

# ***CITY OF FLORISSANT***



## **PUBLIC WORKS DEPARTMENT**

*Building Toward the Future*

*Working For You*

## **Review Of Fiscal Year 2013**

**February 26, 2014**

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## **Highlights**

### **2013 Annual Report**

# **Public Works Department**

**Louis B. Jearls, Jr., P.E., Director of Public Works and Health**

**Kathy Blasingame, Executive Assistant**

Fiscal Year 2013 was again a very busy year for the Public Works Department. This department is composed of four (4) separate and distinct divisions: Health, Engineering, Street and Building divisions. Detailed activities of each division are contained in this report.

Public Works takes a very pro-active approach to the work of all four departments. Highlights for the year include effectively addressing the year's storm events, aggressive handling of increased rental and vacant property problems, and efficient Senior Transportation. We also were responsible for \$1,525,000 in street repairs and HVAC improvements to City Hall, Police Headquarters, Government Building, and the JFK Community Center. We take pride in service to our residents and the protection of our community.

### **Goals:**

To preserve and improve the health, safety, and welfare of our residents, businesses, and the general public; while at the same time maintaining property values and improving the quality of life in the City of Florissant.

# **ENGINEERING DIVISION**

**Timothy J. Barrett, P.E., City Engineer**

The City's Engineering Division is responsible for assuring the quality of the City's infrastructure which includes all bridges, roads, sanitary and storm sewers, along with state and county highway projects through design and construction. Related programs consist of administering the Residential Sanitary Sewer Lateral Insurance Program, the Sidewalk Replacement Program, regulating underground fuel storage facilities, the review and monitoring of new and existing subdivisions, various City Hall improvement projects, applying for various federal and state grants, in addition to working closely with the Mayor, Economic Development Director, and the Building Division on all new developments in the City. The City's Engineering Division also maintains all City maps, information on all City owned buildings and structures, monitors and regulates all public right-of-ways and adheres to the residents inquiries on various engineering issues. A brief outline of the past year's highlights is as follows:

## **Office Engineering Programs:**

	<b><u>2012</u></b>	<b><u>2013</u></b>
• Excavation Permits Issued & Inspected	173	296
• Stations Notified of Annual Underground Storage Tank Certifications Due	20	20
• Investigated Residential Storm Water Concerns and Forwarded to the Metropolitan St. Louis Sewer District (MSD) if necessary.		
• Investigated Right-of-Way Hazards.		
• Administered the annual Bridge Repair program which featured removal of overgrowth, drift and graffiti as well as replacement of damaged concrete, guardrails, and fencing.		
• Answered 64 floodplain determination inquiries.		
• Received and recorded two (2) letters of Map Amendments from the Federal Emergency Management Agency (FEMA).		
• Continued the <b>13th year</b> of the Residential Sanitary Sewer Lateral Insurance Program (SLIP).		

On April 4, 2000, the citizens of Florissant approved the SLIP on the Florissant City election ballot. On January 1, 2001, the Engineering Division began implementing the City's new SLIP.

The Residential Sanitary Sewer Lateral Insurance Program - covers the cost of repairing a defective residential sewer lateral in the City of Florissant. Under this program, homeowners paid a \$28.00 ANNUAL FEE in 2012. This fee is included on the real estate property tax bills issued to homeowners in the City of Florissant each year. The annual fee establishes a fund that will cover the cost of repairing a defective sewer lateral. This program does not apply to commercial, industrial, or multi-family properties with more than six (6) dwelling units.

The residential sanitary sewer lateral that is covered under this program is the portion that runs from the Metropolitan St. Louis Sewer District's main sewer line up to within five (5) feet of the residential dwelling unit. The homeowner is responsible for the cost of repair or replacement of their sewer lateral inside their home.

The program **does not cover** septic tank replacement, private treatment systems or the cost to replace any trees, shrubs, flowers, sod, decks, concrete work (**except for sidewalk and street work**), retaining walls, or out buildings that may be damaged during repair of the sewer lateral. This program **does not** cover the portion of the sanitary sewer lateral within five (5) feet, under and inside the residential dwelling unit.

The program **will** cover only sanitary sewer laterals that connect to the Metropolitan St. Louis Sewer District's main sewer system. The program is responsible for covering the repaired sewer lateral site with clean fill soil including seeding the area.

	<u>2012</u>	<u>2013</u>
- Total Applications Received:	150	169
- Total Applications not Approved:	18	13
- Total Applications Approved/Completed:	132*	156*
<small>*8 FY12 applications repaired in FY13, 8 FY13 applications to be repaired in FY14</small>		
- Average Turnaround Time for Repairs:	1 Week	2 Weeks
- Average Cost for Sewer Lateral Repair:	\$1,095.09	\$1,234.27

To find out more about the policies and procedures of the Florissant Residential Sanitary Sewer Lateral Insurance Program please access City of Florissant's website at [www.florissantmo.com](http://www.florissantmo.com) and click the Engineering Division under the Public Works Department on the homepage.

**FY'2013 Sidewalk Trip Hazard Removal Program:**

- Sidewalk Grinding	(3,140 LF)	<b>\$19,468.00</b>
- PCC 4" Sidewalk Replacement	(10,383 SF)	<b>\$69,254.81</b>
- PCC 6" Driveway Walks and/or Approaches	(1,818 SF)	<b>\$14,598.54</b>
- ADA-compliant sidewalk ramps	(582 SF)	<b>\$5,206.16</b>
- Truncated Domes	(312 SF)	<b>\$5,197.92</b>
	<b>Total:</b>	<b><u>\$114,938.73</u></b>

## **Metropolitan St. Louis Sewer District (MSD)**

The Engineering Division works with MSD representatives on various sanitary and storm sewer projects throughout the year. 2013 projects that were either in design or construction were:

<b><u>Fiscal Year</u></b>	<b><u>Type</u></b>	<b><u>Phase</u></b>	<b><u>Project Name</u></b>	<b><u>Budget</u></b>
2013	Storm Water	Construction	Harrison - St. Marie Storm Sewer	\$271,000.00
2013	Storm Water	Construction	Storm Water Infrastructure Repair/Replacement Coldwater Creek OMCI	\$250,000.00
2013	Wastewater	Construction	Cantabrian Ct. #4 Sanitary Sewer	\$45,000.00
2013	Wastewater	Design	Brightwell I&I	\$375,000.00
2013	Wastewater	Design	Brinwood I&I	\$700,000.00
2013	Wastewater	Design	Coldwater Sanitary Trunk Sewer Section A Rehab	\$1,300,000.00
2013	Wastewater	Design	Derhake I&I & Capri to Waterford Sanitary Relief	\$875,000.00
2013	Wastewater	Design	Florland Sanitary Relief Phase I - I&I	\$198,000.00
2013	Wastewater	Design	St. Marie Sanitary Relief I&I	\$258,000.00

## **State Highway Department Projects Reviewed and/or Coordinated**

- ▶ Following completion of the I-270 North Corridor Study in 2012, the Engineering Division is a participant in the Community Advisory Group (CAG) for MoDOT's I-270 North Environmental Assessment, which should be complete in the Spring of 2014. No design or construction funding has been identified at this time. Additional information regarding this project may be found online at: <http://www.modot.org/stlouis/I-270North.htm>

## **County Highway Department Projects Reviewed and/or Coordinated**

- ▶ Extended the Right-Turn lane from Patterson Road onto North Highway 67. Completed in 2013
- ▶ Safety improvements, including the addition of a center left-turn lane to Shackelford Road from Charbonier Road to Humes Lane. Estimated for construction in 2014/2015.
- ▶ Construction of a Right-Turn lane from Howdershell Road (eastbound) onto Charbonier Road (southbound). Estimated for construction in 2014.

- ▶ The City participated in the Northwest Parkway Study which was concluded in 2012. The study's goal was developing improvements to Charbonier Road, Aubuchon Road and Missouri Bottoms Road to reduce flooding and increase safety. The Engineering Division continues to participate on the project's Community Advisory Group through the on-going Environmental Impact Statement work. No timetable for construction at this time. The St. Louis County website for the project can be viewed here:  
<http://northwestparkwaystl.com/site/>

### **Other Related Engineering Projects:**

- Applied on the City's behalf to the National Flood Insurance Program's "Community Rating System" and received Class 8 status which affords residents a 10% discount for flood insurance within the 100-year floodplain and a 5% discount on flood insurance outside of the 100-year floodplain. These discounts went into effect on October 1, 2013.
- The City Engineer passed the "Certified Floodplain Manager" aka "CFM" Exam.
- Coordinated litter pickup efforts within the City as part of the "5<sup>th</sup> Annual Confluence Trash Bash". The 67 volunteers collected nearly 20 cubic yards of trash from several properties in the City. Engineering Division staff received a "Certificate of Excellence" from the St. Louis County Storm Water Permit management team for coordinating the event.
- Participated in the St. Louis County Storm Water Permit Phase II Steering Committee which established the goals and requirements of the new Storm Water permit. The City is a co-permittee with MSD, St. Louis County and the St. Louis County municipalities. This permit establishes a five-year plan for ensuring compliance with the Clean Water Act.
- Designed and administered construction of additional parking at the City's Police Department to alleviate parking lot congestion.
- Originally funded in FY'02 for the inception of the City's **Geographic Information System (GIS)**, the City originally contracted with St. Louis University, with the assistance of the Mayor and through the University's GIS Department, to begin creating a digitized web based map which serves as a building block for future geomedia additions. In 2013, the City contracted with University Geospatial/Geo Tec Associates (UGT) to add technical knowledge in software updates and system maintenance, assist the Police, Parks, Economic Development and Community Development Departments with various mapping needs, establish field data acquisition capabilities, and launch the new public-view GIS interface, which can be reached from the City's website or by going to:  
<http://gis.lc.edu/flo2012ver11e/>

## **Upcoming Engineering Projects/Programs for FY 2014:**

The following is a preliminary list of projects/programs that will fulfill the duties in the 2014 fiscal year:

- Continued administration of the Residential Sanitary Sewer Lateral Insurance Program.
- Thorough inspection of all citywide construction and public right-of-way projects for contractual and City Ordinance compliance.
- Processing of floodplain applications/permits when requested by new developments.
- Continue to resolve resident issues on various engineering inquiries.
- Continue to work with the Community Development/Housing Center Department regarding grant applications/floodplain issues in addition to various census and mapping issues.
- Complete all boundary adjustment property plat reviews within a week turnaround.
- Update all changes and attend all meetings regarding the written Administrative Procedures for the National Pollutant Discharge and Elimination System Program Phases II and III.
- Administer all MSD Storm and Sanitary Sewer Infrastructure Improvement Projects (Preliminary & Final Design Reviews, Construction Inspections & Closeout).
- Prioritize and submit the Residential Storm Water Concerns List to MSD.
- Continue to coordinate the upgrades of the ongoing GIS contract and to build future geomedia concepts for the next fiscal year.
- Maintain current status for excavation permits.
- Attend Workshops and Conferences to keep City updated on latest Federal and State certifications and/or requirements.
- Apply for Grants funding for future City projects.
- Receive and record Letters of Map Amendments from FEMA.
- Coordinate design services for the Golf Course Water Reclamation Project.
- Apply for STP grant funds and coordinate design services for the Old Town Street & Storm Water Drainage Improvements - Phase XI (Lafayette Street from Washington to N. Highway 67).

## **Capital Additions from FY'2013:**

Engineering Division  
None

Sewer Lateral Division:  
None



# **HEALTH DEPARTMENT**

Greg Koester, Health Foreman  
Fredrick Schaljo, Class "A" Health Officer

The City's Health Division is a small department with many responsibilities. The Health Department's main task is to provide residents with a clean and safe community in which to live. Health Officers enforce city codes relating to property maintenance, educate and assist residents with rodent problems, provide mosquito control, clean-up and maintain derelict properties and provide animal control services to our residents.

The Health Department operated a drop-off recycling facility located at St. Ferdinand Park. This recycling center provided residents and non-residents alike a place where they could drop-off their recyclable items.

On January 6, 2014 the City of Florissant's drop-off recycling center located at St. Ferdinand Park was closed. The City of Florissant is encouraging curb-side recycling for our residents. This service is free to all residential houses by our waste hauler. Recycling will reduce the amount of waste in our landfills and lessen our impact on the environment.

Health Department personnel also operate and maintain the city's senior resident transportation service known as F.L.E.R.T. (Florissant Local Elderly Resident Transportation). The city has two (2) full-time busses that run weekdays transporting residents to and from the grocery store, hair appointments, doctor appointments and the like. In addition, the city maintains two (2) larger trip busses that can be utilized by senior citizen clubs for out of town excursions. The busses are also used during city festivals, parades, and for emergency purposes if needed.

Various Health Department personnel must possess and maintain a Commercial Drivers License and officers must maintain a Public Health license issued by the State of Missouri Department of Agriculture. Various personnel are members of (MACE) Missouri Association of Code Enforcement and (MACA) Missouri Animal Control Association. Personnel also serve on various commissions. The Environmental Quality Commission meeting is attended by a Health Foreman and the department's secretary, who also serves as the recording clerk. The EQC meets the third Wednesday of every month at the James J. Eagan Center at 7:00 p.m. to discuss environmental topics and ways the city can help reduce our impact on the environment.

## **ANIMAL CONTROL**

Located within St. Ferdinand Park is the city's animal shelter. Full-time and part-time Health officers maintain this facility seven days a week. In 2013 personnel have responded to 1,687 calls for service regarding animal control throughout our neighborhoods. Four hundred-five animals have been reunited with their owners while 138 have found new homes through adoption. Three hundred-six animals were transported to St. Louis County's animal facilities where they may again be placed for adoption. Officers have also handled 305 requests for live traps to help residents deal with nuisance wildlife issues.

## **VECTOR CONTROL**

In 2013 Health Officers answered calls for service regarding rodent and mosquito/stagnant water complaints. Health Department personnel rendered assistance to 240 residents, helping them to control and/or eliminate rodent and mosquito activity around their homes.

Mosquito control began with larvaciding the last week of April 2013, using six (6) 40 pound sacks of Teknar G throughout the season which doubled from 2012. This product is used for treating stagnant bodies of water found in derelict pools, ponds, roadside ditches, etc. The adulticiding phase, otherwise known as mosquito fogging, began the third week of May 2012 with spraying taking place late in the evenings. Four hundred ninety-five gallons of Anvil 2+2 ULV solutions were used to help control the adult mosquito population. This is an increase of 220 gallons from 2012.

## **PROPERTY MAINTENANCE**

Our Health Department is very pro-active about trash and weed problems. Enforcing the city's public nuisance ordinance is a must in order to maintain a safe and clean environment. Unfortunately there are times where the city must take corrective action in order to bring a property into compliance with city codes. This year 1,713 complaints were investigated. This is an increase of 233 complaints investigated in 2012. As a result of these investigations city personnel took action to remove trash/garbage from 128 properties. Mowing and trimming action had to be taken 743 times which is an increase of 128 from 2012. Of these 871 properties maintained by the city, 219 were vacant properties. Our vacant properties have decrease by 16 from 2012.



Health personnel continue to pick up trash along our city streets, state and county highways and Metro bus stops.

### **RECYCLING**

In 2013 43.87 tons of material was recycled through our facility in St. Ferdinand Park. Our city's waste hauler, Meridian Waste, has reported that residents have recycled an additional 2,365.99 tons of material that have been picked up curbside. Meridian Waste also reports 12,552.17 tons of trash and 11.004 cubic yards of yard waste had also been collected. The City of Florissant Health Department continues to distribute 64 gallon recycling totes free of charge to city residents. In 2013 personnel distributed 1,008 recycling totes.

### **SENIOR BUS TRANSPORTATION**

The senior citizen bus transportation service known as F.L.E.R.T. continues to thrive and offer residents a way of getting around town. Senior citizens or physically challenged residents can call and obtain rides to the grocery store; hair cut appointments, doctor appointments, etc.

The city's two (2) F.L.E.R.T. busses have logged a total of 27,665 city miles while transporting 6,412 passengers.

The city's two (2) larger trip busses have logged a total of 8,408 miles while transporting some 7,333 passengers from various senior citizen organizations to and from out-of-town trips, bingo club gatherings, etc.

### **ADDITIONAL**

In addition, one new Ford F-150 and one Chevrolet Silverado work truck were purchased in order to replace aging vehicles within the Health Department fleet.

# **STREET DEPARTMENT**

**Gary L. Meyer, Superintendent of Streets**

The City's Street Department maintains 168 miles of streets valued at roughly \$85,000,000. The Street Department is responsible for snow removal and performs basic maintenance and repairs of these streets, consisting of base repairs, pothole patching, mud-jacking, crack sealing, asphalt patching, concrete replacement, curb and gutter repair, sign repair and replacement. The Street Department oversees \$1,400,000 in street replacements/repairs by contractors each year, as well as major street/stormwater projects.

The City has one street sweeper which is in operation all year, weather permitting. All streets are swept on a regular basis with the frequency being approximately every eight weeks. Main streets and problem areas are swept more frequently. In order to keep our city as clean as possible, raking leaves and other yard waste into the street is prohibited.

The Street Department crews maintain and repair thousands of signs throughout the City. Damaged or faded signs, in many cases, can be replaced or repaired in a very short time.

The Street Department continues to do all repairs to broken sewer laterals under the Sewer Lateral Insurance Program (SLIP).

The Street Superintendent is a member of the Traffic Commission which is comprised of nine residents (one from each ward), a police officer, and the Street Superintendent. The clerk in the Street Department is also a member of the Traffic Commission as the Recording Clerk. They attend all meetings and are involved in decisions made by this Commission. The Traffic Commission meets the second Tuesday of each month at the James J. Eagan Center at 7:00 p.m. to review various traffic-related requests and situations within the City.

**STREET DEPARTMENT**

**ANNUAL REPORT FISCAL YEAR 2013**

<b><u>Maintenance:</u></b>	2011	2012	2013
Crack Sealing			
- Streets Miles Sealed	20.7	26.3	25.3
- Gallons of Asphalt Applied	4,127	5,821	5,127
Ice & Snow Removal			
- Number of Storms	11	5	7
- Tons of Salt Applied	3,615	1,125	1,502
- Gallons of Calcium Chloride Used	9,210	4,560	0
- Overtime Man Hours Required	1,918	313	653
- Cost of Storms	\$309,460	\$77,850	\$143,073
Concrete Pavement Replaced by City Forces			
sq. yds. streets	900	1709	830
sq. ft. sidewalks	480	420	380
Street Sign Repair/Replacement	246	361	271
Street Marking			
- Crosswalks (Each)	81	75	81
- Centerline (LF)	128,587	128,587	128,587
Street Sweeping			
- Curb Miles Swept	2,893	3,145	3,230
- Days Swept	168	185	190
Service Requests			
- Curb Repair	51	17	23
- Pot hole repair (Tons)	730	645	512
- Miscellaneous	532	522	615
- Tree Limbs, calls	80	43	100
Vehicle Maintenance			
- Preventive Maintenance	270	251	249
- Work Orders	701	687	622
Sewer Laterals			
- Excavations	169	101	152
- Total Cost	\$77,708	\$44,426	\$69,652

**Supervision of Contract Construction:**

- Concrete Slab Replacement - FY 2013- 21 Streets totaling 12,500 sq. Yds.at a cost of .....	\$506,250
- Surface Sealing - 115 streets totaling 377,340sq. Yds. of slurry seal covering 25.7 miles at a cost of .....	\$751,524
- Major Repairs/Asphalt Overlays - 5 streets totaling 1,912 tons of asphalt, 2,455 sq. yds. of concrete. ....	\$293,028

**Capital Additions:**

2 Salt trucks w/ spreader and plows	\$292,000
1 ¾ ton utility truck	\$30,000
Two portable changeable message signs	\$30,200
One clear span cover for materials at public works	\$6,000
<u>Total capital additions:</u>	\$358,200

**Coordination with the Metropolitan St. Louis Sewer District:**

Review and inspection of 96 calls and 14 letters issued regarding residential concerns.

**Other Accomplishments:**

Evaluate and rate all city owned streets consisting of 839 records covering 168 miles.

Review of 10 traffic related items presented before the Traffic Commission.

# **BUILDING MAINTENANCE**

**John Druelinger, Chief Engineer**  
**Tom Troll, Building Maintenance**

The City's maintenance division is involved in maintaining and repairing all of the city properties. The work includes but is not limited to JJE Civic Center (ice rink, theater, gym, and swimming pool), JFK Community Center, Government Building, City Hall, Police Headquarters, Senior Center, Bangert Pool, Koch Aquatic Center, City Garage, Health Building, Parks buildings, Golf Course buildings, and all of the old style lights on North Lindbergh and St. Francois. The work involves all aspects of maintenance; including HVAC, electrical, and plumbing, repairs, improvements and additions, general and preventative maintenance, special projects, and coordinating with contractors that we have contracted work out to.

We continue to make many changes to the building control systems and equipment. These changes, although the general public does not see them, have resulted in energy savings. We continue to make improvements to our behind the scenes equipment and preventative maintenance so that everyone can better use and enjoy all of our beautiful facilities. We are always looking to use more energy efficient procedures and equipment whenever possible.

We are continuing our preventative maintenance program to keep all of the equipment working at efficient levels. These changes have cut down dramatically the amount of emergency repairs that are needed, this coupled with more changes to our Direct Digital Control system, have improved the comfort level in the buildings, and our energy efficiency. We are constantly looking for ways to improve all of the buildings and update wasteful systems and lighting, and installing LED lights when possible.

Besides the normal changes and repairs we have made this year, we are also involved in projects such as, upgrades to City Hall heating and cooling systems. Other major energy saving projects that have been completed this year include the installation of a new heating and cooling system at the Police Department building. We are in the process of re-commissioning our entire HVAC controls system, and have replaced one of the air handlers at the JFK Community Center. These changes have greatly enhanced the efficiency, and reliability of many of our buildings.

The changes and repairs that we made this year are numerous, thanks to our hard working and dedicated maintenance department crew. The staff shares the duties of being on call 24 hours a day to provide immediate attention to any problems that may arise. We work hard to keep everything running in good working order, and are proud to be a part of TEAM FLORISSANT.

# **BUILDING DIVISION**

## **Philip E. Lum, AIA- Building Commissioner**

The mission of the Building Department is to enforce building codes, zoning codes and property maintenance codes in order to protect life safety and enhance the quality of life for the residents of the City of Florissant. Florissant enforces the following codes with city amendments, which encourages quality construction and the use of design professionals for responsible use of energy:

- International Energy Conservation Code 2009 edition
- International Building Code 2009 Edition
- International Residential Code 2009 edition
- National Electric Code 2008
- International Mechanical Code 2009
- International Plumbing Code 2009 Edition
- International Fire Code 2009
- International Fuel Gas code 2009
- The International Existing Building Code, 2009 Edition
- The International Private Sewage Disposal Code, 2009 Edition
- The International Code Council Performance Code, 2009 Edition

Referenced standards: The application of numerous, referenced standards within codes regarding construction engineering, materials, methods and special/product inspections and testing are also enforced, such as:

Special Inspections required by IBC 2009

ANSI- American National Standards Institute

FM- Factory Mutual

ICC- International Code Council (which includes accessibility, etc.)

NFPA- National Fire Protection Association Standards

UL- Underwriter's Laboratories...etc.

**Zoning Enforcement:** The purpose of the zoning code is to protect of the public interest by regulating Zoning and usage of land within Zoning Districts of the City of Florissant. The Building Commissioner works as the staff liaison to the Florissant Planning and Zoning Commission. There were a total of 57 cases reviewed by the Planning and Zoning Commission.

The Building Department is responsible to check compliance with Special Use Permits and B-5 Ordinances. In 2013, 618 Inspections and re-inspections were conducted.

The Building Department worked with Planning & Zoning Commission, providing staff reports for their review of caseload. Recommendations for approval to Council by the Planning & Zoning Commission included the following projects, which required a Re-zoning or Amendment:







 February 15, 2011    Florissant, MO 63027-0000    Perspectives    2

**Wal-Mart revised B-5: renderings courtesy THF**

EXTERIOR FINISH SCHEDULE			
1	PAVING	ASPH/FLY	ASPH/FLY
2	CONCRETE	FORMED IN PLACE	FORMED IN PLACE
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99	CONCRETE	FORMED IN PLACE	FORMED IN PLACE
100	CONCRETE	FORMED IN PLACE	FORMED IN PLACE

WEST ELEVATION - NEW FLOISSANT ROAD  
SCALE: 1/8" = 1'-0"

EAST ELEVATION  
SCALE: 1/8" = 1'-0"

NORTH ELEVATION  
SCALE: 1/8" = 1'-0"

SOUTH ELEVATION - DUNN ROAD  
SCALE: 1/8" = 1'-0"

**NORR**  
ARCHITECTS ENGINEERS PLANNERS  
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Suite 200  
Detroit, MI 48226  
www.norr.com

CVS 10355 NEC DUNN ROAD AND S. FLOISSANT RD., FLOISSANT MO.  
**CVS/pharmacy**

06.13.2013

**Building Code Enforcement:** The Building Department enforces the property maintenance code, answers complaints regarding properties and conducts exterior inspections. Prior to any change in occupancy of any building, residents must obtain an occupancy inspection and permit. The Building Department has responded to increased activity in the Spring and Summer months due to the accelerated rate at which homes are currently being bought and sold and the increased frequency in the number of inspections required.

### **ISO rating**

We are proud to have upgraded our rating by ISO in 2012 for our Building Code Enforcement Effectiveness Grading to level 4 for both Residential and Commercial properties. Licensed Professionals on staff work with designers throughout Subdivision, P&Z processes and unusual or complex code review problems. Designers and Contractors are complimentary of the services we provide and appreciate the one-stop all inclusive services we can offer.

The Building Dept. remains on an excellent long-standing working relationship with both the Fire Marshals in their respective Districts within the City. We typically coordinate code evaluation with the Fire Marshal so to prevent surprises to applicants especially on complex projects with Black Jack and Florissant Valley Fire Protection Districts.

A summary of this work includes:

○ Total Building Permits Issued	2,531
○ Total Building Permit Inspections	3,232
○ Total Exterior Drive By Inspections	22,683
○ Total Exterior violations written	1,511
○ Total Exterior Violations inspections	2,552
○ Total Minimum Housing Inspections	4,518
○ Total Commercial Inspections	294
○ Total Inspections Performed	34,790

After an occupant fails to comply with corrective work (this may include exterior violations, work without a permit, zoning violations, and nuisance violations among others), the Building Department issues a summons to appear in Court. There were a total of 945 summonses issued in 2013. A total of 611 summonses were for failure to have trash service and 334 summonses were for other housing violations. The Building Department develops many hours of documentation and processing in preparation for Court.

The Building Dept. has also shifted the focus of our efforts toward recent trends that affect the character and stability of City and upgrading programs in the following areas:

- Rental License data: Complete revision of the Residential Rental License process including quality information gathering and revision and review of applications.
- Vacant Properties: those with violations 1,022-Residential vacant property resulted in 1174 inspections, 153 Vacant Properties with Code Violations resulted in 450 inspections generating a total of \$55,020 and a total of 218 Commercial vacant property checks.
- Utility Service monitoring- 1755 Utility Records checked for homes to maintain utility service
- Increase in citizen complaints- 518 Work Orders (complaints) serviced
- Increase in number of Inspections required with the Police-96 Police Call Out Inspections including Fires and Vehicle damages to a home resulting in 71 revoked occupancies

- Trash Service monitoring
- Summonses- 611 Summonses issued- Each summons requires additional work tracking pedigrees and follow up work.
- Rental Properties including suspensions and revocation of Rental Licenses- Several suspensions this year.

The Building Department inspects commercial properties for compliance with zoning ordinances. This includes inspections of all Special Use Permits and “B-5” Planned Commercial Districts. The Building Commissioner reviewed all new business license applications in 2013 for compliance.

The Building Department issues permits for new signs and is responsible for a sign inventory of all existing commercial signs for compliance and repairs. There were 77 new sign permits issued in 2013.

Construction inspections were completed including the following projects and occupancies granted:

**The Landmark and Historic District Commission** - The Building Commissioner is the liaison to this Commission. This Commission is established with seven members who have a demonstrated interest in history and preservation with regard to the Re-designated Landmarks within the City of Florissant and in coordination with the State Department of Natural Resources, State Historic Preservation Office as a requirement for the City of Florissant to be a Certified Local Government. This Commission was responsible for obtaining a grant with a project entitled “Florissant’s Historic Treasures”. In addition, this Commission with substantial staff support, has encouraged Public Awareness of historic landmarks within the City.

Review of other LHDC activities

- MoDNR approved the Grant Application to DNR and were awarded a 2014 grant for “Historic Treasures of Florissant”.

The Building Department is responsible for enforcing the Old Town guidelines and monitoring Landmark properties. The Building Commissioner is that staff liaison to the Landmark Historic District Commission. The Landmark Historic District Commission reviewed two items in 2013.

**The Board of Adjustment** - The Deputy Building Commissioner was liaison to this Commission. Appeals to this Board may be taken by any person aggrieved or by any officer, department, board or bureau of the City of Florissant affected by any decision of the Building Commissioner or any other City Official who issues permits, except on matters of interpretation of the official Building Code adopted by the City. The staff assists this Board and Applicants in understanding the particular case and process for appeal. This Board was active in 2013. Cases heard by the Commission: 3

### **Working with all other departments:**

- Economic Development Director - Actively assisted in researching potential commercial and residential developments;
- Community Development Office - Assisted in Federal Grant Programs by assisting in the design of potential properties, providing bidding and design expertise and evaluating hardship cases;
- Police Department- Conduct inspections on Police call outs and participate in task force assignments and rental license property checks.
- Parks Department - and others on new construction projects such as the renovations to civic centers, golf course, and Sunset Park facilities.
- Health Department and Street Department - by assisting with correction of public nuisance violations, board-up properties, coordination of trash collection services, and removing graffiti from buildings.
- Finance Department - regarding business licensing, commercial occupancy inspections, residential rental licenses, and assists in answering questions from the business owners of the city.
- City Clerk - on ordinances for developments, subdivisions, special use permits and rezoning.
- City Engineer - with flood plain improvement applications, subdivision applications, general site development requirements, and the sanitary sewer lateral program.

The Building Department assists on city construction projects as needed for the Director of Public Works including:

- Tower Court Improvements Project which will include new restroom, lighting, tennis court fencing, turf repairs, new paving and pre-fab shelter.
- 2011 Bond Issue Projects including HVAC improvements in several municipal facilities:
  - Police Station: New HVAC systems and controls completed
  - City Hall: New HVAC systems and controls completed
  - Government Building: New boiler and IT mini-split systems completed and under budget
  - James J. Eagan Rec. Center: HVAC modifications and Energy Savings Strategies Grant. Under construction

