

*City of Lake Saint Louis*



*2011 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 2011 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 remained slow as a result of the continued severe national recession impacting businesses' ability to secure financing for new projects. Even with the continuing economic downturn, the City realized an increase in sales tax and utility gross receipt taxes. Sales tax increased \$395,623 (approximately twelve percent) over the prior year. Utility gross receipt tax increased \$69,828, approximately 5% over the 2009/2010 fiscal year. The slowdown in the area's housing market also impacted Lake Saint Louis as new housing starts were the same as the prior year. Fewer residences locating to western St. Charles County will have an impact on future commercial growth and could impact job development.

The City's General Fund revenues increased \$492,000 (5.7%) over the prior fiscal year (\$8,699,540 in FY 09/10 and \$9,191,584 in FY 10/11), the City's total net assets experienced a total decline of \$662,982 or approximately two percent (2%) 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, 2011, the City had \$15,480,000 in outstanding general obligation debt as compared to \$16,165,000 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, 2011 this debt limit was \$30,907,881.

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 assisting the Missouri State Highway Department in the acquisition of property, planning, engineering and construction of a highway interchange project at Missouri Highway 40/61 and Lake Saint Louis Boulevard, various street reconstruction projects, stormwater projects, the civic center construction project, park development projects and the new Public Works Facility.

### **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, 2011 audit and following the conclusion of the audit, issued an unqualified opinion dated September 26, 2011.

### **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, 2010. 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, 2011 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.

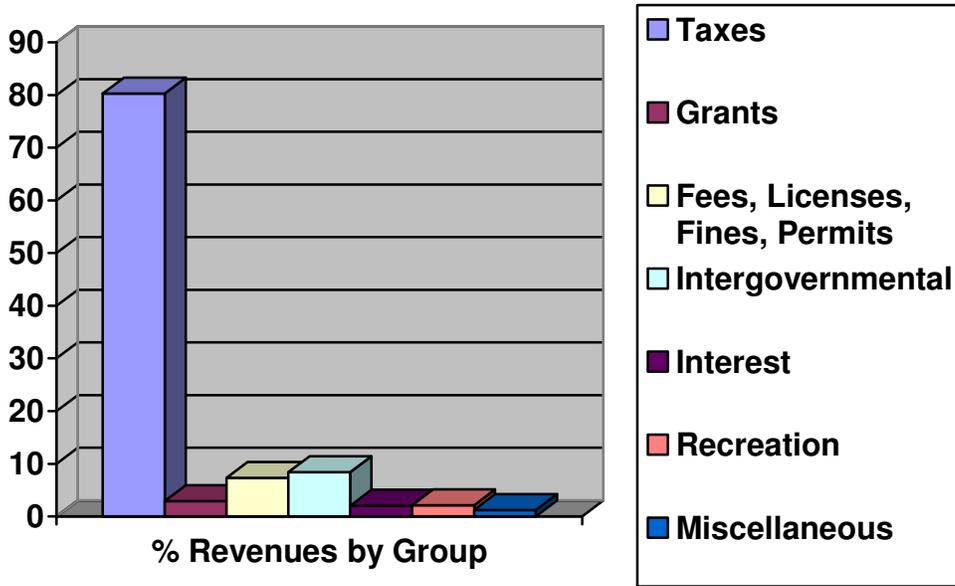
### **Financial Highlights**

- On a government-wide basis, the assets of the City exceeded liabilities at June 30, 2011 by \$34,888,738. Of this amount, \$31,007,732 is invested in capital assets net of related debt and \$2,475,454 is restricted for specific purposes (restricted net assets). The City's unrestricted net asset balance is \$1,405,552.
- The City's total net assets decreased \$662,982 during 2010/2011.
- General revenues related to governmental activities were \$8,761,488 and include \$5,342,027 (61.0%) in sales and utility gross receipt taxes. Property taxes accounted for \$3,185,175 (36.4%) of general revenues.
- Net expenses from the various functions of governmental activities was \$9,424,470.
- At June 30, 2011, the City's governmental funds reported combined ending fund balances of \$5,525,090, a decrease of \$12,734 compared to June 30, 2010 ending fund balances of \$5,537,824. Approximately 26.7% of this total (\$1,480,000) is not assigned or restricted in any way and is available to be spent at the City's discretion.
- At June 30, 2011 the unreserved fund balance of the General Fund was \$1,480,000 or 17.4% of the general fund expenditures.

### **Revenue Sources**

The chart below compares the revenue sources for fiscal year 2010/2011 as a percent of the total revenue budget:

**Table 1  
Fiscal Year Revenue Sources**



**Property Tax**

Allocations of the property tax levy by purpose for fiscal year 2010/2011 and the two preceding fiscal years are as follows (amount per \$100 assessed value):

**Table 2 – Property Tax Allocation**

<b>Purpose</b>	<b>2010/2011</b>	<b>2009/2010</b>	<b>200/2009</b>
General Fund	0.5951	\$0.5951	\$0.5951
Debt Service Fund	0.4217	0.3994	0.3994
<b>Total</b>	<b>\$1.0168</b>	<b>\$0.9945</b>	<b>\$0.9945</b>

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 2011.

The Lake Saint Louis Board of Aldermen approved one hundred seven (107) Ordinances and thirty-three (33) Resolutions. The Mayor signed all documents, not exercising the veto prerogative in 2011. This compared to one hundred twelve (112) Ordinances and twenty-three (23) Resolutions that were adopted in 2010.

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

**Table 3 – 2011 Ordinances**

<b>Legislation</b>	<b>2011 Amount</b>	<b>% of Total</b>	<b>2009 Amount</b>
Annexation	16	4.46%	5
Finance	48	33.93%	38
General Government	22	35.71%	40
Regulatory	10	11.60%	13
Zoning/Land Use	11	14.28%	16
<b>TOTAL</b>	<b>107</b>		<b>112</b>

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:

- Voluntarily annexed three parcels of land into the City. Two parcels are prime commercial property with one having an existing business (Plaza Tire) and the other being a potential hotel or office site.
- Involuntarily annexed four parcels into the City. All parcels are zoned highway commercial and one parcel has an existing business (Firestone).
- Entered into a two year service agreement with the St. Charles County Regional Drug Task Force.
- Adopted an ordinance allowing temporary signage in support of businesses.
- Entered into a funding agreement with the Missouri Department of Transportation to use federal funds for constructing Freymuth Road.

- Contracted with George Butler Associates to provide preliminary engineering for the extension of Hawk Ridge Trail.
- Adopted an ordinance allowing convenient stores to sell alcoholic beverages.
- Amended the personnel policy replacing sick and vacation days with paid time off days.
- Contracted with Cole and Associates to design the Freymuth Road sidewalk project.
- Called an election to place a sewer and water lateral insurance program on the April 2012 ballot.
- Called for an election in April 2012 to annex two commercial properties south of Aldi's into the city.
- Called for an election in April 2012 to place a 2/10 of a cent sales tax on the April 2012 ballot for storm water and park projects.

A number of other Ordinances and Resolutions of lesser magnitude were adopted, ranging from the granting and/or abandoning of easements and roadways, to revising zoning codes, authorizing contractual agreements with other entities, accepting streets, 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 City's sick leave retirement program cost was escalating and the cost unsustainable in the long run. Staff worked with the elected officials to amend the employee benefit plan. A Paid Time Off (PTO) program was implemented saving the city an estimated \$70,000 over the next six years. The cost of PTO was projected to be \$23,000 per year as a fixed amount whereas the sick leave retirement program was to cost \$35,000 in 2012 and increase to \$45,000 by 2017.

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. Phase 3 of the highway is critical to build for Lake Saint Louis as it will connect the large populations in O'Fallon, Dardenne Prairie, Cottleville and St. Peters to the shopping centers located at the intersection of Page Avenue and Highway 40. The highway's completion should increase economic activity in Lake Saint Louis.

## 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 cases filed by the Lake Saint Louis Police Department, the Lake Saint Louis Prosecutor, and Code Enforcement Officers. There were 3,505 new cases filed and processed during 2011. These cases included traffic tickets and non-traffic summonses (assault, possession of narcotics and paraphernalia, property damage, zoning/building violations, and failures to appear violations). Some of the more common violations are listed below (Table 4).

**Table 4**

Statistical Report of Violations for 2011 - and 3 prior year(s)

	2011		2010		2009		2008
SPEEDING	769	10-%	855	36 %	630	34-%	948
SPEEDING (SEA)	100	17-%	121	8 %	112	42-%	194
SPEEDING/CONST.ZONE	0	0 %	0	100-%	157	0 %	157
SPEED/CONSTRUCTION ZONE (with worker present)	0	100-%	1	99-%	124	313 %	30
NO PROOF OF INSURANCE	405	7-%	436	13 %	386	9-%	425
ELECT.SIGNAL VIOLATION	4	79-%	19	35-%	29	7 %	27
STOP LIGHT VIOLATION	29	123 %	13	117 %	6	40-%	10
STOP SIGN VIOLATION	186	0 %	186	15-%	219	33-%	328
STOP SIGN (SEA)	3	90-%	30	21-%	38	43-%	67
DWI	37	19 %	31	39-%	51	36-%	80
DWI/REFUSAL	7	56-%	16	43-%	28	43-%	49
DWI/DRUG INTOXICATION	6	200 %	2	67-%	6	100 %	3
DWI/DRUG COMBINED INTOX	5	100 %	0	0 %	0	0 %	0
FAILURE TO REGISTER	411	18 %	348	35 %	257	26-%	346
DRIVING WHILE REVOKED	17	43-%	30	23-%	39	7-%	42
DRIVING WHILE SUSPENDED	83	22-%	107	26 %	85	14-%	99
POSSESSION OF MARIJUANA	39	22 %	32	0 %	32	29-%	45
POSS-DRUG PARAPHERNALIA	41	24 %	33	20-%	41	5 %	39
SHOPLIFTING	56	211%	18	100 %	0	100-%	1
STEALING (UNDER)	15	67-%	46	35-%	71	48 %	48

The Court generally holds court two (2) times a month on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday, respectfully. However, there are some exceptions and some dates are rescheduled. In 2011, the Court convened twenty-two (22) times with an average of one hundred thirty-eight (138) new violations per session.

The Court has a standing order approved and signed by the Judge, which 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. These violations can also be paid at the Violation Bureau window, which is encouraged when individuals call in. In combination with the mail-in fines, payment window and Court appearances, the Court collected a total of \$488,622.93. 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 quick and brief look at the past four Fiscal year numbers.

**Table 5 – Municipal Court Revenue**

<b>Fiscal Year</b>	<b>Offenses Filed</b>	<b>Total Collection</b>
2010/2011	3,496	\$508,374
2009/2010	3,989	\$483,457
2008/2009	4,299	\$588,333
2007/2008	4,177	\$406,898

In May of 2010, the Court upgraded its computer software and provider. The new software provides a much greater range of information and reporting options. Staff is still familiarizing themselves with all of the system’s capabilities. In order to utilize the system to its fullest, Court staff is entering more data then in the past which, in turn, creates the reports and data needed for various local and state agency reporting requirements. The Court Administrator is continuing to learn and work with the software provider and our I.T. Administrator to get a full understanding of all the different coding and classifications that are used and needed to ensure that correct data is gathered and transferred properly.

In 2011, there were 3,494 cases closed. This total includes, but is not limited to:

- All cases where the fines were paid in full
- Cases that Probation was completed successfully
- Dismissed by Judge (example of why dismissed is: provided proof of insurance at time of violation)
- Deceased individuals
- Dismissal Docket (old warrant cases 1999-2002 where the individuals cannot be located)

There were 388 warrants issued by the Judge for failure to appear or contempt of Court in 2011. Throughout the year, \$55,261.47 was assessed, collected, and disbursed accordingly on pending warrants.

The City (Court) once again had to look at restructuring its office when a valued part-time assistant Court Clerk had to resign, as her husband's job relocated them. After careful consideration, the City (Court) decided it would be beneficial to the City to combine this part-time position with another part-time position that opened around the same time, when a long-time employee for City Administration decided to retire. After a few weeks of balancing schedules and duties, the decision to combine these two (2) positions has proved to be a success.

The City's Volunteer Program is still going strong, as the Court currently has six "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.

There were two (2) mandatory changes in State Statutes in the past year that require the Municipal Court to:

- 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.

\*\*\* These two changes will be added to the Annual projects list.

### **Annual projects :**

- Must 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.
- Determines which cases have evidence that the Police Department is holding that can be released or destroyed because the case has been adjudicated.
- Determines 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 2011, the Court determined that there were \$111.00 in unclaimed funds, which were turned over.

- Works with the Police Records Clerk and performs an in-house audit of tickets. This audit serves multiple purposes, as it assures that the Police Department can account for each ticket that has been previously assigned to that Department by the Missouri State Highway Patrol. It also helps eliminate any data entry errors that may occur in processing.
- The Court Administrator and Prosecutor also meet with the Supervisors at the Police Department through out the year to discuss changes in laws and any other matters of concern.

### **Goals:**

- **Recycling:**

An important goal for the Court staff has been to be more aware of recycling. In the past couple of years, staff estimates that several pounds of paper have been recycled and reused due to minor changes made with printing and copying. Approximately five (5) reams of paper per month are being saved by copying reports double sided instead of single sided.

- **Returned Mail:**

It is an important aspect of daily duties that all returned mail be reviewed and updated. If there is no forwarding address information provided by the Postal Service, staff begins the sometime exasperating task of trying to locate new address information so summons can be sent in an attempt to notify individuals and the Department of Revenue of non-compliance. Our efforts to locate some of these individuals over time prove to be successful and the cases are adjudicated and closed.

### **Warrant Cases:**

Staff continues to make every effort to get warrants/failure-to-appears into the system and printed within a couple of days after the Judge orders them. In addition to that, once the Judge issues and signs them, staff makes sure there is no delay in getting them to the Police Department for entry into the Missouri Information System.

Once a month, the Highway Patrol sends our Police Department a Warrant Validation Report. The Dispatch Supervisor reviews this report and updates any new information contained in the report. Court uses this updated information to pursue collections by sending out new letters or warrant cards to the offender. In addition, other tools are used to track down violators; this can be tedious and very time consuming.

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 and numerous right-of-ways. All City tree programs and landscaped areas are also managed by our department.

The Recreation Division also operates a multitude of quality recreational, athletic and special event programs for all our citizens and visitors.

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 the largest playground in the State of Missouri specifically designed for children of all abilities. The park has turned out 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. Tournaments booked into the Fall increased the number of games on our fields with over eight

hundred (800) baseball and softball league and tournament games and three hundred five (305) 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 chemigation 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-three (263) pavilion rentals in 2011. The breakdown shows one hundred (100) pavilion rentals at Boulevard Park and forty-three (43) amphitheater rentals. Hawk Ridge Park hosted one hundred twenty (120) pavilion rentals. Park Maintenance has also assisted with the set up and cleanup of twelve (12) special events.

*Founders Park Maintenance:*

- Repair to all the facilities at Founders are continuing. Shingles and plywood have been added to 6 of our dugouts, benches have been renovated and quotes to reroof the pavilion/concession area and restroom facility are being received.
- Eleven bulbs have been replaced on the baseball fields.
- The recycle program is underway with the delivery of small recycle cans and dumpsters in the park.
- Surveillance cameras have aided the police in identifying and finding vandals.

*Boulevard Park Maintenance:*

- Boulevard Park has had 400 linear feet of walk path resurfaced.
- Wooden picnic tables have been refurbished and painted a total of 4 tables.
- Dead trees have been cut and stumps have been removed.
- Lighting around the walk path and near the Amphitheater was serviced.
- Fountain pump at Amphitheater pond received major repair.

*Hawk Ridge Park Maintenance:*

- Fencing has been repaired around Zachary's playground.
- Playground had clear coat surface re-applied and repairs were made to equipment. New safety swings were installed.
- Lights and ballasts repaired and replaced at the pavilion, around the restrooms and walk path.
- Surveillance cameras have aided the police in identifying and finding vandals.

*Veterans Memorial Park Maintenance:*

- New flags and memorial bricks are installed year around.
- Ceremonies were held at this location on Memorial Day, Veterans Day, and the 10-year anniversary of 9-11 to honor all veterans and first responders.

*City Right of Ways:*

- With the City's continued development south, an additional ½ mile of mowing and trash pick up was added to the park maintenance responsibilities to include property in front of Murphy's Oil and Steak-N-Shake and this area continues to be maintained.

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*

- *Green Gloves* volunteers logged just over 200 hours of service.
- Lake Saint Louis reached the 10 year milestone for *Tree City USA* and *Growth Award* has been obtained for 4 consecutive years.
- *Arbor Day Celebration*: The program for 2011 Arbor Day celebration was held on Saturday, May 14. A Dr. Seuss program was provided by Lindenwood University “*I Can Name Fifty Trees Today.*” 75 trees were given away another painting donated by Lake Saint Louis resident, Lois Marie Staples, was unveiled. Two special areas in Boulevard Park were dedicated as The Tree Board Grove and The Roots of Remembrance Grove. Lake Saint Louis was nominated for the Arbor Day Foundation’s Arbor Day Celebration Award. (pending)
- *2011 TRIM Grant* awarded the City of Lake Saint Louis cost share funds for the removal and replacement of 18 callery pear trees at City Hall and the adjacent Veterans Memorial Park. Three public education sessions were held to promote the removal of pears citywide by residents. Those participating in the removal of pears from their property will be able to receive a 2-1/2-3” caliper tree at the 2012 Arbor Day Celebration.
- *Root Ball*: 2011 was named the International Year of Forests by the United Nations. 2011 also marked our 10<sup>th</sup> Anniversary of having a Tree City designation, so the Tree Board felt it appropriate to hold a celebration to raise awareness. There were approximately 50 attendees and funds were raised to help pay for the Limby mascot costume.
- *Community Development Department*: Continued to work with Community Development to ensure landscape issues with residents and commercial properties are dealt with appropriately and expediently.
- *Public Works Department*: Corroborated with PWD on storm water improvement projects by providing preliminary tree inventories of the sites to be impacted.

#### *Boulevard Park*

- *Boulevard Park* underwent unexpected changes as Cuivre River Electric Cooperative removed 83 trees along Ronald Reagan Drive under their transmission lines.
- Provided full spectrum of maintenance duties for all plant material in park including planting, mulching, pruning, weeding, watering, and pest management.
- Built and planted six raised beds for the Summer Day Camp children to tend and learn. These beds will remain in service next growing season as Community Garden beds.
- Three Cub Scout Dens participated in a Tree Walk that culminated in the planting of Colorado Blue Spruce trees at the perimeter of the raised bed area.

*Civic Center*

- Provided full spectrum of maintenance duties for all plant materials in park including planting, mulching, pruning, watering, and pest management.

*Founders Park*

- Provided full spectrum of maintenance duties for all plant material in park including planting, mulching, pruning, weeding, watering and pest management.
- Five callery pears were removed.

*Hawk Ridge Park*

- Provided full spectrum of maintenance duties for all plant material in park including planting, mulching, pruning, weeding, watering, and pest management.
- Continued to monitor the progress of the prairie restoration. Some areas are flourishing and others are struggling. Undesirable plants were removed from the mix of vegetation.

*Veterans Memorial Park*

- Provided full spectrum of maintenance duties for all plant material in park including planting, mulching, pruning, weeding, watering and pest management.

*Lake Saint Louis Boulevard*

- Median islands received regular maintenance.

*Technology Drive*

- Trees received regular maintenance. One tree was lost due to a vehicular incident.

*Recreation*

The Lake Saint Louis Parks and Recreation Department continues to offer various activities for the community throughout the year. 2011 saw an increase in activities such as the addition of a new Youth Soccer League and Ozzie Smith's baseball camp. The following depicts the offerings provided and respective participation numbers.

**Table 6**  
**2011 Recreational Programs**

<b>Youth Programs</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Total Participants</b>
Father/Daughter Valentine Dance	90	48	138
T-Ball	25	20	45
Youth Baseball	332	299	631
Youth Soccer	59	37	96
Babysitting Basics			39
Camp Gators (10 weeks of camp)	310	117	427

Baseball Camp	40	22	62
Ozzie Smith's Baseball			18
Soccer Camp	38	28	66
Softball Camp	20	15	35
Helmet Fittings (1 session)		0	15
<b>Total Number of Youth Participants</b>			<b>1572</b>

<b>Adult Programs</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Total Participants</b>
Flex and Strength	100	33	133
Intermediate Watercolor	22	11	33
Pastel Painting	20	18	38
Adult Drawing	26	17	43
Art of Portrait	15	14	29
Bone Density FREE Program			60
Body Fat Analysis			25
Art Exhibition			40
<b>Total Number of Adult Participants</b>			<b>401</b>

<b>Special Events</b>	<b>Residents</b>	<b>Non-Residents</b>	<b>Total Participants</b>
Easter Egg Hunt (co-op w/ LSL Mothers Club)	650	200	Est. 850
3Movie In The Park (2 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	67 Homes		67
Halloween Party In The Park(Co-op w LSL Mothers)	700	250	Est. 950
Tree Lighting Ceremony	300		Est. 300
Triathlon	98	652	750
<b>Total Number of Participants</b>			<b>6,667</b>

<b>Leagues</b>	<b>Residents</b>	<b>Non-Residents</b>	<b>Total Participants</b>
Men's Softball	3 (teams)	4 (teams)	7 teams 105 people
Church Softball	3 (teams)	4 (teams)	7 teams 105 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
<b><i>Total Number of Participants</i></b>			<b>486</b>

## **Police Department**

### *Police Department 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.

**Table 7 Police Personnel**

		<u>Allocated</u>	<u>Filled</u>
<b><u>Commissioned Personnel</u></b>			
Chief	Chief of Police	1	1
Captain	Assistant Chief of Police	1	1
Lieutenant	Patrol Division	2	2
Lieutenant	Support Services	1	1
Sergeant	Patrol Division	4	4
Sergeant	Bureau of Investigations	1	0
Detective	Bureau of Investigations	1	2
Detective	SCC Regional Drug Task Force	1	1
Police Officer	Patrol Division	16	16
Police Officer	Traffic Division	1	1
Police Officer	Community Policing /D.A.R.E.	1	1
	<b><u>Total Full-Time Commissioned</u></b>	<b><u>30</u></b>	<b><u>30</u></b>
Police Officer	Reserve Officer	****	1
	<b><u>Total Reserve Police Officers</u></b>	****	<b><u>1</u></b>
	(Not included in the unpaid volunteer category below)		
		<u>Allocated</u>	<u>Filled</u>
<b><u>Non-Commissioned Personnel</u></b>			
Administrative Assistant	Administrative Assistant to the Chief	1	1
Police Records Clerk	Police Records Clerk	1	1
Communications Supervisor	Communications Supervisor	1	1
Dispatcher	Full Time	6	6
	<b><u>Total Full-Time Non-Commissioned</u></b>	<b><u>9</u></b>	<b><u>9</u></b>
Volunteer Police Clerk	(Approximately 8 hours per week)	****	1
		<u>Allocated</u>	<u>Filled</u>
	<b><u>Total Full-Time Employees</u></b>	39	39
	<b><u>Total Unpaid Reserve Officers</u></b>	***	1
	<b><u>Total Unpaid Volunteers (not reserves)</u></b>	***	1

*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, administrate crime prevention programs, direct the hiring and training of Department personnel, review and investigate complaints, conduct 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, Detectives, Patrol Officers and officers assigned to special duties constitute the staffing 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, but not limited to, 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.

### *Traffic Enforcement Officer*

The Lake Saint Louis Police Department currently has one full-time officer whose primary objective is to foster voluntary compliance to traffic laws by concentrating on enforcement throughout the city. This officer also observes traffic patterns throughout the city and brings problem areas to the attention of the Command Staff. Additional duties include research and recommendation of traffic grants to further aid in enforcement.

### *Community Resource Officer*

Under the supervision of the Commander of Field Operations, 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 controlled substances 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.

### *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, generates crime statistic reports, and performs other clerical tasks. A citizen volunteer assists part-time.

### *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.

### *Police Department Goals and Objectives*

During 2010, the Lake Saint Louis Police Department met their goals and objectives as detailed below.

#### Goal: Increase Communications with Citizens

- Officers initiated 2,562 citizen contacts unrelated to traffic stops and calls for service (443 in 2010)

- Administrative personnel 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

- Members of the Command Staff reviewed and updated basic emergency preparedness and response procedures
- Command Staff researched new technology in the field and mapped out emergency management goals for 2012 to further enhance preparedness

Goal: Ensure Staff Development as the City Continues to Grow

- Lieutenant Doering and Sergeant Gilliam were instrumental in the formation of the Eastern Missouri Association of Crisis Negotiators (EMACN), an organization designed to improve skills, provide quality training, utilize technology-focused information exchange, as well as to establish and enhance critical working relationships between negotiators and the crisis response community. The EMACN is the first association of its kind to link crisis negotiators throughout the state to enhance training and improve officers' skills in dealing with emotionally disturbed people. Due to the increasing number of calls involving emotionally disturbed people, this organization will provide ongoing professional development enhancement not only for Lake Saint Louis, but for police negotiators throughout Missouri.
- Members of the LSLPD command staff updated and automated critical Police Policies and Procedures and continue to review, update and automate the agency's General Orders
- All sworn and non-sworn personnel met or surpassed established training requirements

In keeping with the mission of the Lake Saint Louis Police Department, the following objectives were met:

- Maintained a very low per capita crime rate, as did other municipalities in the county.

**Table 8 Crime Statistics by St. Charles County Municipality**

Municipality	Population	Violent Crimes	Violent Crime Rate	Property Crimes	Property Crime Rate
Cottleville	3,359	3	0.0009	49	0.0146
Lake Saint Louis	14,734	26	0.0018	223	0.0151
O'Fallon	81,851	72	0.0009	1,273	0.0156
St. Charles	65,729	126	0.0019	1,891	0.0288
St. Peters	56,518	104	0.0018	4,499	0.0796
Wentzville	27,351	40	0.0015	516	0.0189

(Data provided by FBI Uniform Crime Report, Crime in the United States 2010.)  
(At 3/5/12 Crime in the United States 2011 has not yet been published.)

- Provided a more visible police presence in the community, in addition to increasing citizen contacts by 578%, Lake Saint Louis Police officers:
  - Performed 7,015 area checks compared to 4,062 the previous year
  - Performed 9,468 business checks. 6,014 were conducted in 2010
  - Performed 6,604 subdivision checks, up from 2,703 the year before
  - Conducted 462 extra patrol operations, compared to 324 in 2010.
  
- 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 74 special traffic enforcement operations
  - Participated in statewide traffic enforcement initiatives
  - Conducted a public information program focusing on voluntary compliance
  
- Encouraged active and open dialogue between police and citizens
  - Continued deployment of a full-time Community Resource Officer
  - Recruitment and deployment of citizen volunteers
  - Increased the quality and quantity of citizen contacts
  - Implemented numerous community outreach programs

### *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 2011 Lake Saint Louis Police officers in the Patrol Operations Section responded to more than 41,000 calls for service, up from 26,810 the previous year. They performed 9,468 business checks, 7,015 area checks, 2,703 subdivision checks, and 462 extra patrol operations. They investigated 167 reports of suspicious persons, 652 suspicious vehicles and 1,506 reports of suspicious circumstances. In addition, they initiated 2,562 contacts with residents of all ages that were not related to reported incidents or traffic stops.

Officers were called upon to assist 144 residents who were ill or injured and 44 whose emotional states required hospital commitment. They investigated 6 sudden deaths and 2 suicides. The Crime Statistic section of the Lake Saint Louis Police Department's Annual report provides data related to the frequency of actual property crimes and crimes against persons, but does not reflect the number of times officers were called out on non-criminal incidents, those cases in which

there was insufficient evidence that a crime had been committed, or the reporting party's claim was unfounded.

Patrol officers were dispatched to 438 reports of motor vehicle crashes, resulting in 324 official accident reports. During the course of the year, officers arrested and booked 527 subjects, received several hundred hours of training, and spent countless hours preparing for and testifying in municipal and State courts. Despite the hazardous nature of the job, no Lake Saint Louis officers were seriously injured or killed in the line of duty.

Officers from the Lake Saint Louis Police Department who serve on the Crisis Intervention Team assisted with 17 involuntary commitments, 24 voluntary commitments, 3 suicide attempts and 3 completed suicides throughout St. Charles County. Agency officers also participated in St. Charles County S.W.A.T. operations as well as St. Charles County Regional Drug Task force investigations.

**Table 9 Bureau of Investigations Caseload Summary**

<b>Case Classification</b>	<b>Assigned</b>	<b>Inactivated (Note 1)</b>	<b>Inactivated Rate</b>	<b>Cleared</b>	<b>Clearance Rate</b>	<b>Still Under Investigation</b>
<b>VIOLENT CRIME</b>						
Armed Robbery	2	0	0.00%	2	100.00%	0
Assault/Domestic Assault	2	0	0.00%	2	100.00%	0
Child Abuse/Child Molestation	10	1	10.00%	9	90.00%	0
Elder Abuse	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
Rape/Sex Crimes	1	0	0.00%	1	100.00%	0
<b>Total Violent Crime</b>	<b>17</b>	<b>1</b>	<b>5.88%</b>	<b>16</b>	<b>94.12%</b>	<b>0</b>
<b>PROPERTY CRIME</b>						
Arson	1	0	0.00%	1	100.00%	0
Burglary	13	5	38.46%	6	46.15%	2
Forgery	3	0	0.00%	1	33.33%	2
Fraud	2	0	0.00%	2	100.00%	0
Property Damage	1	1	100.00%	0	0.00%	0
Stealing	52	7	13.46%	44	84.62%	1
Stealing a Motor Vehicle	2	2	100.00%	0	0.00%	0
Trespassing	2	0	0.00%	2	100.00%	0
<b>Total Property Crime</b>	<b>76</b>	<b>15</b>	<b>19.74%</b>	<b>56</b>	<b>73.68%</b>	<b>5</b>

<b>OTHER CASES</b>						
Assisting Other Agency	4	0	0.00%	4	100.00%	0
Background Investigation	5	0	0.00%	5	100.00%	0
Filing a False Police Report	2	0	0.00%	2	100.00%	0
Informational	5	0	0.00%	5	100.00%	0
Major Case Squad	3	0	0.00%	3	100.00%	0
Suicide or Sudden Death	5	0	0.00%	5	100.00%	0
Violation of Protection Orders	2	0	0.00%	2	100.00%	0
<b>Total for Other Cases</b>	<b>26</b>	<b>0</b>	<b>0.00%</b>	<b>26</b>	<b>100.00%</b>	<b>0</b>
<b>Total Caseload</b>	<b>119</b>	<b>16</b>	<b>13.45%</b>	<b>98</b>	<b>82.35%</b>	<b>5</b>

Note 1: Cases are inactivated due to lack of investigative leads and may be reactivated if additional leads or evidence are forthcoming.

### *Community Outreach Programs*

The Lake Saint Louis Police Department dedicates a full-time Community Resource Officer to enhance the relationship between our agency and the people we serve. This position was created to ensure that high quality programs are available to the residents of our community.

During 2011, 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 131 fifth grade students at Green Tree Elementary
- 7 station tours were conducted for Cub Scouts, Girls Scouts and home school groups
- 2 presentations about police officers were given to preschool and elementary school children
- 6 personal safety presentations were given to elementary school children
- Crime prevention presentations were given to the community on topics such as Internet safety, home security, identity theft, and human trafficking
- A new Neighborhood Watch program was started in the Heritage at Hawk Ridge neighborhood
- In October, and in conjunction with other cities in St. Charles County, the National Night Out event was conducted in Key Harbor
- The agency participated in providing child safety information and conducting a Safety Town event in partnership with Safe Kids St. Louis
- A Walk To School Day event with approximately 300 participants was organized for Green Tree Elementary through the Safe Routes to School program

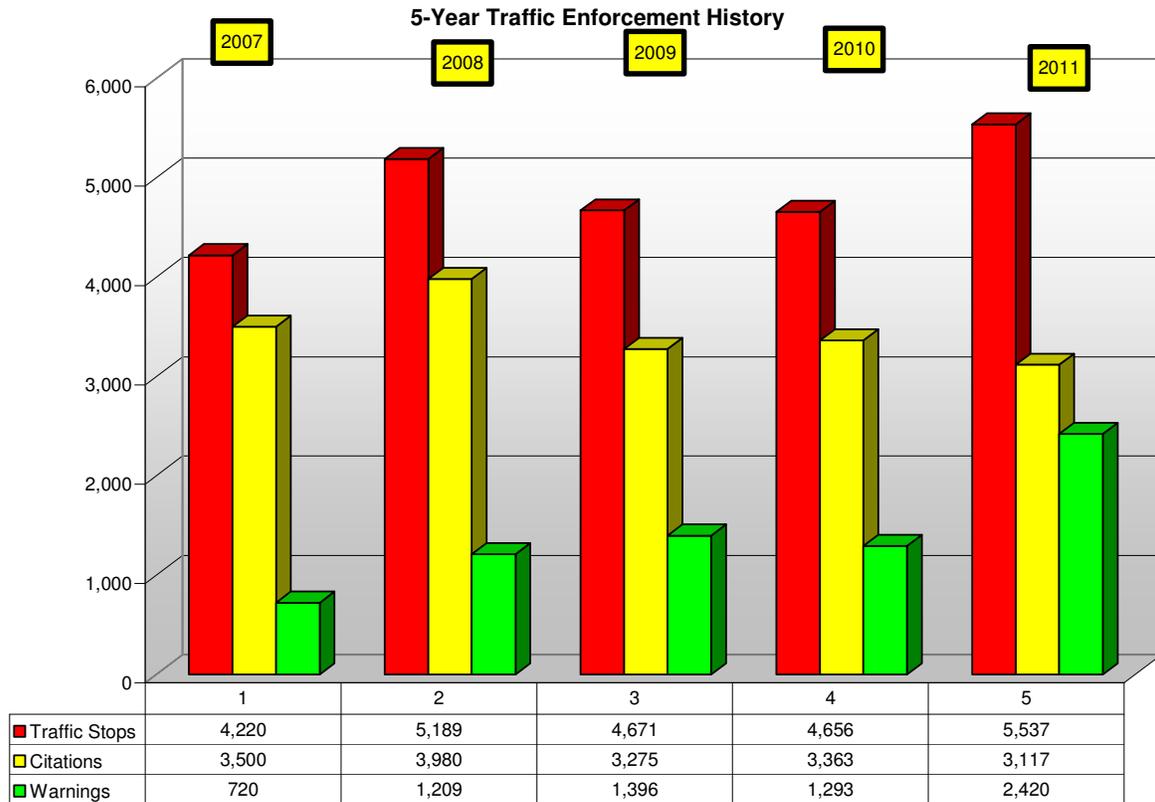
- Conducted two Prescription Take-Back events in conjunction with the Drug Enforcement Administration, netting 8 boxes (139 pounds) of unused or expired prescriptions and over-the-counter medications being removed from our community and disposed of properly
- The agency participated in the following community outreach programs:
  - Polar Bear Plunge – raised over \$105,000 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
- The Lake Saint Louis Explorer Post #9987 recruited 6 new members, bringing the total number of registered Explorers to 11. The group dedicated approximately 370 hours of voluntary time to police training and over 150 hours of community service

### *Traffic Enforcement*

During 2011 Lake Saint Louis Police officers made 5,537 traffic stops and issued 3,117 citations. They wrote 330 accident reports for vehicle crashes that ranged in severity from parking lot fender-benders to very serious wrecks resulting in injuries.

The Traffic Enforcement Unit conducted 75 special enforcement operations – more than twice the number from the previous year - and deployed the agency's speed trailer at a variety of locations around the city. The agency participated in several statewide traffic enforcement-related initiatives and received grant funding that covered the cost of overtime pay for participating officers.

**Table 10 – Traffic Enforcement History**



*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 received and radio dispatched 41,067 Lake Saint Louis calls for service and an additional 6,036 calls for service for the City of Cottleville during 2011. While statistics for the month of December are not yet available, as of November 30, 2011, our Communications Center handled 7,742 “9-1-1” calls. Additionally, our Communications Officers answered tens of thousands of routine business calls while attending to radio dispatch communications.

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.

### *Records Section*

During 2011, our Records Section processed 1,867 police reports forwarded to municipal and state courts for adjudication, to the Missouri State Highway Patrol, and to other state agencies for administrative action. In addition, 3,134 summonses were processed.

This office is also responsible for the release of records in accordance with state statute and Federal law, for performing local records checks, for tracking and billing fees related to invalid alarm calls, and for numerous other duties. Records clerks conducted nearly 450 local records checks. The office billed and received \$825 in fees for responses to invalid alarms during 2011. An estimated 460 requests for police reports were processed, netting \$1,845 in fees.

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

### *Crime Statistics*

The Lake Saint Louis Police Department responded to 41,048 calls for service during 2011, an increase of 53.1% over the previous year. The volume of calls was somewhat consistent during the first half of the year and began increasing in July. Call volume peaked in August (5,284 calls), decreased somewhat in September (4,607 calls) and remained relatively stable at that level with a gradual decrease to 4,402 calls in the month of December. This trend is largely due to an increase in proactive patrol in response to an increasing number of reported property crimes. Average response time for 9-1-1 calls was five (5) minutes; with the average time elapsed from when the call was received until officers arrived on the scene being about seven (7) minutes. Average response to alarms was four (4) minutes, with the time from receipt of the call to arrival on the scene being seven (7) minutes. When all incident categories, including routine patrol activities, are taken into account, the overall average time on the scene was six (6) minutes.

Lake Saint Louis Police made 527 physical arrests during 2011, compared to 461 made in 2010, 519 made in 2009, 522 made in 2008 and 467 in 2007. A total of 937 charges were filed on arrests made in 2011, compared to 798 charges filed in 2010. During 2011, an average of 1.78 charges was filed per arrest, up from 1.74 per arrest the prior year.

Reported crimes against persons in 2011 (255) were down 9.6% from 2010 (282). While domestic violence calls increased (167 in 2011 compared to 151 in 2010), reported assaults decreased slightly (31 in 2011 compared to 36 in 2010). Sixteen (16) sex offenses were reported during 2011 (17 in 2010). One (1) kidnapping was reported in 2011.

There was an increase in the number of reported property crimes over the prior year (483 in 2011 compared to 409 in 2010). The largest increase was in the "Stealing" category, which includes shoplifting. The increased number of retail businesses in the City, along with current economic

conditions and societal problems such as drug and alcohol abuse are believed to be the primary factors driving this trend.

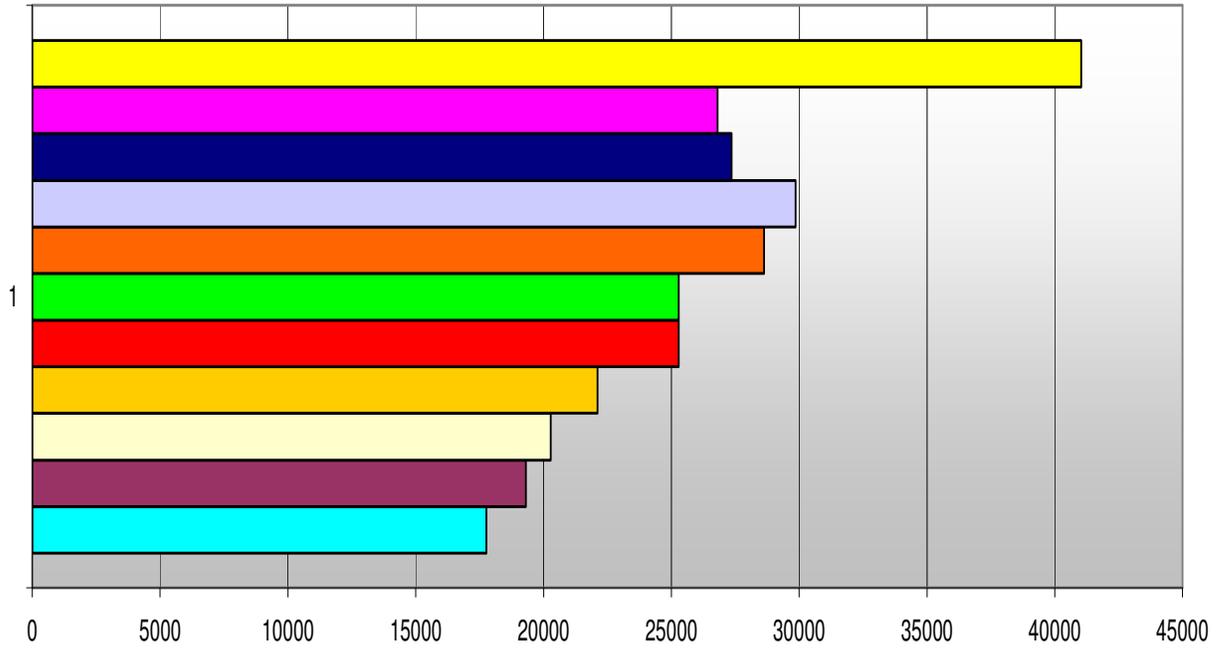
The number of traffic stops made increased by approximately 18.9% (5,538 in 2011 compared to 4,656 in 2010). During 2011, 3,115 traffic citations were issued.

The Department's Bureau of Investigations cleared a remarkable 82.35% of the cases assigned to it during 2011. The previous year's overall clearance rate was 74.7%, which is well above the national average for suburban areas and that of cities with populations between 10,000 and 24,999. Of their total caseload, 13.4% were inactivated due to lack of evidence and/or lack of investigative leads. Five (5) cases opened in 2011 remain under investigation. In only three (3) categories does the clearance rate fall below 90% and those are the categories in which cases remain under active investigation (Two Burglaries, two Forgeries, and one Stealing).

As a standard of comparison, the national clearance rate for Violent Crimes was 54.3% and for Property Crimes the clearance rate was 23.4% in FBI/UCR reporting cities of comparable size (10,000 to 24,999 residents). The average clearance rate in suburban areas within a Metropolitan Statistical Area is 52.8% for Violent Crimes and 19.9% for Property Crimes. In 2011, the Lake Saint Louis Police Department's Bureau of Investigations' Violent Crime clearance rate was 94.12% and its Property Crimes clearance rate was 73.68%. In terms of assigned cases that fall outside these categories, Lake Saint Louis Police Department detectives had a 100% clearance rate for the year.

**Table 11**

**10-Year History of Calls for Service**



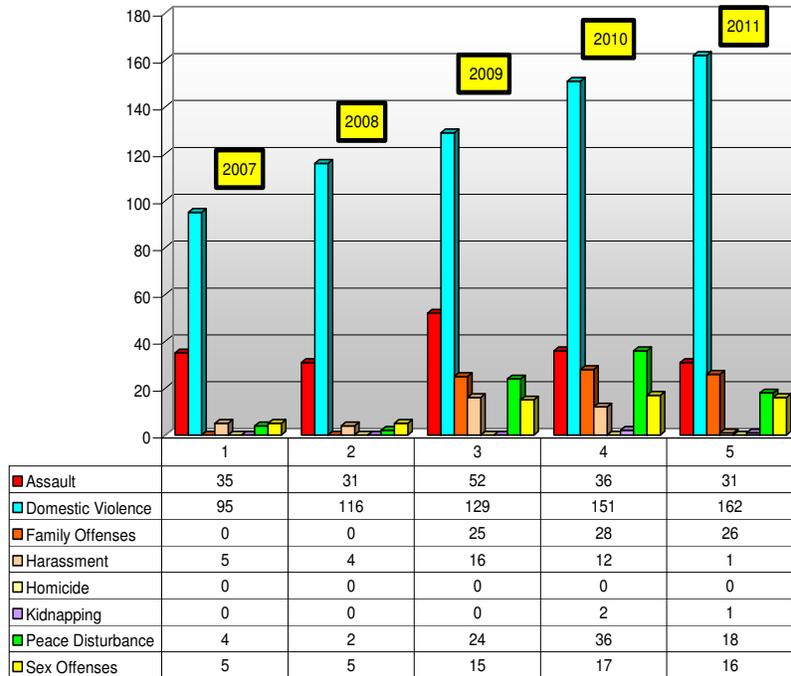
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2011	41048
2010	26810
2009	27361
2008	29862
2007	28633
2006	25287
2005	25287
2004	22110
2003	20278
2002	19317

**Table 12 5-Year History of Physical Arrests**

<b>Offense</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Arson	1	0	0	0	0
Assault	25	25	8	7	3
Burglary	2	1	2	3	5
Contempt of Court	0	0	2	(Note 5)	(Note 5)
Domestic Assault	(Note 1)	(Note 1)	15	17	16
Driving While Intoxicated	116	142	99	70	103
Driving While Revoked	22	29	(Note 2)	(Note 2)	(Note 2)
Drug Offense	16	21	19	19	14
Family Offenses	(Note 3)	(Note 3)	(Note 3)	1	1
Fraud	0	2	0	0	0
Fugitive	259	264	281	255	289
Harassment	0	0	0	0	0
I.N.S. Violations/I.C.E. Detainer	0	0	1	0	0
Larceny (Stealing)	14	20	32	31	56
License Violations	(Note 4)	(Note 4)	31	36	24
Liquor Law Violation	1	3	4	0	1
Other	(Note 1)	(Note 1)	3	11	6
Possession of Stolen Property	0	0	1	0	0
Property Damage	1	7	1	2	1
Resisting Arrest	0	1	0	4	0
Robbery	2	2	0	1	3
Sex Offenses	0	0	2	1	1
Tampering / Stolen Vehicle	6	2	3	1	0
Traffic	(Note 1)	(Note 1)	5	0	1
Trespassing	0	2	3	2	2
Weapons Offense	1	0	3	0	1
Violation of Court Order	1	0	1	(Note 2)	(Note 2)
Note 1: Not counted separately in previous years Note 2: Included in "License Violations" Note 3: New arrest category for 2010 Note 4: "Driving While Revoked" was the only license violation counted in previous years Note 5: (Now reported as "Other")					
<b>Total Physical Arrests</b>	<b>467</b>	<b>522</b>	<b>519</b>	<b>461</b>	<b>527</b>

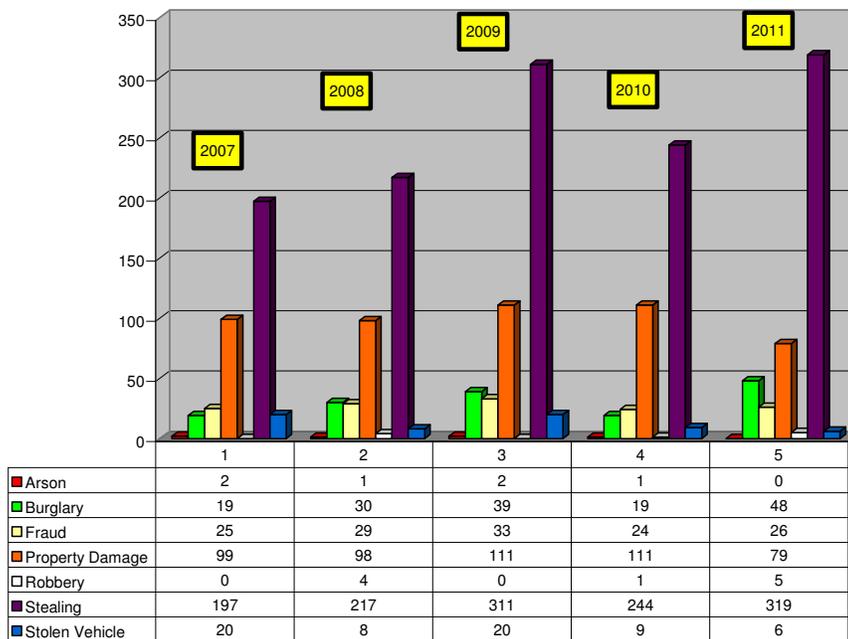
**Table 13**

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



**Table 14**

**5-Year History of Property Crimes**



# Public Works

**Table 15**  
**Capital and Operating Budget**

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 exceeding \$2 million.

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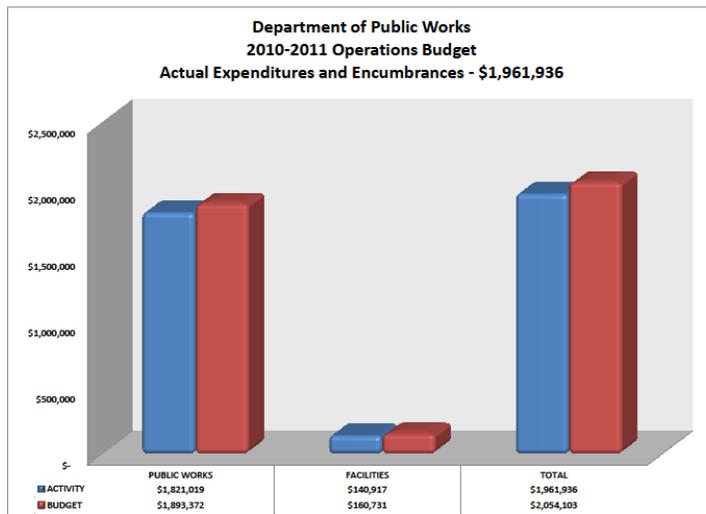
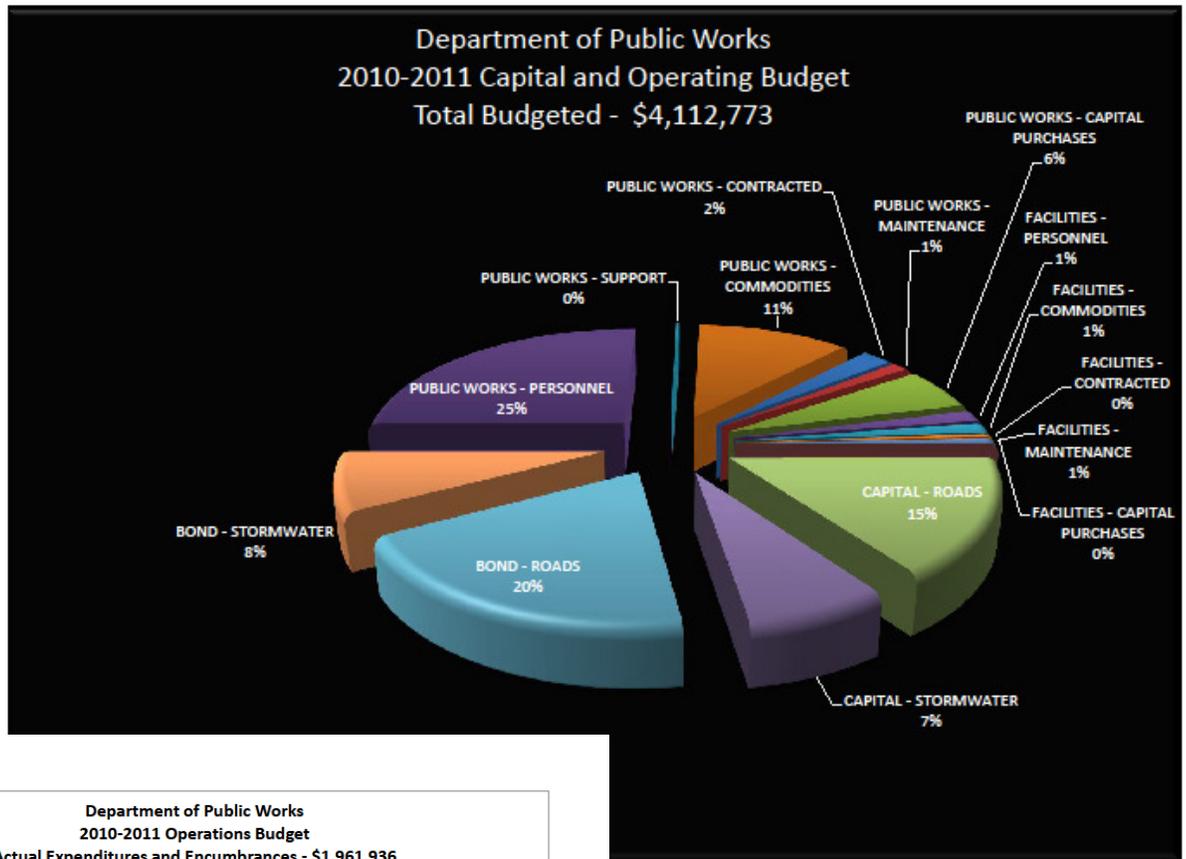
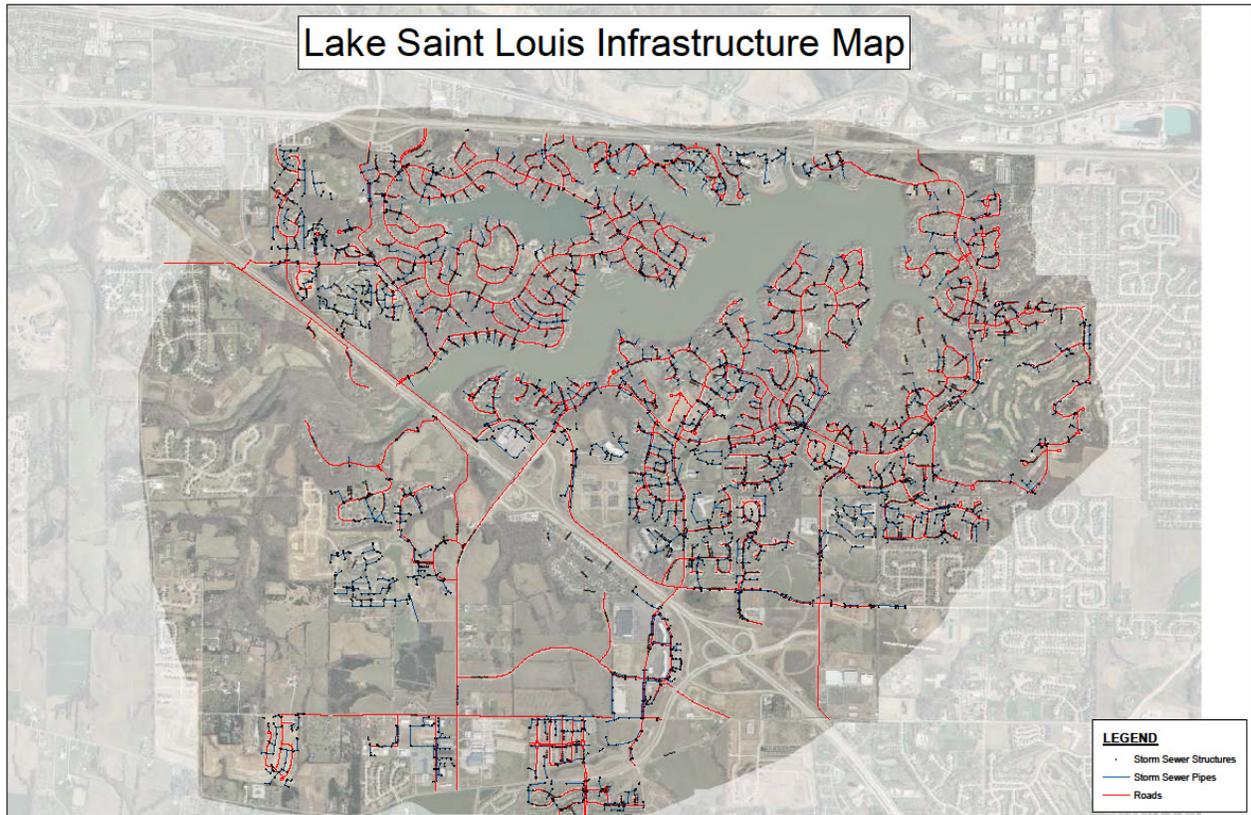


Figure 1 - Capital and Operating Budget

t numbers and charts 2010-2011 Budget Year

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 2011 the Engineering Division completed \$1.2 million in Capital projects funded by general revenue and bond funds. While street maintenance and construction remains the largest part of

our budget, Stormwater capital projects accounted for approximately twenty percent of the capital project budget.<sup>2</sup>

These recently completed projects and others that are still in the planning and design stages are discussed below:

### *City Projects*

#### Annual Asphalt Overlay Program

This project overlaid 72,500 square yards of asphalt pavement on Champagne Drive, Clermont Court, Lakewood Drive, Normandy Drive, Picardy Drive, Holloway Drive, Regency Circle, Brenton Court, Mont Blank Court, Fox Trail Drive, Collette Court, Savoy Drive, Dauphine Drive, Nantua Court, Ellerman Road, and Oak Hill Drive. Theole Asphalt Paving Inc. completed the \$598,000 paving project in October of 2011.

#### Saint Charles County – Lake Saint Louis Joint Overlay Project

This project consisted of a Saint Charles County contractor overlaying various streets in Lake Saint Louis via a Federal Surface Transportation Grant. In addition to overlaying the asphalt streets, isolated sections of curb and gutter were replaced and sidewalk ramps were modified to meet the current ADA standards. This project resurfaced 22,550 square yards of asphalt on Lake Saint Louis Boulevard, Ronald Reagan Drive and Prospect Road, with the city portion of the contract costing approximately \$90,000.

#### 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 37,000 square yards in 2010 at a cost of \$26,500.

#### 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 construction is scheduled to begin in 2012.

#### 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

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<sup>2</sup> Value of projects delivered 2011 Calendar Year.

contract for this project was awarded to George Butler Associates Inc. The conceptual plans are scheduled to be completed in March 2012. This project was selected for partial funding 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. The design contract for this project was awarded to Cole and Associates Inc. and is scheduled to be completed in May 2012. Construction is scheduled to begin in late 2012.

#### Engineering Street Rating Program

Staff updated the street rating program in 2011. Street ratings were based upon visual inspection of pavement distress. The ratings were manually entered into the City's Geographical Information Systems (GIS). The street rating program is a critical part of the City's overall Capital Improvement Plan (CIP). These ratings are used to develop a multi-year street repair and replacement plan that is free from political influence.

#### Cognac Drive Stormwater Project

This project consists of enclosing an existing creek along Cognac Drive in Lake Saint Louis, MO. Approximately 1,375 feet of 36" to 42" pipe will be added as well as area inlets. A swale was graded over the pipe. This work included excavation, traffic control and restoration including pavement repair and seeding and mulching. The project was constructed by J.M. Marschuetz, Inc. at a cost of \$251,513.38.

#### Rue Grand Royal Ditch

Yard erosion was occurring behind homes on Royale Ct. The water eventually flows into a riprap ditch and then into the lake. Tie walls are in place to hold the rip rap in place. The toe of most of the walls was being scoured out. This project added more riprap to the ditch, especially in front of the tie walls and cleaned out the limbs and yard waste. This project was designed in-house and completed by Public Works crews in 2011.

#### 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 2012.

### Oak Terrace Stormwater Improvement Project

Stormwater overtops the curb on Oak Hill Drive and enters a yard and residential home. The curb that was replaced several years ago to address this problem is again being overtopped by stormwater. The project was intended to add 6 curb inlets on Oak Hill Drive near the intersection of Oak Terrace and Oak Hill Drive. The City contract the on-call surveyor, Bax Engineering Co., to design this project. During the design, it was found that the project was much larger than originally anticipated. The pipe under Oak Hill Drive was undersized and the system needed to be upgraded to downstream of Lake St. Louis Blvd. In April 2011, the Board of Aldermen decided to put this project on hold until 2014 because of budget constraints.

### *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 2010-2011 permit year was submitted to MoDNR in July of 2011.

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 related to a blockage in the sanitary line; this blockage has been corrected by PWSD #2 and was properly reported to MoDNR.
- 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 2011, all sites were brought into compliance before action was needed.
- A waste Oil Collection tank is in place and used by Maintenance Staff. The tank was emptied once on April 5, 2011 by a qualified hauler.
- Approximately 1100 tons of salt were used for deicing in 2011, all trucks used in snow removal operations were properly cleaned after each snow event.
- A total of 200 centerline miles of streets were swept by the City’s Street Sweeping Vendor, Contractors Municipal Sweeping, in 2011.

*Development Services:*

**Table 16**  
**Permits Issued**

2011 Issued Permits	
Permit Type	Number Issued
Boring and Excavation	63
Grading	4
Stormsewer	2

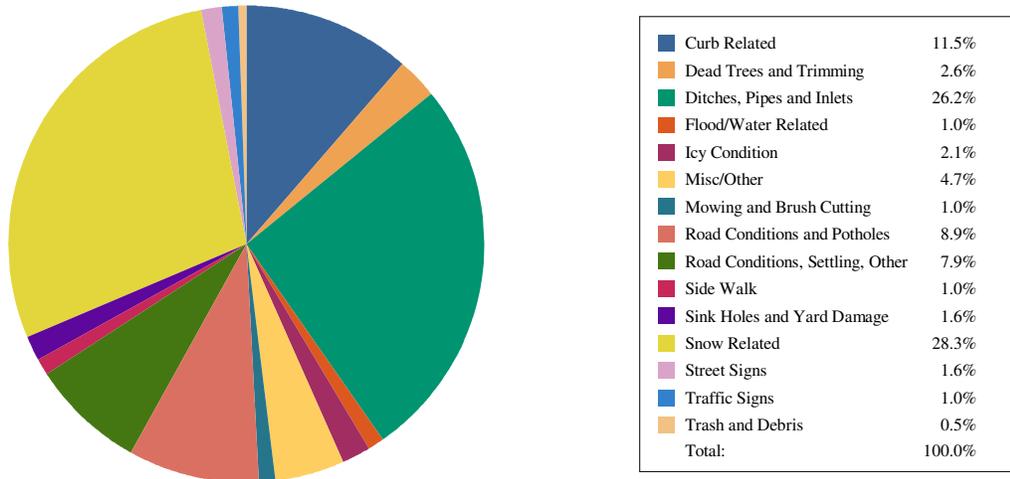
*Notable Development:*

**Green Tree Elementary School – Ward # 2**

This 16.44 acre Public Facility located on Ronald Reagan Drive. The construction of additional classrooms began in 2011. The addition is approximately 12,000 square feet. Construction will be complete in 2012.

*Calls for Service*

**Service Request Statistics**



**Table 17**  
**Call Type**

<b>Call Type Count</b>	
Curb Related	22
Dead Trees and Trimming	5
Ditches, Pipes and Inlets	48
Flood/Water Related	2
Icy Condition	4
Misc/Other	9
Mowing and Brush Cutting	2
Road Conditions and Potholes	17
Road Conditions, Settling, Other	15
Side Walk	2
Sink Holes and Yard Damage	3
Snow Related	54
Street Signs	3
Traffic Signs	2
Trash and Debris	1
<b>Total</b>	<b>189</b>

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 manor. 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.

**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.

City crews also used 124 tons of hot mix asphalt and 8 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 9,120 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 597 inlets cleared of leaves or other debris and 9 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 176 lane miles of roadway. Typically we deploy vehicles to six 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. 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 1304 hours of winter weather work and used 1,100 tons of salt for snow and ice removal.

### **Individual Achievements**

Congratulations to Matthew Kuelker, Public Works Inspector who passed the Fundamentals of Engineering Exam (FE). The FE is a significant step towards becoming a Professional Engineer. To qualify for the Professional Engineer's Exam in Missouri requires a Bachelors Degree in engineering, registration as an Engineer in Training/FE and four years of experience working with a Licensed Engineer. Matthew is the Department's Public Infrastructure Inspector. The Department has two Professional Engineers. Working alongside of them over the next several years will provide the required experience to apply to become a Professional Engineer. We wish him luck.

### **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.

Staff Training this year included:

- Two Streets employees attended Hazardous Materials Response Training
- Weekly Safety Training for Streets employees held on site
- Public Works Staff provided Illicit Discharge Detection training for our Streets employees and Community Development Field Staff - June.
- In house training was provided for Public Works Inspectors and Community Development Field Staff on Sediment and Erosion Control techniques - June.
- Lake Saint Louis staff presented in house snow removal training and all Public Works and Parks Employees engaged in Snow Removal attended (4 hours)
- Three Employees attended "Environmental Requirements for Local Public Agencies"
- One employee attended a MODOT Federal Aid Project Implementation Workshop
- One employee attended the National APWA Congress in September
- One employee attended Missouri Local Technical Assistance Program – "Signing and Pavement Marking"
- One employee attended Road Safety Audit training
- One employee attended a "Self Assessment" workshop from APWA to investigate department accreditation.
- Two employees attended a two and a half day class on "Advanced Construction Inspection"

- One employee attended “How to Become a Better Communicator”
- One employee attended Management Training
- One employee attended Supervisor Communication Training
- One employee attended a Snow and Ice Control Management Training

Public Works Group

Public Works Administration

Engineering

Streets

Building Services

#### **SECTION 4 – MUNICIPAL BOUNDARY EXPANSION**

The City voluntarily annexed four parcels totaling 24.5 acres of land. One of the parcels has a Plaza Tire store that will generate property and sales tax to the City. All of the parcels were zoned Highway Commercial. The process to involuntarily annex an additional five parcels was commenced. Four of these parcels will be zoned Highway Commercial and there is a Firestone store on one of the parcels. The other parcel is owned by the Wentzville Fire Protection District.

#### **SECTION 5 – MUNICIPAL GROWTH**

Housing continues to lag since the downturn in 2007. New residential dwelling permits for the past three years have consistently been around thirty units. Although East West Gateway Council of Governments staff forecasts most of the metro St. Louis home building to be along the Highway N corridor, city staff doesn't expect home building to take off anytime soon. Several subdivisions have been taken back by the bank and home builders are purchasing lots one at a time so not to carry the land cost.

Commercial building was primarily new retail store build out or building construction. The largest store to be constructed was the TJ Max store in the Shoppes at Hawk Ridge. Construction began on a Nike store in The Meadows shopping center for opening in 2012.

**Table 18**  
**Permits/Inspections**

<b>Activity</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Single Family Permit	29	31	29
Multi Family Permit	0	0	12
Commercial Permit	30	35	28
Other	183	165	133
Inspections	1336	1,408	1,450
Rental Occupancy Inspections	468	467	489

**Table 19**  
**Detached Unit Building Permits**

<b>Subdivision</b>	<b>2011 Detached Units</b>	<b>2010 Detached Units</b>
Breckenridge	1	14
Chateau DuBois	2	2
Estates of Hawk Ridge	0	1
Heritage of Hawk Ridge IV	0	3
Lakewood II	0	1
Locksley Crossing III	1	0
LSL Plat 240	1	0
Manors at Lake Forest	1	0
Manors at Meadowbrook I	3	0
Manors at Meadowbrook II	2	6
Mason Glen	0	2
Mooring Estates	0	1
Saratoga II	17	0
Seasons @ LSL	1	0
Villas @ Ridgepointe		1
<b>TOTAL</b>	<b>29</b>	<b>31</b>

The table shown below illustrates the 2010 building activity St. Charles County:

**Table 20**  
**St. Charles County 2010 Building Activity**

<b>City</b>	<b>2011 Single Family Units</b>	<b>Single Family Average Construction Price</b>	<b>Multifamily Units</b>	<b>2010 Single Family Units</b>
Lake Saint Louis	29	\$236,557	0	31
O'Fallon	235	117,531	89	315
Wentzville	182	241,538	36	245
Dardenne Prairie	59	167,627	0	68
St. Peters	183	129,672	40	190
St. Charles	168	206,071	23	168
Cottleville	54	112,777	0	69
Unincorporated	86	436,395	0	91

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.

**Table 21**  
**Lots Approved Compared to Lots Built**

<b>Type of Housing</b>	<b># Lots/Units Approved</b>	<b># Lots/Units Built</b>
Detached	4,643	4,013
Attached	1,009	1,012
Multi-Family	1,506	1,082
<b>TOTAL</b>	<b>7,158</b>	<b>6,107</b>

## **SECTION 6 – ZONING AND LAND USE**

Steve Schertel, Director of Community Development and his staff at the direction of the Mayor/Board of Aldermen presented the board with suggestions for development code amendments to make the city more business friendly. Development standards for signage to support business in Lake Saint Louis were adopted.

The code was amended to allow civic groups to use banners for advertising their special events.

Special Use Permits were issued for a landscape company, trailers at Greentree Elementary School, a plumbing company, day care center, and outdoor storage business.

An ordinance amending the code governing site maintenance for commercial property assessed as agricultural property was adopted. The code tightened us the mowing and maintenance requirements on these parcels.

The maximum building height in the Public Activity zoning district was increased to fifty feet as to accommodate the church steeple for the Baptist Church.

A site plan to expand Greentree Elementary School was approved.

Several lots were subdivided from one to two lots.

PWSD2's newly annexed land was zoned Light Industrial. The voluntarily annexed land was zoned Highway Commercial. A parcel for a landscape company was zoned Planned Development.

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**

Other than housing, economic activity increased in Lake Saint Louis during 2011. As a result, the City's sales tax increased nearly 12%, an increase of \$395,000 over the prior year. Utility taxes also increased nearly 5% for an additional \$70,000. Overall, General Fund revenues increased \$492,000.

A major junior anchor opened in the Shoppes at Hawk Ridge. TJ Max experienced sales that exceeded the store's projection. 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  
Construction Management  
Storm Water  
Streets  
Building Services