

2014 LAKE SAINT LOUIS ANNUAL REPORT



Lake Saint Louise is in the foreground and Lake Saint Louis in the back ground of this picture.

INTRODUCTION

This Annual Report summarizes the major activities of the City of Lake Saint Louis for the past year. The report is divided into five sections and covers the following areas: (1) finances, (2) legislative activity, (3) department reports, (4) municipal growth, and (5) zoning and land use. As City Administrator for the City of Lake Saint Louis, I am pleased to submit this 2014 Annual Report for review by the elected officials of Lake Saint Louis, as well as the public at-large.

SECTION 1 - FINANCES

Fiscal Year

The City operates on a fiscal year July 1 to June 30. The information presented is based on the close of the fiscal year.

Economic Condition and Outlook

The City's economic activity is fully recovered from the difficult years that began in 2008. New housing construction along the Highway N corridor in Lake Saint Louis, O'Fallon, Wentzville and the unincorporated county has taken off in the past three years. The East West Gateway Council of Governments projects the Highway N corridor will lead all other areas within the St. Louis metro area for residential growth in the coming decade.

The new households helped the general fund sales tax increase nearly \$200,000 during 2014. Overall, sales tax increased \$869,531 with the addition of the ½ cent capital improvement sales tax the city began receiving in January. Over \$672,000 was collected in capital improvement sales tax that will be used to construct street and park projects. The general and transportation sales taxes increased 4.8% over 2012/2013. Utility gross receipt tax increased about \$87,500 (approximately 5.9%) from the 2012/2013 fiscal year.

The City's General Fund revenues increased \$327,435 (3.4%) over the prior fiscal year (\$9,666,934 in FY 12/13 and \$9,994,369 in FY 13/14), the City's total net position experienced a total increase of \$3,424,045 or approximately nine percent (9.0%) from the previous year. The City has completed many street reconstruction projects in the past few years and street construction activity has the largest impact on the City's total net position as streets are depreciated.

Now that Missouri Route 364 (Page Avenue Extension Phase 3) is open to I-64, additional commercial and residential development will occur.

Debt Administration

As of June 30, 2014, the City had \$12,845,000 in outstanding general obligation debt as compared to \$13,825,000 in outstanding G.O. debt the prior year. Under Missouri Statutes, the City's general obligation debt issuance is subject to legal limitation based on ten percent of total assessed value of real property. At December 31, 2014 this debt limit was \$29,892,409.

These bonds, issued for street and drainage improvements, land acquisition and development of a park, acquisition and construction of a highway interchange, construction of a civic center and a public works facility, are considered to be net direct tax supported debt.

Cash Management

The city is governed by the deposit and investment limitations of state law. It is the policy of the City to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all local statutes governing the investment of public funds. The city's policy and state law authorize the following types of investments: United States Treasury Bills, Federal Agency Obligations, Obligations of Governmental Sponsored Corporations, Certificates of Deposits and Repurchase Agreements collateralized by government securities. During the fiscal year, the City's idle funds remained in city accounts, because the rate earned on deposits was more than the rate that was available from the city's bank on collateralized certificates of deposit.

Capital Projects

Proceeds of general obligation bond issues are accounted for in capital project funds until the improvement projects are completed. At the end of the fiscal year, completed projects are transferred to capital assets. Completed projects financed by general obligation bonds include Harborview Drive storm water construction, as well as Freymuth Lane and culvert construction.

Risk Management

The City constantly strives to reduce the number and severity of accidents involving City employees. Review of safety procedures is conducted on an ongoing basis in cooperation with the City's insurance carrier, the Daniel and Henry Company. This company is a third party administrator for the St. Louis Area Insurance Trust (SLAIT) which the City joined July 1, 2010. Lake Saint Louis is the first city outside St. Louis County to become a member of this municipal insurance pool.

Independent Audit

It is the policy of the City of Lake Saint Louis to have an independent audit of all books and accounts, financial records and transactions of the City at the close of each fiscal year.

Hochschild, Bloom & Company LLP was selected to perform the June 30, 2014 audit and following the conclusion of the audit, issued an unqualified opinion dated November 12, 2014. The auditor's proposed no adjustments to the city's books as a result of the audit.

Certificate of Achievement for Excellence in Financial Reporting

The Government Finance Officers Association of the United States and Canada (GFOA) awarded the Certificate of Achievement for Excellence in Financial Reporting to the City of Lake Saint Louis for its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2013. The Certificate is a prestigious national award that recognizes adherence to the highest standards for preparation of state and local governmental financial reports. The June 30, 2014 CAFR has been submitted to the GFOA for consideration and staff believes that it continues to conform to program standards.

In order to be awarded a Certificate of Achievement, a government unit must publish an easily readable and efficiently organized CAFR, the contents of which conform to program standards. The CAFR must satisfy both generally accepted accounting principles and applicable legal requirements.

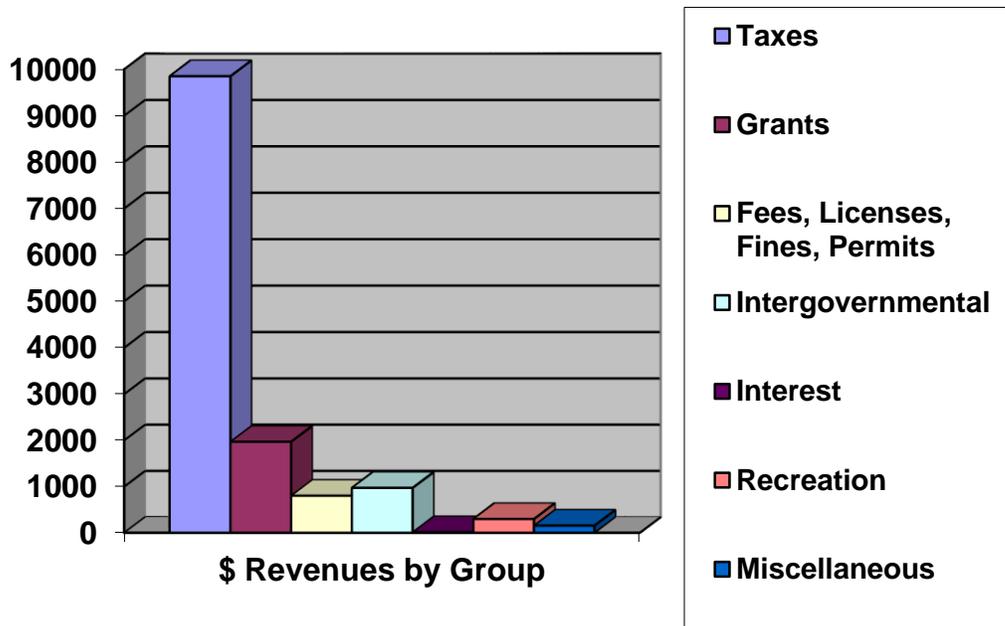
Financial Highlights

- On a government-wide basis, the assets of the City exceeded liabilities at June 30, 2014 by \$39,023,718. Of this amount, \$30,712,404 is invested in capital assets net of related debt and \$4,350,233 is restricted for specific purposes (restricted net position). The City's unrestricted net position balance is \$3,961,081.
- The City's total net position increased \$3,424,045 during 2013/2014.
- General revenues related to governmental activities were \$10,100,661 and include \$6,585,338 (65.2%) in sales and utility gross receipt taxes. Property taxes accounted for \$3,185,654 (31.5%) of general revenues.
- Net expense from the various functions of governmental activities was \$6,676,616.
- At June 30, 2014, the City's governmental funds reported combined ending fund balances of \$7,494,687, an increase of \$979,290 compared to June 30, 2013 ending fund balances of \$6,515,397. Approximately 34.3% of this total (\$2,600,000) is not assigned or restricted in any way and is available to be spent at the City's discretion.
- At June 30, 2014 the unassigned fund balance of the General Fund was \$2,572,858 or 28.7% of the general fund expenditures.

Revenue Sources

The chart below compares the revenue sources for fiscal year 2013/2014 as a percent of the total revenue budget:

Fiscal Year Revenue Sources (in thousands of dollars)



Property Tax

Allocations of the property tax levy by purpose for fiscal year 2013/2014 and the two preceding fiscal years are as follows (amount per \$100 assessed value):

Property Tax Allocation

Purpose	2013/2014	2012/2013	2011/2012
General Fund	0.5951	\$0.5951	\$0.5951
Debt Service Fund	0.4700	0.4700	0.4217
Total	\$1.0651	\$1.0651	\$1.0168

The Finance Department is responsible for financial administration, tax billing and collection, purchasing and risk management.

SECTION 2 – LEGISLATIVE ACTIVITY

Ordinances and Resolutions

The Mayor and Board of Aldermen accomplished significant achievements as a legislative body in 2014.

The Lake Saint Louis Board of Aldermen approved one hundred twenty four (124) Ordinances and twenty-three (23) Resolutions. This compared to one hundred (100) Ordinances and twenty-two (22) Resolutions that were adopted in 2013.

The breakdown of all Ordinances on the basis of “subject matter” is shown below:

2014 Ordinances

Legislation	2013 Amount	2014 Amount
Annexation	0	4
Finance	47	55
General Government	31	22
Regulatory	13	9
Zoning/Land Use	9	34
TOTAL	100	124

It should be noted that the category entitled “General Government” is fairly broad, including roadway dedications, agreements with MoDOT and the County Road Board, right-of-way agreements, personnel policies, street name changes, etc. The finance category includes contracts, budget adjustments and purchases. Zoning/Land Use was activity related to the City’s land use code or the approval of site plans and subdivisions. Items in the regulatory category were all other code amendments not related to land use.

A number of Ordinances and Resolutions were adopted, ranging from the re-plating lots, to revising zoning codes, authorizing contractual agreements with other entities, awarding bids, and amending the City budget.

Section 3 – Department Reports

Parks and Recreation

The Parks and Recreation Department is responsible for maintaining all park acreage, as well as City Hall and numerous right-of-ways. All City tree programs and landscaped areas are also managed by our department.

The Recreation Division operates a multitude of quality recreational, athletic and special event programs for our residents and the community.

We pledge to provide quality recreational programs, park facilities and a variety of enrichment opportunities with a professional standard of excellence that enhances the quality of life for all citizens.

Hawk Ridge Park

Hawk Ridge is one of Lake Saint Louis' showcase parks. It is home to Zachary's Playground, a 20,000 sq. ft. playground specifically designed to accommodate children of all abilities. This is one of the largest playgrounds in the State of Missouri specifically designed for children of all abilities. The park continues to be one of the best attended parks in St. Charles County. Other amenities in the park include a 400 sq. ft. spray park, over 5,500 linear feet of walking trails, a pavilion, gazebo, restrooms, drinking fountains, barbeque grill, picnic tables, benches, and trail lighting.

Veterans Memorial Park

This park was designed to commemorate those who are currently serving in the military as well as those who have served in our country's conflicts. This four (4) acre memorial park features pedestals around the star and flag design reminding and educating visitors about our country's most significant conflicts. Flags of the five military branches are displayed. The Veterans Committee raised funds to assist with the cost of the memorial and continue to offer engraved commemorative bricks to be placed within the walkways around the memorial. Annual ceremonies are conducted on Memorial Day and Veterans Day.

Boulevard Park

This is a beautiful 20 acre park that boasts walking trails, an amphitheater, large playground, pavilion w/restrooms, 2 baseball diamonds and a soccer field. Boulevard Park is home to our summer day camp, summer concert series and movies in the park events. The amphitheater is a great location for weddings with the pond/fountain as a backdrop and is rented primarily spring through fall. The pavilion is rented every weekend during the warmer months and is a great park for families, walkers/joggers and picnics.

Founders Park

This 55 acre park is home to our community sports complex. This park is always busy with 6 baseball/softball diamonds, 5 soccer fields, concession stand, a half court outdoor basketball area and 2 playgrounds. Founders Park is home to our youth baseball program, adult softball leagues and youth soccer league. Fields are also rented from local organizations for their own league play as well as weekend tournaments.

Park Maintenance

The Department continues to take pride in maintaining the parks to the highest standards. The athletic fields in Founder's Park are well known as some of the best in the area and this year hosted eleven hundred seven (1,107) baseball and softball league and tournament games and three hundred forty (340) soccer games. Field preparation and lining these fields is the responsibility of the Parks Maintenance Division. In addition, the Parks Maintenance Division handles the annual turf and irrigation program necessary to keep these athletic fields and the City Hall property up to standards. The Department continues to have a steady increase in park and facility users for which Maintenance prepares and cleans up afterward. There were a total of two hundred eighty-five (285) pavilion rentals in 2014. The breakdown shows one hundred forty-nine (149) pavilion/amphitheater rentals at Boulevard Park. Hawk Ridge Park hosted one hundred thirty-six (136) pavilion rentals. Park Maintenance has also assisted with the set up and cleanup of fourteen (14) special events.

Founders Park Projects:

- Updates and renovations were completed inside the concession stand. This included a drop ceiling and new lighting. A new air conditioner and heater unit was installed.
- A new entry sign was erected at the entrance to mimic the other Parks in the City.
- Construction started on the new ball field lighting system in December 2014. These lights will be cost effective, increase visibility and the overall player experience.
- The asphalt overlay on the parking lots and new entrance is complete. More handicap parking spaces were added to accommodate everyone who visits.
- We installed security cameras at the concession stand to help monitor after hour activity and create a safer environment.
- New metal roofs were installed on the restroom facility, concession stand pavilion area and the maintenance shed.
- We reroofed 5 more dugouts. Some plywood roofing, fascia and painting was required.

Boulevard Park Projects:

- The amphitheater seating area was backfilled with dirt and seed around the big boulders to provide a safer area to walk and sit.
- 2 new memorial benches and several trees were added to the area around the big lake.
- Irrigation was installed in the island with the park entry sign giving us the opportunity to add flowers and improve the look at the entrance.
- A security camera system was installed to improve safety measures.

Hawk Ridge Park Projects:

- Pour in Place surface required patch work in a few locations.
- Lights and ballasts were repaired and replaced at the pavilion, around the restrooms and walk path.
- A new computer and timer box was installed for the spray pad and is working perfectly. The CPU has saved us on water usage through the summer.
- The parks employees fixed over 300 feet of black fencing around the park playground.

Veterans Memorial Park Projects:

- New flags and memorial bricks are installed year around.
- The USA flag pole had a new rope installed. Path lighting and irrigation are repaired as needed.
- The flag poles for all the military branches will get new ropes installed this summer.
- Ceremonies were held at this location on Memorial Day and Veterans Day.

City Right of Ways:

- Park Maintenance continues to maintain some right of ways in the southern area of the City including property in front of Murphy's Oil and Steak-N-Shake.
- The islands on Lake Saint Louis Boulevard had new irrigation heads installed as well as 45 yards of mulch.

In general, Park Maintenance is responsible for athletic field preparation and maintenance, trash pick up, mowing, pavilion maintenance, restroom clean up, tree removal, irrigation and lighting repairs, and fountain and pond maintenance. Staff also provides set up and clean up for concerts, special events such as movies, holiday programs, and the triathlon. Safety training and equipment maintenance are done throughout the year. In addition, Park Staff assists Public Works in running snow removal shifts.

Arborist/Horticulturist

- Lake Saint Louis has maintained a *Tree City USA* designation for 13 consecutive years and has received the Arbor Day Foundation's *Growth Award* for the past 7 years.
- *Arbor Day Celebration:* Arbor Day was celebrated on Friday May, 16th in Boulevard Park. Children had an opportunity to play "tree" games, participate in face painting before a Black Gum tree was planted. We had movie in the park night and showed the Lorax movie at dark. We served cake, popcorn, drinks.
- *The TREE RIFIC WORK AWARD* was given out for the first time to Mr. Steve Gereni for his generous donation of 15 Norway Spruce trees. 10 Spruce trees were planted on the hill at City Hall, 3 in Blvd Park and 2 at Founders Park.
- 29 trees were planted.
- The City has contracted with Davey Research Group to provide a contractual Arborist as needed.

Boulevard Park

- 10 trees were planted in the park including replacement memorial trees that had died.
- Native Beauty Berry bushes were planted at the base of the Lorax
- Burning bushes around the playground have been pruned down for parents to have an unblocked view of all sides of the playground.

- All of the beds in Blvd. Park have been trimmed and cleaned up.
- Approximately 1,600 spring bulbs have been planted in the park.
- The entrance sign was highlighted with summer blooming annuals.

Civic Center

- New landscaping on the hill to the east of Civic Center running along Lake Saint Louis Blvd. Including planting 10 Norway Spruce trees that were donated
- 89 yds. Of dark brown mulch were sprayed over all mulched and landscaped areas of Civic Center.
- New landscaping for the parking lot medians
- Maintained seasonal color in the flower pots outside of City Hall
- Planted annuals around various signs for added color
- Received a Citation of Commendations from the Federated Garden Clubs of America presented by the Jardin du Lac Garden Club.
- Provided full spectrum of maintenance duties for all plant materials in the Civic Center grounds including planting, mulching, pruning, watering, and pest management.

Founders Park

- Provide full spectrum of maintenance duties for all plant materials in the park as well as the flower bed located at Freymuth Rd. and Veterans Memorial Pkwy. These duties include planting, mulching, pruning weeding watering and pest management.

Hawk Ridge Park

- Memorial Cherry Tree was planted in the Spring. General clean up and trying to gain control of invasive plants, including plantings that generally have a more structured appearance.
- The Hawk Ridge sign has daffodil bulbs and new Arborvitae on each side as well as Fire Chief Arborvitae in front of the sign.
- Containers with flowers at the entrance to the playground are a nice welcome.

Veterans Memorial Park

- Trees were removed on each side of the Veterans Memorial Park sign and annuals were planted for color.
- A red, white and blue color scheme was used in the containers around the flag poles.
- Provided full spectrum of maintenance duties of all plant material in the park including planting, mulching, pruning weed in watering and pest management.

Lake Saint Louis Boulevard

- Brightly colored annuals were planted on all of the end caps of the medians.
- Median Islands received regular maintenance, including weed control and trimming.

Recreation

The Lake Saint Louis Parks and Recreation Department continues to offer various activities for the community throughout the year. On-line registration for our programs and classes has increased enrollment as well as provide ease and accessibility for our participants. The following depicts the offerings provided and respective participation numbers.

2014 Recreational Programs

Youth Programs	Resident	Non-Resident	Total Participants
Father/Daughter Valentine Dance	68	13	81
T-Ball	31	53	84
Youth Baseball	416	496	912
Youth Soccer	132	47	179
Camp Gators (10 weeks of camp)	318	52	370
Baseball Camp	15	57	72
Ozzie Smith's Baseball			35
Soccer Camp	18	17	35
Softball Camp	3	35	38
Lacrosse Camp	14	20	34
<i>Total Number of Youth Participants</i>			<i>1840</i>

Adult Programs	Resident	Non-Resident	Total Participants
Flex and Strength	111	43	154
Adult Art Classes	78	20	98
Art Exhibition			40
Total			292

Special Events	Residents	Non-Residents	Total Participants
Easter Egg Hunt (co-op w/ LSL Mothers Club)	650	200	Est. 850
3 Movies In The Park	300	150	Est. 150 per 450
6 Music on The Lake Concert Series	2,800	800	Est. 600 per 3,600 total attend
City Wide Garage Sale	55 Homes		55
Halloween Party In The Park(Co-op w LSL Mothers)	700	250	Est. 950
Tree Lighting Ceremony	130	20	Est. 150
Triathlon	98	652	750
<i>Total Number of Participants</i>			<i>6,805</i>

Leagues	Residents & Non Residents	Total Participants
Men's Softball	7 (teams)	7 teams 105 people
Church Softball	9 (teams)	9 teams 135 people
Co-Ed Softball (2 sessions)	14 (teams)	14 teams 210 people
<i>Total Number of Participants</i>		<i>450</i>



2014

Department of Public Works Annual Report



Derek Koestel, P.E.
Director of Public Works
City of Lake Saint Louis, MO

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On the cover: Paving Freymuth Road April 2014

Introduction

The City of Lake Saint Louis Department of public works provides Facility and Infrastructure Maintenance, Construction Services, and Engineering support for the City. The Department is responsible for an operating budget of approximately \$2 million including capital purchases of \$112K. The Department also managed capital projects of approximately \$2 million. ¹

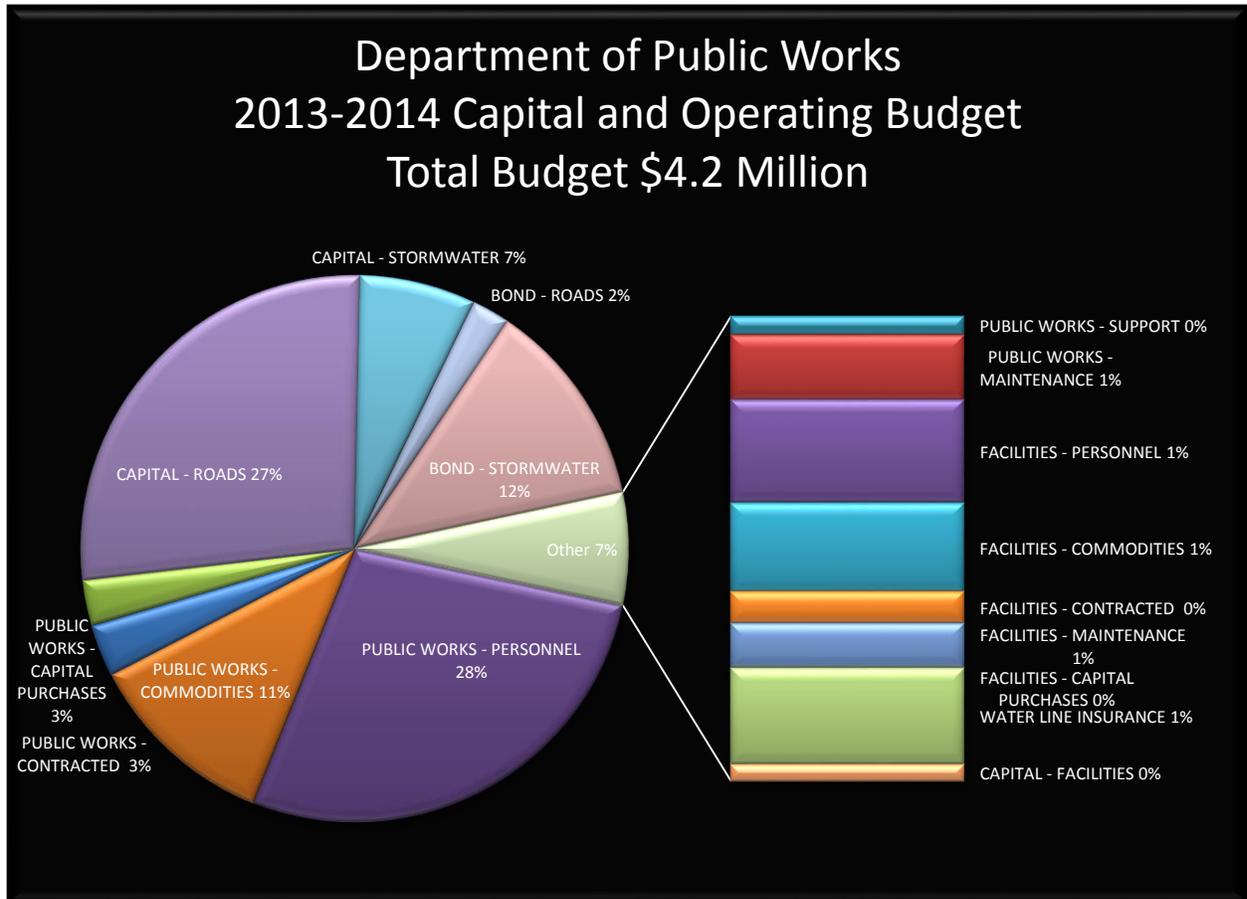


Figure 1 - Capital and Operating Budget

¹ Budget numbers and charts 2013-2014 Budget Year

**Department of Public Works 2013-2014
Funding Source
Total Expenditures \$4.5 Million**

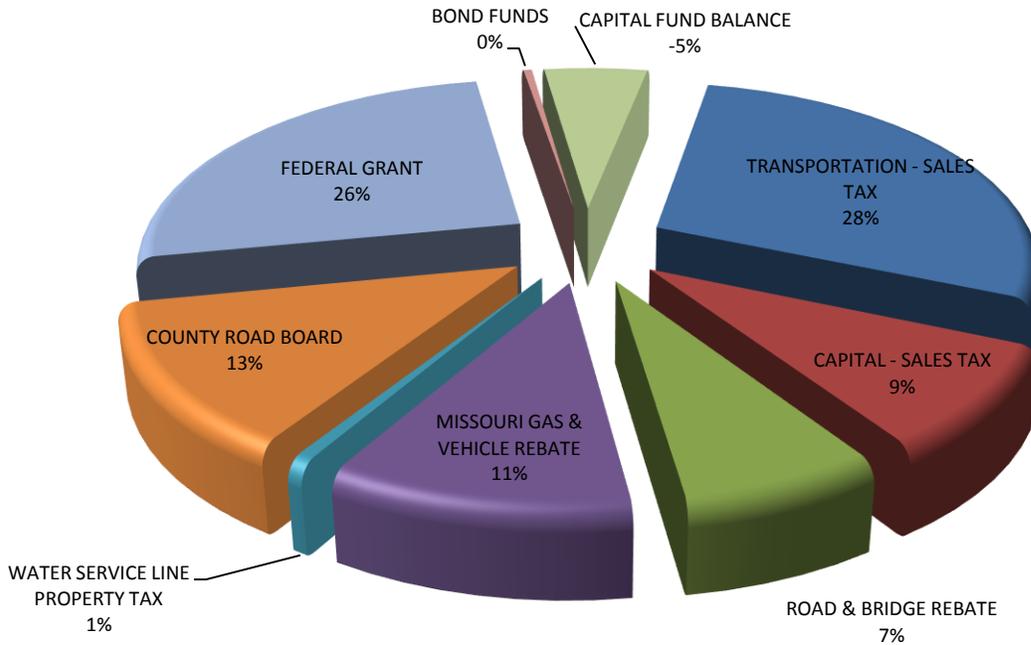


Figure 2 - Department Revenue Source

The Department of Public Works manages 176 miles of street and over 50 miles of stormsewer pipe. Daily safe operation of these facilities is provided by the Maintenance Division consisting of ten full time employees. Planning, engineering and construction management as well as developer services for site construction is provided by our 4 person Engineering staff. The Facilities Division provides custodial services and building maintenance for 30,000 square feet of space at the Civic Center and Public Works Office.

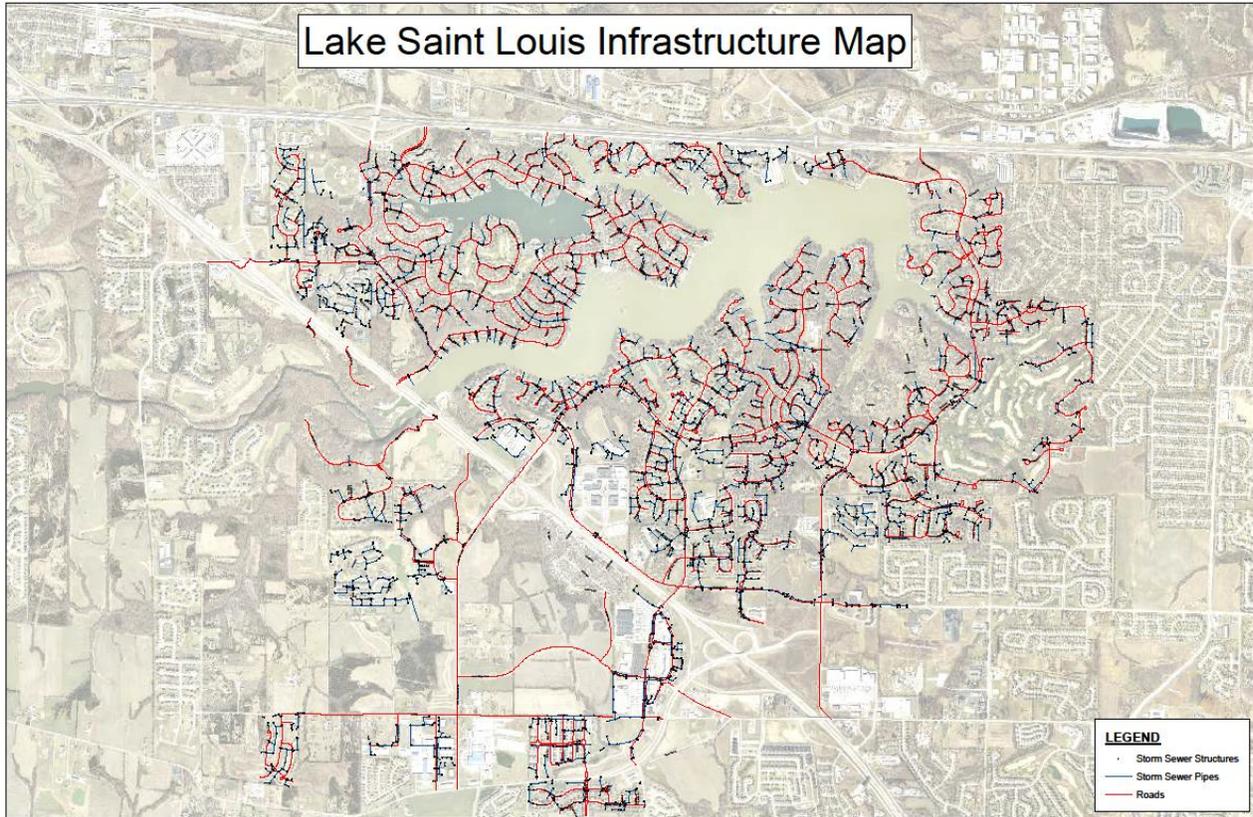


Figure 3 - Infrastructure Map

Our mission is to provide safe and efficient transportation and stormwater facilities for the City's residents. The Public Works Department's services directly affect every resident and visitor in the City, but the better we do our job the less our presence is noticed.

Engineering Division

The Engineering Division of the City of Lake Saint Louis Public Works Department planned and constructed several projects to improve the City's existing infrastructure. These projects required coordination with residents, other city departments, community organizations, local, state and regional governmental agencies, as well as utility companies.

In 2014 the Engineering Division undertook 2 million dollars in Capital projects funded by general revenue, capital sales tax and bond funds. These recently completed projects and others that are still in the planning and design stages are discussed below:

City Projects

Annual Concrete Panel Replacement Program

This project replaced 9,150 square yards of concrete pavement at various locations on Hickory Wood Drive, Eaglewood Trail Drive, Green Tree Meadows Drive, Royalwood Place Court and Fairwood Place Court. J.M Marschuetz completed the \$400,000 project in August of 2014.

Annual Asphalt Overlay Program

This project overlaid 16,500 square yards of asphalt pavement on Auvergne Drive, Charleroi Place, Crest Court, Gourdon Court, Lantern Lane, Lakeview Road, Lakewood Drive, Leman's Court, and St Germaine Court. Mid Rivers Asphalt completed the \$250,000 paving project in September of 2014.

Annual Pavement Striping Program

Traffic Control Company placed 28.5 miles of pavement striping throughout the city in 2014.

Freymuth Road Improvement Project

Seven tenths of a mile on Freymuth Road between Prospect Road and Veterans Memorial Parkway was replaced and realigned out of Founders Park. In addition to replacing the asphalt roadway, construction added enclosed drainage, curb and gutter, on-street parking, left turn lanes and protected walk/bike paths. This project was selected for funding by the County Road Board through the ½ cent County Transportation Tax and for Federal Funds through the Transportation Improvement Program. In addition to the previously mentioned funding, the 2006 Street and Stormwater Bond funded a portion of this project. Project design and projected construction costs are \$240,000 and \$3,041,710, respectively. Construction began in March of 2013 and the project was completed in November of 2014.

Civic Center Drive

Staff prepared a successful grant application to secure both Surface Transportation funds and Saint Charles Road Board funds to reconstruct Civic Center Drive between Lake Saint Louis Blvd and the Highway 40 Service Road. This project will replace the existing deteriorated concrete roadway with new asphalt pavement, curb and gutter, pedestrian facilities, marked bike path and cross-walk with flashing beacons. Design began in 2013, right-of-way acquisition was completed in October of 2014 and construction is scheduled for 2015.

Ronald Reagan Drive Sidewalk Project

Staff secured Transportation Improvement Funds for sidewalk improvements along Ronald Reagan Drive between Lake Saint Louis Boulevard and Technology Drive Loop. The project will increase pedestrian safety along Ronald Reagan Drive by replacing the existing deteriorated asphalt sidewalk with a concrete sidewalk. Design will be completed in 2015 and construction will begin in the summer of 2016.

Deloire Drive and Ridgeway Drive Resurfacing Project

Staff submitted a successful grant application for Federal Transportation Improvement Funds to resurface Deloire Drive and Ridgeway Avenue. The project is scheduled to be constructed in 2016.

Lakeview Stormwater Improvement Project

This project consists of the placement of approximately 1250 LF of pipe, area inlets, and manholes. Custom designed structures to limit rocks and debris from entering the storm sewer system and a manifold structure at the outfall to reduce impacts at the discharge to the lake were also included. J.H. Berra Construction Company, Inc. was selected as the lowest and best bid in the amount of \$345,873.00. This project was completed in August of 2014.

2013 Lake Lowering Stormwater Projects

This project consists of the replacement of approximately 480 LF of 42" and 18" pipe, installation of two double curb inlet structures. Work was located near 14/16 Dauphine Dr., 24/26 Dauphine Dr., and 82/84 Nicole Court. J.H. Berra Construction Company, Inc. was selected as the lowest and best bid in the amount of \$93,672.00. Construction began in early October 2013 and was completed in August of 2014.

28/30 Dauphine Drive Lining Project

This project consists of lining the existing stormsewer pipe between #28 & #30 Dauphine Drive with cast in place pipe (CIPP) lining material. This pipe was found to be poor condition while the lake was lowered in the fall of 2013, it was determined that lining the pipe would less expensive than a total pipe replacement. SAK Construction, LLC was selected to complete the project for the amount of \$18,975.00. The project was completed in January of 2014.

Oak Terrace Stormwater Improvement Project

This project is a continuation of the design project that was put on hold in 2010. During the 2010 project, the existing pipes were found to be too small to handle the design flow and that contributed to the overtopping of Oak Hill Drive. The new project is going to incorporate constructing a detention basin upstream of Oak Hill Drive to attenuate flows to alleviate the capacity problem of the existing system. The option of constructing a detention basin is a much more cost effective option than upgrading the pipe size between Oak Hill Drive to downstream of Lake Saint Louis Blvd. The project will also add 6 curb inlets along Oak Hill Drive near the intersection of Oak Terrace and Oak Hill Drive. The City contracted with Bax Engineering Co. in the amount of \$49,090.00. The project property acquisition is scheduled to be complete in the first quarter of 2015, and construction is scheduled to begin in the summer of 2015.

Marche Drive Stormwater Improvement Project

This project consists placing approximately 370 LF of 18" and 21" RCP, and the installation of five new double curb inlets. The existing pipe infrastructure was found to be too small to handle the design flow and that contributed to the overtopping of Marche Drive. The City performed in house design The Project will be bid in the first quarter of 2015. Construction for this project is scheduled for spring of 2015.

14 Savoy CIPP Lining Project

This project consists of lining the existing stormsewer pipe at 14 Savoy Drive with cast in place pipe (CIPP) lining material. The pipe was found to be in poor condition after inspection, and it

was determined that lining the pipe was less expensive than complete pipe replacement. Visu-Sewer of Missouri, LLC was selected to complete this project for the amount of \$17,420. This project was completed in July of 2014.

NPDES Phase II

The National Pollutant Discharge Elimination System (NPDES) Phase II storm water program is a component of the federal Clean Water Act that requires municipalities to reduce the discharge of pollutants to the “maximum extent practicable”. There are six program areas known as “Best Management Practices”: public education and outreach, public involvement and participation, illicit discharge detection and elimination, construction site runoff control, post-construction runoff control, and good housekeeping for municipal operations. The Phase II program became effective in 2003 and applies to all cities with a municipal separate small storm sewer system (MS4) and a population under 100,000.

A new permit application with various adjustments was submitted to the Missouri Department of Natural Resources (MoDNR) in May of 2013 for permit years 2013 – 2018. The annual report for the 2013-2014 permit year was submitted to MoDNR in July of 2014.

To comply with the City’s NPDES Phase II permit, the Public Works Department has taken the following steps:

- No Illicit Discharges were reported this year.
- Weekly erosion and sedimentation control inspections were performed for every active construction site within the City. If a site is not in compliance, the appropriate person is notified for corrective action. No citations were issued for erosion and sedimentation control violations during 2014; all sites were brought into compliance before action was needed.
- 1300 tons of salt were used for deicing in 2014, all trucks used in snow removal operations were properly cleaned after each snow event.
- A total of 235 centerline miles of streets were swept by the City’s Street Sweeping Vendor, Contractors and Municipal Sweeping, in 2014.

Development Services

2014 Issued Permits	
Permit Type	Number Issued
Boring and Excavation	81
Grading	7
Stormsewer	7

Figure 4 - Permits Issued

In 2014, a total of six different developments were submitted for review.

Notable Developments:

Hucks – Ward #2

This 1.99 acre development is located on lot 3 of Schnucks Lake Saint Louis Subdivision at the corner of Civic Center Drive and Lake St. Louis Blvd. Construction began in the summer of 2014 and was substantially completed by the end of the year.

Wyndemere Estates (Formerly Mason Glen Phase 3)– Ward #1

This 35.18 acre development is a 85 lot subdivision is located on of Highway N. Construction began in the fall on 2014.

Hawk Ridge Commons – Ward #1

This 16,800 square foot two-story commercial building is located on lot 3 of Hawk Ridge Commons. The parcel is 4.69 Acres and is located on Hawk Ridge Circle. Construction began in the summer of 2014 and was substantially completed in the fall of 2014.

Heritage at Hawk Ridge Phase 2 – Ward #1

This 64 lot development is a continuation of the Heritage at Hawk Ridge development. This development is located at the corner of Barn Swallow Drive and Hawks Landing Drive. Construction began in the fall on 2014.

Calls for Service

Public Works Staff enters resident calls in a data base for tracing. Each of these requests were assigned to an employee for investigated and response. It is the goal of the Department of Public Works to respond to these requests within a few days of receiving the call. Sometimes these calls can be addressed by providing advice for a resident to solve a problem on their own. Some of them are scheduled for our maintenance crews to address. The remainder of the calls help staff identify future Capital Improvement Projects. All of the projects will result in the Public Work's staff providing a better lifestyle to the residents, motorists, citizens, and visitors to the City of Lake Saint Louis.

Service Request Distribution

Request Type	Request Count	Average Duration (days)	Average Duration (hours)	Percentage
Curb Related	12	2.57	61.58	3.5%
Dead Animal	10	3.10	74.35	3.0%
Dead Trees and Trimming	10	0.53	12.60	3.1%
Ditches, Pipes and Inlets	42	2.59	62.20	12.6%
Facilities-General	21	3.02	72.58	6.4%
Flood/Water Related	17	3.63	87.05	5.0%
Icy Condition	1	0.51	12.33	0.3%
Misc/Other	11	1.79	43.04	3.3%
Mowing and Brush Cutting	4	6.37	152.83	1.2%
Road Conditions and Potholes	51	2.19	52.59	15.1%
Road Conditions, Settling, Other	27	2.66	63.80	8.2%
Sanitary Sewer Related	1	0.01	0.20	0.3%
Sink Holes and Yard Damage	18	1.98	47.50	5.3%
Snow Related	90	0.95	22.76	24.6%
Street Signs	11	1.35	32.39	3.3%
Traffic Incidents, Striping and Safety	3	10.34	248.22	0.9%
Traffic Signs	2	0.02	0.53	0.6%
Trash and Debris	9	0.42	10.10	2.7%
Water Lines Related	1	0.17	3.97	0.3%
Water Service Claim	1	3.05	73.10	0.3%
Total Service Requests	342	2.06	49.42	

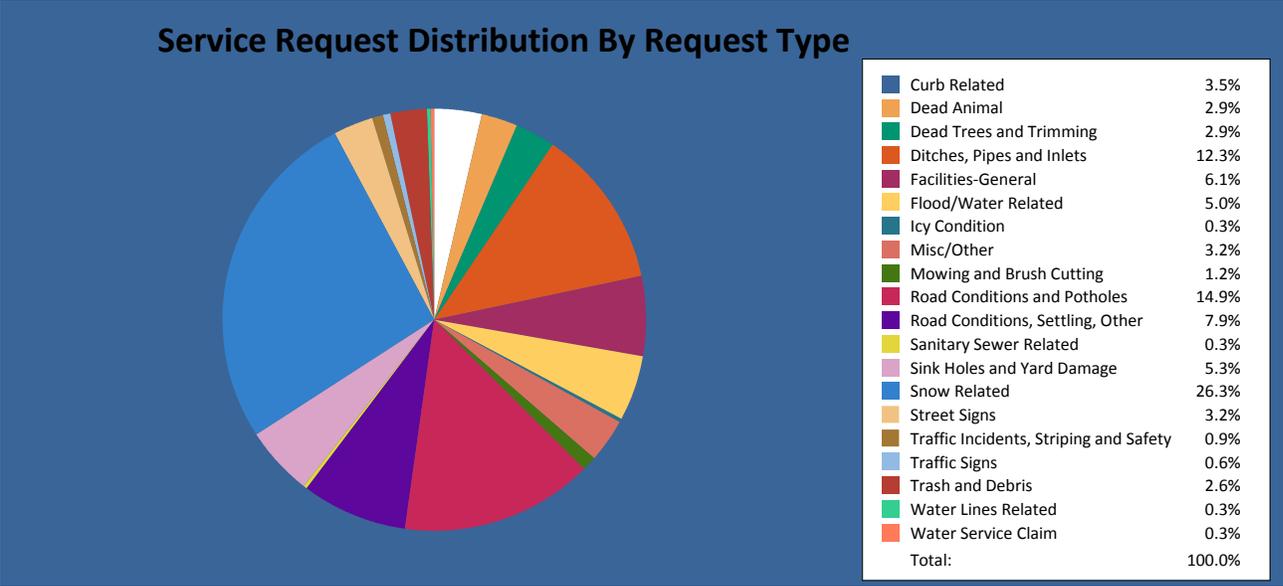


Figure 5 - Service Requests

Street Division

The Streets Division is responsible for the maintenance of all City owned streets, sidewalks, paths, and stormwater facilities in public right of way. The Street Division maintains approximately one hundred seventy five lane miles of street and fifty miles of storm sewer.

Maintenance activities include snow and ice control, flood control, street sweeping, pothole patching, curb and gutter replacement, street slab replacement, sidewalk replacement and construction, street sign maintenance, traffic signal maintenance, storm sewer repair, and catch basin cleaning and flushing.

Assistance is provided each year by the Division to City sponsored festivals and events with setup, installation of barricades, and signage. The Streets Division and Park’s Department have a positive reciprocal relationship where each group assists with some of the others activities. The Park’s Department assists with snow and ice removal, and mowing of certain city right-of-way, and the Public Works Department loans equipment and occasionally manpower to the Parks department to allow them to self perform certain construction.

Concrete Panel Replacement

Public works employees replaced a total of Ninety-nine (99) panels this year.

Curb Replacement

In advance of the yearly Asphalt overlay project Public Works crews replace any damaged curb on the streets to be overlaid. This year Public Works crews replaced a total of 2300 feet of curb.

Asphalt Repair

City crews also used 105 tons of hot mix asphalt and 4 tons of cold mix to patch 1047 potholes, and other areas like curb repairs and repairs of larger asphalt failures.

Annual Crack Seal Program

The City's Crack Seal Program mainly runs through the fall and winter. We try to run the crack seal machine any time temperatures are cool or cold and the streets are dry. This year 6560 lbs of hot applied crack seal material were placed on city streets.

Stormwater

There were numerous small stormwater projects completed by the maintenance crews this year including over 2288 inlets cleared of leaves or other debris and 150 feet of pipe replaced by in house crews.

Snow Removal

Snow and Ice removal is handled by city staff. With the combination of Public Works and Parks Maintenance Crews we plow approximately 177 lane miles of roadway. With the addition of two part time employees an additional route was added this year. Typically plows are deployed to seven routes removing snow on two 12-hours shifts throughout a winter storm in order to provide 24 hour winter coverage. Crews are also in contact with police dispatchers and a roving supervisor/mechanic with plow truck can direct them to additional areas needing treatment, or assist directly in a winter storm.

Streets are managed in the following order, giving priority to providing access for emergency vehicles.

1. Major Arterials and Collectors
2. Minor Collectors
3. Residential including cul-de-sacs

The City does not have a "Bare Pavement" policy. Therefore, under certain conditions, some patches of packed snow may be left on roads. In practice this is rare.

To effectively provide snow and ice control, the Department uses snow plowing in conjunction with the application of road salt. Lake Saint Louis treats the road salt we use with "beet juice". Beet juice is a byproduct of the sugar manufacturing process. This residual beet molasses is applied to rock salt in the stockpile or is diluted with salt brine for pretreatment before a storm or for pre-wetting the salt as it exits the spreader on the plow truck. The use of beet juice reduces the amount of salt applied to the streets and improves the temperature performance of salt. Reduced salt application saves money and reduces chloride contamination (a significant clean water environmental factor).

This year the crews recorded 2045 hours of winter weather work and used 1300 tons of salt for snow and ice removal.

Personnel Development and Training

Adequate training of staff is critical to competent execution of our mission. Where possible we try to provide an opportunity for each employee to receive at least one outside training opportunity per year. Engineering employees are encouraged to use the Professional Engineering licensure requirement as a guideline and complete at least 15 hours per year of technical training.

Over 150 hours of training were logged by the six Engineering and Administration employees in the department, and the Maintenance Division completed over 220 hours.

Training opportunities utilized in 2014:

- East-West Gateway Project Implementation Workshop
- East-West Gateway Project Development Workshop
- East-West Gateway Local Public Agency Construction Workshop
- East-West Gateway Project R/W Workshop
- ADA – Designing Pedestrian Facilities
- National Highway Institute – Change Orders
- National Highway Institute – QCQA Concrete Pavement
- National Highway Institute – Concrete Pavement Evaluation
- National Highway Institute – HMA Paving Field Inspection
- National Highway Institute – Plan Reading Erosion and Sediment
- National Highway Institute – Plan Reading Traffic Control
- National Highway Institute – Basic Construction Documentation
- FEMA – Emergency Management
- LTAP – Federal-Aid Right of Way
- PAVER Software Specialized Training
- Missouri Common Ground Alliance
- In House Snow Removal Training
- Illicit Discharge Detection and Elimination Training
- In-house Erosion and Sedimentation Control Inspection Training
- APWA Toronto National Congress
- Weekly Safety Meetings
- Chemical Spill Response Training
- UMSL – Fundamentals of Planning and Zoning
- Complete Streets Design Practicum
- IMSA Temporary Traffic Control
- IMSA Traffic Signal Inspection
- Trench Safety

Department Structure

Public Works

Public Works Administration

Engineering

Streets

Building Services

*Lake Saint Louis
Police Department*



Annual Report 2014

*City of Lake Saint Louis
200 Civic Center Drive
Lake Saint Louis, MO 63367
Chief Michael T. Force*

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Introduction

- ◆ A Message To Our Residents
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A Message to Our Residents

Dear Citizens:

Few communities offer the lifestyle and amenities afforded to residents of The City of Lake Saint Louis. Because our crime rate remains the lowest among comparable cities in the area, people here live, work and play in an extremely safe environment.

The influx of commercial, retail and hospitality businesses attracts new residents and draws consumers from throughout the area. While this growth is a help to our local economy, it also affords criminals more targets of opportunity. The Lake Saint Louis Police remain dedicated to providing quality public service based on the highest ethical and professional standards. Our partnership with the community ensures responsiveness to community needs and concerns.

The loyal and committed professionals who staff the Lake Saint Louis Police Department are proud to serve and protect this community and you, our residents. I invite you to review the results of their efforts in our 2014 Annual Report.

Respectfully,



Michael T. Force, Chief of Police



Mission Statement

The Mission of the Lake Saint Louis Police Department is to ensure a safe environment for residents by providing quality public service based on the highest ethical and professional standards.



To this end, the Police Department strives to meet this challenge through a partnership with the community to ensure responsiveness to community perceptions as well as community needs.

Summary of Statistics

- ◆ Responded to 42,879 incidents during 2014, a decrease of 898 (2.1%) calls from previous year.
- ◆ Dispatch answered 42,700 calls for service ~ 10.2% decrease from the 47,524 calls in 2013
 - ◆ Cottleville calls 4,133 ~ 10.3% increase from 3,748 calls in 2013
 - ◆ "911" calls 8,420 ~ 13.3% increase from 7,430 calls in 2013
 - ◆ Made 652 arrests ~ 4.2% increase from the 626 arrests in 2013
 - ◆ 1,063 Charges ~ 2.1% decrease from the 1,086 charges in 2013
 - ◆ 10,009 Business Checks ~ 12.9% increase from the 9,869 checks in 2013
 - ◆ 7,219 Area Checks ~ .8% increase from the 7,159 checks in 2013
 - ◆ 7,154 Subdivision Checks ~ 3% decrease from the 7,372 checks in 2013
 - ◆ 3,107 Citizen Contacts ~ 9.5% decrease from the 3,433 checks in 2013
 - ◆ 6,294 Traffic Stops ~ 8.2% decrease from the 6,854 stops in 2013
 - ◆ 3,032 Traffic Citations ~ 14% decrease from the 3,535 citations in 2013
 - ◆ 411 Auto Accidents ~ 23% increase from the 334 accidents in 2013
 - ◆ 1,836 Police Reports ~ 6.6% increase from the 1,722 reports in 2013
 - ◆ 104 DWI's ~ 4% increase from 100 in 2013
 - ◆ 180 Reported Crimes Against Persons ~ .5% decrease from 181 in 2013
 - Assaults, Domestic Violence, Family Offenses and Harassment all decreased
 - Peace Disturbances had the most significance increase
 - ◆ 419 Reported Property Crimes ~ 6.5% decrease from 448 in 2013
 - Burglary decreased by 42% ~ Fraud decreased by 56%
 - Stealing increased by 14%
 - Property Damage decreased by 30%



Section I

Department Organization

- ◆ Department Staffing Report
- ◆ Organization Chart
- ◆ Department Organization
- ◆ Department Goals & Objectives
- ◆ Department Awards



Staffing

30 Commissioned Personnel

Chief of Police

Assistant Police Chief – Captain

Lieutenant of Day Patrol Division

Lieutenant of Night Patrol Division

Lieutenant of Support Services

4 Sergeants

2 Detectives

Traffic Officer

Community Resource / D.A.R.E Officer

16 Patrol Division

Drug Unit

12 Non-Commissioned Personnel

Communications Supervisor

6 Full Time Dispatchers

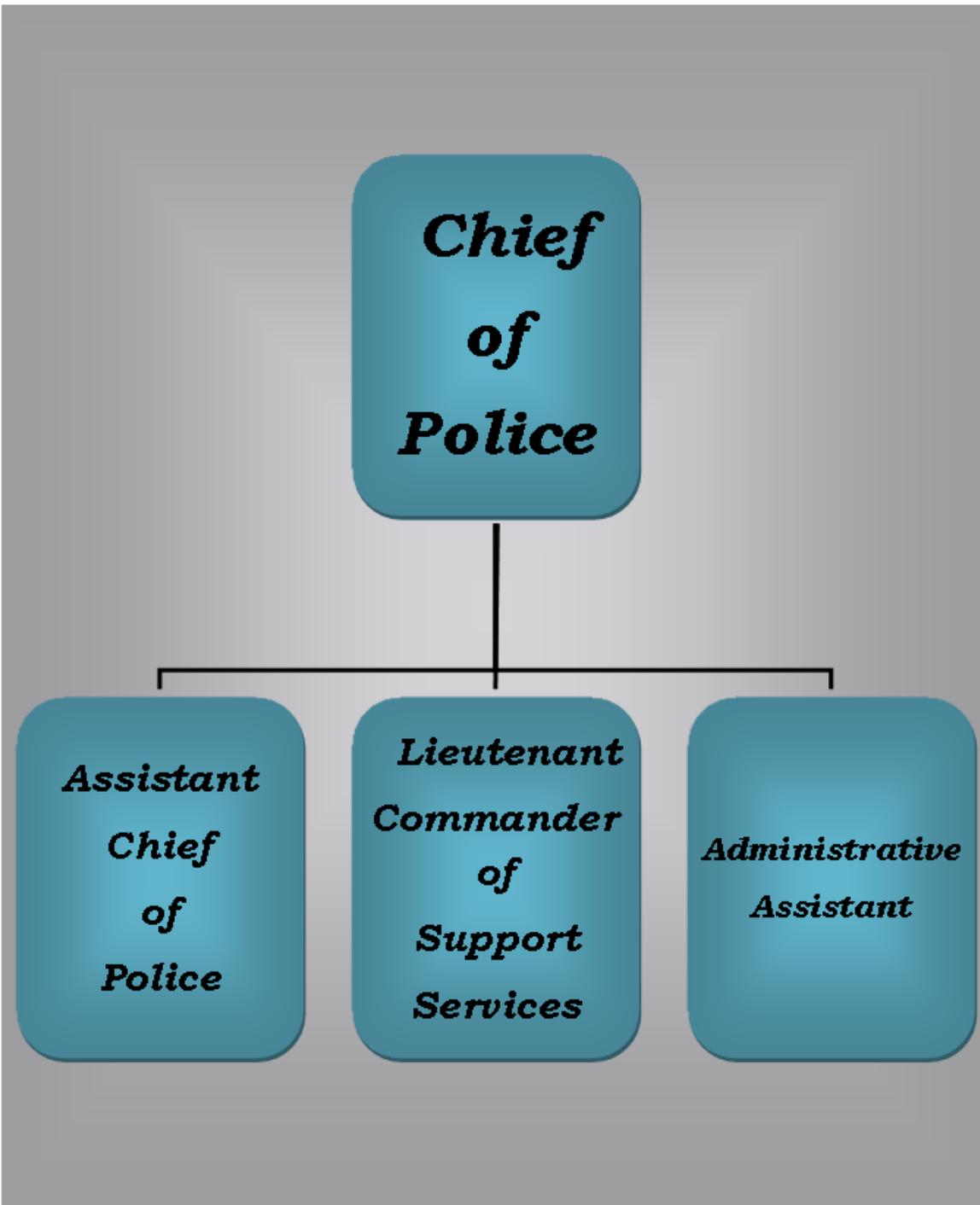
3 Part Time Dispatchers

Police Records Clerk

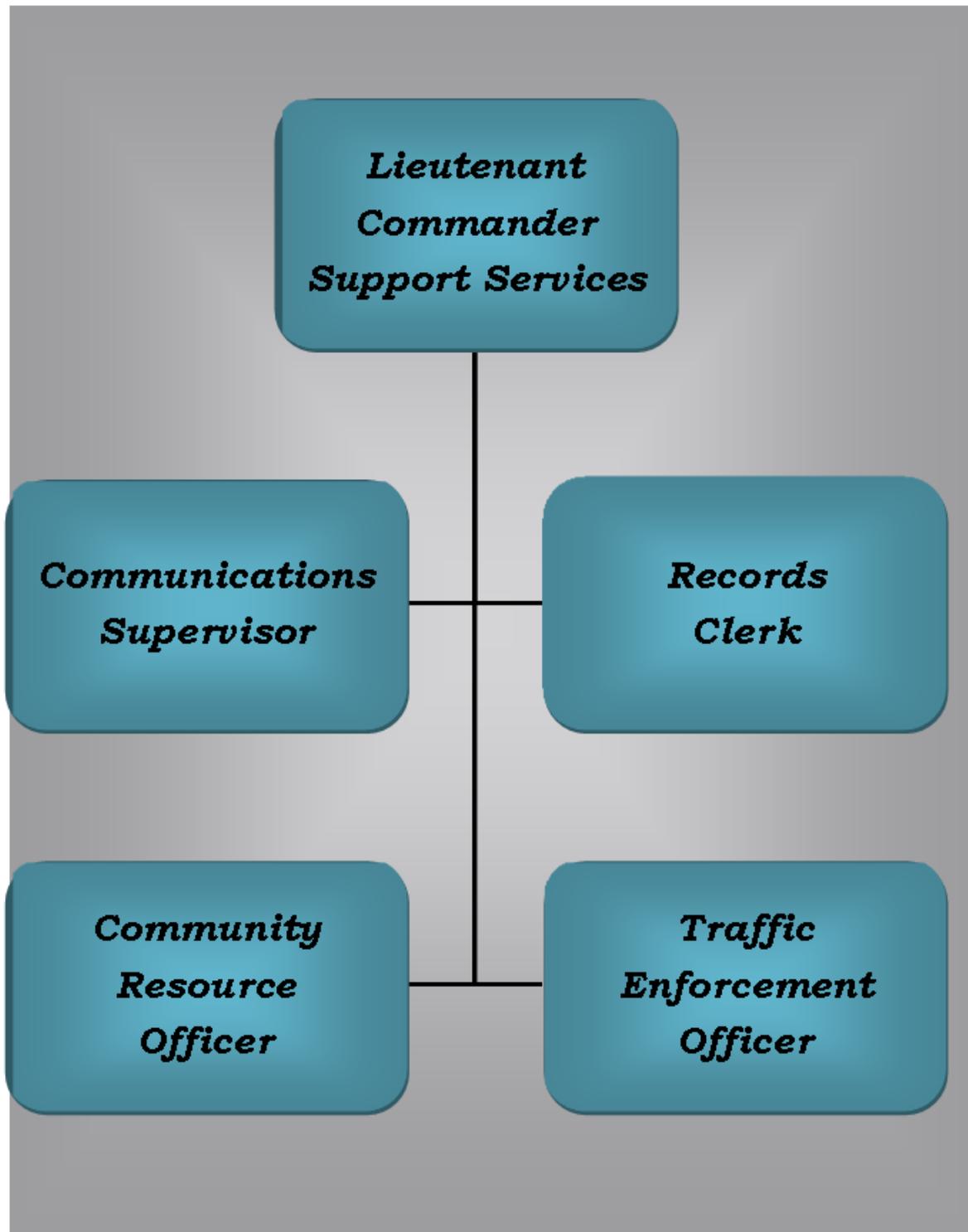
Administrative Assistant

Part Time Police Clerk

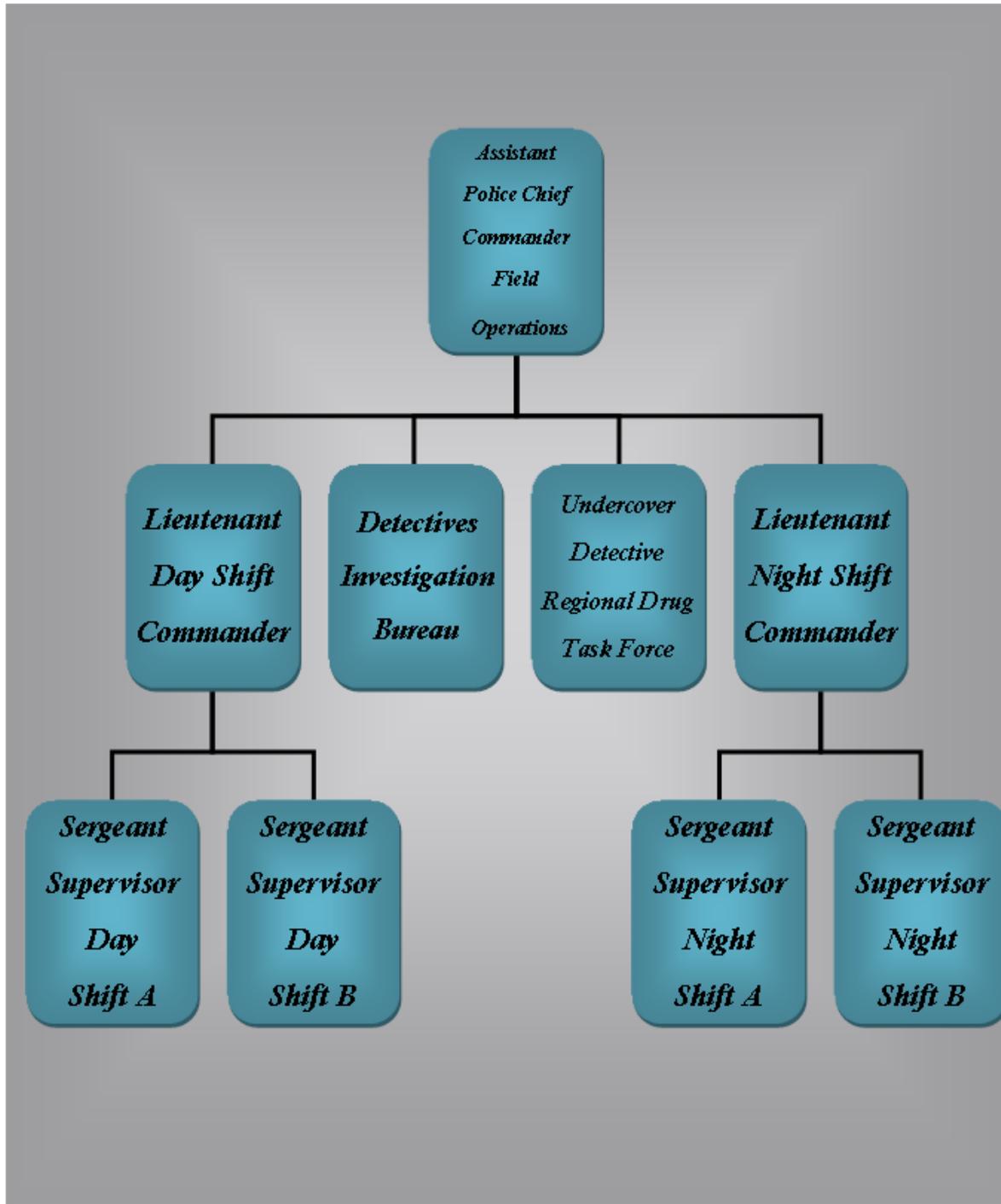
Command Staff Organization Chart



Support Services Organization Chart



Field Operations Organization Chart



Lake Saint Louis Police Department Organization

Office of the Chief of Police

The Office of the Chief of Police is responsible for the management, direction, and administration of the Department. The Chief of Police is accountable for ensuring that the general functions of the Department are carried out effectively and efficiently. The Chief of Police and his Command Staff, which consists of an Administrative Assistant, an Assistant Chief of Police/Commander of Field Operations, and a Commander of Support Services, manage projects, conduct and coordinate research, develop policy, manage media and public relations, administer crime prevention programs, direct the hiring and training of Department personnel, review and investigate complaints, oversee promotional processes, create and maintain professional standards of conduct, monitor use of force, conduct internal affairs investigations, and recommend commendatory and disciplinary actions.

Administrative Assistant Chief of Police

Provides administrative assistance and executive secretarial support to the Police Chief and Assistant Police Chief. Manages the Police Chief's calendar; schedules meetings and appointments; makes travel arrangements and accommodations. Receives and responds to inquiries and complaints from citizens; directs queries to appropriate person or division. Communicates with news media representatives as directed by the Police Chief. Screens and directs calls and visitors to the Police Chief's office.

Prepares, disseminates, and maintains confidential internal and external correspondence.

The purpose of this position is to provide administrative and secretarial support to the Police Chief. Successful performance helps ensure the effective and efficient operation of the department.

Assistant Chief Commander of Field Operations

The Assistant Chief of Police, who holds the assigned rank of Captain, reports to the Chief of Police and commands the Field Operations Division. Lieutenants, Sergeants, and Detectives, Patrol Officers and officers assigned to special duty constitute the staff of this unit. The Commander of the Field Operations Division is responsible for the intelligent, coordinated and effective deployment and management of the Department's patrol, uniformed, and investigative resources.

Department Organization

Field Operations - Continued

Patrol Operations Section

Composed of two shifts, each commanded by a Lieutenant and supervised by two Sergeants, the Patrol Operations Section reports to the Commander of Field Operations. This Section provides twenty-four hour uniformed police services. In addition, this section provides specialized services to the community and is responsible for evidence and property control.

Bureau of Investigations

The Bureau of Investigations reports to the Commander of Field Operations and is currently staffed by two detectives. The Bureau of Investigations is responsible for specialized investigations of those types of crimes requiring time and/or expertise beyond the capacity of the patrol force and administering polygraph examinations as needed. The Investigations Bureau is responsible for general investigations including property crimes/crimes against persons, special investigations, and background investigations of individuals seeking to associate themselves with the Department via voluntary service, employment or other affiliation.

St. Charles County Regional Drug Task Force Detective

The Lake Saint Louis Police Department provides one full-time undercover detective to serve with the St. Charles County Regional Drug Task Force. This task force is a multi-jurisdictional unit that puts forth a cooperative effort to identify, investigate, arrest and prosecute subjects suspected of manufacturing or distributing drugs in the county.

Support Services Division

The Commander of Support Services, who is assigned the rank of Lieutenant, reports to the Chief of Police. The Support Services Division is responsible for providing general administrative and operational support to all other elements of the Department. The Commander of Support Services is responsible for fleet management, and oversees budgetary functions, procurement and purchasing and other fiscal and support management issues subject to the direction and approval of the Chief of Police. This position supervises the Traffic Officer, Community Resource Officer, Records Division and also all Dispatch Communications.

Department Organization

Traffic Enforcement Officer

The Lake Saint Louis Police Department currently has one full-time officer whose primary objective is to deter negative driving behavior by concentrating on enforcement of traffic laws throughout the city. In addition, this officer observes traffic patterns throughout the city and brings problem areas to the attention of the Command Staff. The traffic officer is under the Commander of Support Services.

Community Resource Officer

Under the supervision of the Commander of Support Services, the Community Resource Officer is responsible for the agency's community outreach programs. This officer teaches the D.A.R.E. program at Green Tree Elementary, coordinates and attends community events, gives crime prevention presentations both onsite and at local venues, provides educational tours to youth groups, leads the Lake Saint Louis Police Explorers, and coordinates the agency's involvement in civic or charitable events such as the Polar Bear Plunge, the Special Olympics Torch Run, and American Red Cross Blood Drives.

Police Records Section

A civilian Records Clerk, who reports to the Commander of Support Services, is responsible for the collection, preservation, and distribution of official reports generated by this agency as a result of calls for service. The Records Clerk also performs local records checks, serves as call-taker and receptionist for the agency during regular business hours, generates crime statistic reports, and performs other clerical tasks. In addition, the Records Clerk facilitates records management for the Cottleville Police Department. A citizen volunteer assists part-time in the Records Section.

Communications Section

A civilian Communications Supervisor, who reports to the Commander of Support Services, manages this section, which is staffed by civilian personnel. This section is responsible for departmental telephone and radio communications and for CAD system data entry on a twenty-four hour per day basis, 365 days each year. This section also monitors inmate safety and facility security. Members of this section also serve as call-takers and receptionists for the agency. In addition, the City of Cottleville Police Department contracts with Lake Saint Louis to provide dispatch services.

Department Goals and Objectives

Goal: Increase Communications with Citizens

- ◆ Officers initiated 3,000 citizen contacts unrelated to traffic stops as well as calls for service
- ◆ Conducted research directed toward the development of an automated program to enhance information sharing with the public and studied the feasibility of implementation

Goal: Emergency Preparedness

- ◆ Continued to update basic emergency preparedness and response procedures
- ◆ Continue to coordinate efforts with St. Charles County EMA to be disaster prepared
- ◆ Upgrade and participation of county wide radio system
- ◆ Upgrade and participate in 911 enhancement via a new county wide system
- ◆ Continued coordination with National Weather Service in order to further preparedness for weather related emergencies

Objective: Radio Project

- ◆ This program is a county wide program with the main goal of allowing fire, EMS and law enforcement to communicate with one another on the same radio system. This program will also meet the federal guidelines for narrow banding which has recently been established. It will increase effective coverage enhancing officer safety.

Objective: 911 Project

- ◆ This program will elevate our 911 system county wide allowing better tracking of emergency calls and the ability to collect those calls via other electronic means such as text messages.

Objective: Community Outreach Endeavors

- ◆ To continue working with our Police Chaplain Program, local churches and other community organizations to help those less fortunate as a proactive policing measure to prevent criminal activity.

Department Goals And Objectives

Lake Saint Louis has continued to maintain one of the lowest per capita crime rates in St. Charles County and in the State of Missouri, as published by the Federal Bureau of Investigations Uniform Crime Reporting System.

Municipality	Population	Violent Crimes	Property Crimes	Total Crime
Cottleville	3,672	1	21	22
Lake St. Louis	14,831	14	302	316
O'Fallon	82,809	62	1081	1143
St. Peters	54,842	91	1118	1209
St. Charles	67,569	122	1707	1829
Wentzville	32,509	43	501	544

Violent Crimes include Murder, Manslaughter, Rape, Robbery and Aggravated Assault.

Property Crimes include Burglary, Larceny-Theft, Motor Vehicle Theft, Robbery and Arson.

- ◆ **Provided a visible police presence in our community.**
 - * Performed 7,219 area checks
 - * Performed 10,009 business checks
 - * Performed 7,154 subdivision checks
 - * Conducted 3,107 citizen contacts
 - * Performed 6,295 traffic stops
 - * Managed 652 arrests
- ◆ **Conducted a traffic law enforcement campaign**
 - * Ongoing deployment of a full-time Traffic Officer
 - * Use of speed trailer in various locations
 - * Conducted 4 Sobriety Checkpoints
 - * Participated in 4 DWI Holiday Enforcement Campaigns
 - * Participated in 6 county DWI saturation patrol operations
 - * Conducted 4 hazardous moving violation enforcements details (speed, stop signs, etc.)
- ◆ **Encouraged active and open dialogue between police and citizens**
 - * Continued deployment of a full-time Community Resource Officer
 - * Increased the quality of citizen contacts
 - * Implemented numerous community outreach programs

Department Awards



Life Saving Medal

Presented to

**Officer
Mark Dennis**

On Monday, January 27th, 2014, Officer Dennis was off duty traveling on Southbound US 61. Officer Dennis observed a vehicle pulled on the shoulder of the road. After approaching closer he noticed a male removing a female subject from the passenger seat and it appeared that the male had started to perform CPR. At that time a Wentzville police officer also noticed the subjects in the vehicle. Both Officer Dennis and the Wentzville officer immediately pulled in front of the vehicle. Upon seeing the female subject they observed she was blue in the face and not breathing, Officer Dennis started providing chest compressions to the subject while he instructed the male subject to start performing CPR breaths. The Wentzville officer then responded to his vehicle and retrieved his AED. Ambulance medics arrived on scene and the female subject was transported to St. Joseph's West Hospital. The treating doctor stated that the subject would not have survived if not for the quick response of both Officers. Officer Dennis' actions define the meaning and purpose behind the Life Saving Medal and is in keeping with the highest traditions of the Lake Saint Louis Police Department and your profession.

Department Awards



Commanders Notice

Outstanding Performance of Duty

to

Dispatcher Candice Dickson, 286

For outstanding performance of duty in the handling of a building fire call. On October 5, 2014 Dispatcher Dickson received a 911 phone call in reference to a chimney fire. Upon officers arriving on scene, they confirmed that the building was fully involved with visible flames coming from the roof. Officers immediately began to evacuate the building of all of the residents. Dispatcher Dickson handled all radio traffic and requests from the on scene officers in a calm, clear and friendly manner. Dispatcher Dickson's ability to remain calm and multi task in a frantic situation insured that officers on scene were able to evacuate everyone from the building.

Her efforts in this matter are commendable and have been recognized.

Section II

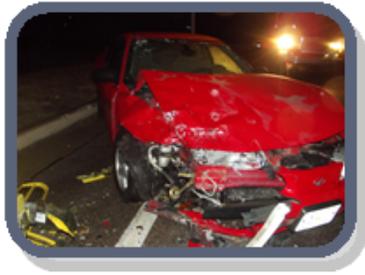
Bureau of Field Operations

- ◆ Patrol Operations
- ◆ Bureau of Investigations Caseload
- ◆ Number of Incidents



Patrol Operations

The Patrol Operations Section is the core of every law enforcement agency. The officers who serve in this Section are the ones that patrol our city streets and respond to citizens' calls for service. During 2014 Lake Saint Louis Police Officers:



- ◆ Responded to 42,879 calls for service
 - ◆ 388 Sick Case Calls
 - ◆ 7,219 Area Checks
 - ◆ 10,009 Business Checks
 - ◆ 7,154 Subdivision Checks
 - ◆ 3,107 Citizen Contacts
 - ◆ 411 Auto/Boat Accidents
 - ◆ 3,032 Traffic Citations
 - ◆ 652 Arrests with 1086 Charges
 - ◆ 1,836 Police Reports



These Officers also received several hundred hours of training and spent countless hours preparing for and testifying in municipal and state courts.



Bureau of Investigations

Case Classification	Assigned	Inactivated (Note 1)	Inactivated Rate	Cleared	Clearance Rate	Still Under Investigation
VIOLENT CRIME						
Robbery	2	0	0.00%	2	100.00%	0
Assault/Domestic Assault	4	1	25.00%	3	75.00%	0
Child Abuse/Child Molestation	10	0	0.00%	9	100.00%	1
Missing Persons	1	0	0.00%	1	100.00%	0
Attempted Child Abduction	1	0	0.00%	1	100.00%	0
Homicide/Man slaughter	0	0	N/A	0	N/A	0
Sex Crimes	3	0	0.00%	2	100.00%	1
Total Violent Crime	21	1	4.76%	18.00	95.83%	2
PROPERTY CRIME						
Arson	0	0	N/A	0	N/A	0
Burglary	4	2	50.00%	2	50.00%	0
Forgery	1	0	0.00%	1	N/A	0
Fraud	3	1	33.33%	2	66.67%	0
Passing Bad Check	2	0	0.00%	1	100.00%	1
Property Damage	2	0	0.00%	2	100.00%	0
Stealing	24	6	25.00%	14	70.00%	4
Counterfeiting	2	0	0.00%	2	100.00%	0
Leaving the Scene MVA	1	0	0.00%	1	100.00%	0
Total Property Crime	39	9	13.54%	25	83.81%	5
OTHER CASES						
Assist Other Agency	2	0	0.00%	2	100.00%	0
Background Investigation	5	0	0.00%	5	100.00%	0
Filing a False Police Report	0	0	N/A	0	N/A	0
Informational/Suspicious Circum	5	0	0.00%	4	100.00%	1
Major Case Squad	2	0	0.00%	2	100.00%	0
Suicide or Sudden Death	5	0	0.00%	5	100.00%	0
Identity Theft	2	0	0.00%	1	100.00%	1
Fire	1	0	0.00%	1	100.00%	0
Total for Other Cases	22	0	0.00%	20	100.00%	2
Total Overall	82	10	12.20%	63	86.30%	9

Note #1: Cases still under investigation are not calculated into the Clearance Rate Percentage.

Note #2: Approximately **24** Felony cases were investigated by the patrol or went in active during January to April 2014 due to the lack of manpower in the Detective Bureau. These cases would have been sent to the Bureau giving an estimated total of 106 cases.

Number of Incidents

Category	# of Incidents	% of Incidents	Category	# of Incidents	% of Incidents
Court Order Violation	1	.002%	Ordinance Violation	57	.13%
Robbery	1	.002%	Escort	63	.15%
Weapons Offense	1	.002%	Civil Standby	69	.16%
Drug Offense	2	.005%	Auto/ Boat Accident Unknown	69	.16%
Suicide	2	.005%	911 Hangup	71	.17%
Trespass	4	.009%	Fingerprint	73	.17%
Burglary	5	.01%	Pedestrian Check	74	.17%
Sudden Death	5	.01%	Ordinance Violation—Fireworks	78	.18%
Community Patrol	6	.01%	Domestic	83	.19%
Officer No Incident—Training	6	.01%	Lost/ Found Property	87	.20%
Sex Offense	7	.01%	Animal Complaint	127	.29%
Alarm— Holdup	9	.02%	Check Well Being	149	.34%
911—Misdial	10	.02%	Traffic Hazard	160	.37%
Assault	11	.02%	Peace Disturbance	162	.37%
Special Operations Call Out	12	.02%	Ordinance Violation—Parking	163	.38%
Officer No Incident—Meetings	12	.02%	Suspicious Person	180	.42%
Officer No Incident—Court	13	.03%	Fugitive	182	.42%
Administrative	14	.03%	Alarm— Residential	183	.43%
Missing Person	16	.03%	C & I	184	.43%
Officer No Incident—SRO Du-	16	.03%	Larceny	256	.59%
Alarm— Panic	19	.04%	Prisoner Detail	276	.64%
Animal Bite	19	.04%	Alarm— Business	277	.64%
Harassment	19	.04%	Sick Case	388	.90%
Drive Off	22	.05%	Extra Patrol	398	.93%
Informational	25	.05%	Assist Other Agency	442	1.0%
Tow Sticker 48 Hrs	26	.06%	Auto/ Boat Accident - No Injuries	473	1.1%
Officer No Incident—Other	27	.06%	Suspicious Vehicle	489	1.1%
Station Assignment	32	.07%	Assist Motorist	549	1.3%
Arrest Attempt	36	.08%	Follow Up Investigations	648	1.5%
Disturbance—Unknown	38	.08%	Other	760	1.8%
Special Traffic Enforcement	40	.09%	Suspicious Circumstance	972	2.3%
Fraud	41	.09%	Citizen Contact	3124	7.3%
Fire	42	.09%	Traffic Stop	6320	14.7%
Property Damage	47	.10%	Subdivision Check	7192	16.8%
Juvenile	48	.11%	Area Check	7252	16.9%
Accidental Injury	51	.12%	Business Check	10,059	23.5%
Auto / Boat Accident Injuries	52	.12%			
Identity Theft	53	.12%	Total Incidents	42,879	

Section III

Bureau of Support Services

- ◆ Community Outreach Program
- ◆ Traffic Enforcement
- ◆ Dispatch Communications
- ◆ Records Division



Community Outreach Programs

The Lake Saint Louis Police Department dedicates a full-time position to police-community relations. The Community Resource Officer position was created to ensure quality programs for residents in the community. This position also serves as the D.A.R.E./School Resource Officer at Green Tree Elementary.

In 2014 the Lake Saint Louis Police Department was involved in the following police-community relations efforts:

- ◆ The Drug Abuse Resistance Education (D.A.R.E.) program was taught to 118 fifth grade students at Green Tree Elementary.
- ◆ The Community Resource Officer was re-elected to serve a two-year term as the Region 6 Representative on the Missouri D.A.R.E. Officers Association Board of Representatives.
- ◆ The Traffic Officer completed Child Passenger Safety Technician (CPST) certification and the Community Resource Officer re-certified as a CPST. This certification through SafeKids enables these officers to install child safety seats and to educate the community on the proper installation of child safety seats.
- ◆ In cooperation with the Wentzville School District and Green Tree Elementary administration, intruder drill protocols were evaluated for possible improvements and police personnel assisted in overseeing these drills which were conducted during regular school hours.
- ◆ The fifth annual Walk to School Day event was organized for Green Tree Elementary with over 300 participants. This effort was initiated as a Safe Routes to School grant program.
- ◆ Programs and purchasing continued on a non-infrastructure grant that totaled \$11,382 through the Safe Routes to School program. This included the purchase of a pedestrian and bicycle safety trailer with education programming materials. This project is in coordination with Green Tree Elementary.
- ◆ Participated in and assisted with PTO events at Green Tree Elementary, including but not limited to a family BBQ/kickball tournament, Trunk or Treat, Donuts with Dad, and Muffins with Mom.



Community Outreach Programs

- ◆ An informational booth was set up as part of an Emergency Preparedness event at a local church.
- ◆ Conducted child fingerprinting and distributed child safety information at a community event.
- ◆ 8 Station tours, 1 presentation on fingerprinting and 1 presentation on crime prevention were conducted for scout groups.
- ◆ A Police Officer talk was conducted for a local preschool.
- ◆ 2 presentations were conducted on safety and abduction prevention.
- ◆ Conducted two Prescription Drug Take-back events in conjunction with the Drug Enforcement Administration. These events resulted in 13 boxes/263lbs. of unused or expired prescription and over-the-counter medications being removed from our community and disposed of.

The agency participated in the following outreach programs:

- ◆ Polar Plunge event which raised approximately \$100,643 for Special Olympics Missouri
- ◆ Law Enforcement Torch Run for Special Olympics Missouri
- ◆ Law Enforcement Torch Run T-shirt sales for Special Olympics Missouri
- ◆ Warners' Winter Warmup coat drive
- ◆ Two blood drives for the American Red Cross which collected a total of 64 units of blood
- ◆ The Lake Saint Louis Police Bike Patrol Unit participated in the following:
 - ◆ Assisted in the instruction of two police cyclist courses and one advanced police cyclists course through the St. Louis County & Municipal Police Academy
 - ◆ Conducted traffic control at the Lake Saint Louis Triathlon
 - ◆ Sponsored a bicycle recycling event which collected 180 bikes to support youth bicycle safety & education programs for BWorks
 - ◆ Distributed and fitted bicycle helmets at a community event.
 - ◆ Assisted with the instruction of a two-day bicycle rodeo event for elementary age children



Traffic Enforcement



During 2014 Lake Saint Louis Police Officers made 6,295 traffic stops and issued 3,032 citations, they also assisted 549 motorists for a variety of reasons. They wrote out 411 accident reports for vehicles crashes that ranged in severity from parking lot fender-benders to very serious rollover wrecks.

The Traffic Enforcement Unit conducted several special enforcement operations, participated in 2 DWI Holiday Checkpoints, 1 Drive Sober or get Pulled Over, 1 Youth Alcohol DWI Campaign. The Police Department also conducted 9 DWI Checkpoints, 5 DWI saturation patrols and 5 Hazardous Moving Violation enforcements resulting in 28 DWI arrests and numerous other citations for other violations.

They deployed the agency's speed trailer at a variety of locations around the city.

Traffic Statistics	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Accidents	38	31	37	34	37	32	30	23	38	38	28	45	411
DWI	8	4	3	0	8	6	19	17	17	5	5	11	104
Traffic Stops	380	429	496	473	615	572	791	607	703	428	414	387	6295
Citations Issued	180	164	214	225	310	337	360	299	321	231	187	204	3032
Reports Filed	149	138	152	157	162	155	187	144	171	149	115	157	1836

Communications

EMERGENCY DIAL 9-1-1

Dispatch Section

The staff in our dispatch center is responsible not only for providing fast, efficient and courteous service to citizens, but also for the safety of the police officers in Lake Saint Louis and Cottleville while they perform their duties. Our personnel hold lives in their hands every minute of every day.

The Lake Saint Louis Police Communications Center dispatched 42,700 Lake Saint Louis calls for service and an additional 4,133 calls for service for the City of Cottleville for a total of 46,833. Of those 46,833 calls 8,420 were "911" calls. In addition to emergency dispatch, our Communications officers handled tens of thousands of routine business calls.

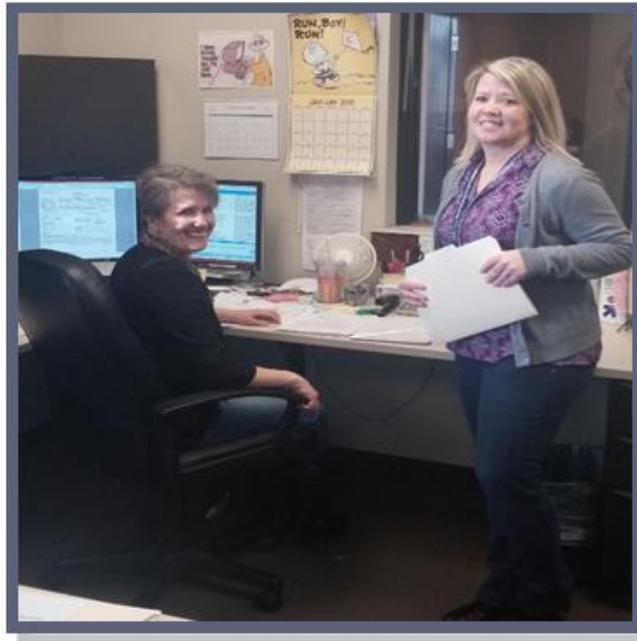


Records Division

The Bureau of Support Services is responsible for procurement and maintenance of supplies and equipment, fleet management, communications and the police records function.

Records Section

During 2014, our Records Division processed more than 1,836 police reports forwarded to municipal and state courts for adjudication, to the Missouri State Highway Patrol, and to other state agencies. In addition, over 3000 municipal and state court summonses were processed. This division is also responsible for the release of records in accordance with State and Federal law, for performing local records checks, for tracking and billing fees related to false alarm calls, and for numerous other duties. More than 260 requests for police reports were processed, netting over \$1850 in fees. Over \$1400 was collected for DWI recoupment fees. 268 Background checks were performed of those 168 were for liquor licenses and peddlers permits.



Section IV

Summary of Statistics

- ◆ 5 Year Arrest Summary
- ◆ Charges by Month
- ◆ Reported Crimes
- ◆ Graphs



5 Year Arrest Summary 2010-2014

Offense	2010	2011	2012	2013	2014
Arson	0	0	0	0	0
Assault	7	3	10	11	7
Burglary	3	5	2	3	4
Domestic Assault	17	16	11	8	9
Driving While Intoxicated	70	103	54	91	87
Driving While Revoked	*	*	13	25	28
Driving While Suspended	*	*	7	9	8
Drug Offense	19	14	20	30	49
Fail To Appear at Court	*	*	159	157	157
Family Offenses	1	1	1	4	0
Forgery	*	*	1	1	1
Fraud	0	0	2	2	1
Fugitive	255	289	107	137	143
Harassment	0	0	1	0	0
I.N.S. Violations	0	0	1	0	0
Leaving the Scene	*	*	8	0	0
License Violations	36	24	14	17	10
Liquor Law Violations	0	1	2	1	1
Other	11	6	1	14	10
Property Damage	2	1	5	4	4
Resisting Arrest	4	0	3	6	6
Robbery	1	3	5	5	2
Sex Offenses	1	1	1	2	2
Stealing	31	56	87	93	118
Tampering/ Stolen Vehicle	1	0	1	0	0
Traffic	0	0	3	4	5
Trespassing	2	2	1	1	0
Weapons Offense	0	1	2	1	0
Total Physical Arrests	461	527	519	626	652
* Changed Category in 2012					

5 Year Arrest Summary 2010-2014

Offense	2010	2011	2012	2013	2014
Arson	0	0	0	0	0
Assault	7	3	10	11	7
Burglary	3	5	2	3	4
Domestic Assault	17	16	11	8	9
Driving While Intoxicated	70	103	54	91	87
Driving While Revoked	*	*	13	25	28
Driving While Suspended	*	*	7	9	8
Drug Offense	19	14	20	30	49
Fail To Appear at Court	*	*	159	157	157
Family Offenses	1	1	1	4	0
Forgery	*	*	1	1	1
Fraud	0	0	2	2	1
Fugitive	255	289	107	137	143
Harassment	0	0	1	0	0
I.N.S. Violations	0	0	1	0	0
Leaving the Scene	*	*	8	0	0
License Violations	36	24	14	17	10
Liquor Law Violations	0	1	2	1	1
Other	11	6	1	14	10
Property Damage	2	1	5	4	4
Resisting Arrest	4	0	3	6	6
Robbery	1	3	5	5	2
Sex Offenses	1	1	1	2	2
Stealing	31	56	87	93	118
Tampering/ Stolen Vehicle	1	0	1	0	0
Traffic	0	0	3	4	5
Trespassing	2	2	1	1	0
Weapons Offense	0	1	2	1	0
Total Physical Arrests	461	527	519	626	652
* Changed Category in 2012					

2014 Arrest Charges by Category by Month

Arrest Charges By Category	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Assault	3	1	1		1			2			3	2	13
Burglary							1		1	3		1	6
Domestic Assault	3					2	2	3			1	3	14
Drug Offense	3	6	6	6	9	15	12	6	5	6	13	15	102
Driving while Intoxicated	8	4	3		8	6	19	17	15	5	6	11	102
Driving while Revoked	6	4	2	3	4	4	4	2	1	1	3	1	35
Driving while Suspended	1	2	2		3	1	2	1	1	2		4	19
Equipment Violations		3	1								2	1	7
Family Offenses	1						1	1	1				4
File False Report				2									2
Forgery								1		1			2
Fraud								2					2
Fail to Appear	13	14	14	16	12	12	17	10	24	14	17	9	172
Fugitive	25	17	20	22	23	16	33	15	21	22	12	26	252
Harassment												1	1
Kidnapping	1						1						2
License Violations	4	6	3	4	2	4	6	3	6	3	4	5	50
Liquor Law Violations				1					2	1			4
Obstructing Judicial Process	1									1			2
Oher Offenses	2		1										3
Peace Disturbance									1		3		4
Property Damage		1	2			2					1	1	7
Public Order Crimes							1				1	2	4
Resisting/Interfering with Arrest	5	3	1	1			1		2	2		2	17
Robbery										2			2
Sex Offenses								4					4
Speeding	1	2		2		3	1	3	1	2	2		17
Stealing	13	8	5	15	9	7	6	5	10	18	8	4	104
Tampering/Stolen Vehicle										1			1
Traffic	6		3	1	10	3	15	11	14	6	9	14	92
Trespassing	1	2			1				1	3	1	1	6
Weapons Offenses	1									1			2
Total Charges	98	73	64	73	82	75	122	86	106	94	86	104	1063

Reported Crimes by Category by Month

Reported Crimes Against People

Offense	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Assault	4	5	1	3	2		1	2	3	1	2	2	26
Domestic Violence	11	6	4	6	11	14	7	9	12	6	5	7	98
Family Offenses	1		1		1	1	2	5	2	2			15
Harassment												1	1
Homicide													
Kidnapping	1					1	1						3
Peace Disturbances			2	4	2	4		2	1	2	3		20
Sex Offenses	2	1	2		1	1	5	2	1			2	17
Total	19	12	10	13	16	21	12	23	20	12	10	12	180

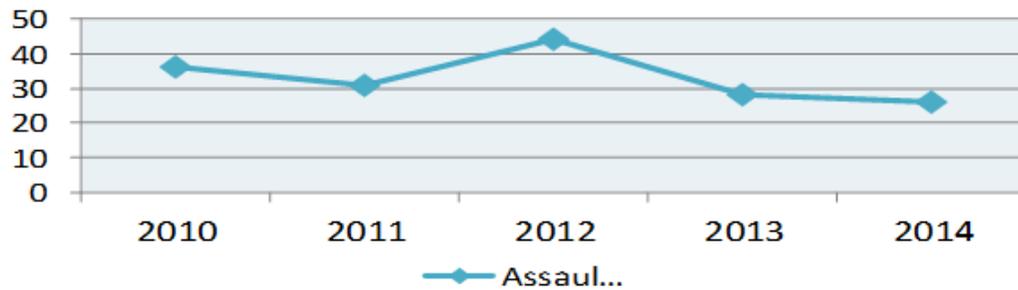
Reported Property Crimes

Offense	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Arson													0
Burglary	1		2	3	2	1	5	2	3		2	2	23
Fraud	2	1	1	3	3	1		3	3	2	2	2	23
Property Damage	2	4	6	3	3	7	6	7	4	4	4	4	54
Robbery									1	1			2
Stealing	24	28	26	46*	37	36	30	27	29	28	21	23	309
Tamp/Stolen Vehicle	2	1	1			2		1	1				8
Total	31	34	36	9	45	47	41	40	41	35	29	31	419

* 16 are Identity Theft Victims

Reported Crimes

5 Year Reported Assault History



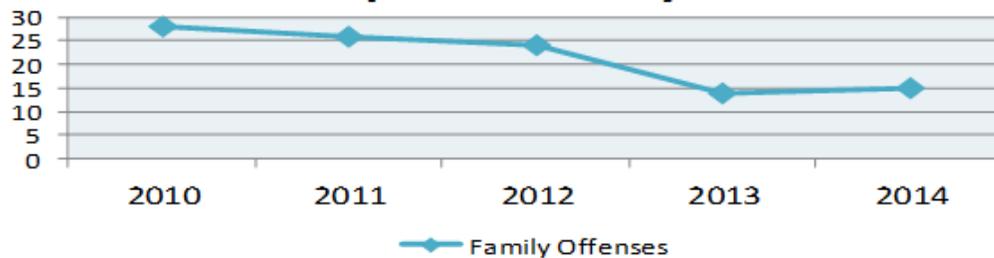
An unlawful physical attack by one person upon another.

5 Year Reported Domestic Violence



An assault on someone who is related, married or in a dating relationship.

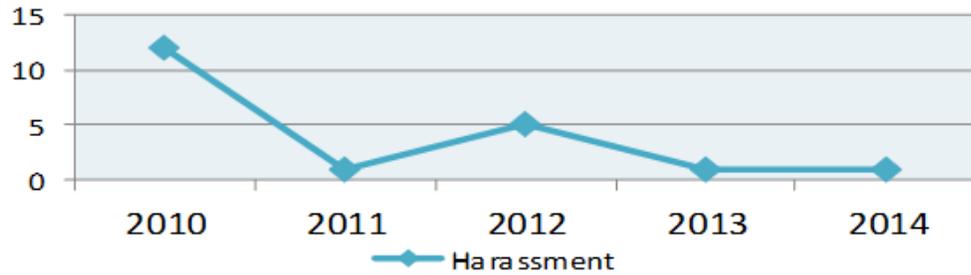
5 Year Reported Family Offenses



Any non-violent offense by a family member which threatens the unity, physical welfare, or morals of the family.

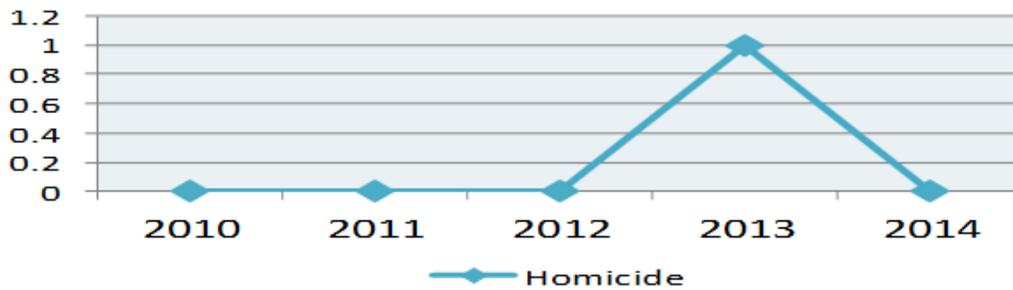
Reported Crimes

5 Year Reported Harassment



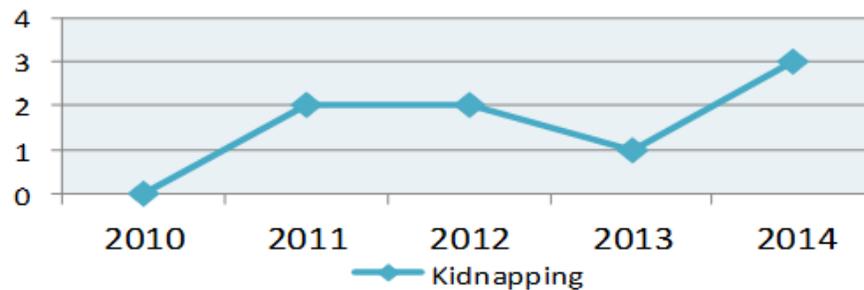
Aggressive pressure or intimidation.

5 Year Reported Homicide



The killing of one human being by another.

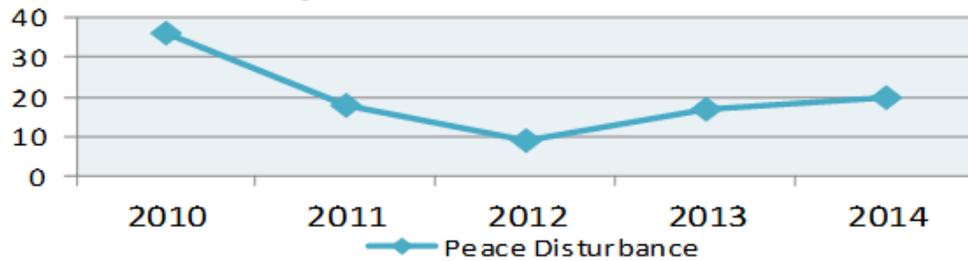
5 Year Reported Kidnapping History



Taking someone illegally by force.

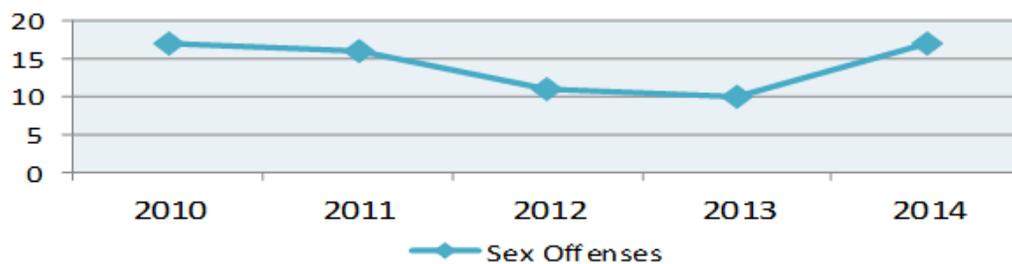
Reported Crimes

5 Year Reported Peace Disturbance



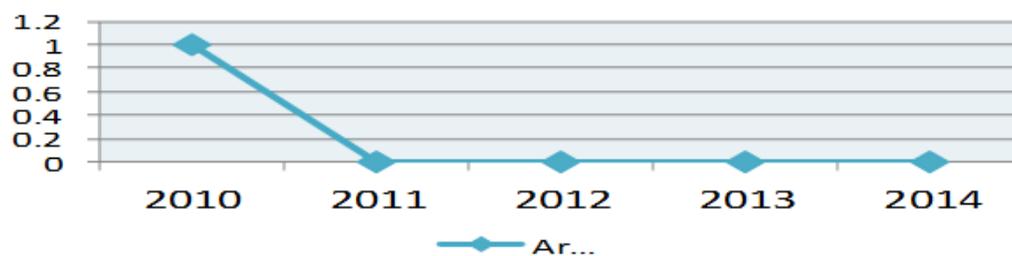
The upsetting the quiet and good order though loud noise, fighting or other unsocial behavior.

5 Year Reported Sex Offenses



Offenses against chastity, common decency, morals and the like. Includes all offenses except forcible rape or prostitution.

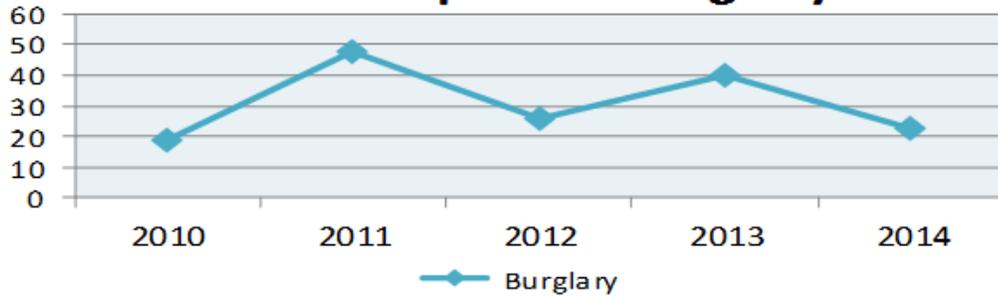
5 Year Reported Arson



Any willful or malicious burning or attempt to burn a house, public building, vehicle or personal property.

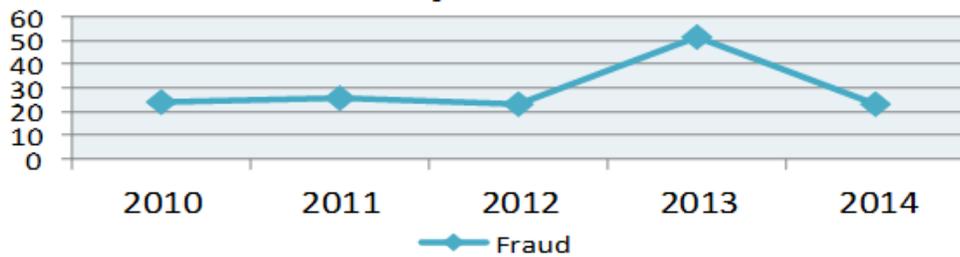
Reported Crimes

5 Year Reported Burglary



The unlawful entry of a structure to commit a felony or a theft.

5 Year Reported Fraud



The intentional deception in order to secure unfair or unlawful gain.

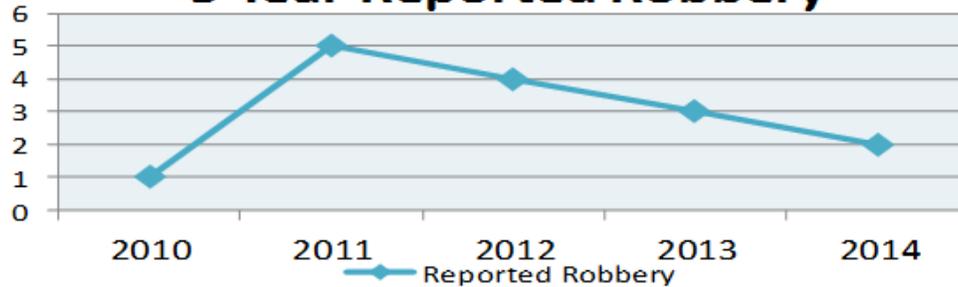
5 Year Reported Property Damage



To willfully or maliciously destroy, injure, disfigure, or deface any public or private property.

Reported Crimes

5 Year Reported Robbery



The taking of anything of value from the care, custody, or control of a person by force or threat or by putting the victim in fear.

5 Year Reported Stealing



The taking of another person's property without permission, or legal right and without intending to return it.

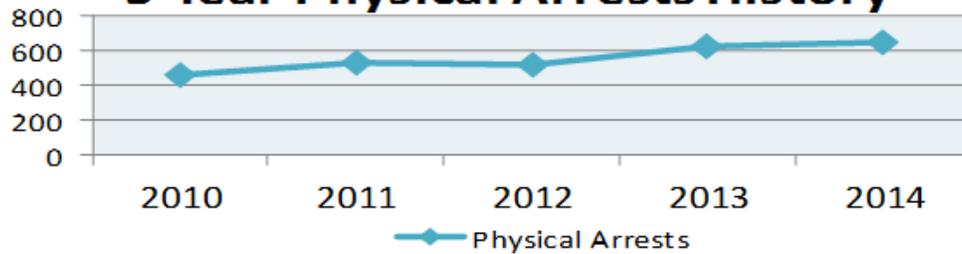
5 Year Reported Stolen Vehicle



The act of stealing or attempting to steal a vehicle.

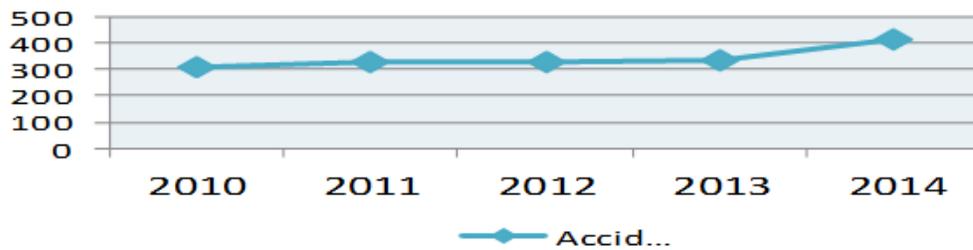
Statistics

5 Year Physical Arrests History



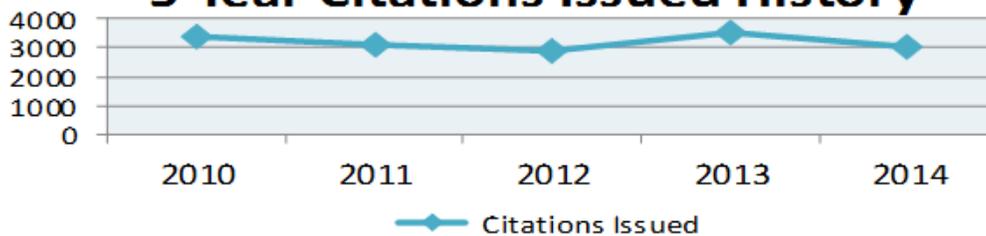
Subject taken into physical custody.

5 Year Accident History



Vehicle and boat accidents.

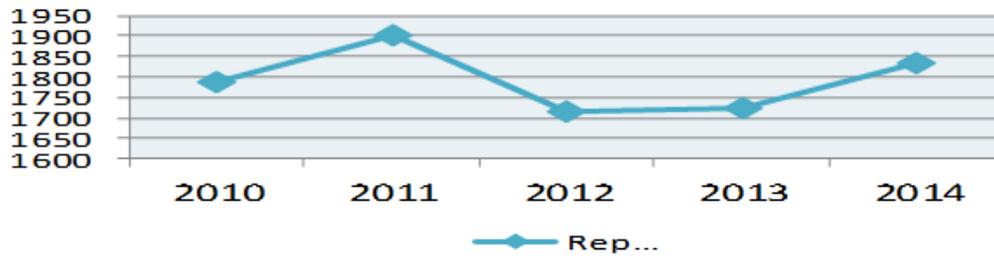
5 Year Citations Issued History



Written summons for traffic violations, shoplifting, stealing, assaults and DWI's

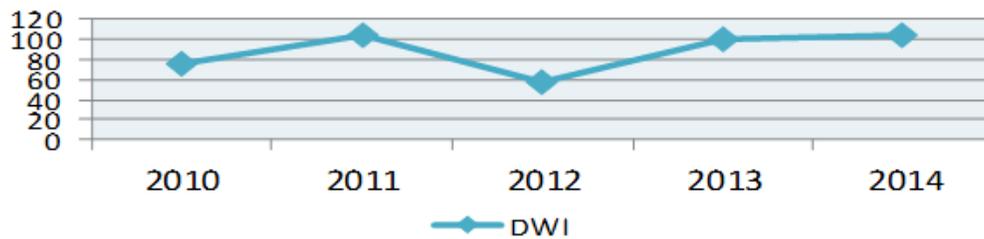
Statistics

5 Year Reports Filed History



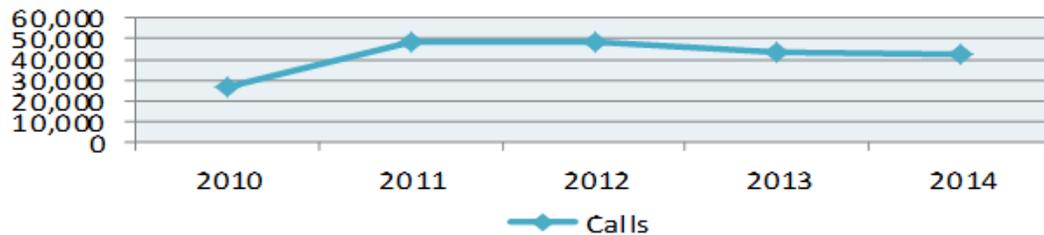
All reports written plus all accident reports.

5 Year DWI History



Driving While Intoxicated citations.

5 Year History of Calls



Any police response, business, citizen, subdivision checks, accidents and traffic stops.

Municipal Court

The Court primarily handles complaints filed by the Lake Saint Louis Police Department, the Lake Saint Louis Prosecutor, and Code Enforcement Officers. There were 3,573 new complaints filed and processed during 2014. These included traffic tickets, non-traffic and code enforcement violations. Some of the more common violations are listed below.

Statistical Report of Violations for 2014 - and 3 prior year(s)

	2014		2013		2012		2011
FAILURE TO REGISTER VEHICLE	305	38-%	493	28 %	386	6-%	410
SPEEDING	657	33-%	979	52 %	646	16-%	768
SPEEDING (SEA)	94	12-%	107	42-%	185	85 %	100
NO PROOF OF INSURANCE	336	23-%	438	32 %	331	18-%	405
ELECTRIC SIGNAL VIOLATION	10	400 %	2	67-%	6	50 %	4
STOP LIGHT VIOLATION	8	75-%	32	52 %	21	28-%	29
STOP SIGN VIOLATION	130	15 %	113	61 %	70	62-%	185
STOP SIGN VIOLATION (SEA)	23	109 %	11	78-%	51	1600 %	3
DRIVING WHILE INTOXICATED	28	4 %	27	35 %	20	46-%	37
DWI/REFUSAL	8	43-%	14	100 %	7	0 %	7
DWI-PRIOR OFFENDER	19	58 %	12	9 %	11	56-%	25
DWI COMBINED ALCOHOL/DRUG	0	100-%	2	100 %	1	80-%	5
DWI-COMBINED PRIOR OFFENDER	0	100-%	1	100 %	0	100-%	1
DRUG INTOX.-PRIOR OFFENDER	1	100 %	0	100-%	2	0 %	2
DWI/DRUG INTOXICATION	3	50-%	6	100 %	0	100-%	6
MINOR IN POSSESSION OF ALCOHOL	21	62 %	13	24-%	17	26-%	23
POSSESSION DRUG PARAPHERNALIA	68	24 %	55	129 %	24	42-%	41
POSSESSION OF MARIJUANA	69	26 %	55	120 %	25	36-%	39
DRIVING WHILE REVOKED	32	11-%	36	39 %	26	53 %	17
DRIVING WHILE SUSPENDED	117	8 %	108	8 %	100	21 %	83
STEALING (UNDER)	12	14-%	14	39-%	23	53 %	15
SHOPLIFTING	77	18-%	94	24 %	76	36 %	56
ASSAULT	8	39-%	13	7-%	14	40 %	10
DOMESTIC ASSAULT 3RD DEGREE	44	2 %	43	19-%	53	35-%	82
ASSAULT ON POLICE OFFICER	5	400 %	1	50-%	2	100 %	0
FAILURE TO APPEAR	509	6 %	482	11 %	435	7 %	406
FTA/ PROBATION VIOLATION	15	7 %	14	27 %	11	267 %	3
Total violations for:	2014		2013		2012		2011
	3573	9-%	3916	21 %	3248	8-%	3514

The Court has seen an increase in housing code violations as you will see below.

Code Enforcement:	2014		2013		2012		
	172	46 %	118	71 %	69	30 %	53

The Court generally holds court two (2) times a month on the 2nd and 4th Tuesday, respectfully. However, there are some exceptions and some dates are rescheduled. In 2014, the Court convened twenty-four (24) times with an average of one hundred forty-eight (148) **new** violations per session.

The Court has a standing "Violations Bureau" order, approved and signed by the Judge, which can be located on the City's website and posted outside the Court Clerks office. This Court order allows individuals to pay certain tickets without a court appearance. Individuals issued minor offenses are provided a "mail- in envelope" by the Police Officer. The envelope has clear instructions on how to pay by mail or at the "Violation Bureau" window located in the lobby of City Hall.

The Court collected and processed \$484,832.57 for the calendar year 2014. These funds were processed and turned over to the Finance Director for disbursement to various agencies and City accounts, as required by State Statute, Local Ordinances, and Court Rules. Some of the more common agencies and funds are:

- State and Local Officers Training Fund
- Crime Victims Compensation Fund
- Domestic Violence Shelter
- Inmate Security Fund
- Drug and alcohol arrest recoupment

Table 6 below gives you a brief breakdown of figures for the past four Fiscal years.

**Municipal Court Offenses and Revenue
By fiscal year**

Fiscal Year	Offenses Filed	Total Collection
2013/2014	4,131	\$513,167
2012/2013	3,171	\$432,554
2011/2012	3,558	\$469,452
2010/2011	3,496	\$508,374

In 2014, the Court closed out 3,524 cases. This total includes, but is not limited to:

- All cases where the fines were paid in full
- Cases where Probation was completed successfully
- Dismissed by Judge (Example of why dismissed is: provided proof of insurance at time of violation)
- Deceased individuals

There were 499 warrants issued by the Judge for failure to appear or contempt of Court in 2014. This represents a slight increase in warrants from the previous year.

Over the past few years the Court has experienced several changes with the part-time position and reorganizing daily duties. We are very happy to add that no major changes occurred in 2014.

The City's Volunteer Program continues to be successful, as the Court currently has four (4) "Gifted Givers". The Municipal Court would not run as smoothly and efficiently as it does on Court nights without these volunteers. Their assistance greatly helps the Court process the public through the system.

The Court Administrator continuously discusses with the Judge and Prosecutor any changes in COR (Court Operating Rules), States Statutes and Local Ordinances that can affect policy and procedures.

In addition, the Court Administrator and Court Clerk continue their education and have maintained their memberships with the local and state Court Administrator's Organizations, and both have maintained their certifications by completing the required hours of continued education, which is sponsored and certified by the Missouri State University.

Goals reached:

Unstated Goals reached:

Staff worked tirelessly to find the right combination of reports that would provide the data needed to satisfy the Auditors (City's annual audit) recommendation that the City consider reconciling the court fines collected and incurred with the fines receivable on a monthly basis. Since the reconciliation report is not mandated by State Statute or Court Operating Rules, the software provider does not provide such a report (at this time). All of the existing reports provided were developed using the criteria set by the Office of State Court Administrator, therefore the criteria for the reporting information is driven by different information, dates and amounts. So in order to gather the data to reconcile on a monthly basis, several reports have to be generated, which are then doubled checked and that information transferred to an excel spreadsheet for review. This new process (report) has been added to monthly report (below).

Monthly-required reports and other responsibilities:

- Monthly Municipal Report to "OSCA" (Office of State Court Administration)

- Warrant validations
- Probation case(s) review
- Bond Account reconciliation
- Monthly activity to the BOA
- Monthly Accounts Receivable Reconciliation report

Annual projects:

- Maintain records for the statutory retention period (50 years, 12 years, and 3 years). It is a big job each year to destroy records, pursuant to Supreme Court Rules. Thirteen (13) boxes of documents were destroyed in accordance with the law this year.
- Determine which cases have evidence that the Police Department is holding that can be released or destroyed because the case has been adjudicated
- Determine which cases have unclaimed bond refunds and bond refund checks that have never been cashed. This process takes time, and there are strict procedures that need to be followed by staff. Once the process is complete, the funds, along with the “holder reporting information form,” are forwarded to the Missouri State Treasurers Unclaimed Property Administrator’s Office.
- Compile information and file a report with the Office of State Court Administrator (OSCA) so they (OSCA) can comply with the “Judicial Finance Commission Report” requirements set in RSMo 477.600. This report used to be the responsibility of the Presiding Judge of the Circuit.
- File a semi-annual report with the Presiding Judge of the Circuit, which includes six (6) months of Court statistics previously filed with the Supreme Court.
- Meet with the Prosecutor to determine which (old) cases are not collectable and if they should be put on the dismissal docket. The criteria varies and is not limited to the few examples given here: Age of the violation; severity of the violation; age of the individual; state of residency for the individual; if fines and costs have already been assessed
- The Court Administrator and Prosecutor also meet with the Supervisors at the Police Department throughout the year to discuss changes in laws and any other matters of concern.

On-going goals and processes:

- Education and training
- Recycling
- Returned Mail
- Customer Service

- Review policy and procedures with Judge, Prosecutor, and Staff.
- Purging of non-support documents in old case files (creating more space)
- Processing warrants and getting them to the Police Dept. with little delay
- Maintaining the log and expenses for housing prisoners off site
- Maintaining the log of sunshine law and records requests
- Continue to evaluate and explore processes to streamline policy and procedures that ensure efficiency and accuracy
- Maintain our reputation for using the Court budget wisely by reviewing expenditures and looking for ways to streamline processes that could affect the budget.

2015 Office Goals:

- To continue to maintain a good reputation with defendants, attorneys, victims, witnesses, vendors and all other agencies.
- Meet with the Chief of Police to discuss a possible policy and/or to establish some guidelines that will enhance the Courts collection rate on tickets that were issued to individuals that live out-of-state. **This was discussed with the Prosecutor in 2014 and the Prosecutor will discuss out of state drivers with the Police Department.**

The Municipal Court serves an essential function of Municipal government. Without a fair judicial system, any attempt to enforce the many Municipal Codes governing this community would be wholly impractical. Court staff's mission is to provide a professional service to our community that is founded in a commitment to the highest ethical standards.

SECTION 4 – MUNICIPAL GROWTH

Housing continued expanding on the gains it made the prior year. Most cities in the county had increased activity for the year. Lake Saint Louis was no exception. The City issued seventy-seven (77) single family residential building permits compared seventy-four (74) the prior year. There were also seventy-six (76) multi-family permits issued compared to zero the prior year.

Commercial building activity was steady this past year. The largest projects were two new office projects and a major expansion underway at the hospital. Medical Transport Management's growth results in the company expanding into a second building at their campus. NISC is also building a 50,000 square foot addition at their facility. The hospital has embarked on a major expansion that doubles the number of beds available in a couple of years. Huck's convenience store wrapped up construction at the end of the year.

Permits/Inspections

Activity	2014	2013	2012
Single Family Permit	84	74	22
Multi Family Permit	76	0	0
Commercial Permit	29	34	23
Other	530	204	177
Inspections	3,343	2,441	1,589
Rental Occupancy Inspections	516	468	422

New Home Building Permits (Detached) By Subdivision

Subdivision	2014 Detached Units	2013 Detached Units
Heritage of Hawk Ridge II	2	0
Heritage of Hawk Ridge III	5	20
Heritage of Hawk Ridge IV	18	9
Heritage of Hawk Ridge V	1	0
Mason Glen I	23	8
Mooring Estates	1	0
Saratoga II	14	14
Seasons at Lake Saint Louis	2	1
Sommers Landing I	4	2
Villas at Ridgepoint II	3	7
Villas at Ridgepoint 1 & III resub	3	0
Villas at Ridgepoint III	1	0
Villas at Ridgepoint IV	5	3
Wyndemere Estates	1	0
TOTAL	84	74

St. Charles County 2014 Building Activity

City	2014 Single Family Units	2014 Multifamily Construction Price	2012 Single Family Units
Lake Saint Louis	77	\$257,922	74
O'Fallon	334	\$125,449	353
Wentzville	549	\$252,823	434
Dardenne Prairie	41	\$167,073	57
St. Peters	231	\$274,069	301
St. Charles	174	\$292,528	194
Cottleville	60	\$149,166	78
Unincorporated	204	\$342,892	229

SECTION 5 – ZONING AND LAND USE

The Board of Aldermen adopted a Planned Development District zoning designation for Mason Glen Phase 3.

The Board of Aldermen adopted a Preliminary Development Plan for Mason Glen Phase 3 allowing a residential subdivision on thirty-five (35) acres of land.

The Board of Aldermen amended a Preliminary Development Plan for the Heritage at Hawk Ridge providing for new street and lot configuration in Phase 6 of that subdivision.

The Board of Aldermen amended the Preliminary Development Plan for Heritage at Hawk Ridge Phase 6 providing for new home models.

The Board of Aldermen approved a subdivision consolidation of two lots for the National Information Solutions Cooperative (NISC) campus.

The Board of Aldermen approved a zoning change for the NISC campus to Business Park (BP).

The Board of Aldermen amended the Preliminary Development Plan for the Villas & Ridgepoint for alternative housing types on three (3) acres.

The vast majority of undeveloped land within the corporate limit is zoned Highway Commercial; Community Business; Business Park or Planned Development. Commercial developments on these parcels will allow much desired service offerings to residents within Lake Saint Louis as well as those located adjacent to our city. There is nearly three hundred fifty (350) acres of land remaining for additional commercial development. Three shopping centers are at some stage of development totaling an additional one hundred eighty (180) acres.

SUMMARY AND CONCLUSIONS

Economic activity continued to expand in Lake Saint Louis during 2014. The City's total revenue generated by economic activity excluding capital grants increased to \$12,205,541. General Fund and Transportation sales tax for the fiscal year totaled \$4,290,454 as compared to \$4,090,000 the prior year.

Housing continued its uptick with the number of new dwelling units in the city doubling. Local businesses added jobs. Medical Transport Management (MTM) moved into a second building on their campus. NISC broke ground on a 50,000 square foot expansion. The hospital began its much anticipated major expansion and will be a traffic generator for the uptown business district near the dam.

The Meadows new owner constructed a temporary ice skating rink which is credited for the strong retail sales this Christmas season. The shopping center owner noted the Von Maur store had the highest Christmas season sales of any store in their system and the Victoria Secret store was number twenty-three in their national store sales volume. Auto sales purchased by residents were up just over twenty percent (20%) from the previous year.

Transportation, economic development, public safety, health and life quality issues were part of the many diverse actions taken by the City's elected officials. City services were delivered by dedicated professionals that care about their work.

I wish to emphasize the role the Mayor and Board of Aldermen, the many citizen volunteers whom serve on various Boards and Commissions, Department Heads and City employees have in working together with a vision that is creating a dynamic and extremely attractive community. All of these individuals and in particular, the dedicated employees of our City, are hard at work providing municipal services. Much has been accomplished this past year.

Respectfully submitted,

Paul D. Markworth
City Administrator