



BRENTWOOD



CITY OF WARMTH



ANNUAL REPORT 2018



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City of Brentwood Annual Report 2018

March 2019

Honorable Mayor and Board of Aldermen:

I am pleased to present to you the Annual Report 2018 for the City of Brentwood, which contains a summary of the many accomplishments realized by each department of our City government from January 1, 2018 through December 31, 2018. 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

Christine Schwartz, Court Administrator

Karen Shaw, Finance Director

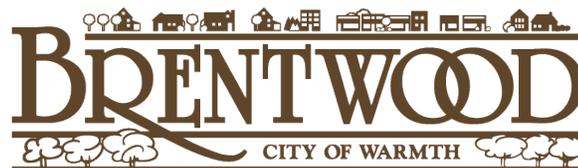
Joseph L. Spiess, Jr., Police Chief

Kevin O'Keefe, City Attorney

Mike Shelton, Prosecuting Attorney

Michael Daming, Provisional Judge

Bryan Kaemmerer, Public Defender

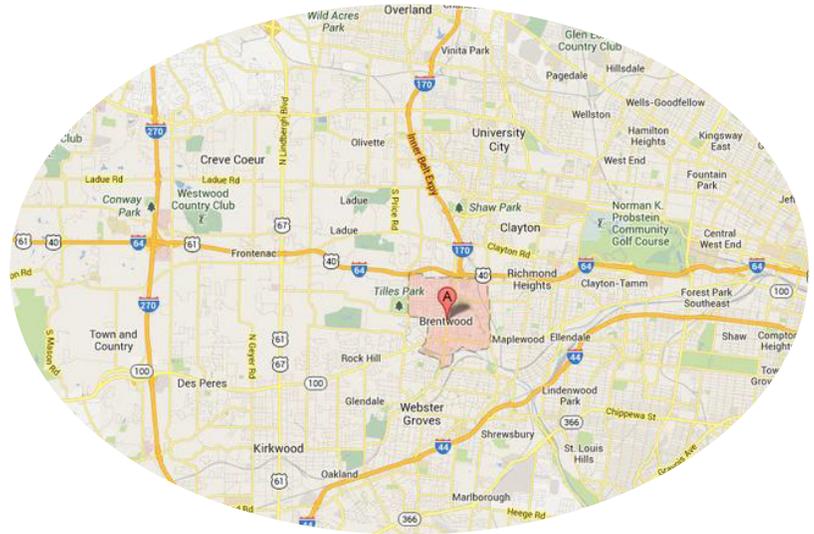


About the City of Brentwood

The City of Brentwood, Missouri is a growing community of 8,000 residents and boasts 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, 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’s living options include single-family homes, condominium developments, and apartments. The city is home to a wide array of businesses, from one-person shops to large retailers including Target and Whole Foods.



In a March 2018 Niche.com ranking of the best places to live in the United States, Brentwood was ranked number 8. Niche.com rates locations’ overall quality using several key factors, including crime rates, quality of schools, housing trends, employment statistics, and access to amenities. 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

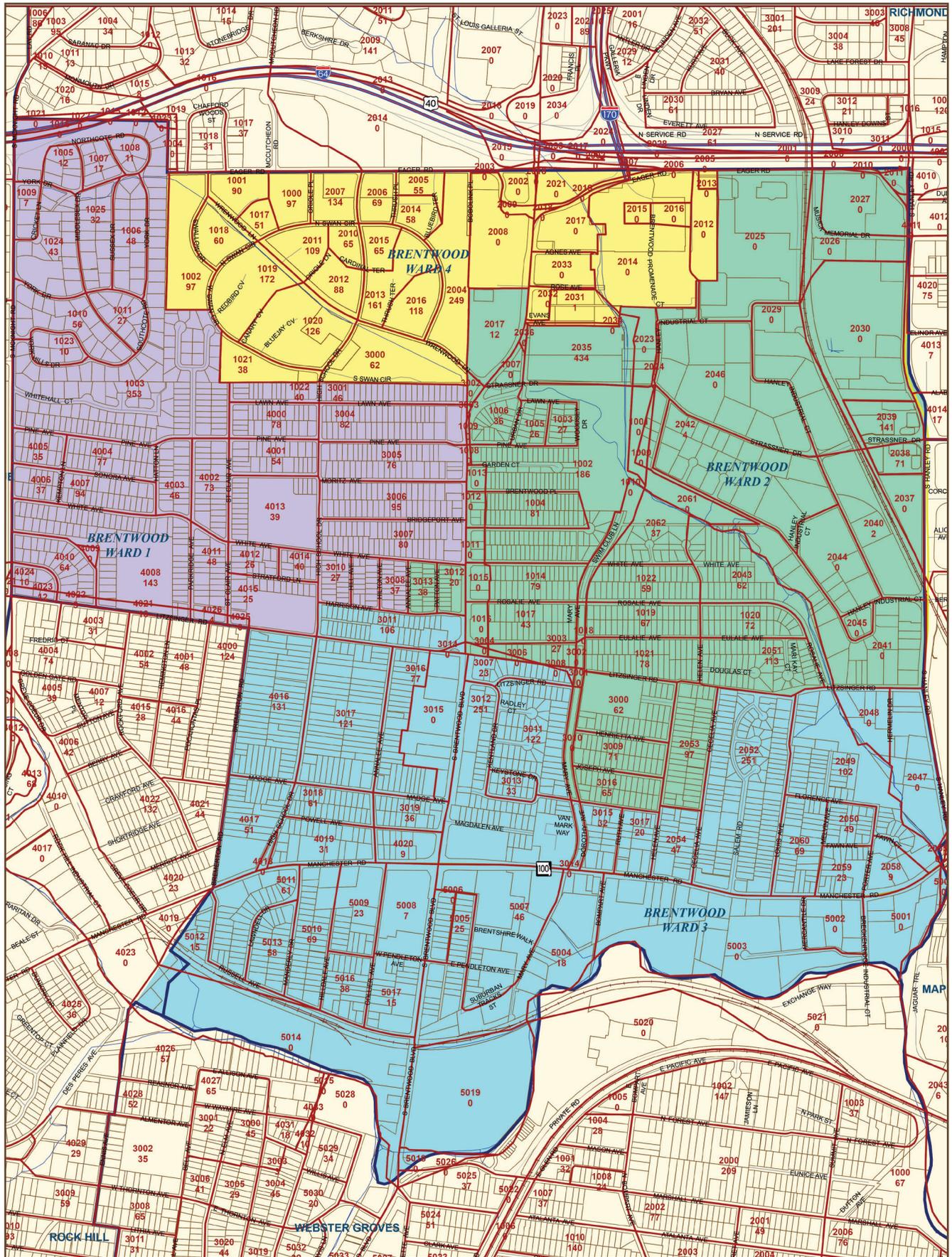
Brentwood’s rich history stretches back more than 200 years. In 1804, Louis J. Bompert arrived in the area and purchased 1,600 acres of land. Later, the Marshall family acquired property just west of that, and the Gay family bought land to the north – together completing the boundaries of what is now 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 floodplain management requirements. When an application is denied by the Floodplain Administrator, the applicant may apply for floodplain 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, 2017, 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 Arbor Award of Excellence

The City of Brentwood received the 2018 Missouri Arbor Award of Excellence in the municipal category. This award is presented by the Missouri Department of Conservation.

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 Trust; 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 department conducts in-service fire inspections for all commercial businesses and large condominium and apartment properties within the City of Brentwood.

JUDICIAL DEPARTMENT/MUNICIPAL DIVISION COURT

The Municipal Division 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 rink 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.

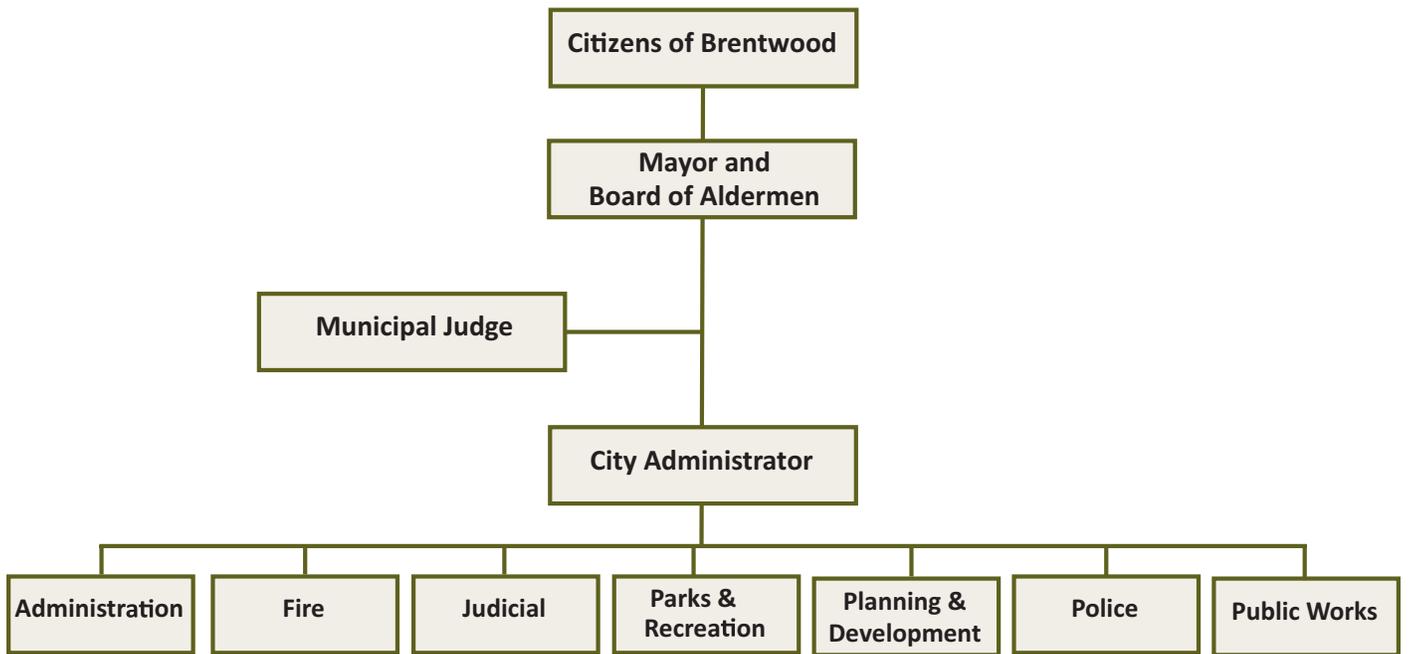
POLICE DEPARTMENT

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.



The Brentwood Bound Community Engagement Task Force hosted open house events in November to help inform community members about the Brentwood Bound projects.

Key Accomplishments

ADMINISTRATION

- Prepared Fiscal Year 2018 Annual Budget.
- Prepared City’s Annual Report.
- Continued to monitor and report on all legislative initiatives at the State and Federal level.

FINANCE

- Received Certificate of Achievement for Excellence in Financial Reporting for preparation of 2017 Fiscal Year Comprehensive Annual Financial Report (CAFR).
- Completed annual capital asset inventory process.
- Completed the timely reporting of monthly financial reports.
- Completed the timely publication of the semi-annual statements RSMo § 79.160.
- Prepared new checklist to ensure each step of payroll process is completed and approved for better internal control.
- Upgraded payroll system to reduce manual steps and enhance efficiencies through automation and technology.
- Successfully coordinated segregation of annual audit and year-end financial closing between two accounting firms.
- Began work on citywide fraud/risk assessment policy.

HUMAN RESOURCES

- Managed recruitment and onboarding process for all new hires.
- Created digital new hire packet.
- Oversaw, with support of City’s personnel attorney, application of legally defensible employee relations.
- Continued to oversee City’s benefits and safety program and implement strategies to lower City’s health insurance premiums.
- Reinstated safety committee with regular monthly meetings.
- Continued to offer training to all employees.
- Offered numerous employee wellness events and initiatives.
- Oversaw implementation of ACA-reporting requirements of forms 1094 and 1095.
- Reviewed and updated Employee Handbook.

ADMINISTRATION

2019 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	2017 (Actual)	2018 (Actual)	2019 (Projected)
Visits to city website	234,777	248,945	243,000
Annual training hours per department employee	48.25	50.5	51.0
Annual city-wide rate of turnover (resignations, terminations only)	8.53%	13.01%	12.0%
Employees without an on-the-job injury	89.38%	86%	90%
Workers compensation claims	34	16	17
General and auto liability claims	11	8	5
Personnel-related policy violation complaints investigated and resolved	100%	100%	100%
External auditor recommendations	2	0	0
Correcting journal entries (accuracy measure)	74	70	50
Number of public records requests	240	454	300

Key Accomplishments

COMMUNICATIONS

- Redesigned and produced City's 2017 Annual Report.
- Completed full redesign and reorganization of City's website.
- Launched City of Brentwood mobile app.
- Introduced Brentwood Bound identity, established informational and educational resources, and coordinated Brentwood Bound community engagement task force.
- Created an updated City of Brentwood Guide for Residents.
- Increased communication with residents and the community through Nextdoor, website, mobile app, social media and *The Pulse*.
- Coordinated media coverage of new Police Chief and other Brentwood-focused news stories.
- Worked with Brentwood Century Foundation to create sponsorship materials.

INFORMATION TECHNOLOGY

- Implemented new audio/video system in City Hall Council Chambers.
- Implemented new audio/video systems in all Recreation Complex meeting rooms.
- Implemented new badge access system at Public Works and Recreation Complex.
- Aided with research and migrated to AT&T Public Safety Network (FirstNet).
- Assisted Fire Department with wiring the new space in basement of firehouse.
- Reprogrammed phone system to correctly report street addresses when 911 is dialed.
- Migrated to new Microsoft anti-virus platform.
- Implemented wireless connectivity in Public Works facility.
- Implemented Citywide Intranet.
- Migrated to new, hosted version of ADP.
- Implemented MyGov Permits and Inspections, Contractor Registration, Code Enforcement, and Business Licensing.
- Performed Citywide budget and technology planning.
- 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.



Key Accomplishments

- In Spring 2018, celebrated a lower rating by the Insurance Service Organization (ISO) for: improving recordkeeping, providing staff with additional training, improving building our inspection process, and more. We lowered our ISO rating from a 4 to a 3, which helps Brentwood residents receive lower fire insurance rates from their insurance companies.
- Purchased new bullet-resistant helmets for the safety of our crews in the event of civil disturbance-related incidents.
- Completed phase two of the mold remediation project, which included replacement of the entire second floor ceiling system in the fire station and relocating crews back to the second floor living space.
- The Shared Training Officer program continues its success with the cities of Brentwood, Clayton, and Maplewood. The program was established in February 2017 and the first training classes were delivered in April 2017. The program enhances firefighter training, provides mutual aid training with our partners in the program, and has provided 6,902 man-hours of training to Brentwood Fire Department staff. This equates to 300 hours per person for the year.
- Increased special operations training by sending additional employees to specialized training in the areas 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.

FIRE DEPARTMENT

2019 Goals and Objectives



- >> Continue improving employees' overall health and wellness.
- >> Continue the ADA compliance project at the fire station.
- >> Maintain our ISO 3 rating by improving processes, documentation, and recordkeeping in our reporting systems.

- >> Continue the Shared Training Officer program that provides firefighter training for the cities of Brentwood, Clayton and Maplewood fire department personnel.
- >> 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.

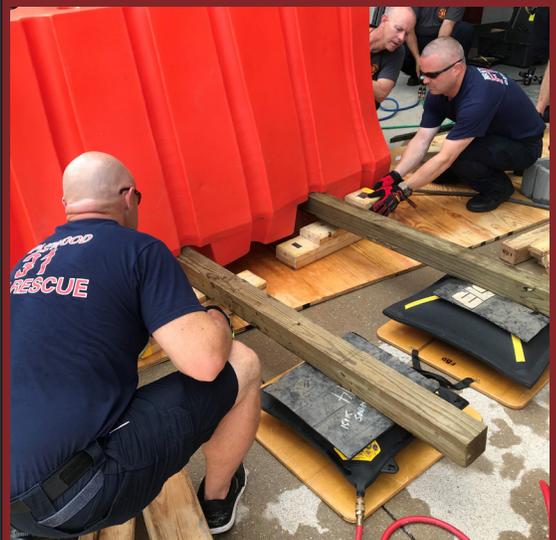
Fire Department	2017 (Actual)	2018 (Actual)	2019 (Projected)
Response time for priority EMS calls (dispatch receipt to arrival on scene)	Standard <8 min 4:29	Standard <8 min 4:34	Standard <8 min 4:32
% of EMS responses where treatment is provided	64%	58%	61%
% of cardiac arrest patients exhibiting pulse upon delivery to hospital	25%	0%	25%
Response time for Fire calls (dispatch receipt to arrival on scene)	Standard <5 min 4:39	Standard <5 min 4:38	Standard <5 min 4:33

Training Update

In 2018, the Shared Training program provided 6,902 man hours of training for Brentwood Fire department employees.

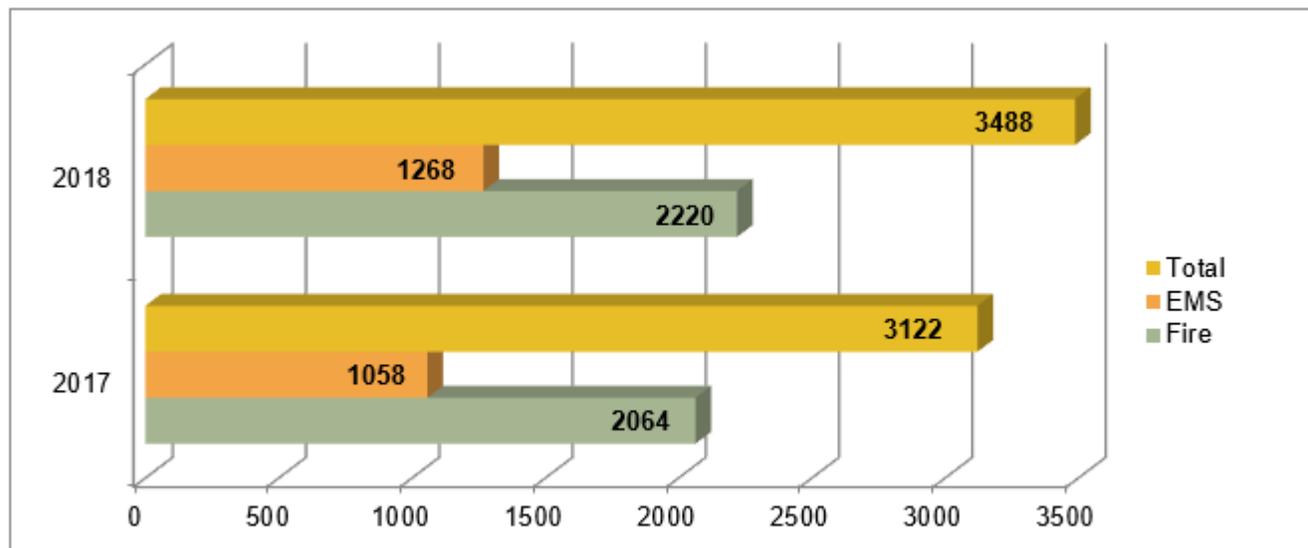
Firefighters trained on topics such as ammonia emergencies, vehicle extrication, forcible entry, hose line advancement, fire behavior, pumping operations, foam applications, and driver training. Technical rescue disciplines we trained on include rope rescue, high angle rescue, water rescue, confined space, and structural collapse.

We participated in the Firefighter safety and survival obstacle course, which is designed to teach firefighters how to properly manage their air supply and how to self-extricate 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



Fire - Loss & Incident Types

Total calls were up by 91 calls in 2018 from 2017. BFD responded to 34 structure fires in 2018, up from 15 structure fires in 2017. We had 1 structure fire in Brentwood for 2018 resulting in \$4,500.00 fire loss for the year. There were no fire deaths or injuries.

Primary Incident Type - Fire	2017	2018
Fire Calls	63	80
Overpressure Rupture, Explosion	2	1
Rescue & EMS Incident	1118	1211
Hazardous Condition (no fire)	112	111
Service Calls	91	122
Good Intent Calls	421	435
Fire Alarm/False Calls	312	257
Severe Weather/Flooding	1	3
Total Fire Calls	2129	2220

EMS Activity

EMS call volume increased in 2018 by 168 calls from 1100 runs in 2017 to 1268 runs in 2018. All EMS responses are at the Advanced Life Support Level.

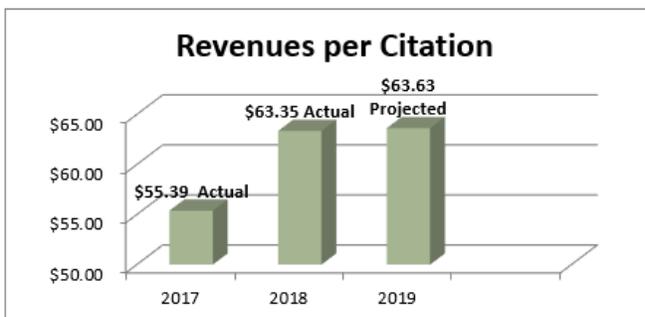
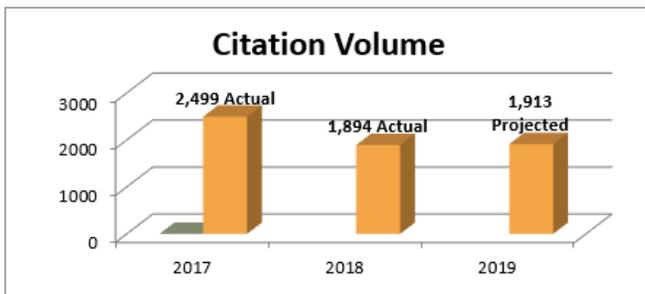
Primary Incident Type - EMS	2017	2018
Illness Related	915	1160
Trauma Related	205	204
Total EMS Calls	1100	1268

MUNICIPAL DIVISION 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



Key Accomplishments

- Continued to adapt to the many complex changes in recent years as mandated by the Missouri State Legislation with Senate Bill 5 and 572A, the Missouri Supreme Court with changes to Court Operating Rule 37, and the administrative order from the St. Louis County Presiding Judge of the 21st Circuit Court to switch to the state-run docketing system, Show-Me Courts, by July 2019 with the host of challenges that this change represents.
- Met all required reporting deadlines:
 - Yearly – Court Certification of Substantial Compliance Form to the MO State Auditor Office
 - Semi-annually – Minimum Operating Standards Compliance Form and DWI Statistics Report to the Presiding Judge of St. Louis County, Circuit 21
 - Monthly – Municipal Division Summary Report to the MO Office of the Court Administrator and to the Brentwood City Administrator
- The Court is a participant in the Muncicourt.net website through REJIS and the YourSTLCourts.com website for transparency and citizen use.
- Voluntarily participated in the Better Family Life Amnesty Program, which allows individuals to lift their arrest warrants at a reduced bond amount to resolve outstanding citations. Three defendants took advantage of this program in 2018.
- Maintained certification in the Criminal Justice Information Systems (CJIS) through the Regional Justice Information Systems (REJIS) and Missouri State Highway Patrol (MSHP).
- Court Administrator and Deputy Court Clerk maintained certification in Missouri Association for Court Administration and Metropolitan St. Louis Association for Court Administration.

MUNICIPAL COURT 2019 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.
- >> Update the Judicial Department's Policy and Procedures Manual.

Key Accomplishments

- Hosted Metropolitan St. Louis Association for Court Administration (MSLACA) luncheon meeting for first time since organization's inception in the 1970s.
- Court Administrator serving on MSLACA executive board as Director of Membership.
- Deputy Court Clerk serving on MSLACA executive board as Historian and Website Coordinator.

Performance Measures

Municipal Division Court	2017 (Actual)	2018 (Actual)	2019 (Projected)
New cases opened	2,499	1,894	1,913
Traffic Citations	2,025	1,485	1,491
Parking Citations	200	113	120
Non-traffic Citations	280	261	275
Housing Citations	13	11	12



PARKS & RECREATION DEPARTMENT

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



Superheroes party is one of many events hosted by the Parks & Recreation department throughout the year.

Key Accomplishments

- Received the 2018 Missouri Arbor Award of Excellence for the municipal category, presented by the Missouri Department of Conservation.
- Brentwood Ice Rink hosted the inaugural First Responder Skate to benefit BackStoppers, Inc. More than 120 attendees contributed to a \$1,375 donation to the organization.
- Awarded \$22,837 from the Tree Resources Improvement and Maintenance (TRIM) Grant, to assist the City with replanting ash trees.
- Continued to improve the Brentwood Recreation Complex:
 - Installed door access security control
 - Installed drop-down projector screens in each meeting room
 - Upgraded brush nickel switch plate and outlet covers
- Worked with City's Communications Manager on complete redesign and reorganization of Parks & Recreation website section.
- Entered into an Intergovernmental Cooperation Agreement with the City of Clayton to build a temporary dog park in Norm West Park.
- Completed Year 1 of the Emerald Ash Borer Plan.
- The City's Urban Forester was elected Chair of the St. Louis chapter of the Missouri Community Forestry Council. The Council advises the state on the best ways to preserve, protect, expand and improve urban and community forests.

PARKS & RECREATION

2019 Goals and Objectives



- >> Assist with City of Brentwood’s Centennial Celebration.
- >> Continue to improve the health, diversity and tree quality of the Brentwood Urban Forest.
- >> Expand the department’s marketing efforts.

- >> Continue to fully utilize the Brentwood Recreation Complex, with a focus on community engagement.
- >> Increase the professionalism of the Parks & Recreation Department through staff training and professional development.

Parks and Recreation	2017 (Actual)	2018 (Estimated)	2019 (Projected)
% acres properly maintained	79%	77%	80%
% cost recovery of Brentwood Community Complex	81.46%	72.05%	74.00%
% of participants rating programs good or better	90%	90%	90%
Average annual training hours per full-time equivalent employee	27.64	28.5	30.0



Memorial Park playground and pavilion

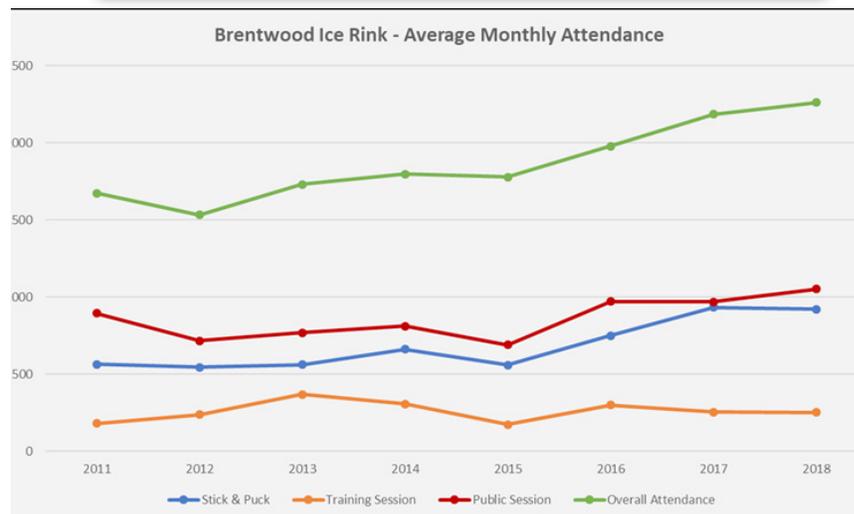
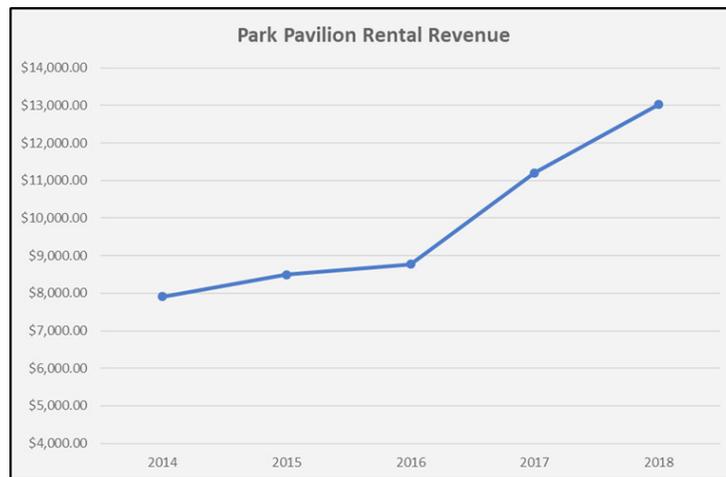
Forging a Sense of Community

- Provided 143 Brentwood children a Visit with Santa. This program continues to expand with the program increasing 19% over 2017.
- Worked with a Brentwood resident on his Eagle Scout project to build two agility/obstacles for the Brentwood Dog Park.
- Continued to improve the health of the Brentwood Urban Forest by completing the preventative maintenance pruning of all trees in Ward I and began implementation of the comprehensive tree planting program.
- 2,358 Brentwood Residents, or 21% of the total skaters, attended a public session in 2018. This represented the most usage by Brentwood residents since staff began tracking usage in 2011.
- Worked with West Community Credit Union to assist with staff parking during construction of the new WCCU branch. The Parks & Recreation Department was able to provide WCCU up to 20 parking spaces per day.
- Worked with City’s Communications Manager to offer two self-defense technique classes, Escape and Evasion Training and Confrontation Avoidance & Safety.
- The Park Maintenance Staff worked with two volunteer groups to assist with park maintenance projects. In June, a group from Englebrook Church in Madison, Wisconsin helped the Horticulturalist with plant installation. In July, the YMCA Youth Volunteer Corps completed a park clean up at three parks over a three-day period.
- Launched a new Parks & Recreation Twitter account as another way to engage the Brentwood Community through social media.
- Painted a penguin mural in the Penguin Party Room at the Brentwood Ice Rink.

PARKS & RECREATION

Key Data and Statistics

- The Brentwood Ice Rink earned over \$300,000 in both Ice Rink Rentals and Ice Rink Programming for the second year in a row.
- Over 23,000 skaters attended an ice rink public session (public session, training session, stick and puck and 50+ skates). The Brentwood Ice Rink averaged 2,262 skaters per month, a 3% increase from 2017 and the highest monthly attendance recorded at the Brentwood Ice Rink.
- Participation in the Adult Softball League increased for the third straight year. 81 teams participated in a Brentwood Softball League in 2018, a 27% increase from 2017.
- The Parks & Recreation Department had seven of the top 10 website pages visited in 2018. Since City’s website redesign, the Parks & Recreation Department had 4 of the top 5 visited web pages. Total views on all the Parks & Recreation Department web pages increased 26% from 2017.
 - Views on Adult Softball web page increased 68% from 2017.
 - Views on the Learn to Skate web page increased 51% from 2017.
 - Views on the Ice Rink web page increased 36% from 2017.
 - Views on the Parks & Recreation main page increased 20% from 2017.
- Continued to utilize Facebook as an important avenue for marketing the Parks & Recreation Department.
 - Increased followers on the Parks & Recreation Facebook page 15% from 2017.
 - Increased followers on the Ice Rink Facebook page 18% from 2017.
- Increased field rentals by 12% from 2017.



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.



Key Accomplishments

PUBLIC INITIATIVES

- Coordinated public engagement and authored components of the City's new Comprehensive Plan, "Brentwood 20/20: A Vision for the Future."
- Assisted with the Brentwood Bound initiative by providing land use planning and zoning services including the establishment of a moratorium on development, development of a future land use plan for the Manchester 353 Redevelopment Area, development of a new commercial zoning district, and the rezoning of parcels in the 353 Redevelopment Area.
- Implemented all MyGov modules: Request Tracker to process work orders, Building Permit and Code Enforcement to track permits, online system to submit and renew Annual Contractor Registrations and Annual Business Licenses.
- Initiated update of Building Codes (2009 International Building Codes to 2018 International Building Codes) and review of City's Fee Structure.
- Facilitated the CDBG FY 18 Grant Application to continue to receive funds for residential rehabilitation projects.
- Completed 2020 US Census activities including Local Update of Census Addresses (LUCA) requirements.

ZONING CODE ENFORCEMENT

In conjunction with building plan review and inspection, the department is charged with code enforcement activities within the City. To 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 2019 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	2017 (Actual)	2018 (Actual)	2019 (Projected)
Business licenses issued (includes home-based)	54	56	50
Residential occupancy permits processed	680	760	700
Value of residential renovation and new construction projects	\$6,493,012	\$7,016,891	\$7,000,000
Value of commercial renovation and new construction projects	\$5,754,270	\$10,928,232	\$12,000,000



Key Accomplishments

PRIVATE INVESTMENTS

- Processed architectural review of 34 residential improvements and additions and 11 new single-family residences.
- Inspected and advised on construction of 6 new single-family residences and 17 residential improvements and additions.
- Provided inspection services for the completion of 167 residential projects and 53 commercial projects including the new construction of West Community Credit Union, the interior renovation of the new location of Bed Bath & Beyond store and expansion of Meridian Medical facilities.



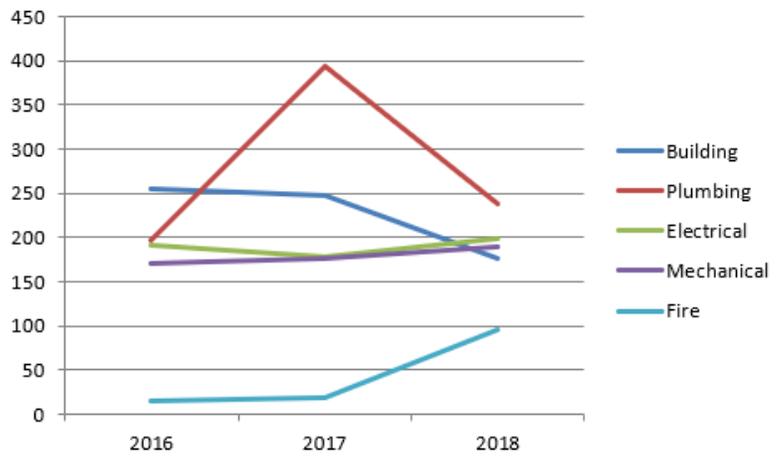
- Provided inspection services and issued 760 residential occupancy permits.
- Processed several rezoning map amendments, conditional use permits, and site development plans for a new three-story office building, dental office, auto repair shop and major renovation of McDonald's and Lion's Choice restaurants.
- Processed proposed text amendments to regulate short-term rentals within City.
- Processed 10 variance requests from front, side and rear yard setback requirements.

PLANNING & DEVELOPMENT

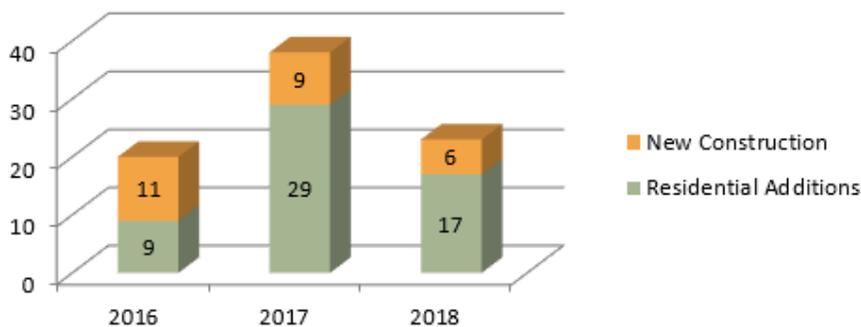
Key Data

In 2018, the number of building permits reviewed and issued by the Planning & Development Department decreased from 2017 but the number of permits average in comparison with previous years. As in previous years, residential permits primarily are responsible for the increase in some permit categories. Plumbing inspections spike in some years as a result of projects completed by Missouri American Water Company. Overall numbers for building, plumbing, electrical and mechanical permits show the strength of the residential and commercial markets in Brentwood. The number of fire permits issued continues to increase due to a change in the administration of the City code. Prior to 2012, fire permits were issued any time a building permit was issued. Fire permits are now issued when specifically required by the code, which has resulted in an increase in the number of fire permits.

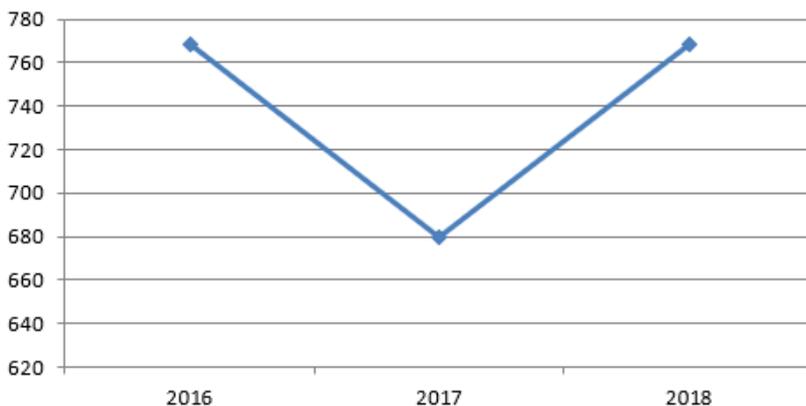
Permit Issuance By Type



Residential Projects



Residential Occupancy



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 completed in the City each year.

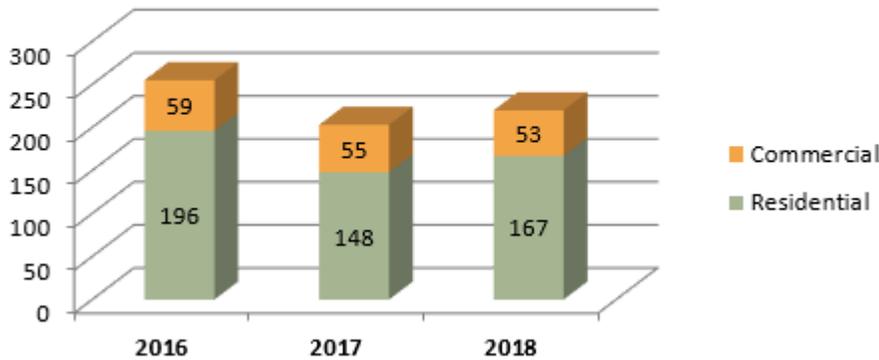
In 2018, the number of residential occupancy permits reviewed and issued increased from the number of permits in 2016 and 2017.

Each occupancy permit issued includes an inspection to ensure minimum housing standards are maintained within the City of Brentwood.

PLANNING & DEVELOPMENT

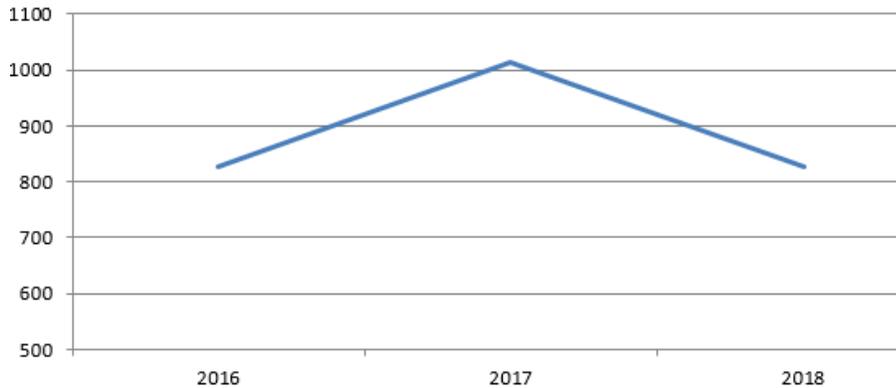
Key Data

Commercial and Residential Projects



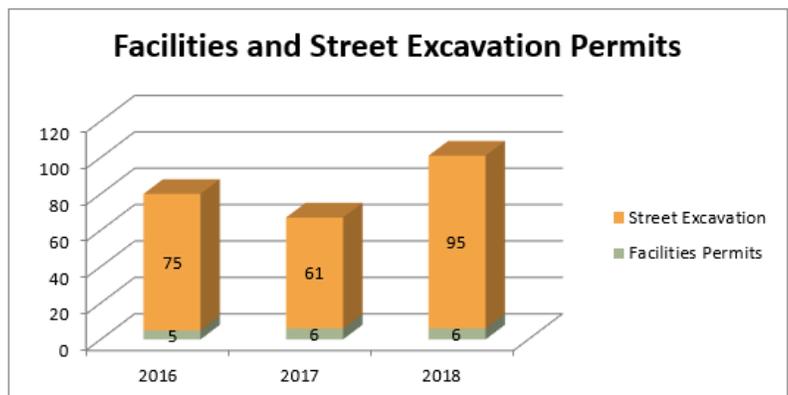
Total Permits Issued: The number of building, plumbing, electrical and mechanical permits issued by the City depicts a steady positive trend, but the total number of permits showed a slight decrease in 2018.

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.



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 *Foot and bike patrol initiative helps keep Brentwood parks safe.*

Key Accomplishments

- Instituted Contract Patrols for all Neighborhoods to further visibility of Brentwood Officers.
- Completely revised Brentwood Police Department General Orders for Review and Inspection by CALEA.
- Hired Two New Officers and a Civilian Law Enforcement Analyst.
- Put in service a new DARE vehicle donated by area businesses.
- Participated in Brentwood Days and National Night Out events.
- Hosted a community National Night Out event that included 16 block parties.
- Conducted Safety Awareness training events for community members.
- Conducted continuing Safety Scenario Training for all Brentwood officers.



POLICE DEPARTMENT

2019 Goals and Objectives



- >> Procure a Safety Trailer to be used for traffic messages and safety information.
- >> Strengthen the Neighborhood Watch Program through comprehensive training throughout Brentwood.
- >> Conduct Workplace Violence Training, Phase 1, to assist our businesses with identifying important signals.
- >> Assist businesses with site assessments for strengthening crime prevention.
- >> Create initiatives to enhance greater visibility in crime prevention.
- >> Maintain and enhance School Mentoring program with our School Resource Officer.
- >> Use technology and in-depth analysis to further enhance the law enforcement response to Calls for Service and investigations.
- >> Create more opportunities for positive police/public interaction.
- >> Create Complete Phase One of Commission on Accreditation for Law Enforcement Agencies (CALEA) program.

Performance Measures

Crimes	2017 (Actual)	2018 (Actual)	2019 (Projected)
UCR Part 1 Crimes per 1000 population	42	48	46

Response Time	2017 (Actual)	2018 (Actual)	2019 (Projected)
Response time for priority police calls (dispatch receipt to arrival on scene)	4:09	4:11	4:10

Motor Vehicle Accidents	2017 (Actual)	2018 (Actual)	2019 (Projected)
# fatal	0	0	0
# injurious	71	55	50
# property damage	261	270	199
# traffic accidents investigated	332	360	345



POLICE DEPARTMENT

Key Data

UCR Part I Violent Crimes	2016 (Actual)	2017 (Actual)	2018 (Actual)
# reported	18	11	16
# of unfounded reports	1	0	1
# assigned to investigators	18	11	16
# cleared	14	10	1

UCR Part I Property Crimes	2016 (Actual)	2017 (Actual)	2018 (Actual)
# reported	403	307	357
# of unfounded reports	1	0	3
# assigned to investigators	403	307	357
# cleared	180	165	180

Dispatched Police Calls	2016 (Actual)	2017 (Actual)	2018 (Actual)
Police calls for service resulting in a police unit being dispatched	12,908	14,803	22,443
Police initiated actions in the field resulting in a police unit making a contact, including all traffic, person or pedestrian stops	1,981	4,718	9,458
Police initiated actions in the field resulting in a police unit making only a traffic stop (a subset of the response immediately above)	1,832	2,140	1,740



New DARE vehicle for School Resource Officer was donated by area businesses.

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.



Hanley Industrial Court sidewalk and streetlight improvements

Key Accomplishments

- Completed more than 3,400 lateral feet of sidewalk leveling using Poly Level foam material on seven streets. Completed more than 2,000 lateral feet of conventional sidewalk replacement. Used an emerging sidewalk material, Rubberway, to replace a sidewalk section on Pine Avenue as a pilot project for flexible sidewalk adjacent to mature trees.
- Managed mill and overlay of 23 asphalt streets. Used Modified Aggregate Quick Set (MAQS) to seal asphalt in three locations. Added Nova Chip asphalt layer to a concrete segment of Pine Avenue, creating a uniform surface along Pine from Brentwood Blvd. to McKnight Rd.
- Installed thermoplastic pavement markings on newly paved streets.
- Completed hazardous materials abatement inside City Hall's Council Chambers to prepare for installation of new audio/video equipment. Improved carpeting and assisted with restoration of Chambers following the A/V project.
- Modified the Sewer Lateral Policy to include a cost ceiling and coordinated most repairs using outside contractors. Sixty sewer laterals were repaired, and more than 170 sewer laterals were cabled and cleaned under this program.
- Removed 16 cubic yards of debris and mulched several truckloads of overgrown vegetation from Deer Creek at the two locations identified as choke points in the CH2M hydraulic report.
- Received \$12,300 grant from St. Louis County Department of Public Health for future purchase of recycling carts.
- Received approval of estimated \$1.2 million STP grant from East-West Gateway Council of Governments for Brentwood Bound pedestrian tunnel and shared-use path.

PUBLIC WORKS 2019 Goals and Objectives

- >> Utilize new street and sidewalk inventories.
- >> Improve recycling throughout the City.
- >> Revise the sewer lateral program to provide improved balance between revenues and expenses.
- >> Save costs through in-house mechanic services.
- >> Zero preventable accidents and injuries.

Performance Measures

Streets	2017 (Actual)	2018 (Estimate)	2019 (Projected)
% of lane miles assessed as being in satisfactory or better condition	97%	99%	99.5%

Sewer	2017 (Actual)	2018 (Estimated)	2019 (Projected)
% sewer lateral repairs at same residence	2%	2%	1%
# of sewer lateral repairs	148	78	60
# of sewer lateral cabling/cleaning	236	201	20

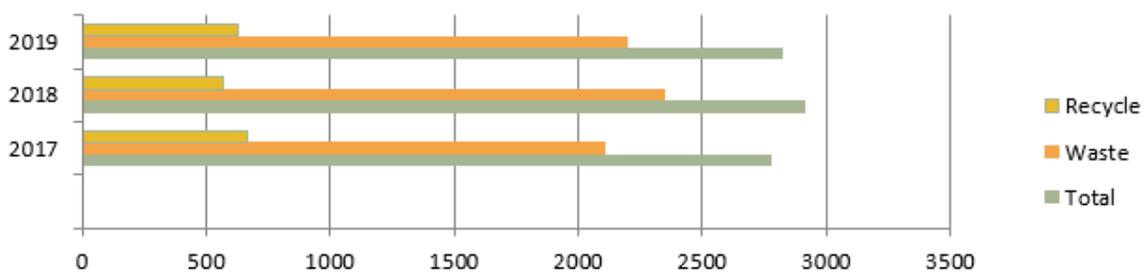
Key Accomplishments

- Received approval of \$3.858 million 50/50 Cost-Share Grant from Missouri Department of Transportation (MoDOT) for Brentwood Bound Manchester Road Improvements project.
- Completed street lighting and sidewalk improvements for Hanley Industrial Court STP project, which included new sidewalks along the north side of Strassner Drive west of Hanley Industrial Court and other portions along Hanley Industrial Court.
- Revised Sanitation Department services to transport recycled materials to another recycling center, applied for waste diversion grants, and reduced roll-off dumpster fees through competitive bid process.

PUBLIC WORKS

Key Data

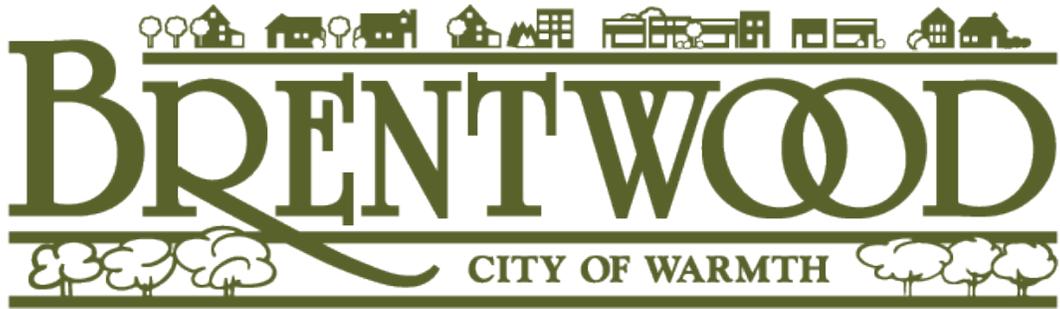
	2017 Actual	2018 Estimated	2019 Projected
Recycle	664.75	567	625
Waste	2,111.37	2348.14	2,198
Total	2,776.12	2,2915.14	2,823
%	23.95	19.45	22.14



Before (left) view of Madge Avenue and After (right) view of Madge Avenue after MAQS application.

Unaudited Financial Report Fiscal Year 2018

CITY OF BRENTWOOD, MISSOURI PRELIMINARY COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES FOR THE PERIOD ENDED DECEMBER 31, 2018				
FUNDS	GENERAL	CAPITAL IMPROVEMENTS	STORM WATER AND PARK IMPROVEMENTS	SEWER IMPROVEMENTS
REVENUES				
Taxes	9,371,216	3,135,633	3,026,226	
Licenses and Permits	1,811,604			
Intergovernmental	38,355		1,305	
Charges for Services	282,302		1,001,264	
Fines and Forfeitures	122,512			
Investment Income	10,250		4,904	
Assessments				168,248
Miscellaneous	196,716		26,392	
TOTAL REVENUES	11,832,954	3,135,633	4,060,090	168,248
EXPENDITURES				
Administration	791,986			
Police	3,342,225			
Fire	2,492,082			
Street	1,440,031			
Sanitation	536,980			
Planning & Development	441,305			
Storm Water, Parks and Recreation			2,303,929	
Community Services	145,482			
Legislative	106,179			
Judicial	171,937			
Municipal Operations	1,561,615			
Library				
Sewer Lateral				292,958
Capital Outlay		3,014,089	2,989,057	
TOTAL EXPENDITURES	11,029,825	3,014,089	5,292,986	292,958
Transfer in (out)	(736,000)	(11,000)	630,000	
Principal retirement		215,273	1,142,753	
Interest and fiscal charges		128,445	111,154	
TOTAL DEBT SERVICE		332,718	1,253,907	
GRAND TOTAL EXPENDITURES	11,765,825	3,346,807	6,546,893	292,958
EXCESS REVENUES OVER (UNDER) EXPENSES	67,130	(211,174)	(2,486,804)	(124,710)
OTHER FINANCING SOURCES(USES)			39,225,000	95,000
FUND BALANCES JANUARY 1, 2018	5,106,423	3,820,147	2,442,431	32,120
FUND BALANCES DECEMBER 31, 2018	5,173,553	3,608,973	39,180,627	2,410



**CITY OF BRENTWOOD
ANNUAL REPORT 2018**

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