



BRENTWOOD

CITY OF WARMTH

ANNUAL REPORT 2017

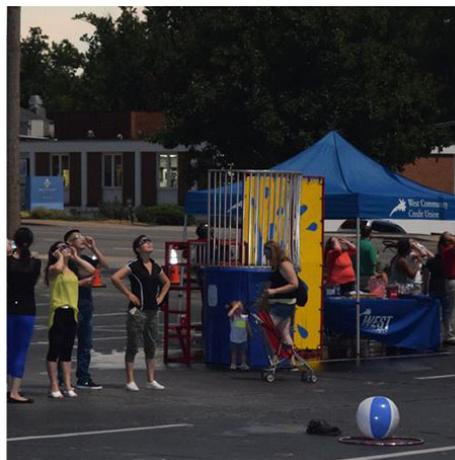


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City of Brentwood Annual Report 2017

March 2018

Honorable Mayor and Board of Aldermen:

I am pleased to present to you the Annual Report 2017 for the City of Brentwood, which contains a summary of the many accomplishments realized by each department of our City government from January 1, 2017 through December 31, 2017. These accomplishments are a testament to the commitment of staff and the City's boards, committees and commissions under the guidance of the Mayor and Board of Aldermen.

Chapter 115, Article II. - The Annual Report:

The City Clerk/Administrator shall prepare and present to the Mayor and Board of Aldermen an annual report of the City's affairs, including in such report a summary of reports of department heads and such other reports as the Mayor and Board of Aldermen may require. The audited financial statements shall be presented to the Board of Aldermen on or before the sixtieth (60th) day after the close of the fiscal year. This report provides an overview of City department activities for the referenced time period. Department functions and goals are also included.

I welcome any comments or questions regarding the information included in this report.

Sincerely,

Bola Akande
City Clerk/Administrator

City of Brentwood Governance

The City of Brentwood was established on December 15, 1919. The City operates with a City Administrator form of government. A Mayor and an eight-member Board of Aldermen serve as the city's legislative body. Each of the four City Wards elects two alderpersons to serve two-year staggered terms. The Mayor appoints alderpersons and/or citizens to serve on various boards and commissions.

The City of Brentwood has approximately 105 full-time and 50 part-time/seasonal employees. City departments oversee various facets of community life, including economic development, planning and development, parks and recreation, public works and public safety.

City of Brentwood Elected Officials



Mayor
Christopher Thornton



**Ward 1
Alderman**
David Dimmitt



**Ward 1
Alderman**
David Plufka



**Ward 2
Alderwoman**
Sunny Sims



**Ward 2
Alderman**
Brandon Wegge



Municipal Judge
Patrick Dignam



**Ward 3
Alderman**
Andy Leahy



**Ward 3
Alderman**
Steve Lochmoeller



**Ward 4
Alderwoman**
Kathy O'Neill



**Ward 4
Alderman**
Tom Kramer

City of Brentwood Key Personnel

Bola Akande, City Clerk/Administrator

Eric Gruenfelder, Director of Parks and Recreation

Dan Gummersheimer, Director of Public Works/City Engineer

Lisa Koerkenmeier, Assistant City Administrator/Director of Planning & Development

Jason Kotz, Human Resources Manager

Terry Kurten, Fire Chief

Janet Levy, Communications Manager

Jim McIntyre, Interim Police Chief

Christine Schwartz, Court Administrator

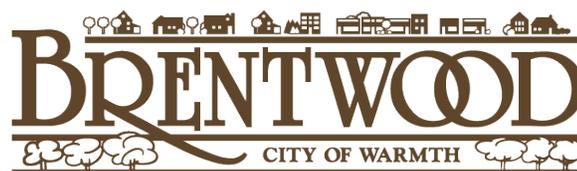
Karen Shaw, Finance Director

Kevin O'Keefe, City Attorney

Mike Shelton, Prosecuting Attorney

Michael Daming, Provisional Judge

Bryan Kaemmerer, Public Defender



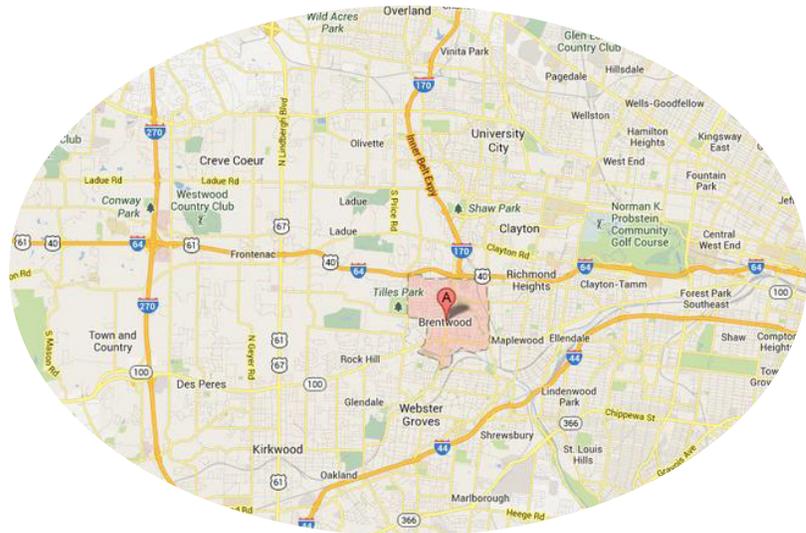
About the City of Brentwood

The City of Brentwood, Missouri is a small but growing progressive community boasting a unique blend of quality residential neighborhoods and one of the most thriving business districts in the St. Louis metropolitan area. Located within minutes of downtown St. Louis, Brentwood is known as the “City of Warmth” because of its small-town charm and friendly atmosphere.

This city of just two square miles offers so much: high-quality housing, beautiful neighborhoods, ample parks and walking trails, top-notch city services, a vibrant business community, premium lodging, a multitude of dining opportunities, an exceptional school district, and a state-of-the-art Recreation Complex with meeting rooms, an indoor ice rink, sports leagues, and fitness and educational activities for all ages.

Nestled in the heart of St. Louis County, Brentwood is home to just over 8,000 residents and a wide array of businesses, from one-person shops to large retailers including Target and Whole Foods.

Niche, an online resource, has ranked Brentwood “A+” and the #6 Best Place to live in Missouri. In 2016, *U.S. News & World Report* selected Brentwood High School as one of the Best High Schools in the country. The Missouri Department of Elementary and Secondary Education named Brentwood’s Mark Twain Elementary as a 2017 Gold Star School. Brentwood is an outstanding community in which to live, work, shop and play.



History of Brentwood

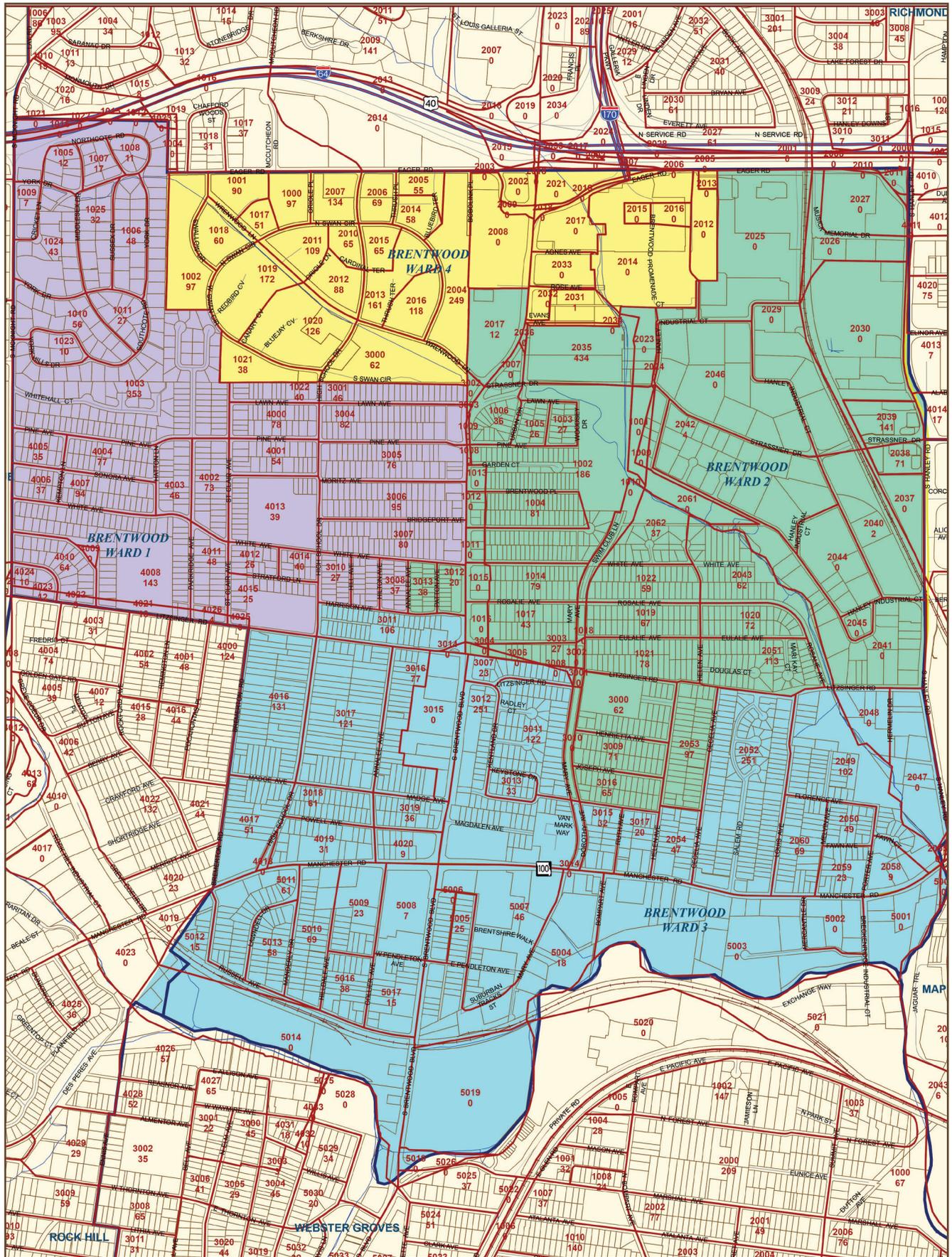
Brentwood’s rich history stretches back more than 200 years. In 1804, Louis J. Bompert arrived in the area and purchased 1,600 acres of land. Later, the Marshall family acquired property just west of that, and the Gay family bought land to the north – together completing the boundaries of what is now the City of Brentwood.

Thomas Madden arrived in the early 1870s, purchasing 100 acres within the existing boundaries to establish his farm. The area continued to grow, attracting new families to the settlement. Madden was recognized as the entrepreneur of the community as he operated a rock quarry, tavern, barbershop, grocery store and blacksmith shop. His well-known presence in the town led to its original name, Maddenville.

Maddenville served as one of the original stops along the “Manchester Trail,” a westward route regularly traveled by prairie schooners and mail coaches in the late 1800s. While some of these travelers stayed in town for a short rest between stops, others chose to remain. The community continued to prosper, especially with the advent of rail service via the Missouri Pacific and the invention of the automobile.

In 1919, Maddenville residents discovered that neighboring Maplewood was preparing to annex their town. In order to avoid annexation and maintain a separate identity, residents officially incorporated as a village on December 15, 1919—ultimately changing the name from Maddenville to what we know today: Brentwood.

Ward Map



Boards, Commissions and Committees

Mayor and Board of Aldermen

At the first meeting of the Board of Aldermen after each annual election, the Mayor appoints the Chairmen and members of all standing committees based on advice and consent from the Board of Aldermen members. Only members of the Board of Aldermen are eligible to serve on the following standing committees: Public Safety, Public Works, and Ways and Means. The number of members on each committee is determined by the Mayor and Board of Aldermen at the time of appointment. Members of the Board of Aldermen and any resident of the City of Brentwood who is a qualified voter under the laws and Constitution of this State and this City can serve on all other standing committees.

Public Safety Committee

Established to review all ordinances and have legislative oversight relating to the Police Department, Fire Department, public safety and fire safety.

Public Works Committee

Established to have legislative oversight over all matters relating to sewers and sewage disposal, streets, sidewalks, parks and recreation, planning, zoning and development.

Ways and Means Committee

Established to review all ordinances relating to licenses and occupational regulations in addition to legislative oversight over City financial affairs.

Architectural Review Board

Established to review applications for residential building permits and those applications directed by the Planning and Development Department or the Planning and Zoning Commission, to ensure compliance with architectural standards and compatibility of design with existing structures in the City.

Board of Adjustment

Established to hear and decide appeals and requests for variances from the flood plain management requirements. When an application is denied by the Flood Plain Administrator, the applicant may apply for flood plain development permit or variance directly to the Appeal Board.

Planning & Zoning Commission

Established to advise the Board of Aldermen on how best to preserve and protect the existing residential and business community and provide for, plan, guide and direct the development, redevelopment and growth of the City.

Police and Firefighters' Pension Trust

Established to supplement income for Brentwood police and firefighters upon retirement from the City. The City of Brentwood Police and Firefighters' Pension Trust's Board of Trustees consists of the Mayor, Aldermen, City Treasurer, Brentwood Police Chief, Brentwood Fire Chief, a firefighter and a police officer. The Board of Trustees administers the plan and is responsible for the investment of assets funding the plan.

Awards and Recognitions

Certificate of Achievement for Excellence in Financial Reporting Program

The City of Brentwood has been recognized for its comprehensive annual financial report (CAFR) for the fiscal year ended December 31, 2016, and qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in government accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Missouri Municipal League Innovation Award

The City of Brentwood received the 2017 Missouri Municipal League Members' Choice Innovation Award for its "Alternative Sidewalk Slab Repairs" project.

Tree City USA Award

The Arbor Day Foundation has awarded the City of Brentwood with its Tree City USA Award since 1980. In order to receive the Tree City USA status, the City must meet four standards, including having a dedicated department or board responsible for tree care, having a community tree care ordinance in place, the establishment of a comprehensive community forestry program, and hosting an Arbor Day observation and proclamation.

City of Brentwood Goals and Objectives

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

Department Overview

ADMINISTRATION

The Administration Department works directly with the Mayor and the Board of Aldermen and is responsible for general superintending control, administration and management of the City on a day-to-day basis. This office includes the divisions of Finance, Accounting, Human Resources, Communication, and Information Technology.

The Finance division is responsible for coordinating and monitoring all fiscal matters including purchasing; collecting revenues and paying expenditures; analyzing and monitoring the City's investments; developing the annual operating budget; providing the Board of Aldermen and the City Administrator with short-term and long-term financial forecasts and advice regarding financial affairs of the City including auto, general, property insurance and risk management; serving as secretary to the Police and Firefighters' Pension Fund; coordinating efforts with public accountants to accomplish an annual certified audit of the City's operation; overseeing all accounts receivable including ambulance billings, medical insurance, trash service, special trash pickups; and processing liquor licenses for merchants with the City.

FIRE DEPARTMENT

The Fire Department has served the City of Brentwood and surrounding communities since 1935. The Fire Department's objectives are to save lives, including utilizing Emergency Medical Services (EMS), and minimize property damage. The fire department conducts in-service fire inspections for all commercial businesses and large condominium and apartment properties within the City of Brentwood.

JUDICIAL DEPARTMENT/MUNICIPAL COURT

The Municipal Court of the City of Brentwood is the judicial branch of the city government and is a Division of the 21st Judicial Circuit Court of the State of Missouri. The Municipal Judge and Clerk of the Court (Court Administrator) are empowered to collect court fines and costs, take oaths, sign and issue subpoenas, establish and operate the Traffic Violations Bureau, and perform all other duties provided for by the Municipal Code, ordinance and state law. The Court prepares, maintains, and safeguards records, reports, and documents relating to Court activities in the required manner and within time frames established by law.

PARKS & RECREATION

The Parks and Recreation Department is responsible for the development and administration of a comprehensive parks and recreation system. Primary responsibilities involve managing the parks, trails, ice arena and community center. The department is also responsible for park and facility maintenance; program development, implementation and evaluation; management of the City's urban forest; operation of the MAGIC Bus; establishment of policies and procedures; capital improvement plan, budget development and administration. Parks and Recreation strives to offer quality spaces and programs, both indoors and outdoors, which provide residents and visitors the opportunity to enhance their lives through rest, relaxation and recreation. Quality parks and access to recreation facilities improve property values, provide citizens the opportunity to come together socially and are a great source of pride for the community.

PLANNING & DEVELOPMENT

The Planning and Development Department serves the citizens of Brentwood through traditional planning and economic development, as well as zoning and land use administration, code enforcement, building permit and business license functions. The department is responsible for monitoring new construction as well as inspecting existing housing to ensure code compliance. Building codes are listed in chapter 500 of the Brentwood City Code. Land use is determined by the regulations covered in Chapter 400 of the Brentwood City Code.

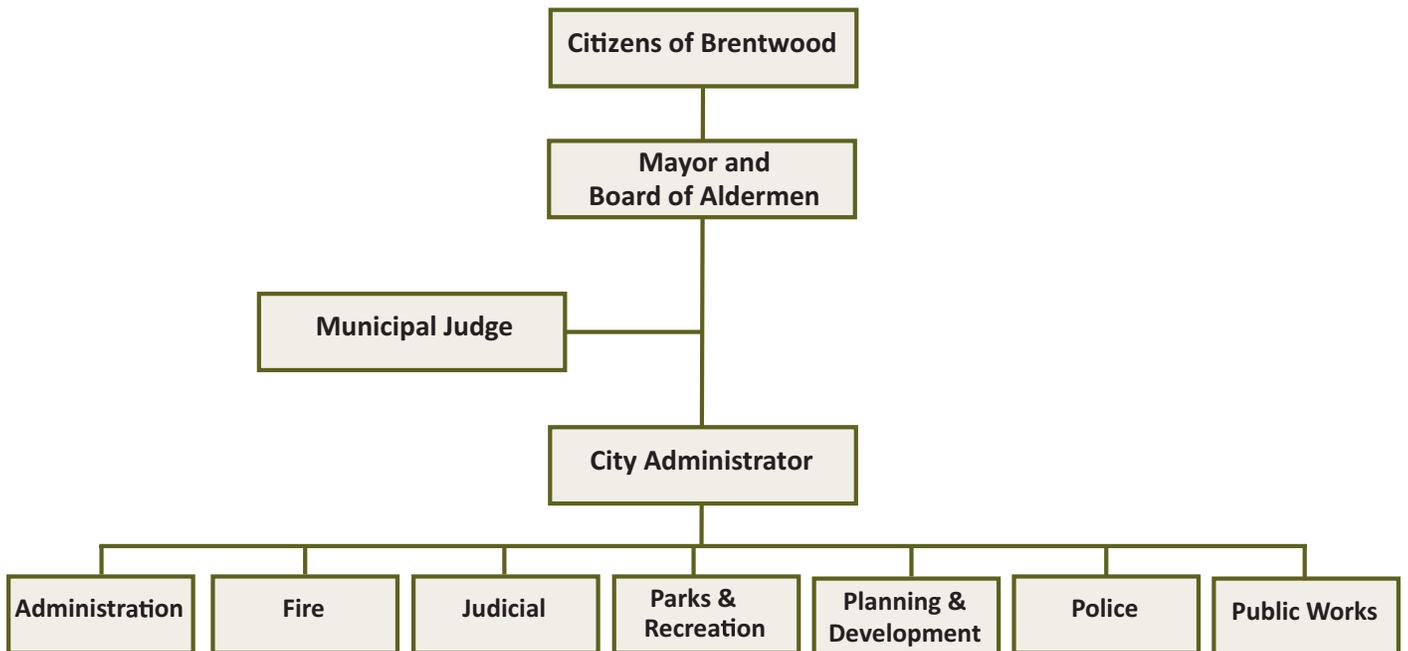
POLICE DEPARTMENT

The Police Department is responsible for basic public services, community safety, education, and awareness. The department includes the divisions of Operational Support and Detective Bureau.

PUBLIC WORKS

The Public Works Department is responsible for fleet maintenance including police and MAGIC Bus; street maintenance for over 44 lane miles; sewer lateral program; sign maintenance and compliance; snow plowing/salting streets; trash, recycling, yard waste and household item collection service; building maintenance; construction; event logistics; equipment maintenance; emergency response for storms, floods and traffic hazards.

Organizational Structure



ADMINISTRATION DEPARTMENT

MISSION: 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; maintain a fiscally sound organization that conforms to legal requirements and to generally accepted financial management principles; support City departments so they can efficiently and effectively deliver services. Services provided include communication, human resources, 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.



10 Brentwood community members enjoyed food, music and dancing at the annual holiday party and open house.

Key Accomplishments

ADMINISTRATION

- Prepared FY 2017 Annual Budget.
- Coordinated 21 Board of Aldermen Regular meetings, 3 Special meetings and 2 Workshops, 10 Public Hearings, 10 Proclamations, 20 Recognitions, 5 Bids, 6 Liquor Permits, 23 Resolutions, 56 Ordinances, 8 Public Safety Committee meetings, 9 Public Works Committee meetings, and 10 Ways and Means Committee meetings.

FINANCE

- Earned Certificate of Achievement for Excellence in Financial Reporting for preparation of 2016 Fiscal Year Comprehensive Annual Financial Report (CAFR).
- Separately bid end-of-year accounting services and annual auditing services per Government Finance Officers Association’s recommended best practices.
- Prepared 4,140 daily cash receipts for approximately \$21M in revenue.
- Processed 630 business licenses, of which 55 were new businesses.
- Processed 3,900 Accounts Payable checks and 4,809 Payroll checks.
- Processed 268 W-2s and 60 1099s.

HUMAN RESOURCES

- Implemented digital packet for new hires.
- Successfully completed hiring process for four police officers and one firefighter.
- Processed 61 new hires.
- Coordinated citywide anti-sexual harassment training.
- Planned and organized annual employee picnic.

COMMUNICATION

- Wrote cover/feature story on Brentwood for Missouri Municipal League’s *Review* magazine.
- Redesigned and refreshed City’s quarterly newsletter, *Brentwood Bulletin*.
- Initiated redesign of City’s website.
- Increased communication with residents through Nextdoor.com, website, social media, *The Pulse* and BTV.

ADMINISTRATION

2018 Goals and Objectives

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

Performance Measures

Administration	2016 (Actual)	2017 (Estimated)	2018 (Projected)
Visits to city website	230,519	235,000	240,000
Annual training hours per department employee	44.25	48.25	51.15
Annual city-wide rate of turnover (resignations, terminations only)	4.46%	6.36%	5.95%
Employees without an on-the-job injury	87.6%	91.1%	92.25%
Workers compensation claims	24	16	18
General and auto liability claims	5	2	2
External auditor recommendations	4	2	2
Correcting journal entries (accuracy measure)	45	50	50

Key Accomplishments

INFORMATION TECHNOLOGY

- Entered into a joint cooperative agreement with the City of Clayton for IT services.
- Continued the implementation of comprehensive technology infrastructure refresh plan.
- Proactive monitoring and auditing of all City Technology Assets, including a citywide password policy audit.
- Found inefficiencies that resulted in savings to the City.
- Implemented many new systems and technologies that allow the City staff work more efficiently, including a web-based helpdesk system.
- Implemented Request Tracker system, allowing residents to submit concerns that are automatically routed to appropriate personnel.
- Implemented Office 365 for City staff.
- Reconfigured City phone tree to route calls to a centralized operator.
- Implemented new surveillance system at Recreation Center for improved security and accountability.
- Reconfigured access system at City Hall for more secure meetings after business hours.
- Implemented new fiber internet connection to provide more bandwidth.
- Reconfigured City's email and spam filtering process.
- Conducted wifi audits on all City facilities and improved connectivity where needed. Also deployed new wireless in areas previously without access, including Fire Department truck bays and Public Works building.
- Conducted IT Satisfaction Surveys to ensure we are meeting expectations and concentrating on areas that matter most to the City.
- Monitored helpdesk that allows us to handle issue more efficiently and greatly improving response times.
- Provide project management for all IT-related projects in the City.

FIRE DEPARTMENT

MISSION: To prevent the loss of life and to control or reduce the loss of property by applying all 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 Emergency Medical Service to all citizens and visitors to our City.



Members of the Brentwood Fire Department participated in the 9/11 Memorial Stair Climb 2017.



12 Brentwood Fire Department participated in live burn exercises at St. Louis City's fire training facility in downtown St. Louis.

Key Accomplishments

- Assisted with a successful child birth and participated in the resuscitation of two people.
- Increased special operations training by sending additional employees to specialized training in the area of rope rescue, which is the foundation of all the technical rescue disciplines such as high angle rescue, trench rescue, and swift water rescue. We'll continue sending additional members through this type of training to increase our readiness as a department.
- Brentwood Fire Chief and company officers completed Blue Card Incident Command certification. This advanced level, incident management course focused on managing structure fires we respond to regularly. Blue Card is a nationally recognized certification program. All Brentwood Fire officers are certified in Blue Card Command.
- The Shared Training Officer program was established in February by the cities of Brentwood, Clayton and Maplewood. The first training classes were delivered in April. The program provides mutual aid training with our program partners. Since April, the program has provided 3287 man hours of training to members of the Brentwood Fire Department.

Fire House Update

In late 2016, mold was identified in the second floor living space ceilings at the fire station. In 2017, with the assistance of the City's on-call engineer, Horner Shifrin Engineering, a plan was developed, bids were obtained, and phase one of the remediation process began. Phase one includes design and construction the basement so that crews can live in the basement level during removal of the mold and reconstruction of the second-floor ceilings. Phase two begins in January 2018, and includes all of the mold removal and reconstruction of the second-floor ceilings. Upon completion of the project crews will relocate back to the second floor.

FIRE DEPARTMENT

2018 Goals and Objectives



- >> Continue improving firefighters' overall health and wellness with the implementation of a new physical fitness policy.
- >> Continue working with fire departments in Maplewood and Richmond Heights to explore options for the cooperative sharing of command staff and other emergency services.
- >> Successfully complete mold removal and reconstruction of second floor of fire house.
- >> Continue the Shared Training Officer program that provides firefighter training for the cities of Brentwood, Clayton and Maplewood fire department personnel.
- >> Maintain our ISO 4 Rating by improving processes, documentation, and recordkeeping in our reporting systems.
- >> 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 or major hazardous materials incidents.
- >> Continue improving departmental operational readiness through additional training for emergency responses to flash flooding events, trench rescues, and hazardous materials incidents.

Performance Measures

Fire Department	2016 (Actual)	2017 (Actual)	2018 (Projected)
Response time for priority EMS calls (dispatch receipt to arrival on scene)	Standard <8 min 4:36	Standard <8 min 4:29	Standard <8 min Est. 4:32
% of EMS responses where treatment is provided	65%	64%	66.4%
% of cardiac arrest patients exhibiting pulse upon delivery to hospital	25%	25%	25%
Response time for Fire calls (dispatch receipt to arrival on scene)	Standard <5 min 4:27	Standard <5 min 4:39	Standard <5 min Est. 4:33

Training Update

In 2017, the Shared Training program provided 3,287 hours of training to Brentwood Fire Department. Firefighters trained on topics such as ammonia emergencies, vehicle extrication, forcible entry, hose line advancement, fire behavior, pumping operations, foam applications, and driver training. Technical rescue disciplines we trained on included rope rescue, high angle rescue, water rescue, confined space, and structural collapse.

We participated in the firefighter safety and survival obstacle course, which is designed to teach the firefighters how to properly manage their air supply and how to extricate themselves from a hazardous environment.

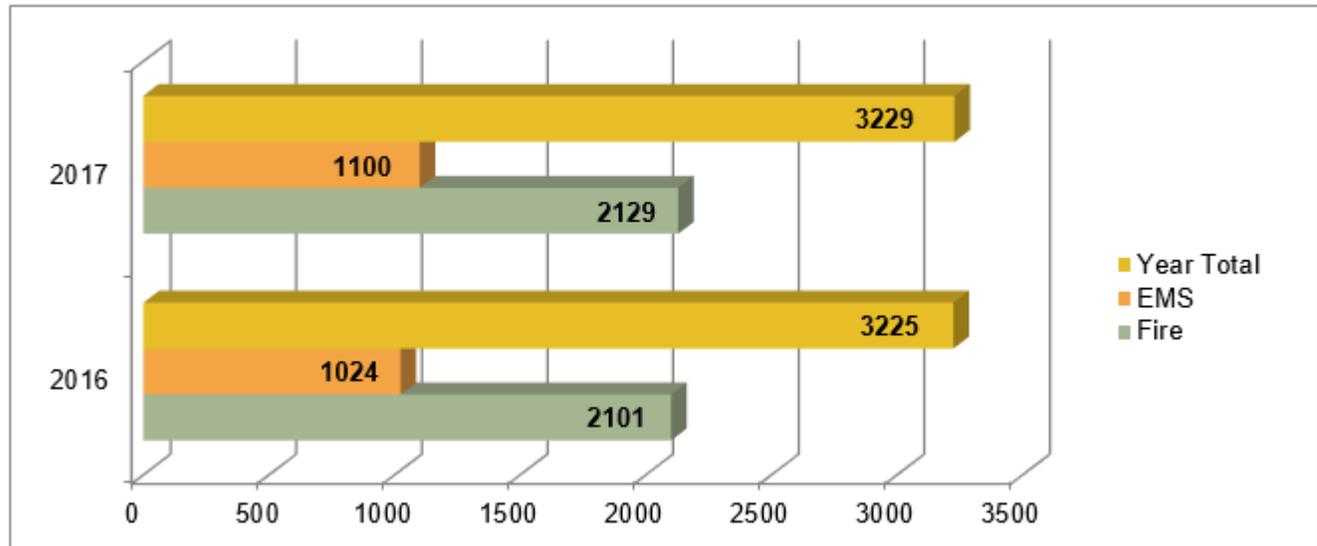
Emergency medical training is included in our annual training and is provided by SSM Health. All employees participate in this program.



FIRE DEPARTMENT

Key Data

Total Incident Responses - Fire and EMS



Fire - Loss & Incident Types

Total calls were up by four in 2017 from 2016. Brentwood Fire Department responded to 15 structure fires in 2017, down from 36 structure fires in 2016. We had two structure fires within the City of Brentwood in 2017 resulting in \$139,393.00 fire loss for the year. There were no fire deaths or injuries.

Primary Incident Type - Fire	2016	2017
Fire Calls	61	61
Overpressure Rupture, Explosion	1	3
Rescue & EMS Incident	1089	1117
Hazardous Condition (no fire)	112	113
Service Calls	88	82
Good Intent Calls	434	398
Fire Alarm/False Calls	313	289
Severe Weather/Flooding	3	1
Total Fire Calls	2101	2064

EMS Activity

EMS calls decreased in 2017 by 24 from 1124 runs in 2016 to 1100 runs in 2017. All EMS responses are at the Advanced Life Support Level.

Primary Incident Type - EMS	2016	2017
Illness Related	773	915
Trauma Related	185	205
Total EMS Calls	1124	1100

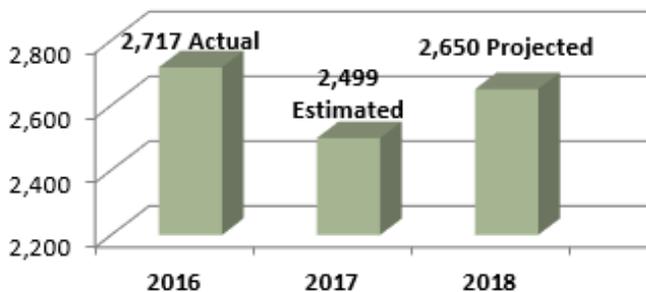
JUDICIAL DEPARTMENT/ MUNICIPAL COURT

MISSION: 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.

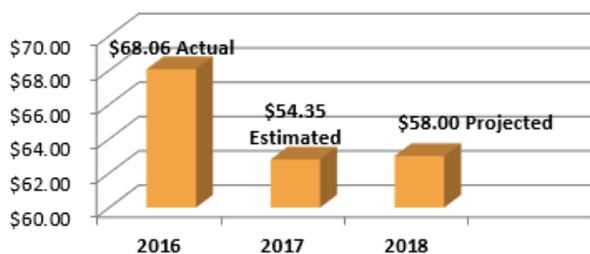


Key Data

Citation Volume



Revenue per Citation



Key Accomplishments

- The Judge signed into effect Court Operating Rule 4, which supersedes Court Operating Rule 1, 2 and 3. Court Operating Rule 4 incorporates all pertinent changes in the courts from 2014 onward including the minimum operating standards as mandated by the Missouri Supreme Court.
- Initialized CourtWeb software through REJIS, which allows police officers to complete bond paperwork electronically. This software automatically assigns sequential bond form numbers, thus avoiding possible loss and fraud.
- The Court is a participant in the Muncourt.net website through REJIS and the YourSTLCourts.com website for transparency and citizen use.
- Participated in the Better Family Life Amnesty Program, which allows individuals to lift their arrest warrants at a reduced bond amount, and which in turn helps the Court reduce warrants.
- Met all required reporting deadlines to the 21st Circuit Court Presiding Judge, State of Missouri Court Administrator and State of Missouri State Auditor.
- Maintained certification in the Criminal Justice Information Systems (CJIS) through the Regional Justice Information Systems (REJIS) and Missouri State Highway Patrol (MSHP). Audit of 2017 by the MSHP found no misuse of CJIS by the Judicial Department. The auditor commended the Court Administrator for being prepared and organized.
- The position of Administrative Assistant to the Prosecuting Attorney was created after the Missouri Supreme Court mandated that clerks of the court could not process paperwork for the Prosecuting Attorney. The Court Administrator assisted in facilitating the change.

MUNICIPAL COURT 2018 Goals and Objectives

- >> Preserve a professional and courteous environment.
- >> Provide responsive, timely, and pertinent information to all stakeholders.
- >> Promote staff training and professional development.
- >> Closely monitor all financial accounts and records.
- >> Maintain compliance with Missouri Supreme Court regulations and directives.
- >> Continue to streamline office and court procedures to achieve the most efficiency.
- >> Continue to monitor and update the Judicial Department's Policy and Procedures Manual.

Key Accomplishments

- Maintained certification in the court's professional organizations, both state and local.
- Court Administrator currently serving second term on the Missouri Association for Court Administration Scholarship Committee and first term on the Policies and Procedures Committee.
- Court Administrator currently serving as History Director for the Metropolitan St. Louis Association for Court Administration.

Performance Measures

Municipal Court	2016 (Actual)	2017 (Actual)	2018 (Projected)
New cases opened	2,717	2,499	2,650
Traffic Citations	2,112	2,025	2,100
Parking Citations	307	200	250
Non-traffic Citations	280	261	275
Housing Citations	18	13	15



PARKS & RECREATION DEPARTMENT

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



A ribbon cutting ceremony officially opened the Hanley Park Dog Park in November 2017.

Key Accomplishments

2017 was highlighted by the completion of a number of capital projects as well as the development and implementation of multiple park maintenance initiatives.

- Developed and implemented a comprehensive Tree Management Program, including:
 - Tree Maintenance Policies & Procedures
 - Approved Tree Planting Species List
 - Tree Policies and Guidelines Manual
 - City's Emerald Ash Borer Plan
- Completed the Oak Tree Park Pavilion Project, supported by over 75% grant funding. Opened on June 10 with a dedication, ribbon cutting, food and family activities.
- Awarded \$165,000 grant from the Land Water Conservation Fund for replacement of the playground in Brentwood Park.
- Continued to improve the newly renovated Recreation Complex by enhancing several areas, including:
 - Installed state-of-the-art security camera system
 - Installed new fire-safe doors with windows in ammonia room and mechanical room to ensure staff safety
 - Installed blinds in Multipurpose Room B
- Completed the Hanley Park Dog Park in November with a ribbon cutting, giveaways and treats.
- Sold 26 dog park memberships the first day memberships were available to residents. Sold 189 memberships by end of 2017.
- Remodeled the Busy Bee, including replacing the drywall and flooring and repainting for a complete renovation.
- Increased department rental revenue 21% over 2016.

PARKS & RECREATION 2018 Goals and Objectives



- >> Improve the health, diversity and tree quality of the Brentwood Urban Forest.
- >> Continue to improve the Brentwood Park System.
- >> Continue to enhance community engagement opportunities.

- >> Seek alternative revenue sources for the Parks and Recreation Department.
- >> Continue to expand our program offerings.

Performance Measures

Parks and Recreation	2016 (Actual)	2017 (Estimated)	2018 (Projected)
% acres properly maintained	76%	82%	81%
% cost recovery of Brentwood Community Complex	72.08%	80.06%	74.00%
% of participants rating programs good or better	90%	90%	90%
Average annual training hours per full-time equivalent employee	30.27	27.64	35.0



18 The Brentwood community experienced the solar eclipse in August 2017 outside the Brentwood Recreation Center.

Forging a Sense of Community

- Due to popular demand, the City's annual festival changed from *Brentwood's Annual Maddenfest* to the more community-friendly *Brentwood Days*.
- Partnered with Brentwood Chamber of Commerce and Brentwood Public Library to host Total Darkness – Solar Eclipse in the Brentwood Recreation Complex parking lot. An estimated 500 people attended the event.
- Expanded the Visit from Santa program an additional four hours. The program sold out, with Santa visiting over 120 Brentwood children.
- Coordinated with the Brentwood Fire Department to host a "Movie at the Firehouse" event.
- 3,850 residents, or 15% of the total skaters, attended a public session in 2017. This represented the most usage by Brentwood residents since staff began tracking usage in 2011 and an 8% increase over 2016.
- Provided 1,426 free round trips to Brentwood residents 60 and older or persons with a disability on the MAGIC Bus, for 9,586 total miles.
- Entered into an Intergovernmental Agreement for Senior Citizen Recreation Programming Services with the City of Richmond Heights.
- Started a partnership with Kidzplor.
- Began practice of accepting "drop-ins" for fitness classes, allowing individuals to take single classes instead of registering for the entire session.
- Improved aesthetics of the Brentwood Park system, including:
 - o Created an improved horticultural plan for each City facility
 - o Implemented new mowing standards and routines
 - o Implemented restroom and pavilion maintenance routines

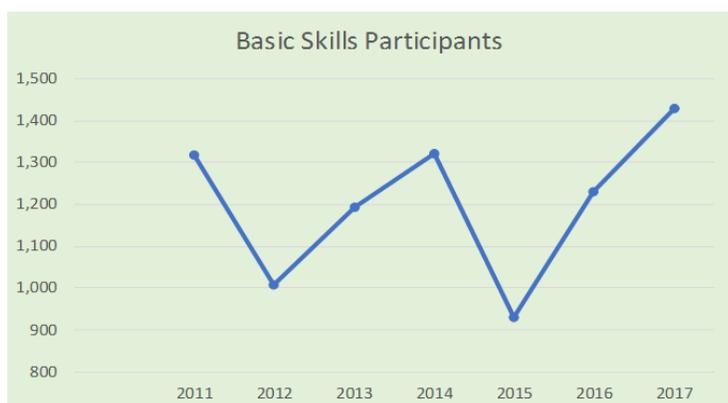
PARKS & RECREATION

Key Data and Statistics

- Over 26,000 skaters attended an ice rink public session (public session, training session, stick and puck, and 50+ skates). This is the highest public session attendance since staff began tracking public session attendance in 2002 and a 1% increase over 2016, which was the highest attendance recorded.
- Increased participation in the adult softball league by 28 teams (78%) over 2016.
- Increased meeting room rentals \$5,911 (5%) over 2016.
- Facebook statistics for 2017 reveal that social media presence and traffic for the Brentwood Parks and Recreation page has increased significantly. Staff utilized a wide array of different types of posts including more multi-media content. This included videos, increased amount of pictures, use of the event-boost Facebook advertising and links to other pages. Snapshot of social media growth for the department's page in 2017:
 - Followers increased 29%, from 667 to 853.
 - 163 posts in 2017 reached 93,541 people.



- Parks and Recreation had seven of the top 10 website pages visited in 2017.
 - Views on Adult Softball webpage increased 55% from 2016.
 - Views on MAGIC Bus webpage increased 36% from 2016.
 - Views on Adult Volleyball webpage increased 24% from 2016.
- Added multiple new subpages to the Parks and Recreation Department section of the website including Brentwood Dog Park, Forestry Services and Youth Programming.
- Coordinated a two-day ice maintenance training at the Brentwood Ice Rink conducted by the U.S. Ice Rink Association. This enabled all of the Parks & Recreation maintenance staff, plus a few park maintenance staff, to receive this training at same cost it would have been to send one staff member to the national conference.
- The department's director began his term as Past-President of Missouri Parks & Recreation Association (MPRA), the last of his five years on the Executive Board of MPRA.



PLANNING & DEVELOPMENT DEPARTMENT

MISSION: Serve Brentwood citizens, businesses and the development community through integration of the City's planning, zoning, building, community development, housing and code enforcement functions within a single department. 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. The department serves as liaison to the Planning & Zoning Commission, Architectural Review Board and the Board of Adjustment.



Brentwood welcomed a new Home Goods store in November 2017.

Key Accomplishments

PUBLIC INITIATIVES

- Initiated the update of the current Building Codes (2009 International Building Codes to 2015 International Building Codes) and review of City's Fee Structure.
- Assisted Public Works Department with the Surface Transportation Program (STP) Grant obtained to extend and improve sidewalks and lighting in the Hanley Industrial Court.
- Continued to coordinate with the Metropolitan St. Louis Sewer District (MSD) regarding MSD's Project Clear, which is a \$4.7 billion initiative to improve water quality and address sewer overflows within the St. Louis region.
- Initiated MyGov application for Building Permit and Code Enforcement tracking, and developed MyGov Request Tracker, Contractor Registration and Business License modules.
- Facilitated the CDBG FY 17 Grant Application to continue to receive funds for residential rehabilitation projects.
- Coordinated process for the City's Comprehensive Plan, "Brentwood 20/20: A Vision for the Future."

ZONING CODE ENFORCEMENT

In conjunction with building plan review and inspection, the department is charged with code enforcement activities within the City. In an effort improve efficiency, we focused on code enforcement by making direct contact with property owners. While this has hindered data collection efforts that were based on the number of violation letters sent, the department has seen quicker compliance. It is believed that the removal of time for mail delivery and the personal communication has been responsible for increased compliance times.

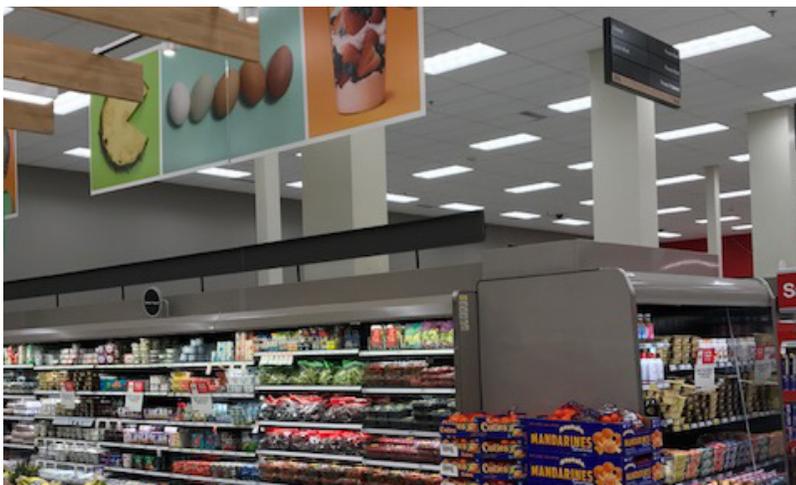
PLANNING & DEVELOPMENT

2018 Goals and Objectives

- >> Provide efficient development application processing and permitting and inspection services.
- >> Improve the quality of department information provided to the public.
- >> Operate in a fiscally responsible manner.
- >> Attract and protect private investment in Brentwood.
- >> Promote economic development within the City of Brentwood.
- >> Promote professional growth and certification of all department employees.

Performance Measures

Planning and Development	2016 (Actual)	2017 (Actual)	2018 (Projected)
Business licenses issued (includes home-based)	45	54	50
Residential occupancy permits processed	721	680	700
Value of residential renovation and new construction projects	\$5,199,637	\$6,493,012	\$7,000,000
Value of commercial renovation and new construction projects	\$4,640,749	\$5,754,270	\$10,000,000



The Brentwood Promenade Target store was remodeled in 2017.

Key Accomplishments

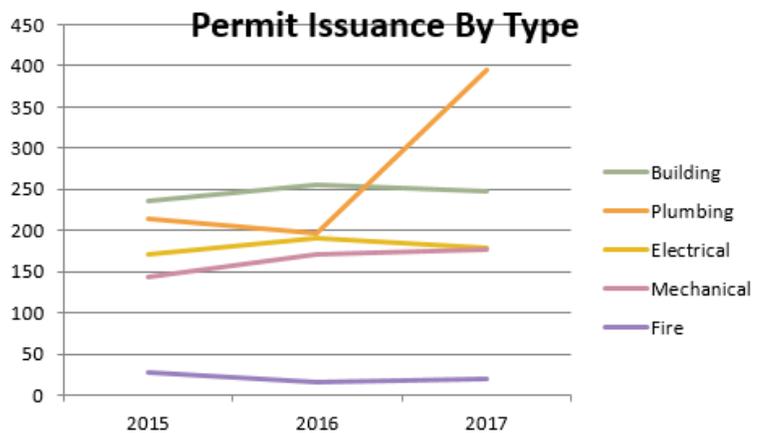
PRIVATE INVESTMENTS

- Inspected and advised on the construction of nine new single-family residences and 29 residential improvements and additions.
- Provided inspection services for the completion of 148 residential projects and 55 commercial projects.
- Provided inspection services and issued 680 residential occupancy permits.
- Completion and opening of Home Goods store.
- Completion of a remodel of Target store.
- Completion of several major office remodels and tenant finishes.
- Completed review of rezoning and a conditional use permit for a hotel project along S. Hanley Road.
- Completed review of rezoning requests and conditional use permits for two new commercial buildings along S. Brentwood Boulevard to include a credit union and a frozen custard shop.
- Completed site plan review for expansion of a business in Hanley Industrial Court.
- Completed text amendments to Chapter 400, Zoning, regarding Urban Development (UD) District requirements and requirements for temporary use of storage containers and trailers.
- Processed four variance requests and an appeal of an administrative decision regarding permitted uses in the Light Industrial (LI) District.

PLANNING & DEVELOPMENT

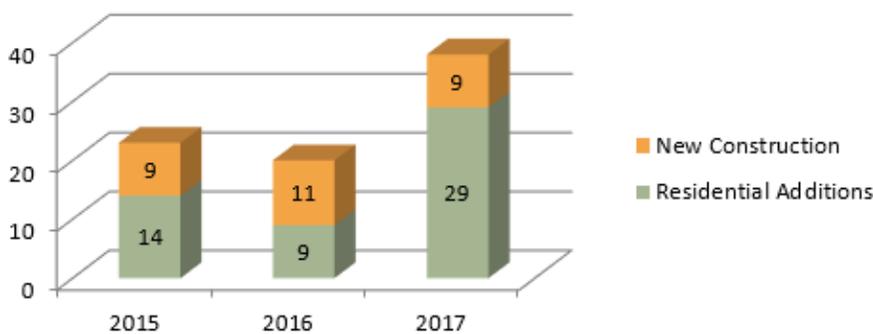
Key Data

In 2017, the number of building permits reviewed and issued by the Planning and Development Department slightly decreased from 2016. The increase in plumbing and mechanical permits is an outcome from many remodel projects, both residential and commercial, occurring in 2017. Plumbing permits increased significantly due to several major water line replacements by Missouri American Water Company, which required plumbing permits for water line reconnections. As in previous years, residential permits primarily are responsible for the increase in some of the permit categories. Overall numbers for building, plumbing, electrical and mechanical permits show the strength of the market in Brentwood.



The decrease in the number of fire permits issued over the past several years, although slightly up in 2017, is due to a change in the administration of the code. Prior to 2012, fire permits were issued any time a building permit was issued. Fire permits are now issued when specifically required by code.

Residential Projects

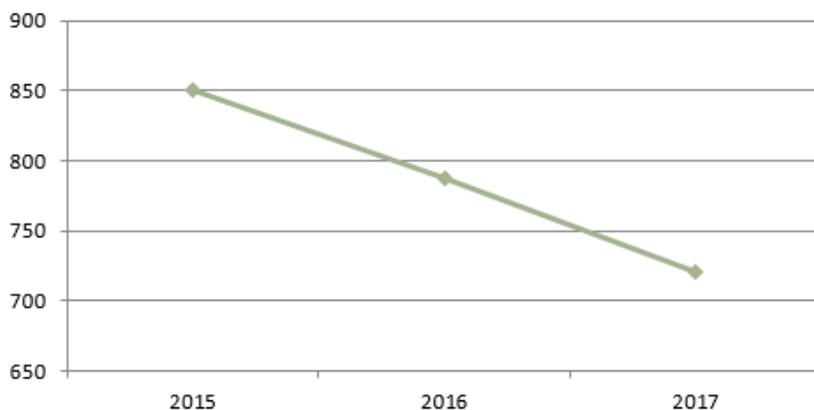


Residential Projects and Occupancy Permits

Residents continue to invest in their properties within the City.

One metric the department uses to track this investment is the number of new homes and residential additions that are completed in the City each year.

Residential Occupancy Permits

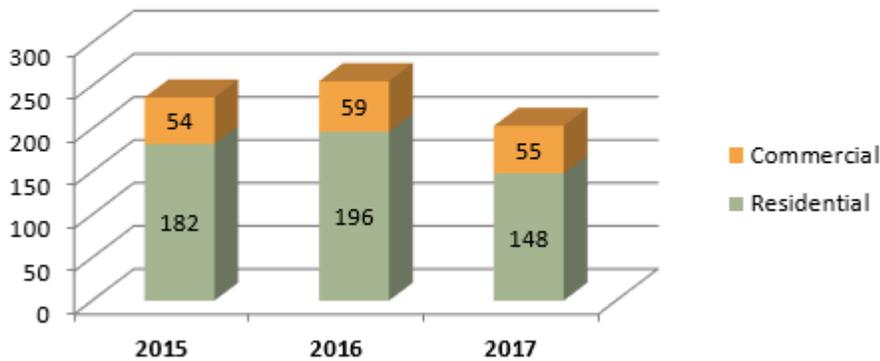


Since 2015, there has been a slight decrease in the number of residential occupancy permits reviewed and issued. Each of these permits includes an inspection to ensure minimum housing standards are maintained within the City of Brentwood.

PLANNING & DEVELOPMENT

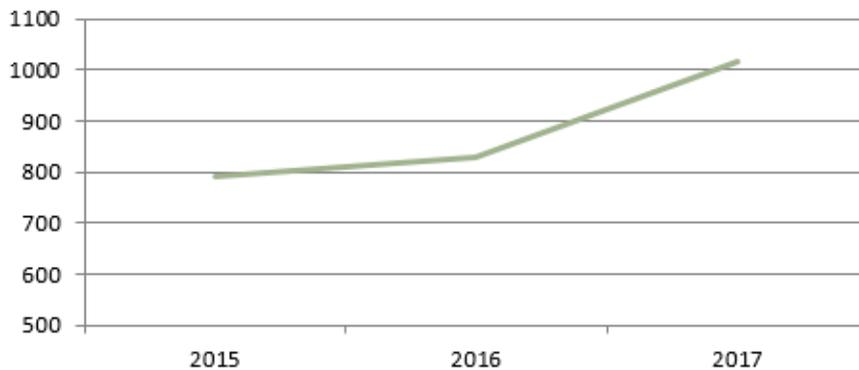
Key Data

Commercial and Residential Projects



Total Permits Issued: The number of building, plumbing, electrical, and mechanical permits issued by the City shows a steady, positive trend.

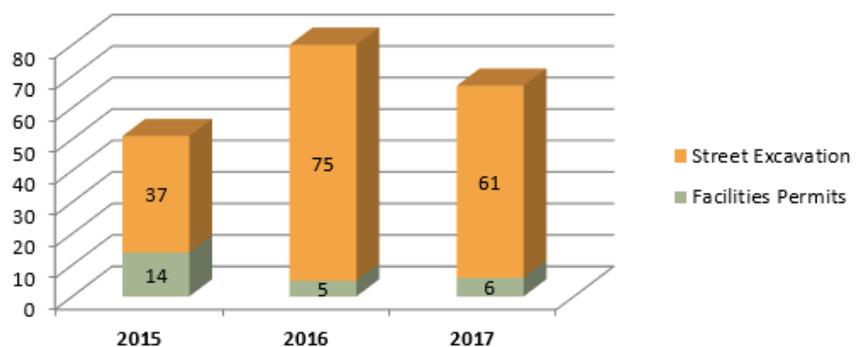
Total Permits Issued



Facilities and Street Excavation Permits

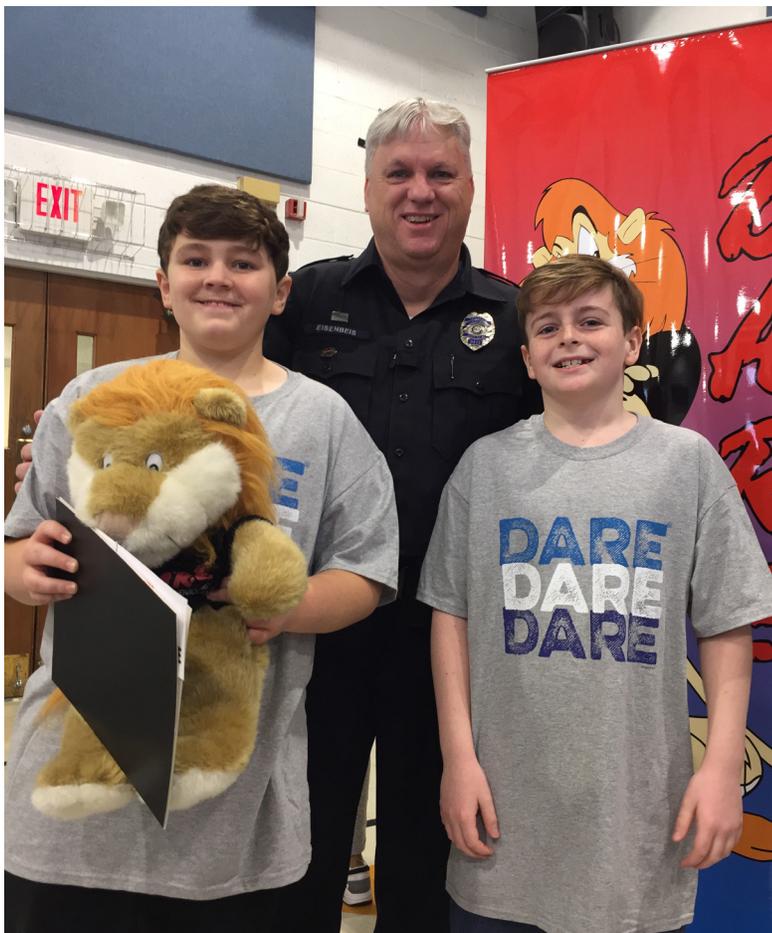
We continue to see infrastructure investment within the City that is not maintained by the City. One way to track this is through the issuance of facilities permits and street excavation permits. Facilities permits are required when any person desires to perform work within right-of-way or place facilities on private property. A facility is defined by City Code as a network or system, or any part thereof, used for providing or delivering a service and consisting of one or more lines, pipes, irrigation systems, wires, cables, fibers, conduit facilities, cabinets, poles, vaults, pedestals, boxes, appliances, antennas, transmitters, radios, towers, gates, meters, appurtenances or other equipment.

Facilities and Street Excavation Permits



POLICE DEPARTMENT

MISSION: The Brentwood Police Department, in partnership with the community, is committed to the delivery of the highest quality public safety services with respect, fairness, and compassion to all we serve.



24 Brentwood Police Department presented the DARE program to 175 elementary and middle school students in 2017.

Key Accomplishments

- Instituted a new Patrol Directive to increase patrols and visibility within the residential community.
- Continued revision of the Brentwood Police Department General Orders.
- Hired and trained four officers new to the department.
- Continued DARE program for public and private school students in Brentwood.

We served 175 students in 2017:

Mark Twain Elementary – 39 students

McGrath Elementary – 31 students

St. Mary Magdalen Catholic School – 38 students (25 5th graders and 13 7th graders)

Brentwood Middle School – 67 students

- Completed a physical fitness assessment program for all police officers.
- Hosted a community National Night Out event that included 16 block parties.
- Communicated public information via Nextdoor.com and Facebook to better inform the public regarding crime and safety.
- Held a news conference to generate greater awareness throughout the metropolitan area and appeal to public during the search for a missing Brentwood teen. TV, radio and print media representatives reported the story.



POLICE DEPARTMENT

2018 Goals and Objectives



- >> Continue to work toward accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA).
- >> Continue to provide professional law enforcement services to the community.
- >> Enforce traffic laws and ordinance violations.
- >> Inform and educate the community through publications and utilize the City website to share law enforcement notifications and updates.
- >> Provide weekly and yearly crime statistics.
- >> Promote police professional training.
- >> Encourage employee development through continuing education programs and higher learning opportunities.

>> Participate in monthly online training, quarterly firearms training, and annual use-of-force training.

Performance Measures

Crimes	2016 (Actual)	2017 (Actual)	2018 (Projected)
UCR Part 1 Crimes per 1000 population	50	42	48

Response Time	2016 (Actual)	2017 (Actual)	2018 (Projected)
Response time for priority police calls (dispatch receipt to arrival on scene)	4.14	4.09	4.10

Motor Vehicle Accidents	2016 (Actual)	2017 (Actual)	2018 (Projected)
# fatal	0	0	0
# injurious	82	71	80
# property damage	287	261	270
# traffic accidents investigated	369	332	350



Residents hosted block parties throughout Brentwood to bring the community and the Brentwood Police Department together during National Night Out in October 2017.



Seth Mundorf and Eric Diaz joined the Brentwood Police Department in September 2017.

POLICE DEPARTMENT

Key Data

UCR Part I Violent Crimes	2015 (Actual)	2016 (Actual)	2017 (Actual)
# reported	9	18	11
# of unfounded reports	0	1	0
# assigned to investigators	9	18	11
# cleared	8	14	10

UCR Part I Property Crimes	2015(Actual)	2016 (Actual)	2017 (Actual)
# reported	316	403	307
# of unfounded reports	0	1	0
# assigned to investigators	316	403	307
# cleared	205	180	165

Dispatched Police Calls	2015(Actual)	2016 (Actual)	2017 (Actual)
Police calls for service resulting in a police unit being dispatched	12,852	12,908	14,803
Police initiated actions in the field resulting in a police unit making a contact, including all traffic, person or pedestrian stops	3336	1981	4718
Police initiated actions in the field resulting in a police unit making only a traffic stop (a subset of the response immediately above)	3277	1832	2140



Thirty-nine 5th graders at Mark Twain Elementary graduated from the DARE program in December 2017.

PUBLIC WORKS DEPARTMENT

MISSION: To provide courteous and quality service for our residents and all City departments. We will strive to ensure that our streets and sidewalks 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.



Public Works installed thermoplastic pavement markings on Dorothy Avenue.

Key Accomplishments

- Managed the mill and overlay of 25 asphalt streets and one bid alternative, which was full-depth replacement of the south entrance to Brentwood Promenade with new concrete.
- Installed thermoplastic pavement markings to some newly paved streets including Dorothy Avenue, High School Drive and other high traffic volume streets with newer pavement. Additional thermoplastic pavement marking materials were ordered for stop bars and crosswalk bars at high traffic volume areas.
- Completed hazardous materials abatement and demolition of City-owned homes at 8751 Eulalie Avenue, 8754 Rosalie Avenue, and 8758 Rosalie Avenue.
- Repaired over 115 sewer laterals per the sewer lateral repair program.
- Replaced obsolete concrete slabs on Eulalie Avenue between Brentwood Boulevard and Mary Avenue and on Porter Avenue near Fawn Avenue.
- Removed approximately 18 cubic yards of debris and mulched several truckloads of overgrown vegetation removed from Deer Creek within 200 feet of the bridge structures at Brentwood Boulevard at Marshall Avenue and at Breckenridge Industrial Court south of Manchester Road. These two locations were identified as choke points in the CH2M hydraulic report.
- Received approval of STP grant from East-West Gateway for Rosalie Avenue between Brentwood Boulevard and Mary Avenue for pedestrian improvements including sidewalks on the south side of the roadway and street lighting.
- Received construction bids for Hanley Industrial Court STP project pedestrian improvements.

PUBLIC WORKS

2018 Goals and Objectives

- >> Utilize new street and sidewalk inventories.
- >> Increase recycling throughout the City.
- >> Continue safe and quality sewer lateral program.
- >> Save costs through in-house mechanic services.
- >> Zero preventable accidents.
- >> Mill and overlay 22 city streets.

Performance Measures

Streets	2016 (Actual)	2017 (Estimated)	2018 (Projected)
% of lane miles assessed as being in satisfactory or better condition	95%	97.5%	100%

Sewer	2016 (Actual)	2017 (Estimated)	2018 (Projected)
% of sewer lateral repairs at the same residence	.02%	.03%	.03%
Total # of sewer lateral repairs	50	139	120

Collection	2016 (Actual)	2017 (Estimated)	2018 (Projected)
Tons recycled as percentages of tons refuse and recyclables collected	23.77%	23.95%	23.82%

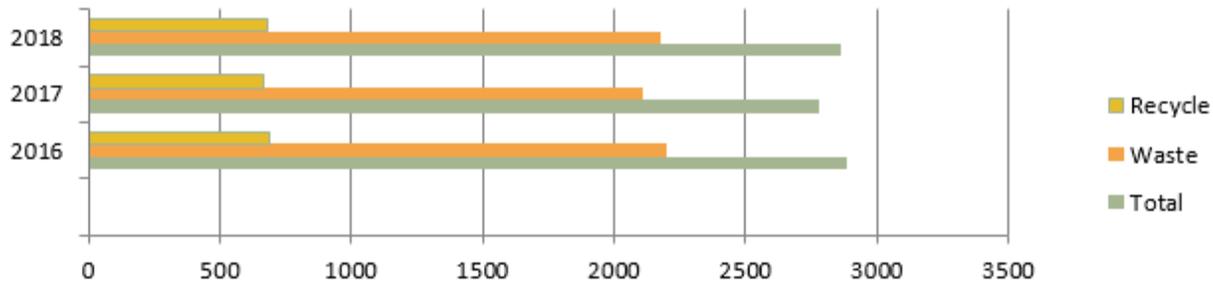
Key Accomplishments

- Received \$7,500 grant from St. Louis Jefferson County Solid Waste Management District for the future purchase of recycling carts.
- Replaced vehicle lift in Public Works garage to provide new lift to work on MAGIC Bus and Public Works vehicles as well as Police Department and Planning & Development vehicles.
- Added remaining GPS units to rolling fleet of Parks, Public Works, Fire Department and Planning & Development.
- Replaced more than 700 feet of obsolete 6-inch cast iron water main along Strassner Drive from Urban Drive to Memorial Park with new 2-inch PVC water main.
- Completed more than 1,100 lateral feet of sidewalk leveling utilizing new technology (PolyLevel foam) on St. Clair Avenue, White Avenue and Pine Avenue. Innovative technology abstract received the Missouri Municipal League's 2017 Innovation Award and recognition in MML publication.



PUBLIC WORKS

Key Data



	2016 Actual	2017 Estimated	2018 Projected
Recycle	685.44	664.75	681.00
Waste	2198.09	2111.37	2178.00
Total	2883.53	2776.12	2859.00
%	23.77	23.95	23.82

AWARD-WINNING WORK

The City of Brentwood received the 2017 Missouri Municipal League Members’ Choice Innovation Award for its “Alternative Sidewalk Slab Repairs” project. Here is a summary of the award-winning project:

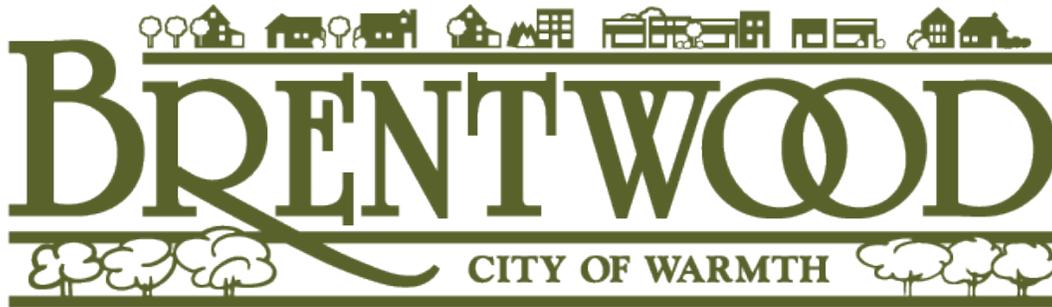
The City of Brentwood, a recognized Tree City USA municipality, is home to hundreds of trees in city rights-of-way. Over the years, some of the tree roots have grown and lifted the adjacent sidewalk slabs, but not broken the concrete slabs themselves.



Although the lifted slabs were structurally sufficient, some of the angled and tilted slabs could present pedestrian hazards. Typically, angled and uneven adjacent sidewalk slabs were removed, new materials installed, and site restoration completed. A typical sidewalk replacement process could span two or more days from commencement to completion. In late 2016, the Brentwood Public Works Department discussed usage of a polymer known as PolyLevel, which could, under certain instances, be utilized to lift sunken concrete slabs in lieu of demolition and replacement of the slabs. In January 2017, the director of public works reviewed a potential project at St. Clair Avenue, where approximately 50 linear feet of sidewalk along the avenue was raised due to the roots of sweetgum trees. In late February 2017, Woods Basement raised approximately 195 feet of sidewalk in about four hours. The contract cost was approximately \$2,200 versus \$3,175 for conventional replacement work.

Unaudited Financial Report Fiscal Year 2017

	GENERAL FUND	CAPITAL IMPROVEMENTS FUND	STORMWATER AND PARK IMPROVEMENTS FUND	SEWER IMPROVEMENTS FUND
REVENUES				
Taxes	8,931,621	2,529,428	3,000,010	
Licenses and Permits	1,715,568			
Intergovernmental	28,712	358,822	370,000	
Charges for Services	221,858		1,004,850	
Fines and Forfeitures	142,277			
Investment Income	8,484	7,562	3,791	
Assessments				184,832
Miscellaneous	199,677	40,137	55,225	2,631
TOTAL	11,248,197	2,935,949	4,433,876	187,463
EXPENDITURES				
Administration	677,510			
Police	3,288,194			
Fire	2,577,470			
Street	1,320,182			
Sanitation	513,501			
Planning & Development	530,714			
Storm Water, Parks and Recreation			2,335,628	
Community Services	84,891			
Legislative	121,304			
Judicial	169,722			
Municipal Operating	1,723,592			
Sewer Lateral				249,632
Capital Outlay		1,436,832	1,433,041	1,082
TOTAL	11,007,080	1,436,832	3,768,669	250,715
Transfers In (Out)	(150,000)	150,000		
Principal Retirement		591,941	465,000	
Interest and Fiscal Charges		255,626	123,270	
TOTAL DEBT SERVICE		847,567	588,270	
GRAND TOTAL EXPENDITURES	11,157,080	2,284,399	4,356,939	250,715
EXCESS REVENUES OVER (UNDER) EXPENSES	91,117	801,550	76,938	(63,352)
FUND BALANCES AS OF JANUARY 1, 2017	5,026,231	2,930,221	2,523,844	111,243
FUND BALANCES DECEMBER 31, 2017	5,117,348	3,731,771	2,600,782	47,991



**CITY OF BRENTWOOD
ANNUAL REPORT 2017**

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