



# BRENTWOOD

CITY OF WARMTH

ANNUAL REPORT 2021



GREEN CITY



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### Cover Photos:

The Brentwood Backyard Bash brought together families and friends on Saturday, Sept. 18. This free event for the community featured live music, fun activities and a fireworks finale.

The Brentwood Ice Rink offers Learn to Skate lessons for all ages, from preschoolers to adults.

The "We Love Brentwood" community parade kicked off the Brentwood Backyard Bash celebration.

The Upper Limits Climbing Wall was a popular interactive opportunity at the Brentwood Backyard Bash.

The City of Brentwood completed the 2021 St. Louis Green Business Challenge.

# City of Brentwood Annual Report 2021

March 2022

Honorable Mayor and Board of Aldermen:

I am pleased to present to you the Annual Report 2021 for the City of Brentwood, which contains a summary of the many accomplishments of each of our City departments from January 1, 2021 through December 31, 2021. 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 111 full-time and 65 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 2021



**Mayor**  
David Dimmitt



**Ward 1  
Alderwoman**  
Nancy Parker Tice



**Ward 1  
Alderman**  
David Plufka



**Ward 2  
Alderwoman**  
Sunny Sims



**Ward 2  
Alderman**  
Brandon Wegge



**Municipal Judge**  
Patrick Dignam



**Ward 3  
Alderman**  
Jeff Gould



**Ward 3  
Alderman**  
Steve Lochmoeller



**Ward 4  
Alderman**  
Jack Shelton



**Ward 4  
Alderwoman**  
Kathy O'Neill

# City of Brentwood Key Personnel 2021

**Bola Akande**, City Clerk/Administrator  
**Ronnie Cottrell**, Fire Chief  
**Eric Gruenfelder**, Director of Parks and Recreation  
**Dan Gummersheimer**, Director of Public Works/City Engineer  
**Robin Jones**, Finance Director  
**Whitney Kelly**, Director of Planning & Development  
**Jason Kotz**, Human Resources Manager  
**Janet Levy**, Communications Manager  
**Christine Schwartz**, Court Administrator  
**Joseph L. Spiess, Jr.**, Police Chief

**Kevin O'Keefe**, City Attorney

**Mike Shelton**, Prosecuting Attorney  
**Michael Daming**, Provisional Judge  
**Bryan Kaemmerer**, Public Defender

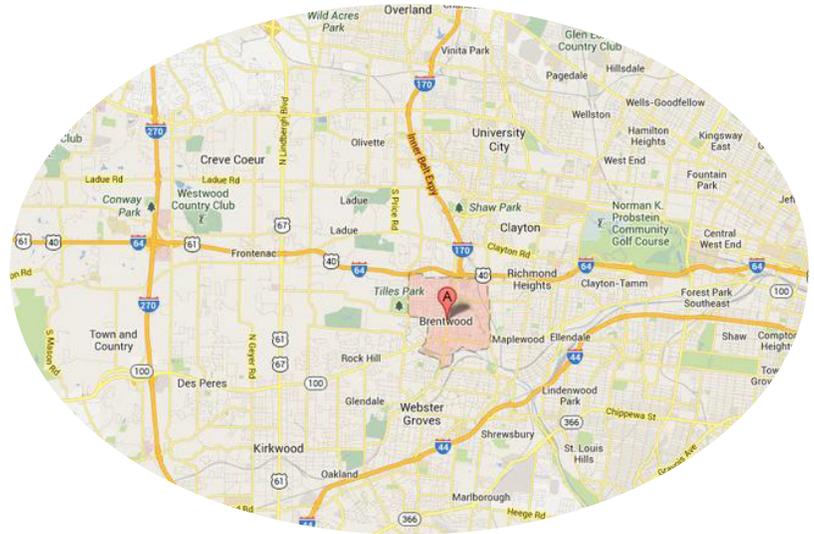
**BRENTWOOD** 1919-2019  
**100 YEARS**

# About the City of Brentwood

The City of Brentwood, Missouri is a growing community of 8,200 residents, 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, retail and 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 2021 Niche.com ranking of the best places to live in Missouri, Brentwood was ranked number 4. 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

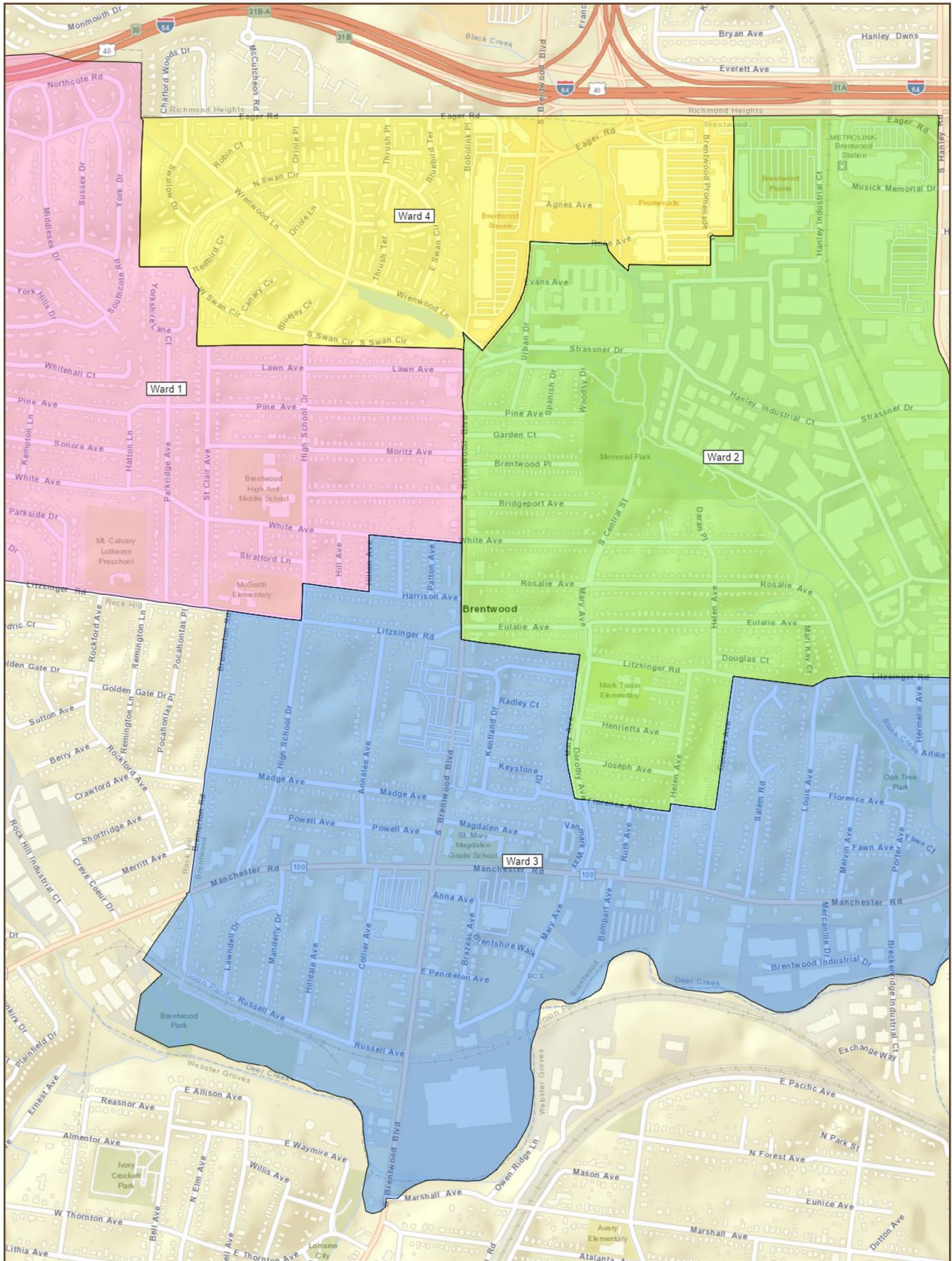
**The City of Brentwood celebrated its Centennial in 2019.** Brentwood’s rich history stretches back more than 200 years. In 1804, Louis J. Bompert arrived in the area and purchased 1,600 acres of land. Later, the Marshall family acquired property just west of that, and the Gay family bought land to 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. 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 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 Chairs 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.

## Sustainability Commission

Established to foster policies and programs that will create energy conservation, environmental improvement and sustainability of resources in the City of Brentwood.

## 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 a floodplain development permit or variance directly to the Appeal Board.

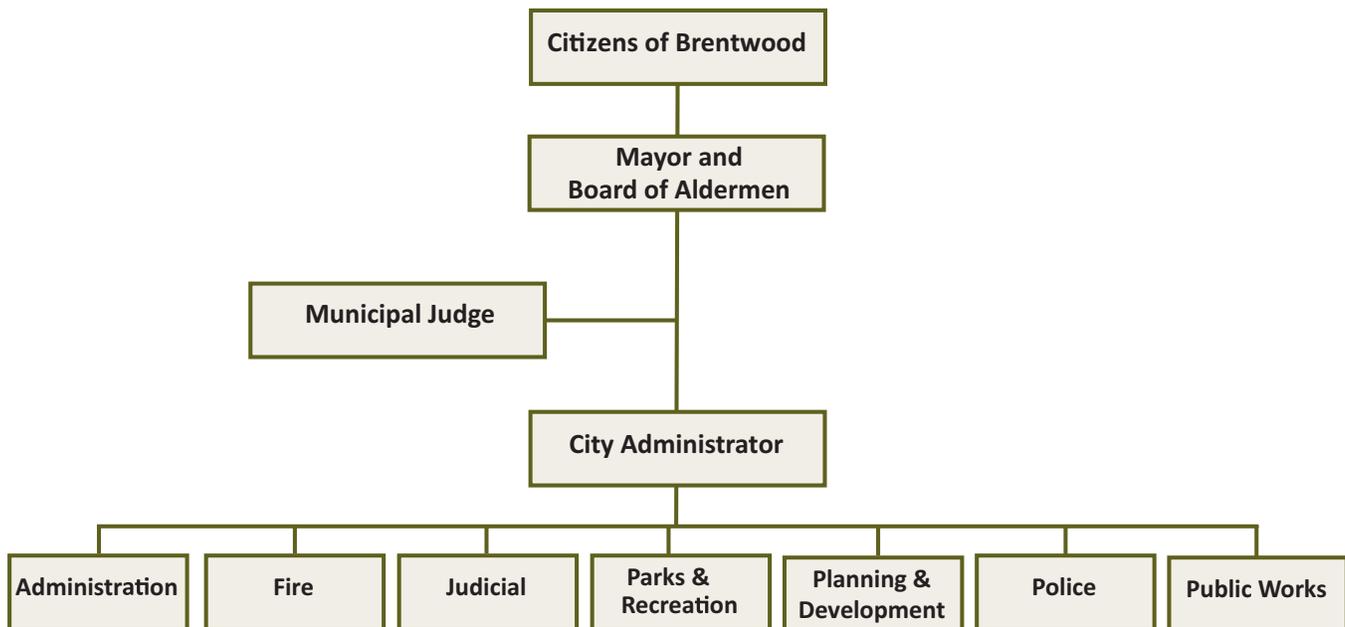
## Planning & Zoning Commission

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.

# City of Brentwood Organizational Structure



## 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, and 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 Communication, Finance, Human Resources, and Information Technology. The Communication division is responsible for external and internal communication; media relations; management of City communication channels including the website, newsletters and social media; event marketing and support; customer service and community engagement. The Finance division is responsible for coordinating and monitoring all fiscal matters including purchasing; collecting revenues and paying expenditures; analyzing and monitoring City's investments; developing annual operating budget; providing elected officials and City Administrator with financial forecasts and advice regarding City's financial affairs; coordinating efforts with public accountants to accomplish an annual certified audit of the City's operation; overseeing all accounts receivable. The Human Resources division is responsible for all aspects of the employee populace from prior to hire to post departure including recruitment, onboarding, employee discipline, annual reviews, benefits administration, workers compensation, employee file maintenance, compensation administration, training, government reporting, employee relations, labor relations, and employee engagement. The Information Technology division maintains and supports all technology and computer hardware, software and related initiatives.

## 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.

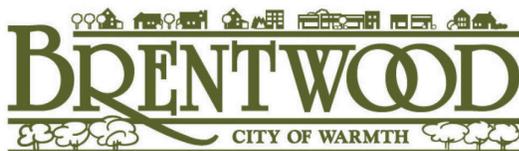
## POLICE DEPARTMENT

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 and 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.

# Sustainability: St. Louis Green Cities Challenge



Janet Vigen Levy | Communications Manager  
 jlevy@brentwoodmo.org | 314-963-8653  
 2348 South Brentwood Boulevard, Brentwood, MO 63144  
 www.brentwoodmo.org

## Accomplishments

- Launched a city-wide composting program for residents.
- Planted 89 trees to help rebuild urban forest.
- Partnered with Grow Solar St. Louis to promote solar group-buy program; hosted a Grow Solar Power Hour virtual program.
- Installed a bike repair station and new bike hoop.
- Hosted four residential paper shredding events.
- Offered environmental education opportunity for youth and adults in each Parks & Recreation brochure.
- Prepared an RFP to complete energy audits for every municipal facility, planned for completion in 2022.
- Educated residents about recycling and other sustainable practices through social media, newsletters and website.
- Completed an ADA-compliant trail that includes use of porous and flexible Rubberway, partially composed of recycled rubber tires.



## Innovations

- Installed four free public Electric Vehicle Chargers.
- Adopted stormwater management requirements for all new and infill residential development.
- Hosted four electronics recycling drives.
- Parks & Recreation Department purchased an electric mower, the first city fleet electric vehicle.
- Continued progress on Brentwood Bound, the major flood mitigation project that will restore floodplain, add trails and greenspaces, and link multiple parks in a highly visible location.
- Received \$300,000 grant from Missouri Department of Resources for design and construction of an extended wetland pond north of Deer Creek and Black Creek confluence.



*The City of Brentwood's commitment to sustainability shapes our operations and our future planning. Our new Sustainability Commission began work, led by five residents and two elected officials, with initial progress on a city-wide Sustainability Plan. Each city department continues to set goals and objectives related to sustainability. As a Green Cities Challenge participant for the second year, we strive to keep learning and incorporating green practices.*

David A. Dimmitt  
 Mayor, City of Brentwood



is a program of:



[www.stlouisgreenchallenge.com](http://www.stlouisgreenchallenge.com)

# ADMINISTRATION

**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 communications, 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.



Administration	2020 (Actual)	2021 (Actual)	2022 (Projected)
Visits to City website	230,626	265,000	270,000
Annual training hours per department employee	48.25	48.25	51.15
Employees without an on-the-job injury	91.1%	91.1%	92.25%
Workers compensation claims	16	16	18
General and auto liability claims	5	4	2
Personnel-related policy violation complaints investigated and resolved	100%	100%	100%
External auditor recommendations	2	1	1
Correcting journal entries (accuracy measure)	55	65	50

# Key Accomplishments

## ADMINISTRATION

- Continued to monitor and report on all legislative initiatives at the State and Federal level.
- Processed 194 Freedom of Information Act requests.
- Continued to oversee and develop strategy for implementation of the Brentwood Bound projects.

## FINANCE

- Prepared the Fiscal Year 2022 Budget.
- Completed the Comprehensive Annual Financial Report for 2019 Fiscal Year.
- Completed annual capital asset inventory process.
- Completed monthly financial reports.
- Completed timely publication of the semi-annual statements per RSMo § 79.160.
- Completed timely publication of Municipal Court and Revenues per RSMo § 479.359, 360, 362.

## HUMAN RESOURCES

- Oversaw the concurrent hiring processes for Police and Fire departments, hiring two officers and three paramedics.
- Implemented and coordinated citywide COVID-19 vaccine mandate with 100% compliance/exemptions.
- Oversaw and implemented citywide compensation plan.
- Implemented, maintained and updated COVID-19 Protocols.

## SUSTAINABILITY

- Completed a strategic planning exercise.
- Began work on the City of Brentwood Sustainability Plan.
- Proposed the City recommend a Green Dining Alliance Policy.
- Recommended that the City complete an energy audit of all municipal facilities.

## ADMINISTRATION

### 2022 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.
- >> Educate Brentwood constituents on sustainability.
- >> Complete the City of Brentwood Sustainability Plan; once adopted, begin implementation.
- >> Implement the recommendations of the energy audit.
- >> Develop a formal Sustainability page on the City's website.



Members of the Sustainability Commission, Mayor Dimmitt and City staff hosted a ribbon cutting for the electric vehicle charging stations at the Brentwood Recreation Complex in June 2021.

## Key Accomplishments

### COMMUNICATION

- Coordinated informational communications and disseminated City operational updates throughout COVID-19 pandemic to keep residents and community members aware and informed.
- Produced City's 2020 Annual Report.
- Published four *Brentwood Bulletin* newsletters.
- Managed City's website and regularly updated content and site organization.
- Managed City's social media accounts, regularly sharing content and responding to comments and questions.
- Facilitated Brentwood Bound citizen advisory committee.
- Planned, promoted and coordinated execution of "We Love Brentwood" Community Parade.
- Compiled weekly news clips and event information to keep elected officials and management team members updated.
- Regularly responded and sought answers to inquiries from community members.
- Coordinated record destruction for City departments, following State of Missouri record retention guidelines.
- Led City of Brentwood's participation in the 2021 Green Cities Challenge.
- Coordinated four electronics recycling events and four paper shredding events for community members.

### INFORMATION TECHNOLOGY

- Replaced the infrastructure that backs up all the City servers..
- Continued quarterly cybersecurity awareness training for all City employees.
- Added surveillance cameras on the east side of City Hall, in front of the library.
- Deployed the City surveillance system and badge access system in the firehouse.
- Continued implementation of dashboard camera systems in all police vehicles.
- Continued implementation of body-worn cameras in Police Department.
- Implemented video conferencing capabilities in City Hall meeting rooms.
- Implemented BoardDocs agenda management system for Planning & Zoning Commission and Architectural Review Board.
- Implemented a Digital Dashboard display in Public Works building.

# 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.



*Brentwood Mayor David Dimmitt (center) joined Brentwood firefighters in a collaborative "live fire exercises" training at the City of St. Louis training location in October 2021.*

## Key Accomplishments

- Fire Chief Kurten retired; Assistant Chief Cottrell promoted to Fire Chief with hiring of management level personnel and filling vacancies to authorized staffing levels.
- Purchased and placed two new command vehicles into service.
- Worked with FEMA to seek reimbursement of overtime expenses while providing COVID vaccinations within the region.
- Ordered a new ambulance.
- Placed 2020 Ford Horton ambulance into service.
- Sold 2004 GMC MedTec Ambulance.
- Purchased additional technical rescue equipment to address identified and projected needs.
- Replaced all firefighting PPE, including new ballistic body armor.
- Renewed Wellness Fitness Initiative with SSM Health Executive Health.
- Renewed training agreement with Clayton and Maplewood Fire Departments and expanded to include Richmond Heights Fire Department.

## Key Data

### Fire - Loss & Incident Types

Total calls for service increased by 10% over the previous year. In total, responded to 1809 incidents in 2021. Thirty of these calls were for structure fires, with five being in Brentwood. Significant decrease in total fire loss in 2021, resulting in less than \$100,000 with the City of Brentwood. No fire deaths occurred in Brentwood in 2021.

### EMS Activity

EMS call volume increased by 82 calls, or 8%, in 2021. All EMS responses begin as Advanced Life Support calls and are reclassified once crews arrive on scene.

# FIRE DEPARTMENT

## 2022 Goals and Objectives



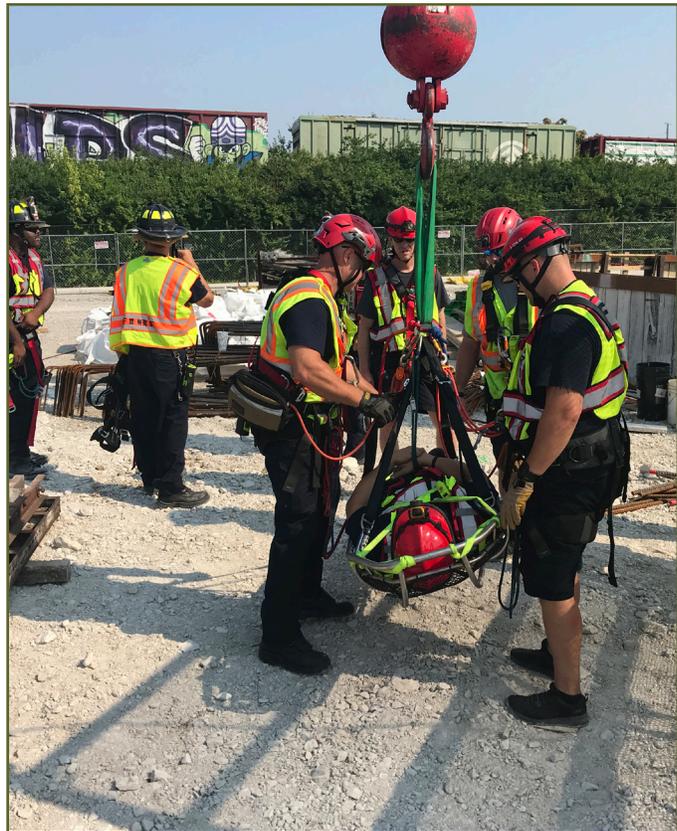
- >> Increase authorized positions by one to include a full-time civilian Fire Marshal.
  - >> Continue to develop a strategic plan with mission-specific goals and objectives.
  - >> Update our mission statement to reflect the values and vision of staff and expectations of stakeholders.
  - >> Continue improving health and wellness of fire department employees with implementation of a physical fitness policy, enhance cancer screening and prevention, provide mental health awareness and support, and annual medical screenings from SSM Health.
- >> Continue improving technical rescue capabilities for ice rescue operations through equipment acquisition and training.
- >> Continue processes to improve the Verisk ISO rating from class 3 to class 2.
- >> Enhance operational decision support through robust data analytics.
- >> Improve ambulance fees revenue through improved documentation and administrative procedures.

## Training

Department training continued to gain momentum throughout 2021 as a new agreement with neighboring departments was enacted. Cities of Brentwood, Clayton, Maplewood and now Richmond Heights share a Battalion Chief of Training. The addition of Richmond Heights to this organization continues to strengthen the program, which enhances firefighter safety and standardizes operations.

Crews from all agencies work collaboratively on firefighting skills each month with a culminating live fire training event in October. During the live fire exercises in 2021, each City was able to engage one elected official from their respective organization to participate. Brentwood Mayor Dimmitt joined the firefighters in this exciting exercise.

SSM Health continued to provide emergency medical training throughout 2021. Several of these courses were provided in a virtual format while classes with hands-on training also took place.



*Regular training is an integral part of the Brentwood Fire Department's operations and helps ensure firefighter safety and preparedness.*

# MUNICIPAL DIVISION COURT

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



## Key Accomplishments

- The Judge and Court Administrator drafted a mandatory Continuity of Operations Plan related to COVID-19. Received a certificate of approval from Presiding Judge Burton of St. Louis County Circuit Court – 21st Division.
- Successfully held online virtual court dockets in lieu of traditional in-person court dockets via Zoom and WebEx due to the COVID-19 pandemic.
- Met all required reporting deadlines as follows:
  - Yearly Court Certification of Substantial Compliance Form to the MO State Auditor Office
  - Yearly Minimum Operating Standards Compliance Form, DWI Statistics Report and Continuing Legal Education Form from Municipal Judge to the Presiding Judge of St. Louis County, Circuit 21
  - Monthly Municipal Division Summary Report to the Missouri Office of the Court Administrator and to the City Administrator of Brentwood.
- Continued to migrate cases from the REJIS IMDSPlus docketing system to the State of Missouri's docketing software, Show Me-Court as mandated by the Missouri Supreme Court and the Presiding Judge of St. Louis County.
- Continued to provide web access via Muncourt.net and Case.net for court cases. These websites are for citizen use and transparency. The Municipal Division Court also provided an online access terminal to Case.net at the Violations Bureau for citizens to use for reference and payment.

## **MUNICIPAL COURT**

### **2022 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 orders from the Missouri Supreme Court.
- >> Follow directives from the Office of the State Court Administrator.
- >> Maintain compliance with orders of the Presiding Judge of St. Louis County Circuit Court.
- >> Continue to streamline the Violations Bureau and court room practices and procedures to achieve the most efficiency for both staff and citizens.
- >> Continue to monitor and update the Judicial Department's Policy and Procedures Manual.

## **Key Accomplishments**

- Voluntarily participated in the Better Family Life Amnesty Program, which helps individuals lift their arrest warrants at a reduced bond amount or no bond amount as ordered by the Judge to resolve outstanding citations.
- Maintained certification in the Criminal Justice Information Systems (CJIS) through the Regional Justice Information Systems (REJIS) and Missouri State Highway Patrol (MSHP).
- Court Administrator (MACCA) and Deputy Court Administrator (CCA) maintained their certification designations by achieving the necessary training hours as dictated by the Missouri Association for Court Administration through the Missouri State University Office of Access and Outreach.
- Court Administrator currently serving a two-year term on the executive board of the Metropolitan St. Louis Association for Court Administration (MSLACA) as Treasurer.
- Deputy Court Administrator currently serving a two-year term on the executive board of the Metropolitan St. Louis Association for Court Administration (MSLACA) as Historian and Website Coordinator.
- Court Administrator and Deputy Court Administrator voluntarily each worked 20 hours at the Richmond Heights COVID-19 Vaccine Clinic helping process citizens for vaccinations.

# PARKS & RECREATION

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



*The Parks and Recreation Department reintroduced programming activities for seniors, including a visit to the St. Louis Aquarium and Union Station.*

## Key Accomplishments

- Hosted Brentwood Backyard Bash, a family-friendly community event with more than 2,500 attendees, as an alternative for Brentwood Days.
- Completed a mill and overlay of the Brentwood Sports Complex parking lot and pathways.
- Coordinated City-wide storm debris clean up after multiple severe storms throughout the summer.
- Began the removal of honeysuckle and other invasive species in the wooded natural area in Oak Tree Park. This multi-year project will yield similar results to the efforts at Memorial Park.
- Installed two Electric Vehicle pedestal-mount charging stations at the Brentwood Recreation Complex. Use of the stations help avoid over 2,700 kg of greenhouse gas emissions, the equivalent of planting 74 trees and letting them grow for ten years.
- Upgraded the lighting at the Gateway Fountain with high efficiency LED bulbs.
- Enhanced the Hanley Park Dog Park by installing an all-weather crushed granite surface.
- Awarded \$370,000 from Municipal Park Grant Commission for construction of pavilion and event lawn for the NEW Brentwood Park.
- Installed LiveBarn, providing online live and on-demand replay broadcasts of hockey games, at the Brentwood Ice Rink.
- Produced multiple social media videos, primarily focused on Brentwood Bound, garnering thousands of views.
- Hosted St. Louis Cardinals 3rd Baseman Nolan Arenado at the Brentwood Sports Complex for a segment filmed for the Bleacher Report website.

# PARKS & RECREATION

## 2022 Goals and Objectives



- >> Prepare for the opening of the NEW Brentwood Park in 2023.
- >> Continue to rebuild Brentwood Parks & Recreation Department programming as the COVID-19 pandemic evolves.

- >> Expand the department’s marketing efforts.
- >> Investigate and implement sustainable practices to benefit both the department and the Brentwood community.
- >> Complete the National Recreation and Park Association accreditation process.

Parks and Recreation	2020 (Actual)	2021 (Estimated)	2022 (Projected)
Percentage of acres properly maintained	78.23%	79.87%	80%
Percentage cost recovery of Brentwood Recreation Complex	45.39%	64.21%	72.84%
Operating revenue per capita	\$67.01	\$111.42	\$134.06
Operating expenditures per capita	\$273.05	\$307.81	\$339.69
Average annual training hours per full-time equivalent employee	10.23	18	20



Community members can enjoy playing pickleball at the two lighted pickleball courts at Hanley Park.

## Building Community

- Coordinated the City’s composting program by handling registrations and hosting “Composting at Home,” discussing the best composting practices, as a precursor for residents receiving their composting devices.
- Reintroduced senior programming.
- Planted 1,300 bare-root whips in Memorial Woods as part of ongoing efforts to restore natural woodland habitat. These species, all native to Missouri, include blackberry, buttonbush, arrowwood viburnum, false indigo, wild plum, aromatic sumac and ninebark.
- Hosted an Oscar Meyer Weinermobile appearance during a youth program.
- Assisted Public Works Department with installation of a new pathway between Bridgeport Avenue and White Avenue, while ensuring the safety of trees located in the walkway.
- Installed “Dashes” in Memorial Park. This sculpture by local artist Jessie Cargas will be on loan to the City of Brentwood until 2023 as part of the Sculpture on the Move program.
- The Brentwood Recreation Complex hosted multiple blood drives, collecting over 200 pints of blood for distribution by the American Red Cross.

## Key Data

- Launched online registration website, allowing community members to easily register for programs, activities and events from their home computer or mobile device. Processed \$124,252 in revenue since February 2021 launch.
- Hosted 15,989 skaters at public sessions, an 11% increase from 2020.
- Brentwood Community Center held 844 rentals, a 26% increase from 2020.
- Increased followers on the Brentwood Parks & Recreation Facebook page by 17%.

# PLANNING & DEVELOPMENT

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



*The City of Brentwood welcomed TownePlace Suites to the community. This new hotel meets a need in the mid-county area and offers an appealing option for business travelers and visitors.*

## Key Accomplishments

- Hired a new Director of Planning & Development, Building Official, Code Enforcement Officer, Senior Multi-Disciplinary Inspector, and Permit Tech/Planning Assistant, while maintaining department permit reviews and inspections.
- Coordinated the review and adoption of a new stormwater management ordinance for infill development and began implementing the plan review and permit process.
- Advised and conducted 3,370 inspections on the completion of residential and commercial projects, including a new hotel project. This is an increase from 2,216 inspections in 2020.
- Provided plan review services and issued 1,795 building permits, including construction, electrical, plumbing, mechanical and fire permits, an increase from 1,417 permits issued in 2020.
- Provided housing inspection services and issued 1,284 residential occupancy permits. Each occupancy permit issued includes an inspection to ensure minimum housing standards are maintained within the City of Brentwood.
- Conducted more than 301 code enforcement cases.

## ZONING CODE ENFORCEMENT

Zoning Code compliance continued to be completed in conjunction with building plan review, inspections and issuance of occupancy permits and business licenses.

## PLANNING & DEVELOPMENT 2022 Goals and Objectives

- >> Provide superior 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 opportunities within the City of Brentwood.
- >> Promote professional growth and certification of all department employees.



*Maize & Wheat Colombian Cafe opened in November 2021 at 1912 S. Brentwood Boulevard.*

## Key Accomplishments

### PUBLIC INITIATIVES

- Continued to promote the Brentwood Bound project area for redevelopment.
- Coordinated the review of Stormwater permits for new developments.
- Continued to work with MSD and various agencies on Brentwood Bound area development.
- Facilitated Community Development Block Grant FY 2021 for Home Improvement Program.

### PRIVATE INVESTMENTS

- Staffed the Planning & Zoning Commission and Board of Adjustment.
- Staffed the Architectural Review Board that included 23 new additions/renovations, and 15 new homes, and authorized staff to approve solar panels per certain requirements.

### RESIDENTIAL PROJECTS AND OCCUPANCY PERMITS

Residents continue to invest in their properties within the City of Brentwood. One metric the department uses to track this investment is the number of new homes and residential additions completed in the City each year.

The value of residential renovation and new construction projects rose from \$6,947,808.00 in 2020 to \$10,553,121.08 in 2021.

# 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.



**Talk with the Hawk**

*Back to normal...ish*

**A Note from Major Hawkins**  
Bureau of Community Policing Commander, Brentwood Police

As summer winds down, it's time to consider how we will adjust as a community to our normal...ish routines. Kids in school, headed to the office every day, etc. There are some very basic safety items that we can keep in mind as we go forward into a new school year.

We are blessed to have a close-knit community wherein our schools are in our neighborhoods. This means kids walk and ride their bikes to school and will be on the roads at times you may not be used to them. Keep an eye out, keep the phones down, and go slow! We are taking speed enforcement very seriously in our neighborhoods to best protect our citizens.



As we enter into fall, hopefully sooner than later, also keep in mind the basic recommendations from your local police department. Lock your car doors, lock your homes, keep valuables out of sight, and call 911 when you see suspicious activity – no matter the time of day! We are a 24/7 service ☺

In the last month, your Brentwood Officers have identified three vehicles with suspects committing vehicle crimes and were able to

interrupt further criminal activity. We stand a better chance of locating more of these individuals when our community helps and calls on people or vehicles that are prowling the streets.

As I mentioned, our officers have ramped up their traffic enforcement efforts this calendar year and I'm pleased to say that trend continues. In addition to increased enforcement, the Brentwood Police Department will be designating an officer as our Community Response Officer in mid-late November, 2021. This CRO will navigate traffic enforcement issues, liaise with local retail and commercial businesses, and be plugged into the fight against workplace violence.

In case any of you saw our officers out and about on August 31, you may have seen us handing out free beverage and you-pick-two coupons from St. Louis Bread Co. We were also passing out literature from Shayley's Angels, a non-profit aimed to increase mental health awareness and suicide prevention. Check out their website at [shayleysangels.org](http://shayleysangels.org).

Also, our most recent hire begins on September 3 and we are pleased to announce we are at full staff!

As always, stay safe, and call us if you see something suspicious. ★

## Key Accomplishments

- Continued the success and growth of the Officer Safety Role Play Training process.
- Deployed four new vehicles in the patrol fleet.
- Received approval for a 29th officer
- Hired three new officers.
- Established Community Response Officer position.
- Developed recruiting strategy allowing for hire of academy recruit prior to graduation.
- Assisted the City with proposal for retail surveillance measures.
- Transitioned to upgraded body-worn cameras for patrol officers.
- Revised use of force policy to comply with federal mandates.
- Revised internal investigations policy to comply with Missouri Police Officer Bill of Rights.
- Achieved 100% compliance with our second CALEA Client Service Member review.



*Community members donated items in support of the Police Department's participation in the 2nd Annual Officer Tamarris Bohannon Community Food Drive in November 2021.*

# POLICE DEPARTMENT

## 2022 Goals and Objectives



- >> Revamp Wellness Program: Program designed to guide officers in wellness best practices; robust format including physical, psychological, and emotional wellness; establish virtual/in-person mental health check-ins with EAP provider; establish annual physical examinations with SSM Provider.
- >> Establish Static LPR Cameras: Discuss public/private partnership with homeowner associations; deploy cameras in strategic locations based on calls for service and crime stats.
- >> Explore Brentwood Police Department Succession Plan: Identify potential future leaders; establish “Sergeant” and “Commander for a Day” program.
- >> Rank Restructure: Re-establish rank of Lieutenant for current Sergeants; move current Corporals to rank of Sergeant.
- >> New Ballistic Vests: Replace ballistic vests for 15 officers.
- >> Increase Station Surveillance Measures: Add surveillance cameras to police department for full exterior coverage.

Police	2020 (Actual)	2021 (Estimated)	2022 (Projected)
<b>Dispatched Police Calls</b>			
Police calls for service resulting in a police unit being dispatched	6,468	6,470	7,916
Police-initiated actions in the field resulting in a police unit making a contact, including all traffic, person or pedestrian stops	18,808	6,652	6,272
Police-initiated actions in the field resulting in a police unit making only a traffic stop (a subset of the response immediately above)	1,311	2,883	2,502



Brentwood police officers participated in the 9/11 Memorial Stair Climb.



The Police Department collected 99 pillows for Home Sweet Home STL during the December 2021 “Pillow Fight” with Brentwood Fire Department, which collected 151.

# PUBLIC WORKS

**MISSION:** To provide courteous and quality service for our residents and all City departments. We will strive to ensure that our streets, sidewalks, curbs and buildings are safe for public use; use trained staff and outside vendors 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; preserve existing street pavements; improve obsolete street pavements and sidewalks; and maintain quality sanitation collections services as well as provide general information and awareness regarding Public Works services



## Sanitation Collection in Tons



# Key Accomplishments

- Completed more than 1,000 lateral feet of sidewalk replacements citywide using conventional methods of removal and replacement. Used concrete planer to reduce slight vertical defects with sidewalk slabs to reduce the downtime associated with full slab sidewalk replacements.
- Completed mill and overlay improvements on Strassner Drive from Brentwood Boulevard to Urban Drive, Urban Drive north of Strassner Drive, Wrenwood Lane from Brentwood Boulevard to the Brentwood Forest entrance, and Parkridge Avenue alley. Additionally, completed five bid alternates for concrete pavement improvements in Hanley Industrial Court, which included locations near Ice Cream Specialties, Brentwood School District, Metro Lighting/Dobbs, Little Fishes Swim School, and other locations.
- Installed LED lights in Fire Department building and at City Hall.
- Applied for and received \$758 rebate from Ameren’s BizSavers rebate program for energy efficiency improvements.
- Completed installation of HVAC system roof-top unit at the Police Department to provide reliable heating and cooling equipment to replace the original unit.
- Monitored the Sewer Lateral Policy to ensure that expenses were minimized. Approximately 18 sewer laterals were repaired in 2021. The sewer lateral fund surplus generated was used to transfer funds back to the general fund and reduce the sewer lateral loan value.
- Received \$7,000 grant from St. Louis County Department of Public Health for purchase of compost tumblers and stainless steel collection pails. Received approval of similar grant for FY 2022.

# PUBLIC WORKS

## 2022 Goals and Objectives

- >> Utilize new street and sidewalk inventories.
  - Determine, assess and prioritize street repair needs.
  - Develop action plan for asphalt preservation/sealant application of mill and overlay streets as needed.
  - Identify and prioritize street projects.
  - Develop action plan for sidewalk corrective action using both in-house and outside staff.
- >> Improve sanitation services throughout the City.
  - Reject unacceptable materials placed for recycling, refuse and yard waste and provide stickers to residents to inform what is unacceptable.
  - Encourage non-recyclers to join the City's efforts through notifications and custom receptacles based on recycled quantities/space limitations.
  - Investigate and encourage citywide sustainability projects.
  - Coordinate compost tumbler and kitchen pail program delivery for compost project.
- >> Revise the sewer lateral program to provide improved balance between revenues and expenses.
  - Monitor and report the financial conditions of the annual program; seek to reduce existing sewer lateral program debt.
  - Maintain sewer repair spreadsheets and costs per address.
- >> Zero preventable accidents and injuries.
  - Continue employee safety training on all equipment and procedures.
  - All Public Works employees attend periodic safety meetings.
  - Use outside vendors to assist with training topics and help reduce injuries through educational information.

Public Works	2020 (Actual)	2021 (Actual)	2022 (Projected)
<b>Streets</b>			
Percentage of lane miles assessed as being in satisfactory or better condition	99%	99%	99%
<b>Sewer</b>			
Percentage of sewer lateral repairs at same residence	0	0	0
Number of sewer lateral repairs	43	18	24

## Key Accomplishments

- Completed installation of five decorative Ameren street lights in Brentwood Forest Condominiums and two solar powered street lights in York Village.
- Completed construction of the decorative street lighting and sidewalk improvements for Rosalie Avenue STP project from Brentwood Boulevard to Swim Club Lane.
- Completed installation of new concrete pad, bicycle rack, and bicycle repair station at the library.
- Purchased replacement sanitation truck #2 to provide a new truck for sanitation services routes. Implemented a lease program over a three-year period to spread out purchase costs.
- Purchased and installed one speed cushion on Rosalie Avenue between Brentwood Boulevard and Swim Club Lane. Purchased and installed two speed cushions on Pine Avenue between Brentwood Boulevard and High School Drive. Staff used the data collectors on several other streets to investigate traffic calming requests.
- Began work on stormwater master plan to investigate and prioritize water run-off issues citywide and determine future construction expenses.
- Coordinated with Parks and Recreation Department on Surveying Services project to determine ownership and future maintenance responsibilities for city-owned properties. Worked with Parks to replace the obsolete trail between Bridgeport Avenue and White Avenue east of Brentwood Boulevard, which included a segment of Rubberway flexible pavement near mature trees.
- Received approval from East West Gateway Council for Russell Avenue pedestrian improvements, which includes up to \$1 million in STP reimbursement funds.



**Brentwood  
Bound**  
*Building a Bright Future*

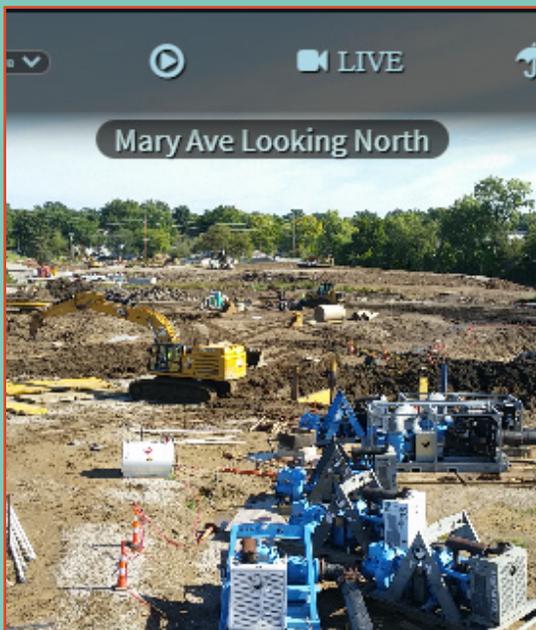


Progress continued in 2021 on the three components of the Brentwood Bound Plan. These transformative initiatives are bound together in building a bright future for Brentwood:

**Deer Creek Flood Mitigation    Manchester Road Improvements  
Deer Creek Greenway Connector**

### *Watch the Progress - Live!*

Members of the public can watch work on Brentwood Bound projects through the “Site Cameras” link at the top of the home page of [BrentwoodBound.org](http://BrentwoodBound.org).



### *Follow the Progress*

Visit [BrentwoodBound.org](http://BrentwoodBound.org) for project details, videos, presentations, construction updates, project timelines and other information.



Community members viewed the Deer Creek Flood Mitigation site, got updates about the projects, asked questions and enjoyed dinner at the Brentwood Bound Site View & Barbecue on August 6.

## Brentwood Receives \$300,000 Grant for Wetland Project

The City of Brentwood received a \$300,000 grant from the Missouri Department of Resources' Division of Environmental Quality, Soil and Water Conservation Program. The grant will allow the City to design and construct an extended wetland pond north of the confluence of Deer Creek and Black Creek.

With this grant funding, Brentwood can enhance the design of the confluence point to aid in flood mitigation as well as to confer significant water quality benefits.

The wetland pond will be supplied with runoff from the existing parking lot to 8030 Manchester Road, and from two new storm sewers that will run along the realigned Brentwood Industrial Drive and Breckenridge Industrial Court. The stormwater wetland will use varied grading from 0.25 feet to 9 feet below the culvert for water quality treatment, with water held by wetland plants and pocket grading. This shallow wetland will provide 22,113 cubic feet of volume for water quality treatment.

The .75 acre pond will have .25 acres dedicated as a wetland for water quality treatment. The design will incorporate a varied topography to allow pockets of runoff to form shallow semi-permanent to permanent pools for optimal plant and wildlife habitat.

Shallow emergent zones with native species and a heterogeneous mix of plants will be installed to improve the biological diversity of the site.

## Brentwood Bound Construction Progress

The transformative projects of the Brentwood Bound Plan continued to take shape throughout 2021.

Construction on the Deer Creek Flood Mitigation project and the Deer Creek Greenway Connector remained on track to continue through December 2022.

In Summer 2021, members of the Brentwood Bound Community Engagement Task Force met to discuss the area formerly known as Norm West Park. The Task Force proposed a new name of Brentwood Park, to link the park's name to its location and to enhance residents' pride for their city. The NEW Brentwood Park will be the jewel of the Brentwood Parks system and a premier park in the metro area. The Board of Aldermen approved this name as well as the renaming of the current Brentwood Park (on Russell Avenue) to Brentwood Sports Complex.

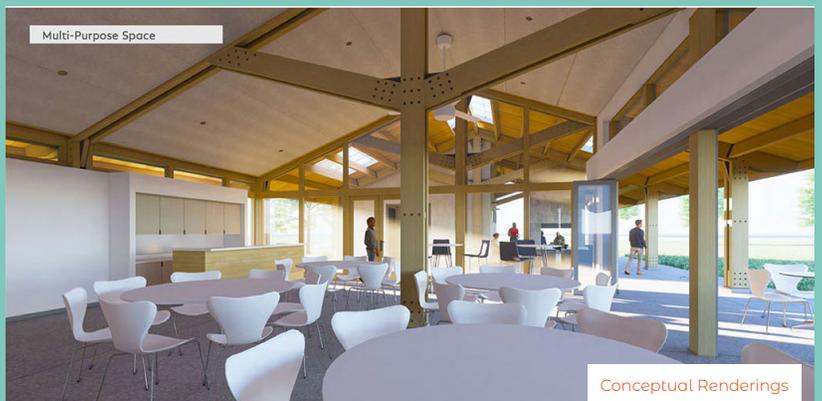
Construction of an event lawn/comfort station building in the NEW Brentwood Park was well underway.

Find updates at [BrentwoodBound.org](https://BrentwoodBound.org).

Event Pavilion - North



Multi-Purpose Space

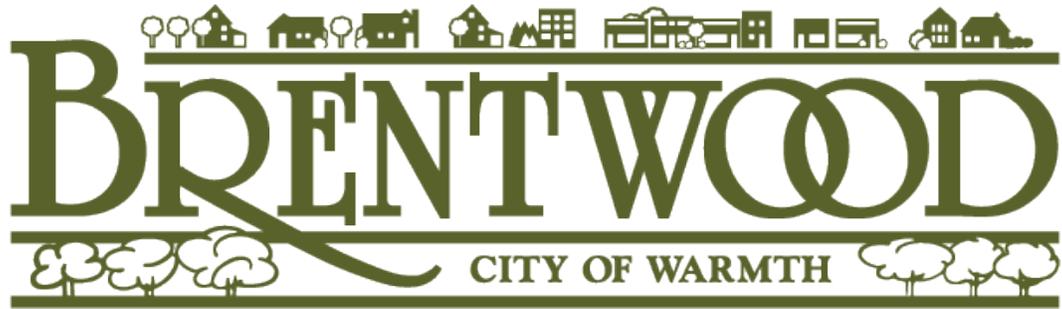


Conceptual Renderings

# Unaudited Financial Report Fiscal Year 2021

**CITY OF BRENTWOOD, MISSOURI  
PRELIMINARY COMBINED STATEMENT OF REVENUES,  
EXPENDITURES AND CHANGES IN FUND BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE PERIOD ENDED DECEMBER 31, 2021**

<b>FUNDS</b>	<b>GENERAL</b>	<b>CAPITAL IMPROVEMENTS</b>	<b>ECONOMIC DEVELOPMENT</b>	<b>STORM WATER AND PARK IMPROVEMENTS</b>	<b>SEWER IMPROVEMENTS</b>
<b>REVENUES</b>					
Taxes	\$ 10,871,348	\$ 2,893,213	\$ 3,622,194	\$ 3,439,442	\$ -
Licenses and Permits	1,578,275	-	-	-	-
Intergovernmental	1,089,395	15,527	-	3,322,197	-
Charges for Services	333,985	-	-	943,633	-
Fines and Forfeitures	99,234	-	-	-	-
Investment Income	4,538	3,467	281	982	-
Assessments	-	-	-	-	154,419
Miscellaneous	117,678	28,501	-	50,900	-
<b>TOTAL REVENUES</b>	<b>14,094,453</b>	<b>2,940,708</b>	<b>3,622,475</b>	<b>7,757,154</b>	<b>154,419</b>
<b>EXPENDITURES</b>					
Administration	970,844	-	-	-	-
Police	3,555,222	-	-	-	-
Fire	2,587,641	-	-	-	-
Street	1,306,306	-	-	-	-
Sanitation	577,751	-	-	-	-
Planning & Development	462,179	-	-	-	-
Storm Water, Parks and Recreation	-	-	-	2,336,950	-
Community Services	87,560	-	-	-	-
Legislative	100,101	-	-	-	-
Judicial	182,319	-	-	-	-
Municipal Operations	1,881,204	-	-	-	-
Library	-	-	-	-	-
Sewer Lateral	-	-	-	-	76,409
Capital Outlay	-	1,873,171	-	20,898,806	-
<b>TOTAL EXPENDITURES</b>	<b>11,711,127</b>	<b>1,873,171</b>	<b>-</b>	<b>23,235,756</b>	<b>76,409</b>
Transfer in (out)	(173,814)	203,814	-	-	(30,000)
Debt Service:					
Principal retirement	-	277,846	1,095,000	905,000	-
Interest and fiscal charges	-	110,695	1,482,025	1,598,984	-
<b>TOTAL DEBT SERVICE</b>	<b>-</b>	<b>388,541</b>	<b>2,577,025</b>	<b>2,503,984</b>	<b>-</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>11,711,127</b>	<b>2,261,712</b>	<b>2,577,025</b>	<b>25,739,740</b>	<b>76,409</b>
EXCESS REVENUES OVER (UNDER) EXPENSES	2,209,512	882,810	1,045,450	(17,982,586)	48,010
OTHER FINANCING SOURCES(USES)	-	-	-	-	-
FUND BALANCES JANUARY 1, 2021	5,288,764	4,740,479	1,766,661	44,182,793	80,319
<b>FUND BALANCES DECEMBER 31, 2021</b>	<b>\$ 7,498,276</b>	<b>\$ 5,623,289</b>	<b>\$ 2,812,111</b>	<b>\$ 26,200,207</b>	<b>\$ 128,329</b>



**CITY OF BRENTWOOD  
ANNUAL REPORT 2021**

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[www.brentwoodmo.org](http://www.brentwoodmo.org)**

