

# *City of Chesterfield*



*2003  
Annual Report*

# *From the desk of the City Administrator*

Honorable John Nations  
Members of City Council  
Chesterfield City Hall  
690 Chesterfield Parkway West  
Chesterfield, MO 63017

RE: **Annual Report - 2003**

Mayor Nations and City Councilmembers:

Submitted herewith is the sixteenth **Annual Report** which I have prepared for the City of Chesterfield. The reporting period is from January 1, 2003 through December 31, 2003, which constitutes our fifteenth full year of operation. Building upon previous year's efforts, this report continues to reflect the conscious decision by Staff and myself to give this document an updated look, while maintaining/enhancing its professional appearance, and keeping overall costs for its production to a minimum.

You should be aware that this finished product is the result of much effort on the part of our Department Heads and City Clerk. I want to especially compliment my Administrative Assistant, Kelli Krebs, to whom much of the credit should be given for the coordinated effort required to produce such a document.

While 2003 was a year of continued fiscal challenges, I am proud of our overall performance. As you know, this report summarizes many of the City's accomplishments for the past year. In spite of our fiscal constraints I continue to be amazed by the level of activity with which we are involved each year and the variety of activities that come before us. I am especially appreciative of having been given the opportunity to serve as your City Administrator, and to assist you in successfully managing the impact of this economic downturn.

Ultimately, it is your support and encouragement that gives us, as members of the management team, the opportunity to be successful. Our goal is to continue to build upon and strengthen the partnerships we have formed with our residential and business communities. Thank you for your time, involvement and enthusiasm.

Sincerely,

Michael G. Herring  
City Administrator



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# WELCOME TO CHESTERFIELD



Incorporated in 1988 and covering approximately 32 square miles in suburban St. Louis County, the City of Chesterfield is a thriving residential and business community.



Twenty-two miles from downtown St. Louis, the City of Chesterfield is located on the western edge of St. Louis County. Six-lane I-64 (U.S. Hwy 40) connects the City with the Mississippi and Missouri waterfronts. A network of other roadways serves the community, providing access to work, schools, churches, shopping, as well as the State and County parks system.



A Comprehensive Plan was adopted by the City in 2003. The plan ensures that Chesterfield's residential and commercial developments are balanced with the area's open green space and wooded hills. Large and medium sized single-family homes, townhouses, condominiums and apartment complexes reflect quality housing stock. The total assessed valuation of all development in Chesterfield is in excess of \$1 Billion, the highest such total in St. Louis County.



The City has a strong retail base, with restaurants, shops and business services adjacent to the primary business areas. Westfield Shoppingtown—Chesterfield, in the heart of Chesterfield Village, forms the core of the City of Chesterfield. Chesterfield Village was conceived over 20 years ago by Louis S. Sachs, who toured the planned new towns of that day, such as Reston, Virginia and Columbia, Maryland. The Village lies on 1,500 acres of prime land, located near the intersection of Interstate 64—Olive/Clarkson interchange and surrounded by the Chesterfield Parkway. Chesterfield Village is a creative mix of commercial, residential and recreational facilities, which include Central Park, which is the location for the City's Aquatic Center and the planned, future location of an extensive trail system, pavilions and a multi-purpose amphitheater. Chesterfield's City Hall and the Pharmacia Life Research Center are located in this "center" of Chesterfield, in addition to the Samuel C. Sachs branch of the St. Louis County Library System.



A major retail center, in excess of one million square feet, has been constructed in the Chesterfield Valley. "Chesterfield Commons" is located adjacent to Highway 40 (I-64) at Boone's Crossing overpass. The development includes retail and office space and a variety of restaurants and service centers. A major theater complex is also planned for this development.

Spirit of St. Louis Airport, a general aviation reliever airport in Chesterfield Valley, which is owned/operated by St. Louis County, provides charter flights and other services. The airport is the prime reliever facility for Lambert International Airport and, in terms of flight operations, is the third busiest airport in the four-state area of Kansas, Nebraska, Iowa and Missouri. The western end of the Valley is the center for light industrial and office/warehouse activities.

Two Fire Districts provide fire and ambulance services within Chesterfield: the Monarch Fire Protection District and the Metro West Fire Protection District. Both feature state-of-the-art equipment and some of the lowest fire ratings in the area. In addition, the City is served by two of the top-rated schools in the State of Missouri: Parkway and Rockwood.

Chesterfield residents are fortunate to have convenient health care facilities within their community. St. Luke's Hospital is known for exceptional cardiac care, a major cancer treatment center, neurological services and maternity care. The hospital's Institute for Health Education provides health education programs for physicians, patients, and the community. Cardinal Glennon Children's Hospital Pediatric Center and Chesterfield MedCenter are also conveniently located.

The City's electric is supplied by Ameren/UE; natural gas is supplied by Laclede Gas; water is provided by Missouri-American Water Company; sewer services are provided by Metropolitan St. Louis Sewer District. Cable TV service is provided by Charter Communications and Midwest Waste is under contract to provide the City's solid waste collection services. A wide variety of telecommunication companies serve the area, including SBC.

# 2003 City Officials

Mayor - John Nations

## Councilmembers

|         |                                  |          |                            |
|---------|----------------------------------|----------|----------------------------|
| Ward I  | Barry Flachsbart<br>Jane Durrell | Ward III | Daniel Hurt<br>Mike Casey  |
| Ward II | Bruce Geiger<br>Barry Streeter   | Ward IV  | Mary Brown<br>Connie Fults |



### Chief Administrative Officer:

**Michael G. Herring, City Administrator**

- Coordinates daily operations of all departments
- Supervises Department Heads and Executive Staff
- Prepares annual budget

### Court Functions:

**Rick Brunk, Municipal Judge**

- Presides over municipal court

**Tim Engelmeyer, Prosecuting Attorney**

- Presents all cases in municipal court

### Department Heads:

**Mike Geisel, Director of Public Works/City Engineer**

- Construction/maintenance of roads, snow removal, sidewalks, sewers

**Jeremy Craig, Director of Finance and Administration**

- Budget Administration, pay and benefit administration, accounting and financial reporting, cash management and investment, debt management, and information systems coordination

**Ray Johnson, Chief of Police**

- Police patrol, traffic investigations, neighborhood and business watch

**Teresa Price, Director of Planning**

- Rezoning, development projects, building and property code enforcement, sign permits

### Executive Staff:

**Marty DeMay, City Clerk**

- Custodian of all records, employee/citizen newsletters and activities

### Legal Function:

**Doug Beach, City Attorney**



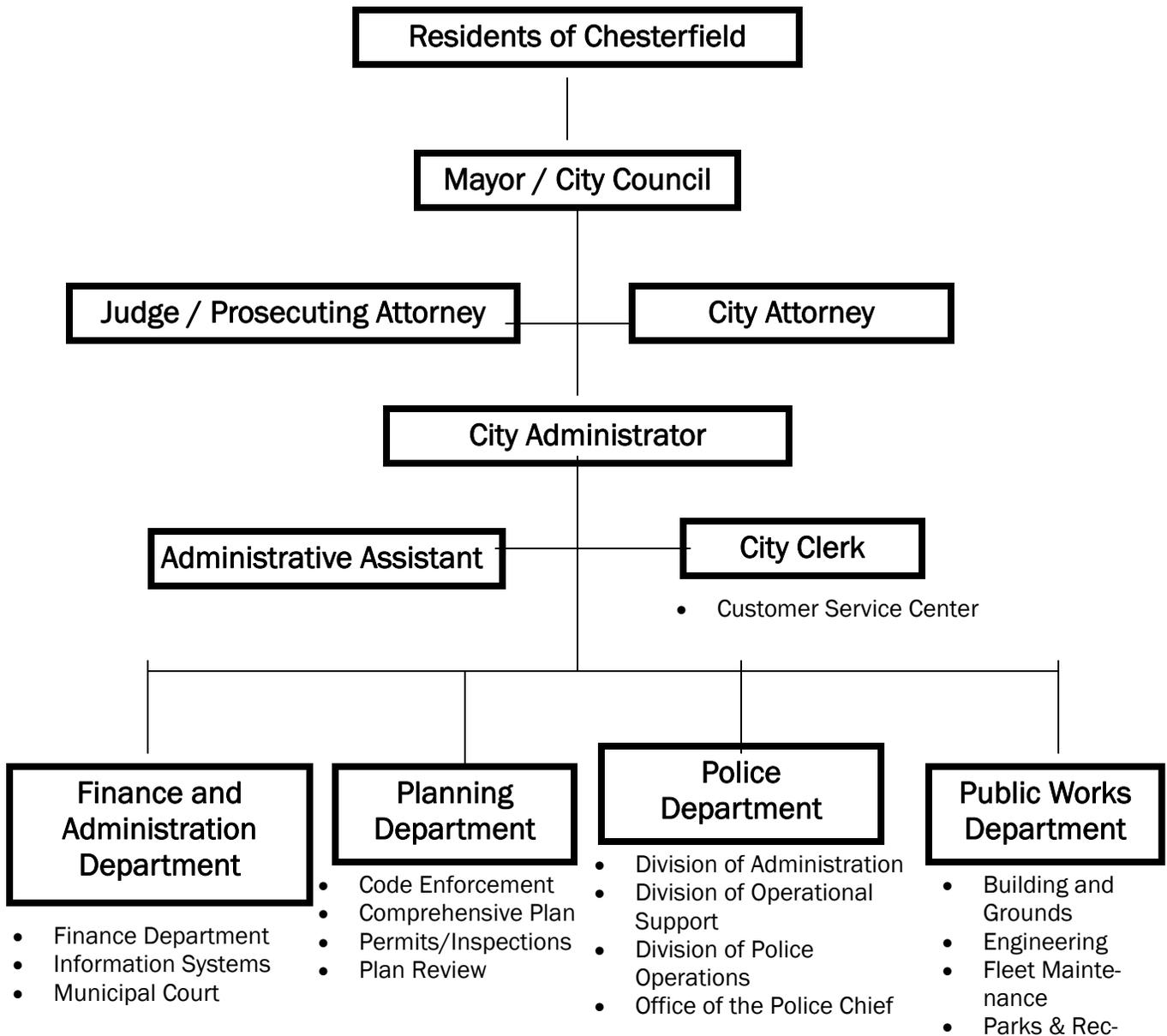
# JUST THE FACTS

## General Statistics:

**Date of Incorporation as a Third Class City:** June 1, 1988  
**Form of Government:** Mayor / City Council / City Administrator  
**Population:** 46,802 (Based on 2000 Census)  
**Total Housing Units:** 18,738  
**Area:** 32 Square Miles  
**Miles of Streets Maintained by the City:** 161  
**Miles of Sidewalks Maintained by the City:** 100

| YEAR | REAL PROPERTY       | PERSONAL PROPERTY | RAILROAD AND UTILITIES | TOTAL ASSESSED VALUE |
|------|---------------------|-------------------|------------------------|----------------------|
| 1992 | \$ 611,766,200.00   | \$ 156,066,333.00 | \$ 14,953,292.00       | \$ 782,785,825.00    |
| 1993 | \$ 623,355,670.00   | \$ 146,917,716.00 | \$ 14,480,699.00       | \$ 784,754,085.00    |
| 1994 | \$ 614,067,940.00   | \$ 121,996,684.00 | \$ 14,806,703.00       | \$ 750,871,327.00    |
| 1995 | \$ 655,300,640.00   | \$ 141,510,637.00 | \$ 14,635,156.00       | \$ 811,446,433.00    |
| 1996 | \$ 676,795,720.00   | \$ 160,550,273.00 | \$ 16,131,252.00       | \$ 853,477,245.00    |
| 1997 | \$ 737,719,530.00   | \$ 171,773,003.00 | \$ 14,471,771.00       | \$ 923,964,304.00    |
| 1998 | \$ 761,919,280.00   | \$ 181,319,540.00 | \$ 14,492,392.00       | \$ 957,731,212.00    |
| 1999 | \$ 839,087,390.00   | \$ 193,552,326.00 | \$ 14,430,676.00       | \$ 1,047,070,391.00  |
| 2000 | \$ 1,052,068,270.00 | \$ 237,977,312.00 | \$ 17,233,304.00       | \$ 1,304,278,886.00  |
| 2001 | \$ 1,023,122,130.00 | \$ 235,079,429.00 | \$ 17,702,083.00       | \$ 1,275,903,642.00  |
| 2002 | \$ 1,047,229,350.00 | \$ 242,742,813.00 | \$ 18,848,635.00       | \$ 1,308,820,798.00  |
| 2003 | \$ 1,119,906,300.00 | \$ 234,858,190.00 | \$ 15,168,685.00       | \$ 1,369,933,175.00  |

# EMPLOYEES



## Mission Statement

The City of Chesterfield is a strong, vibrant community that encourages interaction among residents, businesses and civic organizations which is accomplished through innovative approaches to community and neighborhood planning.

- By being the City of Choice in the St. Louis Region within which to live, work, play and visit;
- By partnering with residents, businesses, civic organizations and governments to forge a sense of community;
- By providing and seeking quality in each area of service;
- By providing and encouraging cultural and recreational facilities and activities;
- By enhancing property values;
- By ensuring a secure and responsible environment.

# ***Boards, Commissions & Committees***

Chesterfield residents can choose to be involved in a variety of volunteer committees working with City officials to shape the community. Committee appointments are generally made by the Mayor and confirmed by the City Council. All citizen committee meetings are open to the public. A list of meeting dates, times and agendas can be obtained by accessing the Chesterfield web site at [www.chesterfield.mo.us](http://www.chesterfield.mo.us)

## **Architectural Review Board**

This board serves as an advisory and recommending body to the Planning Commission. Upon the Commission's request, the board reviews the architectural elements of proposed development projects against a set of established design guidelines to promote good quality architecture for commercial and residential development projects under the review by the City. (Ordinance No. 1350)

## **Board of Adjustment**

This board is responsible for considering variances to the Zoning Ordinance, as well as hearing requests for appeals of Planning Department determinations. Variance requests include reducing yard setbacks, increasing the area of signs or rebuilding legal non-conforming uses and structures destroyed more than 60 percent. (Ordinance Nos. 603, 673 & 834)

## **Chesterfield Arts Commission**

This group supports arts as a whole; including music, dance, theater, performing arts and visual arts, in an effort to develop awareness, encourage development and increase appreciation of the arts within the community. (Ordinance No. 1051)

## **Chesterfield Beautification Committee**

The mission of this committee is "beautification and enhancement of Chesterfield through the planting of trees, shrubs and greenery in the public right-of-ways." Projects include the City limit signs, two volunteer workdays a year, subdivision grants, plus many other activities.

## **Chesterfield Citizens Committee for the Environment**

Along with organizing an Annual Tree Day and other Earth Day-related events, this committee actively participates in City and Regional events to promote resource conservation and environmental awareness; and develops and disseminates educational materials on topics such as recycling, composting and household hazardous waste.

## **Chesterfield Community Development Corporation (CCDC)**

Founded in 1992 by the City of Chesterfield as its Industrial Development Authority (Chapter 349 RSMo.), the CCDC is responsible for facilitating balanced new development in accordance with the City's Master Plan, as well as assisting with business relations, community marketing and civic promotions. (Resolution No. 112)

## **Chesterfield Human Rights Commission**

This commission was established to prevent or eliminate discriminating housing practices in Chesterfield. (Ordinance No. 131)

## **Chesterfield Tax Increment Finance (TIF) Commission**

Following the flood of 1993 and its devastating effects in Chesterfield Valley, the City formed this Commission (Chapter 99, RSMo.) to oversee the development and implementation of TIF plans for redevelopment in the community. For a designated period of time, a portion of tax revenues generated by these types of developments are recaptured by the TIF area and used to pay for public infrastructure improvements as approved by City Council. (Ordinance Nos. 777 & 1331)

### **Drug Abuse Task Force**

The mission of this task force is “to identify and implement ways to stop the abuse and illegal use of drugs and alcohol in the Chesterfield area.”

### **Finance & Administration Citizens Advisory Committee**

This committee is responsible for making recommendations to the Finance and Administration Committee of the City Council on designated and assigned areas of study. These include but are not limited to budgets, budget process, long-range economic planning, personnel policies and procedures and investments. (Ordinance No. 558)

### **Historical Commission**

Their purpose is to promote Chesterfield history, preserve historic landmarks and to help educate citizens on the community’s rare treasures. Ongoing projects include research on century-old homes, inventory of cemeteries, placement of markers and an annual historic calendar.

### **Landmark Preservation Commission**

The Landmark Preservation Commission was formed to protect and promote the city’s historic, archaeological and architectural character and resources. Its many duties include: conducting ongoing surveys to identify historically and architecturally significant structures, sites and properties; to inform and educate citizens concerning the community’s heritage; to investigate and recommend to the Planning Commission and City Council ordinances designating “Historic Districts” and “Historic Landmarks”; and to keep a register of all properties and structures that have such designations. (Ordinance No. 1719)

### **MIS Citizens Advisory Committee**

This committee was established by the Finance and Administration Committee of City Council to assist staff with various management information issues. The committee meets quarterly with City staff to discuss various hardware and software purchases and management information system policies and planning issues.

### **Parks, Recreation & Arts Citizens Advisory Committee**

As a recommending body to the City Council, the purpose of the committee is to assist in the development and implementation of a comprehensive parks and recreation program. In doing so, their goal is to seek to enhance the quality of life for all Chesterfield citizens.

### **Planning Commission**

Serves as an advisory board to the City Council on rezoning requests and is responsible for adoption of the City’s Comprehensive Plan. The Commission addresses such issues as revision of the zoning and subdivision ordinances, architectural review, site plan review and landscaping. (Ordinance Nos. 27, 247 & 933)

### **Police Personnel Board**

The duties of this board include interviewing and making recommendations concerning eligible candidates for employment and promotion within the Police Department. They also hear appeals of disciplinary action from all ranks of the Department and recommend a course of action. (Ordinance Nos. 137, 328, 534, 909, 1226, 1235 & 1883)

### **Public Works Board of Variance**

Promotes the general welfare of the community and assures the buildings and structures erected in the City conform with acceptable community standards. This board also reviews the decisions and appropriateness of the standards as determined by the Public Works Department. (Ordinance No. 306)

### **Public Works Citizens Advisory Group**

This group addresses issues and recommends policy on items assigned by the Public Works Committee of the City Council. The staff of the City’s Public Works Department work with the group to provide written recommendations on all assigned items. (Ordinance Nos. 1824 & 1888)

### **Transportation Committee**

This committee has an ongoing responsibility for studying and developing recommendations concerning: regional mass transit, existing infrastructure (quality and capacity), City-wide transportation alternatives and enhancing employment opportunities, recreation and tourism within Chesterfield. (Ordinance Nos. 2031 & 1203)

# City Administrator's Office

The City Administrator's Office is responsible for the general superintending control, administration and management of the City, under the direct supervision of the Mayor and City Council. The City Administrator is responsible for appointing and/or discharging all employees, based upon the rules and procedures set out by ordinance and resolution. He is ultimately responsible for the preparation and submission to City Council of an annual operating budget. In addition, he is responsible for developing and updating the Five Year Budget. The City Administrator provides technical assistance and recommendations to all elected officials and supervises/directs the day-to-day operations of the City. The City Administrator directly supervises the Chief of Police, Director of Planning, Director of Public Works/City Engineer, Director of Finance and Administration, City Clerk and his Administrative Assistant.

The City Administrator's office works to inform residents and businesses concerning policy directions established by the Mayor and City Council and to ensure resolution of all matters involving public services. He serves as ombudsman, interacting directly with Department Directors on behalf of citizens and/or elected officials, to obtain information and resolve issues/concerns. The City Administrator's Office represents the City in community activities, advocates the City's official positions regarding policies established by the Mayor and City Council, and pursues appropriate activities to ensure recognition and effectiveness of the City in the metropolitan area and at the State and Federal levels of government.



**City Administrator Mike Herring**

## **YEAR IN REVIEW 2003 Accomplishments:**

- Conducted ultimate review of all City "Newsletters", for accuracy and content; wrote multiple articles for "Newsletters"
- Coordinated submission of application for grant funds from Metropolitan Parks Commission
- Served on St. Louis Area Insurance Trust, self-insurance pool, representing Chesterfield as member of Board of Directors
- Served as a member of the Board of Directors of the Missouri Municipal League
- Completed 26 years of service as a member of the International City Management Association, with 15 of those years as City Administrator in Chesterfield
- Interacted directly with Midwest Waste and its customers, to ensure delivery of solid waste collection services; answered questions and provided information regarding rates and services; coordinated process by which Midwest Waste surveyed its customers and provided results to City Council; served as area-wide coordinator of Midwest Waste Consortium, representing cities served by Midwest Waste
- Interacted, on a regular basis, with both the Missouri Department of Transportation and the St. Louis County Department of Highways and Traffic regarding traffic issues/concerns in Chesterfield, involving both State and County roads

- Served as a member of the "Chamber Understanding City Operations" committee and attended monthly meetings, answering questions and providing information regarding City operational issues
- Worked to prepare and submit Five-Year Budget Forecast to City Council, for 2004-2008; adopted by City Council
- Coordinated process of adjusting FY2003 Budget, to address revenue shortfalls and reduce expenditures, accordingly
- Coordinated multiple meetings involving preparation of FY2004 Budget and interacted with Mayor and Chairperson of Finance and Administration Committee, discussing how best to address overall reductions in expenditures; attended City Council Work Sessions, regarding the proposed budget and implemented all decisions made; conducted public hearing regarding proposed FY2004 Budget
- Attended meetings of City Council and City Council Committees, and worked to prepare agendas and packets of information for each meeting
- Recommended extension of current contract with CCDC for professional services associated with the Chesterfield Valley redevelopment, flood control and levee design
- Represented the City of Chesterfield, at a variety of meetings, throughout the year, involving neighboring cities, the Lafayette Area Mayor's Organization, Lafayette Administrators and Managers Organization, the West Olive-141 Managers Group, the St. Louis Area City Management Association, the Chesterfield Chamber of Commerce, Chesterfield-Ballwin Area Organization, Missouri City Management Association, St. Louis County Municipal League, Missouri Municipal League, East-West Gateway Coordinating Council
- Coordinated and participated in Mayor/ Council/Staff special workshops regarding parks/recreation
- Assisted Mayor/Council in communicating positions on a variety of issues throughout the year
- Initiated process by which monthly financial reports/updates are forwarded to City Council and discussed/reviewed by the F&A Committee of City Council
- Worked to obtain funding from East-West Gateway Coordinating Council for "Pathway on the Parkway" construction project
- Initiated contact with Metropolitan Park and Recreation District and began pursuit of possible funding of multi-purpose trail system on Monarch-Chesterfield Levee
- Coordinated the generation of numerous reports and specific analyses of various issues involving a possible Parks/Recreation ballot issue



- Approved/reviewed submission of grant application, ultimately approved by the Municipal Parks Commission grant, for improvements to City Family Aquatic Center
- Assisted Mayor Nations with discussions involving the eventual extension of METROLINK to the Chesterfield Valley. Helped to secure regional commitment for initial METROLINK extension to Westport Area in Maryland Heights
- Coordinated process resulting in a detailed evaluation of a potential Transportation Development District in the Chesterfield Valley
- Achieved full “Credentialed Manager” status from the International City Management Association
- Assisted Mayor Nations in discussions involving the improvement of Highway 141
- Coordinated process by which contracts were awarded and construction was eventually completed on \$2.0 million “Highway 340 Enhancement Project” (Clarkson/Olive). A total of \$1.7 million of this total cost was obtained through grants and/or direct funding support by MoDOT
- Coordinated discussion resulting in ultimate adoption of Property Maintenance Code
- Authorized development of proposals, ultimately approved by City Council, for on-line registration services for parks/recreation programs
- Initiated and coordinated discussions regarding the City retirement benefit and forwarded recommendations, ultimately approved by City Council, for the selection of a consultant to undertake a comprehensive evaluation of this benefit
- Authorized process resulting in selection of new City auditing firm
- Selected by International City Management Association to review articles for possible publication in “Professional Management” magazine
- Served as member of Conference Planning Committee for International City Management Association—elected to represent Missouri City Management Association, in this capacity
- Interviewed and hired new Director of Finance and Administration



# City Clerk's Office

The City Clerk's Office is responsible for recording and filing official records, preparation and distribution of City Council ordinances and resolutions, certifying and issuing official documents, preparing and maintaining the minutes of City Council proceedings, filing official notices or advertisements and posting meeting notices, as required by law. The City Clerk attends all City Council meetings.

In 2003, the City Clerk's Office employed a City Clerk, a Deputy City Clerk, two (2) full-time and one (1) part-time Customer Service Representatives.



**City Clerk Marty DeMay**

The City Clerk's Office performs voter registrations, notary public services, accepts filing for candidacy in City elections and officially swears in public officials and certain public employees for public office and duty. In addition, the City Clerk's office distributes supplemental updates for the City's Code of Ordinance book published by the Municipal Code Corporation. They also provide secretarial services for the Mayor and City Council.

The Customer Service Center is an integral part of this department and City operations. The Customer Service representatives greet and assist all visitors to City Hall and answer/route incoming calls, as well as provide callers with general information.

The CSC provides mail services for all departments. They update subdivision trustee lists and account for receipts for liquor licenses, solicitor permits, fees for copies made, bid packages sold, historic calendars and book sales. They also reserve rooms for various citizen committees, as well as for the general public.

In addition, the CSC is responsible for receiving and processing all work requests for all departments and processes pool pass applications, program registrations and pool and pavilion rentals.

## Major Accomplishments in 2003:

- Issued 212 liquor licenses for a total revenue of \$53,818
- Issued 37 solicitor permits for a total revenue of \$675
- Coordinated the April Municipal Election to fill the office of Councilmembers in each of the four wards
- Distributed the Chesterfield Citizen newsletter on a quarterly basis to 22,000 residents and businesses
- Performed more than 150 notary public services
- Distributed the bimonthly employee newsletter, Internal Journal, to 190 employees and reserve



- Coordinated employee events and activities to promote employee spirit and wellness
- Coordinated Employee Recognition Awards, presented semi-annually, to those employees who earn the recognition of their peers for performance, work ethic, teamwork and initiative
- Processed more than 6,300 pool passes/resident ID's to Chesterfield residents
- Processed enrollment for more than 3,883 individuals for parks and recreation programs
- Processed more than 1400 work orders for street/sidewalk repairs, tree trimming /removal, nuisance violations and engineering problems
- Resolved more than 497 trash-pick up concerns
- Processed more than 41,000 pieces of mail and shipped packages for all departments
- Scheduled more than 300 public meetings and posted more than 1,100 meeting signs
- Routed more than 5,100 faxes to City employees

**The City Clerk's Department**



# Finance and Administration

The Finance and Administration Department is responsible for a wide variety of accounting, personnel and administrative functions and includes three divisions—Finance, Information Systems and the Municipal Court.

The Finance Division is responsible for accounting, budget preparation, grants, payroll and benefit administration, and personnel functions, as well as the issuance of licenses to businesses, vending machines, alarm companies, cigarette product sellers, and trash haulers within the City of Chesterfield.

***An un-audited summary of Fiscal Year 2003 revenues and expenditures is shown on the following page.***



**Director of Finance and Administration  
Jeremy Craig**

The Finance and Administration Department received a Certificate of Achievement for Excellence in Financial Reporting in 2003 for preparation of the Fiscal Year 2002 Comprehensive Annual Financial Report (CAFR) and the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada for the Fiscal Year 2003 Budget. In addition, the department completed early implementation of GASB #34 and secured CDBG grant funding of \$46,665 for the City.

- Secured \$46,665 in Community Development Block Grant funds for 2004 funding year.
- Secured Aa1 rating for general obligation bonds and Aa2 rating for certificates of participation from Moody's Investors Services, Inc.
- Secured Aaa rating from Moody's Investor Services, Inc. for Tax Increment Refunding and Improvement Revenue Bonds
- Coordinated and completed City's eighth Five-Year Budget (2004-2008)
- Prepared and distributed Employee Benefit Statement Packets for 2002
- Recognized 14 employees who qualified for the sick leave incentive program throughout all applicable time periods in 2003
- Completed 2003 productivity measurements survey
- Installed Kronos time clocks at the Public Works Facility and Chesterfield Valley Athletic Complex; assigned a group of employees from each facility to participate in testing the software
- Worked closely with Kronos technical support in implementing and interfacing Kronos software with Abra, existing payroll software
- Performed training of how to enter timesheet to the primary users in all departments
- Coordinated with the Customer Service Center to bring purchasing on-line with Boise Cascade to simplify ordering office supplies.

- Attended national, state and local GFOA meetings for various topics
- Served on Chesterfield Chamber Understanding City Operations (CUCO) Committee
- Monitored over \$43.8 million in fixed assets
- Attended the Pension Listening Session and made a recommendation to have the City conduct a pension study by an independent fiduciary agent, a comparison between the current plan and alternative plan, emphasize the plan provider's performance and investment choices assuming the same level of funding as the current plan
- Coordinated annual benefits enrollment meetings for Deferred compensation plan, Section 125 plan and Dental Plan
- Worked with J.W. Terrill in introducing the Flex Convenience Card for flexible spending accounts (FSA)
- Maintained 99.5% uptime of all networks
- Changed local phone and internet service providers, increased number of lines and doubled the Internet bandwidth for less money
- Upgraded the City's e-mail system from GroupWise 6 to 6.5
- Implemented GroupWise Messenger for instant message sending throughout the City network
- Implemented GPS system in snow trucks, using custom software to interface raw modem data to Tracking Analyst, the City's mapping software
- Implemented Chain proxy cache for access control to the City's website
- Began desktop migration to Windows XP. Began server migration to NetWare 6.5
- Upgraded the City's website infrastructure to use the newest version of Apache/Tomcat, and upgraded search engine to allow query tracking and analysis
- Implemented firewall between St. Louis County networks (Rejis) and the City's network. This prevents unwanted traffic from hitting the City's network and insulates them from virus outbreaks on those networks
- Prepared and maintained court dockets and all related records for 32 court sessions
- Collected and remitted approximately \$750,000 in fines, fees and costs to the City
- Prepared for and was granted an Order of Destruction from the St. Louis County Circuit Court Presiding Judge in order to destroy all eligible 1999 court files
- Was appointed to and served on the subcommittee for education and training for municipal courts by the Missouri Supreme Court
- Set and prepared for 227 trials for defendants who plead not guilty. These required subpoenas for police officers and independent witnesses
- Certified 27 cases for jury trials to the St. Louis County Circuit Court

### The Finance Department



**UNAUDITED SUMMARY OF FISCAL YEAR 2003 GOVERNMENTAL REVENUES AND EXPENDITURES**

|   | <u>General<br/>Fund</u> | <u>Special<br/>Revenue</u> | <u>Debt<br/>Service</u> | <u>Capital<br/>Projects</u> |                   |
|---|-------------------------|----------------------------|-------------------------|-----------------------------|-------------------|
| <b>Revenues:</b>  |                         |                            |                         |                             |                   |
| Municipal taxes   | 9,758,477               | 15,610,498                 | 703,757                 | -                           | 26,072,732        |
| Intergovernmental   | 3,779,685               | 1,570,488                  | -                       | -                           | 5,350,173         |
| Licenses and permits  | 1,096,346               | -                          | -                       | -                           | 1,096,346         |
| Charges for services  | 147,079                 | -                          | -                       | -                           | 147,079           |
| Parks & recreation fees   | 430,887                 | -                          | -                       | -                           | 430,887           |
| Court fines and fees  | 751,382                 | -                          | -                       | -                           | 751,382           |
| Interest  | 95,072                  | 169,287                    | 197,314                 | -                           | 461,673           |
| Miscellaneous   | 225,379                 | 223,050                    | -                       | -                           | 448,429           |
| Total revenues  | <u>16,284,307</u>       | <u>17,573,323</u>          | <u>901,071</u>          | -                           | <u>34,758,701</u> |
| <b>Expenditures:</b>  |                         |                            |                         |                             |                   |
| <b>Current:</b>   |                         |                            |                         |                             |                   |
| Legislative   | 67,900                  | -                          | -                       | -                           | 67,900            |
| Administrative  | 2,223,036               | -                          | -                       | -                           | 2,223,036         |
| Police services   | 6,353,746               | 27,563                     | -                       | -                           | 6,381,309         |
| Judicial  | 169,118                 | -                          | -                       | -                           | 169,118           |
| Planning and zoning   | 577,886                 | -                          | -                       | -                           | 577,886           |
| Public works  | 3,463,481               | 1,065,604                  | -                       | 429,331                     | 4,958,416         |
| Parks and recreation  | 1,253,181               | -                          | -                       | -                           | 1,253,181         |
| Building Maintenance  | 507,416                 | -                          | -                       | -                           | 507,416           |
| Capital Outlay  | 720,871                 | 27,304                     | -                       | 5,241,807                   | 5,989,982         |
| <b>Debt service:</b>  |                         |                            |                         |                             |                   |
| Principal   | -                       | 69,067                     | 7,890,000               | -                           | 7,959,067         |
| Interest  | -                       | 73,792                     | 4,451,265               | -                           | 4,525,057         |
| Cost of issuance  | -                       | -                          | -                       | -                           | -                 |
| Advance refunding escrow  | -                       | -                          | -                       | -                           | -                 |
| Total expenditures  | <u>15,336,635</u>       | <u>1,263,330</u>           | <u>12,341,265</u>       | <u>5,671,138</u>            | <u>34,612,368</u> |
| Excess (deficiency) of revenues<br>over expenditures  | <u>947,672</u>          | <u>16,309,993</u>          | <u>(11,440,194)</u>     | <u>(5,671,138)</u>          | <u>146,333</u>    |
| <b>Other financing sources (uses):</b>  |                         |                            |                         |                             |                   |
| Operating transfers in  | -                       | 11,247,160                 | 12,045,660              | 5,671,138                   | 28,963,958        |
| Operating transfers out   | (1,707,529)             | (27,009,636)               | (246,793)               | -                           | (28,963,958)      |
| Payment of bond escrow  | -                       | -                          | -                       | -                           | -                 |
| Proceeds of capital lease obligation  | -                       | -                          | -                       | -                           | -                 |
| Proceeds of tax increment financing<br>notes  | -                       | -                          | -                       | -                           | -                 |
| Total other financing sources (uses)  | <u>(1,707,529)</u>      | <u>(15,762,476)</u>        | <u>11,798,867</u>       | <u>5,671,138</u>            | <u>-</u>          |
| Excess (deficiency) of revenues and<br>other financing sources over<br>expenditures and other<br>financing uses | <u>(759,857)</u>        | <u>547,517</u>             | <u>358,673</u>          | <u>-</u>                    | <u>146,333</u>    |
| <b>Fund balances:</b>   |                         |                            |                         |                             |                   |
| Beginning of year:  | <u>12,350,535</u>       | <u>21,839,116</u>          | <u>9,513,950</u>        | <u>3,452</u>                | <u>43,707,053</u> |
| End of year   | <u>11,590,678</u>       | <u>22,386,633</u>          | <u>9,872,623</u>        | <u>3,452</u>                | <u>43,853,386</u> |

## Information Systems

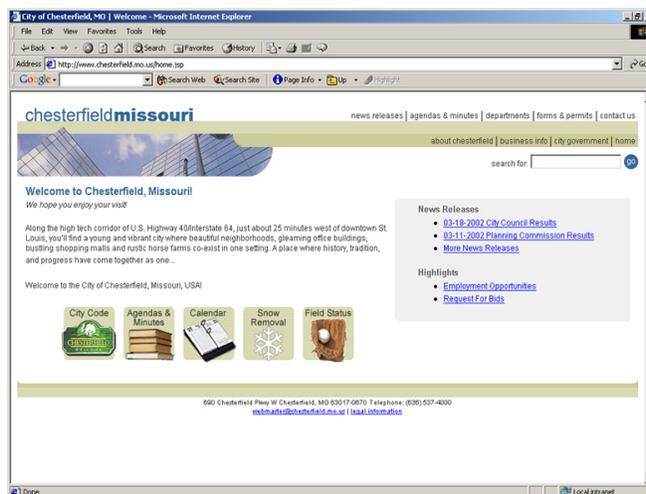
The Information Systems Division is responsible for the management and operation of the City's computer systems, provides leadership and direction in the development of short and long range data systems plans, actively working with other departments to determine future computer system needs and exploring new technologies. The division is also responsible for the development and maintenance of the Chesterfield public web site, [www.chesterfield.mo.us](http://www.chesterfield.mo.us), CCnet Intranet, the City e-mail system, as well as developing City-specific applications for various departments.

In 2003, the Information Systems Division employed four (4) full-time employees - IS Manager, Assistant IS Manager, IS Technician and Webmaster. The division maintained 99.5% uptime of all networks, completely redesigned web site by adding dynamic content, GroupWise-driven agendas, minutes and calendar. In addition, the department upgraded Group Wise to 6.5, implemented Group Wise Messenger and implemented GPS technology into the City's snow plows.

In addition, the City's public website was awarded second place in the category "Best Web Content" at the 2003 St. Louis Website Awards.



The Information Systems Division



The City of Chesterfield's Web Site Home Page

[www.chesterfield.mo.us](http://www.chesterfield.mo.us)



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**Forms & Permits**  
 The City of Chesterfield, Missouri

**Featured City Forms | By Topic**

- Citizen of the Year
- Business
- A-H
- I-P
- O-Z

**All City Forms | By Department**

- City Clerk
- Finance & Administration
- Parks, Recreation & Arts
- Planning
- Police
- Public Works

**All City Forms | Alphabetical**

You will need Adobe Acrobat Reader to view any PDF (Portable Document Format) documents on this site. You can download it for free from the Adobe site, or click on the Chesterfield PDF Tutorial to learn more about it.

\* indicates that the PDF document can be filled out On-Line

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**City Government**  
 The City of Chesterfield, Missouri

**Mission Statement**

The City of Chesterfield is a strong, vibrant community that encourages interaction among residents, businesses and civic organizations which is accomplished through innovative approaches to community and neighborhood planning.

The City of Chesterfield is committed to excellence in service and overall quality of life:

- By being the City of choice in the St. Louis Region within which to live, work, play and visit;
- By partnering with residents, businesses, civic organizations and governments to forge a sense of community;
- By providing and seeking quality in each area of service;
- By providing and encouraging cultural and recreational facilities and activities;
- By enhancing property values;
- By ensuring a secure and responsible environment.

**Elected Officials**

- Mayor & City Council

**Highlights**

- Citizen CommBee
- City Ordinances
- Current Requests For Bids
- Departments & Divisions
- Employee Directory
- Equipment Opportunities
- Maps & Ordinances
- Organizational Chart

**Contact Information**

Chesterfield City Hall  
 690 Chesterfield Plaza IV  
 Chesterfield, MO 63017-0870  
 Phone: (636) 537-4000  
 Fax: (636) 537-4780  
 Email: info@chesterfield.mo.us

### Major Employers within the City of Chesterfield

- |                                  |   |
|----------------------------------|---|
| 1. Pfizer, Inc                   | 6. Doubletree Hotel & Conference Center |
| 2. Premium retail Services, Inc. | 7. Rose International                   |
| 3. McBride & Son Managements Co. | 8. Mark Andy Inc.                       |
| 4. Taylor-Morley, Inc.           | 9. Dillard's                            |
| 5. Famous Barr                   | 10. West County YMCA                    |

### Top Ten Taxpayers for 2003 within the City of Chesterfield

|  |             |      |
|--|-------------|------|
| Monsanto Company                           | 31,247,130  | 2.4% |
| THF Chesterfield                           | 22,298,480  | 1.7% |
| JG St. Louis West LLC                      | 16,959,080  | 1.3% |
| FSP Timberlake Corp.                       | 12,756,220  | 1.0% |
| Ameren UE                                  | 11,273,848  | 0.9% |
| Realty Associates                          | 8,896,000   | 0.7% |
| St. Luke's Episcopal Presbyterian Hospital | 7,479,450   | 0.6% |
| Wildhorse JT Venture                       | 6,646,620   | 0.5% |
| Missouri American Water                    | 5,741,760   | 0.4% |
| Chesterfield Ridge Center                  | 5,582,660   | 0.4% |
|  | <hr/>       |      |
|  | 128,881,248 | 9.8% |

## Finance Division Work Statistics 2003

|                           | Actual |        |        |        |        |        |        |        |        | Projected |        |
|---------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----------|--------|
|                           | 1994   | 1995   | 1996   | 1997   | 1998   | 1999   | 2000   | 2001   | 2002   | 2003      | 2004   |
| G/F Checks                | 3,320  | 3,336  | 3,905  | 3,838  | 4,278  | 4,102  | 4,351  | 4,961  | 5,495  | 4,750     | 4,900  |
| Payroll Checks            | 1,569  | 1,666  | 2,366  | 2,656  | 2,824  | 1,601  | 1,703  | 1,258  | 961    | 961       | 1,000  |
| Direct Deposits           | 1,898  | 2,015  | 2,863  | 3,213  | 3,417  | 4,694  | 4,833  | 5,531  | 5,885  | 5,885     | 5,900  |
| Employees processed       | 177    | 187    | 203    | 209    | 221    | 231    | 237    | 243    | 234    | 234       | 250    |
| Vendors paid              | 777    | 1,355  | 927    | 798    | 1,180  | 997    | 1,073  | 1,258  | 1,115  | 1,062     | 1,100  |
| Business Licenses         | 1,249  | 1,393  | 1,389  | 1,444  | 1,425  | 1,508  | 1,503  | 1,608  | 1479   | 1,500     | 1,600  |
| Vending Licenses          | 870    | 840    | 766    | 817    | 864    | 814    | 879    | 943    | 931    | 950       | 950    |
| Investments (\$ in 000's) | 8,072  | 21,793 | 21,821 | 25,867 | 18,838 | 28,309 | 44,093 | 29,863 | 38,791 | 34,300    | 35,000 |
| Revenues (\$ in 000's)    | 11,400 | 14,674 | 16,037 | 18,718 | 21,675 | 21,401 | 41,051 | 38,387 | 33,570 | 28,000    | 25,000 |
| Funds maintained          | 10     | 17     | 18     | 20     | 20     | 22     | 24     | 24     | 26     | 25        | 22     |
| Unqualified audit opinion | Yes       | Yes    |
| Certificate Achievement   | Yes       | Yes    |
| Budget Award              | Yes       | Yes    |
| Five-year budget          | No     | No     | Yes       | Yes    |

### Municipal Court

The Municipal Court Division is the judicial branch of the City government and is a qualified division of the Twenty-First Circuit Court of St. Louis County. Traffic violations and other City ordinance violations are tried by the court, which is housed at City Hall. The Municipal Court primarily handles cases filed by the Chesterfield Police Department, the Chesterfield Department of Planning and St. Louis County Public Works. These cases include traffic tickets, non-traffic summonses (shoplifting, assault, nuisances, possession of narcotics and paraphernalia, liquor violations, peace disturbances, destruction of property, etc.) and zoning/building violations.

The Court scheduled a total of 32 court dates in 2003, which included dockets for traffic cases, non-traffic cases, trials, payments, compliance, bond forfeitures, probation revocations and school returns.

In 2003, the Municipal Court Division employed three (3) full-time employees - Court Administrator, Assistant Court Administrator and Court Assistant. All court personnel are under the supervision of the Municipal Judge and the Director of Finance and Administration. The Judge and Prosecuting Attorney, who provided professional services to the Municipal Court, are appointed by the Mayor with the consent of the City Council.



**The Municipal Court Division**

## Municipal Court Non-Traffic Ordinance Violations 2003

|  |       |
|--|-------|
| Driving While Intoxicated                | 187   |
| Driving Under the Influence/Narcotics    | 3     |
| No/Expired or improper Operators License | 403   |
| Careless and Imprudent Driving           | 45    |
| Speeding                                 | 3,026 |
| Other Moving Violations                  | 2,467 |
| Plate and Registration Violations        | 914   |
| Other Non-Moving Violations              | 119   |
| No Proof of Insurance                    | 921   |
| Seat Belt Violations                     | 324   |
| Parking Violations                       | 429   |
| Total Number of Tickets                  | 8838  |

### During 2003, the Municipal Court:

- Filed 8,838 traffic tickets and 1,636 non-traffic violations received from the Chesterfield Police Department, the Department of Planning and St. Louis County
- Set 227 cases for trial, and disposed of 9,857 cases
- Issued 1,693 warrants for 'Failure to Appear' in Municipal Court
- Identified \$5,124.00 in bond money that were considered uncollected funds and forwarded these to the State of Missouri as required by law
- Scheduled and witnessed 11 marriages performed by the Municipal Judge and filed appropriate paperwork with the Recorder of Deeds of St. Louis County
- Collected and forwarded \$13,729.00 in donations to the Backstoppers as part of plea negotiations between the prosecutor and defense attorneys

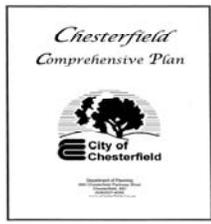
|                                    |              |
|------------------------------------|--------------|
| Animal Violations                  | 5            |
| Assaults                           | 163          |
| Attempt to Elude Police            | 4            |
| Bad Checks                         | 24           |
| Building Code Violations           | 2            |
| Cont. Delinquency of a Minor       | 1            |
| Destruction of Property            | 25           |
| Destruction of City Property       | 2            |
| Discharging Firearm/City Limits    | 0            |
| Endangering Welfare of Minor       | 0            |
| Fail Exercise Authority over Minor | 15           |
| Failure to Appear                  | 628          |
| Failure to Comply with Officer     | 2            |
| False Alarm Violations             | 28           |
| Filing False Police Report         | 3            |
| Fireworks Violation                | 1            |
| Furnish Alcohol/Tobacco to a Minor | 1            |
| Harassment by Phone                | 15           |
| Illegal Dumping                    | -0           |
| Indecent Exposure                  | 5            |
| Interfering with Police            | 2            |
| Leaving Child in Car               | 1            |
| Littering                          | 4            |
| Maintaining a Nuisance             | 18           |
| Minor in Possession of Alcohol     | 68           |
| Minor in Possession of Tobacco     | 5            |
| Misrepresentation Age by Minor     | 5            |
| Open Container Violation           | 8            |
| Operating Business after Hours     | 1            |
| Ordinance Violation Flood Control  | -            |
| Peace Disturbance                  | 42           |
| Plumbing Code violation            | 1            |
| Possession of Drug Paraphernalia   | 92           |
| Possession of Marijuana            | 86           |
| Possession of Stolen Property      | 31           |
| Resisting Arrest                   | 12           |
| Smoking on Public Property         | 1            |
| Soliciting without a License       | 7            |
| Stalking                           | 4            |
| Stealing (under \$500)             | 217          |
| Trespassing                        | 86           |
| Violate an Order of Protection     | 7            |
| Zoning Code Violation              | 14           |
| <b>TOTAL</b>                       | <b>1,636</b> |

# Planning Department

The Department of Planning is responsible for coordinating all planning and zoning enforcement activity for the City of Chesterfield.



**Director of Planning Teresa Price**



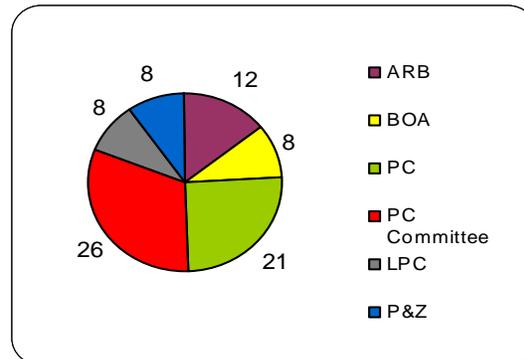
In February 2003, the Planning Commission adopted a new Comprehensive Plan for the City of Chesterfield. For approximately two (2) years the Planning Commission worked in conjunction with a Citizen Advisory Committee and Staff to develop a document they could use with regard to policies and recommendations concerning future land use and physical development of the City.

The new plan is available to the public on the City website [www.chesterfield.mo.us](http://www.chesterfield.mo.us).

## Citizens Boards and Commissions



The Planning process often involves petitioners having to appear before multiple boards and commissions. A primary responsibility of the Department is to coordinate activities of these Boards and Commissions to assure efficient but thorough turn around in the planning process

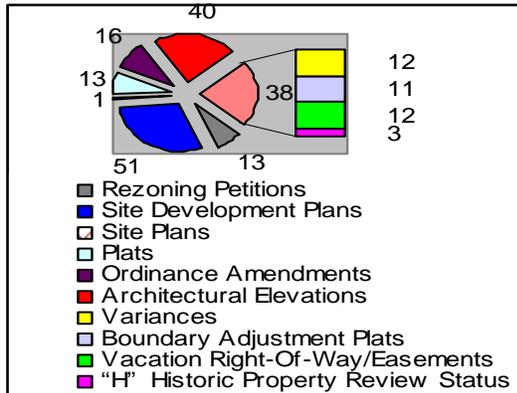


## Current Planning

Current Planning involves the orderly development of our community. This is done through the implementation of the policies found in the Comprehensive Plan, ordinances such as the Zoning and Subdivision Ordinance, or Guidelines for Architectural Review and Landscaping.



In addition to working with citizens and the development community on the following items last year, the Department standardized all forms and applications.



These forms were developed in a format easily downloaded from the City's website [www.chesterfield.mo.us](http://www.chesterfield.mo.us)

These items resulted in the following development totals:

### 2003 Approved Development Totals

#### Rezoned

|                         |                |
|-------------------------|----------------|
| Total Residential Acres | 125.588        |
| Total Commercial Acres  | <u>16.705</u>  |
| <b>TOTAL</b>            | <b>142.293</b> |

#### Square Footage

|                   |                  |
|-------------------|------------------|
| Total Residential | 0                |
| Total Commercial  | <u>1,411,323</u> |
| <b>TOTAL</b>      | <b>1,411,323</b> |

#### Lots Platted

|                              |     |
|------------------------------|-----|
| Total Single-Family Detached | 43  |
| Total Single-Family Attached | 128 |
| Total Commercial             | 41  |

#### NU Acres Rezoned

|                   |               |
|-------------------|---------------|
| Total Residential | 41.16         |
| Total Commercial  | <u>4.725</u>  |
| <b>TOTAL</b>      | <b>45.885</b> |

## Permitting



The City of Chesterfield contracts with St. Louis County for building inspection services. Citizens must first receive a zoning authorization prior to a permit being issued.

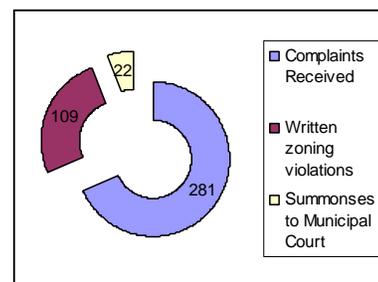
The Department of Planning issued 1609 zoning authorizations in 2003.

In addition to zoning authorizations, the Department also reviewed 11 tree studies, issued 26 landscape bonds, and 14 temporary structure bonds.

## Zoning Enforcement



The Department of Planning is responsible for the enforcement of, all nuisance, property maintenance and zoning related ordinances. A breakdown of Zoning Enforcement activity for 2003 is as follows:



Not included in this information are the "friendly warnings" given by the Zoning Enforcement Officer if he happens to stop by.

## CITIZEN OUTREACH

Realizing most citizens are unfamiliar with what we do, the Department has a “Planner of the Day” program. Citizens can call or come to City Hall and a professional planner can help answer the questions.

In 2003, the program handled 3,442 requests for information.

In addition to the Planner of the Day program, the Department continued to update the Planning Project database. This database located on the City’s website, [www.chesterfield.mo.us](http://www.chesterfield.mo.us) details all individual projects, tracks the progress at meetings and even provides the project contact information and direct e-mail for the appropriate planner or Councilmember through the website.



Proposal for Redevelopment Plan  
Chesterfield Center and Clarkson Road  
City of Chesterfield, Missouri

**Drury Plaza Hotel**

Developer:  
Drury Development Corporation  
8115 Drury Industrial Parkway  
St. Louis, Missouri 63114  
Ph: 314-421-4488

STOCK & ASSOCIATES  
CONSULTING ENGINEERS, INC.  
www.stockandassociates.com

ACI BOLLAND, INC.  
www.acibolland.com

## THE PLANNING DEPARTMENT



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# Police Department

The Chesterfield Police Department began to provide police services to the residents of Chesterfield in June of 1989. Since that time, the department has enhanced operations such that it is now considered one of the premier law enforcement agencies in the State of Missouri. The department has received many accolades and awards. In 2003, Chief Ray Johnson lead the department through a multi-year self assessment phase which ultimately won the department International Accreditation through the "Commission of Accreditation of Law Enforcement Agencies" (CALEA). It is with fond memories of our history and exciting anticipation for our future that we now report to you our department's efforts for the year 2003.



## COMMISSION ON ACCREDITATION OF LAW ENFORCEMENT AGENCIES

### Description

The Police Department is responsible for police services to the City twenty-four (24) hours a day, seven (7) days a week. This is accomplished with a staff of ninety-five (95) full-time and fourteen (14) reserve personnel working from the main police headquarters located at 690 Chesterfield Parkway West. In addition, six "sub-stations" are maintained at strategic locations throughout the City. Thirty-eight (38) police vehicles are utilized and logged 783,352 miles during 2003, providing patrol and investigative service to city residents.

In addition to basic police services, the department provided community based services such as Neighborhood Watch, Business Watch, security surveys, school bus safety, Drug Abuse education (D.A.R.E.), Safety Town, bicycle patrol, traffic enforcement education, child safety seat instruction, and taught a citizen and teen police academy.

### Staffing—Organizational Structure

The organizational structure of the Police Department reflects eighty-five (85) commissioned police officers and fourteen (14) reserve officers, ten (10) full time civilian personnel, and one (1) chaplain. The organizational structure of the Police Department consists of the Office of the Chief of Police, Division of Police Operations, Division of Administration, and the Division of Operational Support. The eighty-five (85) commissioned officers include the Chief of Police, three (3) Captains, five (5) Lieutenants, eleven (11) Sergeants, and sixty-five (65) Police Officers.



**CHIEF RAY JOHNSON**

### Office of the Chief

The office of the Chief directs and authorizes all Department functions/programs and specifically the following elements.

### Executive Secretary

The Executive Secretary is responsible for coordinating daily activities of the Chief's Office and processing all reports and directives generated by that office.

### **Office of the Chaplain**

The Department Chaplain provides confidential counseling and comfort to department employees and their families, both professional and personal, and conducts benedictions and invocations at department ceremonies.



### **Bureau of Professional Standards**

Staffed with one (1) Sergeant and one (1) crime analyst, the Bureau assists with the operations of the Chief's Office in the following areas: research projects and special reports, planning and development, staff audits, policy and procedure, crime analysis and media relations. The bureau also manages the department's International Accreditation Program. The bureau also formats "Information Bulletins" to assist department personnel and the community in identifying crime trends, suspicious persons and wanted individuals.

### **Division of Administration**

The Division of Administration is responsible for personnel, purchasing, budgeting, police records, and maintenance. The Division is commanded by one (1) Police Captain and staffed with one (1) Sergeant, one (1) Patrol Officer and seven (7) record clerks.

### **Bureau of Services**

The Bureau is responsible for handling all calls for service at the Police Department, to include Computer Aided Dispatching (CAD) and message routing. It is also responsible for prisoner monitoring and surveillance of the Police Department and City Hall, purchasing and maintenance of equipment and vehicles, and evidence and property control.

### **Division of Police Operations**

The Division of Police Operations consists of the Bureau of Uniform Patrol, Bureau of Traffic/Special Operations, Bureau of Criminal Investigation and the Bureau of Reserve Police. The Division includes one (1) Captain, four (4) Lieutenants, eight (8) Sergeants, and fifty-eight (58) Patrol Officers. In addition, the Bureau of Reserve Police consists of one (1) Commander, two (2) Assistant Commanders and nine (9) Reserve Officers.

### **Bureau of Criminal Investigations**

The Division of Criminal Investigation is comprised of ten (10) employees: one (1) Detective Sergeant, six (6) Sector Detectives, one (1) Alcohol, Tobacco, and Juvenile (AJT) Detective, one (1) Narcotics Enforcement Investigator, and one (1) civilian Detective Secretary. The Criminal Investigations Bureau is responsible for all follow-up investigations of reported incidents throughout the City of Chesterfield. Sector Detectives are responsible for investigating active cases in their permanently assigned sector. Sector Detectives work in conjunction with Sector Officers from the Bureau of Uniform Patrol to find ways to best solve problems and investigate crimes.

The Detective Bureau is also responsible for intelligence gathering, solicitor and liquor license background investigations. All police detectives in the bureau serve as members of the Greater St. Louis Major Case Squad. In addition, one detective is assigned to the Regional Computer Crimes Education and Enforcement Group (RCCEEG) as a Supervisor and a certified Computer Forensic Specialist.

### **Bureau of Uniform Patrol**

The Bureau is responsible for providing twenty-four (24) hour patrol of the City and responding to all requests for police services within the city limits while also maintaining an awareness of unusual conditions or incidents which might warrant police action.



### **Bureau of Traffic Safety/Special Operations**

The bureau is responsible for accident reduction and for the safety of the motoring public through the enforcement of traffic code laws and ordinances. The bureau investigates motor vehicle accidents and provides traffic direction and control, as necessary, to assure the smooth, safe flow of motor vehicles through the City. The bureau also directs activities of the Special Enforcement Unit. The S.E.U. is responsible for special events, tactical operations, directed patrols, executing City warrants, and providing members of the St. Louis County Mobile Response Team.

The Special Operations Bureau also staffs the Business Patrol Unit and provides four (4) School Resource Officers to the Parkway School District. The bureau also oversees the operations of the Workforce Safety Officer. This Officer provides safety seminars, which target reduction of injury, and promotes safety in the workplace.



### **Bureau of Reserve Police**

The Bureau of Reserve Police provides a "pool" of civilian volunteers, who possess a minimum of 160 hours of police academy training, and are used to supplement patrol services and to assist at special functions and events.

### **Division of Operational Support**

The Division of Operational Support is responsible for training, police community affairs, Emergency Management/Homeland Security issues and Internal Affairs. The Division is staffed by one (1) Captain, one (1) Lieutenant and three (3) Community Affairs/Dare Officers, one (1) Workforce Safety Officer, and one (1) Police Academy Instructor. Nine (9) unpaid citizens, "Volunteers in Policing" (VIP'S) work under the control of the Division of Operational Support. This citizen group volunteers to assist the department in community based projects and events.



**Bureau of Training/Community Affairs**

This bureau is responsible for all crime prevention programs, police community relations, internal department training, and the D.A.R.E. Program in 12 Chesterfield Schools.

**The Drug Abuse Resistance Education (D.A.R.E) Program** is a curriculum-based program targeting elementary students in the fifth and sixth grades and includes all public and private schools within the City of Chesterfield. To date, over 13,033 students have graduated from this program. In addition, a follow-up program has been taught to 120 middle school students in 2003.

**Safety Town**, which is co-sponsored by the Chesterfield Rotary, teaches pre-school children about safety. The children utilize learning aids, such as tricycles with seatbelts, while riding through a miniature town complete with streets, buildings and traffic control. In 2003, 194 children participated in the program.

**Adult and Teen Police Academy** programs familiarize both adults and teens with special police operations. These academies provide a close up and personal overview of the Police Department in a manner that few citizens have previously been afforded.

**Emergency Management/Homeland Security**

The responsibility for emergency response planning, mitigation and disaster recovery lies with the Division of Operational Support.

**Work Statistics and Accomplishments**

The charts on page 28 reflect the activities of the Department. They demonstrate the jobs performed, the types of activities and the results achieved. They represent the crime statistics, as reported by the community to the Police.

**The Division of Administration Accomplishments are:**

- 10,743 reports processed
- 827 municipal warrants filed
- 51,780 calls for services
- 9998 pieces of evidence processed
- Returned \$65,786 to the General Fund for the sale of police reports, phone proceeds, false alarm charges and jail cells

**The Division of Police Operations Accomplishments are:**

- Continued use of a six sector plan to ensure a timely response to calls for service
- Continued use of permanent assigned sectors to increase the interaction between officers and citizens
- Continued the partnership with Verizon Cellular services, providing a no cost cellular phone and pager to every sector car, traffic car, special operations car, supervisor and detective. The partnership serves to enhance the community-policing program
- Enhancement of traffic enforcement data collection and visibility by the use of four (4) speed monitoring awareness trailers

- Continued selection programs of the Reserve Unit to include supervision of community service workers and court security
- Continued assignment of four (4) officers as School Resource Personnel in partnership with the Parkway School District with 75% funding from Parkway and 25% funding by the City of Chesterfield
- Continued installation of video equipment in patrol cars to record traffic stops, DWI arrests and other citizen contacts
- Continued the Holiday Patrol to include foot patrol and bicycle patrol utilizing Business Patrol, Special Operations, and Reserve Police Personnel

**The Division of Operational Support Accomplishments are:**

- 3 Internal affairs investigations conducted  
1 classified as unfounded  
2 classified as sustained
- Conducted two (2) Citizen Emergency Response Team training classes (CERT)

**Bureau of Community Affairs:**

- Conducted one (1) session of the Department's Citizen Police Academy, providing 240 hours of training for 32 individuals
- Facilitated the Chesterfield Neighborhood Watch Association, a citizen advisory board for the Bureau of Community Affairs and the Neighborhood Watch Program
- Conducted 1 session of the Teen Police Academy, providing 48 hours of training for 17 students from Parkway Senior High School

- Facilitated "walk to school day" at two elementary schools with all students participating.
- 22 CEPTED surveys completed for new businesses.
- Installed 358 car safety seats
- Over 6,000 training hours (includes recruit academy training)
- Over 200 hours of School Presentations, Station tours, and Community Service totaling 122 separate activities. Total population served over 13,000
- 12 major community events including Drug Awareness Day and Law Enforcement Day held at Westfield Shoppingtown-Chesterfield
- 691 hours of D.A.R.E. instruction
- 833 total graduates of the D.A.R.E. Core Program
- Hosted 12 D.A.R.E. graduations with over 2,000 parents in attendance
- 120 total graduates of the D.A.R.E. Junior High Program/287 K-4 Dare graduates
- 110 hours of instruction at the Missouri State Highway Patrol Academy
- 704 businesspersons fingerprinted for background checks
- 724 "Open Garage Door" letters were mailed to residents
- 720 Service Quality Evaluations were mailed out to "Customers" surveying their assessment of our department's response to their situation

## The Bureau of Criminal Investigations Accomplishments are:

- Enhance the use of permanently assigned sectors for each detective. Detectives currently are assigned permanent sectors and work in conjunction with the Patrol Division Sector Officers toward a community oriented policing philosophy
  - Continue with the Alcohol, Tobacco, and Juvenile (ATJ) position. This position deals with the growing challenge of alcohol and tobacco compliance/enforcement, as well as other juvenile related offences
  - Over 101 hours of plain-clothed surveillance was conducted by the Division's AJT Detective resulting in the citing of over 28 persons for violations of alcohol and tobacco laws
  - Over \$260,725 in stolen property was recovered
  - 239 felony warrants were issued
  - 622 total active cases were assigned for investigation and 587 follow-up contact letters were sent to victims of crimes
  - 333 cases were cleared, which represents a 53% clearance rate
  - 44 pre-employment police officer integrity and background investigations were conducted
  - 78 background investigations for liquor license applications and renewals were conducted
- 
- Two members of the Division hold supervisory positions (Deputy Director and Report Writer) on the Greater St. Louis Major Case Squad
  - Detectives in the bureau assisted the Major Case Squad in three (3) homicide investigations acting as investigators and Report writer
  - Several members of the bureau have received additional training and certifications in specialized functions. These include: computer forensics, truth verification, covert surveillance and cell phone/pager.

| OFFENSE                  | 1999         | 2000        | 2001         | 2002         | 2003         | 2003 Clearances |
|--------------------------|--------------|-------------|--------------|--------------|--------------|-----------------|
| Alarms                   | 2523         | 2418        | 2315         | 2217         | 1987         | N/A             |
| Assault                  | 215          | 194         | 163          | 132          | 145          | 119             |
| Burglary                 |              |             |              |              |              |                 |
| Residential              | 68           | 69          | 86           | 95           | 89           | 18              |
| Commercial               | 23           | 24          | 72           | 76           | 50           | 22              |
| D.W.I.                   | 266          | 301         | 221          | 245          | 202          | 202             |
| Forcible Rape            | 1            | 1           | 1            | 4            | 3            | 1               |
| Larceny                  |              |             |              |              |              |                 |
| Over \$150               | 134          | 144         | 164          | 176          | 215          | 80              |
| Under \$150              | 723          | 306         | 695          | 596          | 539          | 244             |
| Manslaughter (negligent  | 0            | 1           | 0            | 0            | 0            | 0               |
| Motor Vehicle            |              |             |              |              |              |                 |
| Arson                    | 35           | 19          | 22           | 24           | 7            | 3               |
| Theft (auto)             | 10           | 1           | 6            | 7            | 22           | 4               |
| Murder                   | 0            | 0           | 0            | 0            | 1            | 1               |
| Narcotic Violations      | 95           | 137         | 174          | 134          | 119          | 119             |
| Non-Forcible Rape        | 0            | 0           | 0            | 0            | 0            | 0               |
| Other Reports            | 3953         | 4159        | 5722         | 5766         | 5297         | N/A             |
| Robbery                  | 5            | 7           | 7            | 12           | 5            | 3               |
| Sexual Assault           | 13           | 13          | 11           | 26           | 21           | 7               |
| Vandalism                | 228          | 40          | 227          | 225          | 219          | 28              |
| Vehicle Accident Reports | 1788         | 1846        | 1838         | 1840         | 1792         | N/A             |
| Worthless Document       | 104          | 124         | 188          | 180          | 188          | 124             |
| <b>TOTAL</b>             | <b>10184</b> | <b>9804</b> | <b>11912</b> | <b>11755</b> | <b>10901</b> | <b>975</b>      |

| Offense                      | 1999  | 2000  | 2001  | 2002  | 2003  |
|------------------------------|-------|-------|-------|-------|-------|
| Adult Arrest                 | 1530  | 1430  | 1422  | 1258  | 1268  |
| Juvenile Arrest              | 360   | 341   | 474   | 418   | 378   |
| MVA Fatalities               | 4     | 1     | 1     | 0     | 1     |
| MVA Injuries                 | 399   | 550   | 500   | 371   | 379   |
| Parking Summons              | 1015  | 547   | 487   | 387   | 409   |
| Radio Assignments            | 42267 | 47543 | 48337 | 56177 | 51780 |
| Recovered Vehicles           | 9     | 0     | 5     | 15    | 13    |
| Reserve Officer Hours Worked | 6356  | 5443  | 5131  |       |       |
| Traffic Summons Issued       | 9187  | 11463 | 11635 | 10593 | 9742  |
| Warnings Issued              | N/A   | 1942  | 1450  | 1576  | 1158  |

|                                | Reported | Cleared | Percent |
|--------------------------------|----------|---------|---------|
| FBI Part One * Crimes Reported | 1071     | 469     | 43.79%  |

\*



# Public Works Department



**Director of  
Public Works /  
City Engineer  
Mike Geisel**

**The Public Works Department** is responsible for all public property. This responsibility includes; engineering design, plan review, construction inspection, vehicle and equipment maintenance, parks, recreation, arts and beautification, street and storm sewer maintenance, as well as care and maintenance of City Hall.

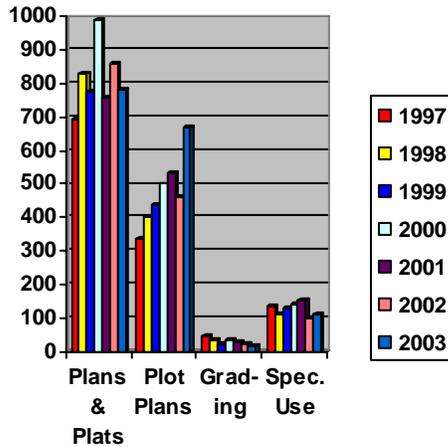
The Public Works Department currently has five operating divisions: the Engineering Division; Street Maintenance Division; Fleet Maintenance Division; Parks, Recreation & Arts Division; and the Building & Grounds Maintenance Division. The Department also manages the Capital Improvement program for the City which typically includes street, storm sewer and sidewalk reconstruction projects, highway beautification, park improvements, a variety of TIF projects for Chesterfield Valley and other miscellaneous projects.



## **YEAR IN REVIEW Engineering and Administration Division**

2003 proved to be yet another busy year in the **Engineering Division**. The City's engineers completed 782 plan reviews for new development and reviewed 669 individual plot plans for residential home construction, retaining walls, and/or swimming pools. City Inspectors spent 2,404 hours inspecting construction for all of the various developments. The Engineering Division also had construction of improvements completed in one subdivision due to the developer's abandonment of the project. Developer's funds that the City held in escrow were used to fund the project.

The Engineering Division issued 12 grading permits, 13 floodplain permits, and 111 special-use permits for work on City rights-of-way in 2003. The State Emergency Management Agency (SEMA) performed a review of the City's floodplain management program in 2003. Public Works staff was able to positively respond to all items discussed and SEMA made a finding of no significant deficiencies.



The Division issued 13 permits for sprinkler system installations within the right-of-way and collected 73 hold harmless agreements for placement of sprinkler systems on right of way.

The Engineering Division received and successfully resolved 80 resident generated work concerns, requiring 94 hours of effort.

On April 4, 2000, Chesterfield voters approved a City administered sewer lateral repair program with an annual fee of \$28 per residence. The program applies to residential buildings having six (6) or less units. The Residential Sanitary Sewer Lateral Repair Program entered its third year in 2003. The Department of Public Works contracted for the repair of 84 sewer laterals, at a total cost of approximately \$400,000. 2003 was the first year that applications did not have to be placed on a waiting list due to funding. By the end of 2003, the Department of Public Works had reviewed its experience within the program and developed structural changes to streamline the program, make it less costly and the process more friendly to the Chesterfield community. City Council approved the recommended changes which will be initiated in 2004.

In compliance with the requirements of GASB, Engineering Staff served as a watershed committee chair in the St. Louis Municipalities Phase II Storm Water Planning Committee which developed a storm water management plan for the entire MSD service area. The plan met all of the EPA's Phase II stormwater requirements, and was used successfully to obtain a Phase II permit from the State of Missouri.

The Engineering Division performed a comprehensive review of the grading ordinance as they relate to the EPA's Phase II stormwater regulations and worked closely with the development community during this review. Recommended revisions to the ordinance which were approved by the City Council. The ordinance now complies with the Phase II requirements.

In continued pursuit of the Department's goal to facilitate customers' understanding of City policies related to development, model best management

| MODEL BEST MANAGEMENT PRACTICES (BMPs) |                                     |            |                               |                        |                      |                   |                  |                  |           |           |
|--|-------------------------------------|------------|-------------------------------|------------------------|----------------------|-------------------|------------------|------------------|-----------|-----------|
| CITY OF CHESTERFIELD                   |                                     |            |                               |                        |                      |                   |                  |                  |           |           |
| December 5, 2003                       |                                     |            |                               |                        |                      |                   |                  |                  |           |           |
| BMP No.                                | Title                               | Detail No. | Detail Revision Date (if any) | ENVIRONMENTAL CATEGORY |                      |                   |                  |                  | USE       |           |
|  |                                     |            |                               | Erosion Control        | Pollution Prevention | Runoff Management | Sediment Capture | Tracking Control | Temporary | Permanent |
| EC-1                                   | Bonded Fiber Matrix                 | ---        | ---                           | P                      |                      |                   |                  |                  | X         |           |
| EC-2                                   | Blank Control                       | ---        | ---                           | P                      |                      |                   |                  |                  | X         |           |
| EC-3                                   | Erosion Control Blankets            | ---        | ---                           | P                      |                      |                   |                  |                  | X         | X         |
| EC-4                                   | Rock Outlet                         | EC-5       | 12/5/03                       | P                      |                      | A                 |                  |                  | X         | X         |
| EC-5                                   | Mulch                               | ---        | ---                           | P                      |                      |                   |                  |                  | X         |           |
| EC-6                                   | Seeding                             | ---        | ---                           | P                      |                      |                   |                  |                  | X         | X         |
| EC-7                                   | Sodding                             | ---        | ---                           | P                      |                      |                   |                  |                  | X         | X         |
| EC-8                                   | Soil Binders                        | ---        | ---                           | P                      |                      |                   |                  |                  | X         |           |
| EC-9                                   | Breambank Protection                | ---        | ---                           | P                      |                      |                   |                  |                  | X         | X         |
| EC-10                                  | Temporary Stream Crossing           | EC-10      | 12/5/03                       | P                      |                      |                   |                  |                  | X         |           |
| PP-1                                   | Non-Sediment Pollution Control      | ---        | ---                           |                        | P                    |                   |                  |                  |           | X         |
| RM-1                                   | Check Dam                           | RM-1       | ---                           |                        |                      | P                 | A                |                  | X         |           |
| RM-2                                   | Diversion Ditch & Channel           | RM-2       | 12/5/03                       |                        |                      | P                 |                  |                  | X         |           |
| RM-3                                   | Diversion Storm Sewer               | ---        | ---                           |                        |                      | P                 |                  |                  | X         |           |
| RM-4                                   | Gradient Terrace                    | RM-4       | ---                           | A                      |                      | P                 | A                |                  | X         | X         |
| RM-5                                   | Grass Lined Channel                 | RM-5       | 12/5/03                       | A                      |                      | P                 |                  |                  | X         | X         |
| RM-6                                   | Gravel Bags                         | RM-6       | 12/5/03                       | A                      |                      | P                 | A                |                  | X         |           |
| RM-7                                   | Level Shoulder                      | RM-7       | 12/5/03                       |                        |                      | P                 | A                |                  | X         |           |
| RM-8                                   | Surface Roughening                  | RM-8       | ---                           | A                      |                      | P                 | A                |                  | X         |           |
| RM-9                                   | Temporary Slope Drain               | RM-9       | ---                           | A                      |                      | P                 |                  |                  | X         |           |
| SC-1                                   | Filter Strip                        | SC-1       | 12/5/03                       |                        |                      | A                 | P                |                  | X         | X         |
| SC-2                                   | Inlet Protection-Block & Gravel     | SC-2       | ---                           |                        |                      |                   | P                |                  | X         |           |
| SC-3                                   | Inlet Protection-Fabric Drop        | SC-3       | 12/5/03                       |                        |                      |                   | P                |                  | X         |           |
| SC-4                                   | Inlet Protection-Gravel & Wire Mesh | SC-4       | 12/5/03                       |                        |                      |                   | P                |                  | X         |           |
| SC-5                                   | Inlet Protection-Sod Filter         | SC-5       | ---                           | A                      |                      | A                 | P                |                  | X         | X         |
| SC-6                                   | Sediment Basin                      | SC-6       | ---                           |                        |                      | A                 | P                |                  | X         |           |
| SC-7                                   | Sediment Trap                       | SC-7 11-73 | 12/5/03                       |                        |                      | A                 | P                |                  | X         |           |
| SC-8                                   | Silt Fence                          | SC-8       | 12/5/03                       | A                      |                      | A                 | P                |                  | X         | X         |
| TC-1                                   | Construction Entrance               | TC-1       | 12/5/03                       | A                      |                      |                   | A                | P                | X         |           |
| TC-2                                   | Construction Parking                | ---        | ---                           | A                      |                      |                   |                  | P                | X         |           |
| TC-3                                   | Construction Road                   | TC-3       | 12/5/03                       | A                      |                      |                   | A                | P                | X         | X         |
| TC-4                                   | Truckwash Station                   | TC-4       | 12/5/03                       |                        |                      |                   |                  | P                | X         |           |

Note: P - Primary BMP function, A - Additional uses

practice (BMPs) for erosion and siltation control related to land disturbance were developed and made available on the City website.

Several entities have requested the documents and St. Louis County Government plans to use them as the basis of County-wide standards.



Engineering personnel led the design and administered construction of a cooperative project involving 4 cities: Chesterfield, Ballwin, Ellisville and Manchester. Streets in each community were resurfaced with an ultra-thin bonded asphaltic wearing course.

Standards for construction of handicap access ramps in accordance with the recent federal requirements for tactile warning systems were also developed and distributed. These standards have also been requested by many agencies, including the East-West Gateway Coordinating Council and the St. Louis County Municipal



Several capital projects were designed and bid in 2003.



The Engineering Division designed, managed and oversaw construction of the annual street reconstruction program, consisting of 23,112 square yards of concrete pavement, at a cost of \$1,034,000. This is equivalent to approximately 1.5 miles of City streets

The section of River Valley Drive between Ridge Trail Drive and River Bend Drive was reconstructed. Appurtenant features included stamped concrete crosswalks and a roundabout at the intersection of River Bend Drive, which will be completed by the installation of plantings.





Old Baxter Road was relocated and reconstructed between Baxter Road and Highcroft Drive.



The Highway 340 Enhancement Project, partially funded by a federal grant and the Missouri Department of Transportation, was constructed between Ladue Road and Country Ridge Drive. Amenities include sidewalk and landscaped medians.



The deck of the Wildhorse Parkway Bridge was sealed along with the parking structure at City Hall. The cracks and joints on 24.25 miles of City streets were sealed under a separate contract.



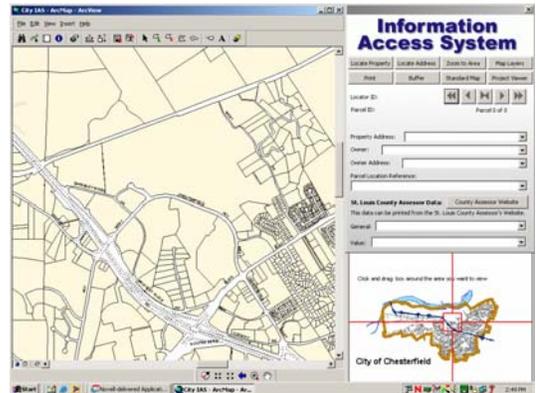
The City continued work on improving access for those with physical disabilities by retro-fitting 16 existing intersections along Greentrails Drive/Stablestone Drive and 6 intersections along Appalachian Trail with handicap ramps. The work along Appalachian Trail was funded by a Community Development Block Grant.



Michael Lambert was the engineer responsible for construction of these projects. In August of 2003, Mr. Lambert received the Employee Recognition Award for his contributions and achievements as a City employee.

Design work was initiated or continued on several projects that will be bid in the future. A major multi-modal pathway with lighting and landscaping along Chesterfield Parkway has been designed. A stormwater basin plan for an existing channel located in the Meadowbrook Subdivision has been developed and design of the first phase of improvements is underway. Both the pathway design and the stormwater study and design are partially funded by federal and/or state grants. In addition, in cooperation with the trustees of the Shenandoah Subdivision, the City facilitated obtaining a grant for a stormwater basin study.

In preparation for expansion of the use of the Geographic Information Systems (GIS), a user friendly menu system for operation of the GIS was developed and a kiosk for public use was set up in the lobby of City Hall. Global Positioning System (GPS) equipment will be used to add field information to the GIS.



The first project completed using GPS was a City wide sign inventory. The efficiency of the inventory was enhanced by utilization of a bicycle to increase the length of street that could be covered in a day.



The sign inventory was a two phased project which was partially funded by Traffic Engineering.

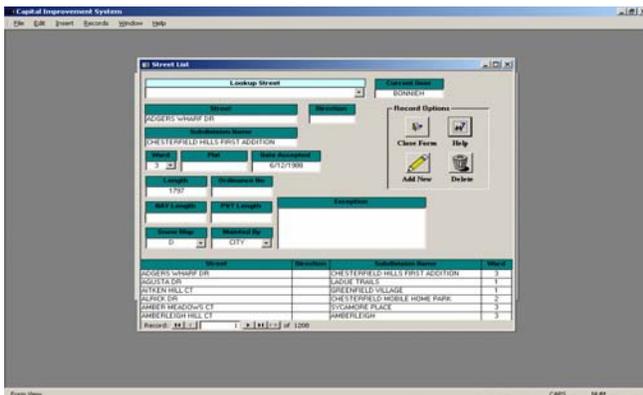


GPS equipment was also installed in maintenance trucks utilized for snow plowing. The time-location of the vehicles can be monitored through the GIS, enhancing safety, efficiency and management decisions.

The Engineering Division maintains an inventory and condition rating of much of the City's infrastructure. The condition of approximately one-half (1/2) of the more than 160 miles of City maintained streets were evaluated in 2003 and the pavement database and inventory drawings were updated accordingly. This information is used in assessing priorities during development of the pavement maintenance plan.



The Engineering Division maintains archival records and facilitates access to that information. For many years, files have been microfilmed for storage, and in recent years drawing image files have been produced by outside vendors. In 2003, the engineering copier equipment was replaced, and now approved plans are routinely scanned into the Engineering Record System which makes images available at computer workstations in City Hall in a timely fashion.



Improvements were also made to the systems we utilize to organize the flow and tracking of information through our office: a database application to facilitate management of signs throughout the city was completed and the City street list was converted to a database application to facilitate its use in other functions.



### YEAR IN REVIEW Street and Fleet Maintenance Divisions

The Street Maintenance Division is responsible for construction, maintenance, care and repair of sidewalks, over 161 miles of City streets, maintenance associated with City street drainage, traffic control systems and devices on city streets and street striping, snow and ice removal on all city Streets, tree trimming, storm sewer system.





During 2003, the Public Works Maintenance Division was quite effective in responding to “Requests for Action” called in by the residents and problems identified by the department’s employees. The following table shows the status of work orders completed by the Maintenance Division in 2003:

| Problem Rep. | 2003        | Comp. 2003  | Total 2003  | Man Hour     | Open      |
|--------------|-------------|-------------|-------------|--------------|-----------|
| Curbs        | 71          | 71          | 73          | 250          | 0         |
| Sidewalks    | 18          | 15          | 17          | 512          | 4         |
| Signs        | 469         | 467         | 471         | 1105         | 3         |
| Storm Swrs   | 66          | 62          | 64          | 422          | 6         |
| Street Rpr   | 74          | 69          | 79          | 7067         | 9         |
| Tree Trim    | 611         | 577         | 584         | 3758         | 36        |
| Undermines   | 23          | 23          | 26          | 87           | 1         |
| Slab Rep.    | 10          | 10          | 12          | 3904         | 2         |
| Ptl Dept Rep | 17          | 15          | 17          | 1662         | 4         |
| <b>TOTAL</b> | <b>1732</b> | <b>1675</b> | <b>1712</b> | <b>19504</b> | <b>72</b> |

In the fall of 2003 we continued our systematic, 4 year rotation through the City, trimming trees in the right of way. We also continued to trim trees ahead of planned large street reconstruction projects so that the tree damage could be minimized during construction. We also addressed tree trimming requests called in by residents. The City’s tree trimmers are highly trained and the services are sought by residents and trustee organizations. The program is very popular, maintaining the health of our precious greenways. In 2003, the Department received six hundred eleven (611) requests for tree trimming. This number of request is up by 30 % from request made in previous years.

As we do annually, the Department developed a comprehensive plan of attack, identifying which streets needed immediate attention, which streets should be addressed later in the summer, and what type of maintenance should be applied in each case. This strategy was based on the overall condition of the street, an understanding of other work in the immediate future, and the impact on critical processes in the City. The Department of Public Works prides itself on being pro-active and seeks to repair infrastructure concerns before they are reported by our residents. Our employees identified over fifty percent (50%) of the potholes repaired, prior to any resident reporting. Staying ahead of the residents concerns allows us to schedule the work most effectively. Even in the event that the repairs are scheduled for a later time, it gives us the flexibility to prioritize and schedule appropriately, instead of reacting to a new concern. The asphalt crew continued to mill our areas of deteriorated concrete, with a special grinding attachment operated by a skid steer loader. Using the machinery available for multiple applications is yet another example of the Departments emphasis on efficient use of its resources.



This allows the patching material to have a solid base to adhere to and the repairs last longer. After using this method for a few years, we are very pleased with the results we have obtained. The standard, "throw and go" asphalt patch method has not performed well and the process improvements we've implemented have created durable and safe patches, allowing our crews to be more pro-active. Seventy four (74) street repair work requests were addressed successfully and removed from the work order system during 2003. This number of requests increased by over 30% from the previous year. **Partial Depth Patching** has become one of our other methods of addressing deterioration at the joints of the concrete slabs. This method of repair, is more permanent than asphalt. We use a special concrete mix and have to do more preparation to prepare the area to be patched. Although this method takes longer to prepare, we expect a longer lasting result. This method was used to keep twelve (12) streets all concrete in 2003.



In 2003, the concrete crew continued to replace smaller segments of street slabs that were not scheduled to be addressed Capital Funds and outside contractors. These were generally smaller areas, four to twelve slabs. We accomplished major repairs on eleven (11) different streets.



Raised sidewalks throughout the City continue to be a significant concern. The beautiful trees that line our streets cause significant problems raising individual sidewalk slabs. The Maintenance Division removed and replaced sidewalk slabs, and administered a construction contract for sidewalk repairs. In all, the Maintenance Division completed four hundred, seventy-one (471) sidewalk work orders in 2003.

Where sidewalks have minor displacements, less than one and one-half inches, a sidewalk grinder is milling the concrete to eliminate the tripping hazard. This operation has allowed us to address hundreds of problem locations that would not have otherwise been repaired for a long time.

The **storm sewer repair** crews continue to identify and complete repairs, which can be addressed by the in-house crews. We also continued to contract for other repairs, with companies who specialize in completing repairs to storm sewers from the interior of the pipe, eliminating the need to excavate to make a repair. The department inventoried each repair as they were completed, creating a record as to the condition and noting problem areas in the storm sewer system. Sixty four (64) storm sewer related work orders were completed in 2003.

**Snow plowing and salting** the city streets is one of the Maintenance Division's largest tasks. We spend much time training the drivers and preparing the equipment to be ready when the inclement weather arrives. As part of our training we hold a Snow Rodeo to measure our employees skill levels in using the equipment and to help develop said skills where needed. The top performers in our Snow Rodeo get to compete in a regional Snow Rodeo in which our employees have placed in the top five in their respected events.

In 2003 the Maintenance Division placed over 3,800 tons of salt to help clear the streets of snow and ice.

The **Fleet Maintenance Division** continues to provide professional maintenance and preventive care to the City's vehicles and equipment. We continue to improve on records retention and maintaining our computerized fleet maintenance system. This division continues to evolve into a full-service, customer-friendly operation, providing scheduled maintenance, and as-needed repairs on all City vehicles and equipment. The Fleet Maintenance Division handled one thousand eight hundred and two (1,802) repair orders in 2003, keeping our Police and Public Works vehicles maintained and in service.



The **Fleet Maintenance Division** is responsible for vehicle maintenance for all City-owned police cars, trucks, pool cars, and other equipment. This division is also responsible for operating the preventive maintenance program for City vehicles and equipment, as well as developing maintenance records and spare parts inventory.



The **Parks Recreation and Arts Division** is responsible for the planning, acquisition, development and operation of City parks facilities, which includes the day to day operations and maintenance of the Chesterfield Valley Athletic Complex, Chesterfield Family Aquatic Park, Central Park, and Railroad Park. The Division also includes the planning and programming of City recreational activities, beautification, environmental activities, and working in partnership with several civic organizations.



**YEAR IN REVIEW—  
Parks, Recreation and Arts Division.**

The **Parks, Recreation and Arts Division (PR & A)** had another successful year in coordinating a variety of activities, events, projects, and new park development.

**Environment/Beautification**

In the area of beautification, the Division interfaced on a regular basis with the *Chesterfield Beautification Committee* to improve the overall urban design of the City of Chesterfield through tree plantings and landscaping. New and replacement trees, as well as hundreds of shrubs have been added to multiple planting areas in the right-of-way as a result of the City's beautification program. Medians not only add beauty, but provide a safe barrier between bi-directional traffic and have the effect of actual speed reductions. An application for "Tree City USA" was prepared and submitted to the Missouri Department of Conservation, resulting in the City of Chesterfield once again being recognized as a "Tree City USA."

In the area of environment, the Division worked with the *Chesterfield Citizens for the Environment* to improve the City's efforts to raise awareness of recycling and other environmental programs, activities and grants. The City held several recycling drives that included textiles, phone books, magazines, catalogs, cardboard and chipboards. The 12<sup>th</sup> Annual Tree, Earth and Arbor Day was held on April 26<sup>th</sup> and compost kits and native trees were given out. The "Families on the Prairie Day" was held on May 17<sup>th</sup>, which included activities to rebuild and celebrate a small piece of native prairie. Several "Grow Native" symposiums for backyard or workplace wildlife habitats were also held.

#### Programming

A master program, event calendar and two parks brochures were developed which included more than twenty different activities and special events throughout the year. The 4<sup>th</sup> annual

Turkey Trot event attracted more than 1,600 participants. The resources necessary to implement parks, recreation and arts programs were identified and included in the 2003 City budget, which serves as a financial guide for all division activities.

Networking and sound public relations efforts added credibility to the parks, recreation and arts program through work with the media, area civic organizations, Chamber of Commerce and other institutions. In fact, The Parks, Recreation and Arts Division continued its annual partnership with the Chamber by sponsoring fireworks at the first annual Concert in the Park, also commemorating the City's incorporation.



#### Family Aquatic Park

In its sixth year of operation, the Aquatic Park had an annual attendance of 29,275, this is down from the 40,522 in attendance in 2002, which resulted in lower revenues for 2003. This was due to the abnormally low temperatures and rain in the early part of the season as well as the development of a new aquatic park in the City of Ballwin



#### Chesterfield Valley Athletic Complex

The CVAC was used for a total of 220 days (up from 207 days in 2002), constituting over 9,908.75 hours of playing time, (up from 8,000 hours in 2002). A total of over 275,000 spectators visited the CVAC in 2003, which is up from the 200,000 that visited in 2002

## Recreation Programs and Participation

| Program            | Classification | # of Participants | Revenue            | Expenses (Direct)  | Net Revenue        |
|--------------------|----------------|-------------------|--------------------|--------------------|--------------------|
| Adult Soccer       | Specialized    | 390               | \$11,850.00        | \$8,406.00         | \$3,444.00         |
| Adult Softball     | Specialized    | 708               | \$18,670.00        | \$8,023.25         | \$10,646.75        |
| Boo Fest           | Merit          | 203               | \$1,218.00         | \$1,115.06         | \$102.94           |
| Cardinals          | Merit          | 34                | \$612.00           | \$912.00           | (\$300.00)         |
| Concerts           | Service        | 40,000            | \$0.00             | \$13,845.00        | (\$13,845.00)      |
| Conservation       | Service        | 246               | \$0.00             | \$154.00           | (\$154.00)         |
| Dribble, Pass      | Service        | 38                | \$0.00             | \$74.80            | (\$74.80)          |
| Hershey's          | Service        | 37                | \$0.00             | \$20.00            | (\$20.00)          |
| LOAP               | Service        | 1,300             | \$0.00             | \$0.00             | \$0.00             |
| NYSCA              | Merit          | 22                | \$440.00           | \$440.00           | \$0.00             |
| Pitch, Hit and Run | Service        | 59                | \$0.00             | \$0.00             | \$0.00             |
| Punt, Pass & Kick  | Service        | 101               | \$0.00             | \$38.99            | (\$38.99)          |
| Start Smart        | Specialized    | 68                | \$1,548.00         | \$1,234.58         | \$313.42           |
| Swim/Dive          | Specialized    | 179               | \$18,086.25        | \$16,179.26        | \$1,906.99         |
| Swim Lessons       | Specialized    | 370               | \$12,011.50        | \$10,360.28        | \$1,651.22         |
| Tuesday Tales      | Specialized    | 869               | \$2,929.00         | \$2,029.05         | \$899.95           |
| Turkey Trot        | Specialized    | 1,679             | \$24,015.50        | \$12,692.34        | \$11,323.16        |
| Volunteer Day      | Service        | 11                | \$0.00             | \$50.91            | (\$50.91)          |
| Winter Festival    | Service        | 220               | \$0.00             | \$500.00           | (\$500.00)         |
|                    |                |                   |                    |                    |                    |
|                    |                |                   |                    |                    |                    |
|                    |                |                   |                    |                    |                    |
|                    |                |                   |                    |                    |                    |
|                    |                |                   |                    |                    |                    |
| <b>TOTALS</b>      | <b>All</b>     | <b>46,534</b>     | <b>\$91,425.25</b> | <b>\$76,075.52</b> | <b>\$15,349.73</b> |

## Hours of Use

| Description      | 2000 Hours   | 2001 Hours     | 2002 Hours     | 2003 Hours      |
|------------------|--------------|----------------|----------------|-----------------|
| CAA Baseball     | 1,700        | 3,869.5        | 3,890          | 4,506           |
| Other Baseball   | 225          | 763.5          | 1,463          | 1,983.88        |
| Ascension Soccer | 1,300        | 1,457.5        | 1,778.5        | 2,009.25        |
| Other Soccer     | 0            | 0              | 695            | 1,051.62        |
| Camps            | 0            | 137            | 282            | 357.99          |
| <b>TOTALS</b>    | <b>3,225</b> | <b>6,227.5</b> | <b>8,108.5</b> | <b>9,908.75</b> |



*Family Aquatic Park Daily Admissions:*

The **Building & Grounds Maintenance Division** is responsible for all activities involving the maintenance of the Chesterfield City Hall and the Public Works Facility. During 2003, the Division performed all custodial services at City Hall and the Public Works Facility, performed maintenance activities at both facilities, and managed the ground maintenance contract for City Hall, as well as managed the contract for the maintenance of the HVAC system at City Hall. Over 10,000 man-hours were expended by the Division in performing their duties during 2003. The Building & Grounds Division also coordinated and assisted in 22 functions that were held at City Hall on the weekends in 2003, expending 67 man-hours.





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