



CITY OF CHESTERFIELD

Public Health & Safety Committee Meeting

August 26, 2024

4:00 PM

Conference Room 102-103

1. Call to Order
2. Roll Call
3. Approval of Minutes - July 1, 2024

4. Community Awareness Program

Mr. Geisel will discuss a proposal for a community awareness program to recognize the service that our City employees provide to the community. This is related to an employee recognition program originally suggested by the Public Health & Safety Committee earlier this year.

5. Use of forfeiture funds – Training Program

Chief Funkhouser will discuss her request to use forfeiture funds for a leadership training and development program for one of the Police Captains.

6. Use of forfeiture funds – Vehicle Purchase

Chief Funkhouser will discuss her request to use forfeiture funds to purchase a new utility task vehicle (UTV) to replace the 15-year-old vehicle currently in use. The vehicle is primarily used for levee patrol functions and at special events.

7. Use of forfeiture funds – Vehicle Purchase

Chief Funkhouser will discuss her request to use forfeiture funds to replace two fleet vehicles that were previously lost in crashes.

8. Use of forfeiture funds – Equipment Purchase

Chief Funkhouser will discuss a request to purchase an in-car video system to equip an additional vehicle

9. Police Department – Information on Reorganization

Chief Funkhouser will provide information about changes within the organization of the Police Department to include the creation of Assistant Police Chief's position in lieu of one of the existing Police Captain's positions.

10. Other
11. Next Meeting
12. Adjourn

PERSONS REQUIRING AN ACCOMMODATION TO ATTEND AND PARTICIPATE IN THE PH&S COMMITTEE MEETING SHOULD CONTACT CITY CLERK VICKIE MCGOWND AT (636) 537-6716, AT LEAST TWO (2) BUSINESS DAYS PRIOR TO THE MEETING.

MINUTES

PUBLIC HEALTH & SAFETY COMMITTEE

JULY 1, 2024

1. Call To Order

The meeting was called to order at 5:10 PM by Chairperson Aaron Wahl.

2. Roll Call

Councilmember Aaron Wahl, Ward II, Chairperson, Councilmember Barbara McGuinness, Ward I, Councilmember Michael Moore, Ward III, Councilmember Merrell Hansen, Ward IV, Councilmember Mary Monachella, Ward I, Councilmember Mary Ann Mastorakos, Ward II, Councilmember Gary Budoor, Ward IV, Mayor Bob Nation, City Attorney Chris Graville, City Administrator Mike Geisel, Assistant City Administrator Elliot Brown, Justin Wyse, Director of Planning.

3. Approval of Minutes – June 10, 2024

Councilmember Wahl motioned and Councilmember Moore seconded to approve the minutes of the June 10, 2024 minutes. Councilmember Hansen suggested that the word "lessens" be replaced with the word "neglects" in Item #7, paragraph 2. The Committee members agreed and the minutes were approved as amended.

4. Proposed Resolution

A revised proposed resolution to support the International Holocaust Remembrance Alliance's working definition of antisemitism and its eleven contemporary examples was discussed.

Councilmember Wahl motioned and Councilmember McGuinness seconded to recommend the proposed resolution to City Council for approval.

Discussion followed.

Councilmember Hansen questioned the necessity of the City stating the definition of antisemitism and also noting that this pertains to only one group of residents. Discussion continued regarding the relevancy of the City's involvement. Councilmember Moore agreed that this would set a precedence for a specific group and any group should have the same consideration. Mr. Geisel asked if this is a true City Council issue and noted that the City has demonstrated support for all groups against hatred. Mayor Nation observed that the City is non-partisan with representation for all groups within the City to provide services but not to single out a particular group. Mr. Geisel also reported that the City receives 10-12 requests for resolutions monthly.

After additional discussion the motion failed 2-2 (Councilmember Wahl and Councilmember McGuinness voting "yes", and Councilmember Moore and Hansen voting "no".)

5. Unfit Buildings

Assistant City Administrator Elliot Brown and Justin Wyse, Director of Planning, addressed the Committee regarding two problem properties in the City of Chesterfield. Councilmember Monachella noted that the Public Works Committee had already addressed these properties. At this time, the City has no Health Department to address the living conditions within the properties and those issues have been referred to St. Louis County. The City of Chesterfield can only address the outdoor conditions of the property.

To enter the property, Chesterfield would need a search warrant from the City Judge or consent from the property owner, or person occupying the building, to enter the building. Mayor Nation voiced his opinion that the City needs to be able to enter these unfit buildings and certainly, no person should be living in these buildings.

The City of Chesterfield has cited properties, but at this time, no positive results have been observed other than those that the City of Chesterfield has initiated such as grass cutting and removing trash at the Stablestone property.

Committee members reviewed an example of the Creve Coeur ordinance dealing with dangerous and unsafe structures. The Committee members felt this ordinance was too strong for the needs of Chesterfield.

Councilmember Moore motioned and Councilmember Wahl seconded to direct staff to draft policies and procedures to enable City staff to enter properties and to then initiate the appropriate actions to direct owners to repair these properties or to allow the City to condemn the properties. After discussion, the motion carried 4-0.

6. Proposed Resolution-Flock Camera Installation on a County Roadway

Chief Funkhouser presented a proposed resolution to allow the placement of a license plate recognition camera (FLOCK Camera) on a County Roadway. This is a situation that has been done in the past since the camera will be placed on a utility pole that is at an intersection of a Chesterfield roadway and a County roadway. These cameras have been very successful for law enforcement and a deterrent to keep criminals away from the City.

Councilmember Hansen motioned and Councilmember Moore seconded to pass the resolution on to City Council with a recommendation for their approval. The motion carried 4-0.

7. Letter of Agreement – Parkway School District

Chief Funkhouser presented a proposed letter of agreement between the City of Chesterfield and the Parkway School District to continue the School Resource Officer (SRO) program through 2027. It was noted that the Parkway School District is responsible for 100% of the salary and benefits of each officer when the officer is serving in the capacity of an SRO for the school district.

Council Moore motioned and Councilmember Hansen seconded to approve the letter of agreement and authorize City Administrator Geisel to sign this contract. The motion carried 4-0.

8. Proposed Ordinance imposing a minimum age for the purchase and sale of KRATOM products within the City of Chesterfield.

And

9. Proposed Ordinance imposing a minimum age for the purchase and sale of Hemp-Derived intoxicants.

City Attorney Graville presented a proposed ordinance that would impose a minimum age for the sale and purchase of KRATOM products and Hemp-Derived intoxicants. Mr. Graville noted the danger of each of these products because the ingredients in the products are not regulated by the State or Federal governments. He also reported that the Cannabis agencies in Missouri would agree with the regulation of sale of these products.

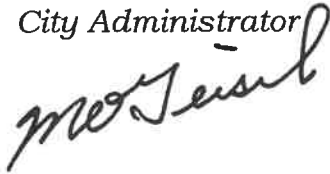
The proposed ordinances would regulate these substances sales and purchases the same way that alcohol and tobacco products are regulated in the City, prohibiting the sale to minors and keeping the products behind the counter where a clerk would check an ID of the person attempting the purchases. This will correspond to the minimum regulations that are enforceable.

Councilmember Wahl motioned and Councilmember Hansen seconded to move these proposed ordinances on to City Council with a Committee recommendation for approval. The motion carried 4-0.

10. There was no other business.
11. No new meeting date was set.
12. The meeting adjourned at 6:25 PM.

Mike Geisel

City Administrator



690 Chesterfield

Chesterfield M

Phone 636-537-4711

Fax 636-537-4798

4

TO: Public Health and Safety Committee

Date: August 15, 2024

RE: Community Awareness, Employee recognition

Recently, individual elected officials have expressed a desire to develop an event or program, which would express the City's support for City operations. I share in the sentiment that the Community is overwhelmingly supportive of the City, and the programs and services the city provides. As such, I recommend that we initiate "community" visible promotional materials and amend our routine internal functional recognition program to be City-Wide oriented to reflect the collaboration, coordination, and team approach which we focus on to avoid siloed thinking. The media materials and volume of community materials would be limited initially, with the intent of expanding the footprint and level of effort over time as we receive feedback and community comments.

I was made aware that elected officials were contemplating additional alternatives to recognize additional employee groups for their civic contributions and service. These acknowledgements are critically important to municipal employees and the consideration is timely as it relates to the Chesterfield "team" concept. This came into focus for our management team during the recent employee appreciation barbecue luncheon. The cross-departmental interactions and engagement was obvious and encouraging. It is a positive workgroup trait and it is my strong opinion that it is something that we should actively continue to cultivate.

In an effort to promote the work environment, teamwork, collaboration, employee and community awareness of the significance of City functions, the City hosts multiple "celebratory" and/or "recognition" events, such as:

- Employee Appreciation Barbecue
- Potluck luncheon
- Holiday awards luncheon
- National Public Works Week
- National Parks and Recreation Month
- Accreditation awards recognition
- Administrative Assistant's\Professionals week
- Various intra-Departmental training\recognition events

With the exception of the annual Holiday awards luncheon, the Employee Appreciation Barbecue and our Potluck event, each of these functions are independent and participation is limited to individual departments or functional areas. Some functional areas within the City are not individually formally recognized at all. The previously described events were developed as internal department events, with employees and elected officials invited. In select instances, citizen committee members or volunteers also participate. When schedules allow, information is also incorporated into our social media and/or newsletters.

I meet with each and every new full-time employee after they are initially hired. One of the issues we discuss at these meetings, is the team and collaborative approach which is essential for the City of Chesterfield to function at an optimal level. I encourage our employees to expand their interactions beyond their functional cohort and engage with employees of other departments. I explain how the vast majority of City activities involve collaboration and inter-departmental cooperation. Communication, involvement and inter-action of individuals from disparate functional areas is key to any high functioning organization. While it is human nature to affiliate with individuals who have common experiences and responsibilities, such behavior serves to create organizational silos and dysfunctional operations. It should be obvious, that we are a better operation when we can minimize the barriers that exist for inter-departmental cooperation.

During the most recent employee appreciation barbecue, which provides for participation of employees from all City departments, I observed these interactions. Equally as important, the employees observe working relationships of their supervisors and management working alongside each other from all disciplines, demonstrating a model of cooperation, support, and respect for each other. It was also interesting to see how City Hall visitors and patrons reacted to the City employee group celebrating the City's successes. Many visitors offered positive comments and initiated conversations with individual employees.

During the subsequent staff meeting, I queried the executive staff as to the efficacy of re-thinking our collective intra-departmental celebrations, in favor of expanding those events, broadening the events to provide for participation by the entire employee group in hopes of expanding the attitude of teamwork, cooperation, and collaboration by common association. It is important that employees not simply participate in these events as an expression of their own efforts, but also participate and demonstrate an awareness and respect for the efforts of other functions of the City. The better informed and aware that any employee is of other City functions, the better ambassador they become for the City as a whole.

Typically, the individual intra-departmental functions are budgeted at \$400 -\$500 per event. The broader City-wide events vary in cost, depending on their formality. For budgeting purposes, a comparable City-wide employee event would be budgeted at ~\$1,200 per event, due to increased participation. The increased costs of

migrating to the broader participation is nominal and if recommended by the Committee, would be included in the submission of the 2025 budget.

One of the difficulties associated with initiating this program is related to the annual calendar and timing of each recognition. Often, recognition events occur in the same month as other disciplines. For one illustrative example; Professional City Clerks week is celebrated in May, Public Works Week also occurs each May, our Employee Barbecue is scheduled in May/June, while National Parks & Recreation month occurs annually in July. Obviously, it would be much more effective and impactful if we were to schedule these recognition events such that they were to occur uniformly, throughout the year, perhaps on a bi-monthly basis in order to reinforce the inter-departmental relationships and maintain the morale.

I recommend that we discontinue the internal, individual departmental events and replace them with an annual series of six events, scheduled uniformly throughout the calendar year, with each event focused on one or more functional areas, each event executed to encourage participation from all employee groups and elected officials. The initial public materials will include social media, promotional information in the citizen newsletter, and supplementary celebratory banners on the Chesterfield Parkway median light posts. A series of banners will be purchased, with various images and messages to reflect on the various City functional areas. For each event, banners reflecting the “featured City functions” will be erected on the Parkway. These banners will not replace all of the banners, but perhaps 20% to 25% of the seasonal banners would be swapped out with fresh discipline specific promotional banners during each recognition period. A limited number of small yard signs (less than 32 square feet), could be procured for display at the various City owned properties (e.g. CVAC, Central Park, Eberwein, Logan, Rivers Edge, PW Facility, City Hall) which have messages reflecting the municipal operations recognized during any given period. Over time, the community promotional media may be expanded to other types and locations.

This recommendation would not impact the annual Holiday Awards and recognition event, nor the annual employee appreciation barbecue, which have become signature traditional events for the City and its partners. In fact, these functions will serve as the model for the other discipline specific recognition functions. In lieu of department specific events, City employees, the Community and elected officials will recognize and celebrate the work and efforts of other employee groups.

If this concept is approved, we will expand the various intra-departmental celebratory events in lieu of six additional expanded City-wide events, accompanied by more visible promotional media, banners and participation. The cost to implement this effort would be nominal. First, the 2025 budget would be amended to reduce the intra-departmental events and fund the larger city-wide events. The net difference is estimated to be ~\$3,000 annually. In addition, we would purchase street banners, which would consist of at least six different promotional images, each representing the functional areas being recognized for that period, to be displayed on the light poles on Chesterfield Parkway West. These banners would be

re-used annually. The initial cost for the set of banners is roughly \$15,000 and could be incorporated into the 2025 budget proposal. It is important to note that this “set” of banners would be made up of six different groups of promotional messaging, each group coinciding with the City function\employee group(s) being recognized during a specific time, and would be changed out from period to period. While staff would develop proposed banner messaging, City Council would be asked to approve the images before they were approved for printing.

How the functional areas are grouped and promoted will require significant discussion and debate. Some groupings are natural while others are more difficult to visualize. In any event, if the concept is recommended by Committee, management staff will collaborate to develop both the six recognition groupings, as well as the calendar schedule to recognize each of these groups spaced uniformly throughout the year. As an initial concept, the groups will be developed, but could be configured as:

Law Enforcement
Public Works
Parks, Recreation & Arts
Community Planning and Administrative Professionals
Information Technology and Human Resource Professionals
Government Finance and Municipal Courts

These are not intended to be final groupings, but only to offer a descriptive example of how City functions might be grouped to acknowledge and recognize all employee groups.

As conceptually proposed, the first-year expenses to expand the individual recognition events and purchase banners is roughly \$18,000. After the initial banner purchase, the annual increased expense to update our recognition program is estimated to be \$3,000 annually. If recommended by Committee, we would proceed to incorporate those costs in the 2025 budget proposal, and to concurrently develop the employee groups and calendar time periods for each recognition period for City Council approval. If the expenses are approved in the 2025 budget, then we will subsequently move forward with the design of promotional materials\images to present to City Council for implementation.

I look forward to discussing this with the PH&S Committee, where the proposal originated. If you have any questions in the meantime, please feel free to contact me.



Chesterfield Police Memorandum



Date: June 26, 2024
To: Michael Geisel, City Administrator
From: Chief Cheryl Funkhouser *Chief Funkhouser*
RE: Request to spend forfeiture funds

The purpose of this memorandum is to request permission to spend forfeiture funds for a training opportunity taking place in 2025.

Beginning in January of 2025, the Maryland Heights Police Department will sponsor a 10- week training session titled "School of Police Staff and Command" being presented by the Northwestern University Center for Public Safety. The course would consist of a two-part training program, broken into two separate five-week sessions that will be held locally at the Maryland Heights Community Center in Maryland Heights. The cost for the training session is \$ 4600.00 total. I have included a training announcement that contains additional information about the program.

Northwestern University, located in Evanston, Illinois initially opened their Center for Public Safety in 1936 as the Traffic Safety Institute and quickly established itself as the premier law enforcement training center in the United States. Since its establishment, the Institute expanded their public safety training offerings and eventually evolved into the Center for Public Safety. They began offering the School of Police and Command Staff training program in 1983, and have since trained thousands of police leaders throughout the country through the Police and Command Staff, Supervision of Police Personnel and Executive Management training programs. Their law enforcement training programs are still considered to be some of the most valuable and sought after training opportunities in the United States. Traditionally, local law enforcement agencies have had to incur not only the registration fees, but also travel, lodging and meal expenses in order to send staff members to this valuable training. This made the training cost-prohibitive to many area agencies. However, due to the training program being hosted by Maryland Heights, presented by the instructors from the Center for Public Safety, we have the opportunity to send a staff member to the training at a significantly lower cost to our City.

I am requesting to use forfeiture funds to send Captain Teresa Koebbe to this training session. As a newly promoted Police Captain, with comparatively fewer years of supervisory experience than her counterparts, I think this would be a valuable training opportunity to aid in her leadership and management development. If approved, I will work with Finance Director Jeannette Kelly to coordinate the payment of the registration cost.

Approved: *Mike Geisel*
Mike Geisel, City Administrator

Concurrence: *J Kelly*
Jeannette Kelly, Director of Finance

I concur and request that you forward to the PH&S Committee for their review and recommendation to the full City Council. Good use of forfeiture funds.

Mike Geisel 2024-8-15

PREPARE TO LEAD

40

SCHOOL OF POLICE STAFF & COMMAND

1983 2023

Northwestern Center for Public Safety

School of Police Staff & Command

Expand your management and leadership expertise for success in senior law enforcement positions.

CURRICULUM:

- Budgeting
- Contemporary Policing
- Decision Making and Problem Solving
- Employee Relations
- Evaluating Products and Services
- Executive Image
- Grant Writing
- Human Resources
- Leadership and Management
- Media Relations
- Organizational Behavior
- Planning and Policies
- Project Management
- Resource Allocation
- Statistics
- More!

The School of Police Staff & Command (SPSC) is the unmatched management program for preparing experienced law enforcement professionals for success in senior positions.

For more than 40 years, law enforcement organizations throughout the U.S. and around the globe have recognized SPSC's significant impact on their organizations. The program's unparalleled academic curriculum focuses on the management topics required for successful leadership in today's environment. Students who complete SPSC are better prepared to:

- Think globally rather than remain task-oriented;
- Deliver services effectively and efficiently;
- Analyze the environment;
- Mitigate legal exposure; and,
- Develop systems of accountability.

Adjunct instructors and guest lecturers, all experts in their fields, enhance the learning experience with an innovative mix of academic principles and practical applications, blending instruction in concepts and strategies with the how-to of implementing those lessons and leading in situations where the problems are real and agency outcomes are critical.

Course activities encourage class members to learn from each other's experiences, build relationships, and develop networks that will last long after the course has ended.

PREREQUISITES

2 years of supervisory experience

NORTHWESTERN UNIVERSITY CREDIT

6 units

Register Now!

**MARYLAND HEIGHTS, MO
Jan. 27 - Apr. 11, 2025**

(Schedule: 5 weeks in session, 1 week off, 5 weeks on)

TO REGISTER, VISIT

nucps.northwestern.edu/reg4spsc

TUITION

\$4600 per person

COURSE LOCATION:

Maryland Heights
Community Center
2300 McKelvey Rd.
Maryland Heights, MO 63043

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nucps.northwestern.edu/spsc



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Maryland Heights Police Dept.

Northwestern | CENTER FOR PUBLIC SAFETY
nucps.northwestern.edu



Chesterfield Police Memorandum



Date: August 14, 2024
 To: Michael Geisel, City Administrator
 From: Chief Cheryl Funkhouser
 RE: Purchase of replacement Utility Task Vehicle

The purpose of this memo is to request permission to use forfeiture funds to replace a department owned Utility Task Vehicle (UTV). The UTV currently in use is 15 years old, has reached its useful life, has become unreliable, and will require costly repair and maintenance work.

The UTV is used by our Police Officers and Police Volunteers to provide safety patrols of the levee trail system to assist citizens in need as they use the trail system. It is also frequently used to provide Park patrol activities at the CVAC and at other community events.

If approved, we intend to purchase a new UTV through Sydenstricker Nobbe in St. Charles, a vendor on the Missouri State Department of Purchasing's procurement list of approved vendors. This vendor is also the one that has been used by our Parks Department to supply similar vehicles to them and they report receiving good customer service from them.

I've attached a quote we received from Sydenstricker Nobbe for the purchase of the UTV. The amount of the purchase would be \$ 12,085.47.

Please contact me if you have any questions or need any additional information.

Approved: 
 Mike Geisel, City Administrator

Concurrence: 
 Jeannette Kelly, Director of Finance

I concur with the recommendation and request that you forward to the PH&S Committee for their recommendation to the full City Council. Use of forfeiture funds are restricted to these sorts of purchases that are not otherwise funded in our annual budget.

 2024-8-15



JOHN DEERE

Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

Vendor: Deere & Company

- 2000 John Deere Run
Cary, NC 27513

- Signature on all LOIs and POs with a signature line
- Contract name or number; or JD Quote ID
- Sold to street address
- Ship to street address (no PO box)
- Bill to contact name and phone number
- Bill to address

- Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)

- Membership number if required by the contract

For any questions, please contact:

Paul Engbert

Sydenstricker Nobbe Partners
3575 Veterans Memorial Pkwy
St Charles, MO 63303

Tel: 636-493-0288

Fax: 636-493-1340

Email: pengbert@snpartners.com

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.



JOHN DEERE



ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Sydenstricker Nobbe Partners
3575 Veterans Memorial Pkwy
St Charles, MO 63303
636-493-0288
sales@snpartners.com

Quote Summary

Prepared For:

CITY OF CHESTERFIELD PARKS AND RECREATION
17891 N OUTER FORTY ROAD
CHESTERFIELD, MO 63005
Business: 636-537-4000
AMOORE@CHESTERFIELD.MO.US

Delivering Dealer:

Sydenstricker Nobbe Partners
Paul Engbert
3575 Veterans Memorial Pkwy
St Charles, MO 63303
Phone: 636-493-0288
pengbert@snpartners.com

Capt. Teresa Koebbe DSN 276
Division of Special Operations
Chesterfield Police Department
(636) 537-3000
tkoebbe@chesterfield.mo.us

Quote ID: 31071088
Created On: 31 May 2024
Last Modified On: 31 May 2024
Expiration Date: 30 June 2024

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE GATOR™ TX (Model Year 2024) Contract: Sourcewell Grounds Maintenance 031121-DAC (PG NB CG 70) Price Effective Date: May 30, 2024	\$ 14,560.81	\$ 12,085.47 X	1 =	\$ 12,085.47
Equipment Total				\$ 12,085.47

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 12,085.47
Trade In	
SubTotal	\$ 12,085.47
Est. Service Agreement Tax	\$ 0.00
Total	\$ 12,085.47
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 12,085.47

Salesperson : X _____

Accepted By : X _____

Confidential



JOHN DEERE

Selling Equipment



Quote Id: 31071088

Customer Name: CITY OF CHESTERFIELD PARKS AND RECREATION

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Sydenstricker Nobbe Partners
3575 Veterans Memorial Pkwy
St Charles, MO 63303
636-493-0288
sales@snpartners.com

JOHN DEERE GATOR™ TX (Model Year 2024)

Hours:

Suggested List *

Stock Number:

\$ 14,560.81

Contract: Sourcewell Grounds Maintenance 031121-DAC
(PG NB CG 70)

Selling Price *

\$ 12,085.47

Price Effective Date: May 30, 2024

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
56A6M	GATOR™ TX (Model Year 2024)	1	\$ 10,949.00	17.00	\$ 1,861.33	\$ 9,087.67	\$ 9,087.67
Standard Options - Per Unit							
0202	United States	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
0505	Build to Order	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
1015	Turf Tires	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
2016	Non Adjustable Seat	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
3003	Deluxe Cargo Box with Brake and Taillights and Spray-On Liner	1	\$ 573.00	17.00	\$ 97.41	\$ 475.59	\$ 475.59
3100	Cargo Box Manual Lift	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
4099	Less Front Protection Package	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
4199	Less Rear Protection Package	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 573.00		\$ 97.41	\$ 475.59	\$ 475.59
Dealer Attachments/Non-Contract/Open Market							
BM21466	Windscreen	1	\$ 404.46	17.00	\$ 68.76	\$ 335.70	\$ 335.70
BM23203	Occupant Protective Structure with Canopy	1	\$ 2,501.66	17.00	\$ 425.28	\$ 2,076.38	\$ 2,076.38
BM23193	Horn kit	1	\$ 132.69	17.00	\$ 22.56	\$ 110.13	\$ 110.13
Dealer Attachments Total			\$ 3,038.81		\$ 516.60	\$ 2,522.21	\$ 2,522.21
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Total Selling Price			\$ 14,560.81		\$ 2,475.34	\$ 12,085.47	\$ 12,085.47



Chesterfield Police Memorandum

7



Date: August 14, 2024
 To: Michael Geisel, City Administrator
 From: Chief Cheryl Funkhouser *Chief C Funkhouser*
 RE: Purchase of replacement police vehicles

The purpose of this memo is to request permission to use forfeiture funds to replace two police vehicles that were involved in crashes within the last year. One of the vehicles has already been deemed unrepairable. We anticipate the other will also be deemed unrepairable, due to the extent of the damage to the vehicle. If information from the insurance company is received to the contrary, I will modify my request.

If approved, we intend to purchase the vehicles through Landmark Dodge, a vendor on the Missouri State Department of Purchasing's procurement list of approved vendors. Landmark is the same vendor that provided our most recently purchased fleet vehicles.

I've attached a quote received from Landmark Dodge for the purchase of the vehicles. It lists a "per vehicle" price, so the total amount of purchase for two vehicles would be \$ 81,382.00.

Of note: Landmark currently only has three vehicles in stock that would meet our specifications. Therefore, I find it necessary to work expeditiously to process this request. However, I would not place any order for the vehicles until after receiving the appropriate information from our insurance company and approval to purchase through the appropriate City process.

Please contact me if you have any questions or need any additional information.

Approved: *Mike Geisel*
 Mike Geisel, City Administrator

Concurrence: *J Kelly*
 Jeannette Kelly, Director of Finance

I concur with this recommendation and due to the long lead time associated with vehicle acquisition and changeover, it is critically important to order these vehicles as soon as practicable. This is a valid use of forfeiture funds.

Mike Geisel 2024-8-15

F3654

36-D
FCA US LLC INVOICE
 PLANT ZONE DEALER VEHICLE ID NUMBER INVOICE NO. INVOICE DT.
 JEFFERSON 74 44378 1C4RDJFG9RC198112 R-WDE-59757541 06/19/24
 SHIP LANDMARK DODGE CHRYSLER JEEP
 TO: 1900 S NOLAND RD INDEPENDENCE MO 64055-
 SOLD LANDMARK DODGE CHRYSLER JEEP
 TO: 1900 S NOLAND RD INDEPENDENCE MO 64055-
 PAID FOR BY: ALLY CREDIT SALE XX CASH SALE

IGN KEY
 TRK KEY
 ACC KEY
 4012-01-6R19
 SHIPPING WT. 4788
 SAE HP. 34.3
 631-072404-81

BODY & EQUIP.	DESCRIPTION	FACTORY WHOLESALE PRICE
WDEE75	DODGE DURANGO PURSUIT VEHICLE AWD	
PW7	White Knuckle Clear Coat	
A7X9	Cloth Bucket Seats W/Rear Vinyl	
CUF	Full Length Floor Console	
CW6	Deactivate Rear Doors/Windows	
DFT	8-Spd Auto 850RE Trans (Make)	
ERC	3.6L V6 24V VVT Engine Upg I w/ESS	
GXF	Entire Fleet Alike Key (FREQ 1)	
LNF	Black Left LED Spot Lamp	
2BZ	Customer Preferred Package 2BZ	
2SQ	FCA Fleet Powertrain Care	
2TZ	Customer Preferred Package 2TZ	
3AH	Price Protection - Code H	
4DH	Prepaid Holdback	
4EA	Sold Vehicle	
4ES	Delivery Allowance Credit	
4FA	Special Bid-Ineligible For Incentive	
4FT	Fleet Sales Order	
4KA	Special Bid Handling	
	TB4140 NN	
	ADV PAYMENT OF YEAREND ALLOWANCE	
217	DESTINATION CHARGE	
	DIVERTED FROM 74-44378	
	PER DIVERSION NOTICE 4-170-1606	
	BUSINESS	

MDH # 032822
 USE DEALERCONNECT TO OBTAIN KEY INFORMATION

40.65400
 GAS 37.00

THANKS 4069100

MSRP RETAIL TOTAL	46,250.00	TOTAL ORIGINAL INVOICE
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THIS VEHICLE IS MANUFACTURED TO MEET SPECIFIC UNITED STATES REQUIREMENTS. THIS VEHICLE IS NOT MANUFACTURED FOR SALE OR REGISTRATION OUTSIDE THE UNITED STATES.



Chesterfield Police Memorandum



Date: August 14, 2024
To: Michael Geisel, City Administrator
From: Chief Cheryl Funkhouser *Chief Funkhouser*
RE: Purchase of mobile video system

The purpose of this memo is to request permission to use forfeiture funds to purchase an additional mobile video system for a police patrol fleet vehicle that had not previously been equipped with one.

If approved, we intend to purchase the mobile video system through Utility; our current mobile video and body worn camera provider.

I've attached a quote we received from Utility for the purchase of the mobile video system. The amount of the purchase would be \$ \$9,149.40.

Please contact me if you have any questions or need any additional information.

Approved: *Mike Geisel*
Mike Geisel, City Administrator

Concurrence: *J Kelly*
Jeannette Kelly, Director of Finance

I concur with this recommendation and request that you forward to the PH&S Committee for their consideration and recommendation to the full City Council. The forfeiture funds are restricted to procure items that were not otherwise funded in the annual budget.

Mike Geisel 2024-8-15

UTILITY.

Quote

Utility Associates Inc
250 East Ponce De Leon Avenue
Suite 700
Decatur GA 30030
United States

Customer: Chesterfield MO Police
Date: 8/1/2024
Sales Quote#: 134381
Expires: 1/24/2025
Sales Rep: Brian Churchill
PO#:
Terms: Net 30

Bill To

Mike Ruffel
mpousson@chesterfield.mo.us
690 Chesterfield Parkway West
Chesterfield MO 63017
United States

Ship To

Matt Pousson
Chesterfield MO Police
690 Chesterfield Parkway West
Chesterfield MO 63017
United States

Item	Description	Quantity	Price Each	Amount
ICV-H/S-4	In-car Video System with Rocket High Speed Mobile Data Communications Hub, Battery Backup, OBD II, POLARIS SaaS, Warranty, and 24/7 Technical Support, Training - 4 Years	1		\$10,739.00
Third Party / Customer Installation	Installation will be conducted via certified up-fitter / Customer at the Department's expense.			
Shipping (ARM)	Shipping	1	\$25.00	\$25.00
Signature Line	Signature: _____ Name: _____ Date: _____ PO: _____			

Subtotal	\$10,764.00
Discount	(\$1,614.60)
Subtotal	\$9,149.40
Sales Tax (%)	\$0.00
Total	\$9,149.40



Chesterfield Police Memorandum



Date: August 12, 2024
To: Michael Geisel, City Administrator
From: Chief Cheryl Funkhouser
RE: Restructuring of Police Command

The purpose of this memorandum is to recommend to you a plan for restructuring the organizational structure to create a new position within the police command ranks. The new position that I am proposing is that of an Assistant Police Chief, and the position would be created by reclassifying one of the three current Police Captain positions within the Police Department structure. This restructuring would modify our current organizational structure to consist of one Assistant Police Chief and two Police Captains.

There are multiple reasons for this recommendation, but the primary two are related to the efficiency of operations and employee development.

In our current organizational structure, the hierarchy consists of the Chief of Police as the Department Head with three Police Captains serving in the capacity as second-in-command within the organization. This creates a situation where the three Captains essentially share the role traditionally held by one individual in other police departments throughout the region and country. This hierarchy can lead to conflict and competition within the police department. In addition, it can cause confusion not only for those employees within the organization, but also for those individuals outside of the organization, to include other City of Chesterfield employees and officials. Through the creation of the position of Assistant Police Chief, it delineates that the individual is the person to provide immediate assistance in the absence of the Chief of Police.

Secondarily, the creation of the position of Assistant Police Chief will provide a much-needed employee development opportunity for a long-tenured employee who would otherwise not be provided with development options. Currently, with the exception of the Police Chief, the position of Police Captain is the highest attainable rank within the Police Department. If someone within the Police Captain position wants to assume additional responsibilities or career development, they often will terminate their employment with the City in order to achieve that level of responsibility or continued career development at another agency or company. The creation of the position of Assistant Police Chief will provide that opportunity internally, and could lead to improved instances of employee retention at the management level. In doing so, it would strengthen the organization and retain those individuals who have the most institutional knowledge.

As part of my recommendation, I would suggest that a new position also be created within our existing pay structure to accommodate for the promotion of an employee to the new role. This would align with

our current pay practices when an employee is promoted to a managerial position that involves additional responsibilities. My recommendation for the pay structure for this new position would be as follows: Assistant Police Chief – starting: \$ 121,410, mid-range: \$ 139,622; top: \$ 157,833. This represents a range of thirty percent (30%) between the low and high ends of the pay range. It is consistent with the other positions within the City pay plan outside of those covered by the current Collective Bargaining Unit in place in the Police Department. The proposed salary range is slightly lower than the pay differential between the other command ranks within the police department. (Example: starting level Lieutenant to starting level Captain equals twelve percent (12%) difference.) The proposed pay structure for the new Assistant Police Chief position would result in an eight percent (8%) difference between the starting pay of a Captain and the starting pay of an Assistant Police Chief. I have relied upon the expertise and experience of our Finance Director, Jeannette Kelly, for help in creating this new pay structure.

If approved, I intend to modify our existing general order pertaining to promotions to include this new position and will have specific requirements and selection criteria, regarding the promotional process for the position. The promotional process for this position will be a competitive process including an interview portion.

While this position is well worth the reduction in the existing Police Captain positions within my department at this time, I recognize that current planned developments within the City will require that our department grow in manpower strength to accommodate the additional workload that the new developments will eventually create. As such, I do intend to request to re-add the third Police Captain position later in the future, when other manpower additions are required, to ensure continuity of operations and efficiency within the Police Department. Of note: Our department's organizational structure previously included four (4) Captain's positions.

I am happy to discuss this proposal, and all the related processes and plans for it, in additional detail with you at your convenience.

Excellent analysis. APPROVED. Please forward to PH&S for their information and for them to receive and file. It should be noted that the Department previously reduced its management from four Captains to three more than a decade ago. With the growth that has occurred, and with the additional capacity of the two Special Business Districts as well as the additional officers that will accompany that growth over time, this structural modification positions the department well. Any addition of new positions will necessarily require council approval.



2024-8-15

JOB DESCRIPTION

Identification

Position Title: **ASSISTANT CHIEF OF POLICE**

Department: **POLICE**

Immediate Supervisor: Chief of Police

Position Summary

Under the direction of the Chief of Police, this management position assists in the administration and supervision of the Police Department. The Assistant Chief of Police role requires an individual having an analytical and strategic mindset, capable of devising comprehensive plans that align with the Department's goals, objectives, and values. This position provides highly responsible and complex administrative support to the Chief of Police and assumes command of, and responsibility for, the Police Department in the absence of the Chief of Police.

Principal Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address needs and changing practices.

Plan, coordinate, and review the work plan for the activities and operations of the Division Commanders within the Police Department.

Assists the Chief of Police in the development and administration of the Department's annual budget, monitors expenditures and makes recommendations for procurement of equipment and supplies.

Assists the Chief of Police in managing the development and implementation of goals, objectives, policies, and priorities for the Police Department.

Responsible for managing promotional process activities and oversees the hiring and recruitment functions of the Police Department.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and recommend, within department policy, appropriate service and staffing levels.

Responsible for conducting annual staff training to ensure that staff is fulfilling the agency's mission by adhering to established orders and directives, while also ensuring that the policies and philosophy of the Chief of Police are clearly understood and followed.

Represents the department, as required, at various public meetings, events and appearances.

Respond to major incidents and emergencies on a 24-hour/7-day basis.

Respond to and resolve difficult and sensitive citizen inquiries and complaints and oversee the Internal Affairs function of the Department.

Attend and participate in professional group meetings to maintain an awareness of new trends and developments in the field of Law Enforcement and recommend new practices as appropriate.

Acts as a liaison with other City departments and area law enforcement agencies.

Works collaboratively with the Department's Emergency Management Director to ensure that annual training and education in that discipline is accomplished and that the Department's Emergency Response plan is kept updated.

Responsible for complex research projects related to grant funded opportunities, equipment procurement, ordinance development and other topics as assigned by the Chief of Police.

Skills, Knowledge and Abilities

Ability to coordinate and manage multiple projects and complex tasks simultaneously. Knowledge of modern police practices and procedures. Knowledge of local, state and federal laws. Ability to lead and direct the work activities of others. Ability to communicate clearly, concisely and effectively, both orally and in writing. Must possess the skill to organize and manage time efficiently. Ability to exercise good judgment in complex decision-making situations. Must possess adept crisis management skills. Ethical decision-making, integrity, accountability, and discretion are required.

Minimum Education Certification, and Experience Requirement

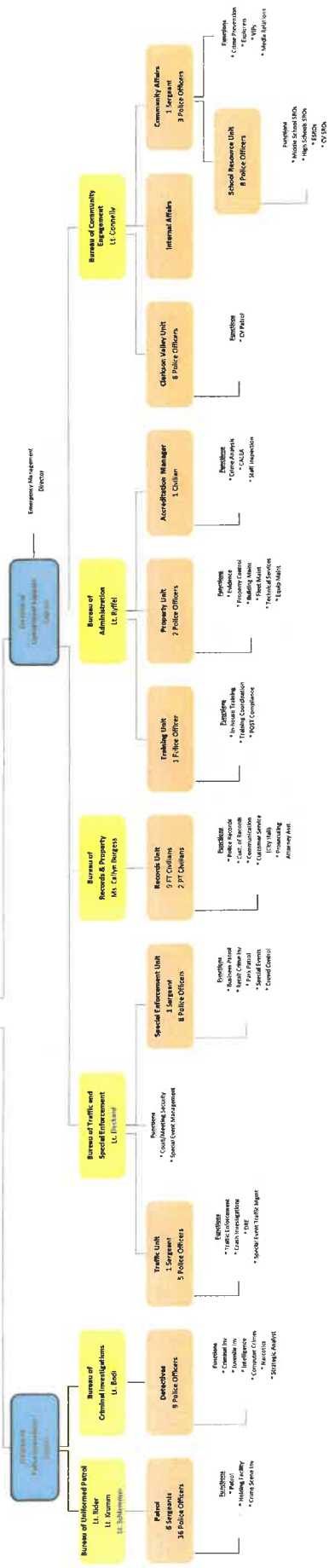
Fifteen years of progressive experience in police work, including three years of experience as a Police Captain. Graduation from an accredited four-year college or university. Master's degree or completion of advanced Law Enforcement Leadership training program (example: FBI National Academy, Northwestern School of Police Staff and Command, Southern Police Institute or equivalent program) required. Must possess and maintain a valid Missouri P.O.S.T certification. Must pass physical proficiency test prior to appointment and on an annual basis thereafter as a condition of continued employment. Must possess a Valid State Driver's License.

**Chief of Police
Cheryl Emphreiser**

- Personnel
- Training
- Equipment
- Public Operations

Approved Chain of Command

**Command Unit
Operations**



Bureau of Uniformed Patrol
Lt. Rider
Lt. Norman
Lt. Schreiner

Patrol
6 Sergeants
36 Police Officers

Functions:
• Patrol
• Public Safety
• Crime Detection

Bureau of Criminal Investigations
Lt. Boyd

Detectives
9 Police Officers

Functions:
• Criminal Investigation
• Intelligence
• Interagency
• Narcotics
• Strategic Analysis

Bureau of Traffic and Special Enforcement
Lt. Bryant

Traffic Unit
1 Sergeant
5 Police Officers

Functions:
• Traffic Enforcement
• Traffic Investigation
• Traffic Control
• Speed Limit Enforcement

Bureau of Special Enforcement
Lt. Bryant

Special Enforcement Unit
1 Sergeant
8 Police Officers

Functions:
• Crime Prevention
• Crime Investigation
• Crime Control
• Special Events
• Crime Control

Bureau of Records & Property
Ms. Chyn Rodriguez

Records Unit
9 FT Officers
2 PT Officers

Functions:
• Crime Investigation
• Crime Control
• Communication
• Customer Service
• Property Management

Bureau of Training
Lt. Bryant

Training Unit
1 Police Officer

Functions:
• In-house Training
• Police Academy
• BOE Compliance

Bureau of Administration
Lt. Bryant

Property Unit
7 Police Officers

Functions:
• Crime Investigation
• Crime Control
• Building Maintenance
• Traffic Management
• Light Maintenance

Bureau of Accreditation
Lt. Challen

Accreditation Manager
1 Challen

Functions:
• Crime Analysis
• Crime Control
• Staff Inspection

Bureau of Community Engagement
Lt. Conroy

Internal Affairs

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

School Reserve Unit
8 Police Officers

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

Community Affairs
1 Sergeant
3 Police Officers

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

Carbon Valley Unit
8 Police Officers

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

Emergency Management

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

Emergency Management

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

Emergency Management

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

Emergency Management

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

Emergency Management

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

Emergency Management

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

Emergency Management

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

Emergency Management

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

Emergency Management

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

Emergency Management

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control

Bureau of Community Engagement
Lt. Conroy

Emergency Management

Functions:
• Crime Prevention
• Crime Control
• Crime Investigation
• Crime Control
• Crime Control