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Annual Report

2013-2014



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Appendix A:
Unaudited FY 14-15 Statement

From the City Administrator

January 21, 2015

Dear Mayor Cage and City Council Members,

I am pleased to submit our re-launched “Annual Report”, which contains a summary of the many accomplishments and activities of your city government in the 2013-2014 fiscal year, as well as a presentation of the unaudited financial reports for October 1, 2013 to September 30, 2014 . None of these accomplishments would be possible without the hard work of our city staff and the leadership provided by the Mayor and City Council.

A few highlights of the past year:

- City staff applied for a federal grant to provide a major facilities upgrade to Main Street, including new sidewalks and an improved streetscape to help attract and retain businesses and shoppers.
- Voters approved proposition “Full Time Firefighter”, which will provide for a permanent full time paid firefighter on staff.
- Residents were once again treated to a full year of great civic activities including Twin City Days, the Traditional Music Festival, the Blues and Funk Festival, the Twin City Firecracker Festival, and the Main Street Cruise.
- New businesses have opened recently on Main Street, including All The Rage Comics and Games and Main Street Music Club and Coffee Bar. Progress continues to be made on Main and Mill Brewing Company and Pasta House.
- Thanks to careful stewardship of your tax dollars, the City remains in healthy financial shape going into FY 2014-2015.

I am extremely proud of our accomplishments this year. The City of Festus remains committed to providing the highest level of services to its residents and I look forward to sharing a positive report with you and our residents again next year.

Sincerely,

Happy Welch
City Administrator

City of Festus Elected Officials



Mike Cage
Mayor



Gary Underwood
Ward 1



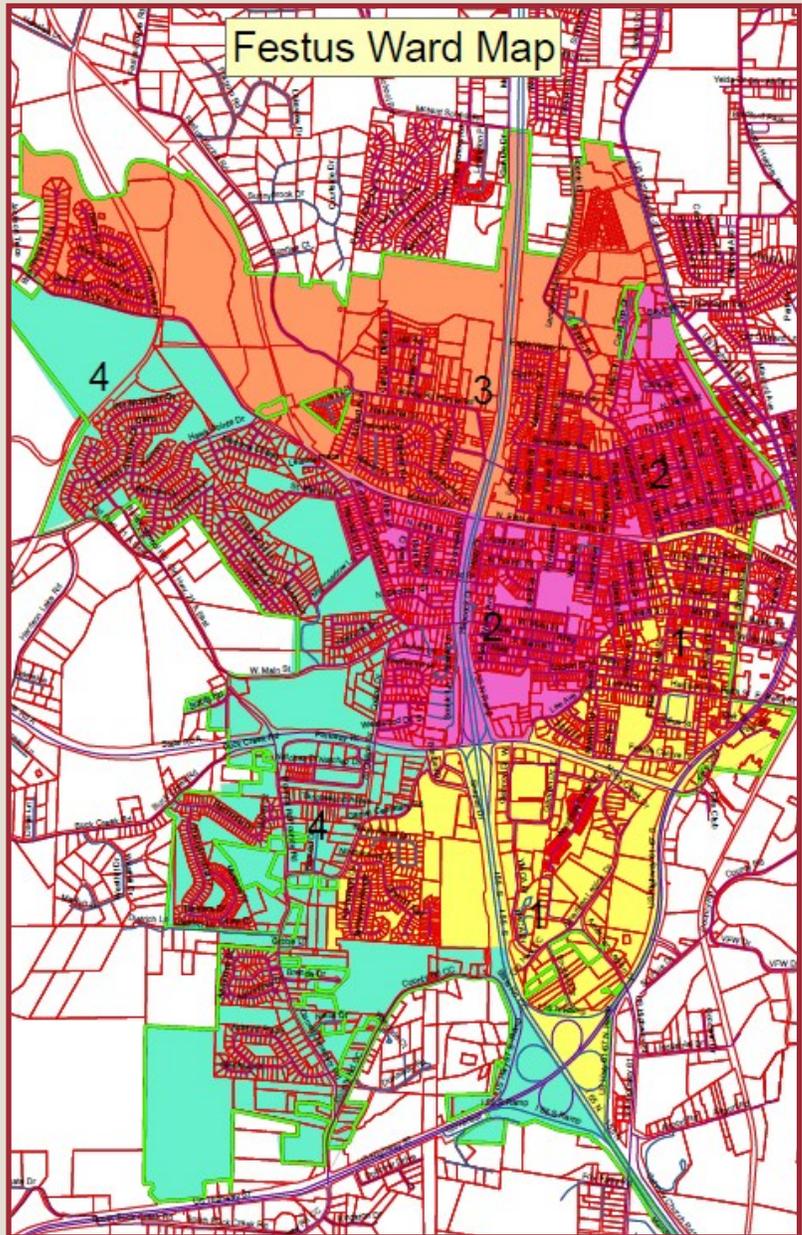
Paul Schafer
Ward 1



Kathy Murphy
Ward 2



Tim Montgomery
Ward 2



Kevin Dennis
Ward 3



Bobby Venz
Ward 3



Jim Tinnin
Ward 4

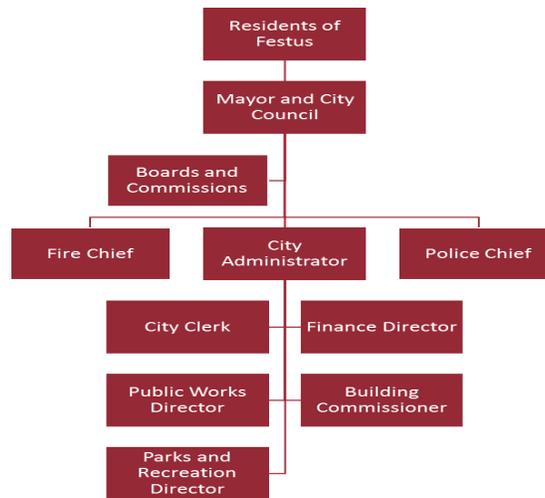


Sam Richards
Ward 4



Lori Eisenbeis
Treasurer

City Organization



City Administrator - Happy Welch

The City Administrator manages the day-to-day operations of the city, communications, human resources, and economic development. He reports directly to the Mayor and City Council and supervises all other city departments except the Police and Fire Departments.

City Clerk - Kerry Patek

The City Clerk is responsible for keeping official records, preparing minutes and agendas for City Council meetings, filing official notices and advertisements, and more. She is also a Notary Public.

Fire Chief - Chuck Boyer

The Fire Chief is responsible for the operations of the Festus Fire Department. The Fire Department is mostly volunteers from the community, but recently added a full-time paid member after the passage of Proposition: Full-time Firefighter

Building Commissioner - Matt Clemens

The Building Commissioner oversees the Planning and Building Department, which is responsible for commercial, residential, and industrial building permits, construction & remodeling plan review and inspections, pool and deck installation inspections, subdivision and land use regulations, enforcement of solid waste ordinances, and nuisance abatement.

Police Chief - Tim Lewis

The Chief of Police has general superintending control over the Festus Police Department, which is responsible for community safety. He reports directly to the Mayor, City Council, and Police Personnel Board.

Finance Director – Pat Parsons

The Finance Director is responsible for the daily management of all financial services including accounts payable, accounts receivable, payroll, city investments, and preparation of financial reports for the City Council and public record.

Public Works Director - Brent Abrams

The Public Works Director is responsible for the operations of the Street and Water/Sewer divisions of the Public Works Department. Festus is currently served with water from the Jefferson County Water Authority.

Parks and Recreation Director - Larry Crites

The Parks and Recreation Director oversees the daily operations of the Festus Park System and works closely with the Festus Park Board and to provide a wide variety of recreational opportunities for our residents.

Boards, Commissions, and Committees

Board of Adjustment

The Board of Adjustment exists to hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination by the Building Commissioner in the enforcement of zoning and building regulations. They also interpret building and zoning regulations where uncertainty exists, authorize certain variances, authorize additional uses in special circumstances, permits the extension of non-conforming uses, and permit the temporary use of a structure that does not conform to regulations. Decisions by the Board of Adjustment are considered final and may only be appealed in Circuit Court.

Members: Tom Whitener, Mike Mudd, Wayne Stolte, Robert Pryor, Roy Burnside, Don Davis

Festus Housing Authority

The Festus Housing Authority exists to assist low-income residents with their housing needs. Program participants must meet strict income eligibility guidelines.

Members: Darrell Faerber, Mary Wood Robertson, Barb Machalek, Jeff Davis, Robert Thompson

ICC Appeals Board

The ICC Appeals Board exists to hear appeals to decisions made by the Planning and Building Department as related to interpretations of the adopted International Code Council regulations.

Members: Ray Earls, Scott Graham, Jerry Govero, John Stuart, Matt Brewer

Jefferson County Water Authority

The Jefferson County Water Authority regulates the operations of the joint water supply that Festus shares with Herculaneum.

Members: Tim Montgomery, Brent Abrams, Gary Underwood

Library Board

The Library Board has exclusive control of the Library Fund and is charged with the care and maintenance of all library facilities in the city. The Board also hires all library staff. The Festus Library offers a wide variety of program and service options including ancestry research, passport issuance, testing services, and programs for children such as science demonstrations and reading groups.

Members: Wayne Stolte, Dorothea Kehm, Mark Bishop, Michael Greminger, Ryan VanGlider, Kathy Stoll, Mary Evans, Angie Tinnin, Tracy James

Park Board

The Park Board works closely with the Director of Parks and Recreation, has exclusive control of the Park Fund, and is charged with making plans for the development and maintenance of our nine park facilities. The Park Board also oversees park activities and operations. Recent projects include the renovation of ball fields at West City and Sunset Parks and the installation of new playground equipment at Jokerst Park.

Members: Tim Wade, John Richeson, Glen Eisenbeis, Bob Swyers, Marsha Lehman, Rochelle Mayes, Charlie Cayce, Jeff Meyers, Ray Earls

Boards, Commissions, and Committees Continued

Planning and Zoning Commission

The Planning and Zoning Commission makes recommendations to the Mayor and City Council on all conditional use permits, zoning and subdivision ordinance amendments, rezoning requests, site development proposals, and subdivisions. They also develop and recommend plans for adoption, including the Comprehensive Plan.

Members: Christine Mudd, Roger Hurst, David Davis, Mike Povich, Roy Waymire, Everett Stoub, Mark Freiner, Chris Westhoff

Police Personnel Board

The Police Personnel Board is responsible for conducting open competitive examinations for hiring new officers and promotional examinations for FPD officers as needed. They can also recommend the salary structure for the officers of the Police Department to the Mayor and City Council.

Members: Roy “Butch” Lucas, Harold Oetting, John Bequette, Tonda Breeze, Jerry Overby

Tourism Commission

The Tourism Commission exists to stimulate tourism in Festus. They assist in promotion of community events through the use of funds generated by the 2% tourism tax on hotel/motel rooms.

Members: Pam LaPlant, Jim Muellersman, Deane Hartsell, Judy Williams, Dave Stoll

Twin City Levee Commission

This commission is responsible for the maintenance of the Twin City Levee. A product of many years of planning and construction, the levee today protects many of our small businesses and major roads from the devastating seasonal flooding of years past.

Members: Happy Welch, Kathy Murphy, Gary Underwood, Brent Abrams,

Twin City Sewer Commission

This commission supervises the operations and maintenance of our shared sewer treatment facility with Crystal City.

Members: Sam Richards, Tom Lovelace, Bob Stephens, Brent Abrams

Volunteers

To all of our wonderful volunteers: **thank you!** Festus is very fortunate to have a great group of volunteers that support our parks, library, and streets.

Friends of the Festus Library

The Friends of the Festus Library support our community library through fundraising and programming activities throughout the year.

They meet on the 1st Wednesday of every month at 1 p.m. in the library.

Adopt-A-Road

The Street Department has begun working with individuals, businesses, and community groups to sponsor local roads for beautification.

Cindy Sawyers: Cromwell and Pound Roads

**First United Methodist Church:
American Legion Drive**

**The Kenneth and Betty Baer Family:
Lee Avenue**

Muddy Toe Clan: West Main Street

Dobbs Tire and Auto: East Gannon Islands

Friends of the Festus Parks

The Friends of the Festus Parks exists to help bring attention to our parks system, encourage and receive endowments and financial gifts for the parks, and assist with programming throughout the year.

Membership is \$12 annually for an individual, \$20 for a family, or \$100 for lifetime membership.

Festivals and Events

In cooperation with a variety of groups and volunteers, the city puts on many festivals and events throughout the year. A few major highlights from this year include:

Twin City Firecracker Extravaganza

June 27-28, West City Park

This marked the 26th year of our 4th of July celebration with Crystal City. Families came out for events all weekend including carnival rides, a washers tournament, and The Smash Band and Hillbilly Authority.

Main Street Cruise

September 20th, Main Street

This year was the fourth year of our throwback celebration. An organized car cruise in the bygone Saturday night tradition of so many high school students throughout the years, this event brought plenty of residents young and old to Main Street for a retro evening of fun.

Blues and Funk Festival

August 9th, West City Park

Now its fourth year, this event just keeps on growing. Torrey Casey's Band 8064 opened for Funky Butt Brass Band and Taytro's provided the food for a great day of R&B music enjoyed by all.



Tanglefoot Brewfest

September 6th, West City Park

In its second year, this event was once again a big hit with area residents! Brewers appearing included Main & Mill, Little Egypt, Urban Chestnut, Hubrew, Griesedieck Brothers, Mothers, and Bastard Brothers. Local band "Loose Roots" played and Tasty's BBQ provided great food.

Traditional Music Festival

September 27-28, West City Park

Hosted by George Portz, this annual music festival featured something for people of all ages and musical tastes! Groups performing included the Louisiana Cajun Ramblers, Punches Family Band, and Redhead Express. Food, drink, and craft vendors were available all weekend as well.

Festival and Event Pictures



Administration

In FY 2013-2014, city officials worked hard to maintain high professional standards and continued to develop their skills and knowledge through attendance at the following professional association conferences:

- Missouri Government Finance Officers Association Conference
- Missouri City Clerk & Finance Officer Association Conference
- Missouri City Managers Association Conference
- Missouri Association of Code Administrators
- Main Street Connection Conference

City Clerk Statistics

Type of Request	Number Issued or Received
Business Licenses	394
Contractor Licenses	870
Liquor Licenses	29
Sunshine Requests	13

Capital Improvements

- 3 laptops for office use
- 2 payments for accounting/billing software



Authorized Manpower

Dept.	Full Time	Part Time
Admin	5	1
Finance	2	0
Municipal Court	2	0

Public Works

Street Department Projects

- American Legion Dr:** STP project
- Edgewood Lane:** Street overlay and curb replacement
- Huber Street:** Street reconstruction
- Nova Chip:**
Mueller group
West City Park group
N. 6th Street
N. 9th Street
Holly Drive
Sunshine Drive

The Public Works Department is split into two sub-departments: Streets and Water/Sewer.

The Street Department maintains over 66 linear miles of streets within 4.8 miles of city area. This department is responsible for repair and maintenance of streets, stormsewers, trees, curbs, street sweeping, bridges, street signs, and other duties as assigned.

The Water/Sewer Department maintains 69 miles of piping of various sizes and types, along with two elevated tanks, three ground storage tanks, and two standby deep water wells for emergencies. Festus is currently supplied with water from the Jefferson County Water Authority

Public Works Statistics	
Asphalt bike/walk trails poured (sq. yds)	0
Concrete Sidewalks poured (sq. yds)	913
Pipe installed (lin. ft)	280' Water 250' Sanitary Sewer
Salt used for snow/ice removal (tons)	725 tons

Water and Sewer Projects

- Edwards Drive:** Water and sewer main replacement
- Water Storage Tank:** Inspection and repairs
- Walmart area:** Insituform and raised manholes behind building

Capital Improvements

- Huber Street Project:** \$280,588.00
- Edgewood Project:** \$251,906.00
- Nova Chipping:** \$496,504.00
- Insituform:** \$100,000.00



Authorized Manpower

Dept.	Full Time	Part Time
Street	12	0
Water/Sewer	13	0

Police and Fire



The Festus Police Department is committed to fostering a safe and secure community through close partnership with its citizens. Their goal is to enhance the quality of life through proactive policing while offering dignified and courteous assistance to the public.

They enforce all laws and ordinances in a fair, ethical and impartial manner while upholding the principles of the Constitution of the United States.

Police Department Statistics			
	2011	2012	2013
Case Assignments	72	74	155
Clearance Rate for Cases Assigned	42	40	154
Part 1 Clearance Rate (UCR statistics)	46%	48%	47%
Arrests for Part 1 Crimes	195	189	208
Total Arrests	3521	2847	2370
Traffic Citations	5523	4715	3193

Fire Department Statistics	
# of Original Calls	535
# of Mutual Aid Calls	113
# of Highway Accidents	97

The Festus Fire Department proactively serves our community by providing public education and service programs, and protecting life and property from fire, medical emergencies, hazardous materials, and natural disasters. They strive to provide the highest quality of services, by building a team of people who develop and maintain a quality and service oriented attitude that will lead to providing a safe and suitable community for all.



Capital Improvements

- 2 police cars
- 2 exterior building cameras
- 10 sections of fire hose
- Thermal imaging camera

Authorized Manpower

Dept.	Full Time	Part Time	Volunteer
Police	26	0	0
Fire	1		32
Dispatch	9	0	0

Planning and Building

The Planning and Building Department is responsible for a wide variety of important functions such as the issuance of building permits and inspections, nuisance abatement, long term planning, and more. Their mission is to be a part of the process and solution for residents or developers seeking permission to pursue a project.

Planning and Building Statistics	
	# issued or received
Application for Plan Examination and Building Permits	264
Board of Adjustment Hearing Request Applications	13
Contractors Licenses	870
Flood Plain Development Permits	2
ICC Board Appeals	1
Land Disturbance/Erosion Control Permits	41
Nuisance Abatement Calls	600
Planned Unit Development Applications	0
Planning and Zoning Hearing Applications	18
Right of Way Work Permit Applications	45
Stormwater Review Applications	3
Subdivision Applications	0
Water/Sewer Tap Applications	47
Fire Inspections	350
Occupancy Inspections	800

Capital Improvements

GIS Computer Upgrade

Authorized Manpower

Department	Full Time	Part Time
Planning & Building	4	1
Health	1	0

Parks and Recreation

The Parks and Recreation Department maintains the city's eight park grounds, totally more than 218 acres of green space and featuring modern park amenities including ball fields, disc golf courses, soccer fields, fishing lakes, and more.



Festus Parks & Buildings
Billy Porter Memorial Park
Jokerst Memorial Park
Gannon Drive Park
Habsieger Memorial Park
Heuby E. Moore Band Building
Shropshire Park
McCullough Field - South Adams Street Park
Sunset Park
West City Park

Festus Parks Concerts and Events
Twin City Days
Twin City Firecracker Extravaganza- West City
Festus Gong Show - Sunset (Friends of Festus Parks)
Blues and Funk Festival - West City (FFP)
Tanglefoot Brewfest - West City (FFP)
Zumba - Sunset (FFP)
Yoga in the Park - Sunset (FFP)
Local Artist & Music Festival - West City (FFP)
Traditional Music Festival - West City
Tour of Lights - West City

Capital Improvements

Sunset Park: Completed ballfields and installed new concrete surface parking lot.

South Adams Street Park: Installed new solid surface parking lot

West City Park: Installed new scoreboard at Lucas Field

Authorized Manpower

Department	Full Time	Part Time	Seasonal
Parks	4		1

New Businesses

The City of Festus welcomed the following new businesses this fiscal year:

Seed of Life Tattoo Parlor
Lexington Inn (formerly Best Western)

Development Activity

Festus has an active and growing business community. Over the past fiscal year, significant progress has been made on three highly anticipated business developments or reconstruction projects that will greatly add to the quality of life in our area.



All The Rage Comics & Games

220 E. Main St.

New business selling collectibles, comics, games, and toys.
Interior reorganization and remodel.
Grand Opening occurred 09/06/2014.

Pasta House Company

13 Sandy Brook Road

New business and building.
This long-awaited restaurant
opened 11/08/2014.



Main and Mill Brewing Company

240 E. Main Street

New business, complete remodel to historical appearance.
Despite delays, this complete gut and rehabilitation of one of the oldest buildings in town continues rapidly. Main & Mill Brewing Company will be the first microbrewery in Festus.

Fund Explanations and Revenue/Expense Graphics

General Fund

Comprised of 1 cent sales tax, utility taxes, real estate/personal property taxes, and municipal court fines. Used for Police, Fire, Administration, Building/Code Enforcement, Court, and Emergency Management operations.

Health Fund

Dedicated real estate/personal property tax levee. Used for Animal Control, Vector Control (bug spraying), and Code Enforcement operations.

Library Fund

Dedicated real estate/personal property tax levee. Used solely to fund library operations.

Park Fund

Dedicated 1/4 cent sales tax (split with stormwater control and Twin City levee management) and real estate/personal property tax levee. Used to fund park maintenance and capital improvements.

Tourism Tax Fund

Special tax paid by transient guests at hotels/motels. Funds projects to encourage and promote tourism in Festus.

County Transportation Tax Fund

County-wide 1/2 cent sales tax distributed through a formula established at the county level. Used to fund local road improvement projects.

Sales Tax Reimbursement Fund

Comprised of special sales taxes captured at Lowes and Home Depot for their site development.

Capital Reserve Fund

Airport proceeds and general fund money set aside for future major projects.

Law Enforcement Training Fund

Comprised of court collected fees that are used solely for police officer training.

LLEBG Grant Fund

This account holds certain grant money for local law enforcement. Not currently in use.

City Transportation Tax Fund

Comprised of a 1/2 cent sales tax used to fund Street Department salaries and equipment. This money is also used to secure federal STP grant funding.

Levee/Stormwater Fund

Comprised of a 1/4 cent sales tax split 50/50 with the Park Fund. This money is used to hire summer help to maintain the stormwater system and for costs related to the Twin City Levee.

Airport Fund

No longer in use.

NID Assessment Fund

Comprised of special tax assessments on Tanglewood and Bailey Station subdivisions. Funds are used to pay for capital improvements within the designated subdivisions.

Capital Improvement Fund

Comprised of a 1/4 cent sales tax. Used solely for water/sewer improvement projects.

Water & Sewer Fund

Comprised of dedicated fees on water/sewer bills. This fund is used to pay for manpower, equipment, and maintenance projects related to the city water/sewer system.

Federal Forfeiture Fund

Comprised of money distributed by the federal government to the city as part of drug enforcement bust participation by the city.