies	3237 Rue Royale	Saint Charles	63301	636-497-6801
Talk Therapy LLC	Neal, Francelle	Non Retail License	Business Offices	Miscellaneous Personal Services	2480 Executive Dr Ste 101	Saint Charles	63303	636-578-7879
Too Good Boxing	Wood, Mike	Non Retail License	Business Offices	Health Clubs, Reducing Salons	3466 Harry S Truman Blvd	Saint Charles	63301	636-734-2940

ECONOMIC DEVELOPMENT

ST. CHARLES COUNTY MISSOURI WIDE HOUSING PERMITS

	Lake St. Louis			O'Fallon			St. Charles City			* County			St. Paul			St. Peters			Wentzville			2023 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		-	-		14	3.28		13	4.78		19	6.55		2	0.96		10	2.65		13	8.81		71	27.02
Single Family Attached	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Multi-Family	3	108	19.51	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	108	19.51
New Commercial		-	-		-	-		-	-		-	-		-	-		-	-		3	10.87		3	10.87
TOTALS																								
Single Family Detached		-	-		14	3.28		13	4.78		19	6.55		2	0.96		10	2.65		13	8.81		71	27.02
Single Family Attached	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Multi-Family	3	108	19.51	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	108	19.51
New Commercial		-	-		-	-		-	-		-	-		-	-		-	-		3	10.87		3	10.87

* 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
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	538	122.59	350	34.27	446	86.80	197	49.35	233	89.68	505	175.97	2,269	558.66
2023	13	4.78	10	2.65	14	3.28	108	19.51	13	8.81	21	7.51	179	46.54

* 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	January 2023	January 2022	2022 Year to Date
City Utility Locates Received	752	1,013	752
City Utility Locates Completed	702	967	702
New Engineering Permits Received			
New Engineering Permits Received	21	26	21
Planning & Zoning Plan Review	2	17	2
Improvement Plans Received	1	2	1
Advertised			
Advertised	0	1	0
Contracts Routed			
Contracts Routed	17	46	17
Currently in Design			
Currently in Design	13	20	13
Currently under Construction			
Currently under Construction	10	8	10
Traffic & Stop Sign Requests			
Traffic Rquests	5	2	5

FIRE

HIGHLIGHTS

- **Fire Operations/Administration Activities**
 - EMS standby for New Town Polar Plunge
 - Monthly CPR class at Station 4
 - EMS standby for Lindenwood University Gymnastic Meet
 - Station 4 Cub Scout tour
 - Installed 18 smoke detectors
 - Replaced 10 smoke detector batteries
 - CPR First Aid Presentation held at Duchesne High School

- **Fire Experience**
 - 8 structure fires
 - 0 river/boat rescue events
 - 16 fire incidents
 - 807 total incidents
 - 0 civilian injury
 - 0 firefighter injuries
 - Total fire loss \$71,500 1%
 - Total value saved \$5,202,360 99%

- **Public Relations**
 - Total Posts – 12
 - Total Reach – 115K
 - Followers – 10,509

- **Logistics Division**
 - Quarterly station supplies ordered and delivered
 - SCBA Committee is finalizing their selection process
 - Stations 2 and 3 are underway with bi-weekly meetings with architects, officials, the builder and SCFD personnel
 - Station 5 plymovent was repaired
 - All station maintenance and repairs continue to be made through facilities

- **Training Division**
 - 2151 hours of training conducted in January
 - Crews attended Blue Card Review and Alternative Vehicle Emergencies training this month

- **EMS Highlights**
 - Community CPR class held at Station 4
 - Advanced Cardiac Life Support and CPR training was held for department members that were due – 42 personnel completed and passed the final exams
 - Three department members obtained their American Heart Association teaching credentials
 - Responded to 11 opiate overdoses

FIRE

HIGHLIGHTS

- Fire Prevention Activity

Permit Revenue	January	YTD
Building Construction Permits	\$15,917.77	
Fire Protection Systems Permits	\$1,543.00	
Occupancy Permits	\$500.00	
Operational Permits	\$550.00	
Plan Review Fees	\$1,350.00	
Total Permits/Plan Review Fees	\$19,860.77	
Permits Issues	27	
Activities		
Existing Business Inspections	123	
New Business Occupancy Inspections	10	
Fire Protection System Inspections	2	
Fire Drills	13	
Miscellaneous Consultations, Environmental Requests, etc.	7	
New Construction Inspections	3	
Plan Reviews	23	
Total Activities	181	

- EMS Billing

EMS BILLING 2023	Net Collections	Date of Service Trips	Date of Service Trips 2022
January	\$143,182.84	350	420
TOTAL	\$143,182.84	350	4,453*

**January - December 2022*

EMS BILLING	Net Collections 2023	Net Collections 2022
1st Quarter	\$143,182.84	\$536,975.63
TOTAL	\$143,182.84	1830740.66*

**Q1 - Q4*

FIRE

HIGHLIGHTS

- EMS Incidents

Emergency medical service incident, other	2
Medical assist, assist EMS Crew	1
EMS Invalid assist	41
EMS calls excluding vehicle accidents	514
Motor vehicle accidents with injuries	23
Motor vehicle/pedestrian accident	0
Motor vehicle accidents without injuries	16
Removal of victim(s) from stalled elevator	0
Trench/below grade rescue	1
Rescue, EMS incident, other	1
Total EMS incidents for January	599

HUMAN RESOURCES

OPEN POSITIONS

Position Title	Number of Positions Open	City Department	Date Position Vacated	Status of Recruitment Important Notes
Full Time Positions				
Grant Writer (New Position)	1	Administration		Recruitment in Progress
Risk Manager - Safety (New Budgeted Position)	1	Administration		Recruitment in Progress
Planner	1	CD	9/30/2022	Interviews Scheduled
Group Sales Supervisor (New Position)	1	CVB		Recruitment in Progress
Finance Administrative Associate V (Front Desk)	1	Finance	2/19/2023	Recruitment in Progress
Finance Director	1	Finance	8/8/2022	Internal Review
Firefighter / Paramedic	2	Fire	12/26/2022	Recruitment in Progress
Desktop Specialist	1	I.T.	10/28/2022	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
<i>Warrant Officer</i>	1	<i>Municipal Court</i>	1/12/2022	<i>Filled internally</i>
Parks Maintenance Worker III - Operations/HVAC	1	Parks		Recruitment in Progress
<i>Parks Maintenance I</i>	1	<i>Parks</i>		<i>Filled</i>
<i>Parks Rangers Sergeant</i>	1	<i>Parks</i>	11/11/2022	<i>Filled</i>
Police Dispatcher	2	PD	11/8/2022	1 Filled ; Recruitment in Progress
Police Officer	7	PD		3 Start Date Pending ; Recruitment in Progress
<i>Police Service Officer Supervisor</i>	1	<i>PD</i>	2/1/2023	<i>Filled internally</i>
Police Service Officer	3	PD	1/2/2023	3 Filled ; Recruitment in Progress
Building Maintenance Mechanic - Facilities Maintenance	2	PW	12/9/2022	Recruitment in Progress
Water Distribution Worker	5	PW	1/6/2023	2 Start Date Pending ; Recruitment in Progress
Equipment Operator - Sewer	4	PW	1/6/2023	Recruitment in Progress
Equipment Operator - Streets	2	PW	1/18/2022	1 Filled ; Recruitment in Progress
Lead Equipment Operator	1	PW	12/2/2022	Recruitment in Progress
Administrative Associate V	1	PW	11/30/2022	Position in Review
Fleet Mechanic	1	PW	4/27/2022	Recruitment in Progress
<i>Digital Media Specialist (previously Communications Specialist)</i>	1	<i>SP. E&C</i>	10/14/2022	<i>Filled</i>
<i>Special Events Manager (previously Communications Supervisor)</i>	1	<i>SP. E&C</i>	8/8/2022	<i>Filled, Start Date Pending</i>
POSITIONS UNDER REVIEW				
Admin Assoc V	1	CVB		On Hold
Finance Technician II	1	Finance	3/20/2022	On Hold
Financial Analyst	1	Finance	9/30/2020	On Hold
Emergency Operations position	1	Fire		On Hold
Paralegal/Executive Assitant II	1	Legal	1/10/2022	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
<i>PT Administrative Clerk (Previously Deputy Clerk)</i>	1	<i>Clerk</i>	9/4/2022	<i>Filled</i>
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	Position in Review
PT Water Plant Worker	1	PW	8/3/2022	Recruitment in Progress
Bus Driver - St. Charles Transit System (Previously 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 - January, 2023				
Name of New Employee	Department/Division	Position	Start Date	Miscellaneous Information
Jennifer Maine	Police Department	Dispatch	1/22/2023	Jennifer comes to the Police Department as a Dispatcher. She has three years of experience working in the school system. Her perspicacity in organization, attention to detail and work ethic make her a welcomed addition to the City. Jennifer is excited to start in her new career.
Taylor Peterson	Special Events and Communication	Digital Media Specialist	1/23/2023	Taylor is joining the Special Events and Communications department with a B.A. in Video Production. Since gaining her degree, Taylor has worked in the field as a Creative Content Producer for the past two years. She is thrilled to continue her journey with the City.
Charles Sipes	Public Works	Equipment Operator	1/23/2023	With over 25 years of experience working for several cities, Charles is joining the Public Works Department with a plethora of skills. As a CDL holder, Charles has operated an impressive array of vehicles and large equipment. He is happy to bring his expertise to St. Charles!
Patrick Contreras	Police Department	Police Services Officer	1/30/2023	Patrick is a U.S. Navy Veteran that specialized in working the mechanical systems on submarines. After his service, he worked for three years as a Corrections Officer. Patrick is looking forward to putting his knowledge and skill into his new position.

HUMAN RESOURCES

HEADCOUNT

Position Status	Budgeted	Current Month Headcount
Council		
Full-Time	10	10
Mayor's Office		
Full-Time	2	1
Administration		
Full-Time	7	5
Community Development		
Full-Time	31	30
Part-Time	2	2
Clerks		
Full-Time	3	3
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	18	18
Part-Time	0	0
Finance		
Full-Time	17	16
Part-Time	0	0
Fire Department		
Full-Time	89	87
Part-Time	0	0
Human Resources		
Full-Time	7	5
Part-Time	1	0
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	142
Part-Time	2	2
Public Works		
Full-Time	89	72
Part-Time	18	8
Special Events and Communications		
Full-Time	6	5
Part-Time	3	3
Total Full-Time	455	
Total Part-Time	38	
Total Current Employees	493	

POLICE

HIGHLIGHTS

- **Community/Department Activities**

- **January 5**: The brand new Command Post Vehicle was delivered and tutorials were given to the department.
- **January 9**: Officer Wehrli and Officer Burnett were honored at the Sons of the American Revolution Meeting.
- **January 10**: Major Grove and Officers attended the S.T.A.R.T. Graduation at Immanuel Lutheran School.
- **January 11**: Major Grove and Officers attended the S.T.A.R.T. Graduation at Seton Regional School.
- **January 12**: Major Grove and Officers attended the S.T.A.R.T. Graduation at St. Cletus Catholic School.
- **January 12**: Captain Floyd and Detective Rhodes traveled to Terre Haute Police Department and met with previous and new investigators the I-70 serial killer case.
- **January 20**: Police Officer interviews were held.
- **January 21**: Police Officer and Police Service Officer written and physical testing completed at Ridgecrest Baptist Church.
- **January 23**: New Dispatcher Maine and new intern started with the department.
- **January 26**: Retirement celebration for Officer Alexander and Police Service Supervisor Dryden.
- **January 27**: New intern started with the department.
- **January 30**: New Police Service Officer Contreras started with the department.

- **Notable Incidents**

- **January 1**: Subject had stolen items from the Convention Center during the gun show. Once the subject left in his vehicle, with Officer Myers was behind him with lights and siren. The subject exited the Convention Center and entered onto East bound I-70. Officer Myers was terminated by Sgt. Howe, as he entered onto East bound I-70. The subject was later positively identified and entered into the computer as a POI for stealing and resisting by flight.
- **January 4**: Dispatch broadcast a fail to yield from O'Fallon at which time St. Peters PD stated the suspect vehicle was last seen exiting I-70 at Cave Springs. SCPD units located the suspect vehicle in Remington apartments. The suspect vehicle failed to yield and drove off the roadway and through multiple yards to avoid apprehension. During the pursuit, the suspect drove the wrong way down I-70, from the Convention Center, to avoid hitting spike strips. The suspect exited I-70 going the wrong way at First Capitol Drive and continued to the area of S. 5th Street and Sandra Avenue. The suspect continued to the end of Thomas Avenue where he drove into the back yard of 236 Thomas. Officer Talbott followed the suspect off the roadway where the front driver side of vehicle 413 collided into the back driver side of the suspect's vehicle. At the time of the collision, the suspect appeared to be trying to make a U-turn to get back to the roadway but due to wet/muddy conditions the suspect's vehicle became inoperable. Officer Talbott and Officer Robertson displayed their pistols to take the suspect into custody. Suspect appeared to be heavily intoxicated with three (3) prior convictions for DWI.
- **January 6**: The suspect was arrested for felony warrants with St. Charles County. During the booking process, he became uncooperative and would not remove his jacket, stand, or respond to PSO Sanders. The suspect was placed in cell 7 where he curled up on the floor. During attempts to remove the jacket from the suspect, he became resistant and would not let Officers take the jacket off. Wrist locks were used by Sgt. Kohler and Officer Kowalewski while PSO Sanders controlled the suspect's legs as the jacket was removed.

POLICE

HIGHLIGHTS

- **Notable Incidents – continued**

- **January 9**: The victim, who is an employee at Cracker Barrel, arrived at work in his vehicle. The suspect vehicle arrived on the lot occupied by three (3) black males. The suspects exited their vehicle and attempted to car jack the victim's vehicle. At some point, the victim was shot multiple times. The suspects fled the area Eastbound 70. Officers canvassing the area observed the possible suspect vehicle disabled road side in the area of 70/141 with three (3) subjects standing outside the vehicle. The suspects fled on foot into a wooded area. A K9 track was conducted that met with negative results. The suspects were located in the area and all three (3) were taken into custody. The age ranged from 14-16. Currently, the suspects are in criminal proceedings with the St. Charles Juvenile Office.
- **January 10**: The Sheriff's Department was attempting to serve an Eviction Notice when they heard a single gunshot within the residence. Entry was made and the subject was found with a self-inflicted gunshot wound to the head. Next of kin was notified.
- **January 15**: Streets of St. Charles Security called in reference to a large number of juveniles, running around and fighting in the parking garage, next to the cinema. Upon arrival, a juvenile reported to Officer Mauzy that two (2) juveniles displayed firearms during one of the skirmishes. One had a Glock pistol and the other an AR pistol. Numerous juveniles ran from Officers, then Sgt. Kuykendall stopped two (2) possible suspects near the Tru Hotel. The two (2) firearms were found behind the southeast residence building, underneath a tree. The AR pistol was found to be stolen from Cabellas, in Hazelwood, but the Glock model 22 did not come back stolen. The Glock frame and barrel had different serial numbers.
- **January 17**: Pursuit involving the Criminal Interdiction Task Force. The vehicle was spiked and became disabled. An Officer Involved Shooting then occurred. Suspect deceased. Passenger fled on foot but was apprehended. No injuries to Officers.
- **January 18**: The Criminal Interdiction Task Force attempted to stop a Nissan Altima on Veterans Memorial Parkway. The pursuit led to I-70 EB which was terminated at the bridge. The Nissan was observed turning around at Hwy 141 coming back into St. Charles County. A pursuit was initiated again with Officers Talbott and Kowalewski as the second unit in the pursuit. The Nissan was successfully stop-sticked by Task Force Officers and the suspect was taken into custody by other Task Force Officers.
- **January 19**: Officers responded in reference to the report of a vicious dog at large. Officer Stanczak arrived on scene and observed an aggressive dog attempting to bite Officer Nasky. The dog turned his attention to Officer Stanczak and became aggressive towards him. The dog attempted to get within biting distance of Officer Stanczak at which time he deployed his TASER, striking the dog with one (1) probe. The dog fled the area but was recovered by the owner a short time later.
- **January 22**: The victim reported she was sexually assaulted by the suspect. The suspect was arrested and transported. The victim sought medical attention at St. Joe's Hospital. Detective Stepp was notified and responded.
- **January 25**: The victim reported being raped in the bathroom of a hotel room at Ameristar last Saturday. She responded to Mercy for a Rape kit. Suspect is unknown at this time. Investigation is ongoing.
- **January 27**: The subject threatened suicide with a knife. Officers arrived, at Lakeshore Drive, and the subject opened the door with the knife in hand. Lethal coverage by Officer Wissmann. Taser deployed by Officer White once the subject threatened and advanced on officers. The subject was taken into custody and conveyed to hospital.

POLICE

HIGHLIGHTS

- **Notable Incidents – continued**

- **January 27:** Pistol display by officers who took a burglary suspect into custody inside the old Jim Trenary building.
- **January 29:** Apparent suicide by gunshot. Victim's family was on scene. Bureau notified and Detective Tettamble responded.

- There were two (2) fatal overdoses.
- There were three (3) overdoses where an officer administered NARCAN.

- **Operational Numbers for January 2023**

Calls for Service	2019	2020	2021	2022	2023
Phone	2,898	2,910	2,717	2,608	2,828
Self	5,394	4,452	3,890	4,407	4,936
Total	8,292	7,362	6,607	7,015	7,764
Incidents	1,034	888	772	790	764
Traffic Accidents	168	150	139	135	141
Arrests	434	365	277	273	290

PUBLIC WORKS

Facilities Maintenance	Jan. 2023	Jan. 2022	2023 YTD	2022 YTD
Preventative WO	661	661	661	661
WO Request	61	61	61	61
Service Requests				
Created	1,014	1,089	1,014	1,089
Closed/Completed	1,014	1,088	1,014	1,088
Still Pending (Months End)	0	1	0	1
Service Requests - By Division				
Street	7	4	7	4
Water / Service Specialist	1,006	1082	1,006	1082
Sewer	0	3	0	3
Traffic	1	0	1	0
Service Specialist/Meter Reader				
Water Initial Read	171	221	171	221
Water Final Read	188	207	188	207
Delinquent Off	138	177	138	177
Delinquent On	127	156	127	156
New Tap/Set	28	41	28	41
Meter Change-Outs	86	97	86	97
Work Orders				
Created	340	448	340	448
Completed	260	408	260	408
Work Order Cost	\$162,236	\$164,924	\$162,236	\$164,924
Completed Work Orders - By Division				
Water	139	281	139	281
Sewer	20	27	20	27
Traffic	47	23	47	23
Street	54	77	54	77
Water Distribution				
Service Specialist Activities (Total SRs)	999	1,080	999	1,080
Water Production (million gallons)	158.04	195.4	158.04	195.4
Public Works Division				
Miles Swept	89	116	89	116
Potholes Patched	55	53	55	53
Street Repairs	24	14	24	14
Traffic Signal Repairs	13	5	13	5
Streetlight Repairs	11	10	11	10
Street Sign Repairs	30	53	30	53
Utility Division				
Manhole/Inlet Inspections	296	206	296	206
Water Valve Inspections	0	3	0	3
Water Main Breaks	6	7	6	7
Sewer Repairs	15	18	15	18
New Town Canister Activity				
Alarms Responded To	30	17	30	17
Sanitary Sewer Maintenance				
Linear Feet Flushed	1,062	2,457	1,062	2,457
Linear Feet Televised	4,511	3,736	4,511	3,736
Storm Sewer Maintenance				
Linear Feet Flushed	0	25	0	25
Linear Feet Televised	296	147	296	147
Water Service Line Program				
Applications Received	6	5	6	5
Applications Approved	6	5	6	5
Total Number Repaired	6	5	6	5
Sanitary Lateral Program				
Applications Received	6	10	6	10
Applications Approved	7	12	7	12
Total Number Repaired	7	12	7	12