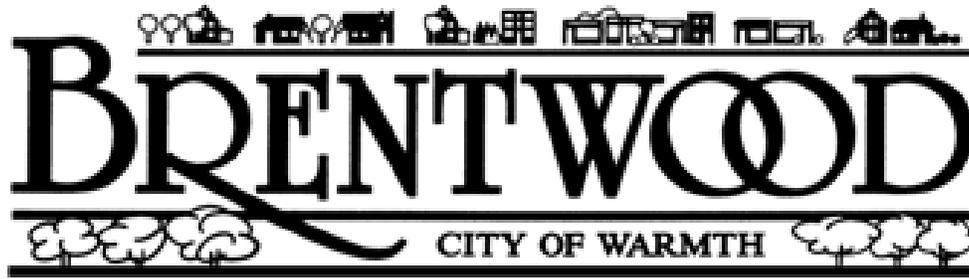


City of Brentwood

# 2016 Adopted Budget





# City of Brentwood, Missouri

## 2016 Adopted Budget

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# Introduction



Office of the City Administrator  
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October 30, 2015

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

Dear Mayor and Board of Aldermen:

It is my privilege to present the Fiscal Year 2016 Annual Operating and Capital Budget. This important document serves as the basis for the Board of Aldermen's decisions and sets the course for the coming fiscal year and beyond. This budget is balanced. No cuts to any of the core services or financial transactions are needed to balance the budget.

This budget focuses on the City's core services, provides necessary funding for our city, while we continue to provide and maintain the high quality service delivery to our citizens. The Annual Budget reflects the goals, objectives, and priorities established by the Board of Aldermen. Furthermore, with this Budget, the City is able to maintain current levels of services, and make capital improvement investments in the City's infrastructure and replace equipment and vehicles that have come to the end of useful life.

In this budget document, you will find goals and objectives by department and an overview of all accomplishments for 2015, a list of all positions by department and an organizational chart.

In 2016, departments continue the process of tracking performance measures. Performance measures are a key component of the City's budget. They describe what City departments do, but they also provide data that measures how well a program or service is accomplishing its mission and goals. Some measures track outputs or number of units of service delivered over time. Others measure efficiency or how well resources are leveraged. Developing and maintaining Performance Measures is considered a Best Practice for municipal governments.

## **OVERALL BUDGET:**

Today, the City continues to see overall economic stability, rejuvenation and growth. Major revenues continue to advance along with the overall economy. New single family homes are being built in the City of Brentwood by residential developers. Property owners are investing in their homes by putting on additions, and interior renovations. The City of Brentwood continues to be a sought after destination for families, and new start-ups. This year, Niche.org ranked Brentwood 1st place to buy a home in Saint Louis Region and 2<sup>nd</sup> Best Place to buy a home in the State of Missouri. The same holds true for entrepreneurs, retailers, franchises and restaurants with national presences that choose to open new stores in the Saint Louis County region. Many are choosing the City of Brentwood as their home. Our established businesses continue to thrive, thanks in part to our great location and proximity to the shopping public. Also, the Commercial Districts of Brentwood Square, Brentwood Promenade, Brentwood Pointe, Brentwood Meridian, Brentwood Hanley Station and the intersection of Brentwood Boulevard and Manchester Road continue to thrive and offer nation-wide businesses an environment in which to thrive and grow. The same is true for the Hanley Industrial Court area.

There is more great news about Brentwood - Great business, great neighborhoods and great schools! "The Missouri Department of Elementary & Secondary Education released its 2015 report cards on the academic health of Missouri school districts with its Annual Performance Reports (APR) Friday, and the Brentwood School District topped the St. Louis area with a 99.3 percent score."

This budget book acts as a planning tool for accomplishing programs and services related to the objectives and goals as determined by the Board of Aldermen and each City department.

The Annual Budget is comprised of four separate and distinct funds that total \$19,827,019, a decrease of 17.61% from FY 15 Budget. This is due to the completion of the renovation of the Brentwood Community Center and Brentwood Ice Rink. The general fund operating expenditures total \$11,781,096; the parks and storm water fund totals \$3,964,489; the sewer lateral fund totals \$189,496; and finally, the capital improvements program fund totals \$3,891,938. Within each fund section below, the percentage of reserves in the operating appropriations are provided. The Adopted Budget reflects a deliberate effort to continue to improve our finances and create a surplus of funds that will ensure our services remain uninterrupted during extreme financial times.

## **GENERAL FUND:**

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

As a service organization, personnel services make up approximately 52.14% of the budget for all funds; and 72.07% for the general fund. The City's skilled and dedicated workforce is what powers the day-to-day delivery of services. This Fund is also responsible for other personnel costs such as compensation, taxes, and employee benefits, and other city-wide costs such as utilities, petrol, supplies, insurance and contractual services.

## **REVENUE:**

The General Fund revenue is derived from a variety of sources. The City of Brentwood is dependent upon retail sales taxes. Sales Tax revenues make up over 64.19% of the City's total revenues during FY 16. An increase of three (3%) percent is projected in tax collections for sales tax and municipal fire sales tax.

In FY 16, all fees and permit collections from (fitness programs, senior programs, special events, room rentals, rink fees, ice rink admissions, ice rink rentals, birthday party fees, concessions at the ice rink, skate rentals, vending fees, and park programs and services and facilities) the Brentwood Community Center, the Brentwood Ice Rink and all parks will be accounted for in the Storm Water & Park Improvements Fund. This will result in a reduction of \$586,250 to general fund revenues.

Revenues collections from fines and forfeitures are projected to decrease by 42.61%. We originally expected this revenue to stay at the 2012-2013 levels but continued reductions in FY 15 indicate this revenue source will continue to fall. This continues to be the result of the police officer schedule changes made in early FY 13. Patrol emphasis is now more in the residential areas and commercial districts. Discussions with the police department indicate that monthly activity may not be consistent as their patrol emphasis and activities change on a routine basis. Another reason for the decrease in fines and forfeitures is the effects of current year legislation (Senate Bill 5) which will continue to be a factor in the reduction of the number of tickets issued each month.

We expect other General Fund revenues to stay fairly stable with growth expected in only a few line items. For instance, a 13.33%, 6.27% and 50% increase projected in building permits, ad valorem taxes and plumbing permits.

A Fund Balance policy was adopted by the Board of Aldermen on June 24, 2013. Over the next two years, the general fund balance operating reserves will continue to exceed the fund balance policy.

By the end of FY 18, the general fund operating reserves as a percentage of budgeted operating expenditures will be 46.63%. When the balance is less than 10% there is to be concern, barring unusual or deliberate circumstances.

In FY 16, \$622,000 is budgeted in the general fund in order to complete the mill and overlay of nine (9) additional streets. According to the City's Fund Balance Policy, the minimum operating reserves for unassigned fund balance goals for the general fund should be equal to 15% of budgeted operating expenditures. By the end of FY 2018, there is a projected estimate of \$5,618,713 in General Fund Operating Reserves which equals 46.63% of operating expenditures.

#### **EXPENDITURE:**

To ensure that the City is an employer of choice and is able to recruit and retain exceptional talent, the FY 16 Budget sets employee total compensation as a top priority. In this budget, \$242,100 is budgeted for the implementation of a new pay classification system. This is all dependent upon what is finally authorized and approved by the Board of Aldermen. All merit increases are based on the successful outcome of a performance review.

In this budget, we continue to fill vacant positions when they exist and look for restructuring opportunities so that we can continue to provide the efficient and effective delivery of service. The goal is for greater efficiency city-wide. My plan is to evaluate this in each department every year, until we achieve the utmost performance goal. Furthermore, it places staff in areas where they have the strongest skill set to provide exemplary service and contribution to the City.

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

There are three and a-half new positions added to the FY 16 Budget. The positions are as follows: Customer Relations Clerk (Administration Department); Director of Public Works/City Engineer, and an Administrative Assistant (Public Works Department), a part-time Code Enforcement officer (Planning and Development Department), and the reclassification of the City Arborist to a Public Works Crew Leader.

Presently, visitors to City Hall are not greeted by a Receptionist and there is no identified service counter. Visitors usually wander between Courts, the Deputy City Clerk's Office, and the Planning and Development Counter seeking someone to assist them. The lack of a central receptionist function for all incoming city calls also results in inconsistent customer service. The addition of a Customer Relations Clerk for the City of Brentwood is the first person that visitors will see when entering city hall. This important person will greet visitors in a professional and friendly manner as they arrive at city hall, will answer any questions that guests may have, and will notify staff of visitor's arrival. The Customer Relations Clerk will also serve as the main receptionist for the City and would be responsible for entering service requests into the City-wide issue tracking system in order to ensure City customers receive exceptional service. The Customer Relations Clerk will report to the Human Resources Manager who reports to the Finance Director.

Prior to 2015, the front desk and phones at the Public Works Department were handled by maintenance crews that would rotate through the assignment. This inconsistent staffing resulted in inconsistent customer service. To remedy this, in 2015, Public Works hired part-time clerical support to cover the phones from 8-1 each day. This position has added value and improved customer service for the residents. Increasing this position to a full-time, full-day coverage for the Public Works Department would provide continued and consistent customer service for residents. The clerical support provided by this position would increase the productivity of the Public Works Management. This position will provide administrative support to the Department and will assist with managing billing, payroll, and project specific records. The Administrative Assistant will serve as the department receptionist and will assist with the issue-tracking system to ensure all resident requests are resolved. In addition, the City Arborist position is no longer functioning as a full-time Arborist—but has become more involved with leading a streets crew. Given the need for street improvement, it would be more effective to utilize this employee as a Crew Leader for a streets/concrete crew. As noted under the Storm Water and Parks Improvement Fund section below, the new Parks Maintenance Superintendent will oversee

forestry and arborist-related duties. The City will seek an individual in one of the parks positions who will take on this role full-time without any distractions.

The Planning and Development Department is continuing to increase code enforcement efforts within the City. Over the past two years, we have focused on improving effectiveness and efficiency of our staff in these efforts. As part of the FY 16 Budget, funding is made available for a part-time code enforcement officer position. As we have begun to educate property owners about codes within the City, this has led to a spike in the number of complaints received by the City. Additionally, the Department sees seasonal fluctuation in many of our tasks. The number of applications for residential occupancy permits and property maintenance complaints coincide with each other. This creates time conflicts with the inspectors as the occupancy inspections are scheduled; leaving code enforcement activities for when time permits. In the off peak times, the code enforcement officer would begin making routine sweeps throughout the City to take a more proactive approach to enforcement. Finally, the part-time employee would assist in filing and record retention functions of the department. The position would require regular use of a vehicle, so a new vehicle to match the new vehicles in the department is included in the capital budget. The Planning and Development Department will also begin the process to update the Brentwood Comprehensive Plan in support of high quality, sustainable development in FY 16. Given the number of late-year request for engineering studies by the Board of Aldermen, the line-item for this expense has been increased by \$10,000. In FY 16, through the membership in the International Council of Shopping Centers, the City will enter into partnership with developers nation-wide to strategically market obsolete parcels and promote opportunities for investment in commercial properties. The City has met with multiple investors, developers and commercial property owners to share the City's vision for the Brentwood Boulevard and Manchester Road corridor. We believe there is a strong indication of significant developments in the immediate future.

Working in conjunction with the Planning and Development Department in FY 16, the Fire Department will continue to enhance our commercial Knox Box and signage program on commercial buildings throughout the City. Also, the department will begin a new program to loan out four (4) Knox Boxes to elderly Citizens. A Knox-Box, known officially as the KNOX-BOX Rapid Entry System, is a small, wall-mounted safe that holds building keys for fire departments, Emergency Medical Services, and sometimes police to retrieve in emergency situations. Local fire companies can hold master keys to all boxes in their response area, so that they can quickly enter a building without having to force entry or find individual keys held in

deposit at the station. The department will create eligibility criteria for this loaner program. Furthermore, the department will also add three (3) Knox Boxes in staff vehicles (fire chief, assistant fire chief and reserve staff vehicle). The department also will purchase community smoke detectors and make this available to Citizens on a first –come–first serve based on proof of occupancy permits. With the purchase of rope rescue gear/ropes/harness, the department will become better equipped to undertake water rescue and high angle rescue.

The Police Department will also fund the registration and related costs to begin the Commission on Accreditation for Law Enforcement Agencies (CALEA).

In the Municipal Operating Expenditure Department, \$25,000 is allocated to consult with an Information Technology professional to assess the City’s strategic and tactical priorities relating to City-Wide Capital Improvement Plan.

The City of Brentwood continues to provide at no additional cost to our citizens - Trash & Recycling pickup and snow removal on all residential streets. Other services we provide include: Code Enforcement; Forestry Services, Public Safety – Police, Fire and EMS, streets, roadway, and sidewalk maintenance.

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

**STORM WATER & PARK IMPROVEMENTS FUND:**

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

**REVENUE:**

Revenue for Fund 50 is derived through a one-half cent parks & storm water sales tax. Overall, in this fund, we project revenue to decrease by 37.87%. The decrease is primarily due to transfers from the Storm Water & Parks Improvements Reserve for roof replacement and renovation of the Brentwood Community Center and Brentwood Ice Rink.

Sales Tax will increase by 3%. Included in the revenue for this fund are all revenues received for Brentwood's Annual Maddenfest and the Memorial and Heritage Tree and Bench Program. The revenues received for the Memorial and Heritage Tree and Bench Program will directly offset the related expenses, therefore resulting in no impact to the budget.

In FY 16, all fees and permit collections from (fitness programs, senior programs, special events, room rentals, rink fees, ice rink admissions, ice rink rentals, birthday party fees, concessions at the ice rink, skate rentals, vending fees, and park programs and services and facilities) the Brentwood Community Center, the Brentwood Ice Rink and all parks will be accounted for in the Storm Water & Park Improvements Fund. This will result in a reduction of \$586,250 to general fund revenues.

With the renovation of the Brentwood Community Center and the Brentwood Ice Rink, we will experience an increase of 57% in fees generated from these activities. Also, following a survey of six municipal Community Centers, namely, City of Clayton, City of Crestwood, City of Richmond Heights, City of Sunset Hills, City of University City and City of Webster Groves, the Board of Aldermen in June approved a 15% increase in rental fees for the different size meeting rooms (small, medium, large and Ice Rink meeting rooms). The Board of Aldermen also approved a five (5%) percent increase in rental fees for the Brentwood Ice Rink following a survey of other Ice Rinks in the St. Louis Metropolitan Area (City of Creve Coeur, City of Kirkwood, City of St. Peters, City of Webster Groves, Hardees Ice Complex-Chesterfield, St. Louis County-Greensfelder and St. Louis County-Kennedy). With the fee increase, \$914,943 in collections will be generated.

In this Fund, we anticipate \$370,000 in intergovernmental receipt from the Missouri Municipal Park Grant Commission. "In November 2000, citizens all across St. Louis County approved a new sales tax to help improve, restore and expand their municipal parks and recreation programs. As a result of their votes, the municipal park grant commission of St. Louis County was formed and charged with keeping the promise made to taxpayers. This money has been used to fund parks, playgrounds, water parks, golf courses, trails, recreation centers, and many other types of recreation facilities. This money is awarded to municipalities based on the strength of their grant applications, taking into account such factors as need, planning, community input, and prior awards. Construction grants are reviewed and approved once annually, in the fall." The City will submit by the October 31, 2015 deadline a grant application to offset related construction costs of a combination restroom and pavilion building at Oak Tree Park. The improvements at Oak Tree Park shall meet all industry standards and the American with Disabilities Act guidelines. In

this Fund, we project \$1,782,444 in fund balance at the end of FY 18. This is a decrease of 76.10% operating reserves due to the explanations provided above and a decrease of 84.57% in capital reserves for the same reasons. In FY 16, going forward, we are once again, starting to rebuild the fund after the completion of the renovation project. The City will realize and increase in the fund balance each of the next three years.

### **EXPENDITURE:**

In FY 16, the Storm Water and Parks Improvement budget is \$3,964,489; a decrease of 48.38%. This is due to the completion of the Brentwood Recreation Center and Brentwood Ice Rink.

Programs and services expenses from this fund include maintenance and upkeep of the six vibrant parks and two parkway/trail systems that provide connectivity throughout the City, the Memorial and Heritage Tree and Bench Program and the continued beautification of green space. Other programs and services include: the Brentwood Ice Rink Arena, Rink Programs, Special Events (i.e., Concert-in-the-Park series, and Annual Brentwood Maddenfest Festival), programs and activities in the city's sports fields, multiple meeting rooms available at the Brentwood Recreation Complex, Friends of the Park program, Senior programs and transportation service offered through the Magic Bus, and finally the, and Recreational Partnerships with neighboring municipalities.

It is important to note, that I have been giving thought over the past four years, on how best to address the issue of service areas within the City where upon reviewing the core functions and organizational structure of each City Department, there are service gaps that could be resolved by transferring those employees to another department where we can achieve improved customer service and service delivery for the City's constituents.

City Parks are currently maintained by the Public Works Department. Improved accountability for Parks maintenance and Forestry would be better managed by the Division Head in charge of offering these services to the City Citizens. The Parks and Recreation Director developed a comprehensive improvement plan for the City Parks. Moving the Parks Maintenance Crew out of Public Works will ensure that the Park comprehensive improvement plan is implemented.

As such, in FY 16, all full-time and part-time Parks employee will be transferred to the Parks and Recreation Department and going forward will be under the supervision of Eric Gruenfelder. I have directed Mr. Gruenfelder to develop and implement goals and objectives that will provide a seamless transition of the Parks Maintenance staff from Public Works to the Parks and

Recreation Department; complete and implement the Park Maintenance Work Procedure Manual started in FY 15; enhance the aesthetics of the Brentwood Park System through direct supervision of the Parks Maintenance staff; develop performance measures relating to park maintenance implement monthly park inspections; develop and enforce park maintenance standards; develop seasonal horticultural plans for each park; update the Parks and Recreation Capital Improvement Plan; identify capital improvement projects and items related to parks maintenance; and incorporate park maintenance projects into the department's Capital Improvement Plan.

A new position, titled, Parks Maintenance Superintendent will be responsible for ensuring that all City Parks, Trees, and Trails are brought up and maintained to standard. The Superintendent will supervise the Grounds Foreman, Horticulturalist, and related Grounds and Forestry Crews. The Superintendent will be responsible for managing all outdoor parks and facility-related projects. The current Grounds Foreman will be reclassified to a Crew Leader and will serve as a front-line grounds crew supervisor. Also, one of the two 32.5 hour Assistant Program Coordinator positions (one of which is vacant), would be combined to create one full-time Program Supervisor-Rink Programming. This will create the opportunity to have an enhanced focus on Ice Rink Programming as well as free up a position that can be used to support the room rental traffic and ongoing maintenance of the new indoor facility.

The capital expenses are in line with items from the Five Year Capital Improvement Plan. The Parks and Recreation Department utilized a Capital Improvement Program (CIP) to help guide the department in capital improvement decision making and budgeting. The goal of the CIP is to outline the projected infrastructure improvement needs of the City to assist in the planning and budgeting process. Because the City's goals and resources are constantly changing, this plan is designed to be re-evaluated each year to reaffirm or reprioritize the CIP.

The prioritization of the projects is completed by staff evaluating the project in a number of categories.

Examples of a couple of these categories include:

- Regulatory Compliance
- Health/Public Safety
- External Funding

- Impact on Operational Budget

- Timing/Location

Each project receives a ranking and then completed in order of ranking based on the level of capital funding available in the Recreation & Storm Water Fund.

The FY 16 Budget includes the 2014 Certificate of Participation annual debt service principal payment on the series 2014 COP issue of \$3,870,000 used for the Brentwood Recreation Center renovation project (\$460,000) and debt issuance costs and the first interest payment on the debt related to the Brentwood Recreation Center renovation project (\$135,030).

Also included in this fund is a budget of \$75,000 for storm water related expenses. This will fund expenses that are brought forward by the Redevelopment Corporation (RC) of the City of Brentwood. The RC seeks the continued implementation of alternative recommendations from the 2013 Deer Creek Flood Feasibility Study that address flood mitigation with a focus on alleviating flooding problems within the Manchester Road corridor between Brentwood and Hanley Road. The Board of Aldermen also approved the allocation of \$400,000 from the Storm Water and Parks Assigned Fund Balance for storm water reserve.

The Redevelopment Corporation (RC) was organized in 2001 as a mechanism for acquiring, constructing, maintaining and operating redevelopment projects in accordance with the provisions of Chapter 353 of the Revised Statutes of Missouri as amended. In FY 13, the RC began analyzing some of the initial recommendations from the 2013 Deer Creek Flood Feasibility Study to further the City's participation in the Community Rating System (CRS) through the Federal Emergency Management Agency (FEMA). This has included information gathering on flood warning systems, environmental evaluation supporting the conceptual plan, acquisition of property to assist with flood risk mitigation along Deer Creek and beginning the process to obtain consultant services to advise the RC on future considerations of a formal redevelopment area along some portion of the Manchester Road corridor. In FY 16, the City would like to utilize the City's on-call Landscape Architect, to develop an implementation strategy and identify capital projects related to the Preliminary Flood Mitigation Study for Deer Creek created by CH2MHill. The implementation strategy and capital projects will be turned into a Storm Water Capital Improvement Plan for the city to fund in future years.

**CAPITAL IMPROVEMENT FUND:**

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

#### **REVENUE:**

The revenue for this Fund is derived mainly from the one-half cent capital improvement sales tax and grant funding for capital projects. Sales Tax is projected to increase by 3%. Whereas, total revenue in the Fund has decreased from FY 15 by 10.20%. This decrease is directly related to the completion of the Litzsinger Road Surface Transportation Project (STP) (\$1,259,170, and \$78,698), the lease purchase of the Self-Contained Breathing Apparatus (\$185,000) transfers from reserves to fund deferred capital improvement projects (\$323,354).

In this fund, we project equipment replacement and capital reserves totaling \$3,215,344 by the end of FY 18. This represents an equipment replacement reserve and a capital reserve of 5.37% of the value of the related capital assets. In FY 16, the City will allocate monies to complete the mill and overlay of seven (7) additional streets and added an additional \$122,000 over the proposed budget for streets and sidewalks. In order to accomplish this project, the Board of Aldermen directed staff to budget an additional \$622,000 from general fund revenues. In FY 15, the Board of Aldermen directed staff to budget \$250,000 from general fund revenues. The seven streets identified in FY 16 represent more lane miles than have been completed in prior years.

#### **EXPENDITURE:**

The FY 16 Capital Improvement Program will fund numerous large projects such as purchase of vehicles in planning and development, police, and public works (sanitation) departments; replacement of additional street signs; purchase additional recycle carts and bins for citizens; purchase new trash dumpsters due to aging; replacement of heavy-duty public works equipment; resurfacing, replacement and rehabilitation of streets, sidewalks and curbs; maintenance and preservation of pavement and drainage ways; replacement of computers for specific department personnel; repair and maintenance of information technology equipment; repair and maintenance of city building; miscellaneous contractual expenses; fire personnel turn-out-gear for 23 firefighters; and purchase of equipment and apparatus required for the safety of personnel who bunk in the firehouse and so as to carry-out their duties and responsibilities. You will find

projects that were originally slated for completion in FY 15 also reflected in the FY 16 budget. The renovation of the Brentwood Community Center and Ice Rink project required many man-hours; therefore, some of our information technology projects were deferred and are being budgeted for completion in FY 16.

In FY 16, \$904,870 will be spent to complete the mill and overlay of nine (9) additional streets, sidewalks, and slab repairs. Over the next two years, the general fund balance operating reserves will continue to exceed the fund balance policy, as such; the Board of Aldermen may allocate additional funds to complete the mill and overlay of all remaining streets in a shorter period of time. By the end of FY 18, the general fund operating reserves as a percentage of budgeted operating expenditures will be 46.63%. According to the City's Fund Balance Policy, the minimum operating reserves for unassigned fund balance goals for the general fund should be equal to 15% of budgeted operating expenditures. When the balance is less than 10% there is to be concern, barring unusual or deliberate circumstances. As such, \$622,000 will be transferred to fund additional streets and sidewalks. This will leave \$5,618,713 or 46.63% in operating reserves in the general fund.

In this fund, we project an expenditure decrease of approximately of 16.95% from FY 15. Primary reasons are two-fold: in the past two years, the City has been able to gradually accomplish some of the deferred city-wide capital improvement projects; and second, the capital improvement budget reflects a realistic view of the city-wide five (5) year capital improvements plan (CIP) from 2016-2020.

In this FY 16 budget are monies for the completion of the Hanley Industrial Court (HIC) Pedestrian Project Phase II. The construction cost for this project is \$826,445 (Federal Match \$661,156, Local Match \$90,289, Hanley Industrial Court Association and Pelagic (\$75,000). It is anticipated that approximately \$75,000 will be spent on completing the design of the project (\$60,000 Federal Match and \$15,000 Local Match).

Also in this Fund are the annual debt service payment for the 2009 Certificate of Participation Issue of \$7.5 million used for the advance refunding of the 2002 issue for the construction of the firehouse and city hall renovation (\$675,000) which will be paid off in 2030 and the 2003 Certificate of Participation Issue of \$1.330 million used for the renovating, improving, furnishing and equipping the existing library and city hall (\$52,000) which will be paid off in 2023. Annual debt service payment on the 2013 lease/purchase issue of \$675,000 for the purchase of the new pumper (\$84,114) is also budgeted, which also is paid off in 2020.

In the Capital Improvements Fund tab, is a narrative of all capital improvement expenses budgeted for FY 16. There are two tables that show all five long-term debt issues in the Capital Improvements Fund. The table shows the outstanding principal which is the total amount that is owed on the loan less interest. The second table is the Total Annual Debt Service which is the cash required for a particular time period to cover the repayment of interest and principal on a debt. The corresponding graphs in the tab show principal plus interest. A comprehensive list of all capital improvement items (equipment, streets, sidewalks, American with Disabilities Act {ADA} repairs) are provided in the Capital Improvements Fund tab.

### **SEWER LATERAL IMPROVEMENTS FUND:**

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

### **REVENUE:**

The Revenue is made possible through an annual assessment fee on real estate tax bills. In FY 10, an overwhelming number of the city's voters approved an increase in the sewer lateral assessment from \$28 up to \$50, and the Board of Aldermen only assessed \$40 at that time. In FY 12, the City increased the fee to \$50 due to an increase in the number of sewer lateral repairs. In this fund, we project the revenue will remain flat at \$193,850. However, we project \$139,219 in reserve by the end of FY 18 which will fund the operating, equipment and capital reserves. This is an increase over the prior year reserves.

### **EXPENDITURE:**

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

responsible for its own individual lateral sewer line to provide funds to pay the cost of certain repairs of those lateral sewer service lines which may be billed quarterly or annually.

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

### **BUDGET PRESENTATION:**

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

This document meets that requirement. This budget is based upon information provided by the various City departments and employees. Data collection began in August. In October and November, a Proposed Budget is presented to the Ways and Means committee. Adjustments if any are also made at that time. After which, there is another meeting with the Ways and Means committee if necessary. In November and no later than the first meeting in December, the budget is given a Public Hearing and the Board of Aldermen considers its adoption. Brentwood's budget year begins on January 1st and ends on December 31st.

This annual budget book is a financial management and policy document that is a numeric expression of the City of Brentwood's mission. The annual budget reflects the alignment between the City's vision statement, mission statement, and objectives. This budget document is more user-friendly. The document includes department mission statements, goals and objectives for FY 16, accomplishments from the prior year, organizational structure of each department, positions and line-item detail that is descriptive of what each department intends to spend within that line item. The City continues to take very seriously its fiduciary obligations to manage public funds with care and professionalism and in a transparent manner. As such, we continue to put in place internal controls as recommended by the City's Auditor's and other secondary audit firms hired by the City. The budget document will accomplish much-desired transparency.

### **BUDGET USER GUIDE:**

The Adopted Budget includes the following sections:

Budget Message – includes an overview of the budget document.

Financial Summary – includes a budget at a glance document. It includes a budget summary for all funds and fund balances from 2013 through 2019. It also provides a revenue summary by the four funds. Revenue Fund by type, sales tax rates, total authorized manpower for the entire city, a table of the long term debt and graph – outstanding principal as of December 31, 2015, total annual debt service as of December 31, 2015, expenditure summary by department, expenditure by type for all funds, and expenditure by department for all funds.

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

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

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

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

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

## **CONCLUSION:**

I would like to express my appreciation to the Chair of the Ways and Means Committee, Alderman Keith Slusser and members of the Ways and Means Committee, Alderwoman Maureen Saunders, Alderman Patrick Toohey and Alderman Dave Plufka. I would also like to thank the Mayor and Board of Aldermen for their strong leadership in guiding the City and look forward to working with them to meet the challenges of the coming year. I want to thank the department directors for their leadership and contribution in the development of the FY 16 Budget and for continuing to seek opportunities to streamline service areas and achieve organizational accountability, and efficiencies in city operations. A thank you also goes to Gina Jarvis, former Finance Director and Ronna Alaniz, Municipal Finance Consultant. Finally, I want

to acknowledge the dedication of our employees who strive to make the best use of available resources to provide the results our citizens expect.

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

Sincerely,

A handwritten signature in black ink that reads "Bola Akande". The signature is written in a cursive style with a large initial "B" and "A".

Bola Akande

City Clerk/Administrator

# Financial Summary

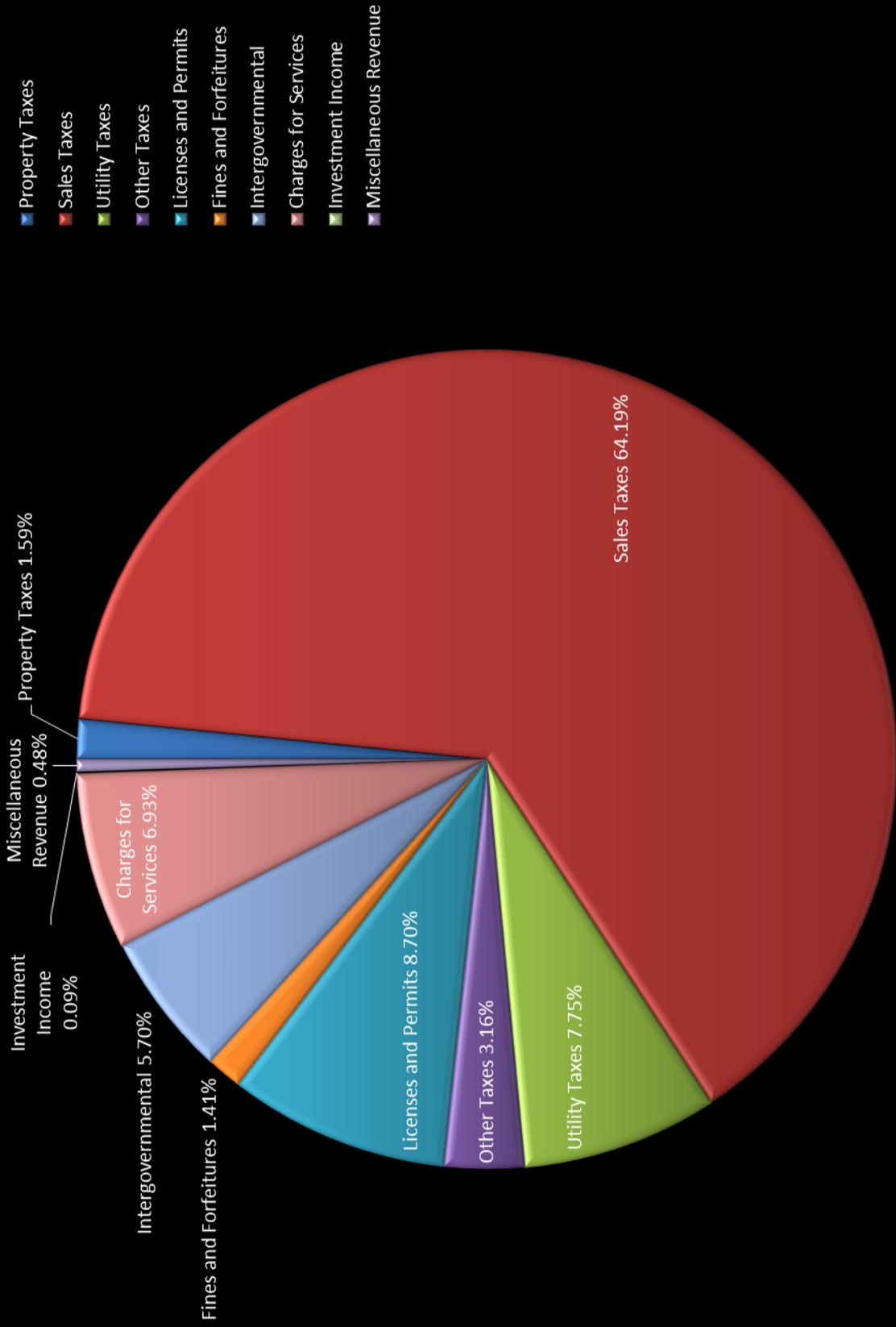
- Budget at a Glance

**BUDGET SUMMARY ALL FUNDS**

	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018	2015-2016 Budget % Change
<b>GENERAL FUND</b>									
Beginning Fund Balance	\$ 491,985	\$ 1,531,881	\$ 2,111,788	\$ 3,565,155	\$ 3,565,155	\$ 4,680,288	\$ 4,870,793	\$ 5,293,459	31.56%
Revenue	\$ 11,731,679	\$ 11,780,948	\$ 12,521,575	\$ 12,472,744	\$ 12,330,282	\$ 11,961,601	\$ 12,185,557	\$ 12,416,232	-4.10%
Expenditures	\$ (10,691,783)	\$ (11,201,041)	\$ (11,068,208)	\$ (11,506,515)	\$ (11,205,149)	\$ (11,781,096)	\$ (11,762,891)	\$ (12,050,695)	2.39%
Ending Fund Balance	\$ 1,531,881	\$ 2,111,788	\$ 3,565,155	\$ 4,531,384	\$ 4,690,288	\$ 4,870,793	\$ 5,293,459	\$ 5,658,996	7.49%
Restricted Fund Balance (Seizure Funds)	\$ 52,277	\$ 11,450	\$ 6,833	\$ 16,833	\$ 104,673	\$ 20,283	\$ 30,283	\$ 40,283	20.50%
Fund Balance Unassigned (Operating Reserve)	\$ 1,479,604	\$ 2,100,338	\$ 3,558,322	\$ 4,514,551	\$ 4,585,615	\$ 4,850,510	\$ 5,263,176	\$ 5,618,713	7.44%
<b>Operating Reserve % of Budgeted Operating Expenditures</b>	<b>13.84%</b>	<b>18.75%</b>	<b>32.15%</b>	<b>39.23%</b>	<b>40.92%</b>	<b>41.17%</b>	<b>44.74%</b>	<b>46.63%</b>	
<b>CAPITAL IMPROVEMENTS FUND</b>									
Beginning Fund Balance	\$ 1,925,784	\$ 1,875,373	\$ 2,035,814	\$ 3,177,080	\$ 3,177,080	\$ 2,672,726	\$ 2,698,896	\$ 2,727,264	-15.87%
Revenue	\$ 2,003,007	\$ 2,888,684	\$ 3,239,021	\$ 4,363,178	\$ 4,182,178	\$ 3,918,108	\$ 3,101,781	\$ 3,130,914	-10.20%
Expenditures	\$ (2,063,418)	\$ (2,728,243)	\$ (2,097,755)	\$ (4,686,532)	\$ (4,686,532)	\$ (3,891,938)	\$ (3,073,413)	\$ (2,642,834)	-16.95%
Ending Fund Balance	\$ 1,875,373	\$ 2,035,814	\$ 3,177,080	\$ 2,853,726	\$ 2,672,726	\$ 2,698,896	\$ 2,727,264	\$ 3,215,344	-5.43%
Assigned Fund Balance (Equipment Replacement Reserve)	\$ -	\$ 520,845	\$ 810,576	\$ 1,156,248	\$ 1,156,248	\$ 1,589,721	\$ 1,955,756	\$ 1,955,756	37.49%
Assigned Fund Balance (Capital Reserve)	\$ 1,875,373	\$ 1,514,969	\$ 2,366,504	\$ 1,697,478	\$ 1,516,478	\$ 1,109,175	\$ 771,508	\$ 1,259,588	-34.66%
<b>Capital Reserve % of Capital Assets (Excluding Equipment)</b>	<b>7.29%</b>	<b>5.89%</b>	<b>9.20%</b>	<b>6.60%</b>	<b>5.90%</b>	<b>4.31%</b>	<b>3.00%</b>	<b>4.90%</b>	
<b>STORM WATER &amp; PARK IMPROVEMENTS FUND</b>									
Beginning Fund Balance	\$ 1,232,278	\$ 2,113,052	\$ 2,569,611	\$ 7,223,188	\$ 7,223,188	\$ 1,213,647	\$ 1,542,787	\$ 1,652,922	-83.20%
Revenue	\$ 2,296,184	\$ 2,321,792	\$ 7,850,126	\$ 6,910,815	\$ 3,325,344	\$ 4,293,629	\$ 4,050,804	\$ 4,543,329	-37.87%
Expenditures	\$ (1,415,410)	\$ (1,865,233)	\$ (3,196,549)	\$ (7,679,478)	\$ (9,334,885)	\$ (3,964,489)	\$ (3,940,669)	\$ (4,413,807)	-48.38%
Ending Fund Balance	\$ 2,113,052	\$ 2,569,611	\$ 7,223,188	\$ 6,454,525	\$ 1,213,647	\$ 1,542,787	\$ 1,652,922	\$ 1,782,444	-76.10%
Assigned Fund Balance (Operating Reserve)	\$ 208,488	\$ 240,317	\$ 259,716	\$ 351,604	\$ 339,030	\$ 474,193	\$ 488,410	\$ 508,171	34.87%
<b>Operating Reserve % of Budgeted Operating Expenditures</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	
Assigned Fund Balance (Equipment Replacement Reserve)	\$ -	\$ 39,454	\$ 91,578	\$ 105,252	\$ 105,252	\$ 143,318	\$ 165,334	\$ 165,334	36.17%
Assigned Fund Balance (Capital Reserve)	\$ 1,904,564	\$ 2,289,840	\$ 6,871,894	\$ 5,997,669	\$ 769,365	\$ 525,276	\$ 999,178	\$ 1,108,939	-84.57%
Assigned Fund Balance (Storm Water Capital Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	-
<b>Capital Reserve % of Capital Assets (Excluding Equipment)</b>	<b>67.64%</b>	<b>81.32%</b>	<b>244.04%</b>	<b>213.00%</b>	<b>27.32%</b>	<b>32.86%</b>	<b>35.48%</b>	<b>39.38%</b>	
<b>SEWER IMPROVEMENTS FUND</b>									
Beginning Fund Balance	\$ 86,179	\$ 103,676	\$ 103,519	\$ 120,673	\$ 120,673	\$ 127,994	\$ 132,348	\$ 136,110	6.07%
Revenue	\$ 194,831	\$ 192,787	\$ 194,507	\$ 193,850	\$ 193,850	\$ 193,850	\$ 193,850	\$ 193,850	0.00%
Expenditures	\$ (177,334)	\$ (192,944)	\$ (177,353)	\$ (191,829)	\$ (186,529)	\$ (189,496)	\$ (190,088)	\$ (190,741)	-1.22%
Ending Fund Balance	\$ 103,676	\$ 103,519	\$ 120,673	\$ 122,694	\$ 127,994	\$ 132,348	\$ 136,110	\$ 139,219	7.87%
Assigned Fund Balance (Operating Reserve)	\$ 26,600	\$ 27,166	\$ 25,551	\$ 25,774	\$ 25,774	\$ 25,424	\$ 26,263	\$ 27,111	-1.36%
<b>Operating Reserve % of Budgeted Operating Expenditures</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	<b>15.00%</b>	
Assigned Fund Balance (Equipment Replacement Reserve)	\$ -	\$ 2,676	\$ 9,220	\$ 9,708	\$ 9,708	\$ 13,166	\$ 16,624	\$ 16,624	35.62%
Assigned Fund Balance (Capital Reserve)	\$ 77,076	\$ 73,677	\$ 85,902	\$ 87,212	\$ 92,512	\$ 93,758	\$ 93,223	\$ 95,484	7.51%
<b>Capital Reserve % of Capital Assets (Excluding Equipment)</b>	<b>40.30%</b>	<b>38.52%</b>	<b>44.91%</b>	<b>45.60%</b>	<b>48.37%</b>	<b>49.02%</b>	<b>48.74%</b>	<b>49.92%</b>	

REVENUE SUMMARY BY FUND	Actual <u>2012</u>	Actual <u>2013</u>	Actual <u>2014</u>	Budgeted <u>2015</u>	Estimated <u>2015</u>	Budgeted <u>2016</u>	Projected <u>2017</u>	Projected <u>2018</u>	2015-2016 Budget <u>% Change</u>
GENERAL FUND	11,731,679	11,780,948	12,521,575	12,472,744	12,330,282	11,961,601	12,185,557	12,416,232	-4.10%
CAPITAL IMPROVEMENTS FUND	2,003,007	2,888,684	3,239,021	4,686,532	4,182,178	3,918,108	3,101,781	3,130,914	-16.40%
STORM WATER & PARKS IMPROVEMENTS	2,296,184	2,321,792	7,850,126	7,679,478	3,325,344	4,293,629	4,050,804	4,543,329	-44.09%
SEWER IMPROVEMENTS FUND	194,831	192,787	194,507	193,850	193,850	193,850	193,850	193,850	0.00%
<b>TOTAL REVENUE</b>	<b>16,225,701</b>	<b>17,184,211</b>	<b>23,805,229</b>	<b>25,032,604</b>	<b>20,031,654</b>	<b>20,367,188</b>	<b>19,531,992</b>	<b>20,284,325</b>	<b>-18.64%</b>

## 2016 REVENUE BY TYPE-ALL FUNDS





Range	2014 Compensation Study Salary Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
1	No current classifications	\$25,720.91	\$26,492.54	\$27,264.17	\$28,035.80	\$28,807.43	\$29,579.06	\$30,350.69	\$31,122.32	\$31,893.95	\$32,665.58	\$33,437.21	\$34,208.84
2	Custodian	\$27,006.96	\$27,817.17	\$28,651.69	\$29,511.24	\$30,396.58	\$31,308.48	\$32,247.73	\$33,215.16	\$34,211.61	\$35,237.96	\$36,295.10	\$37,383.95
3	Laborer (Sanitation)	\$28,357.31	\$29,208.03	\$30,084.27	\$30,986.80	\$31,916.40	\$32,873.89	\$33,860.11	\$34,875.91	\$35,922.19	\$36,999.86	\$38,109.86	\$39,253.16
4	Assistant Program Coordinator	\$29,775.18	\$30,668.44	\$31,588.49	\$32,536.14	\$33,512.22	\$34,517.59	\$35,553.12	\$36,619.71	\$37,718.30	\$38,849.85	\$40,015.35	\$41,216.81
5	Maintenance Worker I	\$31,263.94	\$32,201.86	\$33,167.92	\$34,162.96	\$35,187.85	\$36,243.49	\$37,330.79	\$38,450.71	\$39,604.23	\$40,792.36	\$42,016.13	\$43,276.61
6	No current classifications	\$32,827.14	\$33,811.95	\$34,826.31	\$35,871.10	\$36,947.23	\$38,055.65	\$39,197.32	\$40,373.24	\$41,584.44	\$42,831.97	\$44,116.93	\$45,440.44
7	Maintenance Worker II	\$34,468.50	\$35,502.56	\$36,567.64	\$37,664.67	\$38,794.61	\$39,958.45	\$41,157.20	\$42,391.92	\$43,663.68	\$44,973.59	\$46,322.80	\$47,712.48
	Planning and Development Clerk												
	Records Clerk												
	Sanitation Route Driver												
8	No current classifications	\$36,191.93	\$37,277.69	\$38,396.02	\$39,547.90	\$40,734.34	\$41,956.37	\$43,215.06	\$44,511.51	\$45,846.86	\$47,222.27	\$48,638.94	\$50,098.11
9	Administrative Assistant	\$38,001.53	\$39,141.58	\$40,315.83	\$41,525.30	\$42,771.06	\$44,054.19	\$45,375.82	\$46,737.09	\$48,139.20	\$49,583.38	\$51,070.88	\$52,603.01
	Horticulturalist												
	Mechanic												
	Crew Leader												
	Grounds Foreman												
10	Program Coordinator	\$39,901.61	\$41,098.66	\$42,331.62	\$43,601.57	\$44,909.62	\$46,256.91	\$47,644.62	\$49,073.96	\$50,546.18	\$52,062.57	\$53,624.45	\$55,233.18
11	Arborist	\$41,896.69	\$43,153.59	\$44,448.20	\$45,781.65	\$47,155.10	\$48,569.75	\$50,026.84	\$51,527.65	\$53,073.48	\$54,665.68	\$56,305.65	\$57,994.82
	Deputy Court Administrator												
	Police Admin Asst/Crime Analyst												
12	Accounting Clerk	\$43,991.52	\$45,311.27	\$46,670.61	\$48,070.73	\$49,512.85	\$50,998.24	\$52,528.19	\$54,104.04	\$55,727.16	\$57,398.97	\$59,120.94	\$60,894.57
	Facility Supervisor												
	Recreation Supervisor												
13	Multi-Disciplinary Building Inspector	\$46,191.10	\$47,576.83	\$49,004.13	\$50,474.25	\$51,988.48	\$53,548.13	\$55,154.57	\$56,809.21	\$58,513.49	\$60,268.89	\$62,076.96	\$63,939.27
14	Deputy City Clerk/Executive Secretary	\$48,500.66	\$49,955.68	\$51,454.35	\$52,997.98	\$54,587.92	\$56,225.56	\$57,912.33	\$59,649.70	\$61,439.19	\$63,282.37	\$65,180.84	\$67,136.27
	Court Administrator												
15	No current classifications	\$50,925.69	\$52,453.46	\$54,027.06	\$55,647.87	\$57,317.31	\$59,036.83	\$60,807.93	\$62,632.17	\$64,511.14	\$66,446.47	\$68,439.86	\$70,493.06
16	No current classifications	\$53,471.97	\$55,076.13	\$56,728.41	\$58,430.26	\$60,183.17	\$61,988.67	\$63,848.33	\$65,763.78	\$67,736.69	\$69,768.79	\$71,861.85	\$74,017.71
17	Business Manager	\$56,145.57	\$57,829.94	\$59,564.84	\$61,351.79	\$63,192.34	\$65,088.11	\$67,040.75	\$69,051.97	\$71,123.53	\$73,272.24	\$75,494.96	\$77,718.61
	HR Manager												
	Public Works Project Manager												
18	No current classifications	\$58,952.85	\$60,721.44	\$62,543.08	\$64,419.37	\$66,351.95	\$68,342.51	\$70,392.79	\$72,504.57	\$74,679.71	\$76,920.10	\$79,227.70	\$81,604.53
	Sanitation Supervisor												
19	IT Manager	\$61,900.49	\$63,757.50	\$65,670.23	\$67,640.34	\$69,669.55	\$71,759.64	\$73,912.43	\$76,129.80	\$78,413.69	\$80,766.10	\$83,189.08	\$85,684.75
20	No current classifications	\$64,995.51	\$66,945.38	\$68,953.74	\$71,022.35	\$73,153.02	\$75,347.61	\$77,608.04	\$79,936.28	\$82,334.37	\$84,804.40	\$87,348.53	\$89,968.99
21	Building Official	\$68,245.29	\$70,292.65	\$72,401.43	\$74,573.47	\$76,810.67	\$79,114.99	\$81,488.44	\$83,933.09	\$86,451.08	\$89,044.61	\$91,715.95	\$94,467.43
22	Superintendent of Public Works	\$71,657.55	\$73,807.28	\$76,021.50	\$78,302.15	\$80,651.21	\$83,070.75	\$85,562.87	\$88,129.76	\$90,773.65	\$93,496.86	\$96,301.77	\$99,190.82
23	No current classifications	\$75,240.43	\$77,497.64	\$79,822.57	\$82,217.25	\$84,688.77	\$87,224.28	\$89,841.01	\$92,536.24	\$95,312.33	\$98,171.70	\$101,116.85	\$104,150.36
24	No current classifications	\$79,002.45	\$81,372.52	\$83,813.70	\$86,328.11	\$88,917.95	\$91,585.49	\$94,333.05	\$97,163.04	\$100,077.93	\$103,080.27	\$106,172.68	\$109,357.86
25	Asst. City Admin/Dir. Of Plan & Dev	\$82,952.57	\$85,441.15	\$88,004.38	\$90,644.51	\$93,363.85	\$96,164.77	\$99,049.71	\$102,021.20	\$105,081.84	\$108,224.30	\$111,481.33	\$114,825.77
	Director Parks and Recreation												
	Finance Director												
	Fire Assistant Chief												
	Police Assistant Chief												
26	No current classifications	\$87,100.20	\$89,713.21	\$92,404.61	\$95,176.75	\$98,032.05	\$100,973.01	\$104,002.20	\$107,122.27	\$110,335.94	\$113,646.02	\$117,055.40	\$120,567.06
27	No current classifications	\$91,455.21	\$94,198.87	\$97,024.84	\$99,935.59	\$102,933.66	\$106,021.67	\$109,202.32	\$112,478.39	\$115,852.74	\$119,328.32	\$122,908.17	\$126,595.42
28	No current classifications	\$96,027.97	\$98,908.81	\$101,876.07	\$104,932.35	\$108,080.32	\$111,322.73	\$114,662.41	\$118,102.28	\$121,645.35	\$125,294.71	\$129,053.55	\$132,925.16
29	Fire Chief	\$100,829.37	\$103,854.25	\$106,959.88	\$110,178.98	\$113,484.35	\$116,888.88	\$120,395.55	\$124,007.42	\$127,727.64	\$131,559.47	\$135,506.25	\$139,571.44
	Police Chief												
30	City Administrator	\$105,870.84	\$109,046.97	\$112,318.38	\$115,687.93	\$119,158.57	\$122,733.33	\$126,415.33	\$130,207.79	\$134,114.02	\$138,137.44	\$142,281.56	\$146,550.01

**UNIFORMED, PUBLIC SAFETY CITY OF BRENTWOOD EMPLOYEES 7 –STEP SALARY SCHEDULE (DOES NOT APPLY TO PUBLIC WORKS AND PARKS)**

Range	Positions	Hire Step	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
16	Firefighter/EMT	\$53,472.00	\$56,547.00	\$59,798.00	\$63,236.00	\$66,872.00	\$70,717.00	\$74,783.00
17	Firefighter/Paramedic	\$56,146.00	\$59,374.00	\$62,788.00	\$66,398.00	\$70,216.00	\$74,253.00	\$78,523.00
	Police Detective							
	Police Officer							
18	Police Corporal	\$58,953.00	\$62,343.00	\$65,928.00	\$69,719.00	\$73,728.00	\$77,967.00	\$82,450.00
19	Police Sergeant/Lieutenant	\$61,901.00	\$65,460.00	\$69,224.00	\$73,204.00	\$77,413.00	\$81,864.00	\$86,571.00
20	Fire Lieutenant	\$64,996.00	\$68,733.00	\$72,685.00	\$76,864.00	\$81,284.00	\$85,958.00	\$90,901.00
21	No current classifications	\$68,246.00	\$72,170.00	\$76,320.00	\$80,708.00	\$85,349.00	\$90,257.00	\$95,447.00
22	Fire Captain	\$71,658.00	\$75,778.00	\$80,135.00	\$84,743.00	\$89,616.00	\$94,769.00	\$100,218.00
		*Note: Medical Officer receives \$5,000 annual stipend in addition to their base						

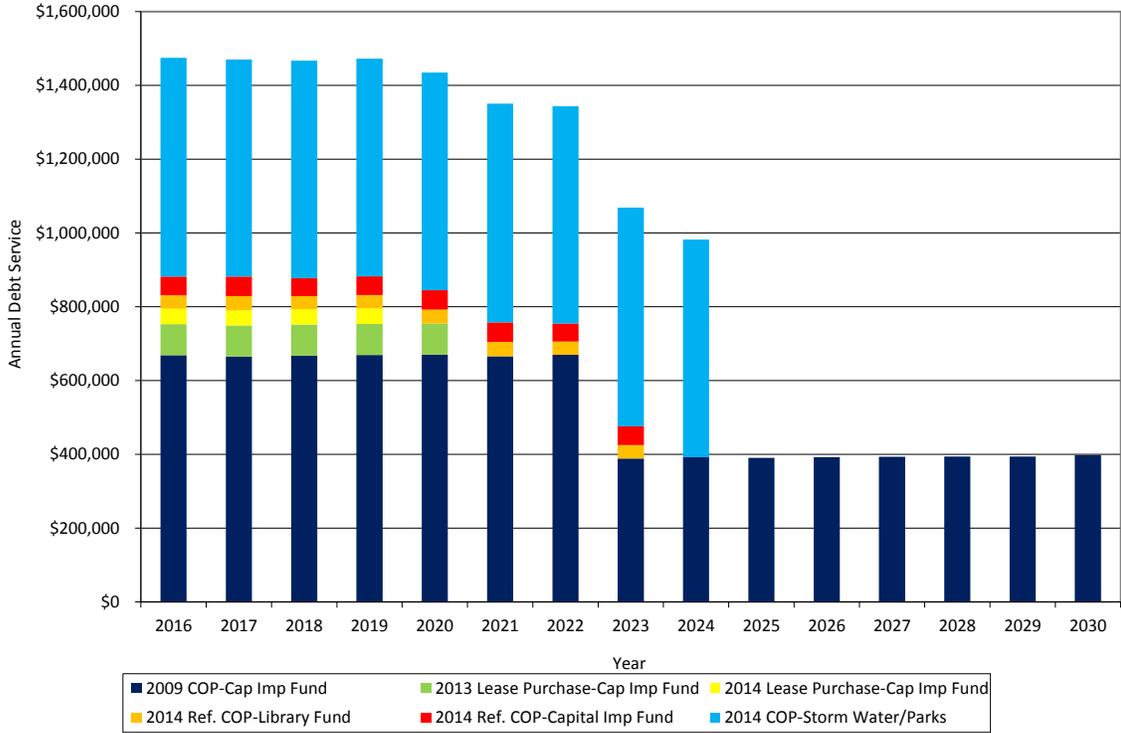
City of Brentwood  
Long Term Debt  
Outstanding Principal as of December 31, 2015

Year	2009 Certificates of Participation Capital Imp Fund	2013 Lease Purchase Fire Truck Capital Imp Fund	2014 Lease Purchase IT Equipment Capital Imp Fund	2014 Ref. Certificates of Participation Library Fund	2014 Ref. Certificates of Participation Capital Imp Fund	2014 Certificates of Participation Storm Water/Parks	Totals by Year
2016	425,000	74,235	35,973	29,400	40,600	460,000	1,065,209
2017	435,000	76,114	37,328	31,500	43,500	465,000	1,088,441
2018	455,000	78,039	38,734	29,400	40,600	475,000	1,116,773
2019	475,000	80,014	40,192	31,500	43,500	490,000	1,160,206
2020	495,000	82,038	-	33,600	46,400	505,000	1,162,038
2021	510,000	-	-	35,700	49,300	525,000	1,120,000
2022	535,000	-	-	33,600	46,400	540,000	1,155,000
2023	275,000	-	-	35,700	49,300	560,000	920,000
2024	290,000	-	-	-	-	570,000	860,000
2025	300,000	-	-	-	-	-	300,000
2026	315,000	-	-	-	-	-	315,000
2027	330,000	-	-	-	-	-	330,000
2028	345,000	-	-	-	-	-	345,000
2029	360,000	-	-	-	-	-	360,000
2030	380,000	-	-	-	-	-	380,000
Totals	\$ 5,925,000	\$ 390,440	\$ 152,227	\$ 260,400	\$ 359,600	\$ 4,590,000	\$ 11,677,667

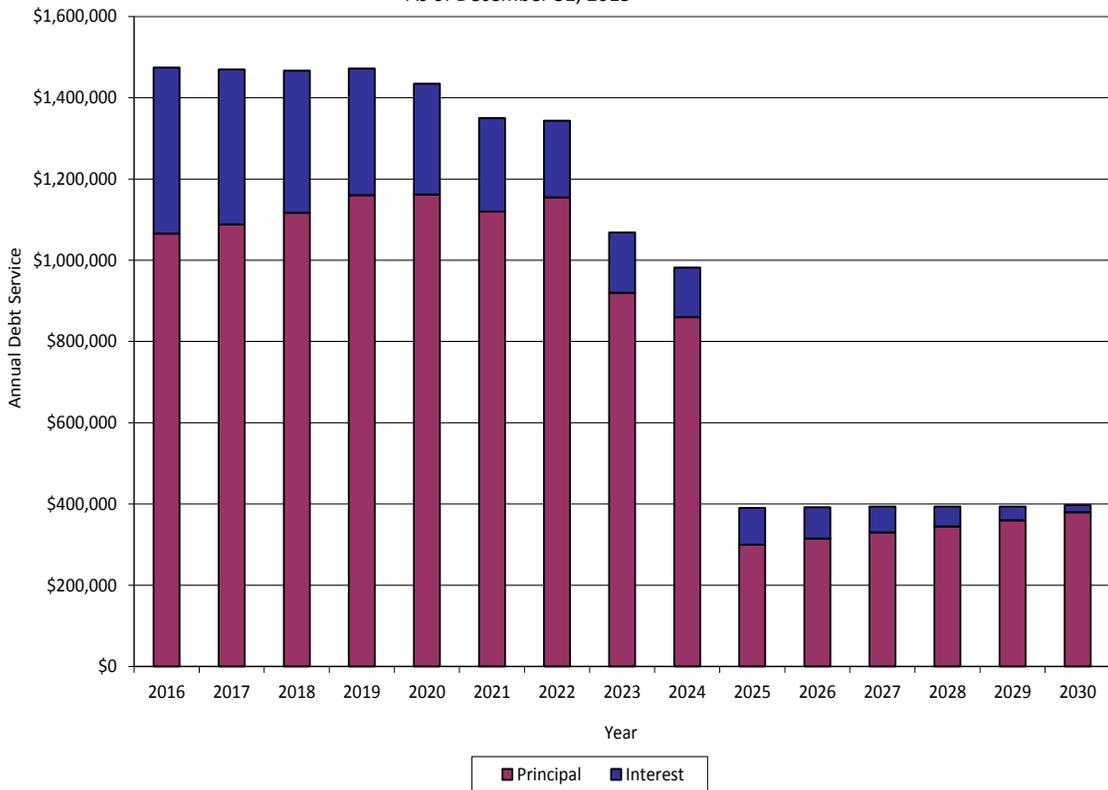
City of Brentwood  
Long Term Debt  
Total Annual Debt Service as of December 31, 2015

Year	2009 Certificates of Participation Capital Imp Fund	2013 Lease Purchase Fire Truck Capital Imp Fund	2014 Lease Purchase IT Equipment Capital Imp Fund	2014 Ref. Certificates of Participation Library Fund	2014 Ref. Certificates of Participation Capital Imp Fund	2014 Certificates of Participation Storm Water/Parks	Totals by Year
2016	668,473	84,114	41,706	36,700	50,680	592,530	1,474,203
2017	664,660	84,114	41,706	38,212	52,768	588,330	1,469,790
2018	667,260	84,114	41,706	35,482	48,998	589,030	1,466,590
2019	669,060	84,114	41,706	36,700	50,680	589,780	1,472,040
2020	670,060	84,114	-	37,855	52,275	590,080	1,434,384
2021	665,260	-	-	38,779	53,551	592,405	1,349,995
2022	669,860	-	-	35,429	48,926	589,030	1,343,245
2023	388,460	-	-	36,521	50,434	592,830	1,068,245
2024	392,185	-	-	-	-	589,950	982,135
2025	390,005	-	-	-	-	-	390,005
2026	392,255	-	-	-	-	-	392,255
2027	393,553	-	-	-	-	-	393,553
2028	394,033	-	-	-	-	-	394,033
2029	393,680	-	-	-	-	-	393,680
2030	397,480	-	-	-	-	-	397,480
Totals	\$ 7,816,284	\$ 420,568	\$ 166,824	\$ 295,678	\$ 408,312	\$ 5,313,965	\$ 14,421,631

City of Brentwood  
Long Term Debt  
Total Annual Debt Service by Issue and Fund  
As of December 31, 2015



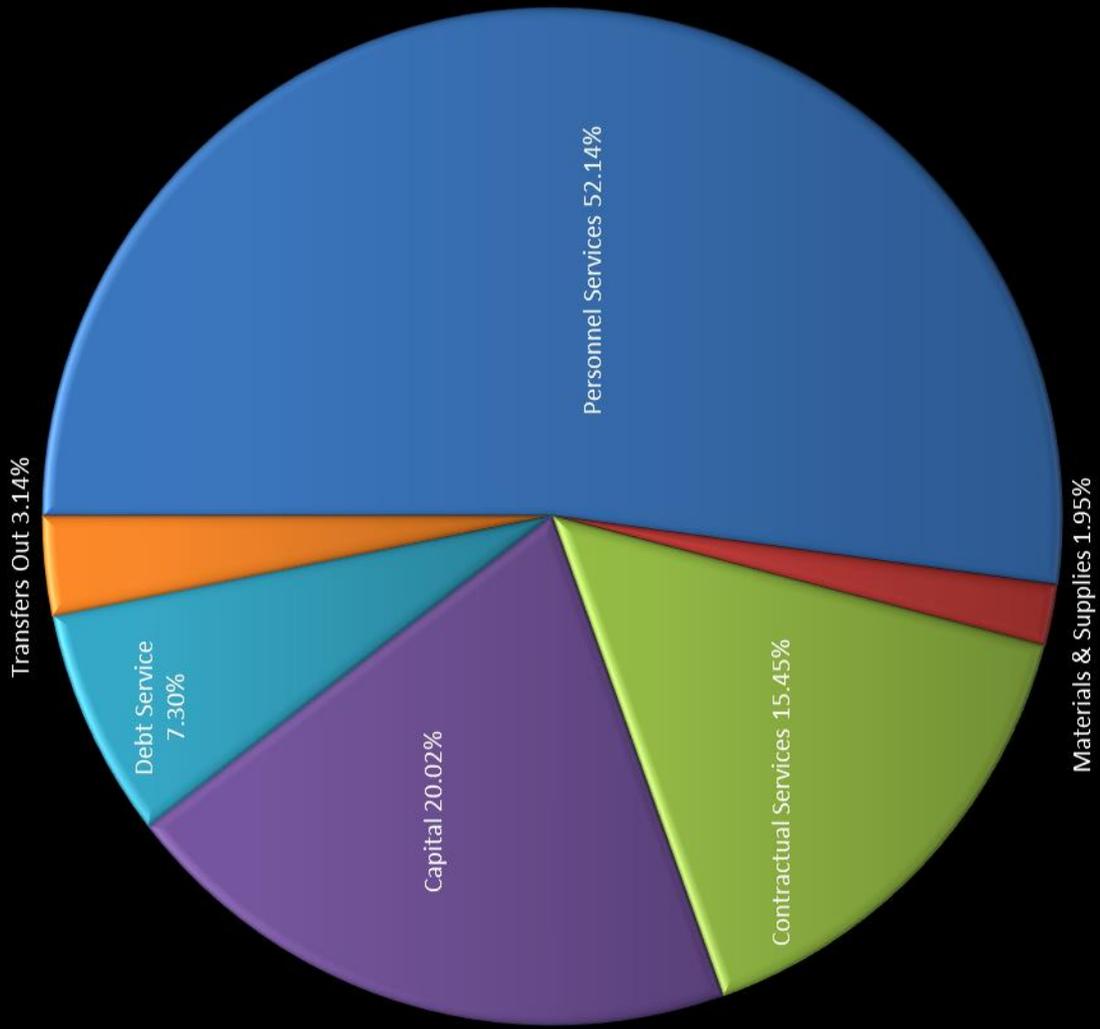
City of Brentwood  
Long Term Debt  
Total Annual Debt Service (Principal & Interest)  
As of December 31, 2015



EXPENDITURE SUMMARY BY DEPARTMENT	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018	2015-2016 Budget % Change
<b>GENERAL FUND</b>									
ADMINISTRATION DEPARTMENT	701,546	707,698	705,948	752,520	782,371	813,147	840,021	867,884	8.06%
COMMUNITY SERVICES	143,418	52,891	54,243	48,900	48,952	60,377	59,463	59,759	23.47%
MUNICIPAL OPERATING EXPENSES	1,156,323	1,511,998	1,341,640	1,492,770	1,509,694	1,903,220	1,767,720	1,724,220	27.50%
FIRE DEPARTMENT	2,444,529	2,418,383	2,444,115	2,560,951	2,491,536	2,622,501	2,707,605	2,792,959	2.40%
JUDICIAL DEPARTMENT	170,254	192,848	193,581	214,963	215,069	187,457	192,444	198,135	-12.80%
LEGISLATIVE DEPARTMENT	119,321	109,839	107,870	116,910	117,234	118,649	119,000	119,361	1.49%
PLANNING & DEVELOPMENT DEPARTMENT	413,387	412,142	392,343	582,418	476,908	610,501	508,752	523,726	4.82%
POLICE DEPARTMENT	3,421,791	3,578,082	3,569,575	3,430,474	3,328,680	3,413,419	3,534,556	3,650,152	-0.50%
POLICE SEIZURE FUNDS	30,806	52,519	10,970	-	7,000	94,390	-	-	100.00%
PUBLIC WORKS - STREETS	1,550,782	1,615,278	1,692,360	1,734,953	1,680,756	1,347,336	1,407,875	1,474,702	-22.34%
PUBLIC WORKS - SANITATION	539,626	549,363	555,563	571,656	546,949	610,099	625,455	639,797	6.72%
<b>TOTAL</b>	<b>10,691,783</b>	<b>11,201,041</b>	<b>11,068,208</b>	<b>11,506,515</b>	<b>11,205,149</b>	<b>11,781,096</b>	<b>11,762,891</b>	<b>12,050,695</b>	<b>2.39%</b>
CAPITAL IMPROVEMENTS FUND	2,053,418	2,728,243	2,097,755	4,686,532	4,686,532	3,891,938	3,073,413	2,642,834	-16.95%
PARKS & REC-STORM WATER & PARK IMPRV	1,415,410	1,865,233	3,196,549	7,679,478	9,334,885	3,964,489	3,940,669	4,413,807	-48.38%
PUBLIC WORKS-SEWER IMPROVEMENTS	177,334	192,944	177,353	191,829	186,529	189,496	190,088	190,741	-1.22%
<b>TOTAL EXPENDITURES</b>	<b>14,337,945</b>	<b>15,987,461</b>	<b>16,539,865</b>	<b>24,064,354</b>	<b>25,413,095</b>	<b>19,827,019</b>	<b>18,967,061</b>	<b>19,298,077</b>	<b>-17.61%</b>

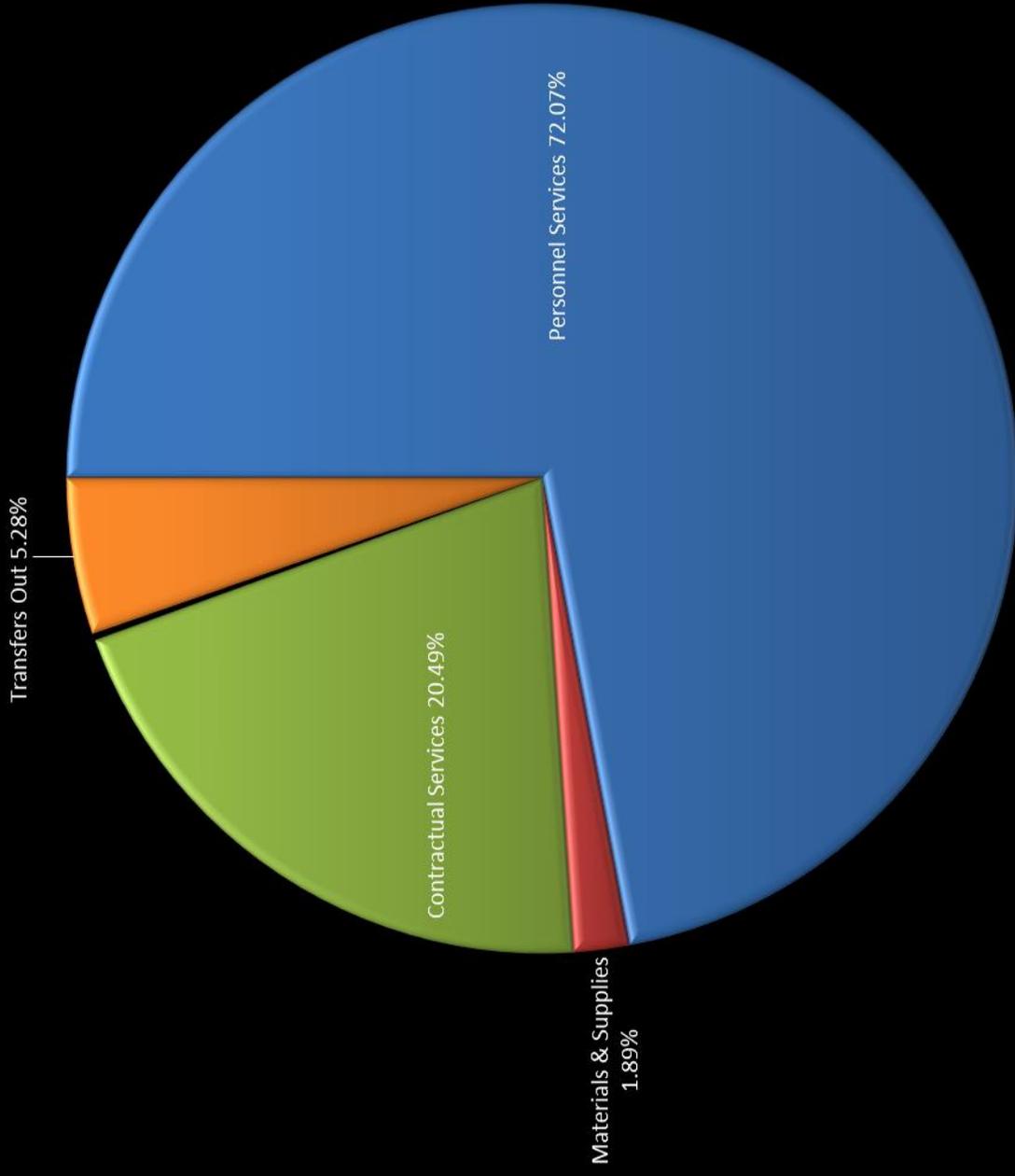
# 2016 EXPENDITURES BY TYPE-ALL FUNDS

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



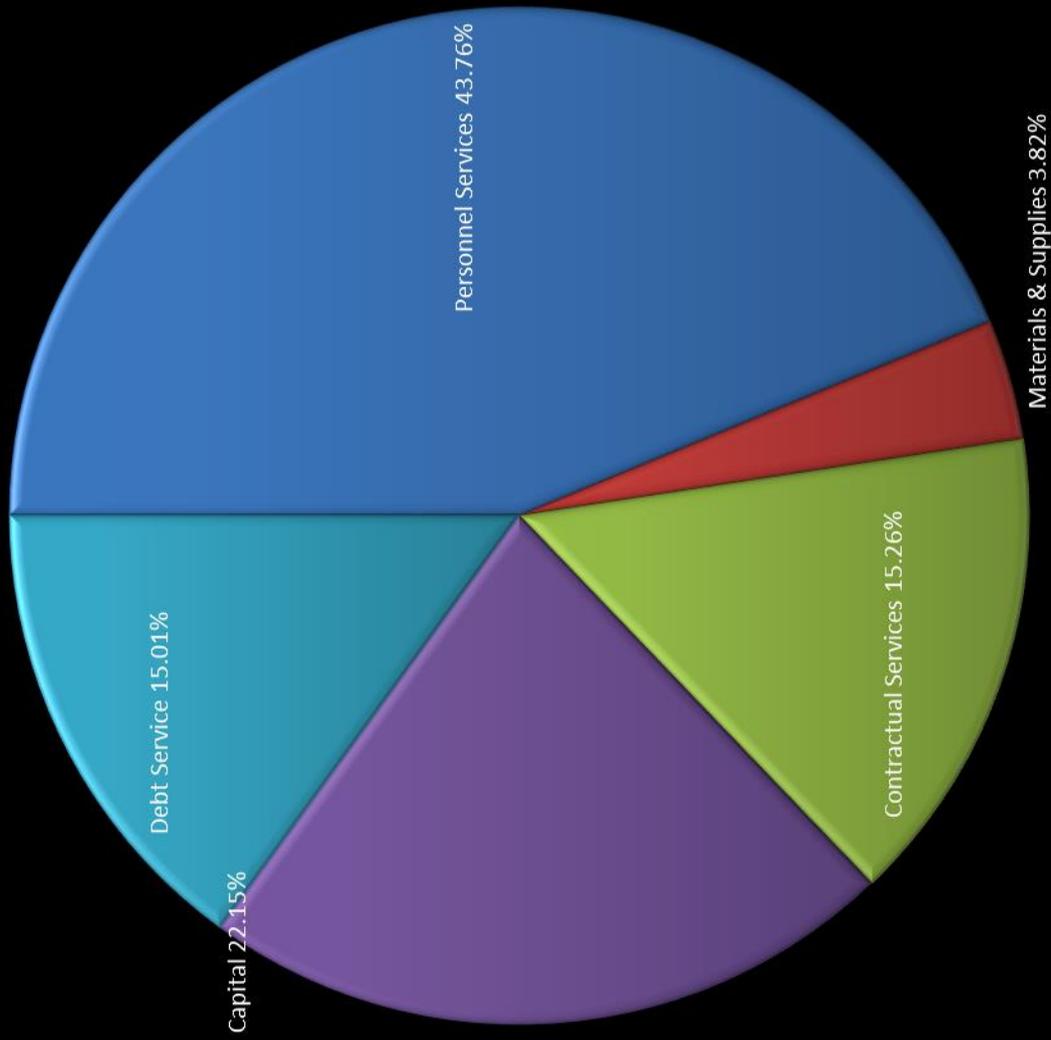
# 2016 EXPENDITURES BY TYPE-GENERAL FUND

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



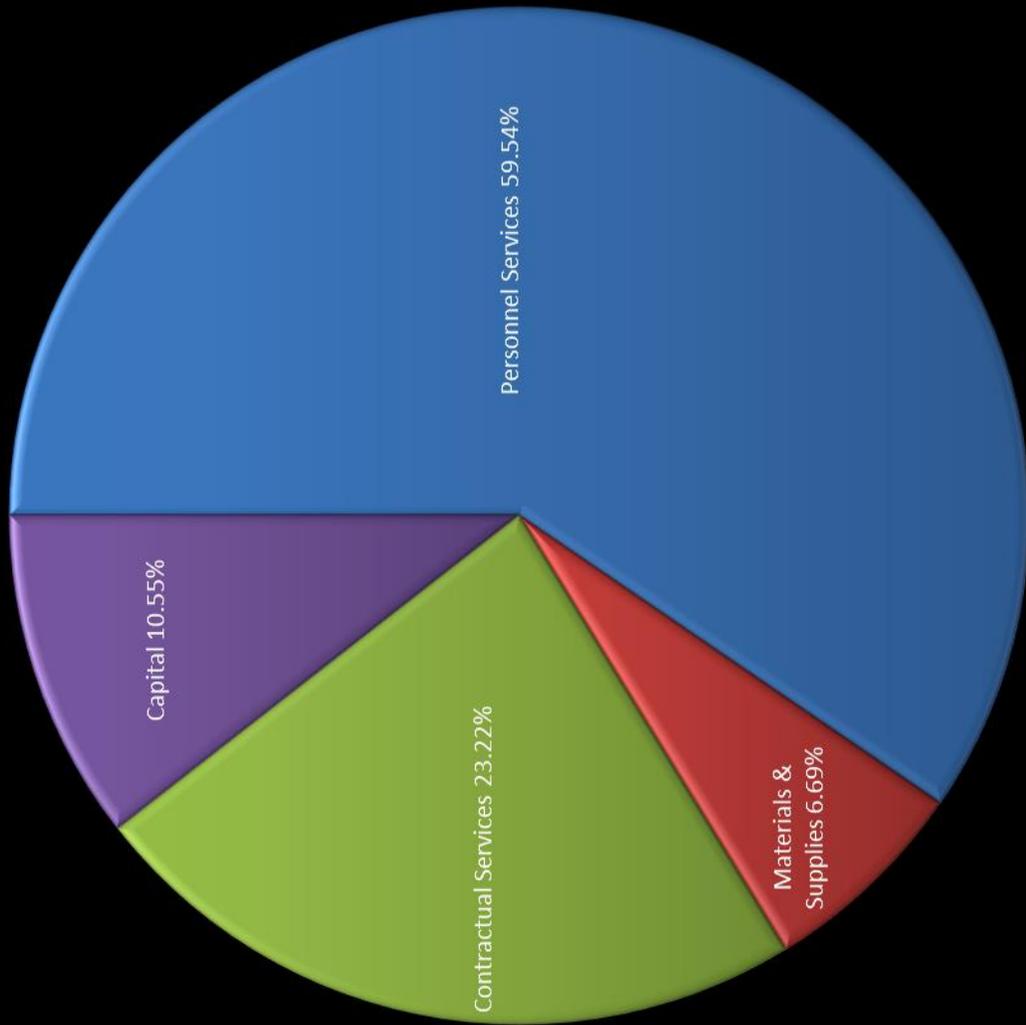
# 2016 EXPENDITURES BY TYPE-STORMWATER & PARKS FUND

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



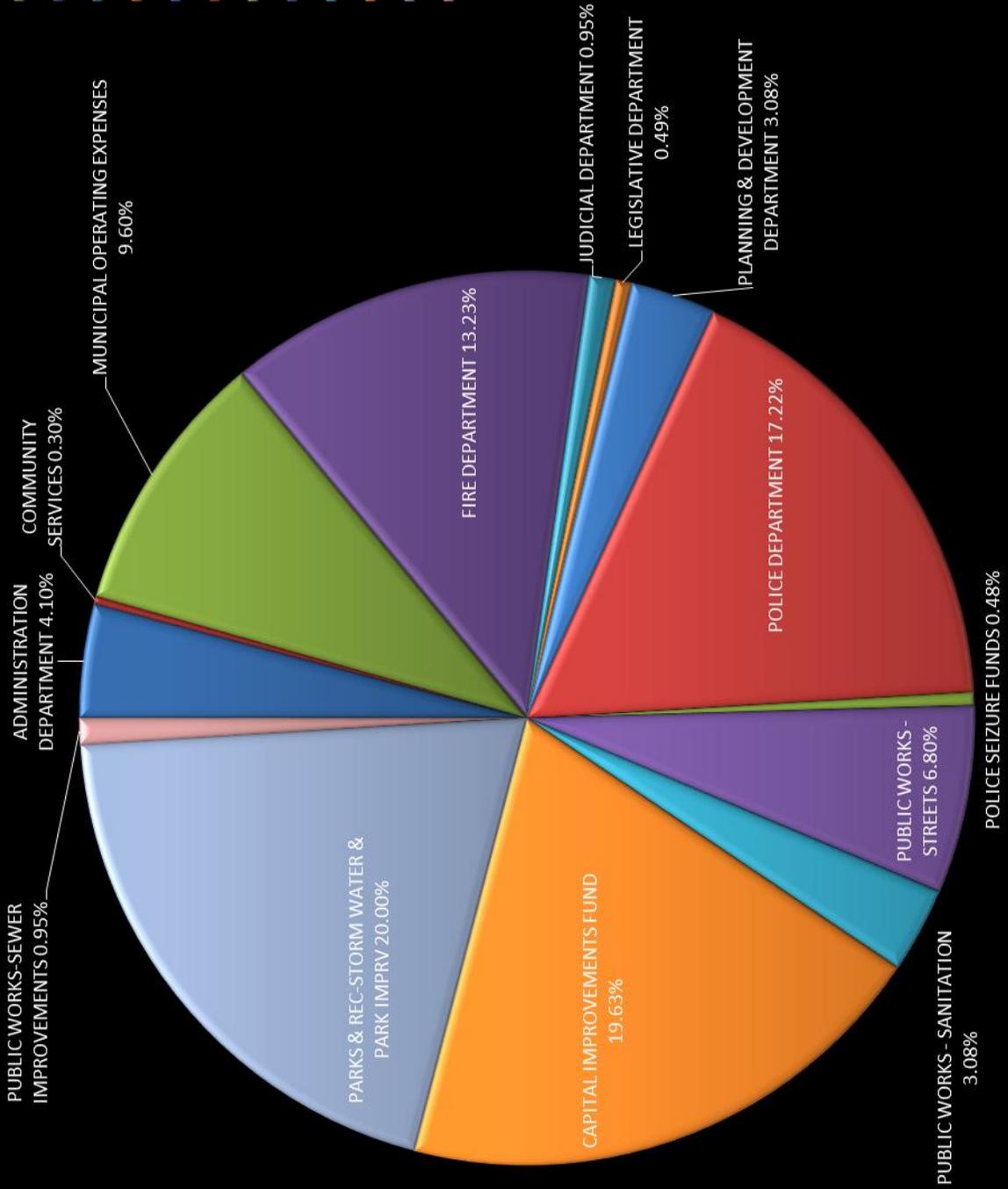
# 2016 EXPENDITURES BY TYPE-SEWER IMPROVEMENTS FUND

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



# 2016 EXPENDITURES BY DEPARTMENT-ALL FUNDS

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



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# Revenues

- General Fund
- Capital Improvements Fund
- Storm Water & Park Improvements Fund
- Sewer Improvements Fund

GENERAL FUND REVENUE

Account Number	ACCOUNT DESCRIPTIONS	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
4002	AD VALOREM TAXES	261,236	238,493	270,339	294,955	304,322	313,452	322,856	332,542
4010	ROAD & BRIDGE TAX	310,288	258,564	281,208	280,000	280,000	280,000	280,000	280,000
4015	FINANCIAL INSTITUTION TAX	2,425	1,329	19,657	2,500	15,000	15,000	15,000	15,000
4025	SALES TAX	4,095,819	3,866,351	5,005,531	5,513,335	5,513,335	5,678,735	5,849,097	6,024,570
4027	MUNICIPAL FIRE SALES TAX	1,196,310	1,168,608	1,359,279	1,430,105	1,430,105	1,473,008	1,517,198	1,562,714
4030	STATE MOTOR FUEL TAX	271,954	292,221	305,111	290,000	290,000	290,000	290,000	290,000
4035	CIGARETTE TAX	38,198	38,197	38,197	38,197	38,197	38,197	38,197	38,197
4040	UTILITY FRANCHISE-LACLEDE GAS	122,429	141,582	154,737	150,000	150,000	150,000	150,000	150,000
4045	UTILITY FRANCHISE-UNION ELEC	680,324	732,036	724,761	670,000	670,000	670,000	670,000	670,000
4050	COMMUNICATIONS - TELEPHONE	498,753	493,635	457,088	500,000	500,000	500,000	500,000	500,000
4055	UTIL FRAN-ST. LOUIS CNTY WATER	57,246	100,230	62,515	55,000	55,000	55,000	55,000	55,000
4060	CABLEVISION	158,226	153,561	166,391	155,000	155,000	155,000	155,000	155,000
4100	OCCUPATIONAL LICENSES	1,369,900	1,458,591	1,496,224	1,485,000	1,510,000	1,510,000	1,510,000	1,510,000
4110	LIQUOR LICENSES	10,003	10,853	11,927	12,000	12,000	12,000	12,000	12,000
4115	AUTOMOBILE LICENSES	37,479	30,840	36,513	35,000	35,000	35,000	35,000	35,000
4135	OCCUPANCY PERMITS	48,582	37,340	37,829	40,000	40,000	40,000	40,000	40,000
4140	BUILDING PERMITS	75,659	229,578	153,618	75,000	85,000	85,000	85,000	85,000
4142	BUILDING PERMITS - FIRE	4,937	5,642	4,694	5,000	5,000	5,000	5,000	5,000
4145	PLANNING/ ZONING APPLICATIONS	3,380	1,800	1,210	2,000	1,500	1,500	1,500	1,500
4150	ELECTRICAL PERMITS	14,294	20,824	24,680	14,000	15,000	15,000	15,000	15,000
4155	PLUMBING PERMITS	10,757	22,901	21,608	10,000	15,000	15,000	15,000	15,000
4205	GRANTS - MISC	289	-	13,500	-	-	-	-	-
4210	GRANTS POLICE FEDERAL/STATE	13,701	-	-	-	-	-	-	-
4211	POL TRAFFIC GRANT	9,714	10,278	1,848	8,500	8,500	8,500	8,500	8,500
4300	PROGRAM FEES-SPORTS	71,677	63,424	55,341	66,936	47,500	-	-	-
4301	RECREATION FEES-FITNESS	18,699	20,174	13,202	9,368	7,250	-	-	-
4302	RECREATION FEES-GENL PROG	-	-	14,272	7,010	3,300	-	-	-
4303	RECREATION FEES-SPEC EVENTS	-	-	3,377	3,615	2,900	-	-	-
4304	RECREATION FEES-SENIOR PROG	-	-	-	19,056	9,127	-	-	-
4305	PARK PERMITS	58,043	48,933	48,816	38,750	35,000	-	-	-
4310	ROOM RENTAL	86,272	93,555	96,786	55,500	55,500	-	-	-
4320	RENTAL PROPERTY	10,968	11,068	11,168	11,068	11,068	11,068	11,068	11,068
4326	RINK FEES	291,975	300,097	304,669	184,695	184,695	-	-	-
4335	ICE RINK ADMISSIONS	69,011	81,214	85,289	55,500	56,000	-	-	-
4340	ICE RINK RENTALS	196,300	200,217	225,717	135,000	140,000	-	-	-
4341	BIRTHDAY PARTY FEES	7,325	6,616	6,316	3,700	4,250	-	-	-
4345	CONCESSIONS-RINK	6,432	4,522	3,686	500	1,628	-	-	-
4350	SKATE RENTALS	7,082	7,268	9,279	7,000	7,300	-	-	-
4355	LOCKER RENTALS	207	192	140	120	123	-	-	-
4365	VENDING	4,000	3,518	3,838	2,500	2,500	-	-	-

GENERAL FUND REVENUE

Account Number	ACCOUNT DESCRIPTIONS	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
4370	TRASH, ETC. PICKUPS	34,070	26,947	25,991	26,000	26,000	26,000	26,000	26,000
4375	AMBULANCE FEES	263,195	212,609	212,478	200,000	200,000	200,000	200,000	200,000
4385	INTERDEPARTMENT UTIL & MAINT.	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
4400	POLICE REPORTS	1,591	1,664	1,859	1,600	1,600	2,000	2,000	2,000
4405	CRIME VICTIMS-BRENTWOOD	1,510	1,497	1,039	1,800	1,800	1,000	1,000	1,000
4410	FINES	462,755	436,803	326,441	460,000	460,000	264,000	264,000	264,000
4411	ATS	31,500	6,700	-	-	-	-	-	-
4414	POLICE TRAINING	3,553	4,271	3,302	3,700	3,700	3,700	3,700	3,700
4415	TRAINING FEES-BRENTWOOD	8,526	8,072	5,558	8,000	8,000	8,000	8,000	8,000
4416	SEIZED PROPERTY	38,101	11,692	6,353	10,000	10,000	10,000	10,000	10,000
4430	INTERCITY JOINT SERVICES	57,388	59,960	25,567	3,293	4,841	-	-	-
4435	INTERGOVERNMENTAL REVENUE-DEA	17,217	17,720	16,729	17,200	17,200	17,200	17,200	17,200
4440	INTERGOVERNMENTAL REVENUE-BSD	-	667	1,841	1,890	1,890	1,890	1,890	1,890
4510	SALE OF CITY PROPERTY	-	750	-	-	-	-	-	-
4520	WEED CUTTING, CLEAN UP	633	2,132	2,863	850	850	850	850	850
4525	INTEREST INCOME	4,741	6,352	7,189	7,500	7,500	7,500	7,500	7,500
4526	INTEREST INCOME-PLUMBERS TRUST	5	1	1	1	1	1	1	1
4530	PLANNING & DEVELOPMENT MISC.	2,946	1,885	2,475	2,000	2,000	2,000	2,000	2,000
4535	INSURANCE/OTHER SETTLEMENTS	34,505	27,306	21,018	11,000	11,000	11,000	11,000	11,000
4540	FALSE ALARMS	1,440	1,345	1,395	2,000	2,000	2,000	2,000	2,000
4545	FESTIVAL REVENUE	9,500	-	-	-	-	-	-	-
4550	GOLF TOURNAMENT REVENUE	50	-	-	-	-	-	-	-
4555	MISCELLANEOUS INCOME	13,724	5,570	3,701	5,000	5,000	5,000	5,000	5,000
4560	DONATIONS MISCELLANEOUS	-	-	-	-	150	-	-	-
4565	DONATIONS - POLICE & FIRE	2,716	2,676	2,955	2,500	550	500	500	500
4575	T.I.F. REIMBURSEMENTS	503,928	695,882	239,523	-	-	-	-	-
4576	MERIDIAN TDD REIMBURSEMENT	15,011	2,000	13,000	15,000	15,000	15,000	15,000	15,000
4577	TDD COLLECTION FEES	48,000	24,000	24,000	-	24,000	-	-	-
4578	STRASSNER TDD REIMBURSEMENT	-	10,735	-	-	-	-	-	-
4585	SLAIT PREMIUM RETURN	47,680	49,960	38,436	20,000	20,000	20,000	20,000	20,000
<b>Total by Year</b>		<b>11,731,679</b>	<b>11,780,948</b>	<b>12,521,575</b>	<b>12,472,744</b>	<b>12,330,282</b>	<b>11,961,601</b>	<b>12,185,557</b>	<b>12,416,232</b>

**CAPITAL IMPROVEMENTS FUND**

	<u>Actual</u> <u>2012</u>	<u>Actual</u> <u>2013</u>	<u>Actual</u> <u>2014</u>	<u>Budgeted</u> <u>2015</u>	<u>Estimated</u> <u>2015</u>	<u>Budgeted</u> <u>2016</u>	<u>Projected</u> <u>2017</u>	<u>Projected</u> <u>2018</u>
4002 AD VALOREM TAXES	(456)	(205)	(4,433)	-	-	-	-	-
4025 SALES TAX	1,916,775	1,823,725	2,392,388	2,486,361	2,486,361	2,560,952	2,637,781	2,716,914
4026 RECYCLE GRANTS	-	-	10,000	-	-	-	-	-
4028 PEDESTRIAN/TRANSIT STP	18,920	155,502	106,965	-	-	-	-	-
4029 ROSE AVENUE STP	37,887	162,566	48,365	-	-	-	-	-
4030 LITZINGER ROAD STP	-	86,105	148,722	1,259,170	1,259,170	-	-	-
4031 RESERVES	-	-	-	323,354	-	-	-	-
4032 HIC PEDESTRIAN STP	-	-	-	89,949	89,949	721,156	-	-
4038 PEDESTRIAN/TRANSIT TDD	13,319	38,875	28,964	-	-	-	-	-
4205 GRANTS - MISC	-	-	254,832	-	-	-	-	-
4510 SALE OF CITY PROPERTY	11,500	76,702	30,882	10,000	10,000	10,000	10,000	10,000
4525 INTEREST INCOME	5,062	4,195	6,039	4,000	8,000	4,000	4,000	4,000
4599 DEBT PROCEEDS	-	533,460	193,933	185,000	-	-	-	-
4625 TRANSFER IN	-	-	-	250,000	250,000	622,000	450,000	400,000
4950 INTERGOVERNMENTAL RECEIPT	-	7,759	22,364	78,698	78,698	-	-	-
<b>Total by Year</b>	<b>2,003,007</b>	<b>2,888,684</b>	<b>3,239,021</b>	<b>4,686,532</b>	<b>4,182,178</b>	<b>3,918,108</b>	<b>3,101,781</b>	<b>3,130,914</b>

**SEWER IMPROVEMENTS FUND**

<u>Account</u> <u>Number</u>	<u>Actual</u> <u>2012</u>	<u>Actual</u> <u>2013</u>	<u>Actual</u> <u>2014</u>	<u>Budgeted</u> <u>2015</u>	<u>Estimated</u> <u>2015</u>	<u>Budgeted</u> <u>2016</u>	<u>Projected</u> <u>2017</u>	<u>Projected</u> <u>2018</u>
4525 INTEREST INCOME	-	34	41	100	100	100	100	100
4585 ASSESSMENTS	194,831	192,753	194,466	193,750	193,750	193,750	193,750	193,750
4031 RESERVES	-	-	-	-	-	-	-	-
<b>Total by Year</b>	<b>194,831</b>	<b>192,787</b>	<b>194,507</b>	<b>193,850</b>	<b>193,850</b>	<b>193,850</b>	<b>193,850</b>	<b>193,850</b>

STORM WATER & PARK IMPROVEMENTS FUND

Account Number	ACCOUNT DESCRIPTIONS	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
4002	AD VALOREM TAXES	55,992	761	(1,634)	-	-	-	-	-
4025	SALES TAX	2,206,804	2,149,956	2,768,963	2,876,394	2,876,394	2,962,686	3,051,567	3,143,114
4031	RESERVES	-	-	-	768,663	-	-	-	-
4200	MEMORIAL TREE & BENCH PROGRAM	-	-	250	3,500	-	3,500	4,000	4,500
4210	MSD-EXEC WALK FUNDING	-	28,084	246,066	-	-	-	-	-
4300	PROGRAM FEES-SPORTS	-	-	-	-	-	66,936	70,283	72,391
4301	RECREATION FEES-FITNESS	-	-	-	-	-	11,516	13,500	14,500
4302	RECREATION FEES-GENL PROG	-	-	-	-	-	8,500	9,000	10,000
4303	RECREATION FEES-SPEC EVENTS	-	-	-	-	-	4,525	5,000	6,000
4304	RECREATION FEES-SENIOR PROG	-	-	-	-	-	15,266	15,853	16,646
4305	PARK PERMITS	-	-	-	-	-	38,750	39,913	41,110
4310	ROOM RENTAL	-	-	-	-	-	114,000	116,280	118,607
4326	RINK FEES	-	-	-	-	-	312,000	328,360	338,000
4335	ICE RINK ADMISSIONS	-	-	-	-	-	89,000	91,670	94,420
4340	ICE RINK RENTALS	-	-	-	-	-	232,000	238,960	246,129
4341	BIRTHDAY PARTY FEES	-	-	-	-	-	7,500	7,725	7,957
4345	CONCESSIONS-RINK	-	-	-	-	-	1,200	1,200	1,200
4350	SKATE RENTALS	-	-	-	-	-	9,750	10,043	10,344
4365	VENDING	-	-	-	-	-	4,000	4,120	4,244
4510	SALE OF CITY PROPERTY	-	2,000	5,912	4,000	47,000	5,000	5,000	5,000
4525	INTEREST INCOME	4,200	6,609	8,581	7,000	7,000	7,000	7,000	7,000
4535	INSURANCE/OTHER SETTLEMENTS	-	-	-	-	-	-	-	-
4545	FESTIVAL REVENUE	-	10,650	14,025	15,000	11,700	16,500	16,830	17,167
4570	SPONSORSHIPS/DONATIONS	-	4,550	6,746	8,850	8,250	9,000	9,500	10,000
4585	SLAIT PREMIUM RETURN	15,688	15,987	12,299	5,000	5,000	5,000	5,000	5,000
4599	DEBT PROCEEDS	-	-	4,563,000	3,621,071	-	-	-	-
4600	DEBT PREMIUM	-	-	254,543	-	-	-	-	-
4950	INTERGOVERNMENTAL RECEIPT	13,500	103,195	(28,625)	370,000	370,000	370,000	-	370,000
<b>Total by Year</b>		<b>2,296,184</b>	<b>2,321,792</b>	<b>7,850,126</b>	<b>7,679,478</b>	<b>3,325,344</b>	<b>4,293,629</b>	<b>4,050,804</b>	<b>4,543,329</b>
<b>GRAND TOTALS BY YEAR</b>		<b>16,225,701</b>	<b>17,184,211</b>	<b>23,805,229</b>	<b>25,032,604</b>	<b>20,031,654</b>	<b>20,367,188</b>	<b>19,531,992</b>	<b>20,284,325</b>

GRAND TOTALS BY YEAR	17,184,211	23,805,229	25,032,604	20,031,654	20,245,188	19,531,992	20,284,325
<b>GRAND TOTALS BY YEAR</b>	<b>16,225,701</b>	<b>17,184,211</b>	<b>23,805,229</b>	<b>25,032,604</b>	<b>20,031,654</b>	<b>20,245,188</b>	<b>19,531,992</b>

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# Administration

- Administration Department
- Community Services
- Municipal Operating Expenses

## **ADMINISTRATION DEPARTMENT**

### **Mission Statement**

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

### **Goals and Objectives**

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

### **Accomplishments**

#### **ADMINISTRATION:**

1. Prepared the Fiscal Year 2015 Annual Budget.
2. Continued to monitor and report on all legislative initiative at the State and Federal level.
3. Implementation of the Whistleblower/Fraud Hotline Services Program.
4. Prepared the annual report of the City's affairs of departmental report for the Board of Aldermen.

5. Supported the marketing efforts of the Brentwood Chamber of Commerce.

#### FINANCE:

1. Received Certificate of Achievement for Excellence in Financial Reporting for preparation of the December 31, 2014 Fiscal Year Comprehensive Annual Financial Report (CAFR).
2. Completed annual capital asset inventory process.
3. Completed the development of the Financial Policies and Procedures Document.
4. Completed the timely reporting of the monthly financial reports.
5. Completed the Other Post-Employment Health Insurance Benefits Government Accounting Standards Board (GASB) #45 actuarial valuation.

#### HUMAN RESOURCES:

1. Managed the recruitment and onboarding process for all new hires and separating employees.
2. Oversaw, with the support of the City's personnel attorney, the application of legally defensible employee relations.
3. Continued to provide consistent employee communications through the Brentwood Buzz with all city employees.
4. Oversaw and implementation of professional development and comprehensive training sessions for all employees.
5. Continued to oversee the City's benefits and safety program and implement strategies to lower the City's health insurance premiums.

#### INFORMATION TECHNOLOGY

##### Enterprise:

1. Completed data center hardware refresh – including new host servers, storage, and iSCSI switches.
2. Completed network refresh – including PoE switches in all City facilities.
3. Completed Hyper-V Cluster upgrade to 2012 r2 and migrated existing virtual environment to the new high-availability cluster.
4. Completed implementation of secured enterprise wireless network at City Hall, Police, Fire, and Community Center facilities.
5. Completed relocation of critical Police Department network equipment to conditioned data center space.
6. Completed backup solution upgrades to Microsoft DPM 2012 r2.
7. Completed RFP and selection of Customer Relationship Management (CRM) solution and initiated implementation.
8. Completed over 60 hours of technical and professional development training.

##### Telephony:

1. Planned and designed enterprise circuit upgrade and consolidation (proposal currently pending Board approval).
2. Completed software upgrades to ShoreTel communications server.
3. Completed desktop client software updates to new ShoreTel Communicator application.
4. Completed circuit installations and moves for Community Center construction project.

##### Desktop:

1. Created and presented annual Technology Security Policy Update for all City staff.
2. Implemented Fire Department Public Safety technology improvements including EMS notebook replacement and air card capabilities.
3. Implemented tablets with secure two-factor authentication for Fire Department primary ambulance and fire truck.
4. Completed Police Department integration with St. Louis County Computer-Assisted Reporting Editing (CARE) records management system. Worked closely with St. Louis County to migrate existing data to CARE system.
5. Upgraded and migrated RecTrac database to new server running Windows Server 2012 r2.
6. Completed relocation of Community Center staff to newly renovated facility.
7. Initiated deployment of tablet computers in the Planning Department.

### Performance Measures

Administration	2014 (Actual)	2015 (Estimate)	2016 (Projected)
Visits to city website	127,732	130,000	135,000
Annual training hours per department employee	44.18	53.46	55.50
Annual city-wide rate of turnover (resignations/terminations only)	4.46%	.93%	2.0%
Employees without an on-the-job injury	87.6%	97.0%	97%
Workers compensation claims	21	20	20
General and auto liability claims	5	0	0
Personnel-related policy violation complaints investigated and resolved	100%	100%	100%
External auditor recommendations	3	4	0
Correcting journal entries (accuracy measure)	50	50	45

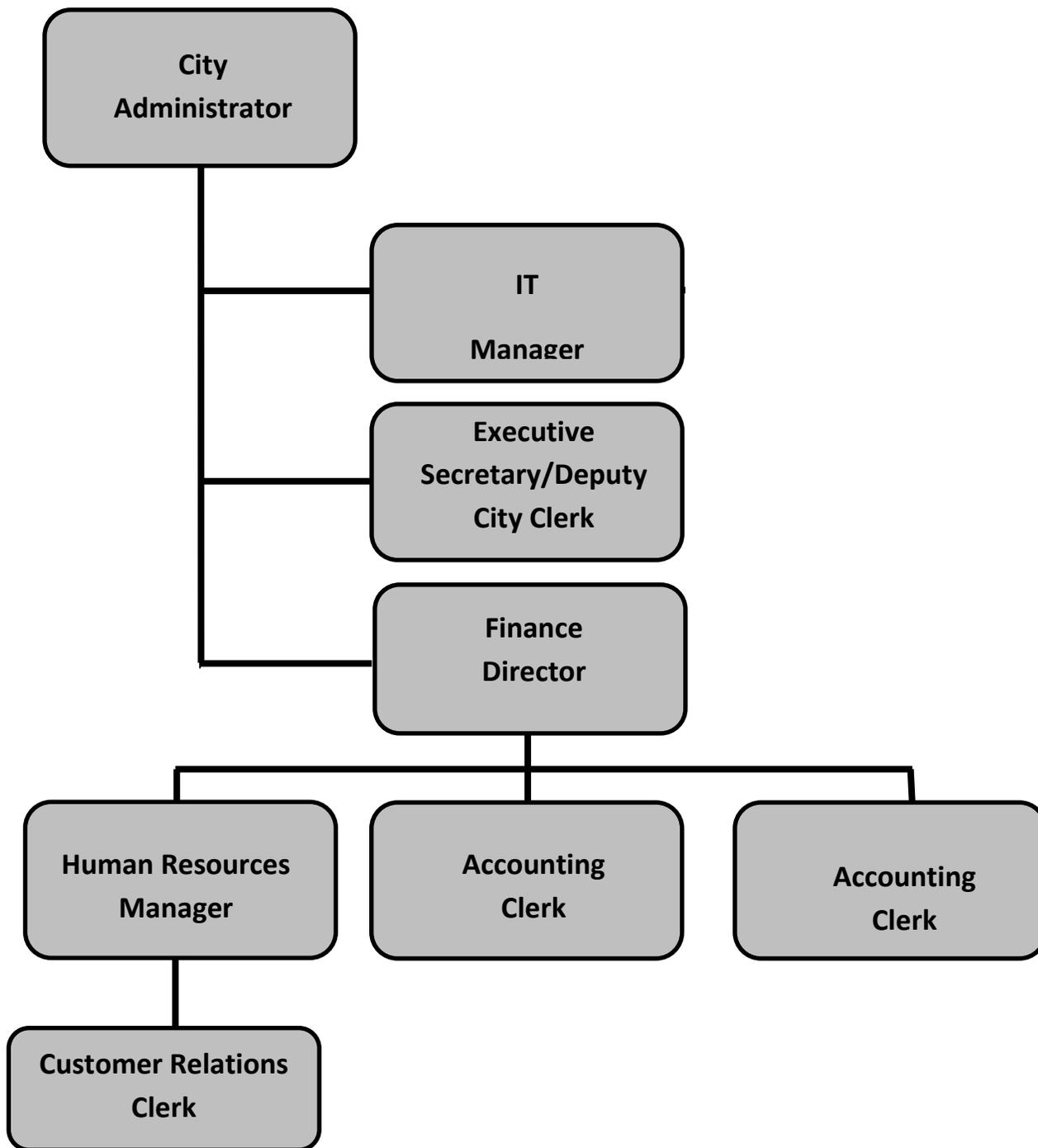
**ADMINISTRATION DEPARTMENT**

**BUDGETED POSITIONS**

<b>Position</b>	<b>2015</b>	<b>2016</b>
<b>City Administrator</b>	1	1
<b>Finance Director</b>	1	1
<b>IT Manager</b>	1	1
<b>Human Resources Manager</b>	1	1
<b>Customer Relations Clerk</b>	0	1
<b>Executive Secretary</b>	1	1
<b>Accounting Clerk</b>	2	2
<b>TOTAL</b>	<b>7</b>	<b>8</b>

ADMINISTRATION DEPARTMENT

ORGANIZATIONAL STRUCTURE



**ADMINISTRATION DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2016**

**PERSONNEL SERVICES:**

**Salaries & Wages Full-time 6000:** This line item provides funds for nine (9) full-time employees in this department (\$581,423).

**Full Time Overtime 6005:** This line item provides funds for full-time non-exempt employees utilized for special projects or work that require additional time to accomplish (\$3,247).

**Salaries and Wages Part-time 6010:** This line item provides funds for part-time staffing to assist with special projects throughout the year (\$25,699).

**Longevity Expense 6025:** This line item provides funds for longevity pay to employees for specified years of service (\$1,920).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. Provides funds for employee benefits (health care, dental, vision and life insurance, Missouri Local Government Employees Retirement System (LAGERS) (\$167,035).

**MATERIAL AND SUPPLIES:**

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

**CONTRACTUAL SERVICES:**

**Educational Benefits 6070:** This line item provides funds to support employee's educational benefits (\$6,000), including Professional in Human Resources (PHR) Certification (\$350) and International City/County Management Association Credentialed Manager Program ICMA-CM (\$125) - (\$6,475).

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

**Travel/Meetings 6185:** This line item provides funds to cover hotels, meals, airline expense for employees to attend annual Missouri Municipal League conferences (MML) (\$1,500), Missouri City/County Management Association winter and spring conferences (MCMA) (\$500), Missouri City Clerk/Finance Officers Association (MCCFOA) seminars and conferences and monthly meetings (\$237), Missouri Government Finance Officers Association (GFOA-MO) seminars, conferences and monthly meetings (\$192), Saint Louis City/County Management Association (SLACMA) monthly meetings (\$144), Saint Louis Area Human Resources Consortium monthly meetings (\$120), International Institute of Municipal Clerks (IIMC) conferences (\$1,000), International City/County Management Conference (\$895)

and Missouri Local Government Employees Retirement System (LAGERS) Annual Conference (\$100) - (\$4,688).

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

**Miscellaneous Contractual 6210:** This line item provides funds for contractual service items that are not accounted for in a special contractual services line item (\$1,000).

**Training 6240:** This line item provides funds for additional training and education for job revitalization and keeping up with current trends and practices for employees in the Administration department (\$2,520) and Microsoft Office Training for the IT Manager (\$3,000) – (\$5,520).

**Dues & Subscriptions 6365:** This line item provides funds for organizational dues for employees – Missouri Municipal League (MML) (\$75), International City/County Management Association (ICMA) (\$932), Missouri City/County Management Association (MCMA) (\$100), Missouri City Clerk/Finance Officers Association (MCCFOA) (\$100), Government Finance Officers Association (GFOA) (\$170), Saint Louis County Municipal League (STCML) (\$75) and Saint Louis City/County Management Association (SLACMA) (\$100), Society of Human Resource Management (SHRM) (\$180), and International Public Management Association for Human Resources (IPMA) (\$149), International Institute of Municipal Clerks (IIMC) (\$249), Master card Annual Dues (\$150), and Sam's Charge card Annual Dues (\$130) - (\$2,410).

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

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

ADMINISTRATION DEPARTMENT (10-01-01-XXXX)

Account Number	Account Descriptions	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
<b>Personnel Services</b>									
6000	SALARIES FULL TIME	555,760	500,049	511,287	536,318	536,318	581,423	598,866	616,832
6005	FULL TIME OVERTIME	3,318	3,102	4,934	3,247	3,247	3,247	3,344	3,444
6010	SALARIES PART TIME	9,191	13,780	17,591	25,699	25,699	25,699	26,470	27,264
6025	LONGEVITY EXPENSE	2,551	899	730	1,185	1,185	1,920	2,131	2,365
6050	ATTENDANCE INCENTIVE	1,550	1,200	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	108,394	147,717	145,318	153,028	153,028	167,035	175,387	184,156
	<b>Subtotal:</b>	680,764	666,747	679,860	719,477	719,477	779,324	806,198	834,061
<b>Materials &amp; Supplies</b>									
6420	SUPPLIES & MATERIALS	8,035	9,802	7,932	10,000	10,000	10,000	10,000	10,000
	<b>Subtotal:</b>	8,035	9,802	7,932	10,000	10,000	10,000	10,000	10,000
<b>Contractual Services</b>									
6070	EDUCATIONAL BENEFITS	3,000	3,000	390	6,475	3,000	6,475	6,475	6,475
6160	ADVERTISING	585	2,093	901	2,000	3,000	2,000	2,000	2,000
6185	TRAVEL/MEETINGS	2,924	2,830	3,686	4,428	3,613	4,688	4,688	4,688
6195	PETRO PRODUCTS	-	329	351	480	351	480	480	480
6210	MISC CONTRACTUAL EXP	696	16,977	4,298	1,000	35,000	1,000	1,000	1,000
6240	TRAINING	2,071	3,041	5,520	5,000	5,520	5,520	5,520	5,520
6365	DUES & SUBSCRIPTIONS	2,035	2,130	2,085	2,410	2,410	2,410	2,410	2,410
6375	PRINTING	1,384	732	864	1,000	-	1,000	1,000	1,000
6440	POSTAGE	52	17	61	250	-	250	250	250
	<b>Subtotal:</b>	12,747	31,149	18,156	23,043	52,894	23,823	23,823	23,823
<b>TOTAL EXPENDITURES</b>		<b>701,546</b>	<b>707,698</b>	<b>705,948</b>	<b>752,520</b>	<b>782,371</b>	<b>813,147</b>	<b>840,021</b>	<b>867,884</b>

**COMMUNITY SERVICES**

**ACCOUNT DESCRIPTIONS – FY 2016**

**CONTRACTUAL SERVICES:**

**Community Relations 6145:** This line item provides funds to for the monthly Brentwood Chamber of Commerce Luncheons, City of Brentwood Annual Holiday Open House, Annual Trash Can Paintings, Veteran Day Celebration, National Day of Prayer, Flowers, and ADA Accommodations (\$9,500).

**Newsletter 6147:** This line item provides funds for printing and mailing of the city newsletter four times per year (\$6,000), adobe in-design software (\$700) and beginners, intermediate and advanced software training (\$1,800) - (\$8,500).

**Miscellaneous Contractual 6210:** This line item provides funds for the ADA inclusion coordinator – The Recreational Council (\$8,177), Public Relations Consultant Services (\$10,000), and website hosting and video streaming (\$5,700) - (\$23,877).

**BTV Channel 993/60 6222:** This line item provides funds for the professional services agreement to continue programming and recording of city meetings (Board of Aldermen, Planning & Zoning Commission and the Ways & Means Committee meetings) (\$18,500).

COMMUNITY SERVICES (10-01-04-XXXX)

<u>Account Number</u>	<u>Account Descriptions</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Budgeted 2015</u>	<u>Estimated 2015</u>	<u>Budgeted 2016</u>	<u>Projected 2017</u>	<u>Projected 2018</u>
	<b>Expenditures</b>								
6145	COMMUNITY RELATIONS	14,029	11,844	12,400	9,500	9,500	9,500	9,500	9,500
6147	NEWSLETTER	9,230	9,547	8,585	7,300	7,300	8,500	7,300	7,300
6210	MISC CONTRACTUAL EXPENSES	35,348	13,211	14,706	13,600	13,600	23,877	24,163	24,459
6220	FESTIVAL EXPENSE	68,393	-	-	-	-	-	-	-
6222	CHANNEL 60	16,418	18,289	18,552	18,500	18,552	18,500	18,500	18,500
	<b>TOTAL EXPENDITURES</b>	<b>143,418</b>	<b>52,891</b>	<b>54,243</b>	<b>48,900</b>	<b>48,952</b>	<b>60,377</b>	<b>59,463</b>	<b>59,759</b>

**MUNICIPAL OPERATING EXPENSES**

**ACCOUNT DESCRIPTIONS – FY 2016**

**PERSONNEL SERVICES:**

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

**Retiree Benefits 6067:** This line item is for city-wide accrued leave payouts for retirements and other employee separations (\$150,000).

**MATERIAL, SUPPLIES AND CONTRACTUAL SERVICES:**

**Utilities 6115:** This line item includes the yearly bill amounts for Cable, Internet and Wi-Fi, Telephones, Water, Sewer, Gas and Electric (\$353,000).

**Insurance 6150:** This line item includes Saint Louis Area Insurance Trust (SLAIT) insurance premiums for property, liability and workers' compensation (\$390,000).

**Professional Services 6151:** This line item includes funds for annual updates to the comprehensive compensation study (\$5,000), and an Information Technology consultant (\$25,000). (\$30,000).

**Engineering 6155:** This line item includes funds for city-wide engineering services requests (\$5,000).

**Accounting 6165:** This line item provides funds for the annual audit (\$40,000).

**Legal 6170:** This line item provides funds for legal services (City Attorney, Prosecutor, and Labor Attorney) and yearly update to the Vernon Annotated Missouri Statutes (\$120,000).

**Miscellaneous Contractual Expenses 6210:** This line item provides funds for city-wide contractual expenses such as bank fees, document destruction, pest control, code maintenance, and random drug and pre-placement testing services, post-accident testing, post-offer drug testing, and fitness for duty testing. This line item also includes funding for implementation of a city-wide governmental services software subscription (\$110,000).

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

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

**Supplies & Materials 6420:** This line item provides funds for supplies and materials for city-wide training, meetings and special events, i.e. benefits fair, Employee Wellness and Activities Committee, Bi-Annual Benefits Fair (\$4,800), and fitness for duty test creation (\$450) - (\$5,250).

**Postage 6440:** This line item provides funds for postage (\$14,000).

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

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

**Transfers Out 7005:** This line item provides funds to the Capital Improvements Fund for street improvements (\$622,000).

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

Account Number	ACCOUNT DESCRIPTIONS	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
	<b>Expenditures</b>								
6065	EMPLOYEE BENEFITS	365,727	123,689	52,332	50,000	50,000	50,000	50,000	50,000
6067	RETIREE BENEFITS	-	231,292	179,915	150,000	150,000	150,000	150,000	150,000
6115	UTILITIES	300,025	339,442	363,994	345,000	345,000	353,000	346,000	351,000
6150	INSURANCE	188,646	375,474	390,137	385,000	385,000	390,000	395,000	400,000
6151	PROFESSIONAL SERVICES	-	-	26,862	5,000	5,000	30,000	55,000	55,000
6155	ENGINEERING	2,546	1,525	-	5,000	5,000	5,000	5,000	5,000
6160	ADVERTISING	-	-	-	-	1,080	-	-	-
6165	ACCOUNTING	13,035	117,039	36,495	33,000	33,000	40,000	40,000	40,000
6170	LEGAL	138,736	154,540	157,921	120,000	120,000	120,000	120,000	120,000
6185	TRAVEL/MEETINGS	34	-	-	-	-	-	-	-
6195	PETRO PRODUCTS	(1,457)	-	-	-	-	-	-	-
6210	MISC CONTRACTUAL EXPENSES	85,422	84,013	95,520	117,500	117,500	110,000	122,500	118,000
6215	EQUIPMENT REPAIRS	29,326	6,731	7,014	-	15,842	-	-	-
6225	REPAIRS & MAINT - OTHER	-	-	6,878	-	-	-	-	-
6230	BUILDING REPAIRS	14,556	19,824	-	-	-	-	-	-
6240	TRAINING	-	1,590	676	4,000	4,000	4,000	4,000	4,000
6375	PRINTING	511	619	797	1,000	1,000	1,000	1,000	1,000
6420	SUPPLIES & MATERIALS	3,696	3,377	1,805	6,300	6,300	5,250	5,250	5,250
6440	POSTAGE	12,192	12,684	13,225	12,000	12,000	14,000	15,000	16,000
6442	SAFETY PROGRAM	-	283	1,717	1,970	1,970	1,970	1,970	1,970
6445	MISCELLANEOUS EXPENSE	(1,670)	11,463	-	-	2	-	-	-
6448	BAD DEBT EXPENSE	-	21,700	-	-	-	-	-	-
6460	COPIER SUPPLIES	4,998	6,713	6,352	7,000	7,000	7,000	7,000	7,000
7005	TRANSFERS OUT	-	-	-	250,000	250,000	622,000	450,000	400,000
	<b>TOTAL EXPENDITURES</b>	<b>1,156,323</b>	<b>1,511,998</b>	<b>1,341,640</b>	<b>1,492,770</b>	<b>1,509,694</b>	<b>1,903,220</b>	<b>1,767,720</b>	<b>1,724,220</b>

# Fire Department

## FIRE DEPARTMENT

### **Mission Statement**

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

### **Goals and Objectives**

1. Continue to work with the Fire Departments in Rock Hill, Maplewood and Clayton to explore options for the cooperative sharing of Command Staff and other emergency services
2. To work to enhance and upgrade our ongoing Shared Training Officer initiative with the Cities of Rock Hill, Clayton, Maplewood and Olivette with the goal of meeting all ISO mandated annual training requirements for classroom and hands on training
3. To implement a comprehensive Firefighter Health and Wellness Program.
4. To have the Fire Department fully prepared to maintain our ISO 4 Rating by improved documentation and record keeping in our Emergency Reporting System.

### **Accomplishments**

1. Working in a collaborative effort with the Frontenac Fire Department, Des Peres Fire Department, Central County Fire Protection District and West County EMS & Fire we purchased new SCBA's through a group purchase. By teaming together to create a large order we were able to obtain more favorable pricing than if we had pursued a small order on our own.
2. Working in a collaborative effort with the Chief's from Olivette, Clayton, Rock Hill, and Maplewood we have worked to explore training options that have the potential to provide high quality training at lower costs for each department.
3. Working in conjunction with the Planning and Development Department we continued to enhance our commercial Knox Box and signage program on commercial buildings throughout the city.

### **Performance Measures**

Sworn Fire and EMS	2014 (Actual)	2015 (Estimate)	2016 (Projected)
Salary & benefits without overtime pay	\$2,194,716	\$2,291,836	\$2,450,994
Personnel expenditures – overtime	\$72,127	\$90,000	\$90,000
Total expenditures	\$2,266,843	\$2,381,836	\$2,540,994

Civilian Fire and EMS	2014 (Actual)	2015	2016 (Projected)
Salary & benefits without overtime pay	\$48,500	\$50,925	\$52,453
Personnel expenditures - overtime	\$0	\$0	0
Total expenditures	\$48,500	\$50,925	\$52,453
Total Sworn and Civilian Fire and EMS	2014 (Actual)	2015 (Estimate)	2016 (Projected)
Salary & benefits without overtime pay	\$2,243,216	\$2,342,761	\$2,503,447
Personnel expenditures - overtime	\$72,127	\$90,000	\$90,000
Total expenditures	\$2,315,343	\$2,432,761	\$2,593,447

Other Operating Expenditures	2014 (Actual)	2015 (Estimate)	2016 (Projected)
Direct services	\$35,517	\$45,000	\$52,400
Support services	\$93,255	\$64,700	\$126,715
Total – other operating expenditures	\$128,772	\$109,700	\$179,115

Incidents where flame spread confined to object or room of origin	2014 (Actual)	2015 (Estimate)	2016 (Projected)
1-2 family residential structures	33	40	40
Multi-family residential structures	1	1	5
Commercial and industrial structures	0	1	0

Incidents where flame spread confined to floor or structure of origin	2014 (Actual)	2015 (Estimate)	2016 (Projected)
1-2 family residential structures	33	39	40
Multi-family residential structures	0	1	0
Commercial and industrial structures	0	0	0

Fire incidents involving non-structures and non-fires	2014 (Actual)	2015 (Estimate)	2016 (Projected)
Non-structures	34	25	25
Non-fire incidents	1,778	1,700	1,700

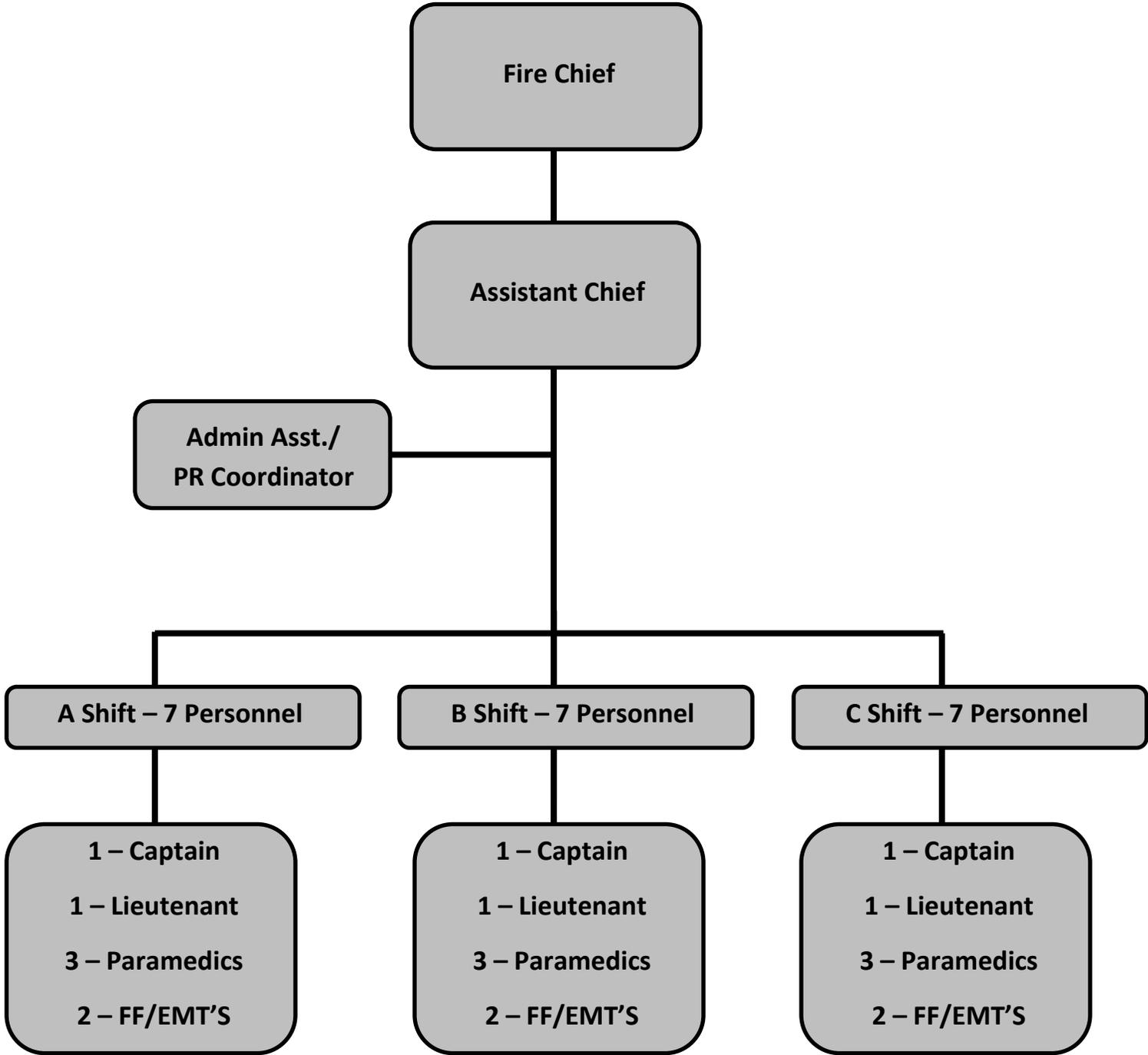
% of Emergency Fire Calls Only	2014 (Actual)	2015 (Estimate)	2016 (Projected)
Time from call entry to conclusion of dispatch was 1 minute or less	0%	0%	0%
Turnout time was 1 minute or less	0%	0%	0%
Time from call entry to arrival on scene was 5 minutes or less	100%	100%	100%
Time from call entry to arrival on scene was 8 minutes or less	0%	0%	0%
Time from conclusion of dispatch to arrival on scene was 5 minutes or less	100%	100%	100%

**FIRE DEPARTMENT**

**BUDGETED POSITIONS**

<b>Position</b>	<b>2015</b>	<b>2016</b>
<b>Fire Chief</b>	1	1
<b>Assistant Fire Chief</b>	1	1
<b>Administrative Assistant/PR Coordinator</b>	1	1
<b>Captain</b>	3	3
<b>Lieutenant</b>	3	3
<b>Paramedic/firefighter</b>	9	9
<b>Firefighter/EMT</b>	6	6
<b>TOTAL</b>	24	24

**FIRE DEPARTMENT**  
**ORGANIZATIONAL STRUCTURE**



**FIRE DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2016**

**PERSONNEL SERVICES:**

**Salaries and Wages Full Time 6000:** This account includes salaries for (24) full time employees (\$1,938,926).

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

**Longevity Expense 6025:** This line item provides funds for longevity pay to employees for specified years of service (\$22,860).

**Holiday Expense 6030:** This line item provides funds for the Public Safety personnel receive compensation for working holidays (\$71,457).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, Police and Firefighters pension (\$278,253).

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

**MATERIAL & SUPPLIES:**

**Supplies & Materials 6420:** Included in this line item are the costs of EMS supplies (\$13,860), Stericycle Bio waste disposal contract (\$640), Stericycle Drug disposal contract (\$1,800), office supplies (\$2,500), operational equipment and supplies which includes batteries for Heart Monitors and radios (\$2,500), 4 Knox Boxes (\$1,200), 3 Knox Boxes for staff cars (\$1,500), fire extinguisher service (\$400), CPR mannequin and instruction materials (\$2,500), 2 Ammonia Gas Detectors (\$2,500), rope rescue gear/ropes/harnesses/misc. hardware (\$8,500), 2 Dry Suits for water rescue (\$3,500), new fire nozzles (\$8,050), photo development (\$100), janitorial supplies (\$5,500), community smoke detectors (\$1,000), Fire Prevention/PR materials (\$3,500) - \$59,550.00

**CONTRACTUAL SERVICES:**

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

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

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

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

**Miscellaneous Contractual 6210:** This line item includes the cost of new employee and Officer testing material (\$2,000), Ambulance Billing fees for our Billing Agency (\$16,000), Medical Exams for 2 new employees (\$1,200), New Employee Psych Exams (\$1,200), Fire Service Health and Wellness Program for 12 employees (\$12,780) Physical Ability Testing for new employees at The Fire Academy (\$1,200), miscellaneous expenses (\$7,000), Active 911 subscription for all departmental employees (\$350) – (\$41,730).

**Training 6240:** Included in this line item are funds to conduct search and rescue simulations, advanced ventilation training and live fire events (\$5,275). This line item provides funds (\$6,000) for monthly EMS refresher classes provided by a variety of speakers. Funding is also included to participate in the St. Louis County Fire Academy Special Programs (\$1,725), miscellaneous seminars, books and reference materials (\$5,000). Also in this line item is the Brentwood portion to participate in a collaborative training partnership with West County EMS & Fire (\$35,000) - (\$53,000).

**Dues & Subscriptions 6365:** This line item includes dues for periodicals, professional journals and publications for staff officers, line officers and paramedic/firefighters (\$200). The subscriptions and publications provide current practices and standards for fire suppression, emergency medical care and technical rescue services. Funding is also included for dues for a number of professional organizations including the St. Louis County Fire Chief's Association (\$600), 2 National Fire Protection Agency memberships (\$530), Central Core EMS Officers (\$100), Central Core Training Officers (\$200), Backstoppers (\$300), Sam's Club (\$100), and membership in the International Association of Fire Chiefs (\$210) – (\$2,240).

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

**Uniform Purchase 6400:** This line item includes funds to complete the replacement and repair of departmental uniforms and structural firefighting gear - (\$17,525).

**Postage 6440:** This line item provides funds for postage (\$400).

**FIRE DEPARTMENT (10-02-01-XXXX)**

<u>Account Number</u>	<u>Account Descriptions</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Budgeted 2015</u>	<u>Estimated 2015</u>	<u>Budgeted 2016</u>	<u>Projected 2017</u>	<u>Projected 2018</u>
<b><u>Personnel Services</u></b>									
6000	SALARIES FULL TIME	1,901,755	1,859,590	1,873,565	1,906,925	1,906,925	1,938,926	1,997,094	2,057,007
6005	FULL TIME OVERTIME	99,223	56,289	72,127	90,000	90,000	90,000	90,000	90,000
6025	LONGEVITY EXPENSE	23,307	20,481	19,572	21,285	21,285	22,860	25,375	28,166
6030	HOLIDAY EXPENSE	73,526	70,897	70,401	71,384	71,384	71,457	73,601	75,809
6050	ATTENDANCE INCENTIVE	4,675	2,300	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	214,681	246,732	263,118	275,682	275,682	278,253	292,166	306,774
6390	CLOTHING ALLOWANCE	13,860	15,840	16,560	16,560	16,560	16,560	16,560	16,560
	<b>Subtotal:</b>	<b>2,331,027</b>	<b>2,272,129</b>	<b>2,315,343</b>	<b>2,381,836</b>	<b>2,381,836</b>	<b>2,418,056</b>	<b>2,494,796</b>	<b>2,574,316</b>
<b><u>Materials &amp; Supplies</u></b>									
6420	SUPPLIES & MATERIALS	28,341	35,549	35,517	52,400	45,000	59,550	60,306	62,115
	<b>Subtotal:</b>	<b>28,341</b>	<b>35,549</b>	<b>35,517</b>	<b>52,400</b>	<b>45,000</b>	<b>59,550</b>	<b>60,306</b>	<b>62,115</b>
<b><u>Contractual Services</u></b>									
6070	EDUCATIONAL BENEFITS	-	-	1,238	2,000	2,000	3,000	2,000	2,000
6160	ADVERTISING	410	1,670	-	1,000	1,000	1,000	1,000	1,000
6185	TRAVEL/MEETINGS	397	2,473	69	4,500	3,000	4,500	3,600	3,700
6195	PETRO PRODUCTS	17,875	18,107	20,355	18,000	14,500	18,000	18,560	19,116
6210	MISCELLANEOUS CONTRACTUAL	21,251	41,261	15,712	23,550	21,500	41,730	52,813	53,947
6225	REPAIRS & MAINT-OTHER	7	-	-	-	-	-	-	-
6240	TRAINING	23,809	20,780	40,064	51,000	5,500	53,000	52,530	54,105
6250	LINEN SERVICE	3,720	4,515	314	-	-	-	-	-
6365	DUES & SUBSCRIPTIONS	1,689	1,130	1,860	2,240	1,300	2,240	2,575	2,652
6375	PRINTING	2,869	3,695	3,957	3,500	2,700	3,500	3,605	3,713
6400	UNIFORM PURCHASE	12,871	16,932	9,621	20,525	13,000	17,525	15,500	15,965
6440	POSTAGE	263	142	65	400	200	400	320	330
	<b>Subtotal:</b>	<b>85,161</b>	<b>110,705</b>	<b>93,255</b>	<b>126,715</b>	<b>64,700</b>	<b>144,895</b>	<b>152,503</b>	<b>156,528</b>
<b>TOTAL EXPENDITURES</b>		<b>2,444,529</b>	<b>2,418,383</b>	<b>2,444,115</b>	<b>2,560,951</b>	<b>2,491,536</b>	<b>2,622,501</b>	<b>2,707,605</b>	<b>2,792,959</b>

# Judicial Department

## JUDICIAL DEPARTMENT

### **Mission Statement**

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

### **Goals and Objectives**

1. Preserving a professional and courteous environment.
2. Providing responsive, timely, and pertinent information to all stakeholders.
3. Promoting staff training and professional development.
4. Monitoring all financial accounts and records closely.
5. Maintaining compliance with Missouri Supreme Court regulations and directives.

### **Accomplishments**

1. Smooth transition from former judge/court administrator to new judge/court administrator.
2. The court came into full compliance with Missouri Senate Bill 5.
3. Court Administrator completed the 2015 Professional Development Program through the City of Brentwood.
4. Reduced the amount of phone calls to the court by streamlining the procedures for attorney requests for recommendations.
5. Maintained certification in the court's professional organizations, both state and local.
6. Maintained certification in the Criminal Justice Information Systems (CJIS) through the Regional Justice Information Systems (REJIS) and Missouri State Highway Patrol (MSHP).
7. New Deputy Court Clerk became certified in REJIS, CJIS, and became a Notary Public. The Court Administrator is a Notary Public as well.
8. Court implemented Warrant on Demand; electronic warrants rather than paper.
9. Participated in the Better Family Life Amnesty Program twice this year to reduce warrants for arrest at a reduced bond rate.

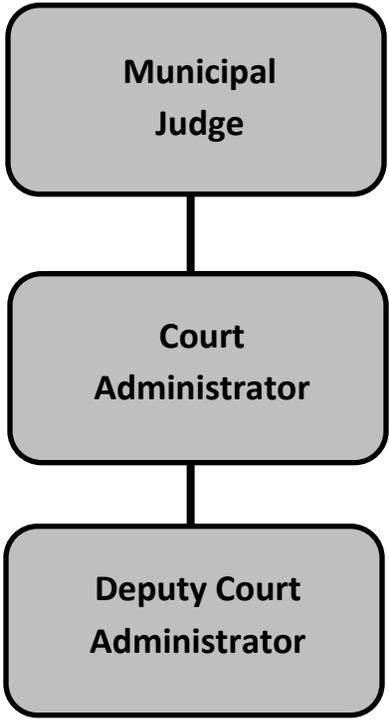
**JUDICIAL DEPARTMENT**

**BUDGETED POSITIONS**

<b>Position</b>	<b>2015</b>	<b>2016</b>
<b>Court Administrator</b>	1	1
<b>Deputy Court Administrator</b>	1	1
<b>Total</b>	2	2

**JUDICIAL DEPARTMENT**

**ORGANIZATIONAL STRUCTURE**



**JUDICIAL DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2016**

**PERSONNEL SERVICES:**

**Salaries & Wages Full-time 6000:** This line item provides funds for the positions in the judicial department (\$108,841).

**Full Time Overtime 6005:** This line item provides funds for full-time non-exempt employees utilized for court night (\$3,571).

**Salaries and Wages Part-time 6010:** This line item provides funds for part-time employees utilized for court night or when the Court Administrator is on vacation, sick leave or professional development (\$8116).

**Longevity Expense 6025:** This line item provides funds for longevity pay to employees for specified years of service (\$240).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, Missouri Local Government Employees Retirement System (LAGERS) (\$36,914).

**MATERIALS & SUPPLIES:**

**Supplies 6420:** This line item provides funds for miscellaneous office supplies (pens, paperclips, adding machine tape, address labels etc.) banker's boxes for end of year files, toner cartridges for three machines (\$1,500).

**CONTRACTUAL SERVICES:**

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

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

**Advertising 6160:** This line item provides funds for the cost of advertising for job openings in local news publications (\$0).

**Travel & Meetings 6185:** This line item provides for mileage, food and lodging at the annual court clerk conference, clerk seminar, and judge conference and required monthly meetings for all court personnel (\$4,300).

**Misc. Contractual Services 6210:** This line item provides funds for the following expenses: Deaf Services, Language Translators, Shred-it (\$1,500).

**Training 6240:** This line item provides for continuing education training/certification for a judge professional development conference, a clerk professional development conference, and a clerk seminar (\$1,100).

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

**Printing 6375:** This line item provides funds for court numbered receipts, perforated receipt paper, court memo forms, bond forms, envelopes, bank checks, bank deposit slips, and letterhead (\$2,500).

**Postage 6440:** This line item provides funds for certified letters and regular postage (\$100).

JUDICIAL DEPARTMENT (10-02-03-XXXX)

Account Number	Account Descriptions	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
<b>Personnel Services</b>									
6000	SALARIES FULL TIME	121,790	126,825	128,727	131,592	131,592	108,841	112,106	115,469
6005	FULL TIME OVERTIME	193	34	937	3,571	3,571	3,571	3,678	3,788
6010	SALARIES PART TIME	5,423	2,667	1,572	8,116	8,116	8,116	8,359	8,610
6025	LONGEVITY EXPENSE	1,500	1,508	1,500	1,680	1,680	240	266	295
6050	ATTENDANCE INCENTIVE	550	600	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	25,425	39,983	40,410	41,859	41,859	36,914	38,760	40,698
	<b>Subtotal:</b>	154,881	171,617	173,146	186,818	186,818	157,682	163,169	168,860
<b>Material &amp; Supplies</b>									
6420	SUPPLIES & MATERIALS	1,755	745	952	1,500	1,500	1,500	1,500	1,500
	<b>Subtotal:</b>	1,755	745	952	1,500	1,500	1,500	1,500	1,500
<b>Contractual Services</b>									
6070	EDUCATIONAL BENEFITS	-	-	2,665	3,000	3,000	3,000	3,000	3,000
6140	REGIS COMMUNICATION	11,115	14,890	12,345	15,200	15,200	15,200	15,200	15,200
6160	ADVERTISING	-	-	-	300	506	-	-	-
6185	TRAVEL/MEETINGS	1,804	1,977	2,065	3,600	3,600	4,300	4,300	4,300
6210	MISC CONTRACTUAL EXPENSES	-	1,506	1,056	1,500	1,500	1,500	1,500	1,500
6240	TRAINING	309	720	600	875	875	1,100	1,100	1,100
6365	DUES & SUBSCRIPTIONS	390	370	365	570	570	575	575	575
6375	PRINTING	-	1,023	387	1,500	1,500	2,500	2,000	2,000
6440	POSTAGE	-	-	-	100	-	100	100	100
	<b>Subtotal:</b>	13,618	20,486	19,483	26,645	26,751	28,275	27,775	27,775
	<b>TOTAL EXPENDITURES</b>	<b>170,254</b>	<b>192,848</b>	<b>193,581</b>	<b>214,963</b>	<b>215,069</b>	<b>187,457</b>	<b>192,444</b>	<b>198,135</b>

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# Legislative Department

## LEGISLATIVE DEPARTMENT

### **Mission Statement**

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

### **Goals and Objectives**

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

## **Accomplishments**

1. Reviewed and adopted 56 ordinances and 14 resolutions thus far in 2015.
2. The City of Brentwood, through the Community Development Block Grant (CDBG) Program offers 5 (five) year forgivable home improvement loans to low- and moderate-income homeowners to make necessary improvements to their homes.
3. Brentwood named 3<sup>rd</sup> best City in Missouri for starting a small business according to NerdWallet.com, a consumer finance website.
4. Brentwood named 2<sup>nd</sup> best place to buy a house in Missouri according to Niche.com
5. Disciplined effort to meet and exceeds the City's Fund Balance Policy.

**LEGISLATIVE DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2016**

**PERSONNEL SERVICES**

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

**Salaries & Wages of the Planning & Zoning Commission 6055:** This line item provides funds for the compensation of the Planning & Zoning Commission members (\$12,000).

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

**Employees Benefits 6065:** Social Security, Medicare and Missouri Local Government Employees Retirement System (LAGERS) benefits for the Legislative Department (\$11,690).

**MATERIALS & SUPPLIES:**

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

**CONTRACTUAL SERVICES:**

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

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

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

**Dues & Subscriptions 6365:** This line item provides funding for membership fees: Missouri Municipal League, MML (\$1,081); Brentwood Chamber of Commerce (\$350); Route 66 Association of Missouri (\$50); St. Louis County Municipal League, STML (\$3,963); International Council of Shopping Centers, ICSC (\$150); Suburban Mayors of Saint Louis County (\$100); ICLEI (\$600), Credit Card Annual Renewal Fee (\$100), and Urban Land Institute, ULI (\$215) - (\$6,609).

**Printing 6375:** This line item provides funds for envelopes and letterhead (\$250).

LEGISLATIVE DEPARTMENT (10-01-03-XXXX)

Account Number	Account Descriptions	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
<b>Personnel Services</b>									
6020	SALARIES - ELECTED OFFICIALS	72,261	72,652	72,047	72,000	72,000	72,000	72,000	72,000
6055	SALARIES P&Z BOARD	9,050	12,000	10,558	12,000	12,000	12,000	12,000	12,000
6060	SALARIES BD OF ADJUSTMENT	1,400	1,550	3,750	3,000	3,000	3,000	3,000	3,000
6065	EMPLOYEE BENEFITS	22,003	12,938	12,019	12,551	12,551	11,690	12,041	12,402
	<b>Subtotal:</b>	104,714	99,140	98,374	99,551	99,551	98,690	99,041	99,402
<b>Material &amp; Supplies</b>									
6420	SUPPLIES & MATERIALS	878	650	250	500	2,500	2,500	2,500	2,500
6445	MISCELLANEOUS EXP	35	71	-	-	-	-	-	-
	<b>Subtotal:</b>	913	721	250	500	2,500	2,500	2,500	2,500
<b>Contractual Services</b>									
6185	TRAVEL/MEETINGS	4,934	3,552	2,695	5,000	2,500	5,000	5,000	5,000
6210	MISC CONTRACTUAL EXPENSES	493	-	-	-	600	600	600	600
6280	ELECTION EXPENSE	1,871	-	-	5,000	4,592	5,000	5,000	5,000
6365	DUES & SUBSCRIPTIONS	5,306	6,400	6,508	6,609	6,609	6,609	6,609	6,609
6375	PRINTING	1,090	26	43	250	882	250	250	250
	<b>Subtotal:</b>	13,694	9,978	9,246	16,859	15,183	17,459	17,459	17,459
<b>TOTAL EXPENDITURES</b>		<b>119,321</b>	<b>109,839</b>	<b>107,870</b>	<b>116,910</b>	<b>117,234</b>	<b>118,649</b>	<b>119,000</b>	<b>119,361</b>

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# **Parks and Recreation Department**

## **PARKS AND RECREATION DEPARTMENT**

### **Mission Statement**

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

### **Goals and Objectives**

1. Provide a seamless transition of the Park Maintenance staff from Public Works to the Parks and Recreation Department.
  - a. Complete and implement the Park Maintenance Work Procedure Manual.
2. Enhance the aesthetics of the Brentwood Park System through direct supervision of the Parks Maintenance staff
  - a. Develop performance measures relating to park maintenance.
  - b. Implement monthly park inspections.
  - c. Develop and enforce park maintenance standards.
  - d. Develop seasonal horticultural plans for each park.
3. Update the Parks and Recreation Capital Improvement Plan
  - a. Identify capital improvement projects and items related to parks maintenance.
  - b. Incorporate park maintenance projects into the department's Capital Improvement Plan.
4. Fully utilize and maintain the newly renovated Brentwood Recreation Complex.
  - a. Ensure the implementation of the Brentwood Recreation Complex Work Procedure Manual is complete.
  - b. Investigate Ice Rink schedule to determine how/when to incorporate additional public sessions for residents.
  - c. Attract additional weekday corporate rentals to the Brentwood Recreation Complex.
  - d. Provide additional Zamboni and maintenance training to recreation staff so that they can fill in when a maintenance shift needs to be filled.
5. Begin the two-year National Recreation and Park Association Accreditation Process for the department.
  - a. Submit the preliminary application to NRPA, indicating the intent of the department to go forward with the accreditation process.
  - b. Begin Self-Assessment process.
  - c. Work with NRPA to determine visitation/on-site evaluation.
6. Expand variety of programming offered by the Parks and Recreation Department.
  - a. Create additional special events for the Brentwood Ice Rink.
  - b. Expand youth, adult and senior program offerings.
  - c. Investigate and then implement a plan to utilize new aerobics room in the Brentwood Recreation Complex.
  - d. Utilize the entire Brentwood Parks System for program opportunities.

## Accomplishments

1. Brentwood Recreation Complex Renovation Project:
  - Managed the Brentwood Recreation Complex Renovation Project, completing the project on time and on budget.
  - Managed a successful marketing campaign for the Brentwood Recreation Complex Renovation Project which included:
    - a. Created a Capital Improvements Page on the City's website and updated the page monthly.
    - b. Posted regular Facebook updates on the construction project.
    - c. Created an event page for the Grand Re-Opening which reached over 2,500 newsfeeds and seen by over 10,000 Facebook users.
    - d. Participated in a live broadcast on Fox 2's Morning Show the day before the grand re-opening.
    - e. Interviewed about the Grand Re-Opening on KTRS 550 AM.
    - f. Hosted a Chamber of Commerce After Hours Event showcasing the renovations to the Brentwood Business Community.
    - g. Rebranded the Brentwood Recreation Complex marketing materials to match the updated interior.
  - Hosted an Advance Preview for over 100 members of the City's boards and commissions and their guests.
  - Held the Grand Re-opening event which attracted over 800 people not only from Brentwood but the entire St. Louis Metropolitan Area.
2. Received \$370,000 from the Municipal Park Grant Commission for the renovation of the Brentwood Recreation Complex.
3. Retained all of the regular renters, Brentwood Hockey League teams and increased the number of fitness participants when the Brentwood Recreation Complex reopened.
4. Incorporated McKnight Park into the Brentwood Parks System and completed the following:
  - Surveyed and met with residents on Parkside Drive to receive input on park amenities.
  - Met with residents and the landscape architect to ensure that their requests were incorporated into the design.
  - Created the first design for McKnight Park.
5. Increased the professionalism of the Parks and Recreation Department staff through training and certification programs including:
  - An additional staff member completed the CPRP certification.
  - Maintenance staff member attended the Ice Maintenance and Equipment Operation training, learning how to maintain a quality ice surface.
  - Select Full-Time staff members received Zamboni training.
  - Full-Time staff was trained on the new mechanical systems for the Brentwood Recreation Complex.
  - Created an enhanced half-day training for part-time staff which will be utilized bi-annually.
6. Upgraded the recreation software, utilized by the department, to the newest version providing greater functionality of the software.

7. Implemented a successful Summer Food Program in Memorial Park serving over 600 free lunches in an eight week period.
8. Completed Capital Projects including:
  - Resurfacing over 6,000 linear feet of trails.
  - Installing a new bench and shade structure for the toddler playground in Memorial Park.
  - Purchasing a new, electric Zamboni which will save the department on petro expenditures.
  - Completing the final phase of the Park Signage project.
9. Purchased an enhanced Magic Bus for our senior transportation service, which will also be utilized on senior programs and trips.
10. Updated the usability and look of the department's website pages.
11. Doubled the department's Facebook audience through strategic multi-media marketing.
12. Increased resident participation in senior programming 17%.

### Performance Measures

<i>Parks and Recreation</i>	2014 (Actual)	2015 (Estimate)	2016 (Projected)
Operating revenue per capita	\$108.10	\$69.16	\$113.59
Operating expenditures per capita	\$170.96	\$189.64	\$297.66
Percentage of cost recovery for the Brentwood Recreation Complex	72.91%	43.75%	\$63.16
Percentage of cost recovery for all programs	126.80%	106.33%	128.73%
Average annual training hours per full-time equivalent employee	N/A	25	30

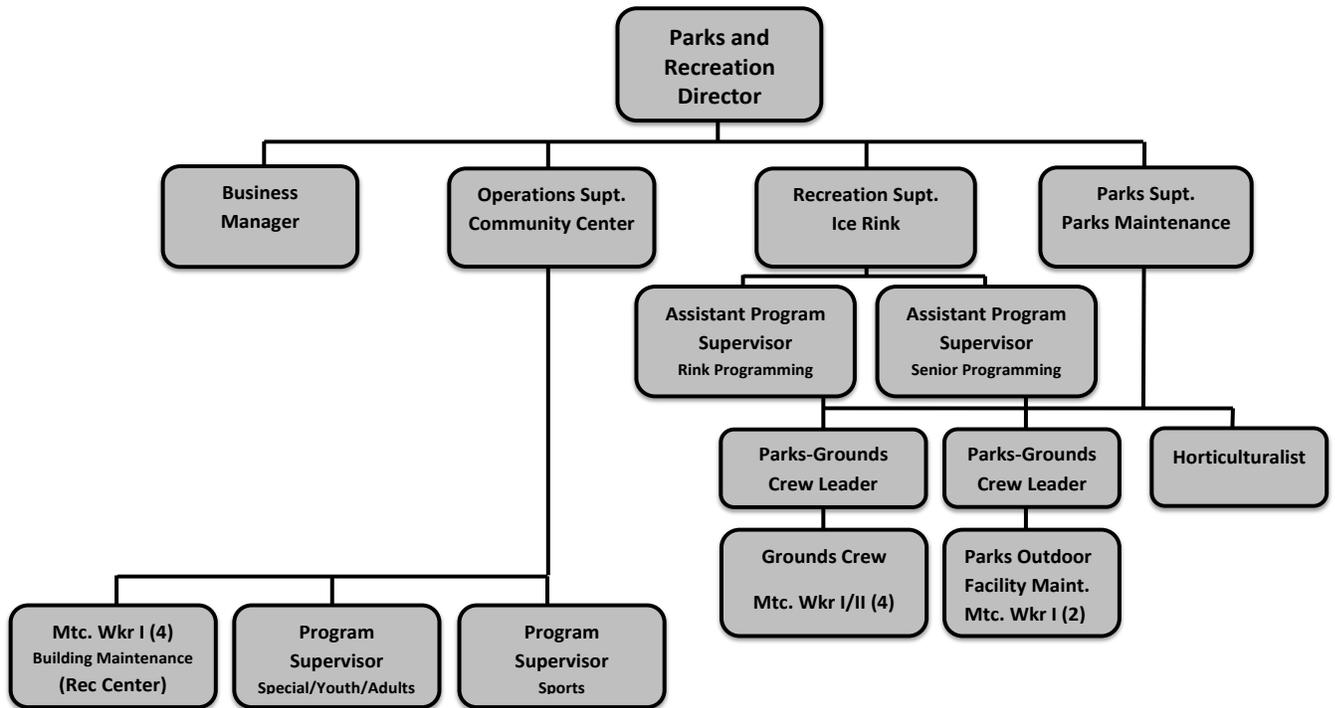
**PARKS AND RECREATION DEPARTMENT**

**BUDGETED POSITIONS**

<b>Position</b>	<b>2015</b>	<b>2016</b>
<b>Parks and Recreation Director</b>	1	1
<b>Superintendent</b>	0	3
<b>Business Manager</b>	1	1
<b>Program Supervisor</b>	2	2
<b>Program Coordinator</b>	2	0
<b>Assistant Program Coordinator</b>	3	2
<b>Crew Leader</b>	0	2
<b>Horticulturalist</b>	0	1
<b>Maintenance II</b>	0	4
<b>Maintenance I</b>	3	5
<b>Total</b>	<b>12</b>	<b>21</b>

**PARKS AND RECREATION DEPARTMENT**

**ORGANIZATIONAL STRUCTURE**



**PARKS AND RECREATION DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2016**

**PERSONNEL SERVICES:**

**Salaries & Wages Full-time 6000:** This line item provides funds for the full time positions in the parks and recreation department. Budget increase is due to the movement of Park Maintenance into department (\$895,926).

**Full-time Overtime 6005:** This line item provides funds for Park Maintenance staff who work overtime and for full-time non-exempt employees who may have to work when unplanned events or scheduling change occur, during Maddenfest and Holidays. Budget increase is due to the movement of Park Maintenance into department (\$23,000).

**Salaries Part-time Parks 6009:** This line item provides funds for part-time and seasonal park employees. This new account was created due to the movement of Park Maintenance into the department. (\$30,000).

**Salaries Part-time Administration 6010:** This line item provides funds for part-time employees: Recreation Aides, and Interns. Budget increase is due to returning to a full year of operation for the Brentwood Recreation Complex (\$53,451).

**Salaries Part-time Ice Rink 6011:** This line item provides funds for the part-time employees: Skate Guards and Learn to Skate assistants. Budget increase is due to returning to a full year of operation for the Brentwood Recreation Complex (\$37,288).

**Salaries Part-time Rink Programming 6012:** This line item provides funds for the part-time employees: Hockey Referees and Skating Instructors. Budget increase is due to returning to a full year of operation for the Brentwood Recreation Complex (\$77,350).

**Salaries Part-time Sports 6013:** This line item provides funds for part-time employees: Softball Umpires, Softball Field Supervisors, Volleyball Referees and Sand Volleyball Referees (\$22,932).

**Salaries Part-time Special Events 6014:** This line item provides funds for part-time employees (Building Managers, Recreation Aides and Skate Guards) working Special Events (\$0).

**Part-time Overtime Administration 6015:** This line item provides funds for part-time rink employees (Recreation Aides) working on holidays. Budget increase is due to returning to a full year of operation for the Brentwood Recreation Complex (\$1,923).

**Part-time Overtime Ice Rink 6016:** This line item provides funds for part-time rink employees (Building Managers and Skate Guards) working on holidays. Budget increase is due to returning to a full year of operation for the Brentwood Recreation Complex (\$3,950).

**Part-time Overtime Rink Program 6017:** This line item provides funds for part-time rink program employees (Hockey Referees and Skating Instructors) working on Holidays (\$1,304).

**Salaries Part-time Magic Bus Drivers 6018:** This line item provides funds for part-time Magic Bus Drivers (\$21,610).

**Part-time Rink Administration 6019:** This line item provides funds for the part-time employees: Building Manager and Recreation Aides who work in the Ice Rink. Budget increase is due to returning to a full year of operation for the Brentwood Recreation Complex (\$60,787).

**Part-time Overtime Parks 6024:** This line item provides funds for part-time and seasonal park employees working overtime and working on Holidays. This new account was created due to the movement of Park Maintenance into the department (\$5,000).

**Longevity Expense 6025:** This line item provides funds for longevity pay to employees for specified years of service. Budget increase is due to the movement of Park Maintenance staff into department (\$8,070).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, LAGERS). Budget increase is due to the movement of Park Maintenance into department (\$355,536).

**Insurance Workers Compensation 6150:** This line item provides funds to cover worker's compensation insurance for employees (\$136,799).

**MATERIALS & SUPPLIES:**

**Supplies & Materials 6420:** This line item provides funds for supplies for the Community Center including Custodial Supplies and repairs, IT Equipment, Office Equipment and miscellaneous expenditures (\$29,500).

**Supplies & Materials Parks 6421:** This line item provides funds for supplies related specifically to parks including landscaping materials such as plants, flowers and mulch, materials for turf and athletic field maintenance, and materials to maintain park facilities. Budget increase is due to the movement of Park Maintenance into department (\$70,000).

**Supplies & Materials Ice Rink 6422:** This line item provides funds for supplies for the Ice Arena including replacement skates and skate aides, Philabert security services, materials for hockey goals and ice rink materials such as paint, lines and glass (\$40,700).

**Supplies & Materials Fitness 6423:** This line item provides funds for weights and a weight rack for Fitness Programs (\$700).

**Supplies & Materials General Programming 6424:** This line item provides funds for supplies for General Programs including craft and snack supplies for youth programs, materials for cooking classes and miscellaneous supplies for youth and adult programs (\$725).

**Supplies & Materials Special Events 6425:** This line item provides funds for supplies for the Sweetheart Dance, Adult Egg Hunt, Eggstravaganza, Music on the Menu, Spooktacular and Candy Melt (\$3,293).

**Supplies & Materials Sports 6426:** This line item provides funds for supplies for the Adult Softball Leagues, Volleyball Leagues and youth sports programs (\$4,750).

**Supplies & Materials Senior Programming 6427:** This line item provides funds for supplies for senior programs such as Cooking for One and Floral class, and provisions for senior trips (\$700).

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

**CONTRACTUAL SERVICES:**

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

**Utilities 6115:** This line item includes the yearly bill amounts for Cable, Internet and Wi-Fi, Telephones, Water, Sewer, and Electric usage in the Recreation Complex (\$180,000).

**Utilities Parks 6116:** This line item includes the yearly bill amounts for Water, Sewer, Electric and Natural Gas (Norm West Park) usage in the parks (\$25,000).

**Recreation Program Sports 6122:** This line item provides funds for contractual program expenses related to instructing youth soccer, T-Ball, tennis and sports camps (\$3,000).

**Rink Program Expense 6123:** This line item provides funds for contractual program expenses related to the Brentwood Hockey League, Basic Skills class, Summer Boot Camp and the Spring Ice Show (\$13,606).

**Recreation Program General Programming 6124:** This line item provides funds for contractual program expenses related to instructing youth art, dance and babysitting classes, Santa visits and various adult programs (\$4,502).

**Recreation Program Fitness 6125:** This line item provides funds for contractual program expenses related to instructing yoga, Krav Maga, senior fitness and various other fitness programs (\$8,062).

**Recreation Program Special Events 6126:** This line item provides funds for contractual expenses related to the Sweetheart Dance, Music on the Menu, Dinner and a Movie and Spooktacular events (\$6,250).

**Recreation Program Senior Programming 6127:** This line item provides funds for contractual expenses related to Magic Lunches, Day Trips, and various other senior programs (\$6,900).

**Memorial Tree & Bench Program 6130:** This line item provides funds for expenses related to the Memorial Tree & Bench Program (\$3,300).

**Advertising 6160:** This line item provides funds for departmental advertising including Promotional Products, Postings for jobs, RFP and RFQ, Rental and Ice Rink Promotional Materials and Reach Board membership fee (\$4,488).

**Travel/Meetings 6185:** This line item provides funds for the National Conference, State Conference and expenditures related to Recreation Superintendent holding Missouri Parks & Recreation Association State Office (\$3,450).

**Petro Products 6195:** This line item provides funds for the Ice Resurfacer and fuel for the Magic Bus and Parks and Recreation vehicle (\$8,700).

**Petro Products - Parks 6196:** This line item provides funds for fuel for Parks Maintenance vehicles. This new account was created due to the movement of Park Maintenance into the department (\$10,000).

**Miscellaneous Contractual Expenses Administration 6210:** This line item provides funds for contractual services for the Community Center including Security System and Fire Alarm and Safety Program, Cintas Cleaning services, monthly Pest Control, Floor Mat Cleaning, Infrared Scanning of Electrical System, Fire Extinguisher/Hood Inspections, Document Destruction, Online Postage Service, Railroad lease (\$27,782).

**Miscellaneous Contractual Expenses Ice Rink 6212:** This line item provides funds for contractual services for the Ice Arena including HVAC Maintenance, Ice Resurfacer Blade Sharpening, Cooling Tower Chemical Maintenance and Backflow Testing (\$73,550).

**Miscellaneous Contractual Expenses Parks 6220:** This line item provides funds for contractual services for Park Maintenance. This new account was created due to the movement of Park Maintenance into the department (\$50,000).

**Festival Expense 6220:** This line item provides funds for expenses attributed to the annual Maddenfest Celebration (\$71,000).

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

**Training Parks 6241:** This line item provides funds for Park Maintenance employees to attend trainings specific to the maintenance and beautification of the park system. This new account was created due to the movement of Park Maintenance into the department (\$4,000).

**Birthday Party Expense 6280:** This line item provides funds for Pizza, Beverage Supplies, and Paper Products (\$1,250).

**Concessions 6285:** This line item provides funds for the Health Department Permit, Beverage Supplies and Hockey Tape and Pucks resale items (\$1,550).

**Administration Expense 6300:** This line item provides funds for office supplies (\$3,700).

**Richmond Heights Cooperative 6310:** This line item provides funds for a program that allows residents to purchase memberships to The Heights at Richmond Heights resident rates. Brentwood pays two-thirds of the rate difference between resident and non-resident (\$56,000).

**Dues & Subscriptions 6365:** This line item provides funds for membership dues to the National Recreation and Park Association, Missouri Parks and Recreation Association, Sam's Club, United States Tennis Association as well as yearly subscription to ASCAP, BMI, SESAC and Sirius (\$3,905).

**Printing 6375:** This line item provides funds for business cards, letterhead, maps, forms, signs and brochures (\$9,000).

**Uniform Purchase 6400:** This line item provides funds for staff shirts and outerwear for administration staff (\$2,720).

**Uniform Purchase Parks 6401:** This line item provides funds for staff shirts and outerwear for Park Maintenance staff. This new account was created due to the movement of Park Maintenance into the department (\$3,500).

**Postage 6440:** This line item includes funds for postage (\$6,500).

**Copier Supplies 6460:** This line item provides funds for the lease of the copiers in the community center and ice arena as well as toner and other supplies (\$5,900).

**Forestry 6470:** This line item provides funds for tree work in the parks (\$3,000).

**CAPITAL:**

**Park Capital Expense 6485:** This line item provides capital funds for the following projects (\$803,200):

- IT capital replacement including the replacement of four computers, upgrades to the phone system and AV Equipment for one of the meeting rooms (\$25,800)
- Network Fiber Install (Recreation Center to City Hall) (\$35,000)
- Parks Maintenance capital replacement including two trucks and a zero turn mower (\$84,500)
- Roof Screening for the Brentwood Recreation Complex (\$35,000)
- Improvements to McKnight Park (\$27,900)\*
- Repairs to the Olympia Ice Resurfacers (\$25,000)
- Oak Tree Park Pavilion Design (\$48,000)
- Oak Tree Park Pavilion & Rain Garden Project (\$472,000)\*
- Brentwood Park Design (\$50,000)

\* - Denotes Parks System Master Plan Project

**Debt Service Principal – Series 2014 COP 6555:** This line item includes funds for the annual debt service principal payment on the series 2014 COP issue of \$3,870,000 used for the recreation center renovation project (\$460,000).

**Interest and Fiscal Charges 6556:** This line item provides funds for debt issuance costs and the first interest payment on the debt related to the recreation center renovation project (\$135,030).

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

Account Number	ACCOUNT DESCRIPTIONS	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
<b>Revenues</b>									
4002	AD VALOREMTAXES	55,992	761	(1,634)	-	-	-	-	-
4025	SALES TAX	2,206,804	2,149,956	2,768,963	2,876,394	2,876,394	2,962,686	3,051,567	3,143,114
4031	RESERVES	-	-	-	768,663	-	-	-	-
4200	MEMORIAL TREE & BENCH PROGRAM	-	-	250	3,500	-	3,500	4,000	4,500
4210	MSD-EXEC WALK FUNDING	-	28,084	246,066	-	-	-	-	-
4300	PROGRAM FEES-SPORTS	-	-	-	-	-	66,936	70,283	72,391
4301	RECREATION FEES-FITNESS	-	-	-	-	-	11,516	13,500	14,500
4302	RECREATION FEES-GENL PROG	-	-	-	-	-	8,500	9,000	10,000
4303	RECREATION FEES-SPEC EVENTS	-	-	-	-	-	4,525	5,000	6,000
4304	RECREATION FEES-SENIOR PROG	-	-	-	-	-	15,266	15,853	16,646
4305	PARK PERMITS	-	-	-	-	-	38,750	39,913	41,110
4310	ROOM RENTAL	-	-	-	-	-	114,000	116,280	118,607
4326	RINK FEES	-	-	-	-	-	312,000	328,360	338,000
4335	ICE RINK ADMISSIONS	-	-	-	-	-	89,000	91,670	94,420
4340	ICE RINK RENTALS	-	-	-	-	-	232,000	238,960	246,129
4341	BIRTHDAY PARTY FEES	-	-	-	-	-	7,500	7,725	7,957
4345	CONCESSIONS-RINK	-	-	-	-	-	1,200	1,200	1,200
4350	SKATE RENTALS	-	-	-	-	-	9,750	10,043	10,344
4365	VENDING	-	-	-	-	-	4,000	4,120	4,244
4510	SALE OF CITY PROPERTY	-	2,000	5,912	4,000	47,000	5,000	5,000	5,000
4525	INTEREST INCOME	4,200	6,609	8,581	7,000	7,000	7,000	7,000	7,000
4535	INSURANCE/OTHER SETTLEMENTS	-	-	-	-	-	-	-	-
4545	FESTIVAL REVENUE	-	10,650	14,025	15,000	11,700	16,500	16,830	17,167
4570	SPONSORSHIPS/DONATIONS	-	4,550	6,746	8,850	8,250	9,000	9,500	10,000
4585	SLAIT PREMIUM RETURN	15,688	15,987	12,299	5,000	5,000	5,000	5,000	5,000
4599	DEBT PROCEEDS	-	-	4,817,543	3,621,071	-	-	-	-
4950	INTERGOVERNMENTAL RECEIPT	13,500	103,195	(28,625)	370,000	370,000	370,000	-	370,000
<b>TOTAL REVENUE</b>		<b>2,296,184</b>	<b>2,321,792</b>	<b>7,850,126</b>	<b>7,679,478</b>	<b>3,325,344</b>	<b>4,293,629</b>	<b>4,050,804</b>	<b>4,543,329</b>

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTIONS	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
<b>Expenditures</b>									
<b>Personnel Services</b>									
6000	SALARIES FULL TIME	377,679	418,363	386,725	531,737	531,737	895,926	922,804	950,488
6005	FULL TIME OVERTIME	270	792	163	250	1,200	23,000	24,000	25,000
6009	SALARIES PART TIME-PARKS	-	-	-	-	-	30,000	30,900	31,827
6010	SALARIES PART TIME-ADMIN	67,126	77,544	45,720	24,200	15,050	53,451	55,055	88,533
6011	SALARIES PART TIME-RINK	-	-	55,061	13,219	26,400	37,288	38,407	39,559
6012	SALARIES PART TIME-RINK PROG	75,679	72,937	82,531	33,933	58,000	77,350	79,671	82,061
6013	SALARIES PART TIME-SPORTS	24,236	21,019	21,973	22,932	17,500	22,932	23,620	24,329
6014	SALARIES PART TIME-SPEC EVENTS	619	443	-	612	-	-	-	-
6015	PART-TIME OVERTIME-ADMIN	2,483	1,914	134	-	150	1,923	1,981	2,040
6016	PART-TIME OVERTIME-RINK	-	-	2,420	1,350	1,853	3,950	4,100	4,250
6017	PART-TIME OVERTIME-RINK PROG	963	2,060	1,459	1,350	1,218	1,304	1,400	1,500
6018	SALARIES PART TIME-MAGIC BUS	-	-	-	25,328	21,000	21,610	22,258	22,926
6019	SALARIES PART TIME-RINK BDG MGR	-	-	-	32,961	30,000	60,787	62,611	64,489
6020	SALARIES PART TIME-FITNESS	-	-	-	-	-	-	-	-
6021	SALARIES PART TIME-GENL PROG	-	-	-	-	-	-	-	-
6022	SALARIES PART TIME-SENIOR PROG	-	-	-	-	-	-	-	-
6023	PART-TIME OVERTIME-GENL PROG	-	-	-	-	-	-	-	-
6024	PART-TIME OVERTIME-PARKS	-	-	-	-	-	-	-	-
6025	LONGEVITY EXPENSE	3,294	3,990	3,276	3,915	3,915	5,000	5,500	6,000
6050	ATTENDANCE INCENTIVE	1,825	500	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	120,200	154,344	138,551	195,892	195,892	355,536	373,313	391,979
6150	INSURANCE	46,403	91,205	93,633	130,285	130,285	136,799	143,639	150,821
<b>Subtotal:</b>		720,777	845,111	831,646	1,017,964	1,034,200	1,734,926	1,798,217	1,895,745
<b>Materials &amp; Supplies</b>									
6420	SUPPLIES & MATERIALS	48,462	44,857	30,408	24,000	24,000	29,500	32,000	35,000
6421	SUPPLIES & MATERIALS-PARK	20,072	24,293	29,144	44,000	34,000	70,000	73,500	77,125
6422	SUPPLIES & MATERIALS-ICE RINK	-	-	48,318	47,164	39,000	40,700	41,921	43,179
6423	SUPPLIES & MATERIALS-FITNESS	-	-	-	700	150	700	750	800
6424	SUPPLIES & MATERIALS-GENL PROG	-	-	72	225	75	725	750	800
6425	SUPPLIES & MATERIALS-SPEC EVENT:	-	-	3,602	3,125	3,700	3,293	3,392	3,494
6426	SUPPLIES & MATERIALS-SPORTS	-	-	3,746	4,747	4,600	4,750	4,893	5,040
6427	SUPPLIES & MATERIALS-SENIOR PRO	-	-	-	764	200	700	735	772
6445	MISCELLANEOUS EXPENSE	354	5,184	783	1,000	850	1,000	1,000	1,250
<b>Subtotal:</b>		68,888	74,334	116,073	125,725	106,575	151,368	158,941	167,460

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Budgeted 2015</u>	<u>Estimated 2015</u>	<u>Budgeted 2016</u>	<u>Projected 2017</u>	<u>Projected 2018</u>
	<b>Contractual Services</b>								
6070	EDUCATIONAL BENEFITS	-	-	-	750	-	750	750	750
6115	UTILITIES	174,086	205,256	185,081	158,333	135,000	180,000	189,000	196,938
6116	UTILITIES PARK	21,211	22,799	23,064	24,000	24,000	25,000	26,250	27,500
6122	RECREATION PROGRAM-SPORTS	20,158	17,367	3,328	2,531	4,100	3,000	3,090	3,183
6123	RINK PROGRAM	6,915	3,876	9,816	6,811	6,700	13,606	14,286	15,000
6124	RECREATION PROGRAM-GENL PROG	13,745	11,762	7,034	3,579	175	4,502	4,727	4,963
6125	RECREATION PROGRAM-FITNESS	-	-	7,639	6,558	5,057	8,062	9,450	10,150
6126	RECREATION PROGRAM-SPEC EVENT	-	-	5,595	6,000	5,500	6,250	6,438	6,631
6127	RECREATION PROGRAM-SR PROG	-	-	-	8,713	4,000	6,900	7,107	7,320
6130	MEMORIAL TREE & BENCH PROG	-	-	15	1,800	-	3,300	3,500	4,000
6160	ADVERTISING	2,361	3,863	3,870	5,908	5,700	4,488	4,623	4,762
6185	TRAVEL/MEETINGS	1,975	1,809	1,006	5,740	4,800	3,450	5,740	6,000
6195	PETRO PRODUCTS	7,749	7,418	10,787	8,875	8,000	8,700	8,961	9,230
6196	PETRO PRODUCTS-PARKS	-	-	-	-	-	10,000	10,500	11,025
6210	MISC CONTRACTUAL EXP-ADMIN	69,788	104,123	21,735	33,653	26,500	27,782	28,615	29,473
6212	MISC CONTRACTUAL EXP-ICE RINK	-	-	66,246	71,537	65,000	73,550	77,228	81,089
6213	MISC CONTRACTUAL EXP-PARKS	-	-	-	-	-	50,000	52,500	55,125
6220	FESTIVAL EXPENSE	-	63,773	65,340	66,500	70,000	71,000	72,000	73,000
6240	TRAINING	2,017	1,073	1,394	6,900	4,900	3,600	3,780	3,969
6241	TRAINING-PARKS	-	-	-	-	-	4,000	4,120	4,245
6270	REFUNDS	100	-	-	-	-	-	-	-
6280	BIRTHDAY PARTY EXPENSE	1,112	956	982	350	1,295	1,250	1,313	1,378

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

6285	CONCESSIONS	8,964	7,312	5,385	1,300	2,200	1,550	1,597	1,645
6300	ADMINISTRATION EXP	3,226	3,421	3,239	3,500	2,500	3,700	3,930	4,048
6310	RICHMOND HEIGHTS COOP	54,280	53,044	53,044	55,000	53,044	56,000	57,000	58,000
6365	DUES & SUBSCRIPTIONS	797	814	2,983	3,655	3,500	3,905	4,022	4,143
6375	PRINTING	2,896	4,550	5,539	6,500	7,500	9,000	9,250	9,500
6395	UNIFORM RENTAL	-	-	-	-	-	-	-	-
6400	UNIFORM PURCHASE	2,111	1,048	1,423	2,200	2,200	2,720	2,802	2,886
6400	UNIFORM PURCHASE-PARKS	-	-	-	-	-	3,500	3,675	3,860
6440	POSTAGE	3,184	4,071	4,774	6,900	6,500	6,500	6,750	7,000
6460	COPIER SUPPLIES	5,626	4,705	5,383	5,600	5,600	5,900	6,077	6,259
6470	FORESTRY	800	-	-	3,000	3,000	3,000	4,000	5,000
<b>Subtotal:</b>		403,101	523,040	494,702	506,193	456,771	604,965	633,081	658,072

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

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Budgeted 2015</u>	<u>Estimated 2015</u>	<u>Budgeted 2016</u>	<u>Projected 2017</u>	<u>Projected 2018</u>
<b>Capital</b>									
6480	STORM WATER EXPENSE	11,531	37,964	15,603	75,000	70,000	75,000	75,000	75,000
6481	EXECUTIVE WALK APT PROJECT	16,150	121,664	136,335	-	-	-	-	-
6485	PARK CAPITAL EXPENSE	25,490	263,120	1,465,108	5,335,450	7,074,688	803,200	684,600	1,026,000
6550	PARK DEBT SERVICE 1993	165,000	-	-	-	-	-	-	-
6555	DEBT SERVICE PRINCIPAL	-	-	-	350,000	480,000	460,000	465,000	475,000
6556	INTEREST AND FISCAL CHARGES	4,473	-	137,082	269,146	112,651	135,030	125,830	116,530
<b>Subtotal:</b>		222,644	422,748	1,754,128	6,029,596	7,737,339	1,473,230	1,350,430	1,692,530
<b>TOTAL EXPENDITURES</b>		<b>1,415,410</b>	<b>1,865,233</b>	<b>3,196,549</b>	<b>7,679,478</b>	<b>9,334,885</b>	<b>3,964,489</b>	<b>3,940,669</b>	<b>4,413,807</b>

# **Planning and Development Department**

## **PLANNING AND DEVELOPMENT DEPARTMENT**

### **Mission Statement**

To deliver excellent customer service to Brentwood residents, businesses, the development community, and other city departments by providing a one stop shop for community development, planning and zoning, building code administration, code enforcement, floodplain management, and economic development services. Efficient execution of these items helps fulfill the City's overall effort to attract and protect private investment within the City.

### **Goals and Objectives**

1. Promote economic development opportunities within the City of Brentwood.
  - a. Proactively reach out to developers and property owners to promote opportunities for investment in non-residential areas.
  - b. Work with property owners to develop promotional brochures that can be used for potential redevelopment areas.
  - c. Attend the International Council of Shopping Centers (ICSC) conference.
2. Promote professional growth and certification of all department employees.
  - a. Continue to require certifications through appropriate professional organizations by position.
  - b. Promote active involvement in professional organizations.
  - c. Promote continuing education of all employees.
3. Improve quality and timeliness of communications with the public.
  - a. Provide an initial response to all inquiries within 2 working days.
  - b. Continue development of digital files to reduce time to provide information to the public.
  - c. Work with the appropriate personnel to utilize social media to communicate with the public.
  - d. Review opportunities for GIS and linking additional data for internal and external use.
4. Operate in a fiscally responsible manner.
  - a. Continue reviewing fees, comparing with other area municipalities, and update as needed.
  - b. Identify needs and seek grants for community development and capital improvement projects.
5. Attract and protect private investment in Brentwood.
  - a. Update the Brentwood Comprehensive Plan in support of high quality, sustainable development.
  - b. Continue making progress and gaining support for the city's long term floodplain management/redevelopment goals for the Manchester Road corridor.
  - c. Continue to facilitate the City's participation in the CDBG Home Improvement Program administered by St. Louis County.
  - d. Manage the City's STP grant program projects (Hanley Industrial Court Pedestrian Improvement Project) and find additional opportunities for grant funding.

## Accomplishments

1. Implemented new software to allow for better data tracking for permitting and code enforcement activities. The new software allows for inspectors to complete paperwork in the field, allows residents / business owners to check statuses online, and generates reports to track workloads.
2. Prepared and submitted MSD MS4 annual report.
3. Facilitated CDBG FY 15 grant request and submitted grant application to St. Louis County.
4. Completed a review of the City's Comprehensive Plan, with a recommendation to conduct an update to the existing plan.
5. Completed the solicitation for an update to the City's Comprehensive Plan.
6. Began design and coordination of the Hanley Industrial Court sidewalk project.
7. Oversaw the construction of a new ADA compliant access between the MetroLink station and Brentwood Pointe.
8. Oversaw approval and construction of Chick-fil-A and Total Wine & More within the Brentwood Pointe development.
9. Continued coordination with MSD on Project Clear in anticipation of work beginning in 2016.
10. Purchased 8751 Eulalie Ave. for future use in changes to City Hall.

## Performance Measures

<i>Planning and Development</i>	2014 (Actual)	2015 (Estimate)	2016 (Projected)
% of enforcement from complaints	28%	35%	25%
# of days from complaint to investigation	1.5	1.0	1.0
Value of residential renovation and new construction projects	\$6,615,046	\$4,800,000	\$4,750,000
Value of commercial renovation and new construction projects	\$12,875,965	\$15,000,000	\$9,000,000
% of CDBG funds expended	100%	100%	100%

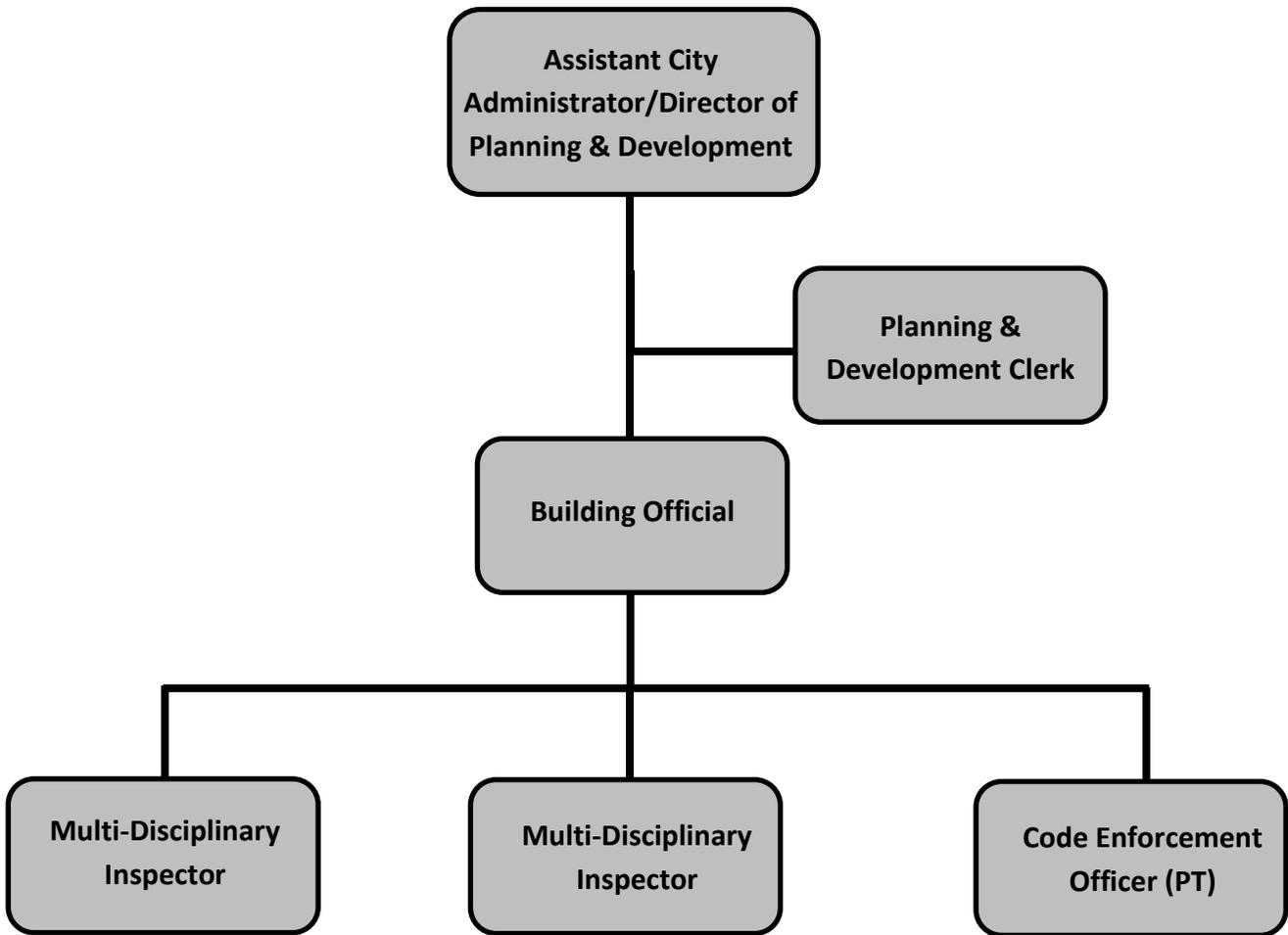
**PLANNING AND DEVELOPMENT DEPARTMENT**

**BUDGETED POSITIONS**

<b>Position</b>	<b>2015</b>	<b>2016</b>
<b>Assistant City Administrator/</b>		
<b>Director of Planning &amp; Development</b>	1	1
<b>Building Official</b>	1	1
<b>Building Inspector</b>	1	0
<b>Multi-Disciplinary Inspector</b>	0	2
<b>Code Enforcement Officer</b>	1	0
<b>Planning &amp; Development Clerk</b>	1	1
	<hr/>	
<b>TOTAL</b>	<b>5</b>	<b>5</b>

**PLANNING AND DEVELOPMENT DEPARTMENT**

**ORGANIZATIONAL STRUCTURE**



**PLANNING AND DEVELOPMENT DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2016**

**PERSONNEL SERVICES:**

**Salaries Full Time 6000:** This line item provides funds for five (5) full-time planning & development staff, for administration of the city's planning, community development, building, code enforcement and floodplain management programs (\$280,415).

**Full-time Overtime 6005:** This line item provides funds for full-time non-exempt employees, attendance at evening meetings, weekend/evening code enforcement, and coverage of the customer service counter during vacations and sick leave (\$3,247).

**Salaries and Wages Part-time 6010:** This line item includes a part-time code enforcement officer for 20 hours a week (\$26,000). An intern (graduate student in urban planning) position budgeted for 28 hours/4 days a week, for 10 weeks (\$3,636). Examples of intern projects include developing department's informational brochures, improving and updating department information on city website, updating available properties info on the city website, assisting with special projects. (\$29,636)

**Longevity Expense 6025:** This line item provides funds for longevity pay to employees for specified years of service (\$0).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. Provides funds for employee benefits (health care, dental, vision and life insurance, LAGERS) (\$96,053).

**MATERIALS AND SUPPLIES:**

**Supplies & Materials 6420:** This line item provides for office supplies (\$1,200).

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

**CONTRACTUAL SERVICES:**

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

**Engineering 6155:** This line item provides funds for general city engineering services and building department services from a consultant firm (\$25,000).

**Advertising 6160:** This line item provides funds for public hearing notices for Planning and Zoning items, Board of Adjustment, bid notices in St. Louis Countian and job ads (\$2,000).

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

**Travel/Meetings 6185:** This line item provides funds for department staff attendance at the International Council of Shopping Centers (\$2,500), APA conference (\$2,000), International Code Council meetings (\$3,200) and attendance at professional meetings such as APA, SLACMA, Urban Land Institute (ULI) and American Public Works Association (APWA) (\$2,300) - (\$10,000).

**Petro Products 6195:** This line item provides funds for fuel for 3 department vehicles used by the inspectors on staff (\$2,000).

**Miscellaneous Contractual Expenses 6210:** This line item provides for the update of maps (\$1,200) and funds in the event there's a need for the City to demolish any condemned property (\$8,000). This line item also includes funding for the update to the Comprehensive Plan (\$134,000) and monthly access wireless service for inspectors (\$1,800) – (\$145,000).

**Training 6240:** This line item provides funds for the necessary training for department staff (\$3,000).

**Subscriptions & Memberships 6370:** This line item provides funds for employees to have access to additional information and education for job revitalization and keeping up with current trends and practices. These opportunities include American Planning Association (APA), American Institute of Certified Planners (AICP), International Council of Shopping Centers (ICSC), Missouri City Management Association (MCMA), Saint Louis Area City Management Association (SLACMA) memberships for Director (\$875), Missouri Association of Building Officials and Inspectors (MABOI), International Code Council (ICC) memberships for building official/inspectors/planning & development clerk (\$1,590) and Notary renewal for P&D Clerk (\$85) - (\$2,550).

**Printing 6375:** This line item provides funds for permits, "Welcome to Brentwood" new resident packets, and information brochures for the P&D counter (\$1,400), and printing of business cards for department staff (\$300) - (\$1,700)

**Uniform Purchase 6400:** This line item provides funds for uniforms for the Planning & Development staff (\$1,200).

**Postage 6440:** This line item provides funds for miscellaneous postage needs for Planning and Development (\$600).

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

Account Number	ACCOUNT DESCRIPTIONS	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
<b>Personnel Services</b>									
6000	SALARIES FULL TIME	303,883	281,835	286,092	304,725	304,725	280,415	288,827	297,492
6005	FULL TIME OVERTIME	942	276	140	3,247	3,247	3,247	3,344	3,444
6010	SALARIES PART TIME	2,980	2,310	2,452	3,636	3,636	29,636	30,525	31,441
6025	LONGEVITY EXPENSE	2,840	1,781	1,525	1,320	1,320	-	-	-
6050	ATTENDANCE INCENTIVE	500	250	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	59,533	84,655	85,097	99,420	99,420	96,053	100,856	105,899
	<b>Subtotal:</b>	<b>370,678</b>	<b>371,107</b>	<b>375,306</b>	<b>412,348</b>	<b>412,348</b>	<b>409,351</b>	<b>423,552</b>	<b>438,276</b>
<b>Materials &amp; Supplies</b>									
6420	SUPPLIES & MATERIALS	1,418	1,147	1,043	1,100	1,200	1,200	1,200	1,250
6445	MISCELLANEOUS EXPENSE	110	24	30	200	130	200	200	200
	<b>Subtotal:</b>	<b>1,528</b>	<b>1,171</b>	<b>1,073</b>	<b>1,300</b>	<b>1,330</b>	<b>1,400</b>	<b>1,400</b>	<b>1,450</b>
<b>Contractual Services</b>									
6070	EDUCATIONAL BENEFITS	3,000	3,000	1,319	3,000	2,900	-	3,000	3,000
6155	ENGINEERING	20,950	3,632	134	3,500	22,000	25,000	25,000	25,000
6160	ADVERTISING	1,311	2,004	2,254	1,300	3,000	2,000	2,000	2,000
6170	LEGAL	6,484	6,625	4,942	6,700	3,000	6,700	6,700	6,700
6185	TRAVEL/MEETINGS	1,709	74	423	1,630	1,000	10,000	10,000	10,000
6195	PETRO PRODUCTS	2,174	2,524	2,718	4,000	1,300	2,000	2,000	2,000
6210	MISC CONTRACTUAL EXP	1,012	18,780	1,292	141,000	25,000	145,000	25,000	25,000
6240	TRAINING	965	689	781	2,420	600	3,000	4,000	4,200
6370	SUBSCRIPTIONS & MEMBERSHIPS	1,330	1,035	935	2,420	1,200	2,550	2,600	2,600
6375	PRINTING	1,684	1,199	620	1,700	1,820	1,700	1,700	1,700
6400	UNIFORM PURCHASE	518	346	546	1,000	900	1,200	1,200	1,200
6440	POSTAGE	44	(44)	-	100	510	600	600	600
	<b>Subtotal:</b>	<b>41,181</b>	<b>39,864</b>	<b>15,964</b>	<b>168,770</b>	<b>63,230</b>	<b>199,750</b>	<b>83,800</b>	<b>84,000</b>
<b>TOTAL EXPENDITURES</b>		<b>413,387</b>	<b>412,142</b>	<b>392,343</b>	<b>582,418</b>	<b>476,908</b>	<b>610,501</b>	<b>508,752</b>	<b>523,726</b>

# Police Department

- Police Department
- Police Seizure Funds

## **POLICE DEPARTMENT**

### **Mission Statement**

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

### **Goals and Objectives**

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

### **Accomplishments**

1. Secured grants totaling \$12,500 for traffic enforcement.
2. Participated in the voluntary Christmas gift program to St. Louis Children's Home Society.
3. Continued Drug Abuse Resistance Education (D.A.R.E.) program for public and private school students in Brentwood.
4. Continued public information social media websites- Nextdoor.com, Facebook, Blog, Twitter, to better inform the public concerning crime.
5. Physical fitness assessment program for all police officers.
6. Hosted a National Night Out event for the community.
7. Moved dispatching services to East Central Dispatch Center
8. Hosted the BBQ for Backstoppers with the Fire Dept. raising \$4,000.
9. Hosted two National Take-Back Prescription Drugs Days.

## Performance Measures

Police Personnel Salary and Benefit Expenditures	2014 (Actual)	2015 (Estimate)	2016 (Projected)
Sworn police officers	\$2,117,698	\$2,297,525	\$2,375,898
Civilian	\$414,656	\$118,107.95	\$111,800
Total	\$2,532,354	\$2,415,632.90	\$2,487,698

UCR Part I Violent Crimes	2014 (Actual)	2015 (Actual)	2016 (Projected)
# reported	10	10	10
# of unfounded reports	0	0	0
# assigned to investigators	10	10	10
# cleared	5	5	5

UCR Part I Property Crimes	2014 (Actual)	2015 (Estimate)	2016 (Projected)
# reported	313	280	300
# of unfounded reports	0	0	0
# assigned to investigators	313	280	300
# cleared	154	160	170

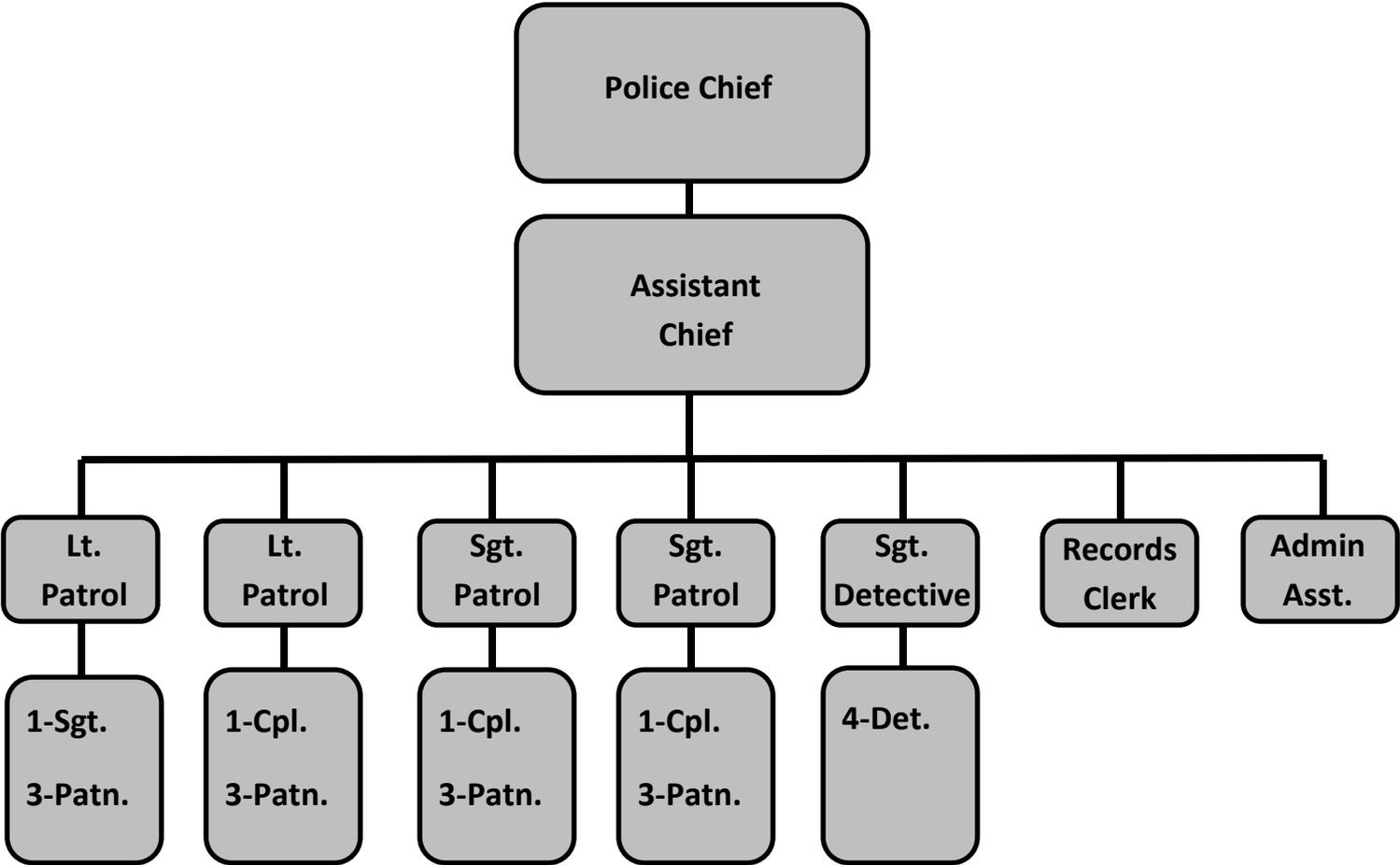
Dispatched Police Calls	2013 (Actual)	2014 (Estimate)	2015 (Projected)
Police calls for service resulting in a police unit being dispatched	10,379	11,676	12,000
Police initiated actions in the field resulting in a police unit making a contact, including all traffic, person or pedestrian stops	3,908	4,436	4,560
Police initiated actions in the field resulting in a police unit making only a traffic stop (a subset of the response immediately above)	3,656	4,203	4,320
Number of dispatched police calls that are top priority	496	583	600

**POLICE DEPARTMENT**

**BUDGETED POSITIONS**

<b>Position</b>	<b>2015</b>	<b>2016</b>
<b>Chief</b>	1	1
<b>Major</b>	1	1
<b>Lieutenant</b>	2	2
<b>Sergeant</b>	4	4
<b>Corporal</b>	3	3
<b>Patrolman/Detective</b>	16	16
<b>Dispatcher</b>	0	0
<b>Administrative Assistant</b>	1	1
<b>Records Clerk</b>	1	1
<b>TOTAL</b>	29	29

POLICE DEPARTMENT  
ORGANIZATIONAL STRUCTURE



**POLICE DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2016**

**PERSONNEL SERVICES:**

**Salaries and Wages Full Time 6000:** This account includes salaries for (29) full time employees (\$2,336,693).

**Full Time Overtime 6005:** This line item provides funds for overtime for manpower requirements, late calls, special details, training, sickness, injury and other unexpected shortages. A portion of this overtime is funded by the Drug Enforcement Agency (DEA) (\$91,711).

**Salaries Part Time 6010:** This line item provides funds for crossing guards, compensatory time off, illness, training and Federal Medical Leave Act (FMLA) absences (\$5,000).

**Longevity Expense 6025:** This line item provides funds for longevity pay to employees for specified years of service (\$28,740).

**Holiday Expense 6030:** This line item provides funds for the Public Safety personnel who receive compensation for working holidays (\$86,741).

**Shift Officer Pay 6040:** This line item provides funds for police officers who are compensated for being the on-duty watch commander when command staff is absent due to vacation, compensatory time, illness, injury, training and FMLA absences (\$6,180).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, Missouri Local Government Employees Retirement System (LAGERS) and Police and Firefighters pension (\$359,427).

**Police Reserves 6130:** This line item provides funds for the police reserve clothing and equipment account (\$562).

**Clothing Allowance 6390:** This line item provides funds for clothing needed for uniforms (\$20,040).

**MATERIALS AND SUPPLIES:**

**Supplies and Materials 6420:** This line item provides funds for building supplies, equipment supplies, office supplies and miscellaneous supplies (\$22,000).

**Miscellaneous Expense 6445:** This line item provides funds for miscellaneous costs for the department (\$2,000).

**CONTRACTUAL SERVICES:**

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

**REJIS 6140:** This line item provides funds for the communication software contract (\$60,000).

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

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

**Travel and Meetings 6185:** This line item provides funds for the International Assoc. of Chiefs of Police conference (\$1,700), as well as professional and civic meetings (\$300) - (\$2,000).

**Petro Products 6195:** This line item provides funds for fuel for 16 police vehicles (\$60,000).

**Miscellaneous Contractual Expenses 6210:** This line item provides funds for contract expenses such as the ECDC contract (\$207,616), the building operation maintenance, police management systems, janitorial services, copier lease, and car wash service, (\$82,384) - (\$290,000).

**Training 6240:** This line item provides funds for use of the Webster Groves Police Department indoor firing range (\$1,700) - (\$1,700).

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

**Printing 6375:** This line item provides funds for business cards, holiday cards, legal documents, sunshine requests, envelopes and police department letterhead (\$1000)

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

**Postage 6440:** This line item provides funds for the fees from U.S. certified mail, U.P.S. packages, and FedEx deliveries (\$100).

**Jail 6475:** This line item provides funds for housing for prisoners at St. Louis County Justice Center at a cost of \$30 a day, as well as prisoner meals for Brentwood and Rock Hill prisoners that are housed at our police station (\$18,000).

POLICE DEPARTMENT (10-02-02-XXXX)

Account Number	Account Descriptions	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
<b>Personnel Services</b>									
6000	SALARIES FULL TIME	2,515,503	2,582,176	2,493,760	2,297,525	2,297,525	2,336,693	2,406,794	2,478,998
6005	FULL TIME OVERTIME	88,703	97,041	130,998	91,711	91,711	91,711	91,711	91,711
6010	SALARIES PART TIME	22,008	26,026	13,362	14,420	5,000	5,000	6,000	6,000
6015	PART-TIME OVERTIME	-	-	-	-	-	-	-	-
6025	LONGEVITY EXPENSE	27,272	29,007	26,951	27,060	27,060	28,740	31,901	35,410
6030	HOLIDAY EXPENSE	93,472	97,024	87,535	86,514	86,514	86,741	89,343	92,023
6040	SHIFT OFFICER PAY	3,374	5,828	10,886	6,180	6,180	6,180	6,365	6,556
6050	ATTENDANCE INCENTIVE	4,650	1,850	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	351,660	431,692	402,473	369,693	369,693	359,427	377,398	396,268
6130	POLICE RESERVES	-	-	-	546	546	562	579	596
6390	CLOTHING ALLOWANCE	23,675	23,640	19,080	20,040	20,040	20,040	20,040	20,040
<b>Subtotal:</b>		<b>3,130,317</b>	<b>3,294,284</b>	<b>3,185,045</b>	<b>2,913,689</b>	<b>2,904,269</b>	<b>2,935,094</b>	<b>3,030,131</b>	<b>3,127,602</b>
<b>Materials &amp; Supplies</b>									
6420	SUPPLIES & MATERIALS	20,841	17,936	24,840	26,000	16,000	22,000	22,500	23,000
6445	MISCELLANEOUS EXPENSE	664	1,805	1,448	2,000	500	2,000	2,000	2,000
<b>Subtotal:</b>		<b>21,505</b>	<b>19,741</b>	<b>26,288</b>	<b>28,000</b>	<b>16,500</b>	<b>24,000</b>	<b>24,500</b>	<b>25,000</b>
<b>Contractual Services</b>									
6070	EDUCATIONAL BENEFITS	-	-	-	3,000	3,000	12,000	10,000	10,000
6140	REGIS COMMUNICATION	63,767	59,540	55,626	60,000	54,517	60,000	61,800	63,600
6145	COMMUNITY RELATIONS	3,174	2,603	4,415	4,000	3,000	4,000	4,000	4,000
6160	ADVERTISING	-	1,291	1,504	1,500	-	1,500	1,500	1,500
6185	TRAVEL/MEETINGS	521	1,044	3,384	1,800	-	2,000	2,000	2,000
6195	PETRO PRODUCTS	74,550	68,395	60,043	75,000	28,000	60,000	65,000	70,000
6210	MISC CONTRACTUAL EXP	94,851	100,955	204,934	310,000	300,000	290,000	310,000	320,000
6212	POLICE GRANT - PRIVATE	5,362	-	-	-	-	-	-	-
6240	TRAINING	5,165	5,935	9,963	6,000	6,300	1,700	1,800	1,900
6365	DUES & SUBSCRIPTIONS	1,085	950	935	725	790	1,025	1,100	1,200
6375	PRINTING	968	974	1,266	800	900	1,000	1,100	1,200
6400	UNIFORM PURCHASE	217	-	-	3,000	354	3,000	3,000	3,000
6440	POSTAGE	124	112	104	300	50	100	125	150
6475	JAIL	20,185	22,258	16,068	22,660	11,000	18,000	18,500	19,000
<b>Subtotal:</b>		<b>269,969</b>	<b>264,057</b>	<b>358,242</b>	<b>488,785</b>	<b>407,911</b>	<b>454,325</b>	<b>479,925</b>	<b>497,550</b>
<b>TOTAL EXPENDITURES</b>		<b>3,421,791</b>	<b>3,578,082</b>	<b>3,569,575</b>	<b>3,430,474</b>	<b>3,328,680</b>	<b>3,413,419</b>	<b>3,534,556</b>	<b>3,650,152</b>

**POLICE SEIZURE FUNDS**

**ACCOUNT DESCRIPTIONS – FY 2016**

**MATERIALS AND SUPPLIES**

**Supplies and Materials 6420:** This line item provides funds for ballistic vests (\$25,000), (2) rifles for Detective bureau (\$2800), Camera and S/D cards (\$800), furniture (\$300), two televisions (\$500), and DARE supplies (\$1500) – (\$30,900)

**Capital Expense 6485:** This line item provides funds for the purchase of a vehicle and needed police equipment for the vehicle to be used by the DEA Task Force Officer (\$32,000) - \$32,000

**CONTRACTUAL SERVICES**

**Miscellaneous Contractual 6210:** This line provides funds for CALEA(Commission on Accreditation for Law Enforcement Agencies) (\$11,450), RCEEG(Regional Computer Crimes Education and Enforcement Group) (\$3000), and Crimestoppers (\$1000) – (\$15,450)

**Training 6240:** This line provides funds for Police Legal Services (\$3240), St Louis County Municipal Academy (\$4800), and miscellaneous training opportunities for the year (Eg. DWI programs, firearms training, specialized training for patrol and detectives, etc.) (\$8000) – (\$16,040)

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

Account Number	Account Descriptions	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
<b>BEGINNING BALANCE (RESTRICTED)</b>									
		44,982	52,277	11,450	6,833	6,833	104,673	20,283	30,283
<b>Revenues</b>									
4116	SEIZED PROPERTY	38,101	11,692	6,353	10,000	104,840	10,000	10,000	10,000
	<b>TOTAL REVENUE</b>	<b>38,101</b>	<b>11,692</b>	<b>6,353</b>	<b>10,000</b>	<b>104,840</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Expenditures</b>									
<b>Materials &amp; Supplies</b>									
6420	SUPPLIES & MATERIALS	2,341	-	2,626	-	-	30,900	-	-
6485	CAPITAL EXPENSE	28,465	49,531	-	-	-	32,000	-	-
	<b>Subtotal:</b>	<b>30,806</b>	<b>49,531</b>	<b>2,626</b>	<b>-</b>	<b>-</b>	<b>62,900</b>	<b>-</b>	<b>-</b>
<b>Contractual Services</b>									
6185	TRAVEL/MEETINGS	-	-	-	-	-	-	-	-
6210	MISCELLANEOUS CONTRACTUAL	-	-	8,344	-	-	15,450	-	-
6240	TRAINING	-	2,988	-	-	7,000	16,040	-	-
	<b>Subtotal:</b>	<b>-</b>	<b>2,988</b>	<b>8,344</b>	<b>-</b>	<b>7,000</b>	<b>31,490</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>30,806</b>	<b>52,519</b>	<b>10,970</b>	<b>-</b>	<b>7,000</b>	<b>94,390</b>	<b>-</b>	<b>-</b>
	<b>ENDING BALANCE (RESTRICTED)</b>	<b>52,277</b>	<b>11,450</b>	<b>6,833</b>	<b>16,833</b>	<b>104,673</b>	<b>20,283</b>	<b>30,283</b>	<b>40,283</b>

# Public Works Department

- Streets Division
- Sanitation Division
- Sewer Lateral Program

## PUBLIC WORKS DEPARTMENT

### **Mission Statement**

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

### **Goals & Objectives**

1. Utilize street and sidewalk inventories.
  - a. Determine access and prioritize street repair needs.
  - b. Develop action plan for concrete replacement mill and overlay repairs needed.
  - c. Identify funding for street and sidewalk projects.
2. Update tree inventory utilizing Tree Keeper 7 software.
  - a. Prioritize removals.
  - b. Develop a yearly trimming and pruning plan.
  - c. Continue Arborist education through training.
3. Increase recycling throughout the city.
  - a. Increase setout rates through general information.
  - b. Invite non-recyclers to join the city's efforts through mailers.
  - c. Lower landfill cost by increasing recycling.
  - d. Provide larger recycling containers.
4. Continue safe and quality sewer lateral program.
  - a. Continue cleaning service through quality companies.
  - b. Observe and educate technological advances.
  - c. Maintain safe work environment through training.
  - d. Develop sewer repair dig spread sheet.
5. Cost savings through in-house mechanic services.
  - a. Continue seminar training for mechanics.
  - b. Maintain yearly computer upgrades for newer vehicles.
  - c. Upgrade tools as advancements in equipment evolve.
  - d. Continue cost saving competition with multiple parts vendors.
6. Zero preventable accidents.
  - a. Continue employee safety training
  - b. All Public Works employees achieving Occupational Safety Health Agency (OSHA) 10 certification.
  - c. Utilizing new safety manual and being held accountable.

## Accomplishments

1. Completed planned concrete replacement on Rosalie, Bridgeport, and Hanley Industrial Court, as well as several miscellaneous street and sidewalk repairs city-wide.
2. Managed the mill and overlay of High School Drive, Annalee Avenue, Louis Avenue, Tilles Drive, Urban, Woodsey, Spanish, Pine Avenue, Lawn Avenue, alley between Rose and Evans.
3. Completed bid process for 3 new dump trucks, new sanitation recycle truck, and demolition services for the removal of the Latrell Building.
4. Purchase of a new skidster, walk behind street saw, compressor, paint striper and trailer.
5. Repaired over 30 sewer laterals.
6. Maintained consistency with capital improvements projects and purchases.
7. Exceeded goal of 650 tons of recycled materials collected by over 30 tons.
8. Coordinated the revision and implementation of a new safety manual.
9. Revised the City's vehicle replacement program policy.
10. Completed staff training in excavation / shoring and confined space entry, OSHA 10 training.
11. Collaborated with Missouri American Water Company on the successful replacement of over 6,600 feet of new water main throughout the City.
12. Received Certificate of Excellence award for the best management of road salt usage in support of the Phase II Storm Water management Plan two years in a row.
13. Received \$75,000.00 recycle grant from Saint Louis Jefferson Solid Waste Management District to offset the cost of a new recycle truck and provide informational flyers.

## Performance Measures

<i>Streets</i>	2014 (Actual)	2015 (Estimate)	2016 (Projected)
Total road reconstruction expenditures	\$410,540.00	\$2,230,066	\$1,625,315.00
Contracted amount of road reconstruction expenditures	\$350,540.00	\$2,157,483	\$1,525,315.00
% of lane miles assessed as being in satisfactory or better condition	93%	95%	95%

2013 Recycling (Actual)	2014 Recycling (Actual)	2015 Recycling (Estimated)	2016 Recycling Projected
673.96 Tons	673.24 Tons	678.16 Tons	685.00 Tons

2013 Work Comp Claims (Actual)	2014 Work Comp Claims (Actual)	2015 Work Comp Claims (10/2015)	2016 Work Comp Claims (Projected)
11	8	7	0

**PUBLIC WORKS DEPARTMENT**

**BUDGETED POSITIONS**

**STREETS**

<b>Position</b>	<b>2015</b>	<b>2016</b>
Director/City Engineer	0	1
Superintendent	1	0
Supervisor	0	1
Project Manager	1	1
Mechanic	1	1
Arborist	1	0
Crew Leader/ Arborist	2	3
Maintenance II	2	2
Maintenance I	5	5
Administrative Assistant	0	1

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<b>TOTAL</b>	<b>13</b>	<b>15</b>
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**Parks**

<b>Position</b>	<b>2015</b>	<b>2016</b>
Foreman	1	0
Horticulturist	1	0
Maintenance II	4	0
Maintenance I	2	0

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<b>Total</b>	<b>8</b>	<b>0</b>
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**SANITATION**

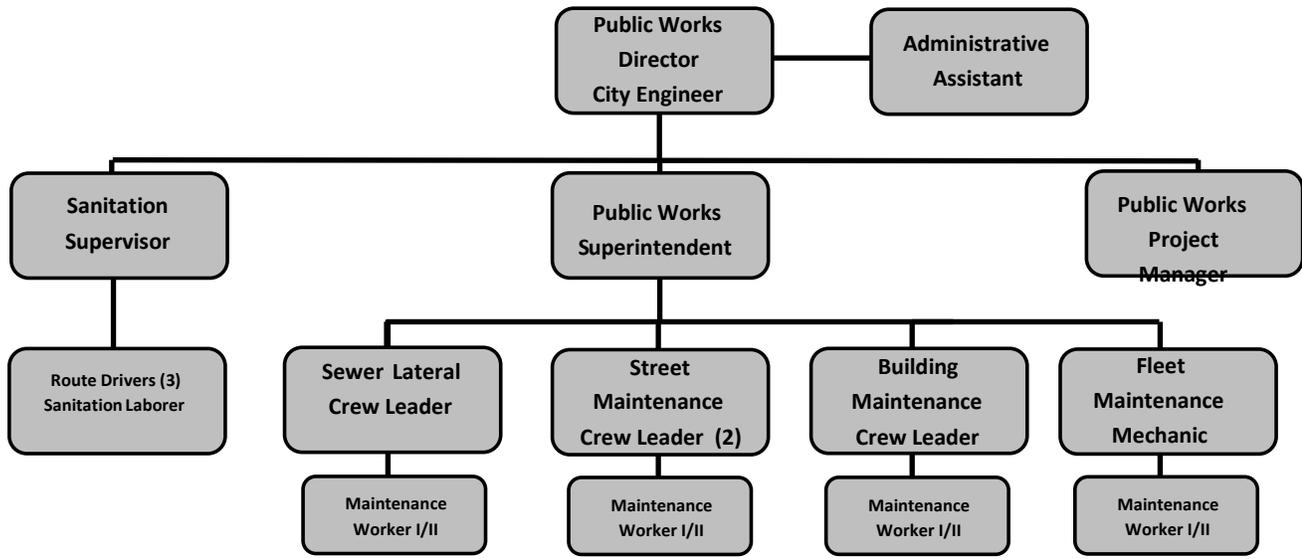
<b>Position</b>	<b>2015</b>	<b>2016</b>
<b>Supervisor</b>	1	1
<b>Route Driver</b>	3	3
<b>Maintenance I</b>	1	1
<hr/>		
<b>TOTAL</b>	<b>5</b>	<b>5</b>

**SEWER LATERAL**

<b>Position</b>	<b>2015</b>	<b>2016</b>
<b>Crew Leader</b>	1	1
<b>Maintenance II</b>	1	1
<hr/>		
<b>TOTAL</b>	<b>2</b>	<b>2</b>

**PUBLIC WORKS DEPARTMENT**

**ORGANIZATIONAL STRUCTURE**



**PUBLIC WORKS DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2016**

**STREETS DIVISION**

**PERSONNEL SERVICES:**

**Salaries Full-time 6000:** This line item provides funds for the full time positions in streets maintenance (\$763,712).

**Full-time Overtime 6005:** This line item provides funds for staff overtime as needed to maintain adequate staffing for all public works services (\$61,439).

**Salaries Part-time 6010:** This line item provides funds for part time positions in streets maintenance (\$23,278).

**Longevity Expense 6025:** This line item provides funds for longevity pay based on employee's years of service to the City (\$9,870).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, Missouri Local Government Employees Retirement System, and Police and Firefighters pension (\$260,398).

**MATERIALS AND SUPPLIES:**

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

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

**Supplies and Maintenance Snow 6430:** This line item provides funds for snow supplies including bulk salt, and calcium chloride for sidewalks and city pathways. (\$44,300).

**CONTRACTUAL SERVICES:**

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

**Travel/Meetings 6185:** This line item provides funds for the American Public Works Association show, or Tree Care Industry show (\$2,500).

**Petro Products 6195:** This line item provides funds for off-road diesel fuel and gas (\$42,330).

**Miscellaneous Contractual Expense 6210:** This line item provides funds for Missouri 1 call, security, yearly inspections of garage doors, fire extinguishers, and building sprinkler system (\$12,000)

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

**Training 6240:** This line item provides funds for staff training such as mechanical, computer, sewer lateral and safety. (\$9,900)

**Solid Waste Disposal 6290:** This line item provides funds for dump fees (\$9,000).

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

**Uniform Rental 6395:** This line item provides funds for employee uniforms (\$21,934).

**Uniform Purchase 6400:** This line item provides funds for purchasing boots, shirts, winter wear, gloves and safety glasses (\$7,025).

**Mosquito Control 6435:** This line item provides funds for chemicals and larvicides (\$6,000).

**Forestry 6470:** This line item provides funds for tree replacements, stump grinder rental, some small equipment, dump fees, and removals that Public Works are not equipped to handle. (\$23,600).

STREET DEPARTMENT (10-03-05-XXXX)

Account Number	Account Descriptions	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
<b>Personnel Services</b>									
6000	SALARIES FULL TIME	1,032,417	992,388	990,669	959,750	959,750	763,712	804,956	847,438
6005	FULL TIME OVERTIME	24,866	32,481	34,891	68,494	68,494	61,439	63,500	63,500
6010	SALARIES PART TIME	29,289	23,028	28,295	45,449	45,449	23,278	23,976	24,695
6015	PART-TIME OVERTIME	75	73	139	-	-	-	-	-
6025	LONGEVITY EXPENSE	16,314	15,076	14,837	15,870	15,870	9,870	10,956	12,161
6050	ATTENDANCE INCENTIVE	2,900	900	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	254,695	356,272	360,471	351,940	351,940	260,398	273,418	287,089
	<b>Subtotal:</b>	<b>1,360,556</b>	<b>1,420,218</b>	<b>1,429,302</b>	<b>1,441,503</b>	<b>1,441,503</b>	<b>1,118,697</b>	<b>1,176,806</b>	<b>1,234,883</b>
<b>Materials &amp; Supplies</b>									
6420	SUPPLIES & MATERIALS	22,993	17,846	23,973	25,000	21,000	25,000	25,000	25,000
6425	SUPPLIES & MATERIALS STREET	9,128	8,559	8,156	16,000	11,796	16,000	17,600	17,600
6427	SUPPLIES & MATERIALS PLANTS	-	3,440	12,384	16,000	15,753	-	-	-
6430	SUPPLIES & MAINT - SNOW	14,484	16,386	42,114	42,000	39,871	44,300	44,300	45,000
	<b>Subtotal:</b>	<b>46,605</b>	<b>46,231</b>	<b>86,627</b>	<b>99,000</b>	<b>88,420</b>	<b>85,300</b>	<b>86,900</b>	<b>87,600</b>
<b>Contractual Services</b>									
6160	ADVERTISING	573	2,223	3,024	2,500	2,500	3,750	3,750	3,750
6185	TRAVEL/MEETINGS	207	716	414	1,500	1,500	2,500	2,500	3,000
6195	PETRO PRODUCTS	51,368	49,505	52,171	51,000	36,478	42,330	43,160	43,160
6210	MISC CONTRACTUAL	29,742	31,754	32,653	37,000	36,413	12,000	12,000	12,000
6230	REPAIRS & MAINT - CITY HALL	5,056	1,275	2,635	21,000	3,355	5,000	5,000	5,000
6240	TRAINING	490	1,110	1,690	12,000	12,000	9,900	9,900	10,875
6290	SOLID WASTE DISPOSAL	3,495	4,186	6,205	6,000	6,000	9,000	9,000	10,000
6365	DUES & SUBSCRIPTIONS	30	30	62	250	260	300	300	300
6375	PRINTING	-	186	-	-	-	-	-	-
6395	UNIFORM RENTAL	33,653	37,241	30,081	31,500	22,502	21,934	21,934	24,184
6400	UNIFORM PURCHASE	6,456	8,246	7,669	8,200	8,200	7,025	7,025	8,000
6435	MOSQUITO CONTROL	5,002	3,483	3,301	6,000	4,125	6,000	6,000	6,000
6470	FORESTRY	7,549	8,874	36,526	17,500	17,500	23,600	23,600	25,950
	<b>Subtotal:</b>	<b>143,621</b>	<b>148,829</b>	<b>176,431</b>	<b>194,450</b>	<b>150,833</b>	<b>143,339</b>	<b>144,169</b>	<b>152,219</b>
<b>TOTAL EXPENDITURES</b>		<b>1,550,782</b>	<b>1,615,278</b>	<b>1,692,360</b>	<b>1,734,953</b>	<b>1,680,756</b>	<b>1,347,336</b>	<b>1,407,875</b>	<b>1,474,702</b>

**PUBLIC WORKS DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2016**

**SANITATION DIVISION**

**PERSONNEL SERVICES:**

**Salaries & Wages Full-time 6000:** This line item provides funds for five (5) full time positions (\$278,809).

**Full-time Overtime 6005:** This line item provides funds for overtime costs for full-time employees (\$8,657).

**Longevity Expense 6025:** This line item provides funds for longevity pay based on employee's years of service to the City (\$3,255).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, Missouri Local Government Employees Retirement System, and Police and Firefighters pension (\$82,478).

**MATERIALS & SUPPLIES:**

**Supplies & Materials 6420:** This line item provides funds for carts for rear yard pickups, brooms, shovels, and heavy duty electric cords for block heaters (\$2,000).

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

**CONTRACTUAL SERVICES:**

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

**Travel & Meetings 6185:** This line item provides funds for the Yearly Waste Expo and conference (\$3,000).

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

**Repairs & Maintenance 6215:** This line item provides funds for equipment maintenance (\$26,000).

**Solid Waste Disposal 6290:** This line item provides funds for solid waste disposal (\$157,000).

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

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

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

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

SANITATION DEPARTMENT (10-03-07-XXXX)

Account Number	Account Descriptions	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
<b>Personnel Services</b>									
6000	SALARIES FULL TIME	237,877	234,819	237,080	242,307	242,307	278,809	287,173	295,788
6005	FULL TIME OVERTIME	8,617	7,790	6,982	8,657	8,657	8,657	8,917	8,917
6010	SALARIES PART TIME	-	-	-	-	-	-	-	-
6025	LONGEVITY EXPENSE	2,318	2,240	2,394	2,775	2,775	3,255	3,613	4,010
6050	ATTENDANCE INCENTIVE	1,400	1,000	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	76,566	81,407	79,080	80,017	80,017	82,478	86,602	90,932
	<b>Subtotal:</b>	<b>326,778</b>	<b>327,256</b>	<b>325,536</b>	<b>333,756</b>	<b>333,756</b>	<b>373,199</b>	<b>386,305</b>	<b>399,647</b>
<b>Materials &amp; Supplies</b>									
6420	SUPPLIES & MATERIALS	87	145	-	2,000	2,000	2,000	2,000	2,000
6445	MISCELLANEOUS EXPENSE	238	100	100	100	100	100	100	100
	<b>Subtotal</b>	<b>325</b>	<b>245</b>	<b>100</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>
<b>Contractual Services</b>									
6160	ADVERTISING	-	475	-	1,000	1,000	1,000	1,250	1,250
6185	TRAVEL/MEETINGS	-	-	-	3,000	3,000	3,000	3,000	3,000
6195	PETRO PRODUCTS	40,497	41,786	36,027	40,000	24,043	40,000	41,000	41,000
6215	REPAIRS & MAINT - EQUIPMENT	18,927	25,355	29,114	30,000	21,250	26,000	26,000	27,000
6290	SOLID WASTE DISPOSAL	148,402	151,208	161,998	155,000	155,000	157,000	158,000	158,000
6375	PRINTING	1,165	-	-	1,000	1,000	2,000	2,000	2,000
6395	UNIFORM RENTAL	1,336	1,747	1,827	1,800	1,800	1,800	1,800	1,800
6400	UNIFORM PURCHASE	1,338	1,291	961	3,000	3,000	3,000	3,000	3,000
6440	POSTAGE	858	-	-	1,000	1,000	1,000	1,000	1,000
	<b>Subtotal:</b>	<b>212,523</b>	<b>221,862</b>	<b>229,927</b>	<b>235,800</b>	<b>211,093</b>	<b>234,800</b>	<b>237,050</b>	<b>238,050</b>
<b>TOTAL EXPENDITURES</b>		<b>539,626</b>	<b>549,363</b>	<b>555,563</b>	<b>571,656</b>	<b>546,949</b>	<b>610,099</b>	<b>625,455</b>	<b>639,797</b>

**PUBLIC WORKS DEPARTMENT**

**ACCOUNT DESCRIPTIONS – FY 2016**

**SEWER LATERAL PROGRAM**

**PERSONNEL SERVICES**

**Salaries Full-time 6000:** This line item provides funds for full-time employees (\$80,246).

**Full-time Overtime 6005:** This line item provides funds for employees on lateral crew (\$4,328).

**Longevity Expense 6025:** This line item provides funds for longevity pay based on employee's years of service to the City (\$1,230).

**Employee Benefits 6065:** The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, Missouri Local Government Employees Retirement System (LAGERS), and Police and Firefighters pension (\$27,017).

**MATERIALS AND SUPPLIES:**

**Supplies and Materials 6420:** This line item provides funds for materials for lateral replacement (pipe, fittings, and patches) (\$12,500).

**Misc. Expense 6445:** This line item provides funds for bank maintenance fees (\$175).

**CONTRACTUAL SERVICES:**

**Misc. Contractual Expense 6210:** This line item provides funds for sewer cleaning services (\$44,000).

**CAPITAL:**

**Capital Equipment 6488:** This line item provides funds for a camera monitor & locating equipment (\$10,000).

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

## SEWER LATERAL (60-00-00-XXXX)

Account Number	ACCOUNT DESCRIPTIONS	Actual 2012	Actual 2013	Actual 2014	Budgeted 2015	Estimated 2015	Budgeted 2016	Projected 2017	Projected 2018
<b>Revenues</b>									
4525	INTEREST INCOME	-	34	41	100	100	100	100	100
4585	ASSESSMENTS	194,831	192,753	194,466	193,750	193,750	193,750	193,750	193,750
4031	RESERVES	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>194,831</b>	<b>192,787</b>	<b>194,507</b>	<b>193,850</b>	<b>193,850</b>	<b>193,850</b>	<b>193,850</b>	<b>193,850</b>
<b>Expenditures</b>									
<b>Personnel Services</b>									
6000	SALARIES FULL TIME	77,225	76,781	77,483	81,900	81,900	80,246	84,320	88,517
6005	FULL TIME OVERTIME	3,461	6,350	4,850	4,328	4,328	4,328	4,458	4,458
6025	LONGEVITY EXPENSE	655	1,018	880	975	975	1,230	1,267	1,305
6050	ATTENDANCE INCENTIVE	150	-	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	22,817	29,367	27,884	27,976	27,976	27,017	28,368	29,786
	<b>Subtotal:</b>	<b>104,308</b>	<b>113,516</b>	<b>111,097</b>	<b>115,179</b>	<b>115,179</b>	<b>112,821</b>	<b>118,413</b>	<b>124,066</b>
<b>Materials &amp; Supplies</b>									
6420	SUPPLIES & MATERIALS	21,871	10,390	9,510	12,500	12,500	12,500	12,500	12,500
6445	MISCELLANEOUS EXPENSE	156	162	191	150	150	175	175	175
	<b>Subtotal:</b>	<b>22,027</b>	<b>10,552</b>	<b>9,701</b>	<b>12,650</b>	<b>12,650</b>	<b>12,675</b>	<b>12,675</b>	<b>12,675</b>
<b>Contractual Services</b>									
6160	ADVERTISING	-	-	182	-	-	-	-	-
6210	MISC CONTRACTUAL EXPENSES	50,999	57,036	49,360	44,000	44,000	44,000	44,000	44,000
	<b>Subtotal:</b>	<b>50,999</b>	<b>57,036</b>	<b>49,542</b>	<b>44,000</b>	<b>44,000</b>	<b>44,000</b>	<b>44,000</b>	<b>44,000</b>
<b>Capital</b>									
6488	CAPITAL EQUIPMENT	-	-	400	10,000	6,700	10,000	5,000	1,500
6535	STREETS AND SIDEWALKS	-	11,840	6,613	10,000	8,000	10,000	10,000	8,500
	<b>Subtotal:</b>	<b>-</b>	<b>11,840</b>	<b>7,013</b>	<b>20,000</b>	<b>14,700</b>	<b>20,000</b>	<b>15,000</b>	<b>10,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>177,334</b>	<b>192,944</b>	<b>177,353</b>	<b>191,829</b>	<b>186,529</b>	<b>189,496</b>	<b>190,088</b>	<b>190,741</b>

# Capital Improvements Fund

**CAPITAL IMPROVEMENTS**

**ACCOUNT DESCRIPTIONS – FY 2016**

**GENERAL**

**Miscellaneous Contractual Expenses 6210:** This line item includes funds to upgrade and maintain the city's financial systems and funds to use for grant application fees (\$35,000).

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

**COMPUTER/IT EQUIPMENT IMPROVEMENTS**

**Computer 6330:** This line item provides funds for city-wide IT system upgrades, maintenance and repairs (\$300,500).

**Admin Computer 6331:** This line item provides funds for seven new computers and four tablets for Admin staff based on the IT Desktop Replacement Plan (\$9,500).

**Fire Computer 6332:** This line item includes funding to purchase five new computers based on the IT Desktop Replacement Plan (\$5,000) the annual re-licensure/support costs for EMS reporting software (\$2,500), the annual re-licensure/support costs for fire reporting software (\$2,000), archived fire reporting software (\$800), interfaces for Emergency Reporting (\$650), Air Cards for laptops in pumper and ambulance (\$2,000), miscellaneous equipment (\$1,000) and Data Sphere Building Works archiving for fire department building documents (\$5,600) - (\$19,550).

**Police Computer 6333:** This line item provides funds for one new computer for the department based on the IT Desktop Replacement Plan (\$1,000).

**Pub Works Computer 6334:** This line item provides funds for one new computer for the department based on the IT Desktop Replacement Plan (\$900).

**Legislative Computer 6335:** This line item provides funds for nine tablet computers for the Board members (\$7,500).

**Planning & Development Computer 6336:** This line item provides funds for one tablet and one computer for the inspectors and building official (\$2,300).

**CAPITAL IMPROVEMENTS AND DEBT SERVICE**

**Capital Improvement Building Maintenance 6505:** This line item provides funds to cover miscellaneous repairs to all city buildings (\$45,000).

**Capital Improvement – Fire 6510:** This line item provides funds for the installation of a Carbon Monoxide detection system in the Fire House (\$25,000), install hard plumbed line from air compressor to pumper(\$2,800), install 3 new heavy duty cord reels (\$3,000), 27 night stands and lights for bunk hall (\$4,050), TV & video system in training room (\$8,500), new gas stove with auto shut off(\$10,000), Acoustic noise deadening for kitchen (\$5,000), and Station Alerting (\$5,500). This line item also provides funds for firehouse HVAC system modifications including kitchen hood system and SCBA fill room (\$140,000), 2 Thermal Imaging Cameras(\$30,000), and 23 sets of Structural Firefighting gear(\$103,500) - (\$337,350).

**Capital Improvement – Judicial 6515:** This line item provides funds for office furniture to include equipment such as a heavy duty shredder for the department (\$500).

**Capital Improvement – Police 6525:** This line item provides funds for ammunition (\$6,000) and the replacement of two 2006 Ford Explorers and one 2011 Dodge Charger (\$96,000) and police equipment for the replacement vehicles (\$65,000) - (\$167,000).

**Capital Improvement – Planning & Development 6528:** This line item provides funds for the replacement of one vehicle for the Code Enforcement Vehicle (\$17,500).

**Capital Improvements Public Works 6530:** This line item provides funds for the replacement of the 2006 Ford 1-ton pickup truck plow and spreader (\$40,752), This line item also provides funds for the replacement of street signs(\$20,000), pavement roller (\$25,000), tire balancer (\$8,000) plate wacker (\$2,500), heavy duty trailer and tool box (\$7,500), lawn equipment (mower, weed eaters, blowers, and hedge trimmers) (\$5,000), and vehicle maintenance computer (\$2,200). – (\$110,952).

**Streets & Sidewalks 6535:** This line item includes funds for several street projects in the City of Brentwood as listed below as well as citywide street and sidewalk repairs (\$100,000), and street engineering studies (\$15,000) - (\$904,870).

**STREETS & SIDEWALKS - 2016:**

- Mill and Overlay Swan Circle (Wrenwood to end of road 2.002 lane miles) (\$178,790)
- Mill and Overlay Rosalie Ave. (Brentwood to Litzsinger bridge 1.311 lane miles) (\$133,926)
- Mill and Overlay Madge Ave (Brentwood to Highschool .689 lane miles) (\$62,107)
- Mill and Overlay Stratford Ln (all .318 lane miles) (\$24,916)
- Mill and Overlay White Ave. (Swim Club to McKnight 1.865 lane miles) (\$179,600)
- Mill and Overlay Florence Ave. (Helen to Keystone .378 lane miles) (\$34,715)
- Mill and Overlay Brazeau Alley (Pendleton to Anna .231 lane miles) (\$13,816)
- Miscellaneous concrete street slab repairs (\$40,000)
- Spot mill and asphalt
- Crack seal materials
- Miscellaneous street and sidewalk repairs
- Street striping materials

**Debt Service – 2014 Lease/Purchase 6549:** This line item includes funds for the annual debt service payment on the 2014 lease/purchase issue of \$193,933 for purchase of IT equipment (\$41,707).

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

**Debt Service – Series 2009 COP 6552:** This line item includes funds for the annual debt service payment on the series 2009 COP issue of \$7,500,000 used for the advance refunding of the 2002 issue for construction of the firehouse and city hall renovation (\$675,000).

**Debt Service - Series 2003 COP 6553:** This line item includes funds for the annual debt service payment on the series 2003 COP issue of \$1,330,000 used for renovating, improving, furnishing and equipping the existing library and city hall. This amount does not include the library's portion of the debt service payment (\$52,000).

**Capital Improvement - Sanitation 6554:** This line item provides funds for recycle carts, recycle bins and trash dumpsters for new residents and replacement of old units (\$7,500). This line item also includes replacement of a 2005 Ford ¾ ton pickup truck with 6 cubic yard dump body and cart tipper(\$44,500) – (\$52,000).

**Hanley Industrial Court Pedestrian Improvements STP 6619:** This includes the design engineering (\$75,000)phase and construction (\$826,445). The total FY16 budget amount is 80% federally funded with a 20% local match. (\$901,445).

**CAPITAL IMPROVEMENTS (40-00-00-XXXX)**

<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Budgeted 2015</u>	<u>Estimated 2015</u>	<u>Budgeted 2016</u>	<u>Projected 2017</u>	<u>Projected 2018</u>
<b>Revenues</b>									
4002	AD VALOREM TAXES	(456)	(205)	(4,433)	-	-	-	-	-
4025	SALES TAX	1,916,775	1,823,725	2,392,388	2,486,361	2,486,361	2,560,952	2,637,781	2,716,914
4026	RECYCLE GRANT	-	-	10,000	-	-	-	-	-
4028	PEDESTRIAN/TRANSIT STP	18,920	155,502	106,965	-	-	-	-	-
4029	ROSE AVENUE STP	37,887	162,566	48,365	-	-	-	-	-
4030	LITZINGER ROAD STP	-	86,105	148,722	1,259,170	1,259,170	-	-	-
4031	RESERVES	-	-	-	323,354	-	-	-	-
4032	HIC PEDESTRIAN STP	-	-	-	89,949	89,949	721,156	-	-
4038	PEDESTRIAN/TRANSIT TDD	13,319	38,875	28,964	-	-	-	-	-
4205	GRANTS - MISC	-	-	254,832	-	-	-	-	-
4510	SALE OF CITY PROPERTY	11,500	76,702	30,882	10,000	10,000	10,000	10,000	10,000
4525	INTEREST INCOME	5,062	4,195	6,039	4,000	8,000	4,000	4,000	4,000
4599	DEBT PROCEEDS	-	533,460	193,933	185,000	-	-	-	-
4625	TRANSFER IN	-	-	-	250,000	250,000	500,000	450,000	400,000
4950	INTERGOVERNMENTAL RECEIPT	-	7,759	22,364	78,698	78,698	-	-	-
<b>TOTAL REVENUE</b>		<b>2,003,007</b>	<b>2,888,684</b>	<b>3,239,021</b>	<b>4,686,532</b>	<b>4,182,178</b>	<b>3,796,108</b>	<b>3,101,781</b>	<b>3,130,914</b>

**CAPITAL IMPROVEMENTS**

<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Budgeted 2015</u>	<u>Estimated 2015</u>	<u>Budgeted 2016</u>	<u>Projected 2017</u>	<u>Projected 2018</u>
<b>Expenditures</b>									
6210	MISC CONTRA CTUAL EXPENSES	13,246	20,166	116,935	35,000	35,000	35,000	35,000	35,000
6215	REPAIRS & MAINT - EQUIPMENT	142,890	127,165	149,538	126,250	126,250	126,250	126,250	126,250
6330	COMPUTER	29,921	55,413	259,647	197,500	197,500	300,500	618,000	291,500
6331	ADMIN COMPUTER	-	4,662	3,016	4,100	4,100	9,500	2,000	2,000
6332	FIRE COMPUTER	7,541	11,924	16,142	12,900	12,900	19,550	11,000	11,300

**CAPITAL IMPROVEMENTS**

<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Budgeted 2015</u>	<u>Estimated 2015</u>	<u>Budgeted 2016</u>	<u>Projected 2017</u>	<u>Projected 2018</u>
6333	POLICE COMPUTER	4,783	21,891	76,391	-	-	1,000	12,100	4,000
6334	PUB WKS COMPUTER	1,449	2,451	512	2,000	2,000	900	700	2,000
6335	LEGISLATIVE COMPUTER	-	3,654	366	-	-	7,500	-	1,000
6336	PLANNING & DEV COMPUTER	149	5,661	-	9,000	9,000	2,300	-	1,000
6337	JUDICIAL COMPUTER	-	-	3,607	-	-	-	2,000	-
6500	CAPITAL IMPRVMT-ADMIN	26,750	448	597	-	-	-	-	-
6505	CAPITAL IMPRVMT-BLDG MNT	36,364	41,402	85,133	40,000	40,000	45,000	45,000	45,000
6510	CAPITAL IMPROVEMENT-FIRE	243,705	810,723	36,690	341,500	341,500	337,350	162,000	300,000
6515	CAPITAL IMPRVMT-JUDICIAL	-	-	-	1,800	1,800	500	500	500
6525	CAPITAL IMPRVMT-POLICE	71,765	9,327	81,906	134,000	134,000	167,000	129,000	97,000
6528	CAPITAL IMPROVEMENT-P & D	-	-	-	35,000	35,000	17,500	20,000	-
6530	CAPITAL IMPRVMT-PUB WKS	78,880	84,234	159,139	451,000	451,000	110,952	288,280	152,500
6535	STREETS & SIDEWALKS	99,086	112,648	222,758	544,263	544,263	904,870	738,762	705,963
6538	G.O. BONDS SERIES 1998	270,000	-	-	-	-	-	-	-
6549	DEBT SERVICE-2014 LEASE/PURCH	-	-	-	41,707	41,707	41,707	41,707	41,707
6551	DEBT SERVICE-2013 LEASE/PURCH	-	-	84,114	84,114	84,114	84,114	84,114	84,114
6552	DEBT SERVICE-2009 COP	2,247	2,279	2,279	675,000	675,000	675,000	675,000	675,000
6553	DEBT SERVICE-2003 COP	2,142	2,250	2,173	60,000	60,000	52,000	52,000	52,000
6554	SANITATION	158,770	13,105	5,320	205,000	205,000	52,000	30,000	15,000
6556	INTEREST AND FISCAL CHARGES	7,223	5,700	-	-	-	-	-	-
6615	PEDESTRIAN/TRANSIT STP	69,351	275,531	-	-	-	-	-	-
6617	ROSE AVENUE STP	35,500	259,136	-	-	-	-	-	-
6618	LITZINGER ROAD STP	22,893	132,314	187,782	1,573,962	1,573,962	-	-	-
6619	HIC PEDESTRIAN STP	-	-	-	112,436	112,436	901,445	-	-
7005	TRANSFERS OUT	728,763	726,159	603,710	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>2,053,418</b>	<b>2,730,256</b>	<b>2,099,769</b>	<b>4,688,547</b>	<b>4,688,547</b>	<b>3,893,954</b>	<b>3,075,430</b>	<b>2,644,852</b>