



BRENTWOOD

CITY OF WARMTH

ANNUAL REPORT 2023

2348 South Brentwood Boulevard | Brentwood, MO 63144
314.962.4800
brentwoodmo.org

Table of Contents

3	Elected Officials
	City Personnel
4	About Brentwood
	History of Brentwood
5	Ward Map
6	Boards and Committees
7	Organizational Structure
	City Goals and Objectives
8	Department Overview
9	Green Cities Challenge
10	Administration
13	Legislative
14	Fire Department
15	Municipal Court Division
16	Parks and Recreation
17	Brentwood Park Opening
18	Planning and Development
20	Police Department
21	Public Works
22	Additional Updates
25	Financial Overview

City of Brentwood Annual Report 2023

March 2024

Honorable Mayor and Board of Aldermen:

I am pleased to present to you the Annual Report 2023 for the City of Brentwood, which contains a summary of the many accomplishments of each of our City departments from January 1, 2022 through December 31, 2023. 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 Brentwood'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 120 full-time and 88 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 2023



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
Alderwoman
Sharon Harter



Ward 4
Alderman
Sullivan Erger

City of Brentwood Key Personnel 2023

Bola Akande
City Clerk/Administrator

Ronnie Cottrell
Fire Chief

Eric Gruenenfelder
Director of Parks and Recreation/
Assistant City Administrator

Dan Gummersheimer, P.E.
Director of Public Works/City Engineer

Michelle DePew
Finance Director

Whitney Kelly
Director of Planning & Development

Tangula Bell
Human Resources Manager

Michelle Boyer
Communications Manager

Christine Schwartz
Court Administrator

Joseph L. Spiess, Jr.
Police Chief

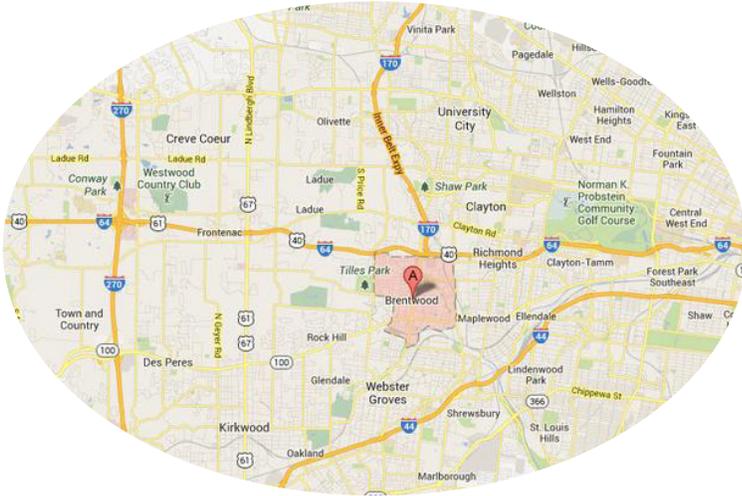
Kevin O'Keefe, City Attorney

Mike Shelton, Prosecuting Attorney
Katie Markenson, Provisional Judge
Bryan Kaemmerer, Public Defender

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 2023 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

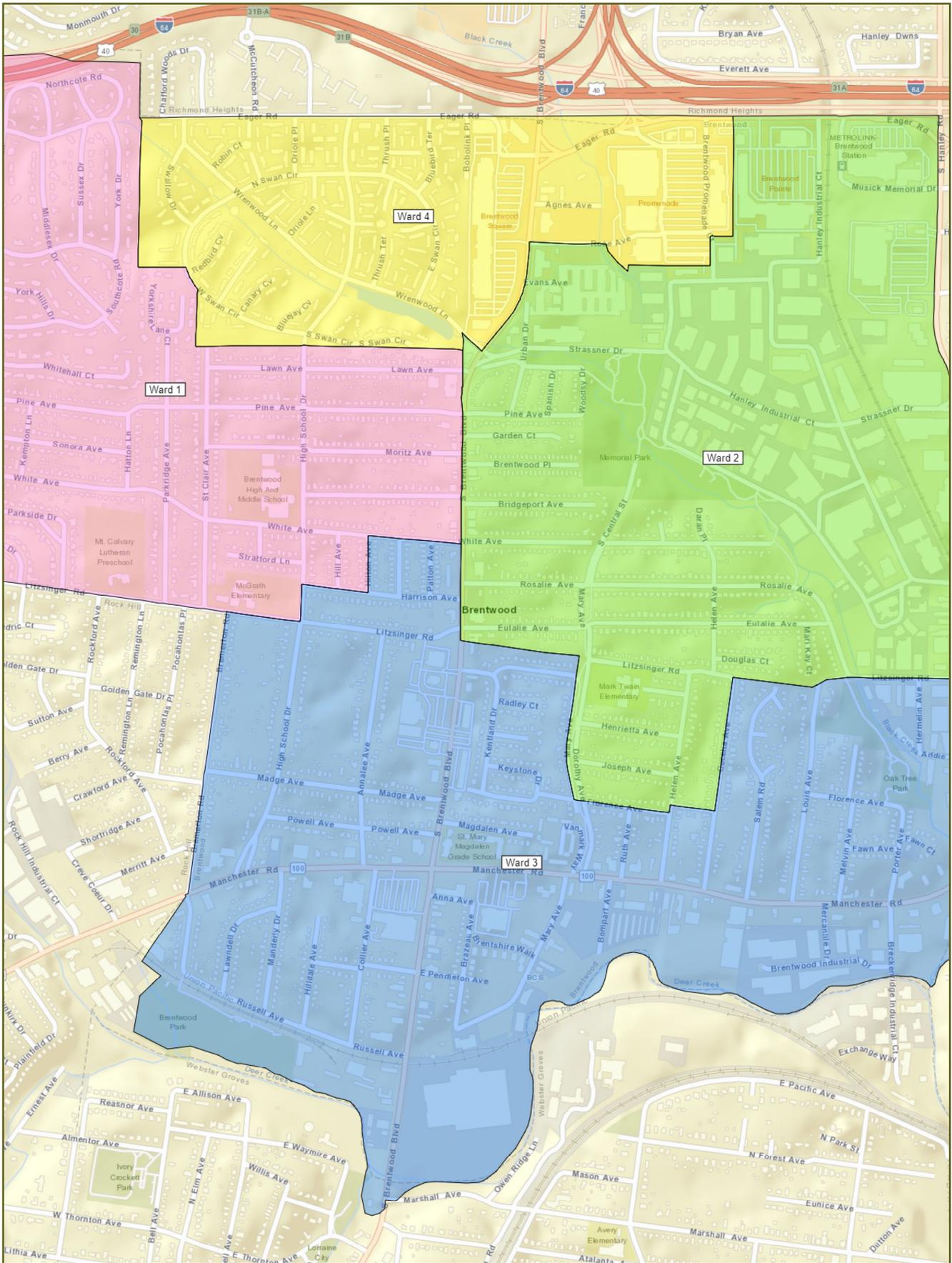
Brentwood’s rich history stretches back more than 200 years. In 1804, Louis J. Bompert arrived in the area and purchased 1,600 acres of land. Later, the Marshall family acquired property just west of that, and the Gay family bought land to the north – together completing the boundaries of what is now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

Communications Committee

Established to provide legislative oversight over matters relating to the communication efforts of the City and review all ordinances relating to communication programs, platforms and policies.

Sustainability Commission

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

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.

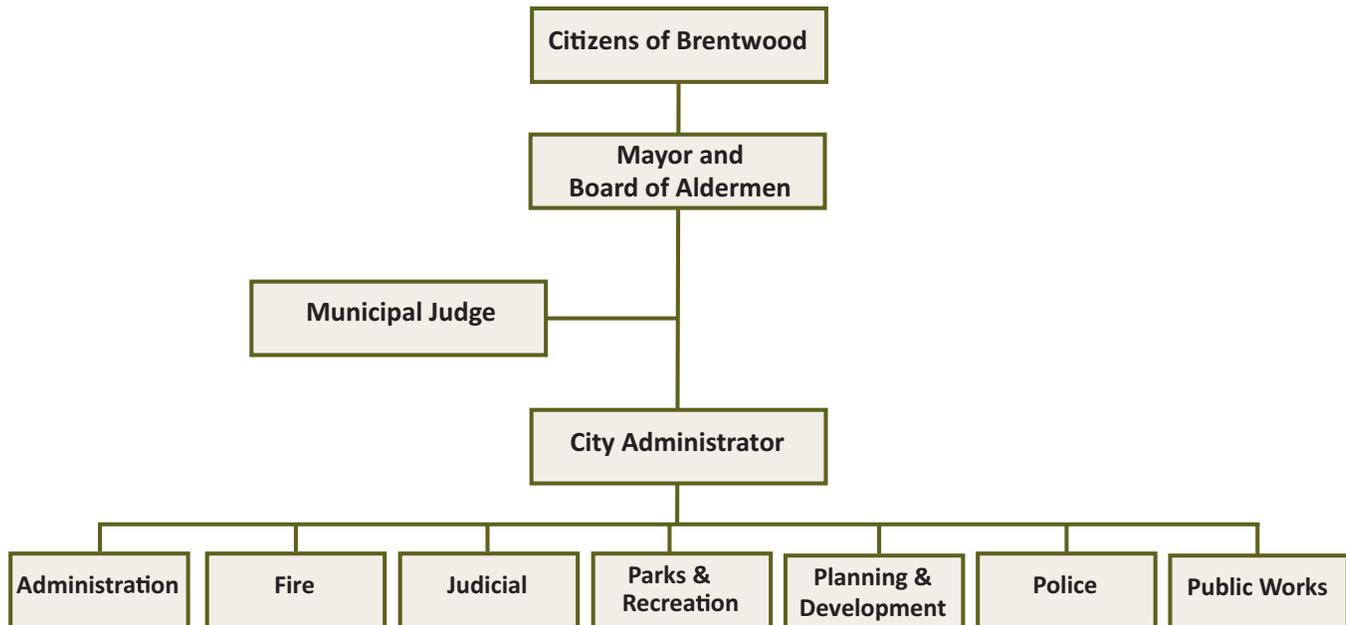
Planning & Zoning Commission

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 mission is providing excellence through service. 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. 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 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. The department includes the divisions of community policing and detective bureau.

PUBLIC WORKS

The Public Works Department is responsible for fleet maintenance for all city vehicles except fire department vehicles; 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.

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. Department 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.

2023 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.
- Continue implementation of the City of Brentwood Sustainability Plan.

Key Accomplishments

ADMINISTRATION

- Continued to monitor and report on all legislative initiatives at the State and Federal level.
- Processed 115 Freedom of Information Act requests.
- Continued to oversee and develop strategy for the implementation of the Brentwood Bound Project.
- Oversaw the implementation of the Brentwood Bound projects.
- Oversaw the acquisition of properties for the city.

HUMAN RESOURCES

- Successfully oversaw the hiring and selection process for the Finance Director, Communications Manager and Human Resources Manager positions.
- Absorbed the payroll processing functions.
- Successfully oversaw hiring processes for both police and fire resulting in the addition of several new police officers.
- Personally completed over 70 hours of HR related continuing education.
- Introduced DEI training for all City Personnel.

ADMINISTRATION

FINANCE

- Prepared the Fiscal Year 2024 Annual Budget.
- Completed the Annual Financial Report for 2022 Fiscal Year.
- Completed the reporting of the monthly financial reports.
- Completed the timely publication of the semi-annual statements per RSMo § 79.160.
- Completed the timely publication of the Municipal Court and Revenues for 2019 per RSMo § 479.359, 360, and 362.
- Completed the filing of TIF Annual Reports per RSMo § 99.865.
- Reduced Tax Increment Finance (TIF) Projects and TIF Debt - Hanley Station and Meridian TIF District to zero due to early debt payoff which took place in the fall of 2023. With this early payoff, there are no remaining Tax Increment Finance District remaining in the City of Brentwood. Obligations have been paid in full.
- Reduced a Transportation Development District Final meeting for District will take place in the first quarter of 2024. Maintenance for the District will be transferred to the center after dissolution is completed. (TDD) and TDD Debt – Brentwood Pointe to zero due to early debt payoff which took place in 2023. However, the sales tax proceeds will go toward the paydown of the Hanley Road TDD debt payoff. Obligations have been paid in full.
- Brentwood Pointe TDD - Final meeting for District will take place in the first quarter of 2024. Maintenance for the District will be transferred to the center after dissolution is completed in February 2024.
- Growth in General Fund Reserves, the organizational safety net, also influences the city's credit ratings. Eleven years ago, the City had \$648,118 thousand in General Fund reserves, a balance of 7%. This year, we are on track to finish with \$10.8 million in General Fund reserves, a balance of 75% of budgeted operating expenditures.
- Investment proceeds since 2022 has generated approximately \$522,000 in the custody fund (General Fund, Stormwater and Parks Improvement Fund and Capital Improvement Fund) Board of Aldermen.

COMMUNICATION

- Launched City of Brentwood's refreshed website.
- Launched City of Brentwood's updated mobile app.
- Compiled and published weekly E-newsletter.
- Managed City's website, regularly updating content and organization.
- Managed City's social media accounts, regularly sharing content and responding to comments and questions.
- Managed City's YouTube channel.
- Worked with media outlets and representatives to provide accurate and timely information to the public.
- Supervised Customer Service Clerk, hired new Customer Service Clerk, and ensured City's customer service efforts remained as seamless as possible before, during, and following this transition.
- Led City of Brentwood's participation in the 2023 Green Business/Green Cities Challenge.
- Coordinated four electronics recycling events and four paper shredding events.
- Published four Brentwood Bulletin newsletters.
- Planned, promoted, and executed Brentwood Community Parade.
- Worked with Human Resources Manager to acknowledge employee service anniversaries each month.
- Worked with video recording services vendor to record meetings.
- Regularly responded and sought answers to inquiries from members of the community.
- Provided news and information for regular publication in The Pulse newspaper.
- Helped facilitate events for Brentwood Park grand opening.

SUSTAINABILITY

- Completed the City of Brentwood Sustainability Plan, which was adopted by the Board of Aldermen.
- Proposed text amendments to the composting regulations to the Public Works Committee.
- Recommended "No Mow April", an initiative encouraging people not to mow their lawns in the month of April.

ADMINISTRATION

INFORMATION TECHNOLOGY

Infrastructure Projects:

- Upgraded the core network switch in the City data center.
- Upgraded six Network Switches that were end of life, throughout the City.
- Upgraded the OS on any remaining Server 2012 servers to Server 2019 or newer.
- Upgraded a power distribution unit in the data center.
- Replaced the KVM (keyboard/video/mouse) console in the data center.
- Upgraded any remaining copies of Microsoft Office 2013 to the latest supported version.
- Upgraded licensing for Microsoft Server and SQL Server.

Public Safety / Security:

- Upgraded the badge access on several doors throughout the City to get all facilities on the same platform and the most secure technology.
- Performed a third party network security audit and test.
- Continued quarterly cybersecurity awareness training for all City employees.
- Upgraded the main video surveillance server located in the data center.
- Replaced the battery packs in the Police handheld radios.
- Continued work deploying wireless and surveillance to the Manchester tunnel in Brentwood Park.

Efficiencies / Collaboration:

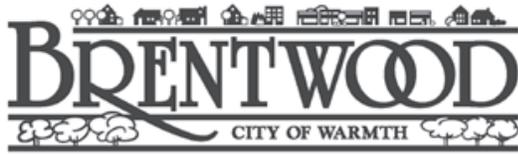
- Deployed BlueBeam digital plan reviews software in the Planning and Development Department.
- Deployed a large display to the Planning Department to prepare for Digital Plan Reviews.
- Due to the pandemic, we continue to assess positions that are expected to work from a remote location if needed. For identified users, we have started to plan for a migration from desktop computers to mobile devices (i.e. laptop or Microsoft Surface Pro) in future budget years.

Performance Measurables

Sworn Fire and EMS	2022 (Actual)	2023 (Estimate)	2024 (Proposed)
Salary & benefits without overtime pay	\$2,331,428	\$2,485,989	\$2,456,157
Personnel expenditures - overtime	\$76,766	\$76,000	\$90,000
Total expenditures	\$2,408,194	\$2,561,989	\$2,546,157

Other Operating Expenditures	2022 (Actual)	2023 (Estimate)	2024 (Proposed)
Total – other operating expenditures	\$254,437	\$345,680	\$312,980

Sustainability: St. Louis Green Cities Challenge



Eric Gruenenfelder | Director of Parks & Recreation
 egruenenfelder@brentwoodmo.org | 314-963-8681
 2348 S. Brentwood Boulevard, Brentwood, MO 63144
 Population: 8,233
 www.brentwoodmo.org



“
The City of Brentwood remains committed to ensuring a sustainable and vibrant community future. Elected officials, staff and the Sustainability Commission continue to work toward making the City of Brentwood a community that promotes the responsible use and conservation of energy and natural resources. This will benefit social and economic well-being for the sake of current and future generations. As a Green Cities Challenge participant, we strive to keep learning and incorporating sustainable practices whenever possible.

David Dimmitt
 Mayor



is a program of:



Accomplishments

- Adopted Brentwood's first Sustainability Plan.
- Completed Brentwood Bound, a major flood mitigation project that restored the floodplain along Brentwood's section of Deer Creek, adding trails and greenspaces linking multiple parks in the process.
- Approved a Memorandum of Understanding with the Missouri Botanical Garden to start design of an Urban Wetland.
- Began Master Plan process for Parks & Recreation Department, which will incorporate sustainable recommendations and practices.
- Approved a "No Mow April" campaign for Spring 2024, supporting bees and early season pollinators with access to nutrient-rich wildflowers.
- Revised composting regulations to be consistent with U.S. EPA guidance.
- Planted 72 trees to strengthen the City of Brentwood's urban forest.



Innovations

- Broke ground for Brentwood Park Destination Playground, which includes a Water Capture System to reuse over 4,000,000 gallons of water from the playground splash pads for park irrigation.
- Began working with Ameren to complete a Fleet Electrification evaluation plan.
- Purchased an electric mower and an electric gator for Parks & Recreation Department.
- Revised the City of Brentwood Municipal Code, restricting lighting Corrected Color Temperature to 2700K.
- Coordinated application of modified aggregate sealant work on residential streets to extend the useful life of the asphalt and reduce the need for mill and overlay work.
- Continued the city-wide residential composting program, distributing composting equipment and encouraging residents to compost at home.

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

2023 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 a community of homes atmosphere.
- 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, parks, 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.
- Assure 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.
- Continue Implement of the City’s Sustainability Plan.

Key Accomplishments

- Regular meetings of the Board of Aldermen
- Special meetings of the Board of Aldermen
- Regular meetings of the Ways and Means Committee
- Regular meetings of the Public Works Committee
- Regular meetings of the Public Safety Committee
- Regular meetings of the Sustainability Commission
- Regular meetings of the Redevelopment Corporation Board
- Regular meeting of the Economic Development Sales Tax Board
- Regular meetings of the Police and Firefighters Pension Board
- Reviewed and adopted 39 ordinances and 62 resolutions and 17 Public Hearings.
- Ground breaking of the Brentwood Wetland Arboretum..
- Opening of Brentwood Park
- Completed Brentwood Bound Project
- Approved Stormwater Master Plan and directed staff to prioritize the implementation of the plan.

Brentwood Bound Receives Prestigious Award

The City of Brentwood's Brentwood Bound Plan was recognized with the Leadership in Planning and Design Innovation Award at the Outstanding Local Government Achievement (OLGA) Awards by the East-West Gateway Council of Governments. This accolade celebrated the dedication and innovation of everyone involved in the Brentwood Bound Project. Congratulations to all for this well-deserved recognition!



FIRE DEPARTMENT

MISSION: Providing excellence through service

VISION: The vision of the Brentwood Fire Department is to be THE leader in public safety through excellence in delivery and responsiveness for everyone.



2023 Goals and Objectives

- 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 identified hazards within local response area through equipment acquisition and training.
- Enhance operational decision support through robust data analytics.
- Improve ambulance fees revenue through improved documentation and administrative procedures.
- Begin participation in Missouri Firefighter Critical Illness Pool.
- Acquire off-road utility vehicle capable of transporting ill and/or injured patients throughout the community's trail system and planned developments.
- Continue professional development and training opportunities for staff, including state certifications for department fire marshal and credentialing of fire officers.
- Create professional development opportunities/career path matrix for each position within the department, including engineer position.
- Continue processes to improve the Verisk ISO rating from class 3 to class 2.
- Refresh department web page and strengthen social media presence.

Key Accomplishments

- Increased authorized positions by one to include a full-time Fire Marshal, who completed fire safety inspections on all commercial occupancies within city.
- Implemented strategic plan with mission-specific goals and objectives.
- Updated department's mission statement to reflect the values and vision of staff and expectation of stakeholders.
- Improved technical rescue capabilities for ice rescue operations through equipment acquisition and training.
- Completed preassessment field work and policy and standard operating guideline review for Verisk ISO.
- Purchased additional technical rescue equipment to address identified and projected needs.
- Replaced firefighting helmets, cardiac monitor, and CPR assist device.
- Continued to enhance operational decision support through robust data analysis.
- Entered into an agreement with West County EMS and Fire Protection District for use of training facility to conduct live fire scenarios for shared training group, Central Core Training Division.

Performance Measurables

Administration	2022 (Actual)	2023 (Estimate)	2024 (Projected)
Annual training hours per department employee	48.25	49.05	49.75
Annual city-wide rate of turnover (resignations/terminations only)	15.25%	8.70%	6.50%
Employees without an on-the-job injury	91.4%	91.7%	92.0%
Workers compensation claims	14	14	16
General and auto liability claims	5	4	2
Personnel-related policy violation complaints investigated and resolved	100%	100%	100%
External auditor recommendations	9	9	9
Correcting journal entries (accuracy measure)	53	53	53

MUNICIPAL DIVISION COURT

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

2023 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

- The Municipal Division met all state mandated report deadlines.
- Brentwood Municipal Court in 2023 held 21 court sessions with 370 defendants coming in front of the judge. Court personnel processed 965 new citations and managed a total of 3,432 cases (pending, disposed, probation, warrants). In addition, court staff answered 36 Sunshine record requests within the required three days of receipt, notarized documents for 89 citizens, and served as back-up city hall customer service reps for phone/lobby. Court personnel averaged 44 hours of continuing education through the Missouri State University Office of Access and Outreach.
- The Municipal Division Court provides links via the City of Brentwood Judicial Department webpage to Case.net and Muncicourt.net for court cases as well as up-to-date information, forms, and contacts. These websites are for citizen use and transparency. The Municipal Division Court also provides an online access terminal to Case.net at the Violations Bureau for citizens to use for reference and payment.
- Maintained certification in the Criminal Justice Information Systems (CJIS) through the Regional Justice Information System (REJIS) and Missouri State Highway Patrol (MSHP).
- Completed a successful audit of the Municipal Division Court's use of the criminal justice information system through the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI).
- The Municipal Division Court completed the migration of records 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 by the end of the year.
- Court Administrator maintained her Missouri Association of Court Administration Advanced Court Administrator certification (MACCA) and Advance Court Administrator (ACCA) certification 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.
- Deputy Court Administrator completed the training requirements and achieved the designation of Advanced Court Administrator (ACCA) and maintained her Missouri Association for Court Administration (MACA) certification through the Missouri State University Office of Access and Outreach.
- Court Administrator re-elected to a two-year term on the executive board of the Metropolitan St. Louis Association for Court Administration (MSLACA) as Treasurer.
- Deputy Court Administrator elected to a two-year term on the executive board of the Metropolitan St. Louis Association for Court Administration (MSLACA) as Community Outreach Director. She is also serving a two-year term on the executive board of the Missouri Association for Court Administration (MACA) on the Education Committee.

PARKS AND RECREATION

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

2023 Goals and Objectives

- Celebrate the opening of Brentwood Park.
- Complete Parks Master Plan.
- Enhance the aesthetics of the Brentwood Park System.
- Investigate and implement sustainable practices to benefit both the department and the Brentwood community.
- Increase fees/charges revenue throughout the department.



Key Accomplishments

- Celebrated the grand opening of Brentwood Park with three separate events, culminating in the Brentwood Park Grand Opening Celebration attended by over 1,500 people.
- Began the Master Plan process, involving significant public engagement and a statistically valid survey, which will be completed in early 2024.
- The Parks & Recreation department was featured on a number of newscasts about the grand opening of Brentwood Park, updates on the Destination Playground construction and ice rink special events.
- The Brentwood Park Destination Playground was named as the #7 item to do in St. Louis Magazine's 23 brand-new things to do across the metro area in 2023.
- Assisted with the creation of the City of Brentwood Sustainability Plan that was adopted by the Board of Aldermen.
- Secured over \$500,000 in grants to assist with the funding of park amenities in Brentwood Park and the Brentwood Wetland Arboretum project.
- Reimagined the City Holiday Party to utilize Brentwood Park and encourage more community attendance.
- Sold multiple ice rink dasher board advertisements creating a new source of revenue for the Parks & Recreation Department.
- Hosted a Volunteer Service Project with McGrath Elementary School to plant over 60 new trees along Black Creek in Oak Tree Park.
- Unified the department's marketing efforts through the creation of a brand guide.
- Refreshed the Brentwood Event Guide with fresh design and more sustainable printing choices.
- Processed almost \$300,000 in revenue through the department's online registration platform.
- Earned over \$10,000 in revenue from rentals associated with the Brentwood Park Pavilion since its opening in June.
- Installed permanent black lights in the Brentwood Ice Rink to enhance the department's Galactic Glow Skate.
- Increased General Programming revenue 37% over 2022.
- Increased room rental revenue 9% over 2022.

Performance Measurables

<i>Parks and Recreation</i>	2022 (Actual)	2023 (Estimate)	2024 (Projected)
Percentage of parks properly maintained per park inspection index	79.27%	80.17%	82.00%
Cost of park maintenance per acre maintained	\$12,273.00	\$14,913.00	\$19,459.00
Operating revenue per capita	\$140.33	\$150.21	\$161.70
Operating expenditures per capita	\$310.98	\$349.70	\$411.15
Percentage of cost recovery for the Brentwood Recreation Complex	67.30%	70.92%	72.96%
Percentage of cost recovery for all programs	103.82%	105.91%	105.99%

Brentwood Park Grand Opening

On Friday, June 2, 2023, the City of Brentwood celebrated a major accomplishment when it officially opened the new Brentwood Park! Located at 2924 Brazeau Ave.

This 32 acre park offers boundless opportunities for fun! There is a beautiful pavilion, the Great Rivers Greenway trail that connects into the Brentwood trail system, plus the lake and amphitheater. Fishing or swimming is not allowed in the lake.

This park is part of the Brentwood Bound projects to mitigate flooding in Brentwood, as part of this project, it is designed to restore the Deer Creek floodplain within Brentwood. In the event of flooding, the lower part of the park along Deer Creek is designed to contain water as the natural floodplain would.

The park main entrance and parking lot is accessible via E. Pendleton Ave., then right on Brazeau Ave. The entrance directly from Brentwood Blvd. is part of a future project and is scheduled to be completed in 2024.

Park Amenities:

- Indoor/Outdoor Pavilion (Brentwood Park Pavilion), capacity of 80
- Restrooms
- Water fountains
- Paved Trails
- Great Rivers Greenway Connector
- Amphitheater, capacity of 100

In 2024, we will see the opening of the Brentwood Park Pavillion, and the highly-anticipated Destination Playground!



Pictured above: Brentwood Mayor David Dimmitt, City Administrator Bola Akande, Members of the Brentwood Board of Aldermen, and other City Officials at the Ribbon Cutting Ceremony for Brentwood Park.

PLANNING AND 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.

2023 Goals and Objectives

- Provide superior development application processing and permitting and inspection services.
- Enhance the MyGov permit tracking and reporting system to improve customer service by allowing direct online access to permit and code enforcement updates.
- Manage building permit, architectural review, development applications and site plan review services in an open and transparent platform.
- Develop Architectural Design Guidelines for the City.
- Continue to identify opportunities for all permits issued by the department to be reviewed and issued online.
- 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.

Key Accomplishments

- Advised and conducted 4730 inspections from January 1, 2023 to December 31, 2023 on the completion of residential and commercial projects, including a new building for the Brentwood Park Pavilion, new Destination Playground, Kitchen Conservatory, 241 Hanley Industrial Court, Veterinary Emergency Group, and Mark Twain Elementary School. This represents a 54% increase from 2022.
- Provided plan review services and issued 1323 building permits in 2023, including construction, electrical, plumbing, mechanical and fire permits.
- Provided 1757 housing inspection services and issued 666 residential occupancy permits and 63 Change in Occupancy Permits in, 2023. In 2022 there were 39 Change in Residential Occupancy Permits and 809 residential occupancy permits for a total of 1160 inspections.
- Provided 808 Code Enforcement inspections for a total of 325 Code Enforcement Cases in 2023. This represents a 22% increase over 2022.
- Issued Request for Qualifications (RFQ) for the Development of the Design Guidelines and entered into a contract with H3 Studio. Planning activities will be in the fall and timeframe for the process will be one year, thus carry over to FY24.
- Reviewed 10 Conditional Use Permits/Site Plan Review (3 withdrew) and 6 text amendments, including revisions to the Parking Code, and a rezoning request at the Planning and Zoning Commission, Sustainability Commission, Public Works Committee and Board of Aldermen Meetings. Board of Aldermen reviewed and authorized the continuation of two projects that were extended from 2022.
- Reviewed 30 Residential Projects at the Architectural Review Board.
- Reviewed 5 projects at the Board of Adjustment for Variance Requests.
- Processed 10 Food Truck Permits January 2023 to August 2023, and worked to Streamline Mobile Vendor Process with the Parks and Recreation Department.
- Promoted the Manchester Road Redevelopment Plan and reviewed the Green Street proposed response to the Manchester Corridor Request for Proposal and approval at the Board of Aldermen.
- Reviewed request for tax abatement requests with the Board of Aldermen.
- Proposed new Building Permit fees that started on July 1, 2023.

PLANNING AND DEVELOPMENT

Key Accomplishments (cont.)

- Upgraded MyGOV to Version 5 and Provided Step-by-Step Guides to assist in submitting for permits with the City's MyGov online permitting program and updated the City's website for Building Permits and Business Licenses.
- Updated forms for Architecture Review Board, Planning and Zoning Commission and Board of Adjustment on the City's website.
- Annual review and recertification of the Use of CDBG funds with St. Louis County Home Improvement Program.
- Reviewed 912 annual businesses for compliance, with 609 active Business Licenses, and 303 archived/expired licenses.
- Brought on IBTS to assist in inspection and permit review, while recruiting for New Building Official, Building Inspector and Code Enforcement Officer.
- Serve as the main contact for customer service, phone calls, and walk in traffic into City Hall and with MyGOV.
- Provided Notary Services for over 30 documents for Residents.

Performance Measurables

<i>Planning and Development</i>	2022 (Actual)	2023 (Estimate)	2024 (Projected)
# of days from complaint to investigation	1.5	1.5	1.5
Value of residential renovation and new construction projects	\$13,372,804	\$13,000,000	\$10,000,000
Value of commercial renovation and new construction projects	\$22,394,719	\$25,000,000	\$15,000,000
Percent of CDBG funds expended	100%	100%	100%

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.



2023 Goals and Objectives

- Review and update all policies.
- Implement new equipment.
- Additional training.
- Build upon Flock Safety Camera framework.
- Organizational development.
- Community relations.

Key Accomplishments

- Continued the success and growth of the Officer Safety Role Play Training program.
- Recruited, hired, trained an additional officer.
- Deployed license plate reading cameras throughout city.
- Established succession planning.
- Established leadership training for all watch commanders.
- Conducted POST-certified administrative learning sessions with all watch commanders.
- Updated high risk, low frequency general orders to comply with CALEA standards.
- Procured forcible stopping/tire deflation devices to aid in nighttime crime suppression.
- Certified four more officers with the BPD patrol rifle.
- Upgraded Body-Worn Camera/Motor Vehicle Records evidence software.
- Achieved 100% compliance with our third Commission on Accreditation for Law Enforcement Agencies (CALEA) Client Service Member review.

2023 Brentwood Police Department Officer of the Year



Officer Jamie Clark

Brentwood Police Department
2023 Officer of the Year



POLICE DEPARTMENT

Performance Measurables

Police Personnel Salary and Benefit Expenditures	2022 (Actual)	2023 (Estimated)	2024 (Projected)
Sworn police officers	\$2,884,278	\$3,119,786	\$3,118,023
Civilian	\$78,325	\$80,675	\$85,515
Total	\$2,962,603	\$3,200,551	\$3,220,545

NIBRS Group A Violent Crimes	2022 (Actual)	2023 (Estimated)	2024 (Projected)
# reported	64	60	62
# of unfounded reports	1	1	1
# assigned to investigators	64	60	62
# cleared	40	38	42

NIBRS Group A Property Crimes	2022 (Actual)	2023 (Estimated)	2024 (Projected)
# reported	603	600	601
# of unfounded reports	7	5	6
# assigned to investigators	594	590	601
# cleared	185	182	192

Dispatched Police Calls	2022 (Actual)	2023 (Estimated)	2024 (Projected)
Police calls for service resulting in a police unit being dispatched	5,167	5,100	5,139
Police initiated actions in the field resulting in a police unit making a contact, including all traffic, person or pedestrian stops	4,220	4,200	4,350
Police initiated actions in the field resulting in a police unit making only a traffic stop (a subset of the response immediately above)	1,126	1,000	1,010
Number of dispatched police calls that are top priority	887	850	867

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.

2023 Goals and Objectives

- Utilize new street and sidewalk inventories.
- Improve sanitation services throughout the city.
- Revise the sewer lateral program to provide improved balance between revenues and expenses.
- Zero preventable accidents and injuries.

Key Accomplishments

- Completed more than 800 LF of sidewalk replacements citywide using conventional methods of removal and replacement. Utilized concrete planer to reduce slight vertical defects with sidewalk slabs to reduce the downtime associated with full slab sidewalk replacements.
- Completed city hall improvements which included replacement of the HVAC systems for the Finance Department and one unit for the library as well as the roof overhang and stairs on the north façade.
- Completed multiple concrete slab replacements on Hanley Industrial Court north of Strassner Drive as well as other locations in Hanley Industrial Court.
- Completed the Evans Howard monument on Rose Avenue and assisted with the dedication event.
- Monitored the Sewer Lateral Policy to ensure that expenses were minimized. About 31 sewer laterals were repaired in 2023. The sewer lateral fund surplus generated was used to transfer funds back to the general fund and reduce the sewer lateral loan value.
- Provided approximately 16 compost tumbler deliveries to continue with the sustainability requests from residents for composting equipment.
- Worked with Ameren to coordinate the installation of new decorative lights along Brazeau Avenue from the Brentwood Park entrance on Brentwood Boulevard to the pavilion entrance.
- As part of the traffic calming program, staff purchased and installed a speed cushion on Pine Avenue between High School Drive and St. Clair Avenue. Staff utilized data collectors on several other streets including White Avenue to investigate traffic calming requests.
- Approved the design phase of the first bid package for the stormwater master plan. Submitted reimbursement applications to the sewer authority for the design phase expenses and for the future construction bid package. Staff will coordinate to receive OMCI funds for this first project phase.
- Coordinated with the sewer utility company on the future CSO Mary Avenue project which will include land acquisitions and design comments for this large sewer separation project that spans 2023 through 2029 from design through final construction.
- Completed dumpster enclosure improvements at city hall and procured new dumpsters for the Brentwood Park Pavilion.
- Completed land acquisition reimbursement work for the Russell Avenue pedestrian improvements STP project (from Brentwood Blvd. to Bremerton Road) which was \$68,000 from Missouri DOT LPA program. Assisted with the cost share agreements between Brentwood, St. Louis County DOT, Missouri DOT, and Union Pacific Railroad to finalize the agreements needed to advance the construction bid packages. Construction work should commence in 2023 and extend into 2024.
- Coordinated with the IT Department, Missouri DOT, and others to add CCTV and electrical power to the Manchester Road pedestrian tunnel to add security improvements.
- Worked with an outside vendor to add lighting and more visibility to the midblock pedestrian crossing on Strassner Drive between Memorial Park and the YMCA.
- Purchased a replacement sanitation truck to replace an obsolete truck and provide more reliable fleet for sanitation collections.
- Coordinated with Hoffmann Brothers to install a midblock pedestrian crossing in Hanley Industrial Court.
- Coordinated two streetlight replacements with an electrician to replace damaged decorative streetlights on Strassner Drive.
- Coordinated with outside vendor to apply protective sealants and extend asphalt street life cycle.

PUBLIC WORKS

Performance Measurables

<i>Streets</i>	2022 (Actual)	2023 (Estimate)	2024 (Projected)
Total road reconstruction expenditures	\$581,489	\$175,500	\$255,945
Contracted amount of road reconstruction Expenditures	\$398,500	\$110,000	\$230,945
% of lane miles assessed as being in satisfactory or better condition	99%	99%	99%

UNAUDITED FINANCIAL REPORT - FISCAL YEAR 2023

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, 2023						
FUNDS	GENERAL	CAPITAL IMPROVEMENTS	ECONOMIC DEVELOPMENT	STORM WATER AND PARK IMPROVEMENTS	SEWER IMPROVEMENTS	
REVENUES						
Taxes	\$ 12,143,499	\$ 3,025,393	\$ 3,638,472	\$ 3,554,415	\$ -	
Licenses and Permits	2,065,535	-	-	-	-	
Intergovernmental	267,072	29,286	-	7,446,804	-	
Charges for Services	435,996	-	-	1,329,175	-	
Fines and Forfeitures	381,981	-	-	-	-	
Investment Income	242,575	156,154	147,497	130,465	-	
Assessments	-	-	-	-	-	132,839
Miscellaneous	447,203	39,577	-	49,481	-	
TOTAL REVENUES	15,983,861	3,250,410	3,785,969	12,510,340	132,839	
EXPENDITURES						
Current:						
Administration	1,043,397	-	-	-	-	
Police	4,302,780	-	-	-	-	
Fire	2,857,935	-	-	-	-	
Street	1,403,046	-	-	-	-	
Sanitation	721,623	-	-	-	-	
Planning & Development	546,034	-	-	-	-	
Storm Water, Parks and Recreation	-	-	-	1,387,979	-	
Community Services	158,422	-	-	-	-	
Legislative	108,882	-	-	-	-	
Judicial	194,575	-	-	-	-	
Municipal Operations	1,989,181	-	-	-	-	
Library	-	-	-	-	-	
Sewer Lateral	-	-	-	-	-	112,914
Capital Outlay	-	2,762,136	-	23,302,659	-	
TOTAL EXPENDITURES	13,325,874	2,762,136	-	24,690,638	112,914	
Transfer in (out)	(726,073)	(961,348)	-	1,465,485	(18,300)	
Debt Service:						
Principal retirement	-	228,676	1,160,000	1,029,829	-	
Interest and fiscal charges	-	151,451	1,411,337	1,649,108	-	
TOTAL DEBT SERVICE	-	380,127	2,571,337	2,678,937	-	
GRAND TOTAL EXPENDITURES	13,325,874	3,142,263	2,571,337	27,369,575	112,914	
EXCESS REVENUES OVER (UNDER) EXPENSES	1,931,915	(853,201)	1,214,632	(13,393,749)	1,625	
OTHER FINANCING SOURCES(USES)	-	-	-	-	-	
FUND BALANCES JANUARY 1, 2023	8,410,126	5,430,059	4,143,339	28,705,628	161,555	
FUND BALANCES DECEMBER 31, 2023	\$ 10,342,041	\$ 4,576,858	\$ 5,357,971	\$ 15,311,879	\$ 163,180	

FOLLOW US



@BrentwoodMO



@cityofbrentwood



@BrentwoodMO

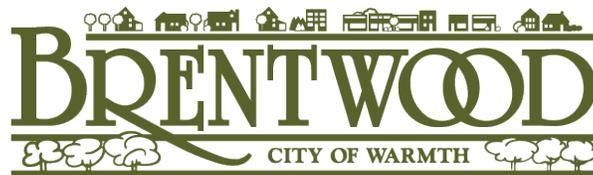
nextdoor

@CityofBrentwood



YouTube

@brentwoodmogovtv



City of Brentwood, MO

2348 Brentwood Blvd.

Brentwood, MO 63144

314-962-4800

www.brentwoodmo.org