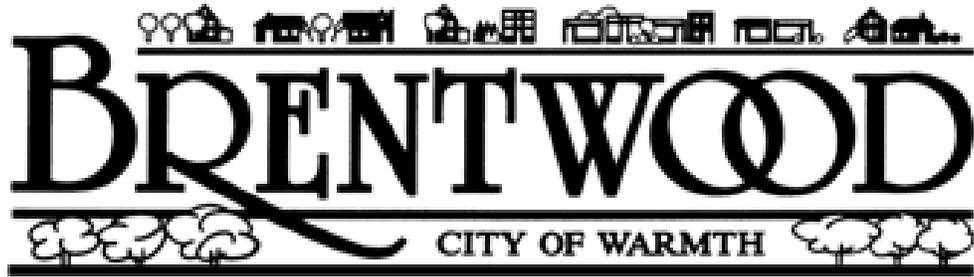


City of Brentwood

# 2017 Adopted Budget







# City of Brentwood, Missouri

## 2017 Adopted Budget

*Prepared by*

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# Introduction



Office of the City Administrator  
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December 5, 2016

The Honorable Mayor and Members of the Board of Aldermen  
City of Brentwood  
2348 South Brentwood Boulevard  
Brentwood, Missouri 63144

Dear Mayor and Board of Aldermen:

In accordance with Missouri Revised Statutes Chapter 67 Section 67.010, and Chapter 130 Financial Affairs, Article II Budget of the Brentwood Municipal Code, the annual budget for fiscal year beginning January 1, 2017 and ending December 31, 2017 (FY 2017) is hereby submitted. It is my privilege to present the Fiscal Year 2017 Annual Operating and Capital Budget.

The budget, as noted in state statutes and city ordinances, describes the important features of the budget and any major changes from the preceding year. It also provides:

A. Prior to the commencement of each fiscal year, a budget for the City shall be prepared and the same will be presented to and approved by the Board of Aldermen.

B. The annual budget shall present a complete financial plan for the ensuing fiscal year and shall include at least the following information:

1. A budget message describing the important features of the budget and major changes from the preceding year;
2. Estimated revenues to be received from all sources for the budget year, with a comparative statement of actual or estimated revenues for the two (2) years next preceding, itemized by year, fund and source;

3. Proposed expenditures for each department, office, commission, and other classification for the budget year, together with a comparative statement of actual or estimated expenditures for the two (2) years next preceding, itemized by year, fund, activity and object;

4. The amount required for the payment of interest, amortization and redemption charges on the debt of the City; and

5. A general budget summary.

C. In no event shall the total proposed expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the budget year; provided, that nothing herein shall be construed as requiring the City to use any cash balance as current revenue or to change from a cash basis of financing its expenditures.

### **POLICY CONSIDERATIONS**

The adoption of the annual budget is the Board of Aldermen's principal opportunity to direct the City for not only this upcoming year, but years into the future. It provides guidance for the City staff and acts as the management tool to implement your goals and objectives. This important document serves as a planning tool for accomplishing programs and services related to the objectives and goals as determined by the Board of Aldermen and each City department. It serves as the basis for the Board of Aldermen's decisions and sets the course for the coming fiscal year and beyond. This budget is balanced. No cuts to any of the core services or financial transactions are needed to balance the budget. This budget focuses on the City's core services, provides necessary funding for our city, while we continue to provide and maintain the high quality service delivery to our citizens. Furthermore, with this Budget, the City is able to offer an aggressive level of service in the areas of public safety (\$140,639), storm water management plan (\$550,000 – Committed Assigned Fund Balance), the transfer out of \$150,000 from Municipal Operating Expenses (MOE) General Fund to the Capital Improvement Fund for the mill and overlay of 25 streets; an aggressive and proactive plan to spend \$220,000 for tree replacement, removal, planting, care and maintenance in the City's Right-of-Way (Public Works - General Fund; \$50,000 will fund equipment for staff to maintain the city's urban forest, maintain the tree inventory software, develop an emerald ash borer strategy and plant trees in city parks (Parks and Storm Water Fund); the Communications Manager, a new administrative position under the general direction of the City Clerk/Administrator, develops, produces, and disseminates internal and external communication plans that inform and respond to citizen/constituent interests and needs. This position develops and maintains media relations. The Communications Manager will serve as editor, contributing writer, and photographer for the

citywide newsletter, website, and City-related social media platforms. Write press releases, media briefings, and assists with press conferences. Assist in crisis management, including communication to media and the public during emergencies. This position is also responsible for managing the customer experience, Customer Relations Management (CRS) system and City-wide issue tracking system in order to ensure City customers receive exceptional service. The Communications Manager supervises the Customers Relations Clerk and Public Relations Coordinator and communications and public relations consultants. Total compensation and benefits is \$83,682 (Administration, General Fund); \$233,889 will fund an Intergovernmental Cooperative Services Agreement – Information Technology Services (General Fund and Storm Water and Park Improvements Fund). Other major policy directives include increased and strategic patrol of the City of Brentwood by the police department; the completion of the City’s Comprehensive Plan “Brentwood 20/20, A Vision for the Future”; purposeful progress and planning to gain support for the City’s long-term storm water/floodplain management/redevelopment goals for the Manchester Road corridor; strategic economic development and general redevelopment along the city’s primary corridors (Brentwood Boulevard and Manchester Road); oversight of the vacant residential property registration program. The City of Brentwood under the provisions of Section 32.087 RSMO did submit to the qualified voters of the City at an Election held November 8, 2016, the question of whether the City could apply a \$200 semi-annual registration fee to partially cover expenses incurred by the City to implement the Vacant Residential Property Registration Program. This was approved by 75.32% of Brentwood voters; safe and pedestrian friendly residential neighborhoods, connectivity of the entire city to the city’s trail network; compliance and timely resolution of nuisance violations and increased allocation of funds to the Assigned Storm Water Capital Fund Balance Reserve; and make capital improvement investments in the City’s infrastructure and replace equipment and vehicles that have come to the end of useful life. These are core service areas that have not been addressed over the past decade or longer primarily because there were no funds to do so. Therefore, the Table below provides an executive summary of the General Fund Revenue vs Expenditure in FY 17.

<b>General Fund</b>	<b>FY 17</b>
<b>Revenue</b>	<b>\$11,803,261</b>
<b>Expenditures</b>	<b>\$11,767,837</b>
<b>Difference</b>	<b>\$35,424</b>

<b>Capital Improvement Fund</b>	<b>FY 17</b>
<b>Revenue</b>	<b>\$3,469,437</b>
<b>Expenditures</b>	<b>\$3,394,058</b>
<b>Difference</b>	<b>\$75,379</b>

<b>Storm Water and Park Improvements Fund</b>	<b>FY 17</b>
<b>Revenue</b>	<b>\$4,386,545</b>
<b>Expenditures</b>	<b>\$4,198,019</b>
<b>Difference</b>	<b>\$188,526</b>

<b>Sewer Improvement Fund</b>	<b>FY 17</b>
<b>Revenue</b>	<b>193,850</b>
<b>Expenditures</b>	<b>208,884</b>
<b>Difference</b>	<b>(\$15,034)</b>

In this budget document, you will find goals and objectives by department and an overview of all accomplishments for 2016, a list of all positions by department and an organizational chart. In 2017, departments continue the process of tracking performance measures. Performance measures are a key component of the City's budget. They describe what City departments do, but they also provide data that measures how well a program or service is accomplishing its mission and goals. Some measures track outputs or number of units of service delivered over time. Others measure efficiency or how well resources are leveraged. Developing and maintaining performance measures is considered a best practice for municipal governments.

### **OVERALL BUDGET**

Today, the City continues to see overall economic stability, rejuvenation and growth. Major revenues continue to advance along with the overall economy. New single family homes are being built in the City of Brentwood by residential developers. Property owners are investing in their homes by putting on additions, and interior renovations. The City of Brentwood continues to be a sought after destination for families, and new start-ups. Many are choosing the City of Brentwood as their home. Our established businesses continue to thrive, thanks in part to our

great location and proximity to great stores. Also, the Commercial Districts of Brentwood Square, Brentwood Promenade, Brentwood Pointe, Brentwood Meridian, Brentwood Hanley Station and the intersection of Brentwood Boulevard and Manchester Road continue to thrive and offer nation-wide businesses an environment in which to thrive and grow. The same is true for the Hanley Industrial Court area. There is more great news about Brentwood - Great business, great neighborhoods and great schools!

The Annual Budget is comprised of four separate and distinct funds that total \$19,608,798. This is a decrease of 1.10% and/or \$218,221 from the FY 16 Budget. The general fund operating expenditures total \$11,767,837, an increase of .11% and/or \$13,259; the capital improvements program fund totals \$3,434,058, a decrease of 11.76% and/or \$457,880; the parks and recreation and storm water and storm water capital improvement fund totals \$4,198,019, an increase of 5.89% and/or \$233,530; and finally, the public works sewer lateral improvement fund totals \$208,884, an increase of 10.23% and/or \$19,388. Within each fund section below, the percentage of reserves in the operating appropriations are provided. The Proposed FY 17 Budget is balanced.

### **GENERAL FUND**

The largest fund is the General Fund, recorded as Fund 10. This Fund supports all city services with the exception of the Sewer Lateral Improvement Repair Program and the Parks and Recreation Services.

As a service organization, personnel services make up approximately 53.19% of the budget for all funds; and 72.56% for the general fund. The City's skilled and dedicated workforce is what powers the day-to-day delivery of services. This Fund is also responsible for other personnel costs such as compensation, taxes, and employee benefits, and other city-wide costs such as utilities, petrol, supplies, insurance and contractual services.

### **REVENUE**

The General Fund revenue collection is from a variety of sources. The City of Brentwood is dependent upon retail sales taxes. Sales Tax revenues make up over 64.77% of the City's total revenues during FY 17. The City has not met its projected general fund revenue two years in a row and actual revenue has been decreasing. There was a projected growth of 3% of sales tax revenue in FY 16, and the City will not achieve that growth. Therefore, in FY 17, projected sales tax will decrease by 1.10% over FY 16 Budget and zero growth over FY 16 Estimated Year-End.

Revenue collections from fines and forfeitures will decrease by 28.17%. The primary reason is the effect of legislation that became law during the 98<sup>th</sup> General Assembly – Municipal Court System Reform. Fines and forfeitures bring in 1.03% of the city’s total revenue. The effects of the legislation will continue to be a factor in the reduction of number of tickets issued each month. The legislation contains minimum standards for municipalities as well as requiring sweeping changes in the operation of municipal courts in Missouri. The Brentwood Municipal Court is fully compliant with the requirements and mandates contained in SB 5 applicable to municipal courts. SB5 caps fines at \$300 for minor traffic violations, which in turn reduces bond forfeiture amounts, and stoppage of the warrant recall service charge as mandated by the State of Missouri. Warrant Recall fee \$50 brought in \$28,019. The year before it was even higher, and bonds and forfeiture are less. All bonds are now set at \$100. Also, the warm winters and mild summers continue to impact utility revenue collections which we project will decrease by 4.22%. Other General Fund revenues we project will stay fairly stable. Furthermore, the Board of Aldermen have amended the Fund Balance Policy at the recommendation of the Ways and Means Committee. Specifically, the Minimum Operating Reserves – Unassigned Fund Balance Goals (General Fund) be increased from 15% of budgeted operating expenditures to 50%.

### **EXPENDITURE**

In this budget, we continue to fill vacant positions and restructure departments in an effort to provide efficient and effective delivery of service. The plan is to evaluate this in each department every year, until we achieve the utmost performance standards. Furthermore, it places staff in areas where they have the strongest skill set to provide exemplary service and contribution to the City.

Upon reviewing the core functions and organizational structure of each City Department, there are service gaps we can address by adding full-time positions to the existing staff and re-organizing/reclassifying some existing positions. The overarching goal for each of these changes is improved customer service and service delivery for the City’s Citizens. The following changes and the rationale behind each change are outlined below.

There are three new positions - Communications Manager in the Administration Department (\$83,682), two Police Officers (\$140,639) in the Police Department and city-wide Information Technology support services cooperative agreement (\$233,889). Also an increase (from two to four) in the number of Community Shred Days for Brentwood Citizens. Additional monies will go towards addressing tree removal, tree care and maintenance (\$320,000). In FY 17, there will

be a refresh of the City website and the archiving of the city's social media content. All employees who are eligible for a merit increase and have not attained the maximum pay classification step will be eligible for a merit increase upon the successful outcome of a performance review. The Planning and Development Department continues to engage our Citizens and business owners as we update the Brentwood Comprehensive Plan in support of high quality, sustainable development and the full implementation of the MyGov permit tracking system to improve customer service by allowing direct online access to permit and code enforcement updates. The Police Department will also continue the process to complete the CALEA certification (Commission on Accreditation for Law Enforcement Agencies). The City of Brentwood continues to provide at no additional cost to our citizens - Trash & Recycling pickup and snow removal on all residential streets. Other services we provide include: Code Enforcement; Forestry Services, Public Safety – Police, Fire and EMS, streets, roadway, and sidewalk maintenance. Also in the Municipal Operating Expenditure department \$150,000 is budgeted as a transfer out to the Capital Improvement Fund for the mill and overlay of twenty five (25) streets.

The individual line-items in the budget provide additional details about these services and offers greater transparency and accountability. We continue to review expenses throughout the City and budget them in the appropriate departmental line-items.

### **STORM WATER & PARK IMPROVEMENTS FUND**

The Storm Water & Park Improvements Fund is recorded as Fund 50. This Fund provides all of the operating expenses for the Parks & Recreation Department, including personnel, park capital equipment & projects. Fund 50 also provides revenue for funding local storm water projects.

### **REVENUE**

Revenue for Fund 50 is derived through a one-half cent parks & storm water sales tax. Overall, in this fund, we project revenue to increase by 3.00%. The City expects to meet the FY 16 revenue budget for sales tax in this fund. In FY 14 and 15, sales tax collection exceeded the budget. Also, following an annual review of all fees being charged by the City of Brentwood Parks and Recreation Department, the Board of Aldermen have approved fee increases for the pavilion reservation and field rentals due to increased costs associated with cleaning, maintenance and utilities. In this Fund, we anticipate \$370,000 in intergovernmental receipt from the Missouri Municipal Park Grant Commission for the Oak Tree Park Pavilion project. "In November 2000, citizens all across St. Louis County approved a new sales tax to help improve,

restore and expand their municipal parks and recreation programs. As a result of their votes, the municipal park grant commission of St. Louis County was formed and charged with keeping the promise made to taxpayers. This money has been used to fund parks, playgrounds, water parks, golf courses, trails, recreation centers, and many other types of recreation facilities. This money is awarded to municipalities based on the strength of their grant applications, taking into account such factors as need, planning, community input, and prior awards. Construction grants are reviewed and approved once annually, in the fall.” In this Fund, we project \$2,160,431 in fund balance at the end of FY 16. This is an increase of 0.24% operating reserves over December 31, 2015.

## **EXPENDITURE**

In FY 17, the Storm Water and Parks Improvement budget is \$4,198,019; an increase of 5.89% over FY 16 Budget. An additional \$50,000 is in the FY 17 Budget so the department may better prioritize horticulture and maintenance that will lead to a better aesthetic in the Brentwood Park system. In addition, this money is also budgeted for staff to maintain the city’s urban forest, maintain the tree inventory software, develop an emerald ash borer strategy and plant trees. The capital expenses are in line with items from the Five Year Capital Improvement Plan. The Parks and Recreation Department utilized a Capital Improvement Program (CIP) to help guide the department in capital improvement decision making and budgeting. The goal of the CIP is to outline the projected infrastructure improvement needs of the City to assist in the planning and budgeting process. Because the City’s goals and resources are constantly changing, this plan is designed to be re-evaluated each year to reaffirm or reprioritize the CIP. In FY 17, there is an increase of 15.08% in park capital expense. Items in capital include the following: completion of the Oak Tree Park Pavilion (\$297,500), the sand volleyball court replacement project (\$70,000), the Tennis Court replacement project (\$216,648), the Hanley Park fencing replacement project (\$51,840) and the monies for the design of the expansion of the Brentwood Greenway (\$70,000). This extension is from Norm West Park to Rogers Parkway, Broughton Parkway, Swim Club Road, to Hanley Park, Memorial Park concluding at Strassner Road. It is the desire of the City to partner with a regionally renowned park and trail district that are “known for connecting the greenways so you can live outside.” Furthermore, this district is known in the St. Louis region with greenways so people can explore their rivers, parks and communities, making it a vibrant place to live, work and play.

The FY 17 Budget includes the 2014 Certificate of Participation annual debt service principal payment on the series 2014 COP issue of \$3,870,000 used for the Brentwood Recreation Center

renovation project (\$465,000) and debt issuance costs and the first interest payment on the debt related to the Brentwood Recreation Center renovation project (\$123,330).

Also included in this fund is a budget of \$75,000 for storm water related expenses. The Ways and Means Committee made a recommendation to the Board of Aldermen that as part of the FY 17 Budget, an additional \$150,000 be added to the \$400,000 for the Storm Water and Parks Assigned Fund Balance for storm water reserve. This has also been modeled into future budgets.

### **CAPITAL IMPROVEMENT FUND**

The Capital Improvements Fund is recorded as Fund 40. This Fund provides capital equipment and vehicle purchases and repairs, capital projects such as streets, sidewalks, buildings and payment of the debt service for the City's Certificates of Participation (COP's) and other lease/purchase items. Each year, departments are asked to review all capital projects, their estimated completion dates, any costs associated with operating new facilities, equipment, systems, safety enhancements, technology improvements, and the funding source for these items.

### **REVENUE**

The revenue for this Fund is derived mainly from the one-half cent capital improvement sales tax and grant funding for capital projects. Sales Tax is projected to increase by 3%. The City expects to meet the FY 16 revenue budget for sales tax in this fund. In FY 14 and 15, sales tax collection exceeded the budget. Whereas, total revenue in the Fund is decreasing by 11.25% primarily because the City will be done with the temporary construction easement and the permanent sidewalk easement relating to the right-of-way acquisition for the Hanley Industrial Court Pedestrian Project (\$60,000) and the Litzsinger Road Surface Transportation project (\$857,441). In FY 17, there is a reduction of approximately \$182,000. Of this amount, \$122,000 had been from savings in implementing the 2016 Pay Classification System. The Board of Aldermen had directed staff to allocate these monies for streets and sidewalks.

### **EXPENDITURE**

The FY 17 Capital Improvement Program will fund numerous large projects such as the purchase of computers, for city-wide Information Technology system upgrade, which includes financial and payroll software upgrades, purchase of vehicles for the police, fire and public works departments; replacement of a boat, motor and trailer by the fire department; replacement of equipment and tools in the public works department.

In FY 17, \$715,365 will be spent to complete the mill and overlay of twenty five (25) streets. There are monies for sidewalk and slab repairs. Monies are also allocated for the completion of the Hanley Industrial Court (HIC) Pedestrian Project Phase II. The construction cost for this project is \$661,156 (Federal Match \$528,984, Local Match \$57,231, Hanley Industrial Court Association \$50,000 and Pelagic \$25,000).

Also in this Fund are the annual debt service payment for the 2009 Certificate of Participation Issue of \$7.5 million used for the advance refunding of the 2002 issue for the construction of the firehouse and city hall renovation (\$670,000) which will be paid off in 2030 and the 2003 Certificate of Participation Issue of \$1.330 million used for the renovating, improving, furnishing and equipping the existing library and city hall (\$60,000) which will be paid off in 2023. Annual debt service payment on the 2013 lease/purchase issue of \$675,000 for the purchase of the new pumper (\$84,114) is also budgeted, which also is paid off in 2020. Lastly, the 2014 Lease/Purchase debt service payment of Information Technology equipment (\$41,710).

In the Capital Improvements Fund tab, is a narrative of all capital improvement expenses budgeted for FY 17. There are two tables that show all five long-term debt issues in the Capital Improvements Fund. The table shows the outstanding principal which is the total amount that is owed on the loan less interest. The second table is the Total Annual Debt Service which is the cash required for a particular time period to cover the repayment of interest and principal on a debt. The corresponding graphs in the tab show principal plus interest. A comprehensive list of all capital improvement items (equipment, streets, sidewalks, Americans with Disabilities Act {ADA} repairs) are provided in the Capital Improvements Fund tab.

### **SEWER LATERAL IMPROVEMENTS FUND**

The Sewer Lateral Improvements Fund is recorded as Fund 60. This Fund provides for personnel, contractual services, material for sidewalk and street replacements, and replacement of equipment to operate the city's Sewer Lateral Repair Program.

### **REVENUE**

The Revenue is made possible through an annual assessment fee on real estate tax bills. In FY 10, an overwhelming number of the city's voters approved an increase in the sewer lateral assessment from \$28 up to \$50, and the Board of Aldermen only assessed \$40 at that time. In FY 12, the City increased the fee to \$50 due to an increase in the number of sewer lateral repairs. In this fund, we project the revenue will remain flat at \$193,850. However, we project \$145,886 in

reserve by the end of FY 16 which will fund the operating, equipment and capital reserves. This is an increase over the prior year reserves.

## **EXPENDITURE**

It is well known, the City of Brentwood has the best sewer lateral program in Saint Louis County. This service is available to multi-family buildings, other than those buildings where single-family fee simple ownership prevails if more than six units are combined to form a building. On November 4, 1997, the voters of the City of Brentwood approved the establishment of a fee to provide funds to pay for the cost of certain repairs of defective lateral sewer lines. At that time a maximum fee was set at \$28. On August 3, 2010, voters approved Proposition “A”, which was to authorize an increase to the sewer lateral tax assessed annually on residential property for a maximum charge not to exceed fifty dollars be assessed annually on residential property for each lateral sewer service line serving six or less dwelling units on that property and condominiums that have six or less condominium units per building and any condominium responsible for its own individual lateral sewer line to provide funds to pay the cost of certain repairs of those lateral sewer service lines which may be billed quarterly or annually.

The funds will continue to cover the cost of capital equipment such as miscellaneous hand tools (\$10,000), and streets and sidewalk materials (\$10,000).

## **BUDGET PRESENTATION**

Pursuant to the Missouri Statutes, the annual budget must set forth a complete financial plan for the ensuing fiscal year. An annual budget shall be adopted by the Board of Aldermen not later than the first meeting of the board in December. The budget shall be prepared under the direction of the Ways and Means committee. All officers and employees shall cooperate with and provide to the Ways and Means committee such information and such records as it shall require in developing the budget. The Ways and Means committee shall preview all the expenditure requests and revenue estimates after which it shall prepare the proposed budget.

This document meets that requirement. This budget is based upon information provided by the various City departments and employees. Data collection began in August. In October and November, a Proposed Budget is presented to the Ways and Means committee. Adjustments if any are also made at that time. After which, there is another meeting with the Ways and Means committee if necessary. In November and no later than the first meeting in December, the budget

is given a Public Hearing and the Board of Aldermen considers its adoption. Brentwood's budget year begins on January 1st and ends on December 31st.

This annual budget book is a financial management and policy document that is a numeric expression of the City of Brentwood's mission. The annual budget reflects the alignment between the City's vision statement, mission statement, and objectives. This budget document is more user-friendly. The document includes department mission statements, goals and objectives for FY 17, accomplishments from the prior year, organizational structure of each department, positions and line-item detail that is descriptive of what each department intends to spend within that line item. The City continues to take very seriously its fiduciary obligations to manage public funds with care and professionalism and in a transparent manner. As such, we continue to put in place internal controls as recommended by the City's Auditors and other secondary audit firms hired by the City. The budget document will accomplish much-desired transparency.

## **BUDGET USER GUIDE**

The Adopted Budget includes the following sections:

Budget Message – includes an overview of the budget document.

Financial Summary – includes a budget at a glance document. It includes a budget summary for all funds and fund balances from 2014 through 2019. It also provides a revenue summary by the four funds. Revenue Fund by type, sales tax rates, total authorized manpower for the entire city, a table of the long term debt and graph – outstanding principal as of December 31, 2016, total annual debt service as of December 31, 2016, expenditure summary by department, expenditure by type for all funds, and expenditure by department for all funds.

Revenues – includes all revenue line-items for General Fund, Capital Improvements Fund, Storm Water and Park Improvements Fund and the Sewer Improvements Fund.

Operating and Capital Budgets – includes goals and objectives, accomplishments, budgeted positions, and performance measurements.

General Fund – The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Capital Improvement Fund – The Capital Improvement Fund is a Capital Project Fund used to account for improvements to park and recreation facilities and infrastructure improvements, which are funded by a ½% sales tax and general obligation bond proceeds.

Storm Water and Park Improvements Fund – The Storm Water and Park Improvements Fund is used to account for improvements to park and recreation facilities and storm water systems which will be funded by a ½ cent sales tax.

### CONCLUSION

I would like to express my appreciation to the Chair of the Ways and Means Committee, Alderman David Dimmitt and members of the Ways and Means Committee, Alderman David Plufka, Alderman Brandon Wegge and Alderwoman Kathy O’Neill. Mayor Thornton should be recognized for his dedication, support and guidance in the preparation of this budget. I also want to thank the Board of Aldermen for their strong leadership in guiding the City and look forward to working with them to meet the challenges of the coming year. I want to thank the department directors for their leadership and contribution in the development of the FY 17 Budget and for continuing to seek opportunities to streamline service areas and achieve organizational accountability, and efficiencies in city operations. I want to particularly thank Karen Shaw, Finance Director for her dedication and countless hours in the development of this budget document. Finally, I want to acknowledge the dedication of our employees who strive to make the best use of available resources to provide the results our citizens expect. We look forward and welcome your review and direction on this important document.

Copies of the Annual Operating and Capital Budget are available for public review at City Hall in the City Clerk’s Office and in the Brentwood Library. The budget is also available online at the City’s website: [www.brentwoodmo.org](http://www.brentwoodmo.org)

Sincerely,



Bola Akande  
City Clerk/Administrator

# **Financial Summary**

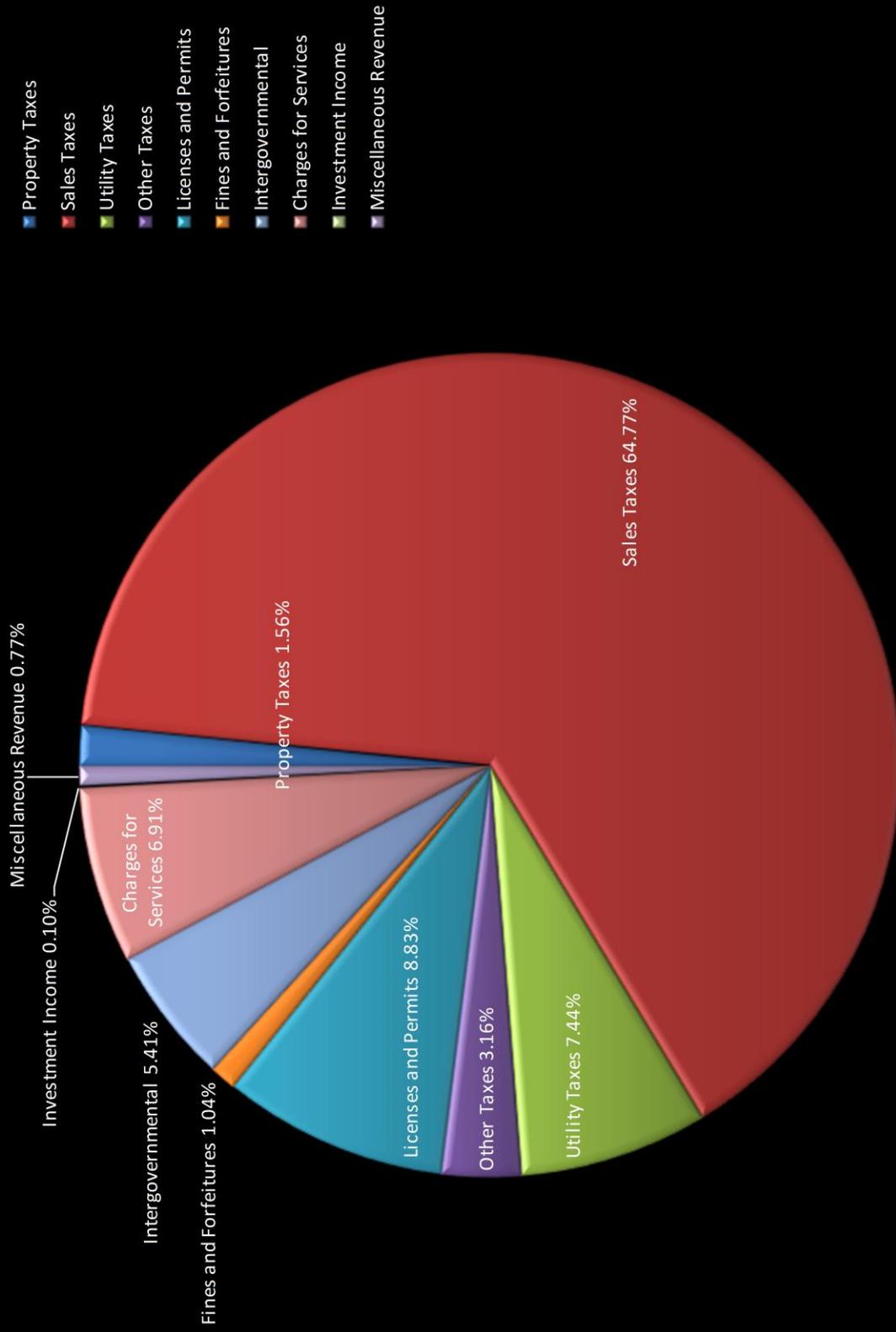
- **Budget at a Glance**

BUDGET SUMMARY ALL FUNDS

	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019	2016-2017 Budget % Change
<b>GENERAL FUND</b>									
Beginning Fund Balance	\$ 1,531,881	\$ 2,111,788	\$ 3,565,155	\$ 4,701,481	\$ 4,701,481	\$ 5,067,262	\$ 5,102,686	\$ 5,168,771	7.78%
Revenue	\$ 11,780,948	\$ 12,521,575	\$ 11,960,066	\$ 11,961,633	\$ 11,859,971	\$ 11,803,261	\$ 11,927,975	\$ 12,052,978	-1.32%
Expenditures	\$ (11,201,041)	\$ (11,068,208)	\$ (10,823,740)	\$ (11,781,096)	\$ (11,494,190)	\$ (11,767,837)	\$ (11,861,890)	\$ (11,932,036)	-0.11%
Ending Fund Balance	\$ 2,111,788	\$ 3,565,155	\$ 4,701,481	\$ 4,882,018	\$ 5,067,262	\$ 5,102,686	\$ 5,168,771	\$ 5,289,714	4.52%
Restricted Fund Balance (Seizure Funds)	\$ 11,450	\$ 6,833	\$ 84,933	\$ 20,283	\$ 63,526	\$ 35,994	\$ 20,994	\$ 5,994	77.46%
Fund Balance Unassigned (Operating Reserve)	\$ 2,100,338	\$ 3,558,322	\$ 4,616,549	\$ 4,861,735	\$ 5,003,736	\$ 5,066,693	\$ 5,147,778	\$ 5,283,720	4.22%
<b>Operating Reserve % of Budgeted Operating Expenditures</b>	<b>18.75%</b>	<b>32.15%</b>	<b>42.65%</b>	<b>41.27%</b>	<b>43.53%</b>	<b>43.06%</b>	<b>43.40%</b>	<b>44.28%</b>	
<b>CAPITAL IMPROVEMENTS FUND</b>									
Beginning Fund Balance	\$ 1,875,373	\$ 2,035,814	\$ 3,181,107	\$ 2,772,353	\$ 2,772,353	\$ 3,781,035	\$ 3,816,414	\$ 3,823,378	36.38%
Revenue	\$ 2,898,684	\$ 3,239,021	\$ 3,466,533	\$ 3,918,108	\$ 4,140,893	\$ 3,469,437	\$ 2,812,414	\$ 2,818,921	-11.45%
Expenditures	\$ (2,728,243)	\$ (2,097,755)	\$ (3,875,286)	\$ (3,891,938)	\$ (3,132,211)	\$ (3,434,058)	\$ (2,805,450)	\$ (2,754,954)	-11.76%
Ending Fund Balance	\$ 2,035,814	\$ 3,181,107	\$ 2,772,353	\$ 2,798,523	\$ 3,781,035	\$ 3,816,414	\$ 3,823,378	\$ 3,887,345	36.37%
Assigned Fund Balance (Equipment Replacement Reserve)	\$ 520,845	\$ 810,576	\$ 1,448,577	\$ 1,589,721	\$ 1,589,721	\$ 2,030,911	\$ 2,382,810	\$ 2,718,453	27.75%
Assigned Fund Balance (Capital Reserve)	\$ 1,514,969	\$ 2,370,531	\$ 1,323,776	\$ 1,208,802	\$ 2,191,314	\$ 1,785,503	\$ 1,440,568	\$ 1,168,892	47.71%
<b>Capital Reserve % of Capital Assets (Excluding Equipment)</b>	<b>5.89%</b>	<b>9.22%</b>	<b>5.15%</b>	<b>4.70%</b>	<b>8.52%</b>	<b>6.94%</b>	<b>5.60%</b>	<b>4.55%</b>	
<b>STORM WATER &amp; PARK IMPROVEMENTS FUND</b>									
Beginning Fund Balance	\$ 2,113,052	\$ 2,569,611	\$ 7,223,188	\$ 2,084,117	\$ 2,084,117	\$ 2,160,431	\$ 2,348,957	\$ 2,496,505	3.66%
Revenue	\$ 2,321,792	\$ 7,850,126	\$ 3,433,874	\$ 4,293,629	\$ 4,019,326	\$ 4,386,545	\$ 4,495,359	\$ 4,237,035	2.16%
Expenditures	\$ (1,865,233)	\$ (3,196,549)	\$ (8,572,945)	\$ (3,964,489)	\$ (3,943,012)	\$ (4,198,019)	\$ (4,347,811)	\$ (4,317,709)	5.89%
Ending Fund Balance	\$ 2,569,611	\$ 7,223,188	\$ 2,084,117	\$ 2,413,257	\$ 2,160,431	\$ 2,348,957	\$ 2,496,505	\$ 2,415,831	-2.66%
Assigned Fund Balance (Operating Reserve)	\$ 240,317	\$ 259,716	\$ 307,047	\$ 448,932	\$ 452,809	\$ 489,061	\$ 528,335	\$ 523,819	8.94%
<b>Operating Reserve % of Budgeted Operating Expenditures</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.24%</b>	<b>14.94%</b>	<b>15.49%</b>	<b>12.13%</b>	
Assigned Fund Balance (Equipment Replacement Reserve)	\$ 39,454	\$ 91,578	\$ 67,486	\$ 105,252	\$ 105,252	\$ 143,318	\$ 165,334	\$ 165,334	36.17%
Assigned Fund Balance (Capital Reserve)	\$ 2,289,840	\$ 6,871,894	\$ 1,709,584	\$ 1,459,073	\$ 1,202,370	\$ 1,166,578	\$ 1,102,836	\$ 876,678	-20.05%
Assigned Fund Balance (Storm Water Capital Reserve)	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 550,000	\$ 700,000	\$ 850,000	37.50%
<b>Capital Reserve % of Capital Assets (Excluding Equipment)</b>	<b>81.32%</b>	<b>244.04%</b>	<b>60.71%</b>	<b>51.82%</b>	<b>42.70%</b>	<b>60.96%</b>	<b>39.17%</b>	<b>31.13%</b>	
<b>SEWER IMPROVEMENTS FUND</b>									
Beginning Fund Balance	\$ 103,676	\$ 103,519	\$ 120,673	\$ 135,975	\$ 135,975	\$ 145,886	\$ 130,862	\$ 110,256	7.29%
Revenue	\$ 192,787	\$ 194,507	\$ 194,382	\$ 193,850	\$ 194,382	\$ 193,850	\$ 193,850	\$ 193,850	0.00%
Expenditures	\$ (192,944)	\$ (177,353)	\$ (179,080)	\$ (189,496)	\$ (184,471)	\$ (208,884)	\$ (214,446)	\$ (220,273)	10.23%
Ending Fund Balance	\$ 103,519	\$ 120,673	\$ 135,975	\$ 140,329	\$ 145,886	\$ 130,862	\$ 110,256	\$ 83,833	-6.75%
Assigned Fund Balance (Operating Reserve)	\$ 27,166	\$ 25,551	\$ 25,379	\$ 26,941	\$ 25,571	\$ 28,333	\$ 29,167	\$ 30,416	5.17%
<b>Operating Reserve % of Budgeted Operating Expenditures</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.35%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	
Assigned Fund Balance (Equipment Replacement Reserve)	\$ 2,676	\$ 9,220	\$ 6,250	\$ 9,708	\$ 9,708	\$ 13,166	\$ 16,624	\$ 16,624	35.62%
Assigned Fund Balance (Capital Reserve)	\$ 73,677	\$ 85,902	\$ 104,346	\$ 103,680	\$ 110,607	\$ 89,353	\$ 64,465	\$ 36,793	-13.82%
<b>Capital Reserve % of Capital Assets (Excluding Equipment)</b>	<b>38.52%</b>	<b>44.91%</b>	<b>54.56%</b>	<b>54.21%</b>	<b>57.83%</b>	<b>46.72%</b>	<b>33.71%</b>	<b>19.24%</b>	

REVENUE SUMMARY BY FUND	Actual	Actual	Actual	Budgeted	Through 06/31	Estimated	Proposed	Projected	Projected	2016-2017 Budget
	2013	2014	2015	2016	2016	2016	2017	2018	2019	% Change
GENERAL FUND	11,780,948	12,521,575	11,960,066	11,961,633	8,053,343	11,859,971	11,803,261	11,927,975	12,052,978	-1.32%
CAPITAL IMPROVEMENTS FUND	2,888,684	3,239,021	3,466,533	3,918,108	2,132,571	4,140,893	3,469,437	2,812,414	2,818,921	-11.45%
STORM WATER & PARKS IMPROVEMENTS	2,321,792	7,850,126	3,433,874	4,293,629	2,726,535	4,019,326	4,386,545	4,495,359	4,237,035	2.16%
SEWER IMPROVEMENTS FUND	192,787	194,507	194,382	193,850	60,984	194,382	193,850	193,850	193,850	0.00%
<b>TOTAL REVENUE</b>	<b>17,184,211</b>	<b>23,805,229</b>	<b>19,054,855</b>	<b>20,367,220</b>	<b>12,973,433</b>	<b>20,214,572</b>	<b>19,853,093</b>	<b>19,429,598</b>	<b>19,302,784</b>	<b>-2.52%</b>

## 2017 REVENUE BY TYPE-ALL FUNDS





**NON-UNIFORMED CITY OF BRENTWOOD EMPLOYEES 12-STEP SALARY SCHEDULE (INCLUDES PUBLIC WORKS AND PARKS EMPLOYEES)**

Updated 1/1/2017 for the 2014 Compensation Study Salary Schedule

Range	Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
1	No current classifications	\$26,492.54	\$27,287.32	\$28,082.10	\$28,876.88	\$29,671.66	\$30,466.44	\$31,261.22	\$32,056.00	\$32,850.78	\$33,645.56	\$34,440.34	\$35,235.12
2	Custodial Laborer (Sanitation)	\$17,006.96	\$17,801.74	\$18,596.52	\$19,391.30	\$20,186.08	\$20,980.86	\$21,775.64	\$22,570.42	\$23,365.20	\$24,160.00	\$24,954.78	\$25,749.56
3	Assistant Program Coordinator	\$28,957.31	\$29,752.09	\$30,546.87	\$31,341.65	\$32,136.43	\$32,931.21	\$33,726.00	\$34,520.78	\$35,315.56	\$36,110.34	\$36,905.12	\$37,700.00
4	No current classifications	\$29,752.09	\$30,546.87	\$31,341.65	\$32,136.43	\$32,931.21	\$33,726.00	\$34,520.78	\$35,315.56	\$36,110.34	\$36,905.12	\$37,700.00	\$38,494.78
5	Maintenance Worker I	\$31,261.22	\$32,056.00	\$32,850.78	\$33,645.56	\$34,440.34	\$35,235.12	\$36,029.90	\$36,824.68	\$37,619.46	\$38,414.24	\$39,209.02	\$40,003.80
6	No current classifications	\$32,850.78	\$33,645.56	\$34,440.34	\$35,235.12	\$36,029.90	\$36,824.68	\$37,619.46	\$38,414.24	\$39,209.02	\$40,003.80	\$40,798.58	\$41,593.36
7	Customer Service Clerk Maintenance Worker II	\$34,440.34	\$35,235.12	\$36,029.90	\$36,824.68	\$37,619.46	\$38,414.24	\$39,209.02	\$40,003.80	\$40,798.58	\$41,593.36	\$42,388.14	\$43,182.92
	Planning and Development Clerk												
	Public Works Clerk												
	Records Clerk												
8	Sanitation Route Driver	\$36,191.93	\$37,011.11	\$37,830.29	\$38,649.47	\$39,468.65	\$40,287.83	\$41,107.01	\$41,926.19	\$42,745.37	\$43,564.55	\$44,383.73	\$45,202.91
9	Administrative Assistant	\$38,001.53	\$38,911.71	\$39,821.89	\$40,732.07	\$41,642.25	\$42,552.43	\$43,462.61	\$44,372.79	\$45,282.97	\$46,193.15	\$47,103.33	\$48,013.51
	Horticulturalist												
	Mechanic												
	Crew Leader												
10	Program Coordinator	\$39,901.61	\$40,811.79	\$41,721.97	\$42,632.15	\$43,542.33	\$44,452.51	\$45,362.69	\$46,272.87	\$47,183.05	\$48,093.23	\$48,903.41	\$49,713.59
11	Arborist	\$41,896.69	\$42,806.87	\$43,717.05	\$44,627.23	\$45,537.41	\$46,447.59	\$47,357.77	\$48,267.95	\$49,178.13	\$50,088.31	\$50,998.49	\$51,908.67
	Deputy Court Administrator												
	Police Admin Asst./Crime Analyst												
12	Accounting Clerk	\$43,991.52	\$44,901.70	\$45,811.88	\$46,722.06	\$47,632.24	\$48,542.42	\$49,452.60	\$50,362.78	\$51,272.96	\$52,183.14	\$53,093.32	\$54,003.50
	Facility Supervisor												
	Recreation Supervisor												
13	Multi-Disciplinary Building Inspector	\$46,191.10	\$47,101.28	\$48,011.46	\$48,921.64	\$49,831.82	\$50,741.99	\$51,652.17	\$52,562.35	\$53,472.53	\$54,382.71	\$55,292.89	\$56,203.07
14	Deputy-City-Clerk/Executive-Secretary	\$48,500.66	\$49,410.84	\$50,321.02	\$51,231.20	\$52,141.38	\$53,051.56	\$53,961.74	\$54,871.92	\$55,782.10	\$56,692.28	\$57,602.46	\$58,512.64
	Court Administrator												
15	No current classifications	\$50,925.69	\$51,835.87	\$52,746.05	\$53,656.23	\$54,566.41	\$55,476.59	\$56,386.77	\$57,296.95	\$58,207.13	\$59,117.31	\$60,027.49	\$60,937.67
16	No current classifications	\$53,471.97	\$54,382.15	\$55,292.33	\$56,202.51	\$57,112.69	\$58,022.87	\$58,933.05	\$59,843.23	\$60,753.41	\$61,663.59	\$62,573.77	\$63,483.95
17	City Clerk	\$56,145.57	\$57,055.75	\$57,965.93	\$58,876.11	\$59,786.29	\$60,696.47	\$61,606.65	\$62,516.83	\$63,427.01	\$64,337.19	\$65,247.37	\$66,157.55
	Business-Manager												
	HR Manager												
	Public Works Project Manager												
	Parks Maintenance Superintendent												
	Parks Operations Superintendent												
18	No current classifications	\$58,952.85	\$59,863.03	\$60,773.21	\$61,683.39	\$62,593.57	\$63,503.75	\$64,413.93	\$65,324.11	\$66,234.29	\$67,144.47	\$68,054.65	\$68,964.83
	Sanitation Supervisor												
19	IT-Manager	\$61,900.49	\$62,810.67	\$63,720.85	\$64,631.03	\$65,541.21	\$66,451.39	\$67,361.57	\$68,271.75	\$69,181.93	\$70,092.11	\$71,002.29	\$71,912.47
	Public Works Supervisor												
	Communications Manager												
20	No current classifications	\$64,995.51	\$65,905.69	\$66,815.87	\$67,726.05	\$68,636.23	\$69,546.41	\$70,456.59	\$71,366.77	\$72,276.95	\$73,187.13	\$74,097.31	\$75,007.49
21	Building Official	\$68,245.29	\$69,155.47	\$70,065.65	\$70,975.83	\$71,886.01	\$72,796.19	\$73,706.37	\$74,616.55	\$75,526.73	\$76,436.91	\$77,347.09	\$78,257.27
22	Superintendent of Public Works	\$71,657.55	\$72,567.73	\$73,477.91	\$74,388.09	\$75,298.27	\$76,208.45	\$77,118.63	\$78,028.81	\$78,938.99	\$79,849.17	\$80,759.35	\$81,669.53
23	No current classifications	\$75,240.43	\$76,150.61	\$77,060.79	\$77,970.97	\$78,881.15	\$79,791.33	\$80,701.51	\$81,611.69	\$82,521.87	\$83,432.05	\$84,342.23	\$85,252.41
24	No current classifications	\$79,002.45	\$79,912.63	\$80,822.81	\$81,732.99	\$82,643.17	\$83,553.35	\$84,463.53	\$85,373.71	\$86,283.89	\$87,194.07	\$88,104.25	\$89,014.43
25	Asst. City Admin/Dir. Of Plan. & Dev	\$82,952.57	\$83,862.75	\$84,772.93	\$85,683.11	\$86,593.29	\$87,503.47	\$88,413.65	\$89,323.83	\$90,234.01	\$91,144.19	\$92,054.37	\$92,964.55
	City Engineer/Public Works Director												
	Director Parks and Recreation												
	Finance Director												
	Fire Assistant Chief												
	Police Assistant Chief												
26	No current classifications	\$87,100.20	\$88,010.38	\$88,920.56	\$89,830.74	\$90,740.92	\$91,651.10	\$92,561.28	\$93,471.46	\$94,381.64	\$95,291.82	\$96,202.00	\$97,112.18
27	No current classifications	\$91,455.21	\$92,365.39	\$93,275.57	\$94,185.75	\$95,095.93	\$96,006.11	\$96,916.29	\$97,826.47	\$98,736.65	\$99,646.83	\$100,557.01	\$101,467.19
28	No current classifications	\$96,027.97	\$96,938.15	\$97,848.33	\$98,758.51	\$99,668.69	\$100,578.87	\$101,489.05	\$102,399.23	\$103,309.41	\$104,219.59	\$105,129.77	\$106,039.95
29	Fire Chief	\$100,829.37	\$101,739.55	\$102,649.73	\$103,559.91	\$104,470.09	\$105,380.27	\$106,290.45	\$107,200.63	\$108,110.81	\$109,020.99	\$109,931.17	\$110,841.35
	Police Chief												
30	City Administrator	\$105,870.84	\$106,781.02	\$107,691.20	\$108,601.38	\$109,511.56	\$110,421.74	\$111,331.92	\$112,242.10	\$113,152.28	\$114,062.46	\$114,972.64	\$115,882.82



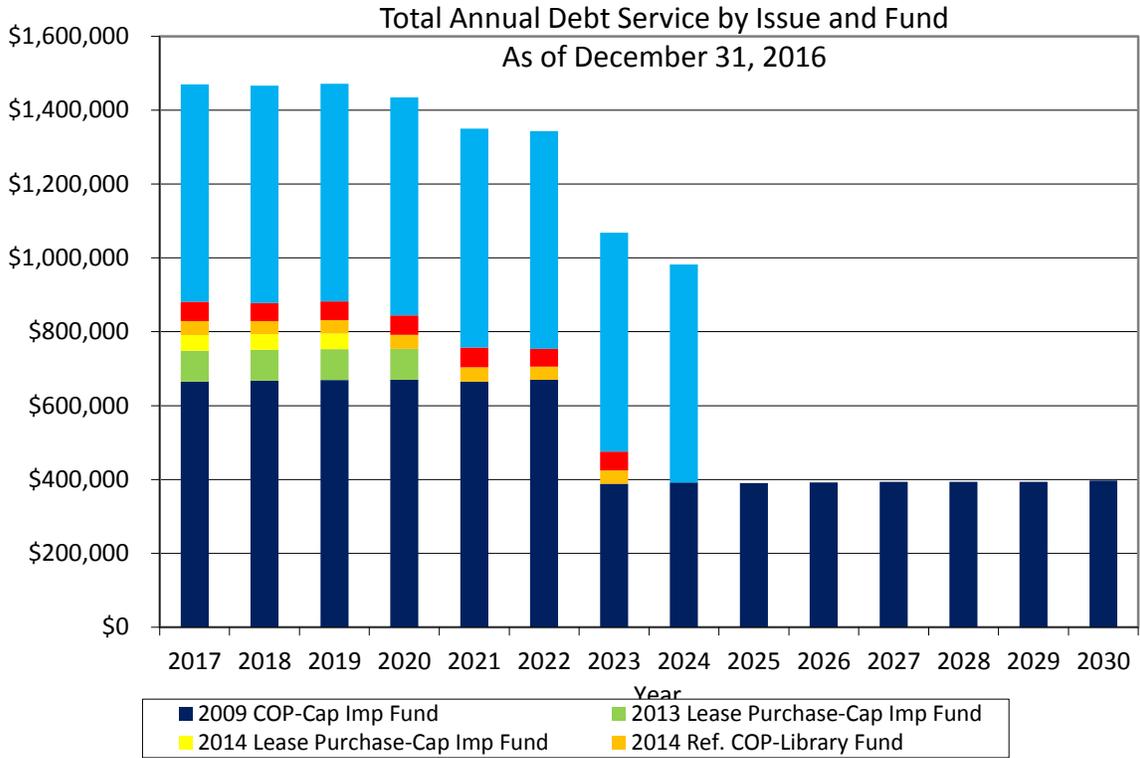
City of Brentwood  
Long Term Debt  
Outstanding Principal as of December 31, 2016

Year	2009 Certificates of Participation Capital Imp Fund	2013 Lease Purchase Fire Truck Capital Imp Fund	2014 Lease Purchase IT Equipment Capital Imp Fund	2014 Ref. Certificates of Participation Library Fund	2014 Ref. Certificates of Participation Capital Imp Fund	2014 Certificates of Participation Storm Water/Parks	Totals by Year
2017	435,000	76,114	37,328	31,500	43,500	465,000	1,088,441
2018	455,000	78,039	38,734	29,400	40,600	475,000	1,116,773
2019	475,000	80,014	40,192	31,500	43,500	490,000	1,160,206
2020	495,000	82,038	-	33,600	46,400	505,000	1,162,038
2021	510,000	-	-	35,700	49,300	525,000	1,120,000
2022	535,000	-	-	33,600	46,400	540,000	1,155,000
2023	275,000	-	-	35,700	49,300	560,000	920,000
2024	290,000	-	-	-	-	570,000	860,000
2025	300,000	-	-	-	-	-	300,000
2026	315,000	-	-	-	-	-	315,000
2027	330,000	-	-	-	-	-	330,000
2028	345,000	-	-	-	-	-	345,000
2029	360,000	-	-	-	-	-	360,000
2030	380,000	-	-	-	-	-	380,000
Totals	\$ 5,500,000	\$ 316,204	\$ 116,254	\$ 231,000	\$ 319,000	\$ 4,130,000	\$ 10,612,458

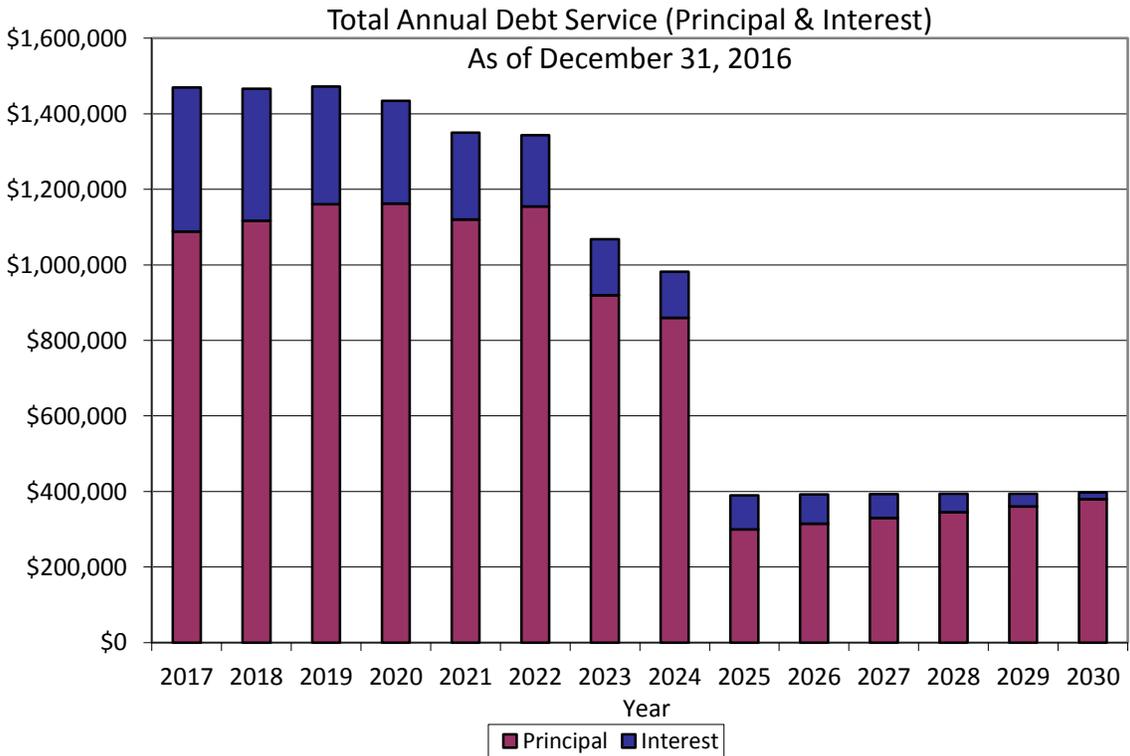
City of Brentwood  
Long Term Debt  
Total Annual Debt Service as of December 31, 2016

Year	2009 Certificates of Participation Capital Imp Fund	2013 Lease Purchase Fire Truck Capital Imp Fund	2014 Lease Purchase IT Equipment Capital Imp Fund	2014 Ref. Certificates of Participation Library Fund	2014 Ref. Certificates of Participation Capital Imp Fund	2014 Certificates of Participation Storm Water/Parks	Totals by Year
2017	664,660	84,114	41,706	38,212	52,768	588,330	1,469,790
2018	667,260	84,114	41,706	35,482	48,998	589,030	1,466,590
2019	669,060	84,114	41,706	36,700	50,680	589,780	1,472,040
2020	670,060	84,114	-	37,855	52,275	590,080	1,434,384
2021	665,260	-	-	38,779	53,551	592,405	1,349,995
2022	669,860	-	-	35,429	48,926	589,030	1,343,245
2023	388,460	-	-	36,521	50,434	592,830	1,068,245
2024	392,185	-	-	-	-	589,950	982,135
2025	390,005	-	-	-	-	-	390,005
2026	392,255	-	-	-	-	-	392,255
2027	393,553	-	-	-	-	-	393,553
2028	394,033	-	-	-	-	-	394,033
2029	393,680	-	-	-	-	-	393,680
2030	397,480	-	-	-	-	-	397,480
Totals	\$ 7,147,811	\$ 336,454	\$ 125,118	\$ 258,978	\$ 357,632	\$ 4,721,435	\$ 12,947,428

City of Brentwood  
Long Term Debt



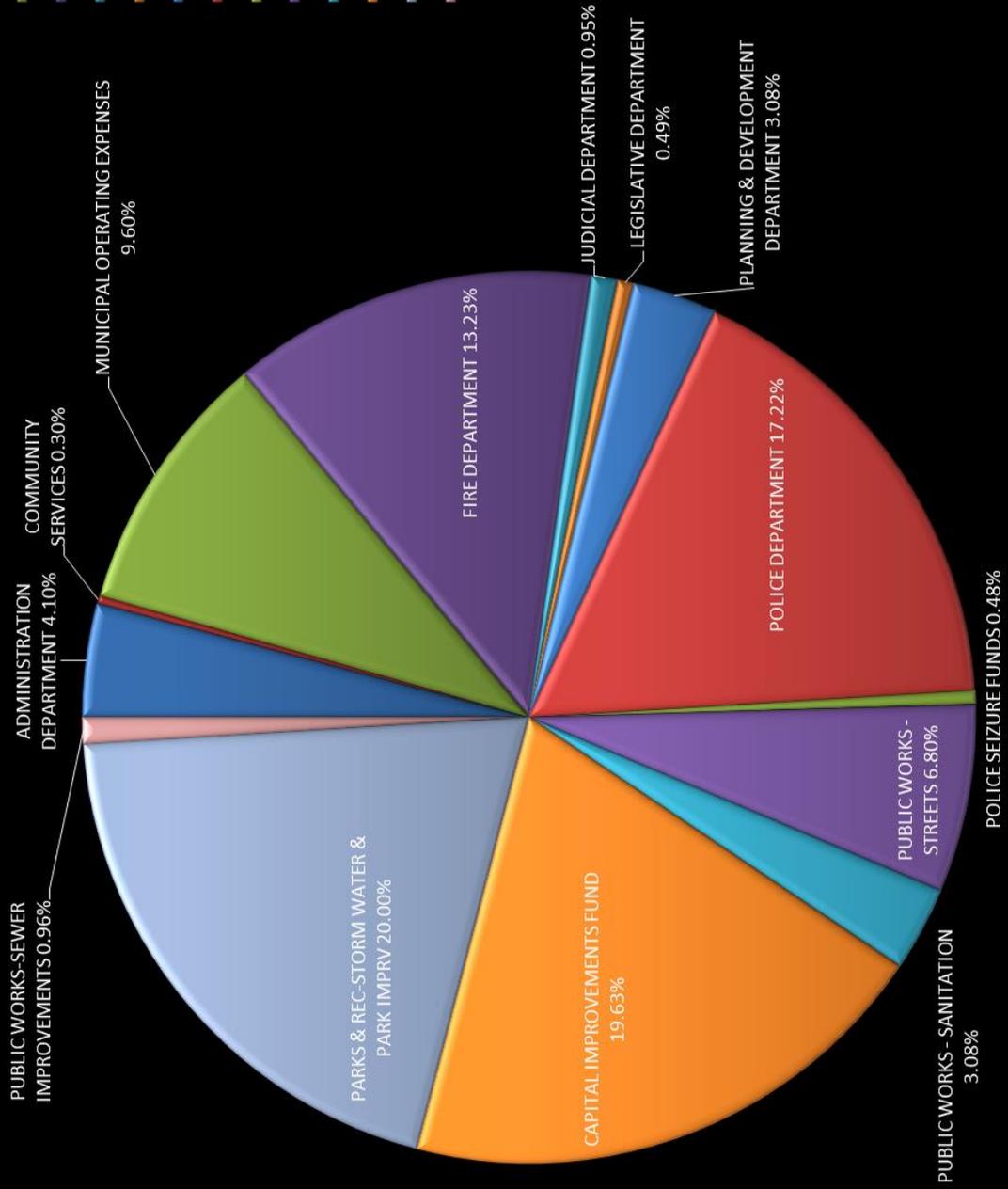
City of Brentwood  
Long Term Debt



EXPENDITURE SUMMARY BY DEPARTMENT	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 07/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019	2016-2017 Budget % Change
ADMINISTRATION DEPARTMENT	707,698	705,948	737,795	813,147	435,124	873,424	795,574	821,267	847,868	-2.16%
COMMUNITY SERVICES	52,891	54,243	56,435	60,377	30,545	60,283	72,825	70,075	70,075	20.62%
MUNICIPAL OPERATING EXPENSES	1,511,998	1,341,640	1,569,206	1,903,220	1,019,845	1,921,472	1,595,570	1,514,630	1,470,702	-16.16%
FIRE DEPARTMENT	2,418,383	2,444,115	2,440,163	2,622,501	1,432,336	2,495,736	2,661,453	2,768,273	2,881,168	1.49%
JUDICIAL DEPARTMENT	192,848	193,581	183,683	187,457	94,390	180,131	191,036	196,655	202,481	1.91%
LEGISLATIVE DEPARTMENT	109,839	107,870	112,182	118,649	63,070	119,447	128,959	129,502	130,071	8.69%
PLANNING & DEVELOPMENT DEPARTMENT	412,142	392,343	373,397	610,501	195,229	539,251	606,949	507,847	523,596	-0.58%
POLICE DEPARTMENT	3,578,082	3,569,575	3,255,994	3,413,419	1,852,852	3,304,971	3,503,551	3,612,211	3,726,807	2.64%
POLICE SEIZURE FUNDS	52,519	10,970	35,511	94,390	13,544	63,779	45,160	25,000	25,000	-52.16%
PUBLIC WORKS - STREETS	1,615,278	1,692,360	1,486,557	1,347,336	472,145	1,362,497	1,555,084	1,591,978	1,410,876	15.42%
PUBLIC WORKS - SANITATION	549,363	555,563	572,813	610,099	290,261	573,199	611,676	624,454	643,392	0.26%
<b>TOTAL</b>	<b>11,201,041</b>	<b>11,068,208</b>	<b>10,823,739</b>	<b>11,781,096</b>	<b>5,899,341</b>	<b>11,494,190</b>	<b>11,767,837</b>	<b>11,861,890</b>	<b>11,932,036</b>	<b>-0.11%</b>
CAPITAL IMPROVEMENTS FUND	2,728,243	2,097,755	3,875,286	3,891,938	1,037,505	3,132,211	3,434,058	2,805,450	2,754,954	-11.76%
PARKS & REC-STORM WATER & PARK IMPRV	1,865,233	3,196,549	8,572,945	3,964,489	1,782,816	3,943,012	4,198,019	4,347,811	4,317,709	5.89%
PUBLIC WORKS-SEWER IMPROVEMENTS	192,944	177,353	179,080	189,496	104,908	184,471	208,884	214,466	220,273	10.23%
<b>TOTAL EXPENDITURES</b>	<b>15,987,461</b>	<b>16,539,865</b>	<b>23,451,052</b>	<b>19,827,019</b>	<b>8,824,570</b>	<b>18,753,884</b>	<b>19,608,798</b>	<b>19,229,618</b>	<b>19,224,972</b>	<b>-1.10%</b>

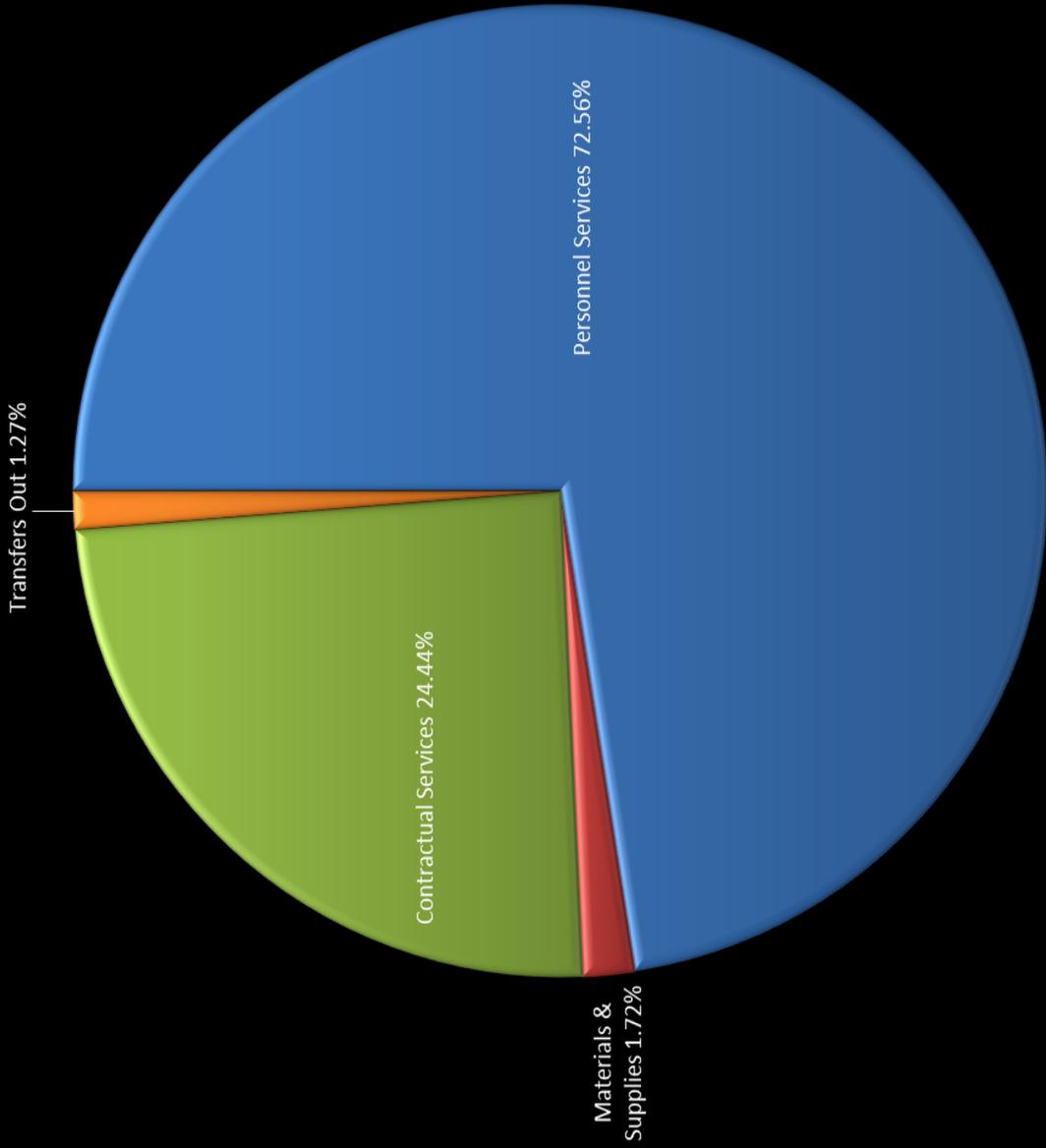
# 2017 EXPENDITURES BY DEPARTMENT-ALL FUNDS

- ADMINISTRATION DEPARTMENT
- COMMUNITY SERVICES
- MUNICIPAL OPERATING EXPENSES
- FIRE DEPARTMENT
- JUDICIAL DEPARTMENT
- LEGISLATIVE DEPARTMENT
- PLANNING & DEVELOPMENT DEPARTMENT
- POLICE DEPARTMENT
- POLICE SEIZURE FUNDS
- PUBLIC WORKS - STREETS
- PUBLIC WORKS - SANITATION
- CAPITAL IMPROVEMENTS FUND
- PARKS & REC-STORM WATER & PARK IMPRV
- PUBLIC WORKS-SEWER IMPROVEMENTS



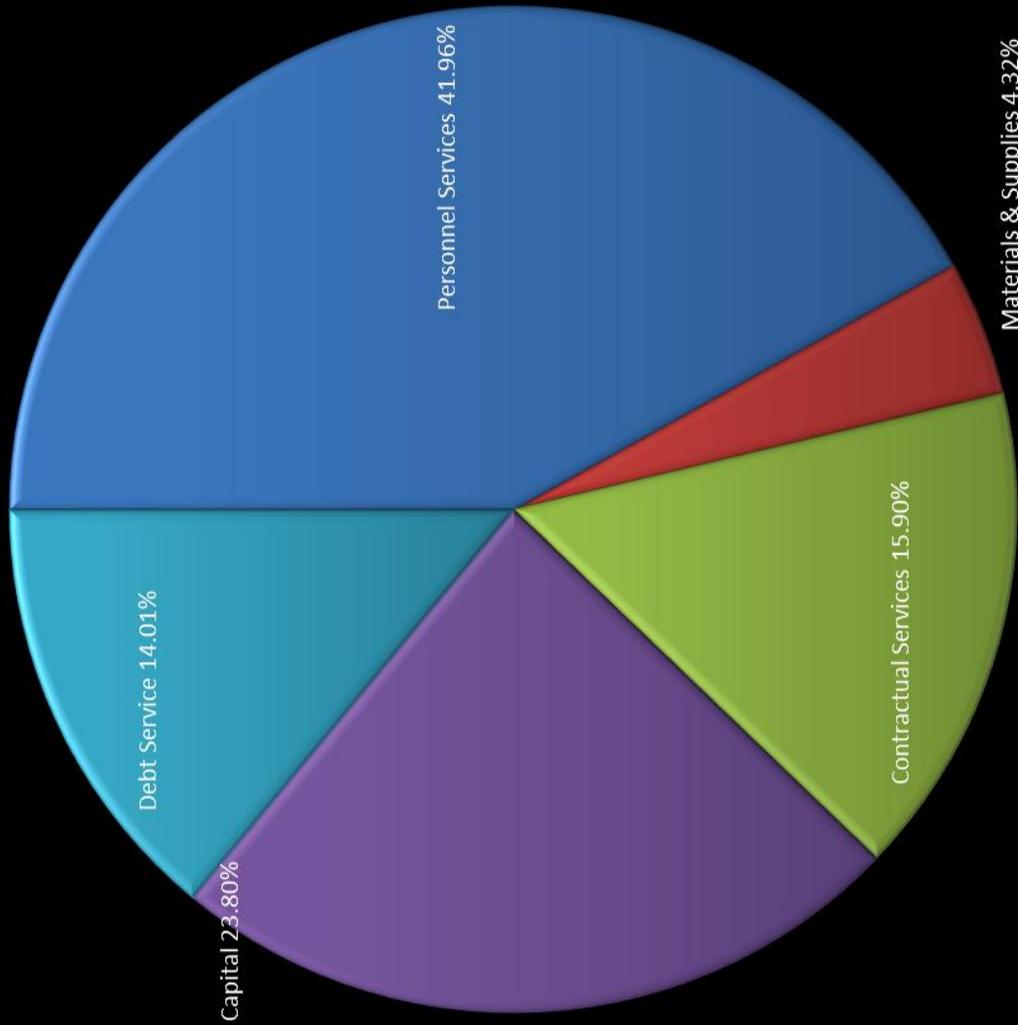
# 2017 EXPENDITURES BY TYPE-GENERAL FUND

- Personnel Services
- Materials & Supplies
- Contractual Services
- Capital
- Debt Service
- Transfers Out



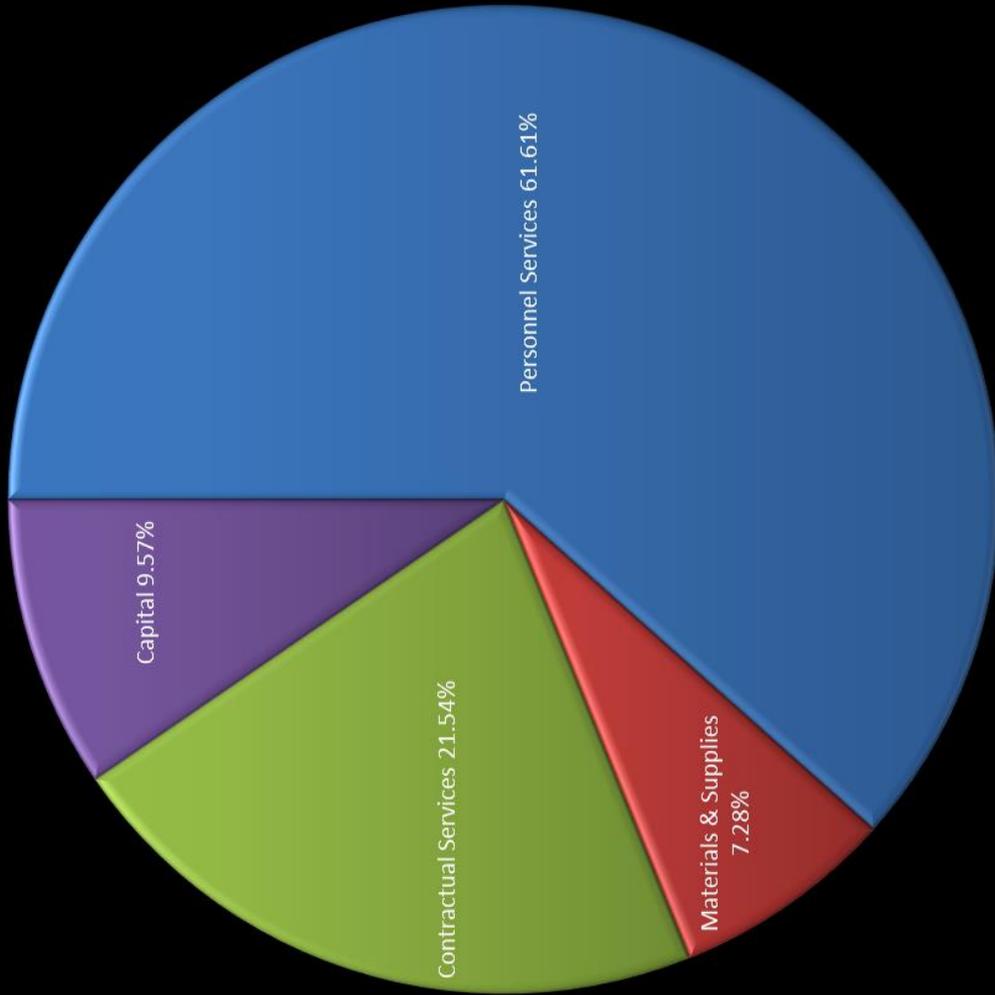
# 2017 EXPENDITURES BY TYPE-STORMWATER & PARKS FUND

- Personnel Services
- Materials & Supplies
- Contractual Services
- Capital
- Debt Service
- Transfers Out



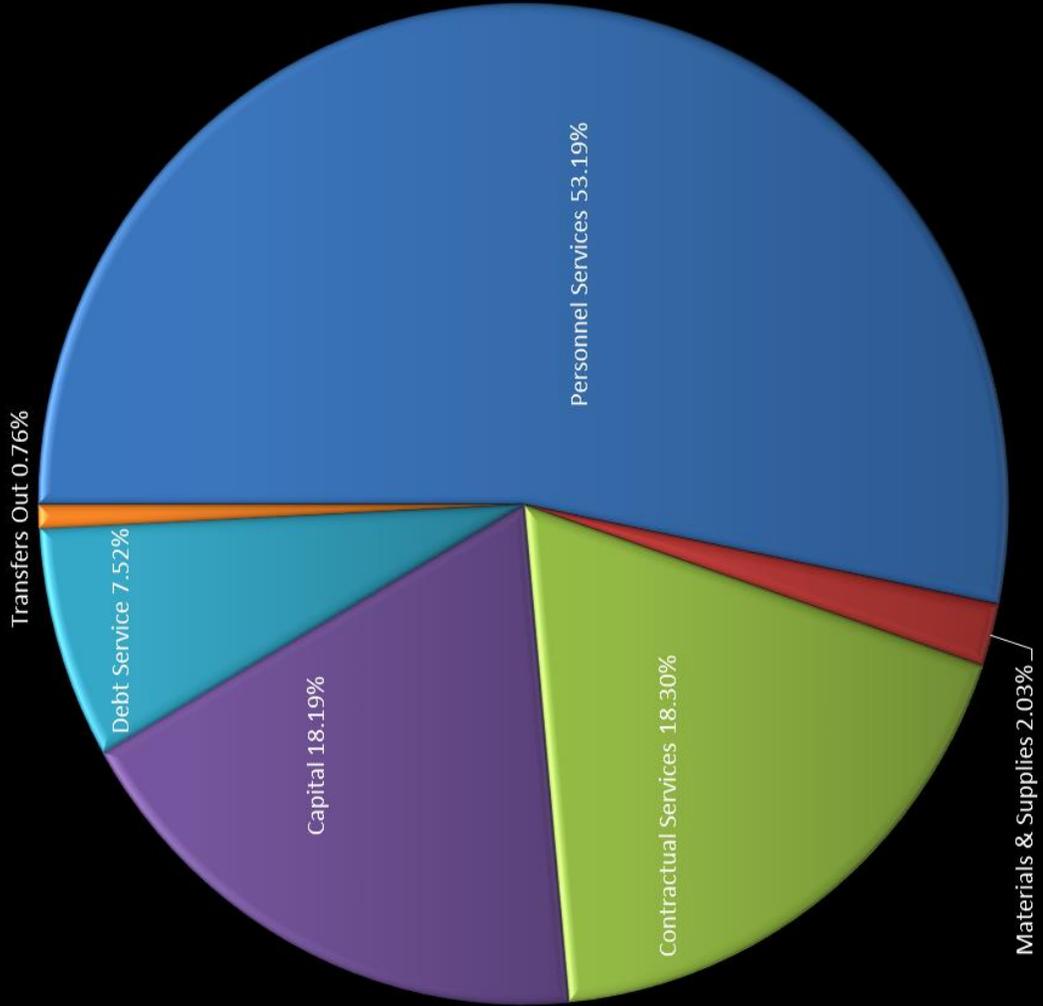
## 2017 EXPENDITURES BY TYPE-SEWER IMPROVEMENTS FUND

- Personnel Services
- Materials & Supplies
- Contractual Services
- Capital
- Debt Service
- Transfers Out



## 2017 EXPENDITURES BY TYPE-ALL FUNDS

- Personnel Services
- Materials & Supplies
- Contractual Services
- Capital
- Debt Service
- Transfers Out



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<b>EXPENDITURE SUMMARY BY DEPARTMENT</b>	<b>Actual <u>2013</u></b>	<b>Actual <u>2014</u></b>	<b>Actual <u>2015</u></b>
<b>GENERAL FUND</b>			
ADMINISTRATION DEPARTMENT	707,698	705,948	737,795
COMMUNITY SERVICES	52,891	54,243	56,435
MUNICIPAL OPERATING EXPENSES	1,511,998	1,341,640	1,569,206
FIRE DEPARTMENT	2,418,383	2,444,115	2,440,163
JUDICIAL DEPARTMENT	192,848	193,581	183,683
LEGISLATIVE DEPARTMENT	109,839	107,870	112,182
PLANNING & DEVELOPMENT DEPARTMENT	412,142	392,343	373,397
POLICE DEPARTMENT	3,578,082	3,569,575	3,255,994
POLICE SEIZURE FUNDS	52,519	10,970	35,511
PUBLIC WORKS - STREETS	1,615,278	1,692,360	1,486,557
PUBLIC WORKS - SANITATION	549,363	555,563	572,813

<b>TOTAL</b>	<b>11,201,041</b>	<b>11,068,208</b>	<b>10,823,739</b>
CAPITAL IMPROVEMENTS FUND	2,728,243	2,097,755	3,875,286
PARKS & REC-STORM WATER & PARK IMPRV	1,865,233	3,196,549	8,572,945
PUBLIC WORKS-SEWER IMPROVEMENTS	192,944	177,353	179,080
<b>TOTAL EXPENDITURES</b>	<b>15,987,461</b>	<b>16,539,865</b>	<b>23,451,052</b>

# Revenues

- General Fund

- Capital Improvements Fund
- Storm Water & park Improvements Fund
  - Sewer Improvements Fund

GENERAL FUND REVENUE												
Account Number	ACCOUNT DESCRIPTIONS	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 08/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019		
4002	AD VALOREM TAXES	238,493	270,339	306,079	313,452	-	313,452	306,822	316,027	325,508		
4010	ROAD & BRIDGE TAX	258,564	281,208	278,003	280,000	159,098	280,000	280,000	280,000	280,000		
4015	FINANCIAL INSTITUTION TAX	1,329	19,657	14,827	15,000	14,827	15,000	15,000	15,000	15,000		
4025	SALES TAX	3,866,351	5,005,531	5,055,547	5,678,735	3,652,260	5,600,000	5,600,000	5,670,000	5,740,875		
4027	MUNICIPAL FIRE SALES TAX	1,168,608	1,359,279	1,456,697	1,473,008	988,290	1,473,008	1,473,008	1,473,008	1,473,008		
4030	STATE MOTOR FUEL TAX	292,221	305,111	315,098	290,000	209,697	300,000	290,000	290,000	290,000		
4035	CIGARETTE TAX	38,197	38,197	38,197	38,197	25,465	38,197	38,197	38,197	38,197		
4040	UTILITY FRANCHISE-LACLEDE GAS	141,582	154,737	130,002	150,000	85,600	130,000	135,000	140,000	145,000		
4045	UTILITY FRANCHISE-UNION ELEC	732,036	724,761	685,270	670,000	413,736	670,000	670,000	675,000	680,000		
4050	COMMUNICATIONS - TELEPHONE	493,635	457,088	437,203	500,000	277,952	470,000	470,000	485,000	500,000		
4055	UTIL FRAM-ST. LOUIS CNTY WATER	100,230	62,515	54,732	55,000	15,510	30,000	35,500	36,000	36,500		
4060	CABLEVISION	153,561	166,391	170,298	155,000	126,347	155,000	155,000	155,000	155,000		
4100	OCCUPATIONAL LICENSES	1,458,591	1,496,224	1,529,925	1,510,000	1,528,035	1,530,000	1,530,000	1,533,000	1,535,000		
4110	LIQUOR LICENSES	10,853	11,927	13,303	12,000	12,003	12,003	12,000	12,000	12,000		
4115	AUTOMOBILE LICENSES	30,840	36,513	36,089	35,000	18,969	35,000	36,000	36,000	36,000		
4135	OCCUPANCY PERMITS	37,340	37,829	35,732	40,000	23,627	40,000	40,000	40,000	40,000		
4140	BUILDING PERMITS	229,578	153,618	108,392	85,000	70,211	85,000	85,000	85,000	85,000		
4142	BUILDING PERMITS - FIRE	5,642	4,694	3,546	5,000	3,105	5,000	5,000	5,000	5,000		
4145	PLANNING/ ZONING APPLICATIONS	1,800	1,210	975	1,500	350	1,500	1,500	1,500	1,500		
4150	ELECTRICAL PERMITS	20,824	24,680	17,739	15,000	11,322	15,000	15,375	15,759	16,153		
4155	PLUMBING PERMITS	22,901	21,608	16,959	15,000	11,400	15,000	15,375	15,759	16,153		
4205	GRANTS - MISC	-	13,500	-	-	-	-	-	-	-		
4210	GRANTS POLICE FEDERAL/STATE	-	-	-	-	-	-	-	-	-		
4211	POL TRAFFIC GRANT	10,278	1,848	16,964	8,500	3,501	8,500	8,500	8,500	8,500		
4300	PROGRAM FEES-SPORTS	63,424	55,341	48,903	-	-	-	-	-	-		
4301	RECREATION FEES-FITNESS	20,174	13,202	6,850	-	-	-	-	-	-		
4302	RECREATION FEES-GENL PROG	-	14,272	1,614	-	-	-	-	-	-		
4303	RECREATION FEES-SPEC EVENTS	-	3,377	4,724	-	-	-	-	-	-		
4304	RECREATION FEES-SENIOR PROG	-	-	10,213	-	-	-	-	-	-		
4305	PARK PERMITS	48,933	48,816	39,124	-	-	-	-	-	-		
4310	ROOM RENTAL	93,555	96,786	58,841	-	200	200	-	-	-		
4320	RENTAL PROPERTY	11,068	11,168	11,068	11,068	7,312	11,068	11,068	11,068	11,068		
4326	RINK FEES	300,097	304,669	202,810	-	-	-	-	-	-		
4335	ICE RINK ADMISSIONS	81,214	85,289	61,415	-	-	-	-	-	-		
4340	ICE RINK RENTALS	200,217	225,717	164,055	-	-	-	-	-	-		
4341	BIRTHDAY PARTY FEES	6,616	6,316	7,449	-	-	-	-	-	-		
4345	CONCESSIONS-RINK	4,522	3,686	1,628	-	-	-	-	-	-		
4350	SKATE RENTALS	7,268	9,279	9,103	-	-	-	-	-	-		
4355	LOCKER RENTALS	192	140	123	-	-	-	-	-	-		
4365	VENDING	3,518	2,593	2,593	-	-	-	-	-	-		
4370	TRASH, ETC. PICKUPS	26,947	25,991	28,589	26,000	21,146	28,000	28,000	29,000	30,000		
4375	AMBUJANCE FEES	212,609	212,478	99,178	200,000	132,063	200,000	205,000	210,000	215,000		
4385	INTERDEPARTMENT UTIL & MAINT.	7,500	7,500	7,500	7,500	5,000	7,500	7,500	7,500	7,500		
4400	POLICE REPORTS	1,664	1,859	2,436	2,000	1,387	2,000	2,000	2,000	2,000		

4405	CRIME VICTIMS-BRENTWOOD	1,497	1,039	954	1,000	486	1,000	1,000	1,000	1,000	1,000	1,000
4410	FINES	436,803	326,441	228,504	264,000	119,808	185,000	189,625	194,366	199,225	199,225	1,000
4411	ATS	6,700	-	-	-	-	-	-	-	-	-	-
4414	POLICE TRAINING	4,271	3,302	-	3,700	-	3,700	3,700	3,700	3,700	3,700	3,700
4415	TRAINING FEES-BRENTWOOD	8,072	5,558	4,890	8,000	2,174	8,000	8,000	8,000	8,000	8,000	8,000
4416	SEIZED PROPERTY	11,692	6,353	113,611	10,000	43,684	50,000	10,000	10,000	10,000	10,000	10,000
4430	INTERCITY JOINT SERVICES	59,960	25,567	6,111	-	4,552	4,552	-	-	-	-	-
4435	INTERGOVERNMENTAL REVENUE-DEA	17,720	16,729	15,151	17,200	14,556	17,200	17,200	17,200	17,200	17,200	17,200
4440	INTERGOVERNMENTAL REVENUE-BSD	667	1,841	1,895	1,890	926	1,890	1,890	1,890	1,890	1,890	1,890
4510	SALE OF CITY PROPERTY	750	-	-	-	200	200	-	-	-	-	-
4520	WEED CUTTING, CLEAN UP	2,132	2,863	2,406	850	1,262	1,500	1,500	1,500	1,500	1,500	1,500
4525	INTEREST INCOME	6,352	7,189	7,618	7,500	5,832	8,000	8,000	8,000	8,000	8,000	8,000
4526	INTEREST INCOME-PLUMBERS TRUST	1	1	1	1	1	1	1	1	1	1	1
4530	PLANNING & DEVELOPMENT MISC.	1,885	2,475	1,160	2,000	2,215	2,500	2,000	2,000	2,000	2,000	2,000
4535	INSURANCE/OTHER SETTLEMENTS	27,306	21,018	13,166	11,000	410	11,000	11,000	11,000	11,000	11,000	11,000
4540	FALSE ALARMS	1,345	1,395	2,765	2,000	3,410	3,500	3,500	3,750	4,000	4,000	4,000
4545	FESTIVAL REVENUE	-	-	-	-	-	-	-	-	-	-	-
4550	GOLF TOURNAMENT REVENUE	-	-	-	-	-	-	-	-	-	-	-
4555	MISCELLANEOUS INCOME	5,570	3,701	4,595	5,000	10,431	11,000	5,500	5,750	6,000	6,000	6,000
4560	DONATIONS MISCELLANEOUS	-	-	175	-	-	-	-	-	-	-	-
4565	DONATIONS - POLICE & FIRE	2,676	2,955	1,550	500	-	500	500	500	500	500	500
4575	T.I.F. REIMBURSEMENTS	695,882	239,523	-	-	-	-	-	-	-	-	-
4576	MERIDIAN TDD REIMBURSEMENT	2,000	13,000	-	15,000	-	15,000	15,000	15,000	15,000	15,000	15,000
4577	TDD COLLECTION FEES	24,000	24,000	24,000	-	24,000	24,000	24,000	24,000	24,000	24,000	24,000
4578	STRASSNER TDD REIMBURSEMENT	10,735	-	-	-	-	-	-	-	-	-	-
4585	SLAIT PREMIUM RETURN	49,960	38,436	41,726	20,000	987	41,000	30,000	35,000	40,000	40,000	40,000
	<b>Total by Year</b>	<b>11,780,948</b>	<b>12,521,575</b>	<b>11,960,066</b>	<b>11,961,601</b>	<b>8,053,343</b>	<b>11,859,971</b>	<b>11,803,261</b>	<b>11,927,975</b>	<b>12,052,978</b>	<b>12,052,978</b>	<b>12,052,978</b>

**CAPITAL IMPROVEMENTS FUND**

	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 08/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
4002 AD VALOREM TAXES	(205)	(4,433)	(1,844)	-	-	-	-	-	-
4025 SALES TAX	1,823,725	2,392,388	2,488,494	2,560,952	1,689,561	2,560,952	2,637,781	2,716,914	2,798,421
4026 RECYCLE GRANTS	-	10,000	-	-	-	-	-	-	-
4028 PEDESTRIAN/TRANSIT STP	155,502	106,965	-	-	-	-	-	-	-
4029 ROSE AVENUE STP	162,566	48,365	-	-	-	-	-	-	-
4030 LITZINGER ROAD STP	86,105	148,772	688,295	-	383,505	857,441	-	-	-
4031 RESERVES	-	-	-	-	-	-	-	-	-
4032 HIC PEDESTRIAN STP	-	-	-	721,156	40,760	60,000	661,156	-	-
4038 PEDESTRIAN/TRANSIT TDD	38,875	28,964	-	-	-	-	-	-	-
4205 GRANTS - MISC	-	254,832	-	-	-	-	-	-	-
4510 SALE OF CITY PROPERTY	76,702	30,882	32,734	10,000	13,269	35,000	15,000	15,000	15,000
4525 INTEREST INCOME	4,195	6,039	8,852	4,000	5,475	5,500	5,500	5,500	5,500
4599 DEBT PROCEEDS	533,460	193,933	-	-	-	-	-	-	-
4625 TRANSFER IN	-	-	250,000	622,000	-	622,000	150,000	75,000	-
4950 INTERGOVERNMENTAL RECEIPT	7,759	22,364	-	-	-	-	-	-	-
<b>Total by Year</b>	<b>2,888,684</b>	<b>3,239,021</b>	<b>3,466,533</b>	<b>3,918,108</b>	<b>2,132,571</b>	<b>4,140,893</b>	<b>3,469,437</b>	<b>2,812,414</b>	<b>2,818,921</b>

**STORM WATER & PARK IMPROVEMENTS FUND**

Account Number	ACCOUNT DESCRIPTIONS	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 08/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
4002	AD VALOREM TAXES	761	(1,634)	(1,097)	-	-	-	-	-	-
4025	SALES TAX	2,149,956	2,768,963	2,931,790	2,962,686	1,998,521	2,962,686	3,051,567	3,143,114	3,237,407
4031	RESERVES	-	-	-	-	-	-	-	-	-
4200	MEMORIAL TREE & BENCH PROGRAM	-	250	-	3,500	-	-	500	2,000	3,500
4205	GRANTS	-	-	417,210	-	-	-	-	-	-
4210	MSD-EXEC WALK FUNDING	28,084	246,066	-	-	-	-	-	-	-
4300	PROGRAM FEES-SPORTS	-	-	-	66,936	37,185	54,363	67,990	69,350	70,737
4301	RECREATION FEES-FITNESS	-	-	-	11,516	4,023	8,086	10,324	10,530	10,740
4302	RECREATION FEES-GENL PROG	-	-	-	8,500	1,941	4,850	6,795	6,999	7,209
4303	RECREATION FEES-SPEC EVENTS	-	-	-	4,525	1,535	4,285	4,935	5,083	5,235
4304	RECREATION FEES-SENIOR PROG	-	-	-	15,266	6,712	10,676	14,945	15,962	16,760
4305	PARK PERMITS	-	-	-	38,750	32,213	37,150	39,140	39,923	40,721
4310	ROOM RENTAL	-	-	-	114,000	83,671	117,000	120,000	123,600	127,308
4326	RINK FEES	-	-	(185)	312,000	165,717	291,500	309,314	312,407	315,531
4335	ICE RINK ADMISSIONS	-	-	-	89,000	57,326	89,500	92,000	94,760	97,603
4340	ICE RINK RENTALS	-	-	-	232,000	150,332	232,000	234,030	236,370	238,733
4341	BIRTHDAY PARTY FEES	-	-	-	7,500	5,125	7,500	7,725	7,957	8,196
4345	CONCESSIONS-RINK	-	-	-	1,200	294	520	650	650	650
4350	SKATE RENTALS	-	-	-	9,750	6,812	11,000	11,330	11,670	12,020
4365	VENDING	-	-	-	4,000	1,698	2,660	2,700	2,781	2,864
4510	SALE OF CITY PROPERTY	2,000	5,912	46,365	5,000	16,910	19,000	5,000	4,000	3,000
4525	INTEREST INCOME	6,609	8,581	9,174	7,000	2,273	7,000	7,000	7,000	7,000
4535	INSURANCE/OTHER SETTLEMENTS	-	-	90	-	-	-	-	-	-
4545	FESTIVAL REVENUE	10,650	14,025	11,425	16,500	7,750	4,350	16,500	16,830	17,167
4570	SPONSORSHIPS/DONATIONS	4,550	6,746	5,750	9,000	15,000	18,700	9,100	9,373	9,654
4585	SLAIT PREMIUM RETURN	15,987	12,299	13,352	5,000	-	5,000	5,000	5,000	5,000
4599	DEBT PROCEEDS	-	4,563,000	-	-	-	-	-	-	-
4600	DEBT PREMIUM	-	254,543	-	-	-	-	-	-	-
4950	INTERGOVERNMENTAL RECEIPT	103,195	(28,625)	-	370,000	131,500	131,500	370,000	370,000	-
<b>Total by Year</b>		<b>2,321,792</b>	<b>7,850,126</b>	<b>3,433,874</b>	<b>4,293,629</b>	<b>2,726,535</b>	<b>4,019,326</b>	<b>4,386,545</b>	<b>4,495,359</b>	<b>4,237,035</b>

SEWER IMPROVEMENTS FUND												
Account Number	ACCOUNT DESCRIPTIONS	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 08/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019		
4525	INTEREST INCOME	34	41	84	100	-	84	100	100	100		
4585	ASSESSMENTS	192,753	194,466	194,299	193,750	60,984	194,299	193,750	193,750	193,750		
4031	RESERVES	-	-	-	-	-	-	-	-	-		
<b>Total by Year</b>		<b>192,787</b>	<b>194,507</b>	<b>194,382</b>	<b>193,850</b>	<b>60,984</b>	<b>194,382</b>	<b>193,850</b>	<b>193,850</b>	<b>193,850</b>		
<b>GRAND TOTALS BY YEAR</b>		<b>17,184,211</b>	<b>23,805,229</b>	<b>19,054,855</b>	<b>20,367,188</b>	<b>12,973,433</b>	<b>20,214,572</b>	<b>19,853,093</b>	<b>19,429,598</b>	<b>19,302,784</b>		

# **Administration**

- **Administration Department**
  - **Community Services**
- **Municipal Operating Expenses**

## **ADMINISTRATION DEPARTMENT**

### **Mission Statement**

To provide leadership, management, financial planning, information and policy implementation to elected officials so they have confidence in our financial stewardship and can make informed decisions; Maintaining a fiscally sound organization that conforms to legal requirements and to generally accepted financial management principles; Supporting City departments so they can efficiently and effectively deliver services; Services provided include debt management and capital financing, advisory support, accounting and financial reporting, procurement of materials and services, treasury services, risk and inventory management, tax and licensing, acquisition and management of real property; and support of citizens so they can live, work, and play in a progressive community known as the "City of Warmth" for its small town charm, sense of community, low property taxes, high quality services, and high quality of life.

### **Goals and Objectives**

1. Be responsive in an expedient manner to our citizens.
2. Provide ethical reporting and advisory services to the Board of Aldermen and departments in their decision making process.
3. Keep the Board of Aldermen informed of important community issues.
4. Ensure quality services are delivered to the citizens of Brentwood by recruiting, developing, and retaining a skilled and effective workforce.
5. Communicate the importance of safety to all employees and attain a zero preventable accident/injury rate.
6. Provide support on the following functional areas of the city - legislative, policy implementation, budget development, strategic planning, economic development, communication, information technology, public safety and legal service.
7. Continue to influence development patterns that will result in increased efficient delivery of core services, use of energy and resources, and demand for infrastructure.
8. Continue to monitor controls that have been established to eliminate the possibility of fraud.
9. Encourage and promote city-wide professional development and training.
10. Optimize the technology infrastructure and capabilities to provide a reliable, agile and secure environment to ensure continuous improvement and readiness for future change.
11. Align technology initiatives to effectively integrate applications and technical solutions into organizational processes.

## **Accomplishments**

### **ADMINISTRATION:**

1. Prepared the Fiscal Year 2016 Annual Budget.
2. Prepared the City's Annual Report.
3. Continued to monitor and report on all legislative initiative at the State and Federal level.
4. Received over \$430,600 in flood hazard mitigation property buyout grant from the Federal Emergency Management Agency and Missouri State Emergency Management Agency for four (4) properties with severe and repeated flooding.

### **FINANCE:**

1. Received Certificate of Achievement for Excellence in Financial Reporting for preparation of the December 31, 2015 Fiscal Year Comprehensive Annual Financial Report (CAFR).
2. Completed annual capital asset inventory process.
3. Completed the timely reporting of the monthly financial reports.
4. Completed the timely publication of the semi-annual statements RSMo § 79.160.
5. Completed the timely publication of the Municipal Court and Revenues for 2015 RSMo § 479.359, 360, and 362.
6. Developed a new Check Request/Authorization Form per the Auditor's Request.

### **HUMAN RESOURCES:**

1. Managed the recruitment and onboarding process for all new hires and separating employees.
2. Oversaw, with the support of the City's personnel attorney, the application of legally defensible employee relations.
3. Continued to oversee the City's benefits and safety program and implement strategies to lower the City's health insurance premiums.
4. Continued to offer training to all employees.
5. Oversaw the implementation of the ACA reporting requirements of forms 1094 and 1095.

### **INFORMATION TECHNOLOGY:**

#### **Enterprise:**

1. Installed new audio visual equipment in the council chambers.
2. Continued the implementation of comprehensive technology infrastructure refresh plan.
3. Completed over 35 hours of technical and professional development training.

#### **Telephony:**

1. Completed the installation of a video surveillance system at the police station.
2. Completed the installation of a video surveillance system that covers the police station parking lot.
3. Implemented Keyless Entry Card System for City Hall and the Police Building.
4. Implemented an Identification Card System for all employees.
5. Continued the implementation of the upgrade of the ShoreTel to OS 2012 R2 and will complete in FY 17.
6. Continued the implementation of the Hyper V Hosts Upgrade and Patch and will complete in FY 17.

7. Continued the implementation of the process to retire the Anti-virus – Trend Micro and will complete in FY 17.
8. Continued the implementation of the Exchange/Migration to Office 365 and will complete in FY 17.
9. Continued the implementation of the point-to-point fiber connection between the Public Works Department and the Police Department and will complete in FY 17.
10. Continued the WAN projects and will complete in FY 17.

**Desktop:**

1. Implemented an Access Control Policy and Acknowledgement Form for elected officials and City staff.
2. Deployed Ipads for elected officials and Administration staff.

**Performance Measures**

Administration	2015 (Actual)	2016 (Estimate)	2017 (Projected)
Visits to city website	184,874	220,505	240,000
Annual training hours per department employee	19.53	44.18	53.46
Annual city-wide rate of turnover (resignations/terminations only)	6.25%	4.46%	5.93%
Employees without an on-the-job injury	92%	87.6%	97%
Workers compensation claims	10	24	20
General and auto liability claims	6	5	5
Personnel-related policy violation complaints investigated and resolved	100%	100%	100%
External auditor recommendations	5	5	3
Correcting journal entries (accuracy measure)	44	52	42

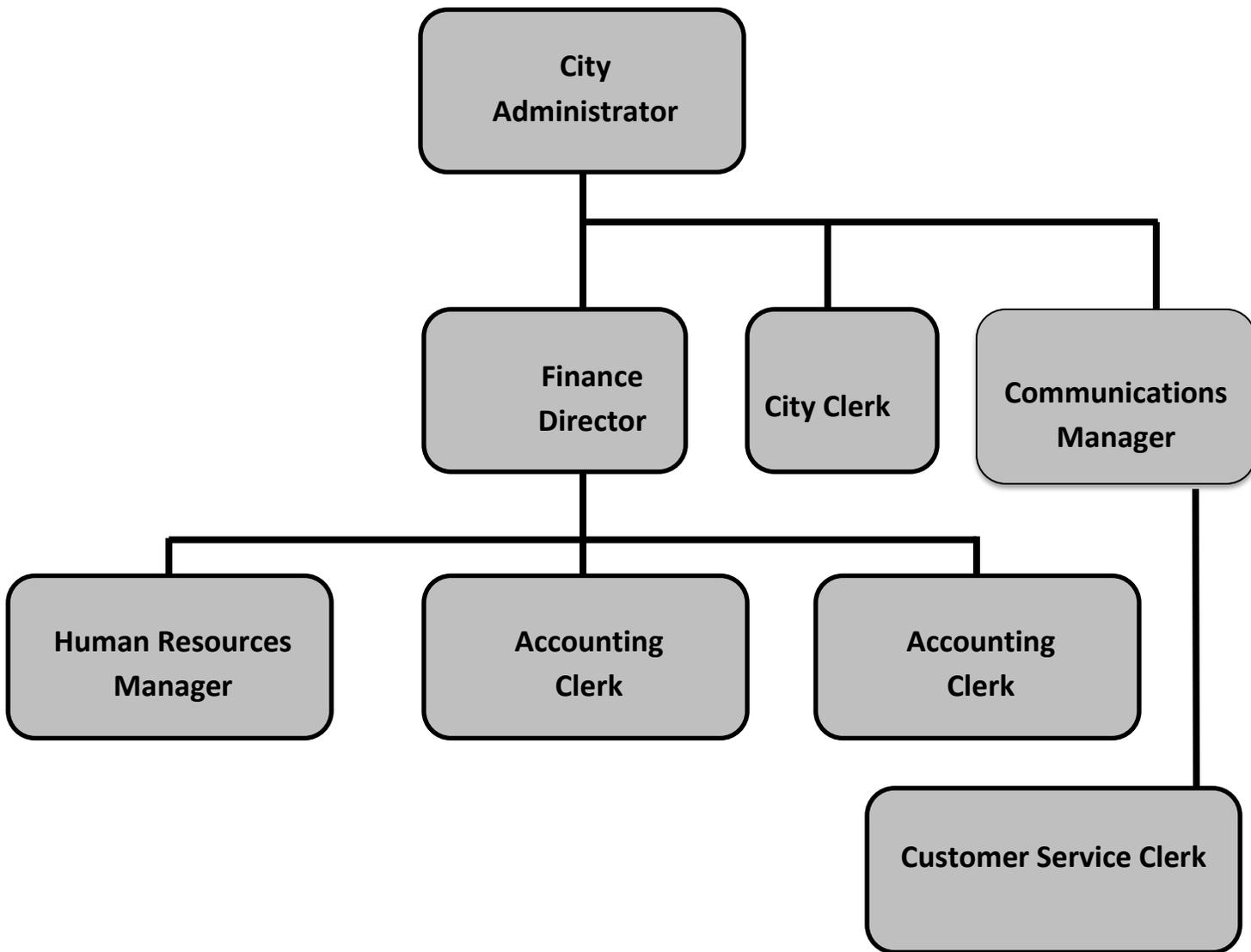
**ADMINISTRATION DEPARTMENT**

**BUDGETED POSITIONS**

<b>Position</b>	<b>2016</b>	<b>2017</b>
<b>City Administrator</b>	1	1
<b>Finance Director</b>	1	1
<b>IT Manager</b>	1	0
<b>Human Resources Manager</b>	1	1
<b>Communications Manager</b>	0	1
<b>Executive Secretary</b>	0	0
<b>City Clerk</b>	1	1
<b>Accounting Clerk</b>	2	2
<b>Customer Service Clerk</b>	1	1
<b>TOTAL</b>	<b>8</b>	<b>8</b>

ADMINISTRATION DEPARTMENT

ORGANIZATIONAL STRUCTURE



**ADMINISTRATION DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2017**

**10-01-01-XXXX**

**PERSONNEL SERVICES:**

**Salaries & Wages Full-time 6000:** This line item provides funds for nine (8) full-time employees in this department (\$552,456)

**Full Time Overtime 6005:** This line item provides funds for full-time non-exempt employees utilized for special projects or work that require additional time to accomplish (\$3,444).

**Salaries and Wages Part-time 6010:** This line item provides funds for part time staffing to assist with special projects throughout the year including the cost for a FOCUS St. Louis CORO Fellow (\$26,000).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. Provides funds for employee benefits (health care, dental, vision and life insurance, LAGERS) (\$137,721).

**MATERIAL AND SUPPLIES:**

**Supplies & Materials 6420:** This line item provides funds for offices supplies for city hall (\$10,000).

**CONTRACTUAL SERVICES:**

**Educational Benefits 6070:** This line item provides funds to support employee's educational benefits (\$3,000), and International City/County Management Association Credentialed Manager Program ICMA-CM (\$125) - (\$3,125).

**Advertising 6160:** This line item provides funds for bid notices, public hearing notices and job ads (\$2,000).

**Travel/Meetings 6185:** This line item provides funds to cover hotels, meals, airline expense for employees to attend annual Missouri Municipal League conferences (MML) (\$1,500), Missouri City/County Management Association winter and spring conferences (MCMA) (\$500), International Council of Shopping Centers (\$1,250), Missouri City Clerk/Finance Officers Association (MCCFOA) seminars and conferences and monthly meetings (\$237), Missouri Government Finance Officers Association (GFOA-MO) seminars, conferences and monthly meetings (\$192), Saint Louis City/County Management Association (SLACMA) monthly meetings (\$180), Saint Louis Area Human Resources Consortium monthly meetings (\$120), International Institute of Municipal Clerks (IIMC) conferences (\$1,000), International City/County Management Conference (\$635) and Missouri Local Government Employees Retirement System (LAGERS) Annual Conference (\$100) - (\$5,714).

**Petro Products 6195:** This line item provides funds for fuel for the City Administrator's vehicle (\$480).

**Miscellaneous Contractual 6210:** This line item provides funds for intergovernmental agreement with the City of Clayton for Information Technology services and other contractual service items that are not accounted for in a special contractual services line item (\$45,000).

**Training 6240:** This line item provides funds for additional training and education for job revitalization and keeping up with current trends and practices for employees in the Administration department (\$5,000).

**Dues & Subscriptions 6365:** This line item provides funds for organizational dues for employees – Missouri Municipal League (MML) (\$75), International City/County Management Association (ICMA) (\$1106), Missouri City/County Management Association (MCMA) (\$100), Missouri City Clerk/Finance Officers Association (MCCFOA) (\$100), International Council of Shopping Centers (\$800), Government Finance Officers Association (GFOA) (\$170), Municipal League of Metro St. Louis (MLMST) (\$75) and Saint Louis City/County Management Association (SLACMA) (\$100), Society of Human Resource Management (SHRM) (\$180), and International Public Management Association for Human Resources (IPMA) (\$149), International Institute of Municipal Clerks (IIMC) (\$249), Master card Annual Dues (\$150), and Sam's Charge card Annual Dues (\$130) - (\$3,384).

**Printing 6375:** This line item provides funds for envelopes, letterhead, special projects, etc. (\$1,000).

**Postage 6440:** This line item provides funds for mailings (\$250).

ADMINISTRATION DEPARTMENT (10-01-01-XXXX)

Account Number	Account Descriptions	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 07/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
<b>Personnel Services</b>										
6000	SALARIES FULL TIME	500,049	511,287	508,343	581,423	290,956	581,423	552,456	569,080	586,101
6001	PAYROLL ADJUSTMENT	-	-	32	-	-	-	-	-	-
6005	FULL TIME OVERTIME	3,102	4,934	7,337	3,247	8,902	3,247	3,444	3,547	3,653
6010	SALARIES PART TIME	13,780	17,591	15,568	25,699	10,148	25,699	26,000	26,780	27,583
6025	LONGEVITY EXPENSE	899	730	1,069	1,920	45	1,920	-	-	-
6050	ATTENDANCE INCENTIVE	1,200	-	-	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	147,717	145,318	134,795	167,035	65,118	167,035	137,721	144,607	151,837
	<b>Subtotal:</b>	666,747	679,860	667,143	779,324	375,170	779,324	719,621	743,964	769,174
<b>Materials &amp; Supplies</b>										
6420	SUPPLIES & MATERIALS	9,802	7,932	10,435	10,000	5,721	9,990	10,000	10,000	10,000
	<b>Subtotal:</b>	9,802	7,932	10,435	10,000	5,721	9,990	10,000	10,000	10,000
<b>Contractual Services</b>										
6070	EDUCATIONAL BENEFITS	3,000	390	1,745	6,475	-	-	3,125	3,125	3,125
6160	ADVERTISING	2,093	901	2,163	2,000	467	1,000	2,000	2,000	2,000
6185	TRAVEL/MEETINGS	2,830	3,686	4,717	4,688	4,101	5,218	5,714	5,714	5,714
6195	PETRO PRODUCTS	329	351	1,493	480	1,321	300	480	480	480
6210	MISC CONTRACTUAL EXP	16,977	4,298	42,706	1,000	42,649	71,000	45,000	46,350	47,741
6240	TRAINING	3,041	5,520	4,294	5,520	1,417	1,917	5,000	5,000	5,000
6365	DUES & SUBSCRIPTIONS	2,130	2,085	1,882	2,410	4,197	4,500	3,384	3,384	3,384
6375	PRINTING	732	864	1,217	1,000	54	100	1,000	1,000	1,000
6440	POSTAGE	17	61	-	250	26	75	250	250	250
	<b>Subtotal:</b>	31,149	18,156	60,217	23,823	54,233	84,110	65,953	67,303	68,694
<b>TOTAL EXPENDITURES</b>		<b>707,698</b>	<b>705,948</b>	<b>737,795</b>	<b>813,147</b>	<b>435,124</b>	<b>873,424</b>	<b>795,574</b>	<b>821,267</b>	<b>847,868</b>

**COMMUNITY SERVICES**

**ACCOUNT DESCRIPTIONS – FY 2017**

**10-01-04-XXXX**

**CONTRACTUAL SERVICES:**

**Community Relations 6145:** This line item provides funds to for the monthly Brentwood Chamber of Commerce Luncheons, City of Brentwood Annual Holiday Open House, Annual Trash Can Paintings, Veteran Day Celebration, National Day of Prayer, Four (4) Community Shred Days for Brentwood Residents, Flowers, and ADA Accommodations (\$11,900).

**Newsletter 6147:** This line item provides funds for printing and mailing of the city newsletter four times per year (\$6,500), adobe in-design software (\$700) and beginners, intermediate and advanced software training (\$1,800) - (\$9,000).

**Miscellaneous Contractual 6210:** This line item provides funds for the ADA inclusion coordinator – The Recreational Council (\$9,000), Public Relations Consultant Services (\$5,000), website hosting, video streaming and development and annual maintenance fee (\$3,725) for a Mobile Application for communication with Citizens throughout the City (\$5,700) - (\$23,425).

**BTV Channel 993/60 6222:** This line item provides funds for the professional services agreement to continue programming and recording of city meetings (Board of Aldermen, Planning & Zoning Commission and the Ways & Means Committee meetings) and videotaping of the City of Brentwood's Annual Maddenfest - (\$28,500).

COMMUNITY SERVICES (10-01-04-XXXX)											
Account Number	Account Descriptions	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 7/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019	
	<b>Expenditures</b>										
6145	COMMUNITY RELATIONS	11,844	12,400	13,747	9,500	9,498	10,332	11,900	11,900	11,900	
6147	NEWSLETTER	9,547	8,585	5,578	8,500	3,046	8,230	9,000	9,000	9,000	
6210	MISC CONTRACTUAL EXPENSES	13,211	14,706	19,535	23,877	9,212	24,605	23,425	20,675	20,675	
6222	CHANNEL 60	18,289	18,552	17,575	18,500	8,788	17,116	28,500	28,500	28,500	
	<b>TOTAL EXPENDITURES</b>	<b>52,891</b>	<b>54,243</b>	<b>56,435</b>	<b>60,377</b>	<b>30,545</b>	<b>60,283</b>	<b>72,825</b>	<b>70,075</b>	<b>70,075</b>	

**MUNICIPAL OPERATING EXPENSES**

**ACCOUNT DESCRIPTIONS – FY 2017**

**10-01-05-XXXX**

**PERSONNEL SERVICES:**

**Employee Benefits 6065:** This line item is for city-wide employee health insurance deductible reimbursements (\$50,000).

**Retiree Benefits 6067:** This line item is for city-wide accrued leave payouts for retirements and other employee separations (\$186,800).

**MATERIAL, SUPPLIES AND CONTRACTUAL SERVICES:**

**Utilities 6115:** This line item includes the yearly bill amounts for Cable, Internet and Wi-Fi, Telephones, Water, Sewer, Gas and Electric (\$345,000).

**Insurance 6150:** This line item includes SLAIT insurance premiums for property, liability and workers' compensation (\$385,000).

**Professional Services 6151:** This line item includes funds for consulting services (\$5,000).

**Engineering 6155:** This line item includes funds for city-wide engineering services requests and additional traffic studies throughout the city (\$20,000).

**Accounting 6165:** This line item provides funds for the annual audit (\$37,000).

**Legal 6170:** This line item provides funds for legal services (City Attorney, Prosecutor, and Labor Attorney) and yearly update to the Vernon Annotated Missouri Statutes (\$122,000).

**Miscellaneous Contractual Expenses 6210:** This line item provides funds for city-wide contractual expenses such as bank fees, document destruction, pest control, code maintenance, and random drug and pre-placement testing services, post-accident testing, post-offer drug testing, fitness for duty testing and the Information Technology cooperative services agreement. This line item also includes funding for implementation of a city-wide governmental services software subscription (\$262,500).

**Training 6240:** This line item provides funds for city-wide employee training programs – City-wide Anti-Harassment Training (\$1,600), Front-Line Forum (\$400) and Supervisory Training (\$2,000) - (\$4,000).

**Printing 6375:** This line item provides funds for non-departmental city-wide printing (\$1,000).

**Supplies & Materials 6420:** This line item provides funds for supplies and materials for city-wide training, meetings and special events, i.e. benefits fair, Employee Wellness and Activities Committee, Bi-Annual Benefits Fair (\$4,800), and fitness for duty test creation (\$1,500) - (\$6,300).

**Postage 6440:** This line item provides funds for postage (\$12,000).

**Safety Program 6442:** This line item provides funds for the city-wide training and on-going training on new safety manual (\$500), First Aid Kits for City Buildings - monthly maintenance and restocking (\$1,470) – (\$1,970).

**Copier Supplies 6460:** This line item provides funds for non-departmental copier charges (\$7,000).

**Transfers Out 7005:** This line item provides funds to the Capital Improvements Fund for street improvements (\$150,000).

MUNICIPAL OPERATING DEPARTMENT (10-01-05-XXXX)

Account Number	ACCOUNT DESCRIPTIONS	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 07/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
	<b>Expenditures</b>									
6065	EMPLOYEE BENEFITS	123,689	52,332	82,660	50,000	91,859	95,000	50,000	52,500	55,125
6067	RETIREE BENEFITS	231,292	179,915	93,141	150,000	169,692	187,000	186,800	150,000	150,000
6115	UTILITIES	339,442	363,994	381,850	353,000	236,404	325,000	345,000	351,900	358,938
6135	TELEPHONE	-	-	0	-	-	-	-	-	-
6150	INSURANCE	375,474	390,137	438,114	390,000	365,066	390,000	385,000	394,625	404,491
6151	PROFESSIONAL SERVICES	-	26,862	9,538	30,000	-	-	5,000	5,000	5,000
6155	ENGINEERING	1,525	-	1,303	5,000	750	1,400	20,000	20,000	20,000
6160	ADVERTISING	-	-	1,080	-	-	-	-	-	-
6165	ACCOUNTING	117,039	36,495	34,981	40,000	36,525	36,525	37,000	37,555	38,118
6170	LEGAL	154,540	157,921	130,924	120,000	43,829	120,000	122,000	125,000	127,000
6185	TRAVEL/MEETINGS	-	-	0	-	-	-	-	-	-
6195	PETRO PRODUCTS	-	-	0	-	-	-	-	-	-
6210	MISC CONTRACTUAL EXPENSES	84,013	95,520	102,838	110,000	53,634	110,000	262,500	268,350	274,830
6215	EQUIPMENT REPAIRS	6,731	7,014	15,842	-	-	-	-	-	-
6225	REPAIRS & MAINT - OTHER	-	6,878	0	-	-	-	-	-	-
6230	BUILDING REPAIRS	19,824	-	0	-	-	-	-	-	-
6240	TRAINING	1,590	676	1,080	4,000	-	4,000	4,000	4,500	5,000
6375	PRINTING	619	797	918	1,000	1,591	1,700	1,000	1,200	1,400
6420	SUPPLIES & MATERIALS	3,377	1,805	1,944	5,250	1,876	2,500	6,300	6,500	6,700
6440	POSTAGE	12,684	13,225	11,672	14,000	8,677	14,000	12,000	13,000	14,000
6442	SAFETY PROGRAM	283	1,717	1,734	1,970	1,047	1,970	1,970	2,000	2,100
6445	MISCELLANEOUS EXPENSE	11,463	-	1,002	-	377	377	-	-	-
6448	BAD DEBT EXPENSE	21,700	-	0	-	-	-	-	-	-
6460	COPIER SUPPLIES	6,713	6,352	8,585	7,000	8,519	10,000	7,000	7,500	8,000
7005	TRANSFERS OUT	-	-	250,000	622,000	-	622,000	150,000	75,000	-
	<b>TOTAL EXPENDITURES</b>	<b>1,511,998</b>	<b>1,341,640</b>	<b>1,569,206</b>	<b>1,903,220</b>	<b>1,019,845</b>	<b>1,921,472</b>	<b>1,595,570</b>	<b>1,514,630</b>	<b>1,470,702</b>

# Fire Department

## **FIRE DEPARTMENT**

### **Mission Statement**

To prevent the loss of life and to control or reduce the loss of property by applying all of our professional knowledge and resources to provide for the safety and security of the citizens of Brentwood; and the highest priority to provide the best fire and EMS service to all citizens and visitors to our City.

### **Goals and Objectives**

1. Improve overall health and wellness of employees through the recently approved physical assessments of each employee. These evaluations assist us in creating a mandatory baseline physical fitness evaluation for all employees that will be used to improve overall fitness levels of our department.
2. Continue working with the Fire Departments in Clayton, Maplewood, Richmond Heights, and Rock Hill on the Fire Command Staff Collaboration.
3. Continue working towards establishing and implementing a Shared Training Officer for the cities of Brentwood, Clayton, and Maplewood.
4. Improve the knowledge and capabilities of our management team through improved training, and evaluations to provide residents with staff that can lead the city through a catastrophic event such as; natural disaster, civil unrest, major hazardous materials incidents.
5. Continue to improve departmental operational readiness through additional training for emergency responses to; flash flooding events, trench rescues, high angle rescues, swiftwater rescues, and hazardous materials incidents.
6. Maintain our ISO 4 Rating by continuing to improve documentation and record keeping in our Emergency Reporting System.

### **Accomplishments**

1. The fire department received funding in summer of 2016 for a health and wellness program designed to determine the overall health and fitness levels of staff. The program has been implemented and all members have completed their 2016 physicals.
2. Funding was received in August 2016 to make necessary improvements to the fire station HVAC system. This project is expected to be complete by December 1<sup>st</sup>, 2016.
3. Purchased and implemented new thermal imaging equipment.

4. Purchased a second set of firefighter personal protective clothing, that includes flame retardant clothing, boots, and gloves worn by our staff.
5. Created a residential Knox Box loan program, that will roll out in January 2017

### Performance Measures

Sworn Fire and EMS	2015 (Actual)	2016 (Estimate)	2017 (Projected)
Salary & benefits without overtime pay	\$2,205,478	\$2,247,191	\$2,270,331
Personnel expenditures - overtime	\$69,969	\$90,000	\$90,000
Total expenditures	\$2,275,447	\$2,337,191	\$2,360,331

Civilian Fire and EMS	2015 (Actual)	2016 (Estimate)	2017 (Projected)
Salary & benefits without overtime pay	\$69,993	\$72,110	\$70,490
Personnel expenditures - overtime	\$0	\$0	0
Total expenditures	\$69,993	\$72,110	\$70,490
Total Sworn and Civilian Fire and EMS	2015 (Actual)	2016 (Estimate)	2017 (Projected)
Salary & benefits without overtime pay	\$2,275,471	\$2,319,301	\$2,340,821
Personnel expenditures - overtime	\$72,127	\$90,000	\$90,000
Total expenditures	\$2,345,440	\$2,409,301	\$2,430,821

Other Operating Expenditures	2014 (Actual)	2015 (Estimate)	2016 (Projected)
Direct services	\$36,939	\$46,000	\$35,400
Support services	\$57,784	\$40,435	\$195,232
Total – other operating expenditures	\$94,723	\$86,435	\$230,632

Structure fires by building type	2015 (Actual)	2016 YTD	2017 (Projected)
1-2 family residential structures	19	25	25
Multi-family residential structures	9	4	5
Commercial and industrial structures	5	3	3

Fire incidents involving non-structures and non-fires	2015 (Actual)	2016 YTD(8/16)	2017 (Projected)
Non-structures	25	35	30
Non-fire incidents	1,679	1,381	1,700

EMS annual call volume	2015 (Actual)	2016 YTD(8/16)	2017 (Projected)
Medical or Illness calls	703	436	660
Trauma calls	164	120	150
Cardiac Arrests	6	9	6

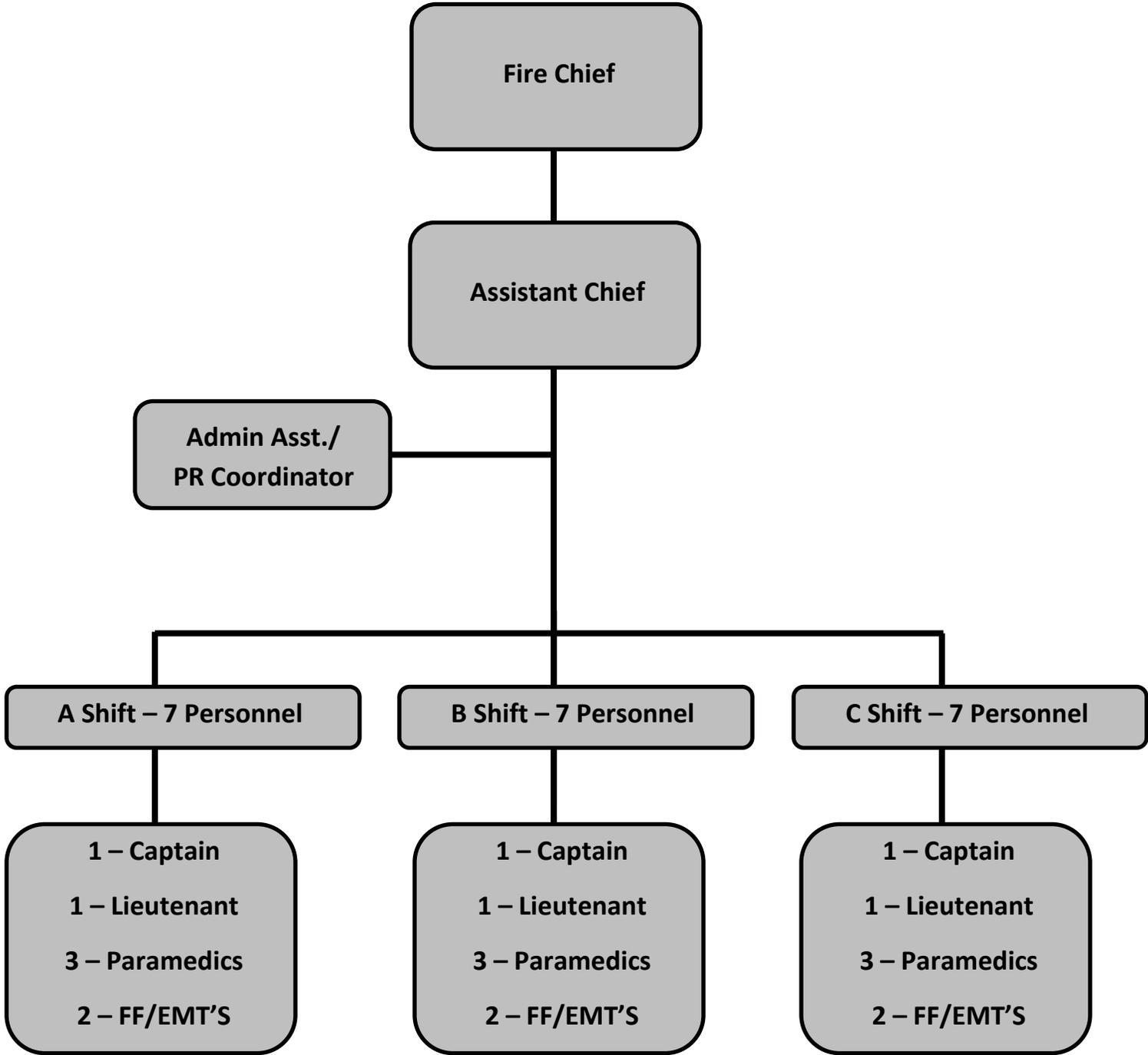
% of Emergency Fire Calls Only	2015 (Actual)	2016 (Estimate)	2017 (Projected)
Time from call entry to conclusion of dispatch was 1 minute or less	77.54%	73.91%	75%
Turnout time was 1 minute or less	0%	0%	0%
Time from call entry to arrival on scene was 5 minutes or less	95.19%	98.55%	96%
Time from call entry to arrival on scene was 8 minutes or less	100%	100%	100%
Time from conclusion of dispatch to arrival on scene was 5 minutes or less	99.47%	99.28%	99%

**FIRE DEPARTMENT**

**BUDGETED POSITIONS**

<b>Position</b>	<b>2016</b>	<b>2017</b>
<b>Fire Chief</b>	1	1
<b>Assistant Fire Chief</b>	1	1
<b>Administrative Assistant/PR Coordinator</b>	1	1
<b>Captain</b>	3	3
<b>Lieutenant</b>	3	3
<b>Paramedic/firefighter</b>	9	9
<b>Firefighter/EMT</b>	6	6
<b>TOTAL</b>	24	24

FIRE DEPARTMENT  
ORGANIZATIONAL STRUCTURE



**FIRE DEPARTMENT**  
**ACCOUNT DESCRIPTIONS – FY 2017**  
**10-02-01-XXXX**

**PERSONNEL SERVICES:**

**Salaries and Wages Full Time 6000:** This account includes salaries for (24) full time employees - \$1,956,877.

**Full Time Overtime 6005:** This line item provides compensation to assure the Fire Department can provide adequate manpower in the event of decreased manpower due to sickness, injury, training or retirement, along with other unexpected events- \$90,000.

**Holiday Expense 6030:** This line item provides funds for the Public Safety personnel to receive compensation for working holidays - \$73,237.

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, Police and Firefighters pension - \$294,147.

**Clothing Allowance 6390:** This line item provides uniform allowance to buy and maintain uniforms for all fire personnel at \$720 each - \$16,560.

**MATERIAL & SUPPLIES:**

**Supplies & Materials 6420:** Included in this line item are the costs of EMS supplies (\$15,060), Stericycle Bio waste disposal contract (\$640), Stericycle Drug disposal contract (\$1,800), office supplies (\$2,500), operational equipment and supplies which includes batteries for Heart Monitors and radios (\$2,500), 5 Knox Boxes for loaner program (\$1,000), 1 Dry Suit and accessories for water rescue (\$2,000), Rescue chainsaw to replace a worn out saw (\$1,800) photo development (\$100), janitorial supplies (\$5,500), community smoke detectors (\$1,000), Fire Prevention/Public relations materials (\$1,500) – \$35,400.

**CONTRACTUAL SERVICES:**

**Educational Benefits 6070:** This line item provides funds to support one employee's secondary education - \$3,000.

**Advertising 6160:** This line item includes funding for the cost of advertising for job openings in local news publication - \$1,000.

**Travel & Meetings 6185:** This line item includes the cost of hotels and meals for department related travel - \$4,500.

**Petro Products 6195:** This line item includes an estimated usage of 3,800 gallons of diesel fuel for the fire trucks and ambulance and an estimated usage of 3,200 gallons of regular fuel for the department's staff vehicles- \$18,000.

**Miscellaneous Contractual 6210:** This line item includes the cost of new employee and Officer testing material (\$2,000), Ambulance Billing fees for EMS Management Consultants our Billing Agency (\$16,000), Emergency Medical Service report writing software annual fees (\$2,500), Emergency Medical report writing global interface (\$1,000), Annual re-licensure/support for Emergency Reporting Software, fire department reporting software license (\$2,000), Emergency Reporting global interface (\$650), Firehouse Software 1 license (\$800), Heating Ventilation Air Conditioning Preventative Maintenance Contract (\$24,198), Medical Exams for 2 new employees (\$1,200), New Employee Psychological Exams (\$1,200), Fire Service Health and Wellness Program for 23 employees (\$12,830) Physical Ability Testing for new employees at The Fire Academy (\$1,200), Public Safety Information System subscription(\$2,358.00), Active 911 subscription for all departmental employees (\$350), Self-Contained Breathing Apparatus testing (\$2,500), ladder testing (\$700), fire extinguisher service (\$500), Turn Out Gear maintenance contract (\$3,500), Preventative Maintenance contract for heart monitors and city wide AED's (\$8,206), Preventative Maintenance for Overhead doors (\$500) Preventative Maintenance for building generator (\$2,900), Calibration and inspection of new carbon monoxide monitoring equipment in building. (\$600.00) - \$87,692.

**Training 6240:** Included in this line item are funds to conduct search and rescue simulations, advanced ventilation training and live fire events (\$4,000). This line item provides funds (\$3,000) for monthly Emergency Medical Service refresher classes provided by a variety of speakers, miscellaneous seminars; books and reference materials (\$2,500). Shared Training Officer with Clayton, and Maplewood Fire Departments (\$53,000) - \$62,500.

**Dues & Subscriptions 6365:** This line item includes dues for periodicals, professional journals and publications for staff officers, line officers and paramedic/firefighters (\$200). The subscriptions and publications provide current practices and standards for fire suppression, emergency medical care and technical rescue services. Funding is also included for dues for a number of professional organizations including the St. Louis County Fire Chief's Association (\$600), St. Louis County Special Operations membership (\$500.00) 2 National Fire Protection Association memberships (\$530), Central Core EMS Officers (\$100), Central Core Training Officers (\$200), Backstoppers (\$300), Sam's Club (\$100), and membership in the International Association of Fire Chiefs (\$210) - \$2,740.

**Printing 6375:** This line item provides funds for business cards, letterhead and envelopes (\$500), and the annual cost of the department copy machine (\$3,000) – \$3,500.

**Uniform Purchase 6400:** This line item includes funds to complete the replacement and repair of departmental uniforms and structural firefighting gear – \$12,000.

**Postage 6440:** This line item provides funds for postage - \$300.

FIRE DEPARTMENT (10-02-01-XXXX)

Account Number	Account Descriptions	Actual 2013	Actual 2014	Actual 2,015	Budgeted 2016	Through 07/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
<b>Personnel Services</b>										
6000	SALARIES FULL TIME	1,859,590	1,873,565	1,895,569	1,938,926	1,119,716	1,938,926	1,956,877	2,035,152	2,116,558
6005	FULL TIME OVERTIME	56,289	72,127	69,969	90,000	55,254	90,000	90,000	90,000	90,000
6025	LONGEVITY EXPENSE	20,481	19,572	21,721	22,860	14,025	22,860	-	-	0
6030	HOLIDAY EXPENSE	70,897	70,401	74,176	71,457	42,034	71,457	73,237	76,166	79,213
6050	ATTENDANCE INCENTIVE	2,300	-	0	-	-	-	-	-	0
6065	EMPLOYEE BENEFITS	246,732	263,118	267,329	278,253	145,912	278,253	294,147	308,854	324,297
6390	CLOTHING ALLOWANCE	15,840	16,560	16,675	16,560	7,805	7,805	16,560	16,560	18,400
<b>Subtotal:</b>		<b>2,272,129</b>	<b>2,315,343</b>	<b>2,345,440</b>	<b>2,418,056</b>	<b>1,384,747</b>	<b>2,409,301</b>	<b>2,430,821</b>	<b>2,526,733</b>	<b>2,628,468</b>
<b>Materials &amp; Supplies</b>										
6420	SUPPLIES & MATERIALS	35,549	35,517	36,939	59,550	21,483	46,000	35,400	36,000	38,000
<b>Subtotal:</b>		<b>35,549</b>	<b>35,517</b>	<b>36,939</b>	<b>59,550</b>	<b>21,483</b>	<b>46,000</b>	<b>35,400</b>	<b>36,000</b>	<b>38,000</b>
<b>Contractual Services</b>										
6070	EDUCATIONAL BENEFITS	-	1,238	2,162	3,000	870	3,000	3,000	6,000	6,000
6160	ADVERTISING	1,670	-	914	1,000	-	81	1,000	1,000	1,000
6185	TRAVEL/MEETINGS	2,473	69	3,346	4,500	2,145	2,225	4,500	4,500	4,500
6195	PETRO PRODUCTS	18,107	20,355	12,701	18,000	5,287	13,000	18,000	18,000	18,000
6210	MISCELLANEOUS CONTRACTUAL	41,261	15,712	15,929	41,730	9,332	9,500	87,692	92,500	97,500
6240	TRAINING	20,780	40,064	4,331	53,000	4,216	5,300	62,500	65,000	67,000
6250	LINEN SERVICE	4,515	314	0	-	-	-	-	-	-
6365	DUES & SUBSCRIPTIONS	1,130	1,860	1,119	2,240	2,189	2,304	2,740	2,740	2,900
6375	PRINTING	3,695	3,957	3,633	3,500	1,431	1,500	3,500	3,500	3,500
6400	UNIFORM PURCHASE	16,932	9,621	13,616	17,525	629	3,500	12,000	12,000	14,000
6440	POSTAGE	142	65	34	400	7	25	300	300	300
<b>Subtotal:</b>		<b>110,705</b>	<b>93,255</b>	<b>57,784</b>	<b>144,895</b>	<b>26,107</b>	<b>40,435</b>	<b>195,232</b>	<b>205,540</b>	<b>214,700</b>
<b>TOTAL EXPENDITURES</b>		<b>2,418,383</b>	<b>2,444,115</b>	<b>2,440,163</b>	<b>2,622,501</b>	<b>1,432,336</b>	<b>2,495,736</b>	<b>2,661,453</b>	<b>2,768,273</b>	<b>2,881,168</b>

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# Judicial Department

## **JUDICIAL DEPARTMENT**

### **Mission Statement**

The Brentwood Municipal Court is committed to providing the independent and equitable administration of justice in an atmosphere focused on respect, community safety, and offender accountability.

### **Goals and Objectives**

1. Preserving a professional and courteous environment.
2. Providing responsive, timely, and pertinent information to all stakeholders.
3. Promoting staff training and professional development.
4. Monitoring all financial accounts and records closely.
5. Maintaining compliance with Missouri Supreme Court regulations and directives.
6. Continue to streamline office and court room procedures to achieve the most efficiency.
7. Update the Judicial Department's Policy and Procedures Manual

### **Accomplishments**

1. The Judicial Department is in full compliance with Missouri Senate Bills 5 and 572a.
2. The Judicial Department upgraded the docketing system from IMDS to IMDSPlus. This enhancement provides greater financial controls and an audit trail for each citation.
3. The Fine and Cost Schedule was enhanced to include more violations that could be paid outside of Court and to reflect the points accessed by the Department of Revenue. This, in turn, has reduced the number of phone calls to the Judicial Department.
4. Implemented online payments thus reducing mail, phone calls, and foot traffic into City Hall.
5. The Court is a participant in the Municourt.net website through REJIS for transparency and citizen use.
6. Participated in the Better Family Life Amnesty Program this year to reduce the Court's warrants for arrest.
7. Maintained certification in the court's professional organizations, both state and local.
8. Maintained certification in the Criminal Justice Information Systems (CJIS) through the Regional Justice Information Systems (REJIS) and Missouri State Highway Patrol (MSHP).
9. Court Administrator received her Advanced Certified Court Administration (ACCA) certification from the Missouri Association for Court Administration. She also served on the Scholarship Committee for the Missouri Association for Court Administration

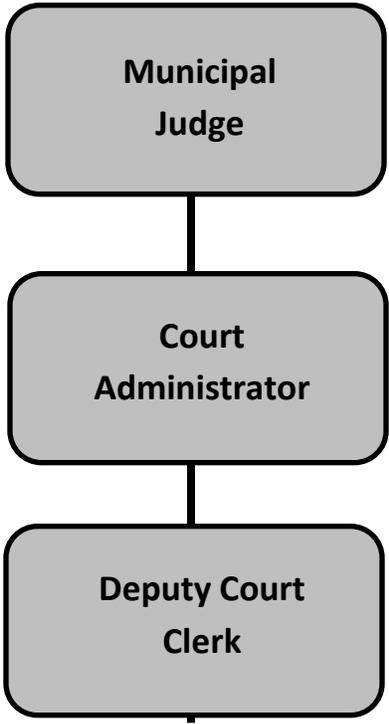
**JUDICIAL DEPARTMENT**

**BUDGETED POSITIONS**

<b>Position</b>	<b>2016</b>	<b>2017</b>
<b>Court Administrator</b>	1	1
<b>Deputy Court Clerk</b>	1	1
<b>Total</b>	2	2

**JUDICIAL DEPARTMENT**

**ORGANIZATIONAL STRUCTURE**



**JUDICIAL DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2017**

**10-02-03-XXXX**

**PERSONNEL SERVICES:**

**Salaries & Wages Full-time 6000:** This line item provides funds for the positions in the judicial department (\$115,674).

**Full Time Overtime 6005:** This line item provides funds for full-time non-exempt employees utilized for court night (\$3,678).

**Salaries and Wages Part-time 6010:** This line item provides funds for part-time employees utilized for court night or when the Court Administrator or Deputy Court Clerk is on vacation, sick leave or professional development (\$2,874).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, LAGERS) (\$39,035).

**MATERIALS & SUPPLIES:**

**Supplies 6420:** This line item provides funds for office supplies. (\$1,500)

**CONTRACTUAL SERVICES:**

**REJIS Commission 6140:** This line item provides funds for software maintenance, firewall maintenance, Charter service, server license, line fee (\$15,200).

**Travel & Meetings 6185:** This line item provides for mileage, food, and lodging at the Missouri Association of Court Administration Spring conference and Fall seminar, the Missouri Municipal and Associate Circuit Judges Association conference, monthly meetings of the Metropolitan St. Louis Association for Court Administration and all other required meetings for court personnel and judge (\$4,300).

**Educational Benefits 6070:** This line item provides funds to support employee's educational benefits (\$3,000).

**Misc. Contractual Services 6210:** This line item provides funds for contractual service items that are not accounted for in a special contractual services line item including photocopier repair and monthly fee, shredding services, assisted services as needed for the court room (\$1,500).

**Organizational Dues 6365:** This line item provides funds for the following organizational dues: Metropolitan St Louis Association for Court Administration, Missouri Association of Court Administration, National Association for Court Management, and the Missouri Municipal and Associate Circuit Judges Association (\$575).

**Printing 6375:** This line item provides funds for court forms, perforated receipt paper, court memo forms, bond forms, envelopes, bank checks and deposit slips, letterhead, business cards and citation/summons books used by police department and code enforcement inspectors (\$2,250).

**Training 6240:** This line item provides for professional development education training and/or certification fees for the Missouri Municipal and Associate Circuit Judges conference, the Missouri Association of Court Administration Spring conference and Fall seminar, and the Metropolitan St. Louis Association for Court Administration (\$1,350).

**Postage 6440:** This line item provides for emergency postage (\$100).

JUDICIAL DEPARTMENT (10-02-03-XXXX)										
Account Number	Account Descriptions	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 07/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
<b>Personnel Services</b>										
6000	SALARIES FULL TIME	126,825	128,727	107,429	108,841	64,635	108,841	115,674	119,144	122,719
6005	FULL TIME OVERTIME	34	937	353	3,571	-	3,571	3,678	3,788	3,902
6010	SALARIES PART TIME	2,667	1,572	6,288	8,116	587	8,116	2,874	2,960	3,049
6025	LONGEVITY EXPENSE	1,508	1,500	557	240	-	240	-	-	0
6050	ATTENDANCE INCENTIVE	600	-	0	-	-	-	-	-	0
6065	EMPLOYEE BENEFITS	39,983	40,410	46,920	36,914	17,867	36,914	39,035	40,987	43,036
<b>Subtotal:</b>		171,617	173,146	161,548	157,682	83,088	157,682	161,261	166,880	172,706
<b>Material &amp; Supplies</b>										
6420	SUPPLIES & MATERIALS	745	952	1,275	1,500	274	1,200	1,500	1,500	1,500
<b>Subtotal:</b>		745	952	1,275	1,500	274	1,200	1,500	1,500	1,500
<b>Contractual Services</b>										
6070	EDUCATIONAL BENEFITS	-	2,665	3,076	3,000	-	-	3,000	3,000	3,000
6140	REGIS COMMUNICATION	14,890	12,345	12,240	15,200	7,064	12,240	15,200	15,200	15,200
6160	ADVERTISING	-	-	506	-	-	-	-	-	0
6185	TRAVEL/MEETINGS	1,977	2,065	2,057	4,300	1,993	3,650	4,300	4,300	4,300
6210	MISC CONTRACTUAL EXPENSES	1,506	1,056	1,130	1,500	287	1,500	1,500	1,500	1,500
6240	TRAINING	720	600	600	1,100	742	884	1,350	1,350	1,350
6365	DUES & SUBSCRIPTIONS	370	365	362	575	-	475	575	575	575
6375	PRINTING	1,023	387	888	2,500	940	2,500	2,250	2,250	2,250
6440	POSTAGE	-	-	0	100	-	-	100	100	100
<b>Subtotal:</b>		20,486	19,483	20,859	28,275	11,027	21,249	28,275	28,275	28,275
<b>TOTAL EXPENDITURES</b>		192,848	193,581	183,683	187,457	94,390	180,131	191,036	196,655	202,481

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# Legislative Department

**Mission Statement**

Brentwood is a thriving, progressive community; a unique premier residential community that offers a wide variety of housing options, including single family homes in a variety of desirable housing styles, upscale yet affordable condominium developments and apartments; a full service community that provides fully-staffed police and fire departments, city-owned and operated residential trash and curbside recycling services, and one-stop shop licensing and permitting. With its housing quality and variety, beautiful neighborhoods, ample parks and walking trails, and top notch city services, continue to make sure Brentwood is a very sought-after community to live, work, play and recreate.

**Goals and Objectives**

1. Provide leadership.
2. Treat city employees with respect, recognize their special talents and training, and listen to their advice.
3. Continue to be proactive in economic development and focuses on how to continue to have a vibrant commercial and industrial sector.
4. Recognize that high quality City services are to a large extent dependent on a strong business community.
5. Provide and further enhance a strong economic base by encouraging revenue-producing, high quality, "clean" retail, commercial and industrial development that is compatible with a community of homes atmosphere.
6. Provide the highest quality municipal services, consistent with the resources available to us.
7. Allocate such resources fairly to meet the needs of the community as a whole, while recognizing the needs of various segments within the City.
8. Deliver a pleasing community atmosphere and a level of maintenance of public streets, parks, rights-of-way and other public facilities that is consistent with the level of maintenance our citizens provide to their private property.
9. Recognize and promote individual property rights while ensuring that the rights of others are not infringed upon.
10. Offer quality parks, recreation opportunities, library and other information services, senior and youth programs to our citizens.
11. Promote a positive community spirit and pride in the community.
12. Provide quality control systems for the efficient movement of traffic.
13. Provide for the alternative transportation needs of all segments of the community.
14. Assure that residents will be safe in their homes and neighborhoods.
15. Prepare for disasters and provide for the protection of life and property in such event.
16. Protect, maintain and enhance the City's public infrastructure.
17. To anticipate the long-term needs of the infrastructure and take prudent steps to provide for those needs.
18. Provide high quality public safety for all the citizens of Brentwood and our guests.

## Accomplishments

1. The Board of Aldermen approved an ordinance that set forth standards of conduct for elected and appointed officials as well as employees of the City of Brentwood. This ordinance also provides references to certain state statutes that define and regulate the conduct of officers and employees of municipal government.
1. The Board of Aldermen established a procedure for disclosure and/or recusal of officials and employees faced with financial or personal conflicts of interest in matters affecting the City. All elected and appointed officials as well as employees of the City of Brentwood shall comply with Section 105.452 and 105.454 RSMo., on conflicts of interest as well as any other State law governing official conduct.
2. Reviewed and adopted 41 ordinances and 10 resolutions thus far in 2016.
3. The City of Brentwood, through the Community Development Block Grant (CDBG) Program offers 5 (five) year forgivable home improvement loans to low- and moderate-income homeowners to make necessary improvements to their homes.
4. Approved a cooperative fire training officer agreement measure to begin working with the representatives from Clayton, Maplewood, Richmond Heights and Rock Hill to establish a joint fire command staff structure.
5. Approved the Joint Fire Command staff study and directed the City Administrator and Fire Chief to participate with the other four municipalities to study this further.
6. Approved a professional services agreement to re-evaluate the comprehensive compensation and benefits study.
7. Continued efforts to meet and exceed the City's Fund Balance Policy.

**LEGISLATIVE DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2015**

**10-01-03-XXXX**

**PERSONNEL SERVICES**

**Salaries & Wages Mayor & Board of Aldermen 6020:** This line item provides funds for the compensation of the Mayor and Board of Aldermen (\$72,000).

**Salaries & Wages of the Planning & Zoning Commission 6055:** This line item provides funds for the compensation of the Planning & Zoning Commission members (\$18,000).

**Salaries & Wages of the Board of Adjustment/ Architectural Review Board 6060:** This line item provides funds for the compensation of the members of the Board of Adjustment and Architectural Review Board (\$3,000).

**Employees Benefits 6065:** Social Security, Medicare and LAGERS benefits for the Legislative Department (\$10,850).

**MATERIALS & SUPPLIES:**

**Supplies & Materials 6420:** This line item provides funds for supplies for the Board of Aldermen (\$2,500).

**CONTRACTUAL SERVICES:**

**Travel & Expenses 6185:** This line item provides funds for costs related to travel and accompanying expenses: Missouri Municipal League (MML), International Council of Shopping Centers (ICSC), National League of Cities (NLC), Urban Land Institute (ULI), Brentwood Chamber of Commerce and Saint Louis County Municipal League (STML) - (\$5,000).

**Miscellaneous Contractual 6210:** This line item provides funds for contractual service items that are not accounted for in a special contractual services line item (\$600).

**Training 6240:** This line item provides for continuing education training/certification for Board and Commission Members; Planning and Zoning, Architectural Review Board, Board of Adjustment (\$5,000).

**Election Expense 6280:** This line item provides funds for expenses for the elections (\$5,000).

**Dues & Subscriptions 6365:** This line item provides funding for membership fees: Missouri Municipal League, MML (\$1,081); Brentwood Chamber of Commerce (\$350); Route 66 Association of Missouri (\$50); Mayor of Small Cities (\$100); Municipal League of Metro St. Louis (\$3,963); International Council of Shopping Centers, ICSC (\$150); Suburban Mayors of Saint Louis County (\$100); International Council for Local Environmental Initiatives, ICLEI (\$600), Credit Card Annual Renewal Fee (\$100), and Urban Land Institute, ULI (\$215) - (\$6,709).

**Printing 6375:** This line item provides funds for envelopes and letterhead (\$300).

LEGISLATIVE DEPARTMENT (10-01-03-XXXX)

Account Number	Account Descriptions	Actual 2013	Actual 2014	Actual 2,015	Budgeted 2016	Through 07/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
<b>Personnel Services</b>										
6020	SALARIES - ELECTED OFFICIALS	72,652	72,047	73,326	72,000	42,370	72,000	72,000	72,000	72,000
6055	SALARIES P&Z BOARD	12,000	10,558	9,900	12,000	7,315	16,800	18,000	18,000	18,000
6060	SALARIES BD OF ADJUSTMENT	1,550	3,750	1,050	3,000	1,161	3,000	3,000	3,000	3,000
6065	EMPLOYEE BENEFITS	12,938	12,019	10,220	11,690	5,441	10,750	10,850	11,393	11,962
	<b>Subtotal:</b>	99,140	98,374	94,496	98,690	56,287	102,550	103,850	104,393	104,962
<b>Material &amp; Supplies</b>										
6420	SUPPLIES & MATERIALS	650	250	2,474	2,500	933	1,500	2,500	2,500	2,500
6445	MISCELLANEOUS EXP	71	-	0	-	-	-	-	-	-
	<b>Subtotal:</b>	721	250	2,474	2,500	933	1,500	2,500	2,500	2,500
<b>Contractual Services</b>										
6185	TRAVEL/MEETINGS	3,552	2,695	3,370	5,000	2,599	4,977	5,000	5,000	5,000
6210	MISC CONTRACTUAL EXPENSES	-	-	0	600	-	-	600	600	600
6240	TRAINING	-	-	-	-	-	-	5,000	5,000	5,000
6280	ELECTION EXPENSE	-	-	4,592	5,000	2,051	4,051	5,000	5,000	5,000
6365	DUES & SUBSCRIPTIONS	6,400	6,508	6,369	6,609	1,200	6,369	6,709	6,709	6,709
6375	PRINTING	26	43	882	250	-	-	300	300	300
	<b>Subtotal:</b>	9,978	9,246	15,212	17,459	5,850	15,397	22,609	22,609	22,609
<b>TOTAL EXPENDITURES</b>		<b>109,839</b>	<b>107,870</b>	<b>112,182</b>	<b>118,649</b>	<b>63,070</b>	<b>119,447</b>	<b>128,959</b>	<b>129,502</b>	<b>130,071</b>

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# **Parks and Recreation Department**

## **PARKS AND RECREATION DEPARTMENT**

### **Mission Statement**

Provide exceptional spaces and opportunities for a sustainable future that best serves the evolving needs of our community.

### **Goals and Objectives**

1. Development and implementation of a Comprehensive Tree Management Program
  - a. Development of Tree Maintenance Policies and Procedures
  - b. Emerald Ash Borer Strategy
  - c. Review and make recommendations for changes to city tree ordinances
  - d. Create Public Awareness marketing pieces for tree maintenance and care
  - e. Development of a comprehensive tree planting program
2. Enhance the aesthetics of the Brentwood Park System
  - a. Create and implement yearly project list for each park
  - b. Develop seasonal horticultural plans for each park
  - c. Focus on the hiring of seasonal staff to assist with work load
3. Investigate the feasibility of an alternate dog park site
  - a. Investigate Brentwood Park System for suitable sites
  - b. Conduct multiple public forums
  - c. Prepare Parks System Master Plan Addendum including site concept and cost estimate
4. Increase rental revenue within the department
  - a. Increase the number of regular renters who utilize the Brentwood Community Center
  - b. Continue to attract new renters to reserve meeting space at the Brentwood Community Center
  - c. Increase park pavilion rentals
5. Increase participation in fitness and sports programming
  - a. Continue to increase team registrations in the adult softball and adult volleyball leagues
  - b. Investigate wellness opportunities for the Brentwood Community
6. Expand participation in senior programming
  - a. Establish the Brentwood Recreation Complex as the regular and desired destination for local senior adults
  - b. Coordinate program opportunities with Richmond Heights
  - c. Develop new partnerships with local churches and other community organizations
  - d. Expand communication with resident senior adults
  - e. Continue to develop relationships with MAGIC Bus patrons
7. Increase the professionalism of the Parks and Recreation Department staff through training and involvement in the state association.
  - a. Park Maintenance staff: tree trimming and pruning
  - b. Brentwood Recreation Complex Maintenance staff member: Ice Rink Refrigeration training
  - c. Become more involved with MPRA sections, and region

## Accomplishments

1. Transitioned the park maintenance staff from the Public Works Department to the Parks and Recreation Department.
  - Held a strategic planning session with park maintenance staff
  - Hired Parks Superintendent
  - Restructured work crews in order to be more efficient
2. Transitioned the responsibilities for urban forest and street tree care from Public Works to the Parks & Recreation Department.
  - Assessed trees utilizing the 2014 Tree Management Plan
  - Development of job description and hiring of Urban Forester
  - Began development of Comprehensive Tree Management Plan
3. Enhanced the aesthetics of the Brentwood Park System
  - Development of monthly performance measures
  - Monthly park inspections
  - Developed maintenance standards.
4. Created successful, new programming partnerships with a number of respected organizations.
  - The Animal Protective Association of Missouri
  - Brentwood Public Library
  - Challenger Sports Academy
  - Ozzie Smith's Sports Academy
  - Play Well Teknologies
  - The St. Louis Astronomical Society
  - The St. Louis Metropolitan Sugar Art Guild
5. Improved Park Infrastructure:
  - Replaced fencing on Strassner Drive by Inline Rink in Memorial Park
  - Replaced basketball goal at Oak Tree Park
  - Replaced batting cage netting at Brentwood Park
  - Replaced Sand Volleyball Nets at Hanley Park
6. Hosted Dancing in the Street, a Special Event celebrating the reopening of Brentwood Blvd.
7. Over 25,000 skaters attended an ice rink public session (public sessions, training sessions, stick and pucks and 50+ skates). This is the highest public session attendance since staff began tracking public session attendance in 2002.
8. Continually added regular renters at the Brentwood Community Center. At the highest mark, 28 regular renters were committed to a minim of six rentals within the calendar year.
9. Increased participation in the adult softball league by 23 teams (164%) over 2015.
10. Focus on weekday corporate rentals yielded the booking of three Business Networking International (BNI) groups as well as St. Mary Magdalen's mid-day church service.
11. Tripled the average yearly participation in youth recreation programs.
12. Began the National Recreation and Park Association (NRPA) Accreditation Process by submitting the preliminary application to NRPA.
13. Consistently maintained monthly e-newsletter open rate and click rates levels 25% or more above industry averages.
14. Began construction of the Oak Tree Park Pavilion. Construction will be completed in Spring, 2017.

## Performance Measures

<i>Parks and Recreation</i>	2015 (Actual)	2016 (Estimate)	2017 (Projected)
Percentage of parks properly maintained per park inspection index	N/A	75%	79%
Cost of park maintenance per acre maintained	N/A	\$8,689.19	\$12,015.19
Operating revenue per capital	\$76.94	\$108.94	\$114.45
Operating expenditures per capita	\$165.92	\$265.98	\$358.10
Percentage of cost recovery for the Brentwood Recreation Complex	68.75%	69.58%	68.76%
Percentage of cost recovery for all programs	103.22%	110.95%	102.82%
Average annual training hours per full-time equivalent employee	26.7	30.0	35.0

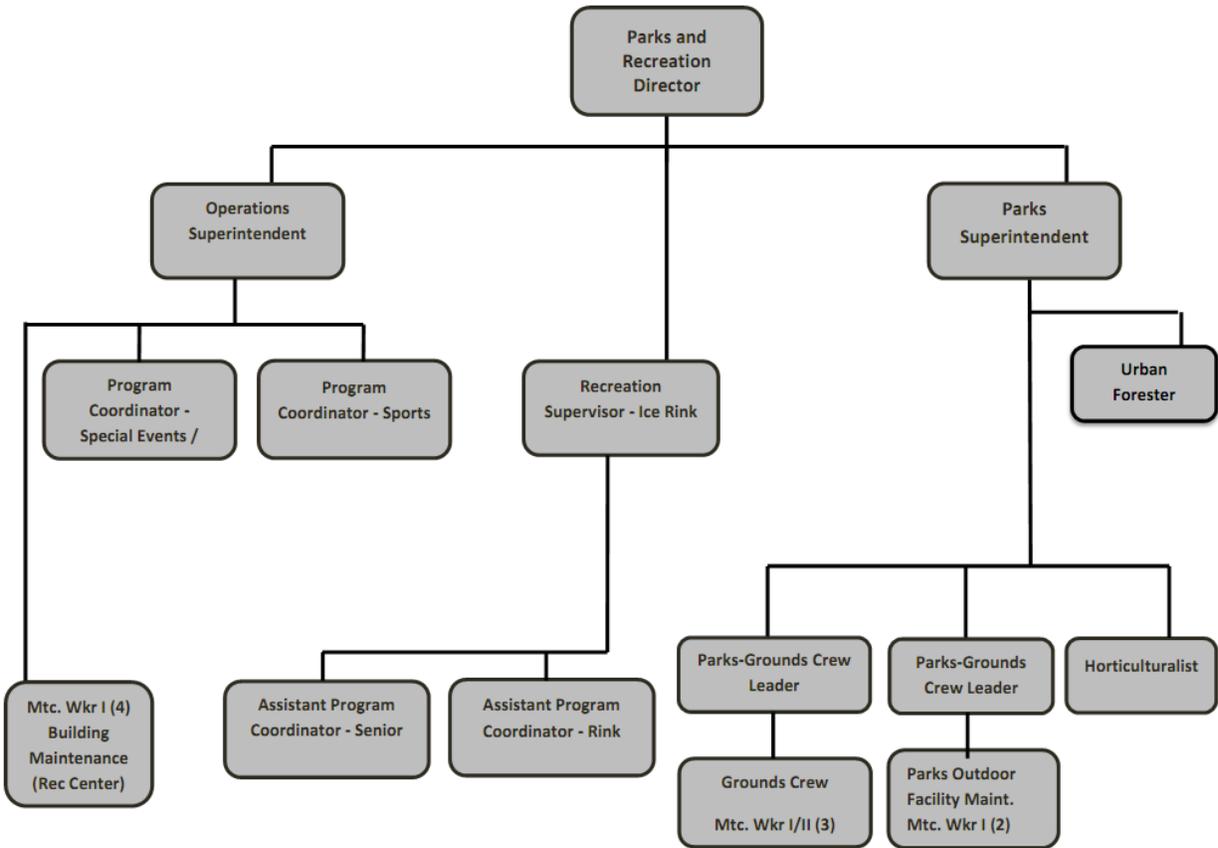
**PARKS AND RECREATION DEPARTMENT**

**BUDGETED POSITIONS**

<b>Position</b>	<b>2016</b>	<b>2017</b>
<b>Parks and Recreation Director</b>	1	1
<b>Superintendent</b>	2	2
<b>Business Manager</b>	1	0
<b>Recreation Supervisor</b>	1	1
<b>Program Coordinator</b>	2	2
<b>Assistant Program Coordinator</b>	2	2
<b>Urban Forester</b>	0	1
<b>Crew Leader</b>	2	2
<b>Horticulturalist</b>	1	1
<b>Maintenance II</b>	4	5
<b>Maintenance I</b>	5	4
<b>Total</b>	<b>21</b>	<b>21</b>

**PARKS AND RECREATION DEPARTMENT**

**ORGANIZATIONAL STRUCTURE**



**PARKS AND RECREATION DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2016**

**50-00-00-XXXX**

**PERSONNEL SERVICES:**

**Salaries & Wages Full-time 6000:** This line item provides funds for the full time positions in the parks and recreation department (\$492,928).

**Full-time Overtime 6005:** This line item provides funds for Brentwood Recreation Complex maintenance staff who work overtime and for full-time non-exempt employees who may have to work when unplanned events or scheduling changes occur, during Maddenfest and Holidays (\$17,481).

**Salaries Part-time Parks 6009:** This line item provides funds for part-time and seasonal park employees (\$30,000).

**Salaries Part-time Administration 6010:** This line item provides funds for part-time employees: Recreation Aides, and Interns (\$50,254).

**Salaries Part-time Ice Rink 6011:** This line item provides funds for the part-time employees: Skate Guards and Learn to Skate assistants (\$34,408).

**Salaries Part-time Rink Programming 6012:** This line item provides funds for the part-time employees: Hockey Referees and Skating Instructors (\$82,662).

**Salaries Part-time Sports 6013:** This line item provides funds for part-time employees: Softball Umpires, Softball Field Supervisors, Volleyball Referees and Sand Volleyball Referees (\$28,327).

**Part-time Overtime Administration 6015:** This line item provides funds for part-time employees (Recreation Aides) working on holidays (\$2,039).

**Part-time Overtime Ice Rink 6016:** This line item provides funds for part-time rink employees (Building Managers and Skate Guards) working on holidays (\$3,864).

**Part-time Overtime Rink Program 6017:** This line item provides funds for part-time rink program employees (Hockey Referees and Skating Instructors) working on holidays (\$2,456).

**Salaries Part-time Magic Bus Drivers 6018:** This line item provides funds for part-time Magic Bus Drivers (\$20,839).

**Part-time Rink Administration 6019:** This line item provides funds for the part-time employees: Building Manager and Recreation Aides who work in the Ice Rink (\$59,613).

**Salaries & Wages Full-time Parks 6020:** This line item provides funds for the full time park maintenance positions in the parks and recreation department (\$412,048).

**Full-time Overtime Parks 6022:** This line item provides funds for full-time park maintenance employees working overtime for special events like Brentwood's Annual Maddenfest or snow removal (\$20,000).

**Part-time Overtime Parks 6024:** This line item provides funds for part-time and seasonal park employees working overtime and working on Holidays (\$5,000).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, LAGERS) (\$357,721).

**Educational Benefits 6070:** This line item provides funds for the reimbursement for full-time staff to attend work-related college classes (\$750).

**Insurance Workers Compensation 6150:** This line item provides funds to cover worker's compensation insurance for employees (\$140,903).

**MATERIALS & SUPPLIES:**

**Supplies & Materials 6420:** This line item provides funds for supplies for the Community Center including Custodial Supplies and repairs, IT Equipment, Office Equipment and miscellaneous expenditures (\$32,000).

**Supplies & Materials Parks 6421:** This line item provides funds for supplies related specifically to parks including landscaping materials such as plants, flowers and mulch, materials for turf and athletic field maintenance, and materials to maintain park facilities. Budget increase is due additional expenditures needed in horticultural and maintenance needed in increase aesthetics in Brentwood Park system (\$100,500).

**Supplies & Materials Ice Rink 6422:** This line item provides funds for supplies for the Ice Arena including replacement skates and skate aides, Philabert security services, materials for hockey goals and ice rink materials such as paint, lines and glass (\$37,500).

**Supplies & Materials Fitness 6423:** This line item provides funds for weights and a weight rack for Fitness Programs (\$300).

**Supplies & Materials General Programming 6424:** This line item provides funds for supplies for General Programs including craft and snack supplies for youth programs, materials for cooking classes and miscellaneous supplies for youth and adult programs (\$1,055).

**Supplies & Materials Special Events 6425:** This line item provides funds for supplies for the Sweetheart Dance, Adult Egg Hunt, Eggstravaganza, Music on the Menu and Spooktacular (\$3,208).

**Supplies & Materials Sports 6426:** This line item provides funds for supplies for the Adult Softball Leagues, Volleyball Leagues and youth sports programs (\$5,034).

**Supplies & Materials Senior Programming 6427:** This line item provides funds for supplies for senior programs and provisions for senior trips (\$955).

**Miscellaneous Expense 6445:** This line item provides funds for miscellaneous expenses within the Parks and Recreation department (\$1,000).

**CONTRACTUAL SERVICES:**

**Utilities 6115:** This line item includes the yearly bill amounts for Cable, Internet and Wi-Fi, Telephones, Water, Sewer, and Electric usage in the Recreation Complex (\$160,000).

**Utilities Parks 6116:** This line item includes the yearly bill amounts for Water, Sewer, Electric and Natural Gas (Norm West Park) usage in the parks (\$30,000).

**Recreation Program Sports 6122:** This line item provides funds for contractual program expenses related to instructing youth soccer, T-Ball, tennis and sports camps (\$4,291).

**Rink Program Expense 6123:** This line item provides funds for contractual program expenses related to the Brentwood Hockey League, Basic Skills class, Summer Boot Camp and the Spring Ice Show (\$16,160).

**Recreation Program General Programming 6124:** This line item provides funds for contractual program expenses related to instructing youth art, dance and babysitting classes, Santa visits and various adult programs (\$4,199).

**Recreation Program Fitness 6125:** This line item provides funds for contractual program expenses related to instructing yoga, Krav Maga, senior fitness and various other fitness programs (\$7,227).

**Recreation Program Special Events 6126:** This line item provides funds for contractual expenses related to the Sweetheart Dance, Music on the Menu, Dinner and a Movie and Spooktacular events (\$5,893).

**Recreation Program Senior Programming 6127:** This line item provides funds for contractual expenses related to Magic Lunches, Day Trips, and various other senior programs (\$9,504).

**Memorial Tree & Bench Program 6130:** This line item provides funds for expenses related to the Memorial Tree & Bench Program (\$300).

**Advertising 6160:** This line item provides funds for departmental advertising including Promotional Products, Postings for jobs, RFP and RFQ, Rental and Ice Rink Promotional Materials and Reach Board membership fee (\$4,370).

**Travel/Meetings 6185:** This line item provides funds for the National Conference, State Conference and expenditures related to Director of Parks & Recreation holding Missouri Parks & Recreation Association State Office (\$5,840).

**Petro Products 6195:** This line item provides funds for the Ice Resurfacer and fuel for the Magic Bus and Parks and Recreation vehicle (\$6,900).

**Petro Products - Parks 6196:** This line item provides funds for fuel for Parks Maintenance vehicles (\$10,000).

**Miscellaneous Contractual Expenses Administration 6210:** This line item provides funds for contractual services for the Community Center including Security System and Fire Alarm and Safety Program, Cintas Cleaning services, monthly Pest Control, Floor Mat Cleaning, Infrared Scanning of Electrical System, Fire Extinguisher/Hood Inspections, Document Destruction, Online Postage Service, Railroad lease and the Parks & Recreation Department's portion of the new IT Cooperative agreement (\$66,947).

**Miscellaneous Contractual Expenses Ice Rink 6212:** This line item provides funds for contractual services for the Ice Arena including HVAC Maintenance, Ice Resurfacer Blade Sharpening, Cooling Tower Chemical Maintenance and Backflow Testing (\$59,100).

**Miscellaneous Contractual Expenses Parks 6213:** This line item provides funds for contractual services for Park Maintenance (\$50,000).

**Festival Expense 6220:** This line item provides funds for expenses attributed to the annual Maddenfest Celebration (\$72,000).

**Training 6240:** This line item provides funds for employees to attend the National Conference, State Conference, Local Seminars and specific training on the department's recreation software system (\$3,600).

**Training Parks 6241:** This line item provides funds for Park Maintenance employees to attend trainings specific to the maintenance and beautification of the park system and tree maintenance (\$4,000).

**Birthday Party Expense 6280:** This line item provides funds for Pizza, Beverage Supplies, and Paper Products (\$1,100).

**Concessions 6285:** This line item provides funds for payment to MPRA for consignment ticket sales (\$650).

**Administration Expense 6300:** This line item provides funds for office supplies (\$3,300).

**Richmond Heights Cooperative 6310:** This line item provides funds for a program that allows residents to purchase memberships to The Heights at Richmond Heights resident rates. Brentwood pays two-thirds of the rate difference between resident and non-resident (\$61,000).

**Dues & Subscriptions 6365:** This line item provides funds for membership dues to the National Recreation and Park Association, Missouri Parks and Recreation Association, Sam's Club, United States Tennis Association as well as yearly subscription to ASCAP, BMI, SESAC and Sirius (\$4,185).

**Printing 6375:** This line item provides funds for business cards, letterhead, maps, forms, signs and brochures (\$8,500).

**Uniform Purchase 6400:** This line item provides funds for staff shirts and outerwear for administration staff (\$2,990).

**Uniform Purchase Parks 6401:** This line item provides funds for staff shirts and outerwear for Park Maintenance staff (\$5,000).

**Postage 6440:** This line item includes funds for postage (\$5,500).

**Copier Supplies 6460:** This line item provides funds for the lease of the copiers in the community center and ice arena as well as toner and other supplies (\$5,000).

**Forestry 6470:** This line item provides funds for equipment for staff to maintain the city's urban forest, maintain the tree inventory software, develop an emerald ash borer strategy and to plant trees (\$50,000).

**CAPITAL:**

**Storm water Expense 6480:** This line item provides funds for Storm water expenses (\$75,000).

**Park Capital Expense 6485:** This line item provides capital funds for the following projects (\$924,288):

- IT capital replacement including the replacement of four computers, upgrades to the phone system, and AV Equipment for one of the meeting rooms (\$19,300)
- Security System for the Brentwood Recreation Complex (\$50,000)
- Oak Tree Park Pavilion Project – 2017 portion of project (\$297,500)\*
- Tennis Court Replacement Project (\$216,648)\*
- Sand Volleyball Court Replacement Project (\$70,000)\*
- Hanley Park Fencing Replacement Project (\$51,840)\*
- Brentwood Greenway Design (\$70,000)
- Brentwood Recreation Complex Parking Lot Design (\$96,000)

\* - Denotes Parks System Master Plan Project

**Debt Service Principal – Series 2015 COP 6555:** This line item includes funds for the annual debt service principal payment on the series 2015 COP issue of \$3,870,000 used for the recreation center renovation project (\$465,000).

**Interest and Fiscal Charges 6556:** This line item provides funds for debt issuance costs and the first interest payment on the debt related to the recreation center renovation project (\$123,330).

PARKS & RECREATION DEPARTMENT (50-00-00-XXXX)

Account Number	ACCOUNT DESCRIPTIONS	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 7/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
	<b>Revenues</b>									
4002	AD VALOREM TAXES	761	(1,634)	-1,097	-	-	-	-	-	-
4025	SALES TAX	2,149,956	2,768,963	2,931,308	2,962,686	1,833,787	2,962,686	3,051,567	3,143,114	3,237,407
4031	RESERVES	-	-	0	-	-	-	-	-	-
4200	MEMORIAL TREE & BENCH PROGRAM	-	250	0	3,500	-	-	500	2,000	3,500
4210	MSD-EXEC WALK FUNDING	28,084	246,066	417,210	-	-	-	-	-	-
4300	RECREATION FEES - SPORTS	-	-	0	66,936	26,932	54,363	67,990	69,350	70737
4301	RECREATION FEES - FITNESS	-	-	0	11,516	2,833	8,086	10,324	10,530	10740
4302	RECREATION FEES - GENERAL	-	-	0	8,500	3,970	4,850	6,795	6,999	7209
4303	RECREATION FEES - SPECIAL	-	-	0	4,525	1,335	4,285	4,935	5,083	5235
4304	RECREATION FEES - SENIOR	-	-	0	15,266	4,867	10,676	14,945	15,962	16760
4305	PARK PERMITS	-	-	0	38,750	28,392	37,150	39,140	39,923	40721
4310	ROOM RENTALS	-	-	0	114,000	78,311	117,000	120,000	123,600	127308
4326	RINK FEES	-	-	0	312,000	133,859	291,500	309,314	312,407	315531
4335	ICE RINK ADMISSIONS	-	-	0	89,000	47,579	89,500	92,000	94,760	97603
4340	ICE RINK RENTALS	-	-	0	232,000	85,716	232,000	234,030	236,370	238733
4341	BIRTHDAY PARTY FEES	-	-	0	7,500	4,649	7,500	7,725	7,957	8196
4345	RINK CONCESSIONS	-	-	0	1,200	126	520	650	650	650
4350	SKATE RENTALS	-	-	0	9,750	6,245	11,000	11,330	11,670	12020
4365	VENDING	-	-	0	4,000	1,458	2,660	2,700	2,781	2864
4510	SALE OF CITY PROPERTY	2,000	5,912	-185	5,000	9,000	19,000	5,000	4,000	3000
4525	INTEREST INCOME	6,609	8,581	46,365	7,000	2,011	7,000	7,000	7,000	7000
4535	INSURANCE/OTHER SETTLEMENTS	-	-	9,174	-	-	-	-	-	-
4545	FESTIVAL REVENUE	10,650	14,025	90	16,500	5,350	4,350	16,500	16,830	17167
4570	SPONSORSHIPS/DONATIONS	4,550	6,746	11,425	9,000	14,000	18,700	9,100	9,373	9654
4585	SLAIT PREMIUM RETURN	15,987	12,299	5,750	5,000	-	5,000	5,000	5,000	5000
4599	DEBT PROCEEDS	-	4,817,543	13,352	-	-	-	-	-	-
4950	INTERGOVERNMENTAL RECEIPT	103,195	(28,625)	0	370,000	131,500	131,500	370,000	370,000	-
	<b>TOTAL REVENUE</b>	<b>2,321,792</b>	<b>7,850,126</b>	<b>3,433,391</b>	<b>4,293,629</b>	<b>2,421,921</b>	<b>4,019,326</b>	<b>4,386,545</b>	<b>4,495,359</b>	<b>4,237,035</b>

PARKS & RECREATION DEPARTMENT (50-00-00-XXXX)

Account Number	ACCOUNT DESCRIPTIONS	Actual 2013	Actual 2014	Actual 2,015	Budgeted 2016	Through 7/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
<b>Expenditures</b>										
<b>Personnel Services</b>										
6000	SALARIES FULL TIME	418,363	386,725	500,383	895,926	259,831	500,000	492,928	537,243	553,360
6005	FULL TIME OVERTIME	792	163	3,480	23,000	3,579	3,000	17,481	18,006	18,546
6009	SALARIES PART TIME-PARKS	-	-	0	30,000	-	23,000	30,000	30,900	31,827
6010	SALARIES PART TIME-ADMIN	77,544	45,720	25,822	53,451	47,261	31,679	50,254	51,762	53,315
6011	SALARIES PART TIME-RINK	-	55,061	28,075	37,288	30,127	35,600	34,408	39,560	40,747
6012	SALARIES PART TIME-RINK PROG	72,937	82,531	57,885	77,350	50,059	75,000	82,662	85,142	87,696
6013	SALARIES PART TIME-SPORTS	21,019	21,973	17,092	22,932	10,556	20,900	28,327	29,177	30,052
6014	SALARIES PART TIME-SPEC EVENTS	443	-	0	-	-	-	-	-	-
6015	PART-TIME OVERTIME-ADMIN	1,914	134	138	1,923	51	1,923	2,039	2,101	2,164
6016	PART-TIME OVERTIME-RINK	-	2,420	1,766	3,950	1,681	2,302	3,864	3,980	4,099
6017	PART-TIME OVERTIME-RINK PROG	2,060	1,459	1,416	1,304	2,057	2,200	2,456	2,530	2,606
6018	SALARIES PART TIME-MAGIC BUS	-	-	17,744	21,610	10,927	19,293	20,839	21,464	22,108
6019	PART-TIME RINK ADMIN	-	-	17,351	60,787	5,182	45,000	59,613	61,401	63,243
6020	SALARIES FULL TIME - PARK	-	-	0	-	186,074	315,000	412,048	439,935	453,133
6021	SALARIES PART TIME-GENL PROG	-	-	0	-	-	-	-	-	-
6022	FULL TIME OVERTIME - PARK	-	-	0	-	3,520	-	20,000	20,600	21,218
6023	PART-TIME OVERTIME-GENL PROG	-	-	0	-	-	-	-	-	-
6024	PART-TIME OVERTIME - PARK	-	-	0	-	-	-	-	-	-
6025	LONGEVITY EXPENSE	3,990	3,276	3,439	5,000	-	5,000	5,000	5,150	5,305
6050	ATTENDANCE INCENTIVE	500	-	0	8,070	-	-	-	-	-
6065	EMPLOYEE BENEFITS	154,344	138,551	168,160	355,536	150,204	355,536	357,721	377,188	384,732
6070	EDUCATIONAL BENEFITS	-	-	0	750	-	-	750	750	750
6150	INSURANCE	91,205	93,633	111,105	136,799	116,627	136,799	140,903	145,130	149,484
	<b>Subtotal:</b>	<b>845,111</b>	<b>831,646</b>	<b>953,856</b>	<b>1,735,676</b>	<b>877,737</b>	<b>1,572,232</b>	<b>1,761,293</b>	<b>1,872,019</b>	<b>1,924,385</b>
<b>Materials &amp; Supplies</b>										
6420	SUPPLIES & MATERIALS	44,857	30,408	26,734	29,500	9,537	29,500	32,000	32,960	33,949
6421	SUPPLIES & MATERIALS-PARK	24,293	29,144	36,577	70,000	56,531	90,000	100,500	105,000	110,000
6422	SUPPLIES & MATERIALS-ICE RINK	-	48,318	19,629	40,700	7,223	38,000	37,500	38,625	39,784
6423	SUPPLIES & MATERIALS-FITNESS	-	-	86	700	431	431	300	300	300
6424	SUPPLIES & MATERIALS-GENL PROG	-	72	69	725	276	460	1,055	1,087	1,120
6425	SUPPLIES & MATERIALS-SPEC EVENT	-	3,602	4,648	3,293	1,396	2,500	3,208	3,304	3,403
6426	SUPPLIES & MATERIALS-SPORTS	-	3,746	3,089	4,750	2,409	4,200	5,034	5,151	5,254
6427	SUPPLIES & MATERIALS-SENIOR PRO	-	-	118	700	-	350	955	1,003	1,053
6445	MISCELLANEOUS EXPENSE	5,184	783	380	1,000	454	800	1,000	1,000	1,000
	<b>Subtotal:</b>	<b>74,334</b>	<b>116,073</b>	<b>91,331</b>	<b>151,368</b>	<b>78,256</b>	<b>166,241</b>	<b>181,552</b>	<b>188,430</b>	<b>195,863</b>

<u>Contractual Services</u>		205,256	185,081	98,109	180,000	33,628	160,000	160,000	166,080	172,506
ACCOUNT NUMBER	ACCOUNT DESCRIPTIONS	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 7/31 2016	Estimated 2016	Projected 2017	Projected 2018	Projected 2019
6115	UTILITIES									
6116	UTILITIES PARK	22,799	23,064	48,454	25,000	18,929	30,000	30,000	31,000	33,000
6122	RECREATION PROGRAM-SPORTS	17,367	3,328	4,242	3,000	843	2,200	4,291	4,377	4,465
6123	RINK PROGRAM	3,876	9,816	8,505	13,606	5,866	10,000	16,160	16,645	17,144
6124	RECREATION PROGRAM-GENL PROG	11,762	7,034	232	4,502	165	3,031	4,199	4,325	4,455
6125	RECREATION PROGRAM-FITNESS	-	7,639	4,652	8,062	1,624	4,285	7,227	7,372	7,518
6126	RECREATION PROGRAM-SPEC EVENT	-	5,595	9,644	6,250	1,523	4,000	5,893	6,070	6,252
6127	RECREATION PROGRAM-SR PROG	-	-	4,580	6,900	976	4,125	9,504	9,979	10,478
6130	MEMORIAL TREE & BENCH PROG	-	15	15	3,300	-	500	300	600	1,800
6160	ADVERTISING	3,863	3,870	5,257	4,488	878	3,500	4,370	4,501	4,636
6185	TRAVEL/MEETINGS	1,809	1,006	3,890	3,450	1,026	3,000	5,840	6,015	6,195
6195	PETRO PRODUCTS	7,418	10,787	5,488	8,700	2,292	6,000	6,900	7,107	7,320
6196	PETRO PRODUCTS - PARKS	-	-	0	10,000	2,238	8,000	10,000	10,300	10,609
6210	MISC CONTRACTUAL EXP-ADMIN	104,123	21,735	15,921	27,782	15,512	27,500	66,947	68,955	71,024
6212	MISC CONTRACTUAL EXP-ICE RINK	-	66,246	44,029	73,550	31,557	73,550	59,100	60,873	62,699
6213	MISC CONTRACTUAL EXP-PARKS	-	-	0	50,000	16,666	45,000	50,000	51,500	53,045
6215	EQUIPMENT REPAIRS	-	-	325	-	-	-	-	-	-
6220	FESTIVAL EXPENSE	63,773	65,340	67,145	71,000	5,200	71,000	72,000	72,500	73,000
6240	TRAINING	1,073	1,394	4,438	3,600	2,226	3,600	3,600	3,708	3,819
6241	TRAINING PARKS	-	-	0	4,000	-	3,000	4,000	4,400	4,600
6280	BIRTHDAY PARTY EXPENSE	956	982	1,075	1,250	831	1,250	1,100	1,133	1,167
6285	CONCESSIONS	7,312	5,385	1,741	1,550	-	520	650	650	650
6300	ADMINISTRATION EXP	3,421	3,239	2,945	3,700	1,642	3,600	3,300	3,399	3,508
6310	RICHMOND HEIGHTS COOP	53,044	53,044	53,044	56,000	-	60,589	61,000	61,500	62,000
6365	DUES & SUBSCRIPTIONS	814	2,983	5,700	3,905	1,438	3,900	4,185	4,079	4,201
6375	PRINTING	4,550	5,539	9,161	9,000	2,984	8,500	8,500	8,755	9,018
6400	UNIFORM PURCHASE	1,048	1,423	1,856	2,720	1,441	2,750	2,990	3,080	3,172
6401	UNIFORM PURCHASE PARKS	-	-	0	3,500	1,565	4,500	5,000	4,500	4,635
6440	POSTAGE	4,071	4,774	4,261	6,500	221	6,500	5,500	5,665	5,835
6460	COPIER SUPPLIES	4,705	5,383	5,258	5,900	1,368	5,500	5,000	5,150	5,305
6470	FORESTRY	-	-	0	3,000	945	3,000	50,000	51,500	53,045
<b>Subtotal:</b>		523,040	494,702	409,965	604,215	153,585	562,900	667,556	685,718	707,101
6480	STORM WATER EXPENSE	37,964	15,603	95	75,000	1,739	75,000	75,000	75,000	75,000
6481	EXECUTIVE WALK APT PROJECT	121,664	136,335	0	-	0	-	-	-	0
6485	PARK CAPITAL EXPENSE	263,120	1,465,108	6,525,962	803,200	605,288	971,609	924,288	937,614	825,580
6550	PARK DEBT SERVICE 1993	-	-	0	-	-	-	-	-	0
6555	DEBT SERVICE PRINCIPAL	-	-	0	460,000	-	460,000	465,000	475,000	490,000
6556	INTEREST AND FISCAL CHARGES	-	137,082	1,590	135,030	66,212	135,030	123,330	114,030	99,780
7000	TRANSFER OUT	-	-	590,146	-	-	-	-	-	0
<b>Subtotal:</b>		422,748	1,754,128	7,117,793	1,473,230	673,239	1,641,639	1,587,618	1,601,644	1,490,360
<b>TOTAL EXPENDITURES</b>		<b>1,865,233</b>	<b>3,196,549</b>	<b>8,572,945</b>	<b>3,964,489</b>	<b>1,782,816</b>	<b>3,943,012</b>	<b>4,198,019</b>	<b>4,347,811</b>	<b>4,317,709</b>

# **Planning and Development Department**

## **PLANNING AND DEVELOPMENT DEPARTMENT**

### **Mission Statement**

Deliver excellent customer service to Brentwood residents, businesses, the development community, and other City departments by providing a one stop shop for community development, land use planning, zoning, building code administration, code enforcement, floodplain management, and economic development services. Efficient execution of these services assists the City's overall effort to maintain an exceptional quality of life for residents, attract commercial development, and protect private investment within the City.

### **Goals and Objectives**

1. Provide efficient permitting and inspection services.
  - a. Implement MyGov permit tracking system to improve customer service by allowing direct online access to permit and code enforcement updates.
  - b. Manage building permit, architectural review, and site plan review services in an open and transparent platform.
  - c. Identify opportunities for permits to be reviewed and issued online.
2. Improve the quality of department information provided to the public.
  - a. Provide an initial response to all inquiries within 2 working days.
  - b. Continue development of digital files to reduce time to provide information to the public.
  - c. Continue development of informational brochures for the customer service counter and website.
  - d. Work with appropriate personnel to utilize social media to communicate with the public.
  - e. Work with appropriate personnel to review opportunities to utilize a Geographic Information System (GIS) and linking additional data for internal and external use.
3. Operate in a fiscally responsible manner.
  - a. Continue reviewing fees, comparing with other area municipalities, and update as needed.
  - b. Identify needs and seek grants for community development and capital improvement projects.
4. Attract and protect private investment in Brentwood.
  - a. Update the Brentwood Comprehensive Plan in support of high quality, sustainable development.
  - b. Continue making progress and gaining support for the City's long term floodplain management/redevelopment goals for the Manchester Road corridor.
  - c. Continue to facilitate the City's participation in the CDBG Home Improvement Program administered by St. Louis County.
5. Promote economic development opportunities within the City of Brentwood.
  - a. Proactively reach out to developers and property owners to promote opportunities for investment in non-residential areas.

- b. Work with property owners to develop promotional brochures that can be used for potential redevelopment areas.
  - c. Attend the International Council of Shopping Centers (ICSC) conference to promote the City's commercial districts and redevelopment opportunities.
6. Promote professional growth and certification of all department employees.
- a. Continue to require and maintain certifications through appropriate professional organizations by position (AICP, CFM and various ICC certifications).
  - b. Promote active involvement in professional organizations (APA, SEMA, MABOI)

**Accomplishments**

1. Completed the demolition inspection services for 8300 Manchester (Colt Industries Building), 8314 Manchester (Tesson Farms), and 8143 Manchester (single-family residence).
2. Initiated the City's Comprehensive Plan process, "Brentwood 20/20, A Vision for the Future," assisted by the planning consultant firm Houseal Lavigne Associates.
3. Completed the process to enact a Vacant Residential Registration Program and have begun implementation of the program.
4. Completed text amendments to Chapter 400 regarding review and voting procedures for rezoning of property and conditional use permits.
5. Facilitated CDBG FY 16 grant request and submitted grant application to St. Louis County.
6. Prepared and submitted MSD MS4 Annual Report (Annual Storm Water Report).
7. Continued coordination with MSD on Project Clear and attend weekly construction meetings.
8. Assisted with the dedication of temporary construction and permanent sidewalk easements to complete phase of the Hanley Industrial Court Pedestrian Improvement Project.
9. Received official acceptance by ISO/CRS to become a member of the program. Based on existing regulations and policies of the City, Brentwood was designated as a Class 9 community.
10. Inspected and advised on the construction of 7 new single family residences.

**Performance Measures**

<i>Planning and Development</i>	2015 (Actual)	2016 (Estimate)	2017 (Projected)
# of days from complaint to investigation	1.5	1.5	1.5
Value of residential renovation and new construction projects	\$4,426,700	\$4,750,000	\$4,500,000
Value of commercial renovation and new construction projects	\$7,540,000	\$9,000,000	\$10,000,000
% of CDBG funds expended	100%	100%	100%

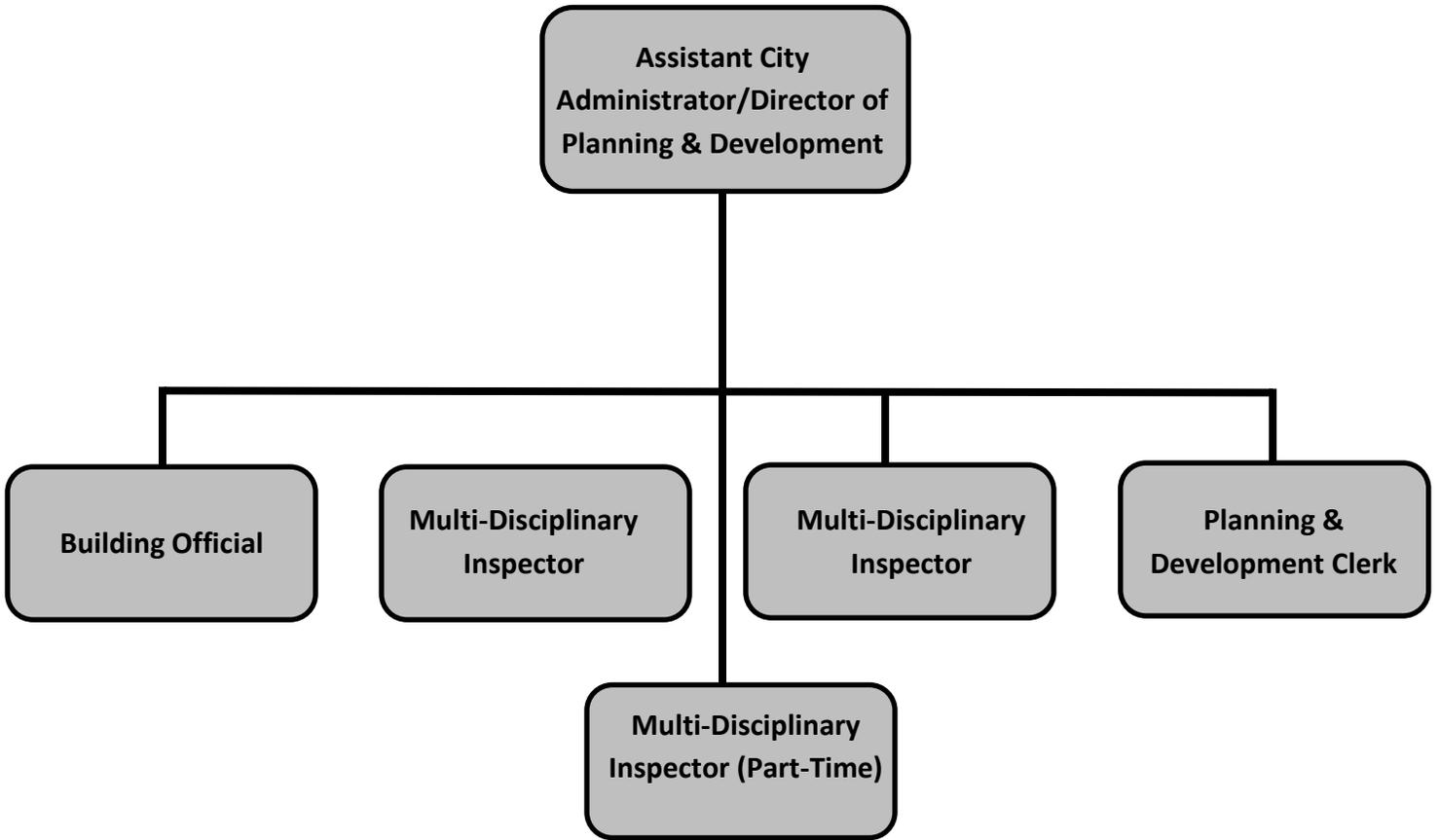
**PLANNING AND DEVELOPMENT DEPARTMENT**

**BUDGETED POSITIONS**

<b>Position</b>	<b>2016</b>	<b>2017</b>
<b>Assistant City Administrator/ Director of Planning &amp; Development</b>	1	1
<b>Building Official</b>	1	1
<b>Multi-Disciplinary Inspector</b>	2	2
<b>Multi-Disciplinary Inspector (Part-Time)</b>	.5	.5
<b>Planning &amp; Development Clerk</b>	1	1
	<hr/>	
<b>TOTAL</b>	<b>5.5</b>	<b>5.5</b>

**PLANNING AND DEVELOPMENT DEPARTMENT**

**ORGANIZATIONAL STRUCTURE**



**PLANNING AND DEVELOPMENT DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2017**

**10-03-10-XXXX**

**PERSONNEL SERVICES:**

**Salaries Full Time 6000:** This line item provides funds for five (5) full-time planning & development staff, for administration of the City's planning, community development, building, code enforcement and floodplain management programs (\$291,060).

**Full-time Overtime 6005:** This line item provides funds for full-time non-exempt employees, attendance at evening meetings, weekend/evening code enforcement, and coverage of the customer service counter during vacations and sick leave (\$3,344)

**Salaries and Wages Part-time 6010:** This line item includes a part-time multi-disciplinary inspector for 24 hours a week (\$31,200)

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. Provides funds for employee benefits (health care, dental, vision and life insurance, LAGERS) (\$101,100).

**MATERIALS AND SUPPLIES:**

**Supplies & Materials 6420:** This line item provides for office supplies (\$1,500).

**Miscellaneous Expense 6445:** This line item provides funds for miscellaneous items for Planning & Development (\$200).

**CONTRACTUAL SERVICES:**

**Educational Benefits 6070:** This line item provides funds for the reimbursement for full-time staff to attend work-related college classes towards a bachelor's degree (\$0).

**Engineering 6155:** This line item provides funds for general City engineering services and building department services from a consultant firm (\$3,500).

**Advertising 6160:** This line item provides funds for public hearing notices for Planning and Zoning items, Board of Adjustment, bid notices in St. Louis Countian and job ads (\$3,000).

**Legal 6170:** This line item provides funds for special counsel for zoning, land use and board of adjustment matters (\$4,700) and P&Z/Board of Adjustment training (\$2,000) - (\$6,700).

**Travel/Meetings 6185:** This line item provides funds for department staff attendance at the International Council of Shopping Centers conference (\$2,500), National American Planning Association

conference (\$3,000), International Code Council conference (\$3,000), Missouri Floodplain and Stormwater Manager's Association conference (\$500), and attendance at professional meetings such as Missouri State Emergency Management Agency (SEMA), Missouri Floodplain and Storm Water Manager's Association, Missouri Association of Building Official and Inspectors (MABOI), St. Louis Chapter of American Planning Association (APA), and St. Louis Area City Management Association (SLACMA) (\$1,500) - (\$10,500).

**Petro Products 6195:** This line item provides funds for fuel for 4 department vehicles used by the inspectors and Director (\$4,000).

**Miscellaneous Contractual Expenses 6210:** This line item provides for the update of maps (\$1,500) and funds in the event there's a need for the City to demolish any condemned property (\$14,000). Anticipating building code updates, this line item includes funds for 2015 code books and electronic access for codes to be downloaded to tuff books for inspectors (\$4,500). This line item also includes funding for the update to the Comprehensive Plan (\$118,000), and monthly access wireless service for inspectors (\$2,000) – (\$140,000).

**Training 6240:** This line item provides funds for the necessary training for department staff to obtain and maintain various International Code Council (ICC) certifications, i.e. Residential Building Inspector, Commercial Building Inspector, Building Plans Examiner, Fire Inspector, Property Maintenance and Housing Inspector, etc. (\$3,000).

**Subscriptions & Memberships 6370:** This line item provides funds for employees to have access to additional information and education for job revitalization and keeping up with current trends and practices. These opportunities include American Planning Association (APA), American Institute of Certified Planners (AICP), Missouri City Management Association (MCMA), St. Louis Area City Management Association (SLACMA) memberships for Director (\$735), Missouri Association of Building Officials and Inspectors (MABOI), International Code Council (ICC) memberships for building official/inspectors/planning & development clerk and Missouri Floodplain and Stormwater Manager's Association (\$950), National Fire Protection Association (NFPA) subscription for Dept. (\$1,450) and ICC jurisdiction membership for City (\$125) and Notary renewal for P&D Clerk (\$85) - (\$3,345).

**Printing 6375:** This line item provides funds for printing permit application forms (\$500), information brochures for the P&D counter (\$1,500), and printing of business cards for department staff (\$500) - (\$2,500)

**Uniform Purchase 6400:** This line item provides funds for uniforms for the Planning & Development staff (\$1,500).

**Postage 6440:** This line item provides funds for miscellaneous postage needs for Planning and Development (\$500).

PLANNING & DEVELOPMENT DEPARTMENT (10-03-10-XXXX)

Account Number	ACCOUNT DESCRIPTIONS	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 07/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
<b>Personnel Services</b>										
6000	SALARIES FULL TIME	281,835	286,092	240,434	280,415	111,608	280,415	291,060	299,792	308,786
6005	FULL TIME OVERTIME	276	140	-	3,247	348	3,247	3,344	3,444	3,548
6010	SALARIES PART TIME	2,310	2,452	6,357	29,636	7,996	29,636	31,200	32,136	33,100
6025	LONGEVITY EXPENSE	1,781	1,525	260	-	-	-	-	-	-
6050	ATTENDANCE INCENTIVE	250	-	-	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	84,655	85,097	68,746	96,053	24,642	96,053	101,100	106,155	111,463
	<b>Subtotal:</b>	371,107	375,306	315,797	409,351	144,594	409,351	426,704	441,527	456,896
<b>Materials &amp; Supplies</b>										
6420	SUPPLIES & MATERIALS	1,147	1,043	1,633	1,200	1,199	1,300	1,500	1,500	1,500
6445	MISCELLANEOUS EXPENSE	24	30	128	200	15	100	200	200	200
	<b>Subtotal:</b>	1,171	1,073	1,761	1,400	1,214	1,400	1,700	1,700	1,700
<b>Contractual Services</b>										
6070	EDUCATIONAL BENEFITS	3,000	1,319	2,518	-	-	-	-	-	-
6155	ENGINEERING	3,632	134	24,078	25,000	3,380	15,000	3,500	3,500	3,500
6160	ADVERTISING	2,004	2,254	3,832	2,000	1,150	2,000	3,000	3,500	3,500
6170	LEGAL	6,625	4,942	891	6,700	825	2,000	6,700	6,900	7,100
6185	TRAVEL/MEETINGS	74	423	295	10,000	1,596	2,000	10,500	10,500	10,500
6195	PETRO PRODUCTS	2,524	2,718	1,417	2,000	603	1,000	4,000	4,000	4,000
6210	MISC CONTRACTUAL EXP	18,780	1,292	16,531	145,000	37,621	100,000	140,000	25,000	25,000
6240	TRAINING	689	781	145	3,000	1,259	2,000	3,000	3,200	3,200
6370	SUBSCRIPTIONS & MEMBERSHPS	1,035	935	1,050	2,550	1,018	1,500	3,345	3,445	3,550
6375	PRINTING	1,199	620	3,618	1,700	1,495	1,700	2,500	2,575	2,650
6400	UNIFORM PURCHASE	346	546	955	1,200	474	1,000	1,500	1,500	1,500
6440	POSTAGE	(44)	-	509	600	-	300	500	500	500
	<b>Subtotal:</b>	39,864	15,964	55,839	199,750	49,421	128,500	178,545	64,620	65,000
<b>TOTAL EXPENDITURES</b>		<b>412,142</b>	<b>392,343</b>	<b>373,397</b>	<b>610,501</b>	<b>195,229</b>	<b>539,251</b>	<b>606,949</b>	<b>507,847</b>	<b>523,596</b>

# **Police Department**

- **Police Department**
- **Police Seizure Funds**

## **POLICE DEPARTMENT**

### **Mission Statement**

Members of the Brentwood Police Department are committed to excellence in public safety: the protection of life and property and are dedicated to the people of the City of Brentwood. We will provide community-enhancing services; foster a positive relationship with the community and develop our agency and officers with an emphasis on professionalism, integrity and service. We will constantly work to be the best Police Department in the St Louis area.

### **Goals and Objectives**

1. Continue to provide professional law enforcement service to the community.
2. Enforce traffic laws and ordinance violations.
3. Implement and educate the community through publications and utilize the city website to post law enforcement notifications and updates.
4. Provide weekly and yearly crime statistics.
5. Promote police professional training.
6. Evaluate and project staff responsibilities.
7. Encourage employee development through continuing education programs and higher learning opportunities.
8. Participate in firearms, rifle, shotgun and ballistic shield quarterly training.
9. Adjust and deploy manpower to combat increased violent crime in business and residential areas.

### **Accomplishments**

1. Secured grants totaling \$12,500 for traffic enforcement.
2. Participated in the voluntary Christmas gift program to St. Louis Children's Home Society.
3. Continued D.A.R.E. program for public and private school students in Brentwood.
4. Continued public information social media websites- Nextdoor.com, Facebook, Blog, Twitter, to better inform the public concerning crime.
5. Completed a physical fitness assessment program for all police officers.
6. Hosted a National Night Out event for the community that included 15 block parties.
7. Hosted the BBQ for Backstoppers with the Fire Dept.
8. Hosted two Public Forums to discuss crime issues.
9. Sponsored a DWI Re-Enactment exercise at Brentwood High School.
10. Started the Neighborhood Watch program in September. Two groups started.
11. Started the Neighborhood Eyes program in September. Six residents participating.

## Performance Measures

Police Personnel Salary and Benefit Expenditures	2015 (Actual)	2016 (Estimate)	2017 (Projected)
Sworn police officers	\$2,699,316	\$2,520,520	\$2,916,234
Civilian	\$147,889	\$153,467	\$151,826
Total	\$2,847,205	\$2,673,987	\$3,068,060

UCR Part I Violent Crimes	2014 (Actual)	2015 (Actual)	2016 (Projected)
# reported	8	9	12
# of unfounded reports	0	0	0
# assigned to investigators	8	9	12
# cleared	3	8	8

UCR Part I Property Crimes	2014 (Actual)	2015 (Actual)	2016 (Projected)
# reported	300	316	343
# of unfounded reports	0	0	0
# assigned to investigators	300	316	343
# cleared	153	205	223

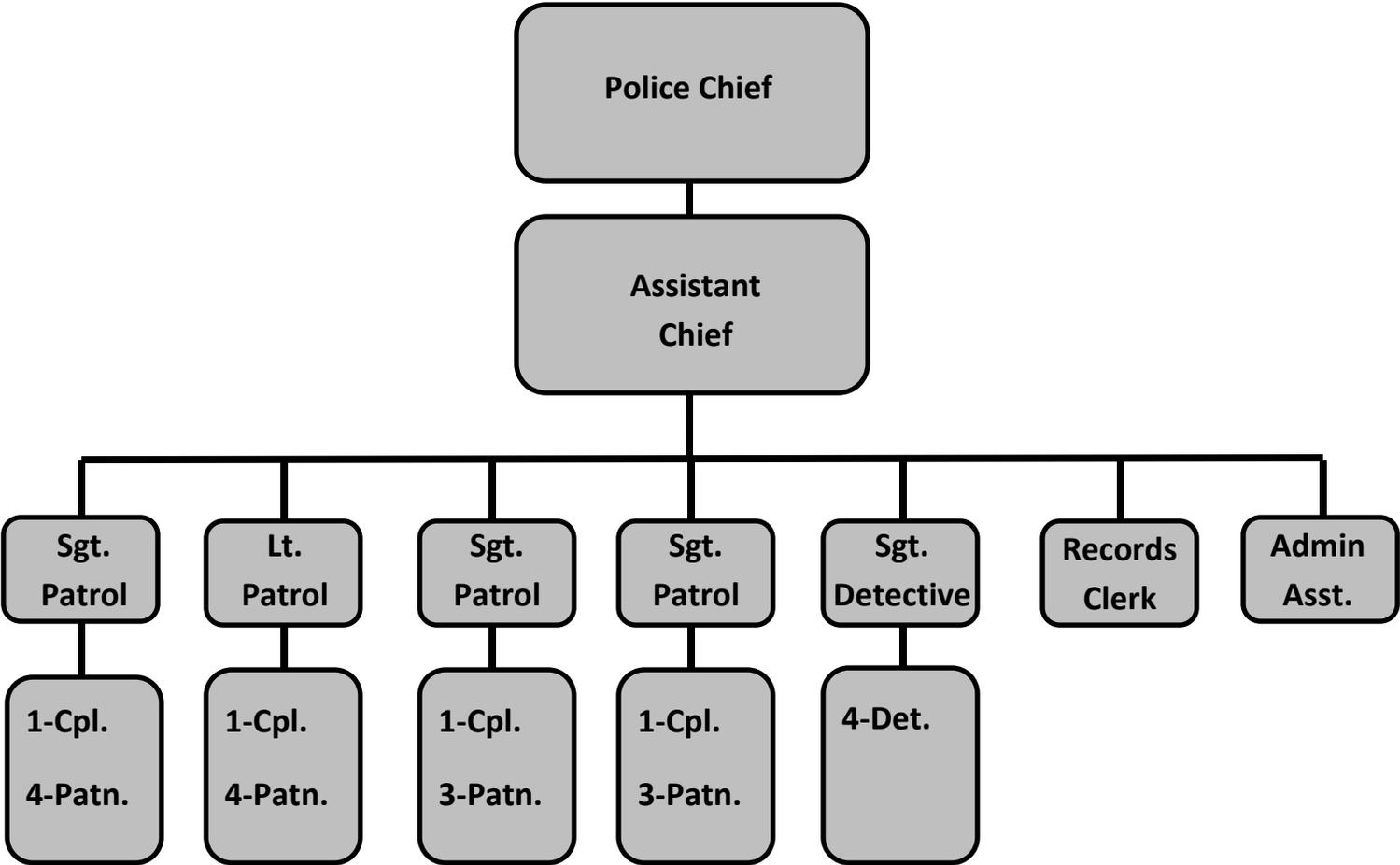
Dispatched Police Calls	2014 (Estimate)	2015 (Actual)	2016 (Projected)
Police calls for service resulting in a police unit being dispatched	11,513	12852	13,100
Police initiated actions in the field resulting in a police unit making a contact, including all traffic, person or pedestrian stops			
Police initiated actions in the field resulting in a police unit making only a traffic stop (a subset of the response immediately above)	2917	3277	2123
Number of dispatched police calls that are top priority	2667	2729	3055

**POLICE DEPARTMENT**

**BUDGETED POSITIONS**

<b>Position</b>	<b>2016</b>	<b>2017</b>
<b>Chief</b>	1	1
<b>Major</b>	1	1
<b>Lieutenant</b>	2	1
<b>Sergeant</b>	4	4
<b>Corporal</b>	3	4
<b>Patrolman</b>	12	14
<b>Detective</b>	4	4
<b>Administrative Assistant</b>	1	1
<b>Records Clerk</b>	1	1
<b>TOTAL</b>	29	31

POLICE DEPARTMENT  
ORGANIZATIONAL STRUCTURE



**POLICE DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2017**

**10-02-02-XXXX**

**PERSONNEL SERVICES:**

**Salaries and Wages Full Time 6000:** This account includes salaries for (29) full time employees (\$2,468,321).

**Full Time Overtime 6005:** This line item provides funds for overtime for manpower requirements, late calls, special details, training, sickness, injury and other unexpected shortages. A portion of this overtime is funded by the DEA (\$90,000).

**Salaries Part Time 6010:** This line item provides funds for crossing guards, compensatory time off, illness, training and FMLA absences (\$5,150).

**Holiday Expense 6030:** This line item provides funds for the Public Safety personnel who receive compensation for working holidays (\$92,959).

**Shift Officer Pay 6040:** This line item provides funds for police officers who are compensated for being the on-duty watch commander when command staff is absent due to vacation, compensatory time, illness, injury, training and FMLA absences (\$6,365).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, LAGERS and Police and Firefighters pension (\$390,147).

**Clothing Allowance 6390:** This line item provides funds for clothing needed for uniforms (\$21,483).

**MATERIALS AND SUPPLIES:**

**Supplies and Materials 6420:** This line item provides funds for building supplies, equipment supplies, office supplies and miscellaneous supplies (\$20,000).

**Miscellaneous Expense 6445:** This line item provides funds for miscellaneous costs for the department (\$2000).

**CONTRACTUAL SERVICES:**

**Educational Benefits 6070:** This line item provides funds for tuition reimbursement for Criminal Justice College accredited classes (\$12,000).

**REJIS 6140:** This line item provides funds for the communication software contract (\$57,000).

**Community Relations 6145:** This line item provides funds for the department promotion items (\$2,250), National Night Out (\$1000), Halloween bags and glow sticks (\$750) - (\$4,000).

**Advertising 6160:** This line item provides funds for want ads for police, dispatcher and civilian employees job openings, listed with the local newspaper (\$1,500).

**Travel and Meetings 6185:** This line item provides funds for the IACP conference (\$1,700), as well as professional and civic meetings (\$300) - (\$2000).

**Petro Products 6195:** This line item provides funds for fuel for 16 police vehicles (\$40,000).

**Miscellaneous Contractual Expenses 6210:** This line item provides funds for contract expenses such as the ECDC contract (\$221,253), the building operation maintenance, police management systems, janitorial services, copier lease, and car wash service, (\$275,000).

**Training 6240:** This line item provides funds for use of the Webster Groves Police Department indoor firing range (\$1,800) - (\$1,800).

**Dues and Subscriptions 6365:** This line item provides funds for membership to the Missouri Police Chiefs Association (\$400), the F.B.I. National Academy (\$200), the St. Louis Police Chief's Association (\$50), the Major Case Squad (\$250), and the I.A.C.P. (\$125) - (\$1025).

**Printing 6375:** This line item provides funds for business cards, holiday cards, legal documents, sunshine requests, envelopes and police department letterhead (\$1500)

**Uniform Purchase 6400:** This line item provides funds for purchasing vests and other equipment needed for police uniforms (\$3,000).

**Postage 6440:** This line item provides funds for the fees from U.S. certified mail, U.P.S. packages, and FedEx deliveries (\$300).

**Jail 6475:** This line item provides funds for housing for prisoners at St. Louis County Justice Center at a cost of \$30 a day, as well as prisoner meals for Brentwood and Rock Hill prisoners that are housed at our police station (\$8000).

POLICE DEPARTMENT (10-02-02-XXXX)										
Account Number	Account Descriptions	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 07/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
<b>Personnel Services</b>										
6000	SALARIES FULL TIME	2,582,176	2,493,760	2,291,779	2,336,693	1,346,809	2,336,693	2,468,321	2,542,371	2,618,642
6005	FULL TIME OVERTIME	97,041	130,998	84,109	91,711	35,130	91,711	90,000	90,000	90,000
6010	SALARIES PART TIME	26,026	13,362	4,098	5,000	2,245	5,000	5,150	5,305	5,464
6015	PART-TIME OVERTIME	-	-	0	-	-	-	-	-	-
6025	LONGEVITY EXPENSE	29,007	26,951	27,804	28,740	20,293	28,740	-	-	-
6030	HOLIDAY EXPENSE	97,024	87,535	87,412	86,741	49,302	86,741	92,959	95,748	98,620
6040	SHIFT OFFICER PAY	5,828	10,886	1,770	6,180	1,027	6,180	6,365	6,556	6,753
6050	ATTENDANCE INCENTIVE	1,850	-	0	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	431,692	402,473	350,236	359,427	186,113	359,427	390,147	409,654	430,137
6130	POLICE RESERVES	-	-	0	562	-	-	-	-	-
6390	CLOTHING ALLOWANCE	23,640	19,080	19,440	20,040	9,360	20,040	21,483	22,127	22,791
<b>Subtotal:</b>		3,294,284	3,185,045	2,866,648	2,935,094	1,650,278	2,934,532	3,074,426	3,171,761	3,272,407
<b>Materials &amp; Supplies</b>										
6420	SUPPLIES & MATERIALS	17,936	24,840	15,323	22,000	10,790	17,224	20,000	20,600	21,200
6445	MISCELLANEOUS EXPENSE	1,805	1,448	422	2,000	427	800	2,000	2,100	2,200
<b>Subtotal:</b>		19,741	26,288	15,745	24,000	11,217	18,024	22,000	22,700	23,400
<b>Contractual Services</b>										
6070	EDUCATIONAL BENEFITS	-	-	3,000	12,000	5,545	13,000	12,000	10,000	10,000
6140	REGIS COMMUNICATION	59,540	55,626	54,395	60,000	28,478	55,800	57,000	58,000	59,000
6145	COMMUNITY RELATIONS	2,603	4,415	3,194	4,000	-	3,000	4,000	4,500	5,000
6160	ADVERTISING	1,291	1,504	0	1,500	914	1,000	1,500	1,500	1,500
6185	TRAVEL/MEETINGS	1,044	3,384	-22	2,000	15	1,800	2,000	2,000	2,500
6195	PETRO PRODUCTS	68,395	60,043	39,773	60,000	16,361	26,000	40,000	45,000	50,000
6210	MISC CONTRACTUAL EXP	100,955	204,934	257,384	290,000	132,764	240,000	275,000	280,000	285,000
6212	POLICE GRANT - PRIVATE	-	-	0	-	-	-	-	-	-
6240	TRAINING	5,935	9,963	6,328	1,700	1,650	1,700	1,800	1,850	1,900
6365	DUES & SUBSCRIPTIONS	950	935	790	1,025	940	940	1,025	1,100	1,150
6375	PRINTING	974	1,266	1,122	1,000	911	1,400	1,500	1,500	1,600
6400	UNIFORM PURCHASE	-	-	354	3,000	451	2,500	3,000	3,000	3,000
6440	POSTAGE	112	104	29	100	199	275	300	300	350
6475	JAIL	22,258	16,068	7,253	18,000	3,128	5,000	8,000	9,000	10,000
<b>Subtotal:</b>		264,057	358,242	373,601	454,325	191,356	352,415	407,125	417,750	431,000
<b>TOTAL EXPENDITURES</b>		<b>3,578,082</b>	<b>3,569,575</b>	<b>3,255,994</b>	<b>3,413,419</b>	<b>1,852,852</b>	<b>3,304,971</b>	<b>3,503,551</b>	<b>3,612,211</b>	<b>3,726,807</b>

**POLICE SEIZURE FUNDS**

**ACCOUNT DESCRIPTIONS – FY 2017**

**10-02-04-XXXX**

**MATERIALS AND SUPPLIES**

**Supplies and Materials 6420:** This line item provides funds for DARE supplies (\$2000) and supplies and materials related to the CALEA certification guidelines (\$3000) – (\$5000)

**Capital Expense 6485:** This line item provides funds for ticket printers for the patrol vehicles (\$7500) – (\$7500)

**CONTRACTUAL SERVICES**

**Miscellaneous Contractual 6210:** This line provides funds for the Fitch Group (CALEA Consultant) (\$10,000),RCEEG(Regional Computer Crimes Education and Enforcement Group) (\$3000), and Crimestoppers (\$2000) – (\$15,000)

**Training 6240:** This line provides funds for Police Legal Services (\$4860), St Louis County Municipal Academy (\$4800), and miscellaneous training opportunities for the year (Eg. DWI programs, firearms training, specialized training for patrol and detectives, etc.) (\$8000) – (\$17,660)

POLICE SEIZURE FUNDS (10-02-04-XXXX)

Account Number	Account Descriptions	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 07/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
<b>BEGINNING BALANCE (RESTRICTED)</b>										
		52,277	11,450	6,833	84,933	84,933	84,933	71,154	35,994	20,994
<b>Revenues</b>										
4116	SEIZED PROPERTY	11,692	6,353	113,611	10,000	42,372	50,000	10,000	10,000	10,000
	<b>TOTAL REVENUE</b>	<b>11,692</b>	<b>6,353</b>	<b>113,611</b>	<b>10,000</b>	<b>42,372</b>	<b>50,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Expenditures</b>										
<b>Materials &amp; Supplies</b>										
6420	SUPPLIES & MATERIALS	-	2,626	0	30,900	4,349	30,290	5,000	5,000	5,000
6485	CAPITAL EXPENSE	49,531	-	31,437	32,000	1,999	1,999	7,500	-	-
	<b>Subtotal:</b>	<b>49,531</b>	<b>2,626</b>	<b>31,437</b>	<b>62,900</b>	<b>6,348</b>	<b>32,289</b>	<b>12,500</b>	<b>5,000</b>	<b>5,000</b>
<b>Contractual Services</b>										
6185	TRAVEL/MEETINGS	-	-	0	-	-	-	-	-	-
6210	MISCELLANEOUS CONTRACTUAL	-	8,344	0	15,450	3,000	15,450	15,000	5,000	5,000
6240	TRAINING	2,988	-	4,074	16,040	4,196	16,040	17,660	15,000	15,000
	<b>Subtotal:</b>	<b>2,988</b>	<b>8,344</b>	<b>4,074</b>	<b>31,490</b>	<b>7,196</b>	<b>31,490</b>	<b>32,660</b>	<b>20,000</b>	<b>20,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>52,519</b>	<b>10,970</b>	<b>35,511</b>	<b>94,390</b>	<b>13,544</b>	<b>63,779</b>	<b>45,160</b>	<b>25,000</b>	<b>25,000</b>
	<b>ENDING BALANCE (RESTRICTED)</b>	<b>11,450</b>	<b>6,833</b>	<b>84,933</b>	<b>543</b>	<b>113,761</b>	<b>71,154</b>	<b>35,994</b>	<b>20,994</b>	<b>5,994</b>

# **Public Works Department**

- **Streets Division**
- **Sanitation Division**
- **Sewer Lateral Program**

## **PUBLIC WORKS DEPARTMENT**

### **Mission Statement**

To provide courteous and quality service for our residents and all city departments. We will strive to ensure that our streets, sidewalks, buildings, and city trees are safe for public use; use trained staff for vehicle, building, and sewer lateral maintenance in a viable and economical manner; keep our city streets clear and passable during all types of weather; and increase our recycling set out rates and participation through information and general awareness.

### **Goals & Objectives**

1. Utilize new street and sidewalk inventories.
  - a. Determine, access, and prioritize street repair needs.
  - b. Develop action plan for concrete replacement mill and overlay repairs as needed.
  - c. Identify funding for street and sidewalk projects.
2. Increase recycling throughout the city.
  - a. Increase setout rates through general information.
  - b. Invite non-recyclers to join the city's efforts through mailers.
  - c. Lower landfill cost by increasing recycling.
  - d. Provide larger recycling containers.
4. Continue safe and quality sewer lateral program.
  - a. Continue cleaning service through quality companies.
  - b. Observe and educate technological advances.
  - c. Maintain safe work environment through training.
  - d. Develop sewer repair dig spread sheet.
5. Cost savings through in-house mechanic services.
  - a. Continue seminar training for mechanics.
  - b. Maintain yearly computer upgrades for newer vehicles.
  - c. Upgrade tools as advancements in equipment evolve.
  - d. Continue cost saving competition with multiple parts vendors.
6. Zero preventable accidents.
  - a. Continue employee safety training on all equipment and procedures
  - b. All Public Works employees attend periodic safety meetings
  - c. Utilizing new safety manual and being held accountable.

## Accomplishments

1. Completed more than 1,000 LF of sidewalk replacements and curbs.
2. Managed the mill and overlay of Swan Circle, Rosalie Avenue (Brentwood Blvd to Litzsinger Rd), White Avenue (Swim Club Ln to McKnight Rd), Madge Avenue, Stratford Avenue, Florence Avenue (Cecelia Ave to Mary Ave), Annalee Avenue (Powell Ave to Manchester Rd), and Brazeau Alley (Anna Ave to Pendleton Ave).
3. Added pavement markings to newly paved streets and to existing streets including Strassner Drive from Brentwood Blvd to Hanley Rd. Purchased stencils and added "School" warnings near school intersections and painted stop bars and cross walks at various locations.
4. Completed repairs on the post office building including door closure mechanism, lobby window, electrical, and some roofing.
5. Purchased Trash Truck #3 and 6 cubic yard trash cart dump body.
6. Repaired over 30 sewer laterals.
7. Repaired section of roofing and flashing on city hall, repaired shower room at the Police Department, and replaced an air conditioner unit at Public Works.
8. Exceeded goal of 650 tons of recycled materials. Projected recycling materials amount of 700 tons for FY2016.
9. Received "Silver Level in Program Management" award from MSD for the best management of road salt usage in support of the Phase II Storm Water management Plan.

## Performance Measures

<i>Streets</i>	2015 (Actual)	2016 (Estimate)	2017 (Projected)
Total road reconstruction expenditures	\$471,085	\$561,907	\$974,031
Contracted amount of road reconstruction expenditures	\$479,178	\$573,755	\$855,000
% of lane miles assessed as being in satisfactory or better condition	95%	97%	100%

**PUBLIC WORKS DEPARTMENT**

**BUDGETED POSITIONS**

**STREETS**

<b>Position</b>	<b>2016</b>	<b>2017</b>
<b>Director/City Engineer</b>	1	1
<b>Superintendent</b>	0	0
<b>Supervisor</b>	1	1
<b>Project Manager</b>	1	1
<b>Administrative Assistant</b>	1	1
<b>Mechanic</b>	1	1
<b>Crew Leader</b>	3	2
<b>Maintenance II</b>	2	3
<b>Maintenance I</b>	5	5
<b>TOTAL</b>	<b>15</b>	<b>15</b>

**SANITATION**

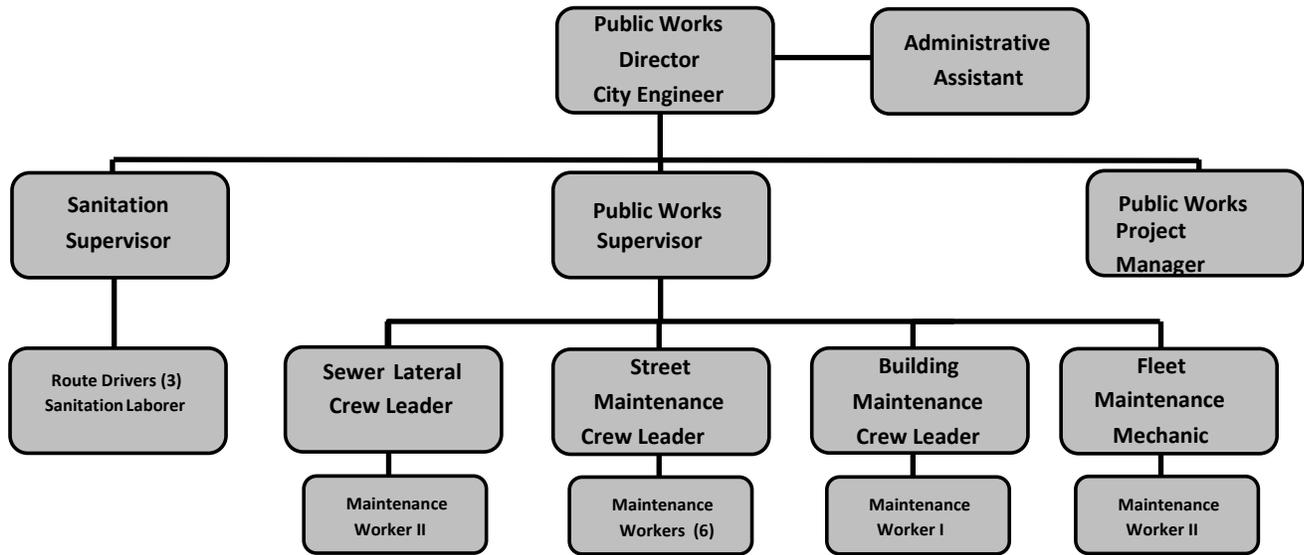
<b>Position</b>	<b>2016</b>	<b>2017</b>
<b>Supervisor</b>	1	1
<b>Route Driver</b>	3	3
<b>Maintenance I</b>	1	1
<hr/>		
<b>TOTAL</b>	<b>5</b>	<b>5</b>

**SEWER LATERAL**

<b>Position</b>	<b>2016</b>	<b>2017</b>
<b>Crew Leader</b>	1	1
<b>Maintenance II</b>	1	1
<hr/>		
<b>TOTAL</b>	<b>2</b>	<b>2</b>

**PUBLIC WORKS DEPARTMENT**

**ORGANIZATIONAL STRUCTURE**



**PUBLIC WORKS DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2017**

**10-03-05-XXXX**

**STREETS DIVISION**

**PERSONNEL SERVICES:**

**Salaries Full-time 6000:** This line item provides funds for the full time positions in streets. (\$708,250)

**Full-time Overtime 6005:** This line item provides funds for staff overtime as needed to maintain adequate staffing for all public works services (\$63,494).

**Salaries Part-time 6010:** This line item provides funds for part time positions in streets. (\$24,641).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, LAGERS and Police and Firefighters pension (\$215,049).

**MATERIALS AND SUPPLIES:**

**Supplies and Materials 6420:** This line item provides funds for supplies and materials for use by the public works department (\$25,000)

**Supplies and Materials Streets 6425:** This line item provides funds to fix pot holes, forms, and expansion joints. Increase due to fluctuating fuel cost (\$16,000).

**Supplies and Materials Plants 6427:** This line item provides funds for plantings at buildings and other areas maintained by the city (\$16,000).

**Supplies and Maintenance Snow 6430:** This line item provides funds for snow supplies including bulk salt, and calcium chloride for sidewalks and city pathways. Increase due to substantial jump in salt cost (\$44,500).

**CONTRACTUAL SERVICES:**

**Advertising 6160:** This line item provides funds for advertising for job openings and other public works information. Increase due to RFP advertising for streets (\$3,750).

**Travel/Meetings 6185:** This line item provides funds for the APWA or technical seminars (\$2,500).

**Petro Products 6195:** This line item provides funds for off-road diesel fuel and gas (\$42,500).

**Miscellaneous Contractual Expense 6210:** This line item provides funds for Missouri 1 call, security, yearly inspections of garage doors, fire extinguishers, and building sprinkler system, as well as cleaning services for buildings (\$25,000)

**Repairs and Maintenance – City Hall 6230:** This line item is used for expenses to repair and maintain city hall (\$5,000).

**Training 6240:** This line item provides funds for staff training such as mechanical, computer, sewer lateral and safety (\$5,000).

**Solid Waste Disposal 6290:** This line item provides funds for dump fees (\$6,000).

**Dues & Subscriptions 6365:** This line item provides funds for Sam’s Club fees (\$300).

**Printing 6375:** This line item provides funds for printing (\$100).

**Uniform Rental 6395:** This line item provides funds for employee uniforms (pants) (\$20,000).

**Uniform Purchase 6400:** This line item provides funds for purchasing boots, shirts, winter wear, gloves and safety glasses (\$7,000).

**Mosquito Control 6435:** This line item provides funds for chemicals and larvicides (\$5,000).

**Forestry 6470:** This line item provides funds for stump grinder rental, some small equipment, and removals that Public Works are not equipped to handle. In addition, this line item provides funds for tree replacements (\$320,000).

STREET DEPARTMENT (10-03-05-XXXX)

Account Number	Account Descriptions	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 07/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
<b>Personnel Services</b>										
6000	SALARIES FULL TIME	992,388	990,669	879,203	763,712	278,405	763,712	708,250	729,497	751,382
6005	FULL TIME OVERTIME	32,481	34,891	26,658	61,439	11,041	61,439	63,494	65,399	67,361
6010	SALARIES PART TIME	23,028	28,295	41,941	23,278	16,388	23,278	24,641	25,380	26,142
6015	PART-TIME OVERTIME	73	139	0	-	120	-	-	-	-
6025	LONGEVITY EXPENSE	15,076	14,837	14,797	9,870	5,346	9,870	-	-	-
6050	ATTENDANCE INCENTIVE	900	-	0	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	356,272	360,471	305,879	260,398	92,422	260,398	215,049	225,801	237,092
<b>Subtotal:</b>		1,420,218	1,429,302	1,268,478	1,118,697	403,721	1,118,697	1,011,434	1,046,078	1,081,976
<b>Materials &amp; Supplies</b>										
6420	SUPPLIES & MATERIALS	17,846	23,973	26,621	25,000	10,019	20,000	25,000	25,000	25,000
6425	SUPPLIES & MATERIALS STREET	8,559	8,156	5,597	16,000	4,353	9,000	16,000	16,000	16,000
6427	SUPPLIES & MATERIALS PLANTS	3,440	12,384	11,576	-	216	500	16,000	16,000	16,000
6430	SUPPLIES & MAINT - SNOW	16,386	42,114	37,132	44,300	3,978	31,000	44,500	45,000	45,500
<b>Subtotal:</b>		46,231	86,627	80,926	85,300	18,566	60,500	101,500	102,000	102,500
<b>Contractual Services</b>										
6160	ADVERTISING	2,223	3,024	1,402	3,750	312	1,000	3,750	3,500	3,500
6185	TRAVEL/MEETINGS	716	414	49	2,500	-	300	2,500	2,500	2,500
6195	PETRO PRODUCTS	49,505	52,171	34,717	42,330	12,738	25,000	42,500	42,500	43,000
6210	MISC CONTRACTUAL	31,754	32,653	38,550	12,000	9,167	110,000	25,000	25,000	25,000
6230	REPAIRS & MAINT - CITY HALL	1,275	2,635	3,487	5,000	5,644	8,000	5,000	6,000	7,000
6240	TRAINING	1,110	1,690	7,937	9,900	-	1,000	5,000	5,000	5,000
6290	SOLID WASTE DISPOSAL	4,186	6,205	7,616	9,000	2,796	4,000	6,000	7,000	8,000
6365	DUES & SUBSCRIPTIONS	30	62	439	300	265	300	300	300	300
6375	PRINTING	186	-	0	-	-	-	100	100	100
6395	UNIFORM RENTAL	37,241	30,081	18,650	21,934	6,831	11,700	20,000	20,000	20,000
6400	UNIFORM PURCHASE	8,246	7,669	7,131	7,025	2,950	5,000	7,000	7,000	7,000
6435	MOSQUITO CONTROL	3,483	3,301	3,536	6,000	1,700	3,000	5,000	5,000	5,000
6470	FORESTRY	8,874	36,526	13,639	23,600	7,457	14,000	320,000	320,000	100,000
<b>Subtotal:</b>		148,829	176,431	137,153	143,339	49,858	183,300	442,150	443,900	226,400
<b>TOTAL EXPENDITURES</b>		1,615,278	1,692,360	1,486,557	1,347,336	472,145	1,362,497	1,555,084	1,591,978	1,410,876

**PUBLIC WORKS DEPARTMENT**  
**ACCOUNT DESCRIPTIONS – FY 2017**  
**10-03-07-XXXX**

**SANITATION DIVISION**

**PERSONNEL SERVICES:**

**Salaries & Wages Full-time 6000:** This line item provides funds for five (5) full time positions (\$278,903).

**Full-time Overtime 6005:** This line item provides funds for overtime costs for full-time employees (\$8,917).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, LAGERS and Police and Firefighters pension (\$77,456).

**MATERIALS & SUPPLIES:**

**Supplies & Materials 6420:** This line item provides funds for carts for rear yard pickups, brooms, shovels, and heavy duty electric cords for block heaters (\$1,500).

**Miscellaneous Expense 6445:** This line item provides funds for miscellaneous costs for the department (\$100).

**CONTRACTUAL SERVICES:**

**Advertising 6160:** This line item provides funds for recycling information in local papers and job ads (\$1,000).

**Travel & Meetings 6185:** This line item provides funds for the Yearly Waste Expo and conference (\$2,000).

**Petro Products 6195:** This line item provides funds for fuel (\$40,000).

**Repairs & Maintenance 6215:** This line item provides funds for equipment maintenance. Increase due to additional equipment wear and replacement parts (\$27,000).

**Solid Waste Disposal 6290:** This line item provides funds for solid waste disposal (\$158,000).

**Printing 6375:** This line item provides funds for printing recycling information (\$2,000).

**Uniform Rental 6395:** This line item provides funds for employee uniforms (\$1,800)

**Uniform Purchase 6400:** This line item provides funds for boots, rain and winter wear, and gloves for employees (\$3,000).

**Postage 6440:** This line item provides funds for postage for informational flyers (\$1,000).

SANITATION DEPARTMENT (10-03-07-XXXX)

Account Number	Account Descriptions	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 07/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
<b>Personnel Services</b>										
6000	SALARIES FULL TIME	234,819	237,080	252,379	278,809	150,058	278,809	287,903	296,540	305,436
6005	FULL TIME OVERTIME	7,790	6,982	14,764	8,657	4,051	8,657	8,917	9,185	9,460
6010	SALARIES PART TIME	-	-	0	-	145	-	-	-	-
6025	LONGEVITY EXPENSE	2,240	2,394	2,801	3,255	1,575	3,255	-	-	-
6050	ATTENDANCE INCENTIVE	1,000	-	0	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	81,407	79,080	79,184	82,478	40,849	82,478	77,456	81,329	85,395
<b>Subtotal:</b>		327,256	325,536	349,128	373,199	196,678	373,199	374,276	387,054	400,292
<b>Materials &amp; Supplies</b>										
6420	SUPPLIES & MATERIALS	145	-	918	2,000	-	200	1,500	1,500	2,000
6445	MISCELLANEOUS EXPENSE	100	100	100	100	100	100	100	100	100
<b>Subtotal</b>		245	100	1,018	2,100	100	300	1,600	1,600	2,100
<b>Contractual Services</b>										
6160	ADVERTISING	475	-	778	1,000	45	200	1,000	1,000	1,000
6185	TRAVEL/MEETINGS	-	-	0	3,000	-	-	2,000	2,000	2,000
6195	PETRO PRODUCTS	41,786	36,027	24,414	40,000	11,030	20,000	40,000	40,000	42,000
6215	REPAIRS & MAINT - EQUIPMENT	25,355	29,114	26,847	26,000	12,635	23,000	27,000	27,000	28,000
6290	SOLID WASTE DISPOSAL	151,208	161,998	163,466	157,000	69,625	155,000	158,000	158,000	160,000
6375	PRINTING	-	-	1,016	2,000	-	-	2,000	2,000	2,000
6395	UNIFORM RENTAL	1,747	1,827	3,780	1,800	14	500	1,800	1,800	2,000
6400	UNIFORM PURCHASE	1,291	961	1,421	3,000	135	1,000	3,000	3,000	3,000
6440	POSTAGE	-	-	945	1,000	-	-	1,000	1,000	1,000
<b>Subtotal:</b>		221,862	229,927	222,667	234,800	93,483	199,700	235,800	235,800	241,000
<b>TOTAL EXPENDITURES</b>		<b>549,363</b>	<b>555,563</b>	<b>572,813</b>	<b>610,099</b>	<b>290,261</b>	<b>573,199</b>	<b>611,676</b>	<b>624,454</b>	<b>643,392</b>

**PUBLIC WORKS DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2017**

**60-00-00-XXXX**

**SEWER LATERAL PROGRAM**

**PERSONNEL SERVICES**

**Salaries Full-time 6000:** This line item provides funds for full-time employees (\$88,106).

**Full-time Overtime 6005:** This line item provides funds for employees on lateral crew (\$4,458).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, LAGERS and Police and Firefighters pension (\$36,120).

**MATERIALS AND SUPPLIES:**

**Supplies and Materials 6420:** This line item provides funds for materials for lateral replacement (pipe, fittings, and patches) and material for sidewalk & street replacement. An increase is needed due to some repairs occurring at the lateral connection to the sewer trunk line (\$15,000).

**Misc. Expense 6445:** This line item provides funds for bank maintenance fees (\$200).

**CONTRACTUAL SERVICES:**

**Misc. Contractual Expense 6210:** This line item provides funds for sewer cleaning services and contractor services needed for laterals which are (> 10 ft) excessively deep (\$45,000).

**CAPITAL:**

**Capital Equipment 6488:** This line item provides funds for small equipment used in sewer lateral repairs (\$10,000).

**Streets and Sidewalks 6535:** This line item provides funds for materials for sidewalk and street replacement (\$10,000).

SEWER LATERAL (60-00-00-XXXX)

Account Number	ACCOUNT DESCRIPTIONS	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 07/31 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
<b>Revenues</b>										
4525	INTEREST INCOME	34	41	84	100	-	84	100	100	100
4585	ASSESSMENTS	192,753	194,466	194,299	193,750	60,984	194,299	193,750	193,750	193,750
4031	RESERVES	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>		<b>192,787</b>	<b>194,507</b>	<b>194,382</b>	<b>193,850</b>	<b>60,984</b>	<b>194,382</b>	<b>193,850</b>	<b>193,850</b>	<b>193,850</b>
<b>Expenditures</b>										
<b>Personnel Services</b>										
6000	SALARIES FULL TIME	76,781	77,483	79,715	80,246	50,303	80,246	88,106	90,749	93,471
6005	FULL TIME OVERTIME	6,350	4,850	5,519	4,328	2,708	4,328	4,458	4,592	4,729
6025	LONGEVITY EXPENSE	1,018	880	992	1,230	-	1,230	-	-	-
6050	ATTENDANCE INCENTIVE	-	-	-	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	29,367	27,884	27,306	27,017	16,818	27,017	36,120	37,926	39,822
<b>Subtotal:</b>		<b>113,516</b>	<b>111,097</b>	<b>113,532</b>	<b>112,821</b>	<b>69,829</b>	<b>112,821</b>	<b>128,684</b>	<b>133,266</b>	<b>138,023</b>
<b>Materials &amp; Supplies</b>										
6420	SUPPLIES & MATERIALS	10,390	9,510	12,089	12,500	11,629	17,500	15,000	16,000	17,000
6445	MISCELLANEOUS EXPENSE	162	191	165	175	57	150	200	200	250
<b>Subtotal:</b>		<b>10,552</b>	<b>9,701</b>	<b>12,255</b>	<b>12,675</b>	<b>11,686</b>	<b>17,650</b>	<b>15,200</b>	<b>16,200</b>	<b>17,250</b>
<b>Contractual Services</b>										
6160	ADVERTISING	-	182	-	-	-	-	-	-	-
6210	MISC CONTRACTUAL EXPENSES	57,036	49,360	43,407	44,000	15,279	40,000	45,000	45,000	47,500
<b>Subtotal:</b>		<b>57,036</b>	<b>49,542</b>	<b>43,407</b>	<b>44,000</b>	<b>15,279</b>	<b>40,000</b>	<b>45,000</b>	<b>45,000</b>	<b>47,500</b>
<b>Capital</b>										
6488	CAPITAL EQUIPMENT	-	400	4,123	10,000	1,800	5,000	10,000	10,000	7,500
6535	STREETS AND SIDEWALKS	11,840	6,613	5,764	10,000	6,315	9,000	10,000	10,000	10,000
<b>Subtotal:</b>		<b>11,840</b>	<b>7,013</b>	<b>9,887</b>	<b>20,000</b>	<b>8,115</b>	<b>14,000</b>	<b>20,000</b>	<b>20,000</b>	<b>17,500</b>
<b>TOTAL EXPENDITURES</b>		<b>192,944</b>	<b>177,353</b>	<b>179,080</b>	<b>189,496</b>	<b>104,908</b>	<b>184,471</b>	<b>208,884</b>	<b>214,466</b>	<b>220,273</b>
Net Income		(157)	17,154	15,302	4,354	(43,924)	9,911	(15,034)	(20,616)	(26,423)

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# Capital Improvements Fund

**CAPITAL IMPROVEMENTS**  
**ACCOUNT DESCRIPTIONS – FY 2017**  
**40-00-00-XXXX**

**GENERAL**

**Miscellaneous Contractual Expenses 6210:** This line item includes funds to upgrade and maintain the city's financial systems, Microsoft Office 365 G3 annual payments, Microsoft Server Licensing, and funds to use for grant application fees - **\$67,000**

**Repairs and Maintenance 6215:** This line item provides funds to repair all city vehicles and equipment: Parks and Recreation (\$10,000), Street (\$45,000), Fire (\$30,000), Police (\$36,300), and Planning and Development (\$4,950) - **total \$126,250.**

**COMPUTER/IT EQUIPMENT IMPROVEMENTS**

**Computer 6330:** This line item provides funds for city-wide IT system upgrades which includes financial and payroll software upgrades, maintenance and repairs - **\$372,600.**

**Admin Computer 6331:** This line item provides funds for two new computers for Admin staff based on the IT Desktop Replacement Plan - **\$2,000.**

**Fire Computer 6332:** Fire Chief's laptop (\$1,000), 1- Air Card for EMS reporting writing laptop in ambulance, 1- Air card for tablet in ambulance, 1 – air card for tablet in pumper, and 1- air card for new Fire Chief laptop, for a total of 4 air cards (\$2,640), Building Works- HVAC system changes added into current fire department building documents retention software (\$2,000), Target Solutions training software for Shared Training program (\$4,902) - **total \$10,542.**

**Pub Works Computer 6334:** This line item provides funds for two new computers for the department based on the IT Desktop Replacement Plan - **\$2,900.**

**Planning & Development Computer 6336:** This line item provides funds for one new computer for the department based on the IT Desktop Replacement Plan - **\$1,600.**

**CAPITAL IMPROVEMENTS AND DEBT SERVICE**

**Capital Improvement Building Maintenance 6505:** This line item provides funds to cover miscellaneous repairs to all city buildings - **\$40,000.**

**Capital Improvement – Fire 6510:** 1- Holmatro rescue cutter (\$5,000), Ballistic Helmets (\$8,000), One command vehicle including; radio change over costs, light and siren package (\$55,000), Replace fire dept. boat, motor, and trailer (\$40,000), Physical fitness equipment (\$20,000) – **total \$128,000.**

**Capital Improvement – Judicial 6515:** This line item provides funds for office furniture and equipment for the department - **\$500.**

**Capital Improvement – Police 6525:** This line item provides funds for ammunition (\$7,000) and the replacement of one 2012 Dodge Charger (\$32,000) – **\$39,000.**

**Capital Improvement – Planning & Development 6528: \$0**

**Capital Improvements Public Works 6530:** This line item provides funds for the replacement of equipment and tools - **\$216,032.**

Pavement roller	\$30,000
Plate Wacker	\$ 5,000
Equipment (chain saws, blowers, pressure washer, etc.)	\$ 5,000
Water wagon	\$10,000
Floor Scrubber	\$10,000
Vehicle Lift	\$25,000
2006 Ford 1 Ton Pickup	\$40,752
2007 F150 Pickup	\$30,000
2002 GMC Chassis Cab Truck	\$60,280
Total	<b>\$216,032</b>

**Streets & Sidewalks 6535:** This line item includes funds for several street and sidewalk projects in the City Brentwood as listed below as well as citywide street and sidewalk repairs and street engineering studies - **\$715,365.**

**STREETS & SIDEWALKS - 2017:**

Sidewalk Work	\$100,000
Street Inventory	\$ 20,000
Street Engineering Studies	\$ 5,000
Mill & Overlay Dorothy Ave	\$ 61,471
Mill & Overlay Swallow Dr	\$ 27,011
Mill & Overlay Oriole Pl	\$ 20,317
Mill & Overlay Thrush Pl	\$ 20,790
Mill & Overlay Brentwood Alley (BW Pl to White)	\$ 10,649
Mill & Overlay Powell Ave	\$ 42,656
Mill & Overlay Joseph Ave	\$ 26,250
Mill & Overlay Henrietta Ave	\$ 24,150
Mill & Overlay Hill Ave	\$ 15,251
Mill & Overlay Hilton Ave	\$ 14,674
Mill & Overlay Patton Ave	\$ 12,679
Mill & Overlay Annalee Ave (White to Harrison)	\$ 14,844
Mill & Overlay Bridgeport Dr (Swim Club to BW)	\$ 34,729
Mill & Overlay Mary Ave (Rosalie To Gloria Rogers Park)	\$ 37,879
Mill & Overlay Mari Kay Ct	\$ 16,721
Mill & Overlay Porter Ave	\$ 14,870
Mill & Overlay Genevieve Ave	\$ 8,301
Mill & Overlay Bobolink Pl	\$ 16,232
Mill & Overlay Ruth Ave	\$ 13,625
Mill & Overlay Salem Rd	\$ 58,275
Mill & Overlay Bedford Ct	\$ 7,546
Mill & Overlay Barnstable Ct	\$ 11,976
Mill & Overlay Marblehead Ct	\$ 7,546
Mill & Overlay Parkside Dr	\$ 43,299
Mill & Overlay Magdalen Ave	\$ 28,624
Total	<b>\$715,365</b>

**Debt Service – 2014 Lease/Purchase 6549:** This line item includes funds for the annual debt service payment on the 2014 lease/purchase issue of \$193,933 for purchase of IT equipment - **\$41,710.**

**Debt Service – 2013 Lease/Purchase 6551:** This line item includes funds for the annual debt service payment on the 2013 lease/purchase issue of \$533,461 for purchase of a new pumper truck - **\$84,114.**

**Debt Service – Series 2009 COP 6552:** This line item includes funds for the annual debt service payment on the series 2009 COP issue of \$7,500,000 used for the advance refunding of the 2002 issue for construction of the firehouse and city hall renovation - **\$670,000.**

**Debt Service - Series 2003 COP 6553:** This line item includes funds for the annual debt service payment on the series 2003 COP issue of \$1,330,000 used for renovating, improving, furnishing and equipping the existing library and city hall. This amount does not include the library's portion of the debt service payment- **\$60,000.**

**Capital Improvement - Sanitation 6554:** This line item provides funds for recycle carts, recycle bins and trash dumpsters for new residents and replacement of old units - **\$30,000.**

**Hanley Industrial Court Pedestrian Improvements STP 6619:** This includes the preliminary engineering phase and commencement of the right-of-way phase. The total FY17 budget amount is 80% federally funded with a 20% local match - **\$826,445.**

CAPITAL IMPROVEMENTS (40-00-00-XXXX)

Account Number	ACCOUNT DESCRIPTIONS	Actual 2013	Actual 2014	Actual 2015	Budgeted 2016	Through 07/30 2016	Estimated 2016	Proposed 2017	Projected 2018	Projected 2019
	<b>Revenues</b>									
4002	AD VALOREM TAXES	(205)	(4,433)	(1,844)	-	-	-	-	-	-
4025	SALES TAX	1,823,725	2,392,388	2,488,494	2,560,952	1,553,364	2,560,952	2,637,781	2,716,914	2,798,421
4026	RECYCLE GRANT	-	10,000	-	-	-	-	-	-	-
4028	PEDESTRIAN/TRANSIT STP	155,502	106,965	-	-	-	-	-	-	-
4029	ROSE AVENUE STP	162,566	48,365	-	-	-	-	-	-	-
4030	LITZINGER ROAD STP	86,105	148,722	688,295	-	383,505	857,441	-	-	-
4031	RESERVES	-	-	-	-	-	-	-	-	-
4032	HIC PEDESTRIAN STP	-	-	-	721,156	40,760	60,000	661,156	-	-
4038	PEDESTRIAN/TRANSIT TDD	38,875	28,964	-	-	-	-	-	-	-
4205	GRANTS - MISC	-	254,832	-	-	-	-	-	-	-
4510	SALE OF CITY PROPERTY	76,702	30,882	32,734	10,000	9,669	35,000	15,000	15,000	15,000
4525	INTEREST INCOME	4,195	6,039	8,852	4,000	4,747	5,500	5,500	5,500	5,500
4599	DEBT PROCEEDS	533,460	193,933	-	-	-	-	-	-	-
4625	TRANSFER IN	-	-	250,000	622,000	-	622,000	150,000	75,000	-
4950	INTERGOVERNMENTAL RECEIPT	7,759	22,364	-	-	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>2,888,684</b>	<b>3,239,021</b>	<b>3,466,533</b>	<b>3,918,108</b>	<b>1,992,046</b>	<b>4,140,893</b>	<b>3,469,437</b>	<b>2,812,414</b>	<b>2,818,921</b>

<b>CAPITAL IMPROVEMENTS</b>												
<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Budgeted 2016</u>	<u>Through 07/30 2016</u>	<u>Estimated 2016</u>	<u>Proposed 2017</u>	<u>Projected 2018</u>	<u>Projected 2019</u>		
<b>Expenditures</b>												
6210	MISC CONTRACTUAL EXPENSES	20,166	116,935	7,300	35,000	11,009	35,000	67,000	69,010	71,080		
6215	REPAIRS & MAINT - EQUIPMENT	127,165	149,538	147,262	126,250	61,940	126,250	126,250	126,250	126,250		
6330	COMPUTER	55,413	259,647	94,055	300,500	68,244	200,000	372,600	481,000	239,500		
6331	ADMIN COMPUTER	4,662	3,016	4,310	9,500	7,438	9,500	2,000	2,000	152,000		
6332	FIRE COMPUTER	11,924	16,142	24,259	19,550	10,826	14,000	10,542	10,300	11,300		
6333	POLICE COMPUTER	21,891	76,391	2,705	1,000	1,080	1,200	-	11,400	4,000		
6334	PUB WKS COMPUTER	2,451	512	1,983	900	152	300	2,900	-	2,000		
6335	LEGISLATIVE COMPUTER	3,654	366	694	7,500	-	7,500	-	-	1,000		
6336	PLANNING & DEV COMPUTER	5,661	-	11,597	2,300	179	250	1,600	-	1,000		
6337	JUDICIAL COMPUTER	-	3,607	-	-	-	-	-	2,000	-		
6500	CAPITAL IMPRVMT-ADMIN	448	597	-	-	374	374	-	-	-		
6505	CAPITAL IMPRVMT-BLDG MINT	41,402	85,133	60,222	45,000	28,170	50,000	40,000	40,000	40,000		
6510	CAPITAL IMPROVEMENT-FIRE	810,723	36,690	219,608	337,350	8,073	300,000	128,000	162,000	300,000		
6515	CAPITAL IMPRVMT-JUDICIAL	-	-	1,634	500	270	300	500	500	500		
6525	CAPITAL IMPRVMT-POLICE	9,327	81,906	145,471	167,000	92,643	167,000	39,000	129,000	97,000		
6528	CAPITAL IMPROVEMENT-P & D	-	-	32,012	17,500	-	17,500	-	20,000	19,000		
6530	CAPITAL IMPRVMT-PUB WKS	84,234	159,139	344,978	110,952	36,391	75,000	216,032	162,500	122,000		
6535	STREETS & SIDEWALKS	112,648	222,758	472,504	904,870	63,668	700,000	715,365	368,666	105,000		
6538	G. O. BONDS SERIES 1998	-	-	-	-	-	-	-	-	-		
6549	DEBT SERVICE-2014 LEASE/PURCH	-	-	41,706	41,707	41,706	41,706	41,710	41,710	41,710		
6550	PARK DEBT SERVICE 1993	-	-	72,404	-	-	-	-	-	-		
6551	DEBT SERVICE-2013 LEASE/PURCH	-	84,114	11,710	84,114	84,113	84,114	84,114	84,114	84,114		
6552	DEBT SERVICE-2009 COP	2,279	2,279	4,500	675,000	123,945	675,000	670,000	670,000	670,000		
6553	DEBT SERVICE-2003 COP	2,250	2,173	750	52,000	5,036	52,000	60,000	60,000	60,000		
6554	SANITATION	13,105	5,320	9,294	52,000	212,200	245,000	30,000	15,000	7,500		
6556	INTEREST AND FISCAL CHARGES	5,700	-	-	-	-	-	-	-	-		
6610	PROPERTY ACQUISITION	-	-	296,085	-	-	-	-	-	600,000		
6615	PEDESTRIAN/TRANSIT STP	275,531	-	-	-	-	-	-	-	-		
6617	ROSE AVENUE STP	259,136	-	-	-	-	-	-	-	-		
6618	LITZINGER ROAD STP	132,314	187,782	1,108,477	-	148,929	255,217	-	-	-		
6619	HIC PEDESTRIAN STP	-	-	43,523	901,445	31,119	75,000	826,445	-	-		
7005	TRANSFERS OUT	726,159	603,710	716,244	-	-	-	-	-	-		
<b>TOTAL EXPENDITURES</b>		<b>2,728,243</b>	<b>2,097,755</b>	<b>3,875,285</b>	<b>3,891,938</b>	<b>1,037,505</b>	<b>3,132,211</b>	<b>3,434,058</b>	<b>2,805,450</b>	<b>2,754,954</b>		
Net Income		160,441	1,141,266	(408,753)	26,170	954,542	1,008,682	35,379	6,964	63,967		