

City of Lake Saint Louis



2012 Annual Report

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INTRODUCTION

This Annual Report summarizes the major activities of the City of Lake Saint Louis for the past year. The report is divided into six sections and covers the following areas: (1) finances, (2) legislative activity, (3) administrative and department activities, (4) municipal boundary expansion, (5) municipal growth, and (6) zoning and land use. As City Administrator for the City of Lake Saint Louis, I am pleased to submit this 2012 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 development activity included the opening of several new retail stores. Residential housing continued to be soft. The City realized an increase in sales tax of \$246,829 (approximately seven percent) over the prior year. If the difference due to a one-time telecom settlement from the prior year is eliminated, utility gross receipt tax remained virtually unchanged from the 2010/2011 fiscal year.

The City's General Fund revenues increased \$302,991 (3.3%) over the prior fiscal year (\$9,191,584 in FY 10/11 and \$9,494,575 in FY 11/12), the City's total net assets experienced a total increase of \$521,818 or approximately one and one-half percent (1.5%) from the previous year. The City has completed many street reconstruction projects in the past few years and the reduction in net assets is primarily due to the depreciation of those streets.

Debt Administration

As of June 30, 2012, the City had \$14,730,000 in outstanding general obligation debt as compared to \$15,480,000 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, 2012 this debt limit was \$35,325,098.

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 Freymuth Road and sidewalk property acquisition, design and construction, as well as Normandy storm sewer.

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. Botz, Deal Company, P.C. was selected to perform the June 30, 2012 audit and following the conclusion of the audit, issued an unqualified opinion dated October 15, 2012.

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, 2011. 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, 2012 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.

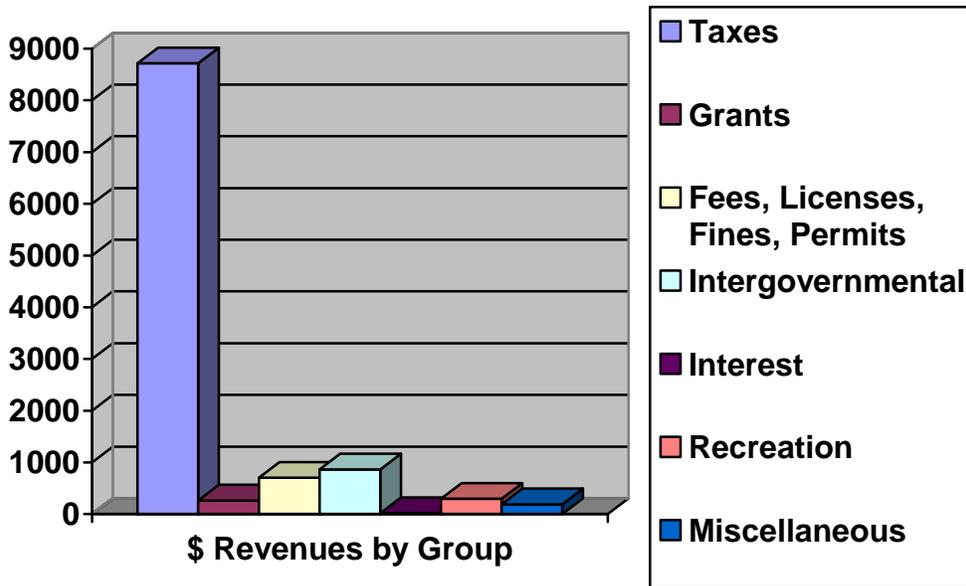
Financial Highlights

- On a government-wide basis, the assets of the City exceeded liabilities at June 30, 2012 by \$35,410,556. Of this amount, \$0,537,444 is invested in capital assets net of related debt and \$2,807,135 is restricted for specific purposes (restricted net assets). The City's unrestricted net asset balance is \$2,065,977.
- The City's total net assets increased \$521,818 during 2011/2012.
- General revenues related to governmental activities were \$9,051,260 and include \$5,513,045 (61.0%) in sales and utility gross receipt taxes. Property taxes accounted for \$3,147,095 (34.8%) of general revenues.
- Net expenses from the various functions of governmental activities was \$8,529,442.
- At June 30, 2012, the City's governmental funds reported combined ending fund balances of \$5,873,389, an increase of \$348,299 compared to June 30, 2011 ending fund balances of \$5,525,090. Approximately 26.8% of this total (\$1,578,000) is not assigned or restricted in any way and is available to be spent at the City's discretion.
- At June 30, 2012 the unassigned fund balance of the General Fund was \$1,578,594 or 18.0% of the general fund expenditures.

Revenue Sources

The chart below compares the revenue sources for fiscal year 2011/2012 as a percent of the total revenue budget:

**Table 1
Revenue By Group**



Property Tax

Allocations of the property tax levy by purpose for fiscal year 2011/2012 and the two preceding fiscal years are as follows (amount per \$100 assessed value):

Table 2 – Property Tax Allocation

Purpose	2011/2012	2010/2011	2009/2010
General Fund	0.5951	\$0.5951	\$0.5951
Debt Service Fund	0.4217	0.4217	0.3994
Total	\$1.0168	\$1.0168	\$0.9945

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

LEGISLATION 2 – LEGISLATIVE ACTIVITY

Ordinances and Resolutions

The Mayor and Board of Aldermen accomplished significant achievements as a legislative body in 2012.

The Lake Saint Louis Board of Aldermen approved one hundred (100) Ordinances and twenty-eight (28) Resolutions. The Mayor vetoed two bills related to snow plowing private streets with the Board of Aldermen over riding his veto. This compared to one hundred seven (107) Ordinances and thirty-three (33) Resolutions that were adopted in 2011.

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

Table 3 – 2012 Ordinances

Legislation	2012 Amount	2011 Amount
Annexation	0	16
Finance	47	48
General Government	31	22
Regulatory	13	10
Zoning/Land Use	9	11
TOTAL	100	107

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.

Some of the more significant Ordinances and Resolutions impacting the overall community include, but are not limited to, the following:

- Amended the vicious animal code definition to improve enforcement through the municipal court.
- Regulated special event permit applications to improve event safety.
- Established a policy for investigating complaints alleging violations of Title VI of the Civil Rights Act.

- Created an unlawful act to have a house party where minors are in possession of alcohol or drugs with the owner of the house held responsible in this case.
- Regulated amateur radio antennas to be in compliance with FCC mandates.
- Limited the time portable storage containers can be left on residential driveways to fifteen days per year.
- Entered into an inter-governmental agreement with St. Charles County to operate the Gateway Green Light Program to synchronize traffic stop signals throughout the County.
- Entered into an inter-governmental agreement with St. Charles County to study traffic congestion mitigation within the I-70 corridor.
- Entered into an inter-governmental agreement with the Missouri Department of Transportation to partially fund Phase 3 Page Ave. (Route 364) improvements.
- Amended the development plan to Villas at Ridgepointe for single family homes to be an approved structure in the plan.
- Permitted mobile food trucks with a business license permit.
- Established water lateral line insurance program.
- Amended the Heritage at Hawk Ridge development plan permitting a new model home.
- Established a snow plowing reimbursement process for private streets having active home owner's associations.
- Amended the trash hauling contract with Christian Environmental extending the contract for two years with an additional three year option.
- Established the annual real estate tax levy rate.
- Entered into an inter-governmental agreement with East West Gateway and MoDOT to fund the Civic Center Drive road improvements.
- Regulated tobacco paraphernalia to be sold only in retail tobacco stores.

A number of other Ordinances and Resolutions of lesser magnitude 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. The Land Use section of this report details additional ordinances that were adopted and related to land use.

In summary, the City took action to approve the construction and operation of new businesses, funded numerous infrastructure construction projects, created an environment where quality, positive growth is encouraged, and approved new high quality residential developments.

SECTION 3 – ADMINISTRATIVE AND DEPARTMENT ACTIVITIES

Administration and Finance

The O'Fallon Farmers Market and The Meadows worked with staff to relocate the farmers market to a parking lot at The Meadows. Coordination involved making sure the market

complied with state, county and city laws and amending the administrative processes to better accommodate the multiple vendors in the market. The new market is called the Lake Saint Louis Farmers Market and is open Saturday mornings from April through October.

Staff also negotiated reduced attorney fees from Armstrong Teasdale whose firm has represented Lake Saint Louis for twenty-five years.

A trash hauling contract with Christian Environmental Services was amended to exercise the two option years and add three additional option years to the contract. The City has the sole privilege to extend annually the first two option years and both parties can exercise the remaining three option years. A \$0.05 per month fee increase will be in effect the first option year and the rates will remain locked for the remaining years. Additionally the fuel tax surcharge that has been in place during the initial three years of the contract will cease during the first two option years. The fuel surcharge will return during the last three option years.

City staff and the elected officials worked with the other municipalities and the County to pool the annual allocation generated by the one half cent Road Board sales tax towards constructed Highway 364 (Page Avenue) from Mid Rivers Mall Drive to I-64/40. MoDOT announced in early 2013 that the bid was awarded to construct a four lane limited access highway and the construction is scheduled to be complete by the end of 2014.

Community Development

The building and planning functions will be covered under Section 5 – Municipal Growth and Section 6 – Zoning and Land Use.

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 3,244 new complaints filed and processed during 2012. These included traffic tickets and non-traffic and code enforcement violations. Some of the more common violations listed below (Table 4).

Table 4

Statistical Report of Violations for 2012 - and 3 prior year(s)

	2012		2011		2010		2009	
FAILURE TO REGISTER VEHICLE	386	6-%	410	18 %	348	35 %	257	
SPEEDING	646	16-%	768	10-%	855	36 %	630	
SPEEDING (SEA)	185	85 %	100	17-%	121	8 %	112	
NO PROOF OF INSURANCE	333	18-%	405	7-%	436	13 %	386	
ELECTRIC SIGNAL VIOLATION	6	50 %	4	79-%	19	35-%	29	

STOP LIGHT VIOLATION	21	28-%	29	123 %	13	117 %	6
STOP SIGN VIOLATION	70	62-%	185	1-%	186	15-%	219
STOP SIGN VIOLATION (SEA)	51	1600 %	3	90-%	30	21-%	38
DRIVING WHILE INTOXICATED	20	46-%	37	19 %	31	39-%	51
DWI/REFUSAL	7	0 %	7	56-%	16	43-%	28
DWI-PRIOR OFFENDER	11	56-%	25	100 %	0	0 %	0
DWI COMBINED ALCOHOL/DRUG	1	80-%	5	100 %	0	0 %	0
DWI-COMBINED PRIOR OFFENDER	0	100-%	1	100 %	0	0 %	0
DRUG INTOX.-PRIOR OFFENDER	2	0 %	2	100 %	0	0 %	0
DWI/DRUG INTOXICATION	0	100-%	6	200 %	2	67-%	6
MINOR IN POSSESSION OF ALCOHOL	17	26-%	23	5 %	22	21-%	28
POSSESSION DRUG PARAPHERNALIA	24	42-%	41	24 %	33	20-%	41
POSSESSION OF MARIJUANA	25	36-%	39	22 %	32	0 %	32
DRIVING WHILE REVOKED	26	53 %	17	43-%	30	23-%	39
DRIVING WHILE SUSPENDED	100	21 %	83	22-%	107	26 %	85
STEALING (UNDER)	23	53 %	15	67-%	45	37-%	71
SHOPLIFTING	76	36 %	56	195 %	19	100 %	0
ASSAULT	14	40 %	10	47-%	19	24-%	25
DOMESTIC ASSAULT 3RD DEGREE	53	35-%	82	17 %	70	0 %	70
ASSAULT ON POLICE OFFICER	2	100 %	0	100-%	1	50-%	2
FAILURE TO APPEAR	434	7 %	406	18-%	494	10 %	449
FTA/ PROBATION VIOLATION	11	450 %	2	78-%	9	59-%	22
Total violations for:	2012		2011		2010		2009
	3,244	8-%	3,513	9-%	3,865	3-%	3,970

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 2012, the Court convened twenty-four (24) times with an average of one hundred thirty-five (135) new violations per session.

The Court has a standing order, approved and signed by the Judge, which can be located on the City's website. 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. Additionally, the Court reached one of its goals this year when an online and/or pay by phone with credit/debit card process was established. In the first six (6) months of this new payment option, the Court began accepting and processing over \$39, 000.00 in credit/debit payments with no added expense to the City's budget.

In combination with the mail-in fines, payment window, online payments, and Court appearances, the Court collected a total of \$454,213.00. 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 5 below gives you a brief breakdown of figures for the past four fiscal years.

Table 5
Municipal Court Offenses and Revenue By fiscal year

	<u>Fiscal Year</u>	<u>Offenses Filed</u>	<u>Total Collection</u>	
	2011/2012	3,558	\$469,452	
	2010/2011	3,496	\$508,374	
In 2012, there	2009/2010	3,989	\$483,457	were 3,177 cases
closed. This	2008/2009	4,299	\$588,333	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 421 warrants issued by the Judge for failure to appear or contempt of Court in 2012. This represents an 8% increase in warrants from last year.

The Court once again had to look at restructuring its office when a valued part-time administrative assistant accepted a full time position within the City. The transition went very well, as the candidate that accepted the part-time position brought with her an enormous amount of prior experience.

The City’s Volunteer Program continues to be successful, as the Court currently has five (5) “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 changes in COR (Court Operating Rules), state 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

At no additional cost/expense to the City, the Court has added a new and convenient way for individuals to make payments on their fines and costs. There is now an easy 24 hours/7 days a week online or pay by phone with credit/debit card service being provided. Shortly after the Court started this new payment option, the Court Administrator met with the Chief of Police and the same convenient process was set up so individuals being held by the Lake Saint Louis Police Department could use a credit/debit card to post their bond (Lake Saint Louis warrants only)

Monthly Required Projects

- Monthly Municipal Report to “OSCA” (Office of State Court Administration)
- Warrant validations
- Probation case(s) review
- Bond Account Reconciliation
- Monthly Activity to the BOA

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. Twelve (12) 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. In 2012, the Court turned over \$415.50 in unclaimed funds.
- Work with the police records clerk to perform an in-house audit of tickets. This audit serves multiple purposes, as it assures that the Police Department can account for each ticket number that was previously assigned to the Police Department by the Missouri State Highway Patrol. It also helps eliminate any data entry errors that may occur in processing. Once the Court completes the audit process, the errors are corrected and any other findings and discrepancies are provided back to the Records Clerk for completion.
- 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 the case 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
- Getting warrants and failures to appear processed and updated as quickly as possible
- 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.

2013 Office Goals:

- 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.
- Review policy and procedures with Judge, Prosecutor and Staff.
- Complete the purging of non support documents in old case files.

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 and unenforceable. Court staff's mission is to provide a professional service to our community that is founded in a commitment to the highest ethical standards.

Parks and Recreation

The Parks and Recreation Department maintains all park acreage, as well as City Hall grounds and numerous right-of-ways. All City tree programs and landscaped areas are also managed by the department.

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

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 know as some of the best in the area and this year hosted over eleven hundred (1,100) baseball and softball league and tournament games and four hundred twenty-eight (428) 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 sixty-five (265) pavilion rentals in 2012. The breakdown shows ninety-seven (97) pavilion rentals at Boulevard Park and thirty-seven (37) amphitheater rentals. Hawk Ridge Park

hosted one hundred thirty-one (131) pavilion rentals. Park Maintenance has also assisted with the set up and cleanup of fourteen (14) special events.

Founders Park Maintenance:

- Repairs to the facilities at Founders are ongoing. This fall work was done on the parks service building which included having the ceiling fixed and new lighting installed.
- A total of twelve bulbs were replaced on baseball diamonds 1, 2 & 3. Replacing bulbs on these poles requires the use of the boom truck.
- An insulated drop ceiling and new lights were added to the concession stand.
- Surveillance cameras have aided the police in identifying and finding vandals.

Boulevard Park Maintenance:

- Boulevard Park had 400 linear feet of walking paths resurfaced.
- Wooden picnic tables have been refurbished and painted.
- Dead trees have been cut and stumps have been removed.
- Lighting around the walk path and near the Amphitheater was serviced.

Hawk Ridge Park Maintenance:

- New computer and timer box installed for the spray pad. The new unit will effectively control water cycles. When activated water will spray 10 – 15 minutes then will require re-activation.
- Pour in Place surface of playground has been patched.
- Lights and ballasts repaired and replaced at the pavilion, around the restrooms and walk path.

Veterans Memorial Park Maintenance:

- New flags and memorial bricks are installed year around.
- Gold flag tops replaced on two flag poles
- Path lighting and irrigation are repaired as needed
- 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.

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 11 consecutive years and has received the Arbor Day Foundation's *Growth Award* for the 5th year.
- *Arbor Day Celebration*: Arbor Day was celebrated on Saturday, May 14th in Boulevard Park. Crossroads Elementary Choir, "The Singing Sensations" provided musical entertainment. The event culminated in the planting of nine (9) 2-1/2" caliper trees.
- In 2012 the Parks Department added a *Part-Time Horticultural Assistant* to help with the planting of flowers and maintenance of shrubs.
- Monthly training was provided to the Tree Board members at their regular meetings in order to enrich their knowledge and acquire points toward the Growth Award. As part of this program, a special *Tree ID Walk* was held in Boulevard Park.
- *Community Development Department*: Continued to work with Community Development to ensure landscape issues with residents and commercial properties are dealt with appropriately and expediently. Some conversation has begun in the Tree Board regarding updating the Tree Ordinance.
- *Public Works Department*: Worked with Project Managers on the Freymuth Road straightening project, the Sidewalk Project, and storm water related projects.

Boulevard Park

- *Green Gloves volunteers* assisted with the installation of one new planting bed and helped enhance three existing beds.
- Extreme growing season weather required supplemental watering for all the trees, in addition to the usual maintenance duties for all plant material in park including planting, mulching, pruning, weeding, and pest management.
- Replaced Commemorative Trees removed by Cuivre River Electric in 2011. The new trees along with the bronze plaques were placed around the big pond.
- Boulevard Park was the recipient of an Eagle Scout project in the form of an enhanced landscape area around the flagpole at the pavilion.

Civic Center

- 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

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

Hawk Ridge Park

- Hawk Ridge Park received extra attention in preparation for the 5 year anniversary celebration in April, 2012. This was in addition to the usual maintenance including planting, pruning, mulching, watering, weeding and pest management.

Veterans Memorial Park

- Provided full spectrum of maintenance duties for all plant material in park including planting, mulching, pruning, weeding, watering and pest management.
- Thirteen Norway spruce trees at the rear of the park were lost due to the heat and drought coupled with the drainage pipe installation that disturbed the root systems.

Lake Saint Louis Boulevard

- Median islands received regular maintenance.
- Five trees were lost from the medians due to vehicular accidents.

Technology Drive

- Trees received regular maintenance.

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.

Table 6
2012 Recreation Programs

Youth Programs	Resident	Non-Resident	Total Participants
Father/Daughter Valentine Dance	85	49	134
T-Ball	50	29	79
Youth Baseball	440	512	952
Youth Soccer	84	29	113
Babysitting Basics	10	11	21
Camp Gators (10 weeks of camp)	362	91	453
Baseball Camp	37	63	100
Ozzie Smith's Baseball			
Soccer Camp	26	40	66
Softball Camp	13	34	47
Helmet Fittings (1 session)		0	
Total Number of Youth Participants			1998

Adult Programs	Resident	Non-Resident	Total Participants
Flex and Strength	102	27	129
Intermediate Watercolor	21	9	30
Pastel Painting	26	17	43
Adult Drawing	22	7	29
Art of Portrait	5	3	8
Bone Density FREE Program	28	34	62
Body Fat Analysis			11
Art Exhibition			40
<i>Total Number of Adult Participants</i>			352

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 (1 rained out)	100	50	Est. Avg. 150
6 Music on The Lake Concert Series	2,800	800	Est. 600 per 3,600 total attend
City Wide Garage Sale	52 Homes		52
Halloween Party In The Park(Co-op w LSL Mothers)	700	250	Est. 950
Tree Lighting Ceremony	300		Est. 300
Triathlon	98	652	750
<i>Total Number of Participants</i>			6,652

Leagues	Residents	Non-Residents	Total Participants
Men's Softball	3 (teams)	5 (teams)	8 teams 120 people
Church Softball	3 (teams)	5 (teams)	8 teams 120 people
Co-Ed Softball (2 sessions)	4 (teams)	12 (teams)	16 teams 240 people
Men's Golf	16 (teams)	2 (teams)	18 teams 36 people
<i>Total Number of Participants</i>			<i>516</i>

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.

Field Operations Division

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.

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.

Department Organization

Field Operations - Continued

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.

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.

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.

Department Organization

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.

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 Communications Section provides dispatch and data entry service for the Cottleville Police Department.

Department Goals and Objectives

During 2012, the Lake Saint Louis Police Department met their goals and objectives as detailed below.

Goal: Increase Communications with Citizens

- Officers initiated 4,010 citizen contacts unrelated to traffic stops and calls for service (2,562 in 2011)
- 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
- Continued development of E Sponder EMA system
- Upgrade and participation of county wide radio system
- Continued coordination with National Weather Service in order to further preparedness for weather related emergencies

Objective: Radio Meetings

- Lieutenant Stevens and Lieutenant Doering have been attending monthly meetings in regards to the St. Charles County Radio program. 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.

Objective: Cross Training

- Lieutenant Stevens and Lieutenant Doering conducted cross training from July to December of this year. The purpose of this training was a result of both Lieutenants switching duties. Lt. Doering will be taking over as the Support Services Commander and Lt. Stevens will be taking over as the Night Shift Commander. By cross training in their duties the department will now have the ability to draw from the experience of those two Lieutenants who will have had the opportunity to work in both positions.

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	Violent Crime Rate	Property Crimes	Property Crime Rate
Cottleville	3,115	0	0.0000	75	0.0241
Lake Saint Louis	14,736	14	0.0010	294	0.0200
O'Fallon	80,519	64	0.0008	1,150	0.0143
St. Charles	66,598	458	0.0069	6,322	0.0949
St. Peters	53,264	107	0.0020	1,291	0.0242
Wentzville	29,451	56	0.0019	615	0.0209

- **Provided a more visible police presence in our community.**
 - Performed 7,312 area checks compared to 7,015 the previous year
 - Performed 10,309 business checks compared to 9,468 the previous year
 - Performed 7,794 subdivision checks compared to 6,604 the previous year
 - Conducted 4,010 citizen contacts compared to 2,562 the previous year

- **Conducted a traffic law enforcement campaign directed at voluntary compliance through:**
 - Ongoing deployment of a full-time Traffic Officer
 - Use of speed trailer in various locations
 - Conducted 54 Special traffic enforcement details
 - Participated in six statewide traffic enforcements details
 - Participated in 4 county DWI saturation patrol operations and 5 more local saturation patrol operations
 - Conducted 4 hazardous moving violation enforcements details (speed, stop signs, etc.)
 - Purchase of a vehicle equipped to more effectively combat drinking and driving

- **Encouraged active and open dialogue between police and citizens**
 - Continued deployment of a full-time Community Resource Officer
 - Increased the quantity and quality of citizen contacts
 - Implemented numerous community outreach programs

Department Awards

Commander's Notices

Detective McIntyre, Detective Carbray, Sergeant Dooley, Officer Gummels, Officer Hurwitz and Officer Thompson

Officers were dispatched to a call of shots fired into a residence. Upon arrival officers secured the crime scene, obtained witness statements and gathered evidence. The combined effort of all of the officers involved led to the quick apprehension of all the suspects.

A big congratulations goes out to Lieutenant Patrick Doering for graduating the FBI National Academy on March 16, 2012.



Section 2: Bureau of Field Operations

Patrol Operations

Bureau of Investigations Caseload

Community Outreach Programs

Traffic Enforcement

**Graph: 5-Year History of Traffic
Enforcement**

Bureau of Field Operations



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 2012 Lake Saint Louis Police Officers in the Patrol Operations Section responded to 44,415 calls for service. They performed 10,309 business checks, 7312 area checks, and 7,794 subdivision checks. They investigated reports of suspicious persons, vehicles and circumstances. In addition, they initiated 4,010 contacts with residents of all ages that were not related to reported incidents or traffic stops.

Officers were called upon to assist 156 sick case calls with 51 of those whose emotional state required hospital commitment. They were called upon to investigate 2 sudden deaths. They investigated complaints of larcenies, robberies, trespassing, peace disturbances, fraud identity theft, and property damage. They responded to reports of domestic violence, missing persons, assaults, and sex offenses.

Patrol officers handled 328 auto/boat accidents, made 57 arrests of individuals who were driving while under the influence of alcohol and/or drugs. They participated in statewide traffic initiatives geared at making our roadways safer. They also responded to 807 calls to assist other agencies.

They wrote 1,716 police reports, arrested and booked 519 individuals, 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						
Armed Robbery	1	1	100.00%	0	0.00%	0
Assault/Domestic Assault	3	1	33.33%	2	66.67%	0
Child Abuse	0	0	N/A	0	N/A	0
Armed Criminal Action	1	0	0.00%	1	100.00%	0
Harassment	1	0	0.00%	1	100.00%	0
Homicide/Manslaughter	0	0	N/A	0	N/A	0
Sex Crimes	5	1	20.00%	3	60.00%	1
Total Violent Crime	11	3	27.27%	7	63.64%	1
PROPERTY CRIME						
Fire Investigations	3	0	0.00%	3	100.00%	0
Burglary	8	4	50.00%	4	50.00%	0
Forgery/Counterfeiting	2	0	0.00%	2	100.00%	0
Fraud	9	3	33.33%	5	55.56%	1
Property Damage	1	0	0.00%	1	100.00%	0
Stealing	41	6	14.63%	35	85.37%	0
Stealing a Motor Vehicle	4	0	0.00%	4	100.00%	0
Receiving Stolen Property	2	0	0.00%	2	100.00%	0
Leaving the Scene of Accident	1	0	0.00%	1	100.00%	0
Lost/Stolen Property	1	0	0.00%	1	100.00%	0
Total Property Crime	72	13	18.06%	58	80.56%	1
OTHER CASES						
Assist Other Agency	10	0	0.00%	10	100.00%	0
Background Investigation	6	0	0.00%	6	100.00%	0
Informational	2	0	0.00%	2	100.00%	0
Major Case Squad	1	0	0.00%	1	100.00%	0
Suicide or Sudden Death	2	0	0.00%	2	100.00%	0
Suspicious Circumstance	1	0	0.00%	0	0.00%	1
Violation of Protection Orders	1	0	0.00%	1	100.00%	0
Total for Other Cases	23	0	0.00%	22	95.65%	1
Total Overall	106	16	15.09%	87	82.08%	3

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 2012 the Lake Saint Louis Police Department was involved in the following police-community relations effort:

- ❖ The Drug Abuse Resistance Education (D.A.R.E.) program was taught to 117 fifth grade students at Green Tree Elementary
- ❖ In cooperation with the Wentzville School District and Green Tree Elementary administration, protocols and facilities were re-evaluated for possible safety improvements
- ❖ 11 station tours were conducted for Cub Scouts, Girls Scouts and home school groups
- ❖ 4 presentations about fingerprinting were given to elementary school children
- ❖ A presentation on home & personal safety was conducted
- ❖ An informational booth was set up for an event at the Community Association
- ❖ The Volunteers in Policing (VIP'S) program dedicated 222 hours of volunteer work to the department
- ❖ Participated in a I.C.E. Cream Social event in coordination with the St. Charles County Ambulance District and the Lake Saint Louis Fire Protection District in which community services and crime prevention programs were introduced to citizens
- ❖ The National Night Out event was conducted in the Key Harbour subdivision
- ❖ Assisted Safe Kids St Louis at a child car seat event where 118 car seats were distributed and installed.
- ❖ A Walk To School Day event with approximately 300 participants was organized for Green Tree Elementary through the Safe Routes to School program
- ❖ Conducted two Prescription Take-Back events in conjunction with the Drug Enforcement Administration, netting 9 boxes (163 pounds) of unused or expired prescription and over-the-counter medications being removed from our community and disposed of properly

Community Outreach Programs



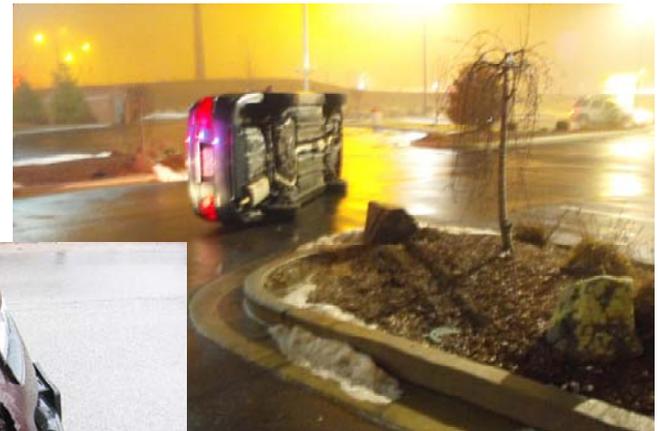
- ❖ The agency participated in the following outreach programs:
 - Polar Bear Plunge event which raised \$107,000 for Special Olympics
 - Law Enforcement Torch Run for Special Olympics
 - Law Enforcement Torch Run T-Shirt sales
 - Warners' Winter Warmup coat drive
 - Two blood drives for the American Red Cross collecting a total of 54 units of blood
- ❖ The Lake Saint Louis Police Explorer Post #9987 recruited three new members bringing the total number of registered Explorers to fourteen. The Explorers dedicated 381.5 hours of voluntary time to the Explorer program, 125 of which were community service hours
- ❖ The Lake Saint Louis Police Bike Patrol Unit participated in the following:
 - Approximately 20 hours of bicycle patrol operations
 - Assisted in the instruction of 2 police cyclist courses, 1 advanced police cyclist course, and 1 bicycle patrol operations.
 - Assisted with traffic control at the Lake Saint Louis Triathlon
 - Conducted bicycle safety presentations for elementary school age children
 - Sponsored a bicycle recycling event which collected 168 bikes to support youth programs for BWorks
 - Conducted product review for the International Police Mountain Bike Association (IPMBA)
 - Received IPMBA Bicycle Maintenance Officer certification

Traffic Enforcement



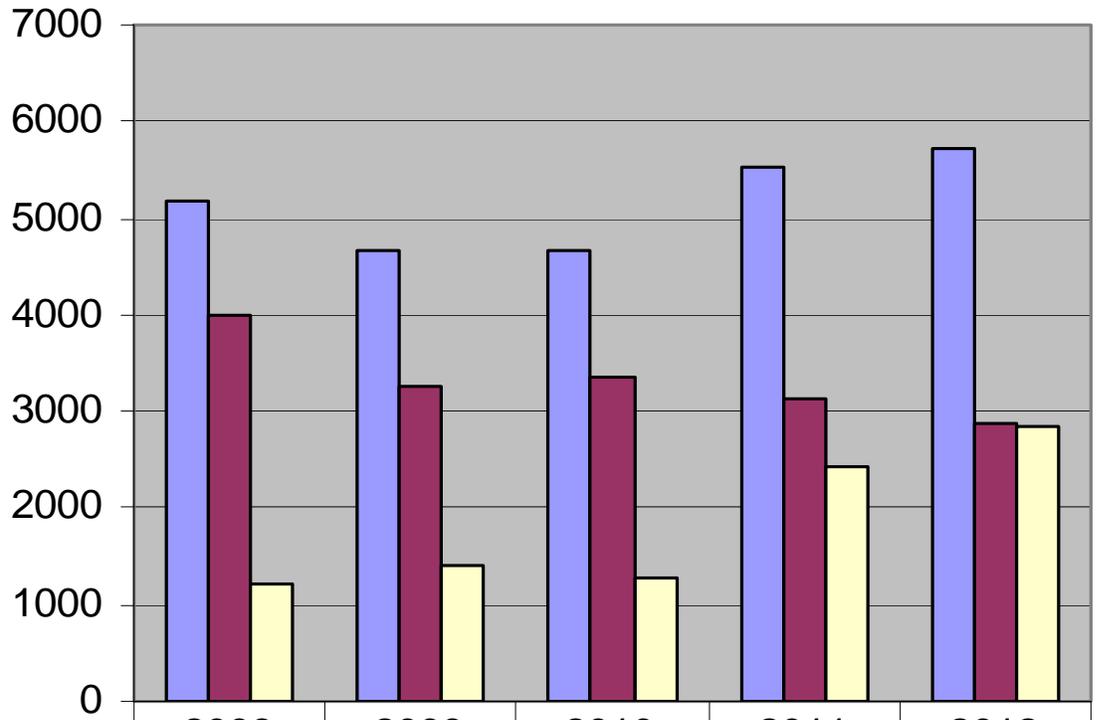
During 2012 Lake Saint Louis Police Officers made 5,722 traffic stops and issued 2,880 citations. They wrote 328 accident reports for vehicle crashes that ranged in severity from parking lot fender-benders to very serious rollover wrecks.

The Traffic Enforcement Unit conducted 54 special enforcement operations, hosted one DWI checkpoint where ten arrests were made. The Lake Saint Louis Police Department also participated in 4 other DWI checkpoints that resulted in numerous arrests. They participated in 4 hazardous moving violation enforcements. They also deployed the agency's speed trailer at a variety of locations around the city.

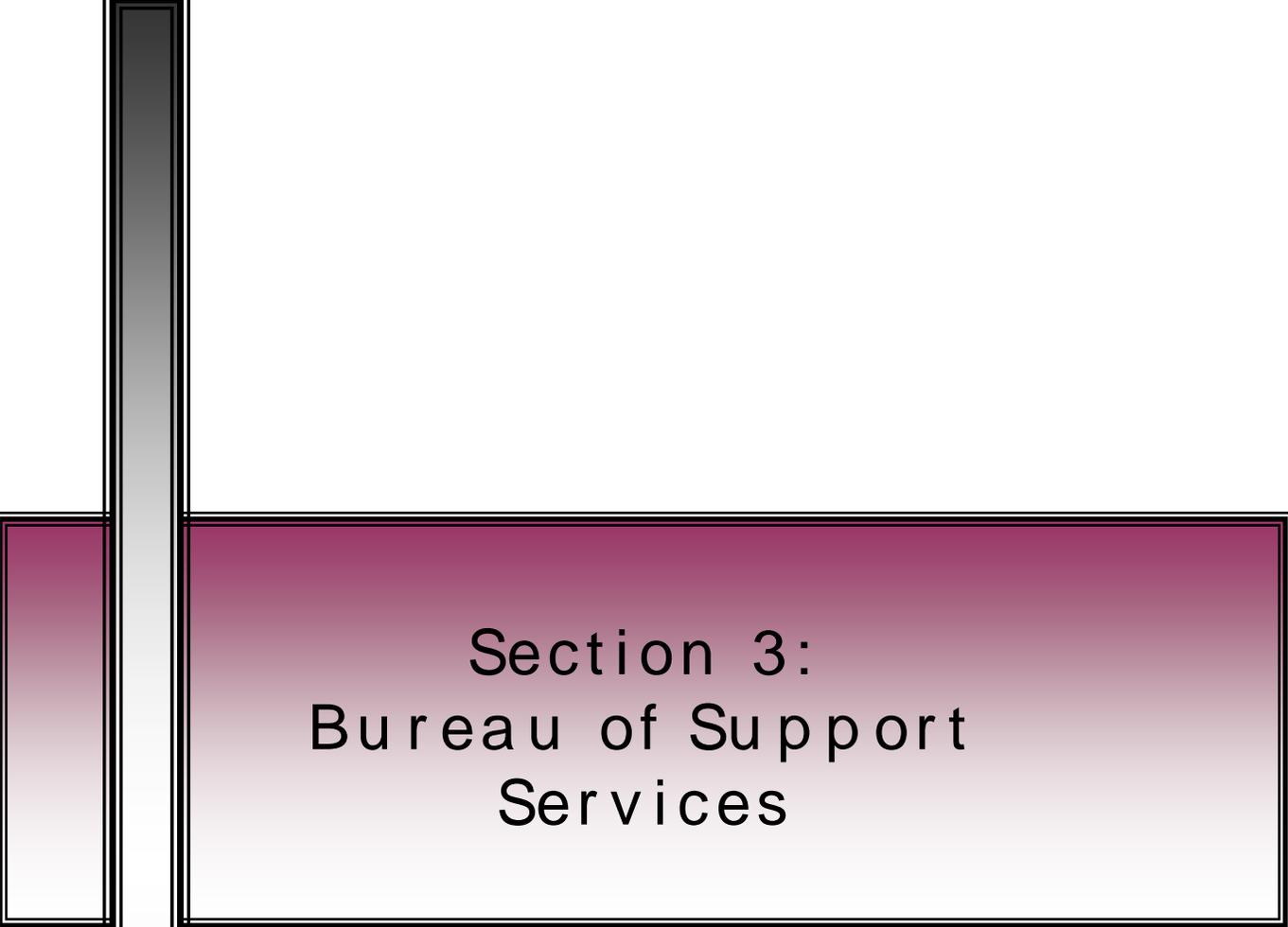


Traffic Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Auto/Boat Accidents	26	15	20	19	32	25	30	28	32	30	33	38
DWI	3	0	2	9	3	3	11	6	3	3	11	3
Traffic Stops	633	425	611	501	437	379	461	416	458	422	475	504
Citations Issued	281	181	292	241	231	216	243	255	233	236	250	221
Reports Filed	171	119	147	128	180	153	162	155	130	134	153	120

5-Year Traffic Enforcement History



	2008	2009	2010	2011	2012
Traffic Stops	5189	4671	4656	5537	5722
Citations	3980	3275	3363	3117	2880
Warnings	1209	1396	1293	2420	2842

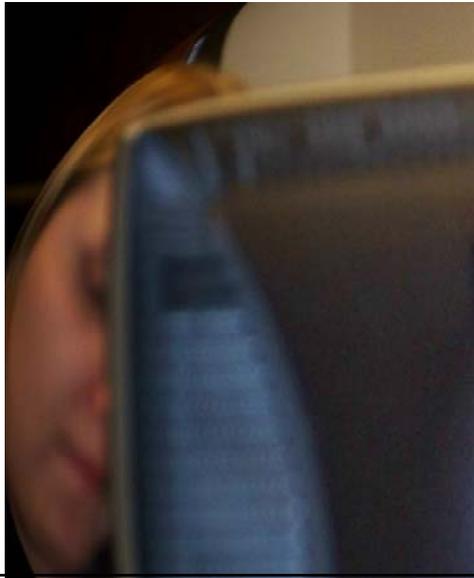


Section 3:
Bureau of Support
Services

Communications/Dispatch

Records Division

Bureau of Support Services



Records Section

During 2012, our Records Section processed more than 1,716 police reports forwarded to municipal and state courts for adjudication, to the Missouri State Highway Patrol, and to other state agencies. In addition, over 2,880 municipal and state court summonses were processed.

This office 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. The office billed and received \$775 in fees for responses to invalid alarms during 2012. More than 200 requests for police reports were processed, netting just under \$1,737 in fees.

Although the workload merits more manpower, this office is currently staffed by one full time employee and one part-time volunteer.

Bureau of Support Services

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

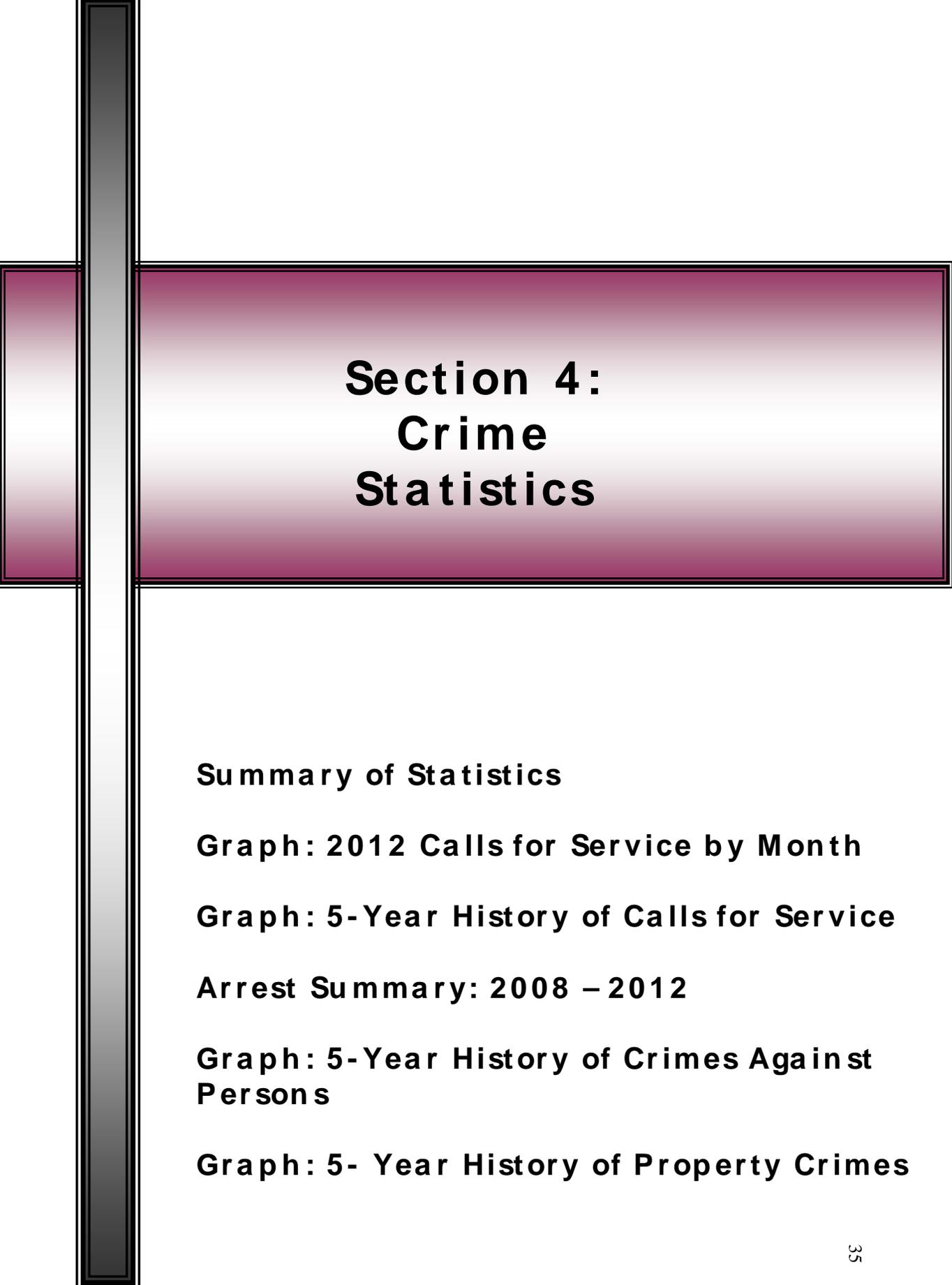
Communications Section

The Lake Saint Louis Police Communications Center dispatched 40,487 Lake Saint Louis calls for service and an additional 3,482 calls for service for the City of Cottleville for a total of 43,969. Of those 43,969 calls 7,475 were "911" In addition to emergency dispatch, our Communications officers handled tens of thousands of routine business calls.

The staff in this section 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 and we take that responsibility very seriously.

Ensuring citizens' safety as well as that of our officers is our primary objective.





Section 4: Crime Statistics

Summary of Statistics

Graph: 2012 Calls for Service by Month

Graph: 5-Year History of Calls for Service

Arrest Summary: 2008 – 2012

**Graph: 5-Year History of Crimes Against
Persons**

Graph: 5- Year History of Property Crimes

Summary of Statistics

The Lake Saint Louis Police Department responded to 44,415 calls for service during 2012, an increase of 3,367 calls from the previous year. From the historical perspective, our workload has nearly doubled in the past 10 years.

The Lake Saint Louis Police Dispatch answered a total of 48,203 calls for service. Of those 48,203 calls, 8,164 of them were “911” calls.

Lake Saint Louis Police made 519 physical arrests during 2012, compared to 527 made in 2011 and 461 in 2010. A total of 898 charges were filed on the arrests made in 2012. The officers made 10,309 business checks, 7,312 area checks, 7,794 subdivision checks and made initiated contact with 4,010 citizens of all ages that were not related to reported incidents or traffic stops.

Reported crimes against persons decreased in 2012 (239) from 2011 (255). The most significant decrease was in the domestic violence offenses, it went from 2011 (162) to 2012 (144).

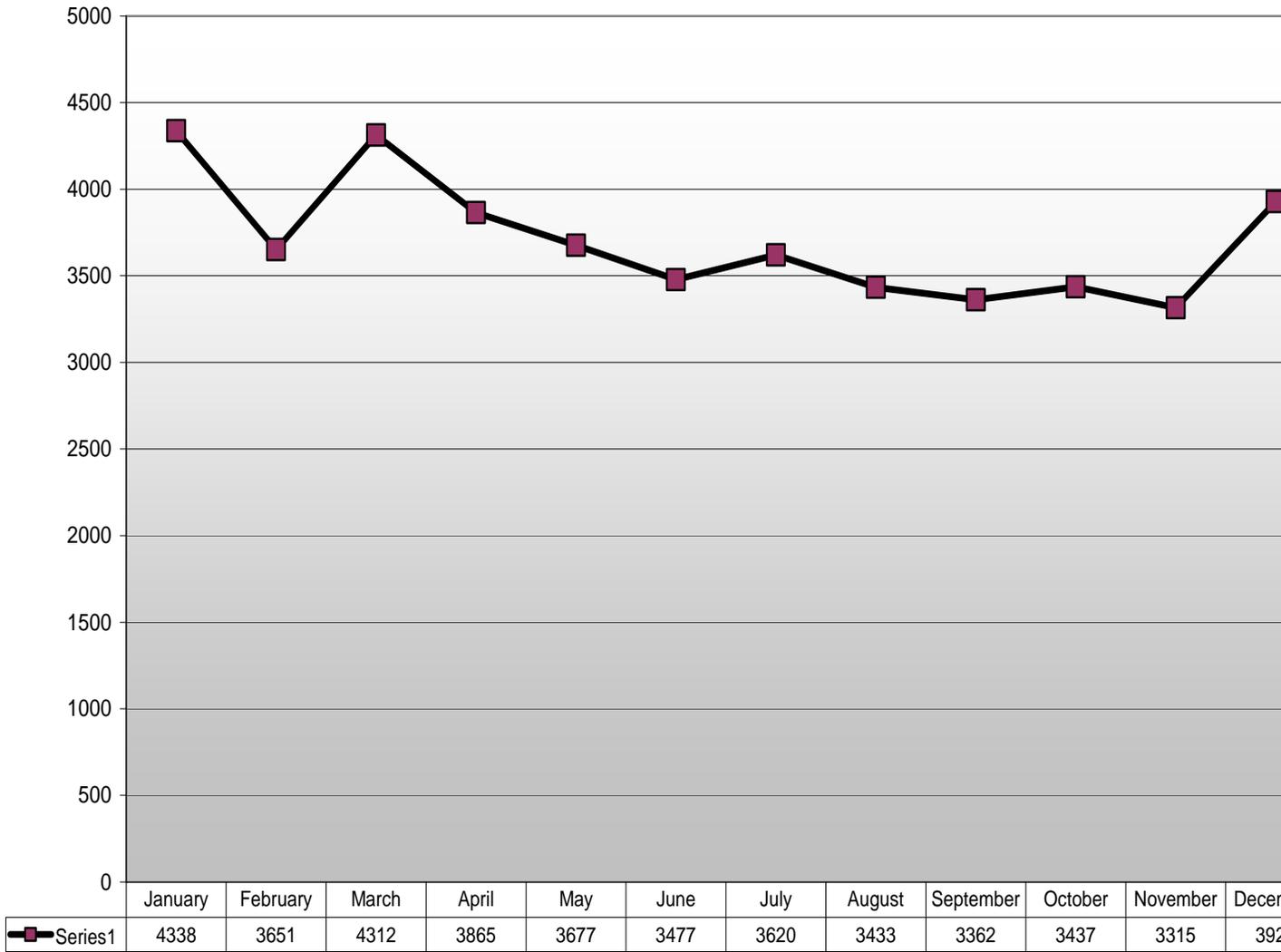
There was an increase in reported property crimes in 2012 (507) compared to 2011 (483). The most significant change was in the number of stealing reports (319 cases reported in 2011 compared to 351 in 2012). This upward trend is likely to continue for some time due to increased retail development and the economic pressures of a recession economy and high unemployment rates.

The number of traffic stops made increased in 2012 from the prior year. Of the 5,722 traffic stops made, 2,880 citations were written. There were 57 arrests made for DWI's , and 328 auto/boat accidents here in the city. The Traffic Enforcement Unit conducted 54 special enforcement operations, and participated in several DWI checkpoints.

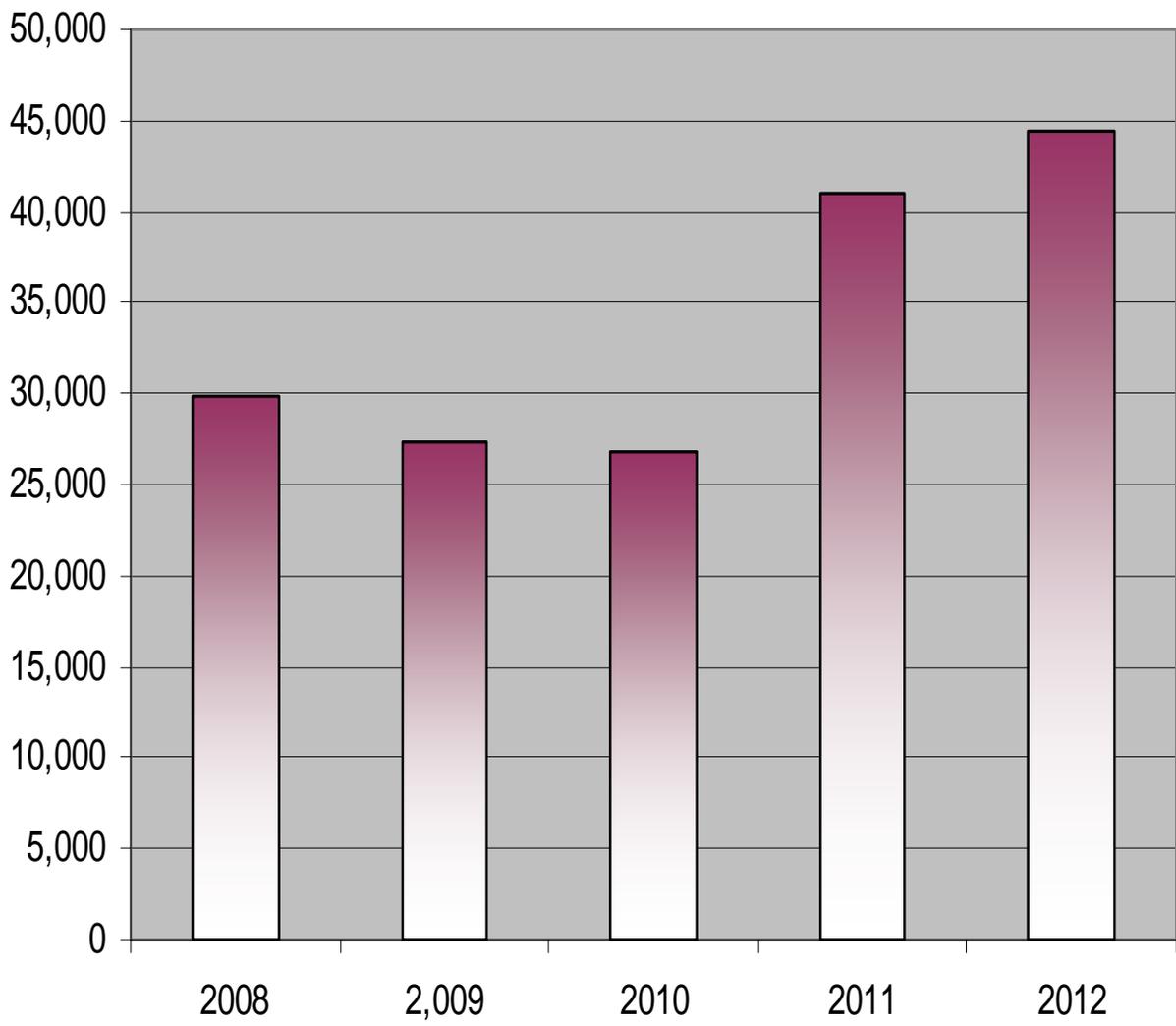
The Department's Bureau of Investigations cleared 82.02% of the cases assigned to it during 2012. Of their total caseload, 16 cases are inactivated due to lack of evidence and/or lack of investigative leads.



2012 Calls for Service by Month



5 Year History of Calls for Service



Crime Statistics

5- Year Arrest Summary 2008 – 2012

Offense	2008	2009	2010	2011	2012
Arson	0	0	0	0	0
Assault	25	8	7	3	10
Burglary	1	2	3	5	2
Domestic Assault	(Note 1)	15	17	16	11
Driving While Intoxicated	142	99	70	103	54
Driving While Revoked	29	(Note2)	(Note 2)	(Note 2)	13
Driving While Suspended	(Note3)	(Note3)	(Note3)	(Note3)	7
Drug Offense	21	19	19	14	20
Fail to Appear at Court	(Note3)	(Note3)	(Note3)	(Note3)	159
Family Offenses	(Note 3)	(Note 3)	1	1	1
Forgery	(Note3)	(Note3)	(Note3)	(Note3)	1
Fraud	2	0	0	0	2
Fugitive	264	281	255	289	107
Harassment	0	0	0	0	1
I.N.S. Violations/I.C.E. Detainer	0	1	0	0	1
Leaving the Scene	(Note3)	(Note3)	(Note3)	(Note3)	8
License Violations	(Note 4)	31	36	24	14
Liquor Law Violation	3	4	0	1	2
Other	(Note 1)	3	11	6	1
Property Damage	7	1	2	1	5
Resisting Arrest	1	0	4	0	3
Robbery	2	0	1	3	5
Sex Offenses	0	2	1	1	1
Stealing	20	32	31	56	87
Tampering / Stolen Vehicle	2	3	1	0	1
Traffic	(Note 1)	5	0	0	3
Trespassing	2	3	2	2	1
Weapons Offense	0	3	0	1	2
Note 1: Not counted separately in previous years Note 2: Included in "License Violations" Note 3: Changed category for 2012					
Total Physical Arrests	522	519	461	527	519

2012 Arrest Charges by Category by Month

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Animal Complaint	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
Assault	2	0	0	1	1	5	2	2	0	2	4	1	2
Bribery	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	2	0	0	0	1	0	0	0	0	0	0	0
Domestic Assault	1	0	0	1	2	2	1	0	1	2	1	3	1
Drug Offense	1	6	5	5	1	9	10	2	2	3	1	1	4
DWI	3	0	2	9	3	3	10	6	3	3	11	3	5
DWR	1	2	5	1	1	3	2	2	2	1	0	0	2
DWS	3	0	4	3	0	1	0	0	2	3	2	1	1
Equipment Violations	0	0	1	0	0	1	0	0	0	0	0	0	0
Family Offenses	0	0	0	0	0	1	1	0	2	0	0	2	0
File False Report	0	0	1	0	0	0	0	0	0	0	0	0	0
Forgery	0	0	0	0	1	0	0	0	0	1	0	0	0
Fraud	0	0	0	0	1	0	0	0	0	0	1	0	0
FTA/Contempt of Court	17	16	16	15	19	18	10	12	17	11	11	11	17
Fugitive	21	11	21	9	19	26	10	21	15	13	17	17	20
Harassment	0	0	0	0	0	0	0	0	0	0	0	1	0
Health & Safety	0	0	0	0	0	0	0	0	0	0	0	0	0
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0
Immigration Violations	0	0	0	1	0	0	0	0	0	0	0	0	0
Juvenile F11	0	0	0	0	0	0	0	0	0	0	0	0	0
Kidnapping	0	0	0	0	0	0	0	0	0	0	0	0	0
License Violations	4	0	0	4	7	6	3	2	3	3	4	1	3
Liquor Law Violations	1	0	9	0	1	0	2	2	0	1	0	0	1
Obscenity	0	0	0	0	0	0	0	0	0	0	0	0	0
Obstructing Judicial Process	0	0	0	0	0	1	0	0	0	1	1	0	0
Obstructing Police	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Offenses	0	0	0	0	0	0	1	0	0	0	0	0	0
Peace Disturbance	0	0	0	0	1	0	0	0	0	0	0	0	0
Property Damage	0	0	0	0	3	3	1	1	0	0	2	1	1
Public Order Crimes	1	0	0	2	0	0	0	1	2	3	2	1	1
Resisting/Interfering w/Arrest	1	1	0	0	1	4	1	3	0	0	5	2	1
Robbery	0	0	0	0	0	0	0	0	0	0	1	1	0
Sex Offenses	1	0	0	0	0	0	0	0	0	0	0	0	0
Speeding	1	0	2	3	1	0	4	1	1	3	4	0	2
Stealing	14	18	6	2	12	4	3	10	2	11	16	9	10
Stolen Property	0	0	0	0	0	0	0	0	0	0	0	0	0
Tampering/Stolen Vehicle	0	0	0	0	1	3	0	0	0	0	0	0	0
Traffic	5	1	7	11	9	8	8	6	4	8	16	0	8
Trespassing	0	0	1	0	1	0	0	2	1	1	2	0	0
Weapons Offenses	0	0	0	2	0	3	3	0	0	0	1	0	0

Reported Crimes by Category by Month

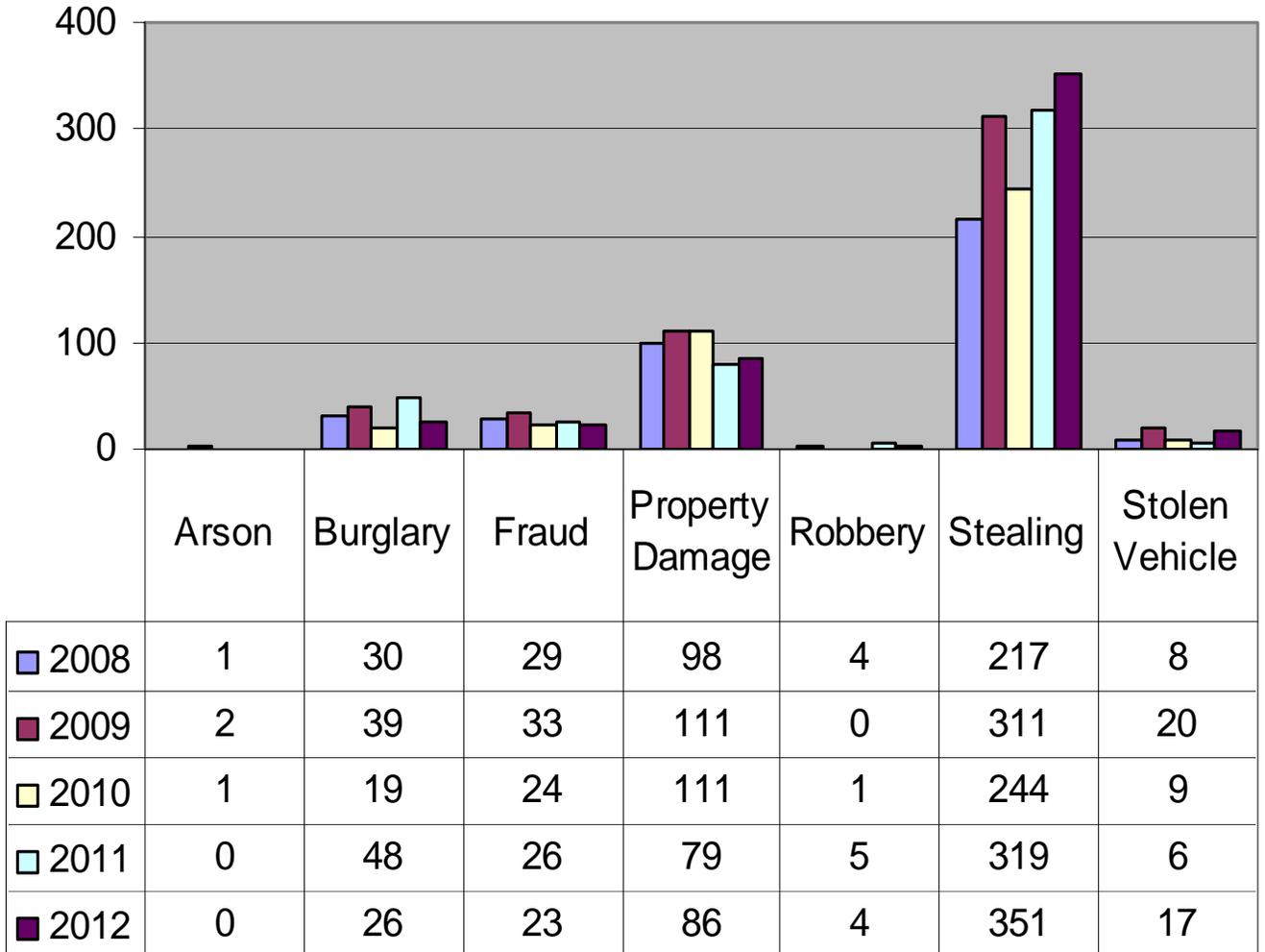
Crimes Against Persons

Offense	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Assault	6	1	2	4	2	9	2	6	0	6	3	3
Domestic Violence	10	8	13	7	14	13	17	9	17	10	14	12
Family Offenses	0	0	0	1	2	9	3	1	3	1	1	3
Harassment	0	1	1	0	1	0	1	0	0	0	1	0
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Kidnapping	0	0	0	1	0	0	0	1	0	0	0	0
Peace Disturbance	1	1	1	2	1	0	1	2	0	0	0	0
Sex Offenses	2	0	1		1	0	1	1	1	2	1	1
Total Crimes Against Persons	19	11	18	15	21	31	25	20	21	19	20	19

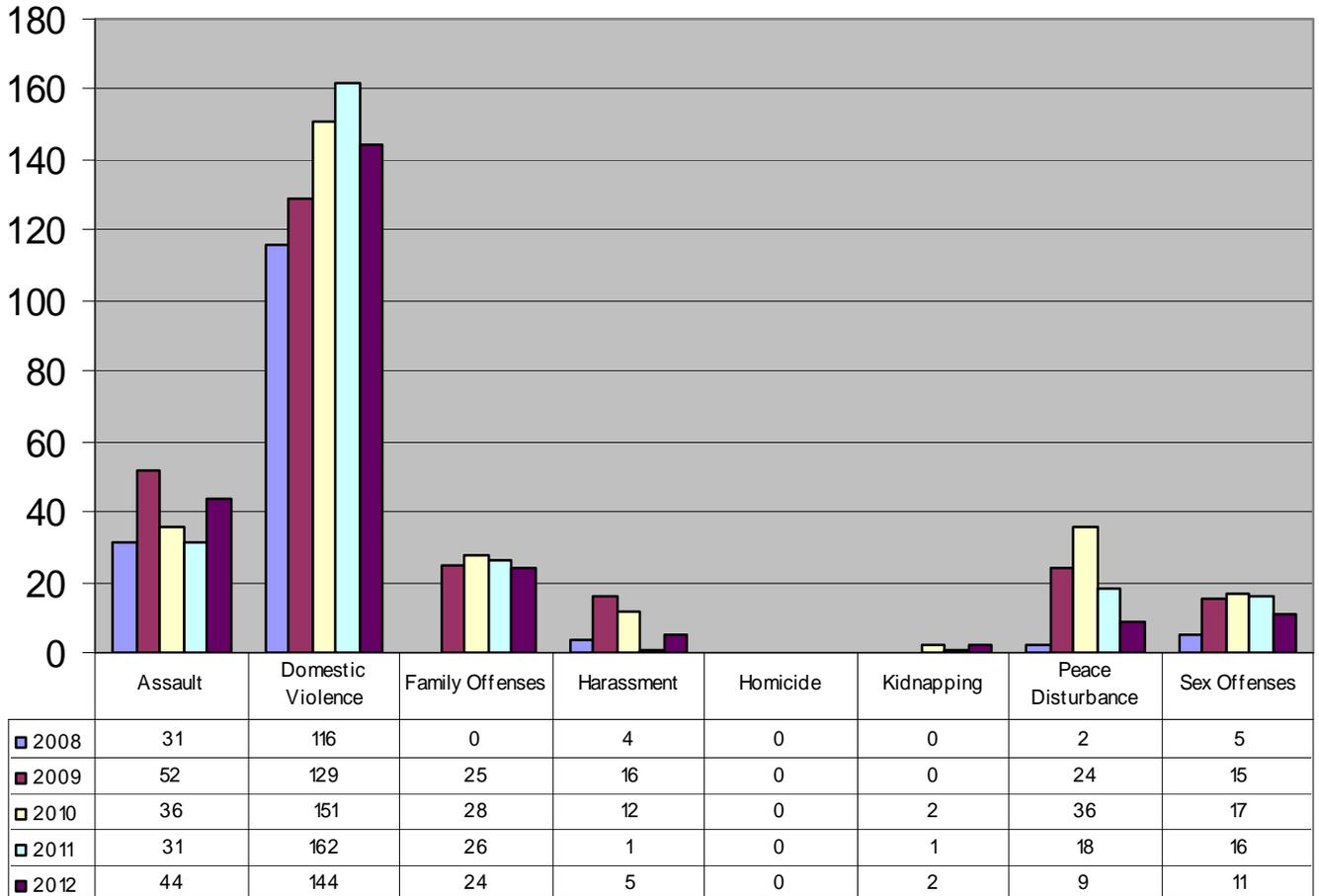
Property Crimes

Offense	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	1	0	3	1	4	5	1	1	0	5	3
Fraud	2	1	0	2	6	2	2	2	2	1	2	1
Property Damage	2	5	10	7	11	9	8	7	4	4	6	13
Robbery	0	0	0	0	0	0	0	0	0	0	3	1
Stealing	22	27	34	21	44	27	29	42	19	23	26	37
Tampering/Stolen Vehicle	1	1	0	1	1	5	2	0	1	2	1	2
Total Reported Property Crimes	29	35	44	34	63	47	46	52	27	30	43	57

5-Year History of Reported Property Crimes



5- Year History of Crimes Reported Against Persons



Public Works

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 \$230K. The Department also managed capital projects of approximately \$4 million. ¹

¹ Budget numbers and charts 2011-2012 Budget Year

Department of Public Works 2011-2012 Capital and Operating Budget Total Budget \$6.00 Million

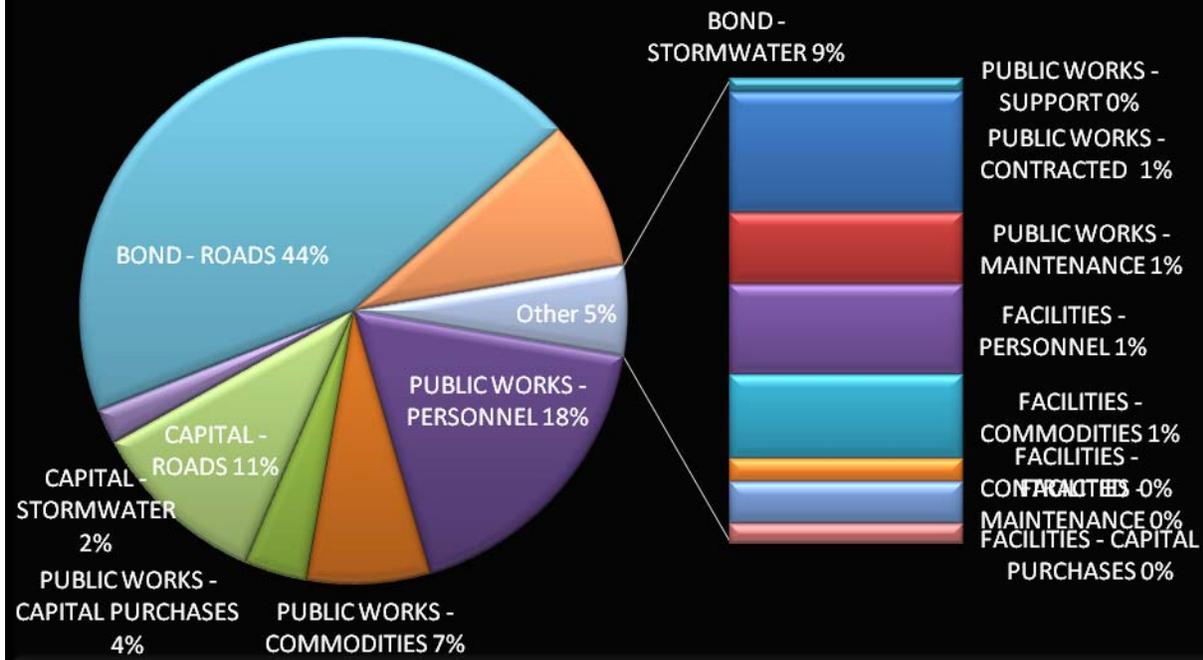


Figure 1 - Capital and Operating Budget

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.

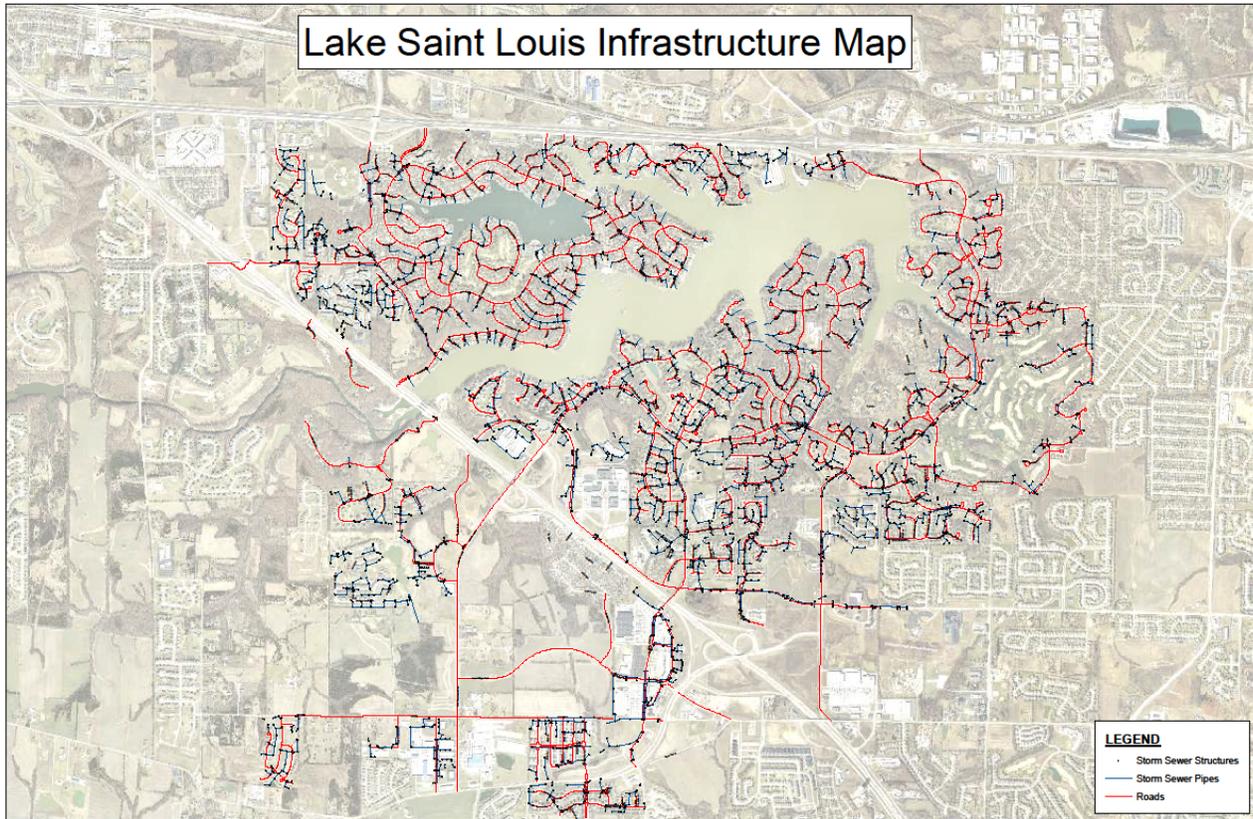


Figure 2 - Infrastructure Map

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 2012 the Engineering Division completed a half million dollars in Capital projects funded by general revenue and bond funds. This number is down from previous years both because of tighter budgets, but also because several large projects are in the design phase this year.² These recently completed projects and others that are still in the planning and design stages are discussed below:

² Value of projects delivered 2012 Calendar Year.

City Projects

Annual Asphalt Overlay Program

This project overlaid 72,500 square yards of asphalt pavement on Rue Grand Drive, Dinan Court and Guyenne Drive. Thoele Asphalt Paving Inc. completed the \$245,000 paving project in October of 2012.

Annual Pavement Preservation Program

This work consisted of applying an emulsified rejuvenating agent to various asphalt streets throughout the city. The goal of the treatment is to extend the life of the City's asphalt streets. The contractor applied the preservation agent to approximately 56,600 square yards in 2012 at a cost of \$40,750.

Annual Concrete Panel Replacement Program

This project replaced 3,680 square yards of concrete pavement at various locations on Lake Forest Circle and Edgewater Circle. J.M Marschuetz completed the \$150,000 project in July of 2012.

Freymuth Road Improvement Project

This project consists of reconstructing .70-mile of Freymuth Road between Prospect Road and Veterans Memorial Parkway and realigning the roadway to divert traffic away from the Founders Park parking lot. In addition to replacing the asphalt roadway, construction will consist of adding 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 will fund a portion of this project. Project design and projected construction costs are \$240,000 and \$3,041,710, respectively. George Butler Associates Inc. has completed final design plans and a contractor has been selected. Construction is scheduled to begin in March of 2013.

Hawk Ridge Trail Drive Extension

This project consists of hiring a design consultant to prepare concept plans to extend Hawk Ridge Trail from Lake Saint Louis Blvd to Hickory Glenn Court. A design contract for this project was awarded to George Butler Associates Inc. The conceptual plans were completed in December of 2012. This project was partially funded by the Saint Charles County Road Board.

Freymuth Road Sidewalk

Staff secured Transportation Enhancement Funds for sidewalks improvements along the west side of Freymuth Road between Dauphine Drive and Seasons Parkway. The project will increase pedestrian safety along Freymuth Road by installing a new sidewalk and pedestrian lighting. Cole and Associates Inc. completed the design in 2012 and construction is scheduled to begin in 2013.

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 will begin in 2013 and construction is scheduled for 2015.

Lakeview Stormwater Improvement Project

The culvert under LSL Blvd is over capacity causing stormwater to overtop the roadway. The stormsewer system runs through the Lakeview subdivision before reaching the lake. During major rain events, water exceeds the capacity of the stormsewers on Blue Cove Terrace and runs adjacent to the house at 601 Blue Cove Terrace. The stormwater caused flooding in the home during the June 15, 2009 rain event. The City has contracted HNTB, Inc. to perform the design of this project. The project is expected to be constructed in fall 2013.

Harbor View Drive Stormwater Improvement Project

Staff contracted with Bax Engineering Co, Inc. in March 2012 for the design of the Harbor View Drive Stormwater Improvement Project. The three existing 24” pipes that cross Harbor View Drive were been found to be in poor condition and needed to be replaced. These pipes have also been found to be too small to handle the design flows. The three existing pipes flow to an existing grated manifold type structure that discharges into one existing 24” pipe; when the capacity of this one downstream pipe is exceeded, the excess stormwater overflows into a ditch and eventually flows to the lake. The purpose of this project will be to upgrade the stormwater system to handle the appropriate design flows.

NPDES Phase II

The National Pollutant Discharge Elimination System (NPDES) Phase II storm water program is a federally mandated program by the 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.

The current permit expires in June 2013. A new permit application with various adjustments was submitted to the Missouri Department of Natural Resources (MoDNR) in 2007 for permit years 2008 – 2013. The annual report for the 2011-2012 permit year was submitted to MoDNR in July of 2012.

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

- One (1) Illicit Discharge was reported this year. This discharge was caused by an electric line that was bored through both a sanitary lateral and a corrugated metal stormsewer pipe. The problem was corrected by a Cuivre River contractor.
- 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 2012, all sites were brought into compliance before action was needed.
- 450 tons of salt were used for deicing in 2012, all trucks used in snow removal operations were properly cleaned after each snow event.
- A total of 157 centerline miles of streets were swept by the City’s Street Sweeping Vendor, Contractors and Municipal Sweeping, in 2012.

Development Services

**Table 7
Public Works Permits Issued**

2012 Issued Permits	
Permit Type	Number Issued
Boring and Excavation	74
Grading	3
Stormsewer	4

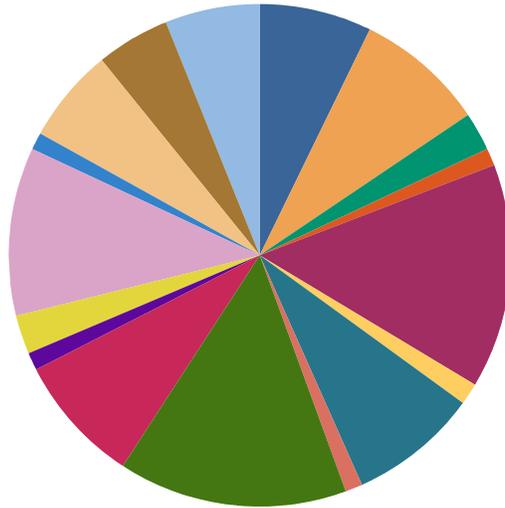
In 2012, a total of eight different developments were submitted for review.

Calls for Service

During high call volume such as in the middle of a snow event calls for services already being provided may not be tracked. Outside of these events Public Works Staff enters resident calls in a data base and tracks responses. Each of these requests were investigated and responded to in a timely manner. 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.

Table 8
Service Statistics

Service Request Statistics



Curb Related	7.2%
Dead Animal	8.4%
Dead Trees and Trimming	2.4%
Dirt and Dust Control	1.2%
Ditches, Pipes and Inlets	14.5%
Facilities-General	1.2%
Misc/Other	8.4%
Mowing and Brush Cutting	1.2%
Road Conditions and Potholes	14.5%
Road Conditions, Settling, Other	8.4%
Side Walk	1.2%
Sink Holes and Yard Damage	2.4%
Street Signs	10.8%
Traffic Incidents, Striping and Safety	1.2%
Traffic Signs	6.0%
Trash and Debris	4.8%
Water Lines Related	6.0%
Total:	100.0%

Call Type	Request Count	Average Duration (days)	Average Duration (hours)
Curb Related	6	7.70	184.80
Dead Animal	7	0.70	16.69
Dead Trees and Trimming	2	18.41	441.81
Dirt and Dust Control	1	0.85	20.40
Ditches, Pipes and Inlets	12	3.98	95.45
Facilities-General	1	1.01	24.32
Misc/Other	7	1.02	24.46
Mowing and Brush Cutting	1	1.10	26.30
Road Conditions and Potholes	12	7.41	177.78
Road Conditions, Settling, Other	7	2.61	62.65
Side Walk	1	12.08	289.88
Sink Holes and Yard Damage	2	18.58	445.83
Street Signs	9	11.13	267.04
Traffic Incidents, Striping and Safety	1	3.80	91.27
Traffic Signs	5	1.15	27.52
Trash and Debris	4	0.25	6.08
Water Lines Related	5	11.77	282.40
Closed	83	5.68	136.37

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 Seventy-nine (79) 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 3,635 feet of curb.

Asphalt Repair

City crews also used 89 tons of hot mix asphalt and 2 tons of cold mix to patch potholes, patch around replaced curbs and repair a number 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 13,230 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 1555 inlets cleared of leaves or other debris and 8 pipe repairs.

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. Typically we deploy vehicles to six routes removing snow on two 12-hour 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. Rock salt, even with its known environmental draw backs, is still the principal element used for ice control purposes in the US. Occasionally, sand is mixed with salt, the use of sand is generally avoided as it tends to fill and clog storm drains.

This year the crews recorded 519 hours of winter weather work and used 450 tons of salt for snow and ice removal.

Efficiency Tracking

The Public Works Department has long maintained production statistics, but in mid 2011 staff made an effort to take a look back at these statistics to see how they could inform our future efforts. Hours logged were used to determine production rates, and the metrics being tracked were adjusted to provide meaningful data.

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.

Due to several new mandates related to federal aid projects staff training time increased this year. Over 250 hours of training were logged by the six Engineering and Administration employees in the department, and the Maintenance Division 190 hours.

- East-West Gateway Title VI Workshop and Training
- East-West Gateway Local Public Agency Workshop
- Missouri LPA Training – “Person in Charge”
- East-West Gateway Project Implementation Workshop
- East-West Gateway Project Development Workshop
- APWA Spring Conference
- APWA Fall Conference
- Alliance Professional Training – Goal Setting
- LTAP – Emergency Management Training
- PAS – Excellence in Service Training
- Snow Training
- Silva Cell Workshop
- Innovative Products and Practices for Pavement Markings Webcast
- Sustainable Tree Protection During Construction Training
- Missouri-LTAP Project Management Training
- In-house Illicit Discharge Detection and Elimination Training
- In-house Erosion and Sedimentation Control Inspection Training
- ADS Regional Drainage Seminar
- Policy, Planning & Tools To Support Sustainable Transportation, Land Use & Resource Conservation
- Respectful Interactions Training
- Missouri Guide to Green Infrastructure
- Low Impact Development Site Design and MSD
- Five-year Stormwater Management Plan, MoDNR
- Causes and Cures for Procrastination/Effective Work Habits
- Assertive Communication
- Respectful Interactions Training
- Missouri One Call – Damage & Excavation Prevention
- APWA CLL - Innovative Products and Practices for Pavement Markings Webcast
- APWA National Congress
- Work Zone Safety
- Vehicle Lift Training
- Hazmat Training
- L-Tap Mower Training

Department Structure

Public Works

Public Works Administration

Engineering

Streets

Building Services

SECTION 4 – MUNICIPAL BOUNDARY EXPANSION

There were no municipal annexations during 2012.

SECTION 5 – MUNICIPAL GROWTH

Housing continues to lag since the downturn in 2007. Several cities in the county had increased activity in the second half of the year and this trend has carried over during the first three months of 2013. Lake Saint Louis has issued nearly as many single family residential building permits in the first quarter of 2013 as it did all of 2012. One reason homebuilding in Lake Saint Louis took longer to energize was several subdivisions taken back by the bank or the FDIC needed their development escrows to be resolved and subdivision infrastructure repaired. These issues are being resolved and it appears 2013 will be a much better year for residential construction.

Commercial building was primarily new retail store build out or building construction. Nike opened their new store in The Meadows shopping center for opening in 2012 and Famous Footwear began construction on their store. Several retailers took up existing space in both The Meadows and The Hawk Ridge Shopping Center.

Table 9
Permits/Inspections

Activity	2012	2011	2010
Single Family Permit	22	29	31
Multi Family Permit	0	0	0
Commercial Permit	23	30	35
Other	177	183	165
Inspections	1589	1336	1,408
Rental Occupancy Inspections	422	468	467

**Table 10
Detached Unit Building Permits**

Subdivision	2012 Detached Units	2010 Detached Units
Breckenridge		1
Chateau DuBois	3	2
Heritage of Hawk Ridge I	1	0
Locksley Crossing III	1	1
LSL Plat 240	1	1
Manors at Lake Forest	0	1
Manors at Meadowbrook I	1	3
Manors at Meadowbrook II	1	2
Saratoga II	11	17
Seasons @ LSL	0	1
Sommers Landing	2	0
Villas @ Ridgepointe	1	0
TOTAL	22	29

**Table 11
St. Charles County 2012 Building Activity**

City	2012 Single Family Units	Single Family Average Construction Price	Multifamily Units	2011 Single Family Units
Lake Saint Louis	22	\$246,818	0	29
O'Fallon	272	\$120,955	39	235
Wentzville	318	\$240,125	80	182
Dardenne Prairie	80	\$177,000	0	59
St. Peters	280	\$140,821	0	183
St. Charles	190	\$243,736	311	168
Cottleville	53	\$100,188	0	54
Unincorporated	156	\$342,115	1	86

The following information reflects the number of lots/units approved within the City's boundaries and the number of lots/units that have a structure built on the lot. Residential building activity during the first three months of 2013 in Lake Saint Louis picked up with a total of twenty home building permits being issued.

Table 12
Dwelling Unit Type that was Built

Type of Housing	# Lots/Units Built
Detached	22
Attached	0
Multi-Family	0
TOTAL	22

SECTION 6 – ZONING AND LAND USE

The Board of Aldermen consolidated two lots at the Chapel of the Lake into one lot.

The Board of Aldermen approved an amended development plan for the Villas at Ridgepoint to allow the developer construct single family homes in an area of the subdivision previously approved for attached villas.

The Board of Aldermen reduced the front yard set back on three lots in Mooring Estates to fifty feet. They were previously seventy-five feet.

The Board of Aldermen amended the development plan for the Heritage at Hawk Ridge to allow new models for a homebuilder.

The Board of Aldermen approved a planned development for the Hope Educational and Research Center to construct a second building on their campus. A soccer field was also approved. The campus is located at the intersection of Henke Road and Feise Road.

The Board of Aldermen amended a development plan for the Hawk Ridge Village subdivision and approved a site development plan for a new car wash in that subdivision.

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

Although housing continued to be slow, other economic activity increased in Lake Saint Louis during 2012. As a result, the City's sales tax increased nearly 12%, an increase of \$247,000 over the prior year. Overall, General Fund revenues increased \$303,000.

A major junior anchor opened in The Meadows. Nike was pleased with their sales volume several months after opening. The four shopping districts now allow residents to find almost every type of retail store in our community. The Mayor and Board of Aldermen approved a great deal of legislation that will benefit the community. There especially focused on helping to create a more welcoming business environment. 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

City of Lake Saint Louis
Group Services Chart

Administrative Group

Administration
Communications
Legal
Municipal Court
Public Relations
Economic Development
Information Systems
Human Resources

Community Development Group

Community Development Administration
Building
Code Enforcement
Development Services
Planning and Zoning

Finance Group

Financial Administration

Parks and Recreation Group

Parks and Recreation Administration
Athletics
Communications
Landscaping
Parks
Recreation

Public Safety Group

Police Administration
Police

Public Works Group

Public Works Administration
Engineering
Streets
Building Services