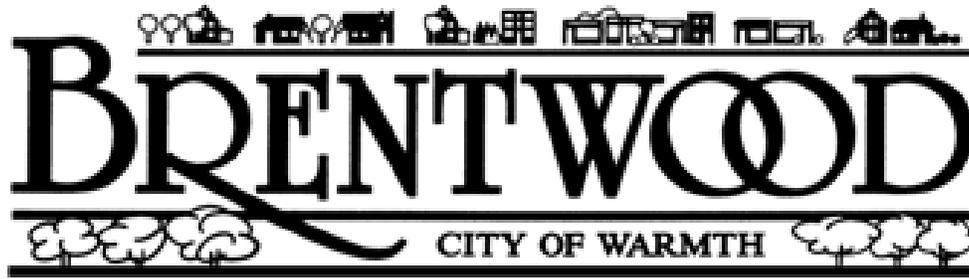


City of Brentwood

2013 Adopted Budget





City of Brentwood, Missouri

2013 Adopted Budget

Prepared by

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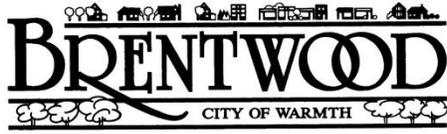
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Introduction



Office of the City Administrator
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December 3, 2012

Honorable Mayor and Board of Aldermen:

I am pleased to submit the City of Brentwood Annual Budget for FY 13. Because the budget is structurally balanced, no direct 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 City's ability to maintain financial strength despite the challenges presented by the current national economic environment is due in part to the leadership of the Mayor and Board of Aldermen. The Adopted Budget is intended to reflect the goals, objectives, and priorities established by the Board of Aldermen with input directly and indirectly from our citizens. Furthermore, with this Budget, the City is able to maintain current levels of services, and make capital improvement investments in the City infrastructure and replace equipment and vehicles that have come to the end of useful life without making use of reserves.

Budget Highlights:

Some of our more significant highlights center on economic development in an effort to support development opportunities for local, regional, national and global companies, while we retain and attract new businesses and create jobs for the community and continue to provide core services to our residential and commercial constituents.

Accomplishments in FY 12 include the following:

- Ranked one of 25 Top Suburbs For Retirement by Forbes.com;
- Opening of Five Below at The Brentwood Promenade;
- Opening of Tone Athletic Performance & Professional Fitness in the Hanley Industrial Area;
- Opening of Michael's Arts & Craft Store at The Brentwood Square;

- Opening of Lazy Boy at the Meridian;
- Post Holdings headquarters is now in the Hanley Industrial Area;
- University of Phoenix, a Fortune 500 company opened in the Magna Place building on S. Brentwood Boulevard.
- Opening of True Runner, a specialty running location that caters to running enthusiasts at The Brentwood Square;
- Opening of The Watering Bowl, a full service pet store on Hanley Road;
- A \$750,000 expansion of The Little Fishes Swim School in the Breckenridge Industrial Court with a new facility that will have three in-ground pools, as well as full changing facilities and room for parties;
- Opening of a Retail Hobby Shop on Manchester Road;
- Expansion of Panera Bread, LLC with an 850 square foot outdoor seating addition to the property at The Brentwood Square;
- The issuance of a demolition and site clearance permit (includes clearing site, burying utilities and grading the site) for the Drury Inn and Suites hotel and a restaurant at the southeast corner of Brentwood Boulevard and Eager Road;
- Deer Creek Flooding Feasibility Study;
- The City also hopes to begin construction on two sidewalk improvement projects, Rose Avenue and the Brentwood Pedestrian & Transit Improvement Project;
- Pedestrian & Transit Improvement Project - This is a federally funded project to construct new ADA compliant sidewalks from the Brentwood Metrolink station through Hanley Industrial Court, connecting to Brentwood Promenade and finally to the existing sidewalk at Memorial Park on Strassner Drive. 80% of the cost is funded by the grant and the city has a 20% local match. The 2013 Budget is \$600,000 of which the city's match is \$120,000 and the grant pays for \$480,000.
- Rose Avenue consists of new sidewalks and ADA ramps to provide safe pedestrian access from Brentwood Boulevard into the Brentwood Promenade. The Brentwood Pedestrian & Transit Improvement Project consists of new sidewalk and ADA ramps from Memorial Park through Hanley Industrial Court, connecting to the Brentwood Metro Link station. This project will provide pedestrian access from Brentwood Blvd. throughout Hanley Industrial Court winding up at our metro link station. The 2013 Budget is \$341,000 with 80% of the costs funded through a federal grant.

- Design for road overlay, sidewalk and drainage improvements and new lighting for Litzsinger Road from Brentwood Boulevard to McKnight will be underway in 2013 as well. The total project cost for this project is estimated at \$1,925,000. This project is also 80% funded by a federal grant.
- Several flood mitigation projects will be underway in 2013, both of which are intended to support the City's efforts to reduce flooding within the Manchester Road commercial corridor.
- Completion of the Helen Avenue Storm water Project;
- Public Education Campaign for residential recycling funded with a grant from the Solid Waste Department;
- Grant in the amount of \$500,000 to reimburse the City by Metropolitan St. Louis Sewer District (MSD) for the clearance and preparation of 2.31 acres of the Executive Walk Apartments (2805 and 2767 Mary Avenue) for permanent open space due to the project's anticipated flood mitigation benefit;
- Shared Training Officer position with the municipalities of Glendale, Maplewood and Rock Hill;
- Safe Place – Youth in Need Program – Participation in this program that identifies the fire house as a safe house for youth and young adults in need of counseling, support and a place to stay or when they are in need of other resources; and
- Police Department secured grants that total \$10,000 for traffic enforcement and \$5,000 for multi-purpose use safety jackets.

OVERALL BUDGET:

The Annual Budget is comprised of four separate and distinct funds that total \$17.00 million, an increase of 8.5% from FY 12. The general fund operating expenditures totals \$11.22 million; the parks and storm water fund totals \$2.58 million; the sewer lateral fund totals \$174 thousand; and finally, the capital improvement program totals \$3.03 million. Within each fund section below, the percentage of reserves in the operating appropriations are provided. The Annual 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, such as those of the past few years.

General Fund:

The largest fund is the General Fund, recorded as Fund 10. This Fund supports the majority of the basic services of the City. Police and Fire Services alone represent 55% of the General Fund Budget. Other important City Services include Public Works, Planning and Development (Code Enforcement, Economic Development, Land Use, Architectural Review, and Board of Adjustments), Judicial Services, Legislation and Administration. This Fund is responsible for most of the City's personnel costs as well as general expenses such as personnel services (compensation, taxes, and employee benefits), utilities, petrol, supplies, insurance and contractual services.

Revenue:

The General Fund revenue is derived from a variety of sources, of which there is a greater dependence on local sales tax accounting for approximately 45% of the total fund. City revenues rebounded slowly in FY 10 and FY 11. In FY 12, there are modest gains anticipated in sales tax collections, occupational licenses and building permits. While growth in the General Fund in FY 12 is better than expected, it is still only about 4.62% above FY 11. With the anticipation of a new hotel breaking ground in spring 2013 and the construction of a new commercial building at White Avenue and Brentwood Blvd, we project that the building permits and building permits – fire will increase respectively. In January, 2013, room rental rates will increase by \$5.00 for regular room renters (defined as an organization that meets at least six times per year on a consistent day, week, room and time) at the Brentwood Recreation Complex and premium room renters (defined as weekend room rentals starting at noon on Friday through the close of business on Sunday).

On a positive note, Brentwood Square Series 2005 Bonds are projected to fully retire by May 1, 2014. With this payoff, the expected additional revenue beginning in 2014 to the City of Brentwood and other taxing entities is approximately \$1.7 million. In addition, Brentwood Pointe Series 2005 Bonds are also expected to fully retire by November 1, 2014. With this payoff, the expected additional revenue to the City of Brentwood and other taxing entities is approximately \$825,000. A Fund Balance policy that recommends a goal and minimum has been presented to the Ways and Means Committee. Both the committee and the Board of Aldermen will deliberate on this policy in FY 2013. By the end of FY 2018, there is an estimated \$3,603,236 in General Fund Operating Reserves which equals 30.73% of operating expenditures. Included in the budgeted revenue are monies that may be received if our response to a proposal

for mosquito fogging for a neighboring municipality is approved. This will generate approximately \$20,570. Final notification will be received in early 2013. We expect other General Fund revenues to stay fairly stable with growth expected in only a few line items. We project, that by year end 2013 there will be 5.89% of the operating expenditures in reserves.

Expenditure:

In this budget, there are salaries, longevity expenses, attendance incentives, payroll taxes, health, dental, vision, and life insurance premiums, and retirement benefits in each department's budget. There is a three (3%) percent merit increase across the board upon the successful outcome of a performance review - \$195,000, and increases in healthcare and dental premiums (3.5%). 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. In this budget, there are no new positions. We will however, continue to fill vacant positions when they exist. For instance, we will fill the Parks and Recreation Director position that has been reclassified to a division manager - Parks and Recreation Superintendent. The recruitment for this position will commence in the fall of 2012. Also, the Fire Department will conduct a promotional process to fill two Captains, one of which resulted from the retirement of a Deputy Fire Chief in FY 11 and a reduction in ranking of a Captain to Private. There is a corresponding expense of approximately \$20,570 if our response to a proposal for mosquito fogging for a neighboring municipality is approved. Final notification will be received in early 2013.

To ensure that the City is an employer of choice and is able to recruit and retain exceptional talent, the FY 13 Budget sets employee total compensation as a top priority. In this budget, there is a three (3%) percent merit increase and a continued implementation of the Step Pay Plan which is based on performance. The FY 13 Budget also includes benefits (health, dental, longevity pay, perfect attendance and short-term and long-term disability benefits). These strategies continue to support a comprehensive approach to address employee total compensation – the combined impact of employee wages and benefits.

Capital Improvement Fund:

The Capital Improvements Fund is recorded as Fund 40. This Fund provides capital equipment 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). 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. These costs are jointly reviewed by the Finance Director and I with the respective department directors.

Revenue:

The revenue for this Fund is derived mainly from the one-half cent capital improvement sales tax and grant funding for capital projects. The projected revenue increase of 20% for FY 13 is directly related to increases in sales tax and federal grant funding for capital projects. We will no longer receive ad valorem taxes since the general obligation debt has been fully paid. Also anticipated in FY 13, are funds that will come in when the reserve ambulance and pumper are sold. We also anticipate a small amount as a result of surplus old furniture and fixtures from all departments and in particular the old fire department furniture and miscellaneous items. In this fund, we project equipment replacement and capital reserves totaling more than \$1.7 million by the end of FY 13. This represents a fully funded equipment replacement reserve and a capital reserve of 7.91% of the value of the related capital assets.

Expenditure:

The FY 13 Capital Improvement Program will fund numerous large projects in Fire, Police and Public Works (street, sidewalk and curbside resurfacing, replacement and rehabilitation, pavement preservation and drainage maintenance). A complete list of the Capital Projects can be found in the Capital Improvements Program tab. In this fund, we project an expenditure increase of approximately of 14%. This is primarily due to the capital financing of a new Heavy Duty Rescue Pumper and Equipment to replace the 2002 front line apparatus which will be placed in reserve status. These vehicles are replaced when a combination of factors have been attained. The National Fire Protection Agency (NFPA) for instance, sets a standard of when they have reached their useful life which in this case is ten years. Vehicle work load, its physical condition, and the degree of preventative maintenance are also considered. Having a pro-active replacement schedule reinforces the City's commitment to the safety of both our residents and

the firefighters who staff the vehicles. Also a capital financing plan is an appropriate way to pay for this equipment as it allows the initial cost to be paid over the years the investment is used.

Also budgeted in FY 13 is the increased need for sustainable Information Technology infrastructure. In this Budget are expenses related to the replacement of a majority of the city's computers purchased in 2005 and 2007. These computers have become obsolete when compared to current technology. Many are experiencing drive and CD failure and low memory problems which limit utilization of the professional applications. More importantly, these computers are running on an operating system which is slated to be upgraded in late FY 13 or early FY 14.

Storm water & Park Improvements Fund:

The Storm Water & Park Improvements Fund is recorded as Fund 50. This Fund provides the majority 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 will increase by 48%. Because there is no outstanding GO debt, no ad valorem taxes will be received in FY 13. Included in the revenue for this fund are all revenues received for the annual Brentwood Maddenfest Festival, and the Memorial and Heritage Tree and Bench Program. The revenues received for this new program will directly offset the related expenses, therefore resulting in no impact to the budget. In this Fund, we anticipate \$2.0 million in reserves at the end of FY 13 which will fund the operating, equipment and capital reserves. Also included in this Fund is \$480,000 to reimburse the City by the Metropolitan St. Louis Sewer District (MSD) for the clearance and preparation of 2.31 acres of the Executive Walk Apartments (2805 and 2767 Mary Avenue) for permanent open space due to the project's anticipated flood mitigation benefit.

Expenditure:

In 2012, the Board of Aldermen approved an increase in room fees at the Brentwood Recreation Complex. The remaining general obligation bond debt for the 1998 issue of \$3,215,000 used for advance refunding a portion of 1991 and 1992 bond issues for city-wide street projects; and the 1993 issue of one million (\$1,000,000) dollars used for acquiring, constructing, expanding,

improving, and equipping parks and recreation facilities was paid off in 2012. As such, the City did not assess any taxes for debt service revenue for residential, commercial and personal property.

In FY 13, expenses in relation to the Annual Brentwood Maddenfest Festival will be moved to this fund. Also included, is a budget for the Memorial and Heritage Tree and Bench Program. All the planning and preparation for these programs are a parks and recreation activity that is overseen by the Parks and Recreation department. Other programs and services provided include: Maintenance and upkeep of the seven vibrant parks and trails that provide connectivity throughout the City, recreation programs, beautification of green space, the Brentwood Ice Arena and all its supporting programs, the different athletic leagues (hockey, softball, and volleyball), the multiple meeting rooms available at the Brentwood Recreation Complex for business meetings, training seminars, banquets, birthday parties, showers and support groups, Concert-in-the-Park series, In-Line Skating Rink, the tennis court, Friends of the Park program, Senior programs and transportation service offered through the Magic Bus and finally the Annual Brentwood Maddenfest Festival, and Recreational Partnerships with neighboring municipalities.

Also included in this fund is a budget of \$75,000 for storm water related expenses. This will be used for the implementation of alternative recommendations that result from the Deer Creek Flood Feasibility Study. The capital expenses are in line with items from the Five Year Capital Improvement Plan. These expenses include costs related to the replacement of Magic Bus (with grant funds), the City's portion for the Maple Trail upgrade and the American With Disabilities Act repairs in the park, Dasher system and overlay of the In-Line Roller Rink at Hanley Park, completion of the park signage in the City's remaining parks, Laser level ball-fields at Brentwood Park and the replacement of a ¾ ton pickup truck that has reached the end of its useful life. Finally, there will be a corresponding expense of \$480,000 to be reimbursed by the Metropolitan St. Louis Sewer District (MSD) for the clearance and preparation of 2.31 acres of the Executive Walk Apartments (2805 and 2767 Mary Avenue) for permanent open space due to the project's anticipated flood mitigation benefit.

Sewer Improvements Fund:

The Sewer Improvements Fund is recorded as Fund 60. This Fund provides for personnel, contractual services, materials and equipment to operate our 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 our 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. We have increased the fee to \$50 beginning in FY 12 as we are experiencing an increase in the number of sewer lateral repairs. The funding we now have will ensure the city is able to continue to provide the high level of service and customer satisfaction in FY 2012 and beyond. In this fund, we project an increase of approximately \$38,000 as a result of the fee increase. In this Fund, we anticipate \$127,000 in reserve by the end of FY 2013 which will fund the operating, equipment and capital 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.

On August 16, 2010, the Board of Aldermen approved an ordinance establishing the annual assessment for the sewer lateral repair program at \$40. This fall, the Board of Aldermen approved an increase of \$10 in the sewer lateral assessment fee from \$40 to \$50. This rate increase will bring in about an additional \$38,000 per year which will help pay the increased costs of providing this service to the residents and allow the fund balance to increase over time. Prior to 2012, the employee benefits of two staff members were allocated to the Municipal Operations Expenditure (MOE) account in the General Fund. In the FY 12 budget, these benefits were reallocated and charged to the Sewer Lateral Fund. This was done to consolidate in one cost center, 100% of the cost of this function. This added an additional \$28,742 expense to

the fund. The fund balance at the end 2011 was not sufficient to fund the program activity for 2012 so funds were borrowed from the General Fund until the 2012 assessments are collected in December. Finally, in this fund are new line-item expenditures that allow us to better track expenses related to sewer lateral line repairs. For instance, repairs for streets and sidewalks resulting from sewer digs.

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 preliminary 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 City'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 organizations' mission. The annual budget reflects the alignment between the City's organizations' vision statement, mission statement, and objectives. This budget document is more user-friendly. The document includes department mission statements, goals and objectives for FY 13, 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 audit firm. These accomplishments are listed under the Administrative department narratives. The budget document will accomplish much-desired transparency.

CONCLUSION:

This budget process was challenging in that we received requests for new programs and new positions that the budget could not sustain. As we considered the trade-offs between these requests and the need to start setting aside funds to build a healthy reserve, the Adopted Budget achieves a good balance across priorities, and delivers on the quality services that our community expects and deserves.

In this document you will find more detailed information about the we used in developing this Budget as well as more detailed information about revenues, expenditures, and capital improvement projects. The FY 13 budget uses no General Fund reserves to support the budget.

I would like to express my appreciation to the Chair of the Ways and Means Committee, Alderman Thomas Kramer, and members of the Ways and Means Committee, Alderman Andy Leahy, Alderwoman Maureen Saunders, and Alderman Patrick Toohey. 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 13 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, Finance Director who brings two decades of senior level governmental accounting experience to assist us as we continue to work towards the overall financial oversight of our operations. Furthermore, I also want to thank her staff for their dedication and assistance during this budget cycle. 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.

Respectfully submitted,



Bola Akande

City Clerk/Administrator

Financial Summary

- Budget at a Glance

BUDGET SUMMARY ALL FUNDS

	Actual 2009	Actual 2010	Actual 2011	Budget 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015	2012-2013 Budget % Change
GENERAL FUND									
Beginning Fund Balance	\$ 1,925,284	\$ 1,189,890	\$ 1,232,763	\$ 491,985	\$ 491,985	\$ 527,707	\$ 661,479	\$ 780,464	7.28%
Revenue	\$ 9,838,998	\$ 11,094,282	\$ 10,664,822	\$ 11,100,615	\$ 11,157,062	\$ 11,356,284	\$ 11,551,499	\$ 12,160,551	2.30%
Expenditures	\$ (10,574,391)	\$ (11,051,409)	\$ (11,405,600)	\$ (11,034,727)	\$ (11,121,340)	\$ (11,222,512)	\$ (11,432,514)	\$ (11,724,418)	1.70%
Ending Fund Balance	\$ 1,189,890	\$ 1,232,763	\$ 491,985	\$ 557,873	\$ 527,707	\$ 661,479	\$ 780,464	\$ 1,216,597	18.57%
Restricted Fund Balance (Seizure Funds)	\$ -	\$ -	\$ 44,982	\$ 44,982	\$ -	\$ 13,361	\$ 13,361	\$ 13,361	-70.30%
Fund Balance Unassigned (Operating Reserve)	\$ 1,189,890	\$ 1,232,763	\$ 447,003	\$ 512,891	\$ 476,846	\$ 648,118	\$ 767,103	\$ 1,203,236	26.37%
Operating Reserve % of Budgeted Operating Expenditures	11.25%	11.15%	4.31%	5.06%	4.74%	5.89%	6.83%	10.36%	
CAPITAL IMPROVEMENTS FUND									
Beginning Fund Balance	\$ 208,702	\$ 430,833	\$ 1,208,514	\$ 1,925,784	\$ 1,925,784	\$ 1,746,057	\$ 1,655,411	\$ 1,712,700	-9.33%
Revenue	\$ 1,421,631	\$ 2,117,115	\$ 2,021,153	\$ 2,368,838	\$ 1,997,521	\$ 2,934,552	\$ 3,357,039	\$ 2,036,761	23.88%
Expenditures	\$ (1,199,499)	\$ (1,339,434)	\$ (1,303,883)	\$ (2,643,325)	\$ (2,177,248)	\$ (3,025,198)	\$ (3,299,750)	\$ (1,612,750)	14.45%
Ending Fund Balance	\$ 430,833	\$ 1,208,514	\$ 1,925,784	\$ 1,651,297	\$ 1,746,057	\$ 1,655,411	\$ 1,712,700	\$ 2,136,711	0.25%
Assigned Fund Balance (Equipment Replacement Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 520,845	\$ 1,041,690	\$ 1,384,106	N/A
Assigned Fund Balance (Capital Reserve)	\$ 430,833	\$ 1,208,514	\$ 1,925,784	\$ 1,651,297	\$ 1,746,057	\$ 1,134,566	\$ 671,010	\$ 752,605	-31.29%
Capital Reserve % of Capital Assets (Excluding Equipment)	3.00%	8.45%	13.43%	11.51%	12.17%	7.91%	4.68%	5.25%	
STORM WATER & PARK IMPROVEMENTS FUND									
Beginning Fund Balance	\$ 347,450	\$ 249,033	\$ 689,180	\$ 1,232,278	\$ 1,232,278	\$ 1,800,190	\$ 1,996,748	\$ 2,435,609	46.09%
Revenue	\$ 1,451,976	\$ 2,190,536	\$ 2,115,670	\$ 1,875,400	\$ 2,199,058	\$ 2,774,931	\$ 2,313,686	\$ 2,382,444	47.96%
Expenditures	\$ (1,550,393)	\$ (1,750,389)	\$ (1,572,572)	\$ (1,830,093)	\$ (1,631,146)	\$ (2,578,373)	\$ (1,874,825)	\$ (1,886,307)	40.89%
Ending Fund Balance	\$ 249,033	\$ 689,180	\$ 1,232,278	\$ 1,277,585	\$ 1,800,190	\$ 1,996,748	\$ 2,435,609	\$ 2,931,746	56.29%
Assigned Fund Balance (Operating Reserve)	\$ 249,033	\$ 689,180	\$ 716,898	\$ 792,662	\$ 697,153	\$ 832,362	\$ 849,913	\$ 868,154	5.01%
Operating Reserve % of Budgeted Operating Expenditures	18.02%	46.51%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	
Assigned Fund Balance (Equipment Replacement Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,454	\$ 78,908	\$ 107,442	N/A
Assigned Fund Balance (Capital Reserve)	\$ -	\$ -	\$ 515,380	\$ 484,923	\$ 1,103,037	\$ 1,124,932	\$ 1,506,788	\$ 1,956,150	131.98%
Capital Reserve % of Capital Assets (Excluding Equipment)	0.00%	0.00%	25.54%	24.03%	54.67%	55.75%	74.68%	96.94%	
SEWER IMPROVEMENTS FUND									
Beginning Fund Balance	\$ 82,377	\$ 67,741	\$ 91,790	\$ 86,179	\$ 86,179	\$ 106,894	\$ 126,836	\$ 132,641	24.04%
Revenue	\$ 106,903	\$ 155,137	\$ 154,932	\$ 155,000	\$ 193,750	\$ 193,850	\$ 193,850	\$ 193,850	25.06%
Expenditures	\$ (121,539)	\$ (31,088)	\$ (160,543)	\$ (154,958)	\$ (173,035)	\$ (173,908)	\$ (188,045)	\$ (192,337)	12.23%
Ending Fund Balance	\$ 67,741	\$ 91,790	\$ 86,179	\$ 86,221	\$ 106,894	\$ 126,836	\$ 132,641	\$ 134,154	47.11%
Assigned Fund Balance (Operating Reserve)	\$ 60,507	\$ 65,044	\$ 71,872	\$ 77,479	\$ 86,518	\$ 86,954	\$ 89,023	\$ 91,169	12.23%
Operating Reserve % of Budgeted Operating Expenditures	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	
Assigned Fund Balance (Equipment Replacement Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,676	\$ 5,352	\$ 5,352	N/A
Assigned Fund Balance (Capital Reserve)	\$ 7,234	\$ 26,746	\$ 14,507	\$ 8,742	\$ 20,376	\$ 37,206	\$ 38,266	\$ 37,633	325.59%
Capital Reserve % of Capital Assets (Excluding Equipment)	3.78%	13.98%	7.59%	4.57%	10.65%	19.45%	20.01%	19.68%	

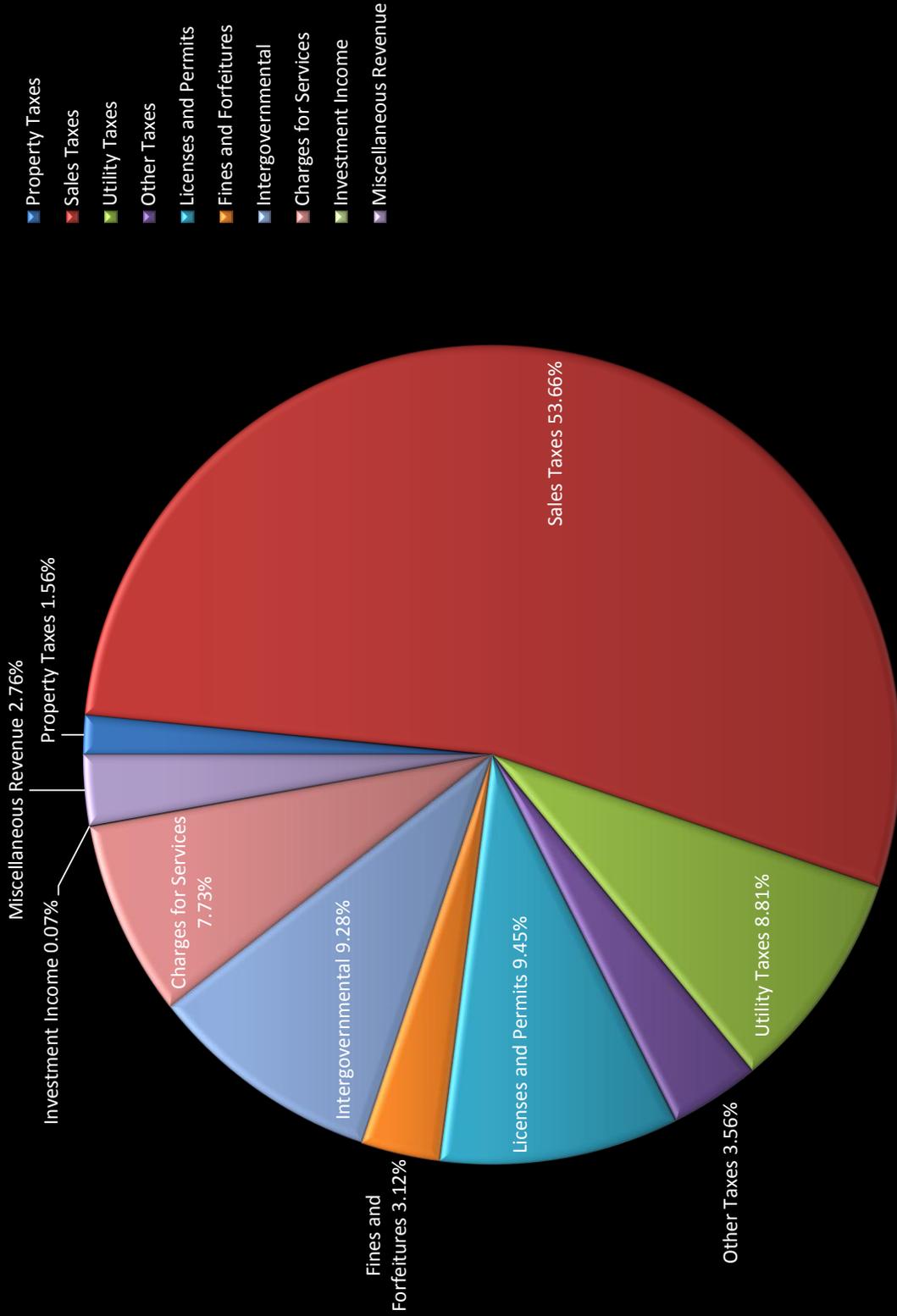
General Fund Operating Reserve Schedule

Date	Amount	Reserve %
Actual at 12/31/2011	\$ 447,003	4.31%
Projected at 12/31/2012	\$ 476,846	4.74%
Projected at 12/31/2013	\$ 648,118	5.89%
Projected at 12/31/2014	\$ 767,103	6.83%
Projected at 12/31/2015	\$ 1,203,236	10.38%
Projected at 12/31/2016	\$ 2,003,236	17.09%
Projected at 12/31/2017	\$ 2,803,236	23.91%
Projected at 12/31/2018	\$ 3,603,236	30.73%
Projected at 12/31/2019	\$ 4,403,236	37.56%
Projected at 12/31/2020	\$ 5,203,236	44.38%

*Annual budget savings and one-time revenues will serve to shorten this timeline.

REVENUE SUMMARY BY FUND	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015	2012-2013 Budget % Change
GENERAL FUND	9,838,998	11,094,282	10,664,822	11,100,615	11,157,062	11,356,284	11,551,499	12,160,551	2.30%
CAPITAL IMPROVEMENTS FUND	1,421,631	2,117,115	2,021,153	2,677,838	2,288,488	3,202,430	3,357,039	2,036,761	19.59%
STORM WATER & PARKS IMPROVEMENTS	1,451,976	2,190,536	2,115,670	1,875,400	2,199,058	2,774,931	2,313,686	2,382,444	47.96%
SEWER IMPROVEMENTS FUND	106,903	155,137	154,932	155,000	193,750	193,850	193,850	193,850	25.06%
TOTAL REVENUE	12,819,507	15,557,069	14,956,577	15,808,853	15,838,358	17,527,495	17,416,074	16,773,606	10.87%

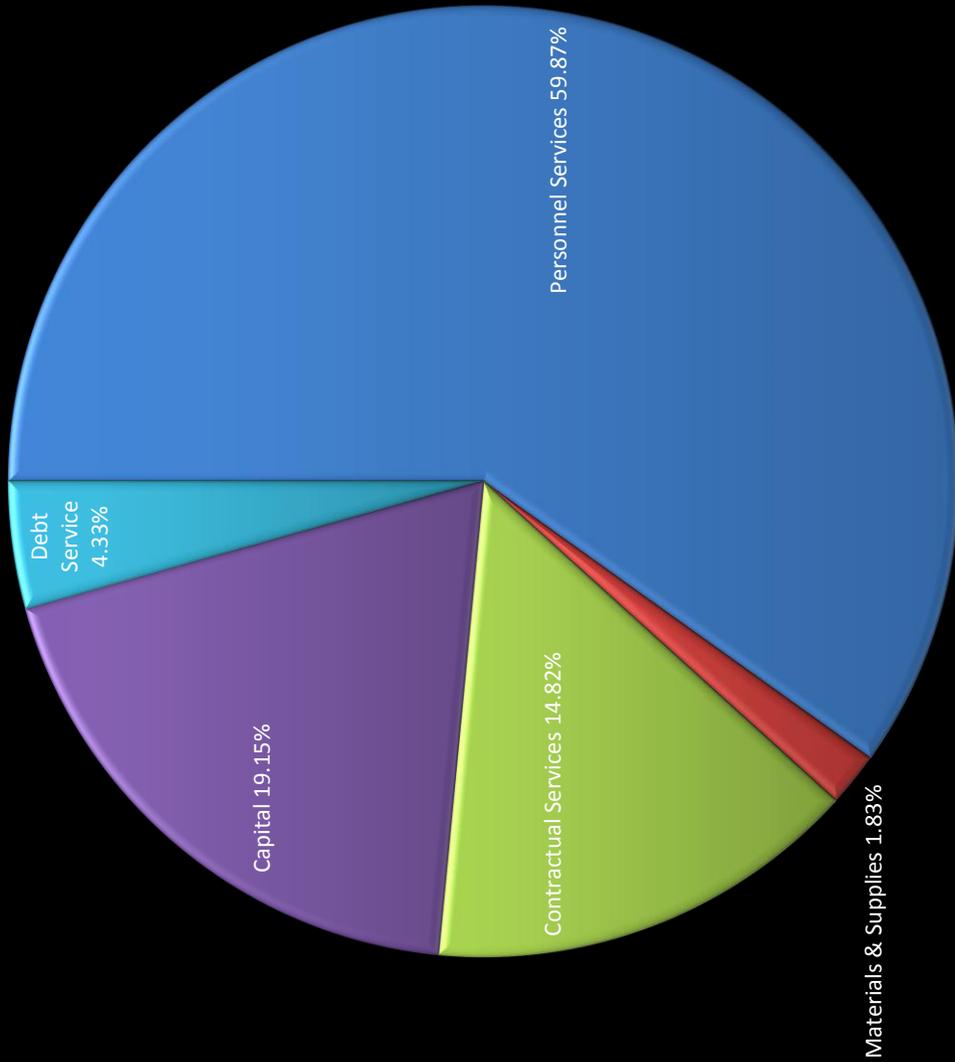
2013 REVENUE BY TYPE-ALL FUNDS



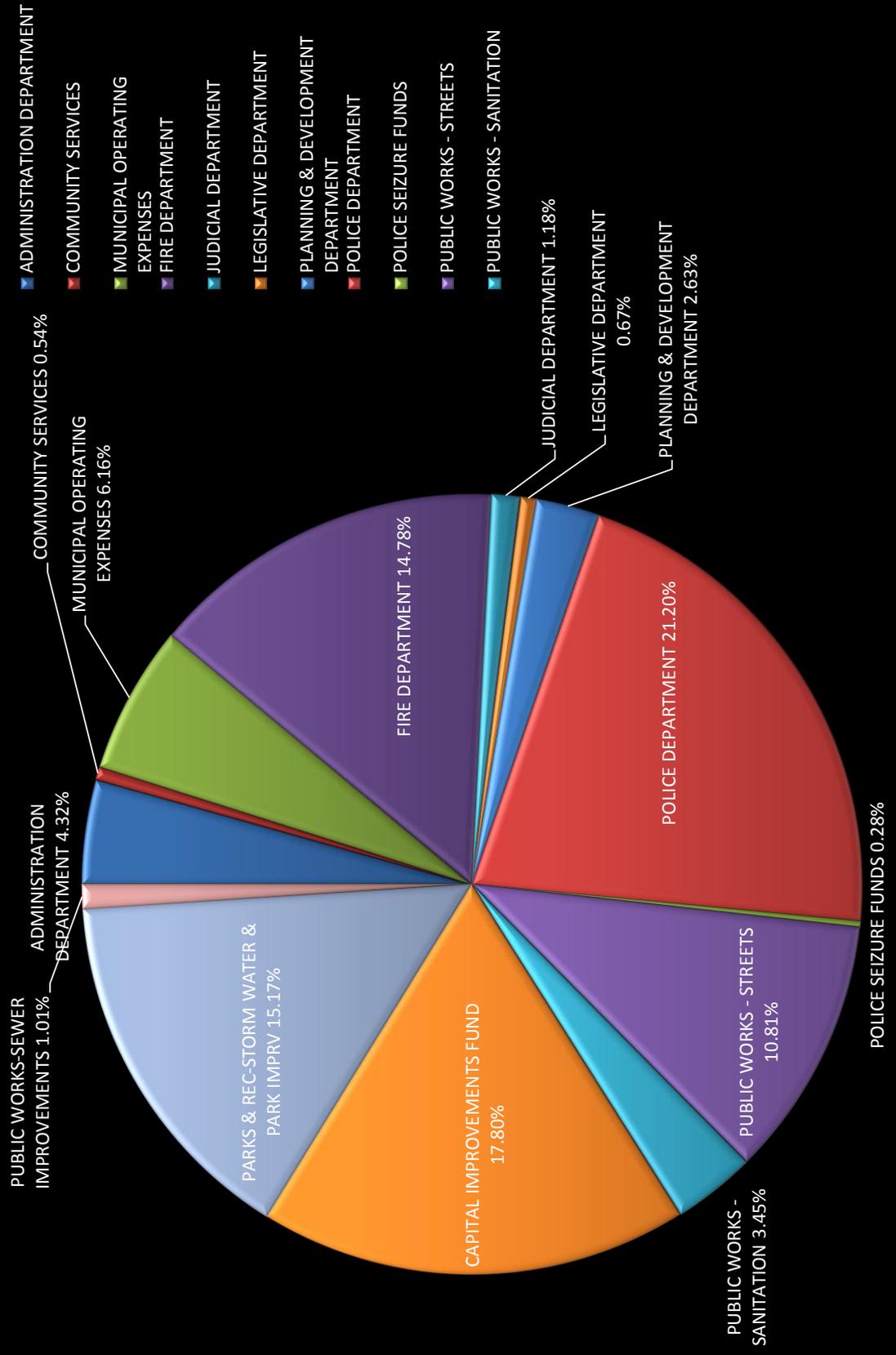
EXPENDITURE SUMMARY BY DEPARTMENT	ACTUAL 2009	ACTUAL 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015	2012-2013 Budget % Change
GENERAL FUND									
ADMINISTRATION DEPARTMENT	733,078	762,683	694,223	722,132	716,070	733,624	757,651	782,957	1.59%
BUILDING MAINTENANCE	28,977	7,375	-	-	-	-	-	-	NA
COMMUNITY SERVICES	273,990	186,281	147,959	207,175	192,375	90,975	79,775	69,775	-56.09%
MUNICIPAL OPERATING EXPENSES	3,025,070	3,281,163	3,911,283	1,213,386	1,354,976	1,046,800	1,046,800	1,046,800	-13.73%
FIRE DEPARTMENT	2,074,192	2,158,368	2,267,010	2,497,671	2,466,908	2,512,535	2,545,198	2,607,391	0.60%
JUDICIAL DEPARTMENT	127,432	135,785	131,432	204,495	187,694	200,264	206,740	213,464	-2.07%
LEGISLATIVE DEPARTMENT	88,274	95,529	86,169	132,011	126,006	114,080	114,510	120,203	-13.58%
PLANNING & DEVELOPMENT DEPARTMENT	227,174	256,446	176,025	446,673	436,904	447,571	463,281	478,689	0.20%
POLICE DEPARTMENT	2,727,663	2,874,143	2,733,322	3,303,414	3,428,014	3,604,622	3,713,598	3,826,541	9.12%
POLICE SEIZURE FUNDS	-	-	-	-	30,806	47,500	10,000	10,000	NA
PUBLIC WORKS - STREETS	745,711	773,884	732,028	1,755,262	1,640,394	1,837,676	1,894,763	1,952,341	4.70%
PUBLIC WORKS - SANITATION	522,830	519,750	526,149	552,508	541,193	586,865	600,198	616,257	6.22%
TOTAL	10,574,391	11,051,409	11,405,600	11,034,727	11,121,340	11,222,512	11,432,514	11,724,418	1.70%
CAPITAL IMPROVEMENTS FUND	1,199,499	1,339,434	1,303,883	2,643,325	2,177,248	3,025,198	3,299,750	1,612,750	14.45%
PARKS & REC-STORM WATER & PARK IMPRV	1,550,393	1,750,389	1,572,572	1,830,093	1,631,146	2,578,373	1,874,825	1,886,307	40.89%
PUBLIC WORKS-SEWER IMPROVEMENTS	121,539	131,088	160,543	154,958	173,035	173,908	188,045	192,337	12.23%
TOTAL EXPENDITURES	13,445,822	14,272,319	14,442,598	15,663,103	15,102,769	16,999,991	16,795,134	15,415,812	8.54%

2013 EXPENDITURES BY TYPE-ALL FUNDS

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



2013 EXPENDITURES BY DEPARTMENT-ALL FUNDS



Revenues

- General Fund
- Capital Improvements Fund
- Stormwater & Parks Improvements Fund
- Sewer Improvements Fund

GENERAL FUND REVENUE

Account Number	ACCOUNT DESCRIPTIONS	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
4002	AD VALOREM TAXES	282,840	247,766	241,381	250,334	260,068	267,870	275,906	284,183
4010	ROAD & BRIDGE TAX	279,368	332,053	279,106	280,000	280,000	280,000	280,000	280,000
4015	FINANCIAL INSTITUTION TAX	5,245	800	27,612	1,000	2,425	2,500	2,500	2,500
4020	RAILROAD & UTILITY TAX	-	-	-	2,000	2,000	2,000	2,000	2,000
4025	SALES TAX	2,658,374	3,785,466	3,748,773	3,706,661	3,796,315	3,910,204	4,127,510	5,051,335
4027	MUNICIPAL FIRE SALES TAX	822,025	1,056,227	1,083,001	1,000,000	1,160,953	1,195,782	1,231,655	1,268,605
4030	STATE MOTOR FUEL TAX	285,179	294,452	290,745	290,000	290,000	290,000	290,000	290,000
4035	CIGARETTE TAX	38,197	38,197	38,197	38,197	38,197	38,197	38,197	38,197
4040	UTILITY FRANCHISE-LACLEDE GAS	188,525	169,534	153,526	203,000	150,000	150,000	150,000	150,000
4045	UTILITY FRANCHISE-UNION ELEC	551,810	626,995	678,543	615,937	640,000	640,000	640,000	640,000
4050	COMMUNICATIONS - TELEPHONE	552,170	649,714	445,099	580,000	525,000	525,000	525,000	525,000
4055	UTIL FRAN-ST. LOUIS CNTY WATER	44,294	45,369	51,673	44,000	55,000	55,000	55,000	55,000
4060	CABLEVISION	117,490	137,345	142,775	130,000	146,000	146,000	146,000	146,000
4100	OCCUPATIONAL LICENSES	1,230,554	1,236,947	1,357,691	1,296,420	1,360,000	1,370,000	1,370,000	1,370,000
4110	LIQUOR LICENSES	9,580	10,625	11,602	10,000	10,000	10,000	10,000	10,000
4115	AUTOMOBILE LICENSES	32,207	34,315	34,894	35,000	35,000	35,000	35,000	35,000
4135	OCCUPANCY PERMITS	36,115	32,433	34,840	33,000	40,000	40,000	40,000	40,000
4140	BUILDING PERMITS	124,981	68,236	60,873	185,000	75,000	110,000	75,000	75,000
4142	BUILDING PERMITS - FIRE	39,098	16,387	16,958	51,000	15,000	36,000	15,000	15,000
4145	PLANNING/ ZONING APPLICATIONS	1,830	600	1,710	1,000	3,000	3,000	3,000	3,000
4150	ELECTRICAL PERMITS	21,782	14,341	15,316	14,000	14,000	14,000	14,000	14,000
4155	PLUMBING PERMITS	12,430	11,731	11,338	8,000	8,000	8,000	8,000	8,000
4205	GRANTS - MISC	1,500	-	-	-	289	-	-	-
4210	GRANTS POLICE FEDERAL/STATE	20,821	7,035	2,012	9,050	13,701	10,000	10,000	10,000
4211	POL TRAFFIC GRANT	-	-	-	-	6,244	8,500	8,500	8,500
4220	MSD GRANT	71,215	-	-	-	-	-	-	-
4300	PROGRAM FEES	173,364	150,490	130,965	94,517	70,796	86,064	86,064	86,064
4301	RECREATION FEES	-	-	-	32,441	21,500	33,678	33,678	33,678
4305	PARK PERMITS	22,452	28,713	28,112	25,000	55,000	35,000	35,000	35,000
4310	ROOM RENTAL	74,321	86,393	94,350	85,000	83,000	110,500	110,500	110,500
4315	ANNEX ROOM RENTALS	12,800	-	-	-	-	-	-	-
4320	RENTAL PROPERTY	21,505	11,982	11,068	10,968	10,968	10,968	10,968	10,968
4325	LEAGUE FEES	279,449	293,033	281,577	-	-	-	-	-
4326	RINK FEES	-	-	-	334,805	312,078	307,500	307,500	307,500
4335	ICE RINK ADMISSIONS	62,275	81,508	75,316	70,000	70,174	70,000	70,000	70,000
4340	ICE RINK RENTALS	199,623	224,454	198,346	200,000	193,000	200,000	200,000	200,000

GENERAL FUND REVENUE

Account Number	ACCOUNT DESCRIPTIONS	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
4341	BIRTHDAY PARTY FEES	-	-	-	3,000	6,500	4,500	4,500	4,500
4345	CONCESSIONS-RINK	6,225	17,298	15,676	17,500	7,000	10,000	10,000	10,000
4350	SKATE RENTALS	9,717	10,988	9,402	8,500	7,415	8,500	8,500	8,500
4355	LOCKER RENTALS	159	270	300	235	246	250	250	250
4360	SKATE SHARPENING	657	720	468	-	-	-	-	-
4365	VENDING	7,506	7,453	4,258	6,000	3,724	4,500	4,500	4,500
4370	TRASH, ETC. PICKUPS	25,211	26,433	59,195	25,000	40,000	40,000	40,000	40,000
4375	AMBULANCE FEES	225,733	213,994	178,178	235,000	185,000	200,000	200,000	200,000
4385	INTERDEPARTMENT UTIL & MAINT.	6,600	6,600	6,600	6,600	6,600	6,600	6,600	6,600
4400	POLICE REPORTS	1,499	1,446	1,734	1,600	1,600	1,600	1,600	1,600
4405	CRIME VICTIMS-BRENTWOOD	1,721	1,409	1,503	1,800	1,800	1,800	1,800	1,800
4410	FINES	466,781	388,252	451,203	515,750	460,000	510,000	510,000	510,000
4411	ATS	13,704	8,996	8,525	10,000	10,000	10,000	10,000	10,000
4414	POLICE TRAINING	-	-	3,338	4,000	3,553	3,700	3,700	3,700
4415	TRAINING FEES-BRENTWOOD	14,823	11,471	8,184	9,000	9,000	9,000	9,000	9,000
4416	SEIZED PROPERTY	-	34,808	10,175	5,000	36,685	10,000	10,000	10,000
4430	INTERCITY JOINT SERVICES	52,295	52,145	79,412	56,000	56,000	56,000	56,000	56,000
4435	INTERGOVERNMENTAL REVENUE	-	-	-	-	17,000	35,570	35,570	35,570
4500	PROPERTY RENTAL	-	-	-	24,000	-	-	-	-
4510	SALE OF CITY PROPERTY	130,812	43,043	150	-	-	-	-	-
4520	WEED CUTTING, CLEAN UP	-	196	367	1,000	1,000	1,000	1,000	1,000
4525	INTEREST INCOME	60,353	19,007	18,038	30,000	6,000	6,000	6,000	6,000
4526	INTEREST INCOME-PLUMBERS TRUST	2	1	-	-	1	1	1	1
4530	PLANNING & DEVELOPMENT MISC.	(265)	701	664	500	4,000	500	500	500
4535	INSURANCE SETTLEMENTS	-	2,361	175,000	11,000	35,000	11,000	11,000	11,000
4540	FALSE ALARMS	2,265	1,625	2,130	2,000	2,000	2,000	2,000	2,000
4545	FESTIVAL REVENUE	7,338	5,811	7,000	8,000	9,500	-	-	-
4550	GOLF TOURNAMENT REVENUE	19,077	17,969	24,014	19,800	50	-	-	-
4555	MISCELLANEOUS INCOME	16,385	45,334	50,504	25,000	5,000	5,000	5,000	5,000
4556	C SEEMAYER REIMB	-	-	(1,292)	-	-	-	-	-
4560	DONATIONS MISCELLANEOUS	4,000	-	600	2,000	-	-	-	-
4565	DONATIONS - POLICE & FIRE	4,548	4,254	100	4,000	4,000	4,000	4,000	4,000
4575	T.I.F. REIMBURSEMENTS	218,449	454,556	-	287,000	350,000	350,000	350,000	-
4577	TDD COLLECTION FEES	26,976	24,000	-	24,000	48,000	24,000	24,000	24,000
4578	STRASSNER TDD REIMBURSEMENT	47,667	-	-	-	-	-	-	-
4579	DRURY REDEVELOPMENT	-	-	-	-	50,000	20,000	10,000	-
4585	SLAIT PREMIUM RETURN	6,239	-	-	-	47,680	20,000	20,000	20,000
4587	COMM LITIGATION SETTLEMENT	189,104	-	26	-	-	-	-	-
4588	WORKERS COMP	-	-	1,971	-	-	-	-	-
Total by Year		9,838,998	11,094,282	10,664,822	11,100,615	11,157,062	11,356,284	11,551,499	12,160,551

CAPITAL IMPROVEMENTS FUND

	Actual <u>2009</u>	Actual <u>2010</u>	Actual <u>2011</u>	Budgeted <u>2012</u>	Estimated <u>2012</u>	Budgeted <u>2013</u>	Projected <u>2014</u>	Projected <u>2015</u>
4002 AD VALOREM TAXES	255,000	231,202	217,653	224,376	-	-	-	-
4025 SALES TAX	1,166,631	1,792,187	1,768,440	1,644,374	1,849,740	1,905,232	1,962,389	2,021,261
4026 RECYCLE GRANTS	-	63,750	-	-	-	-	-	-
4028 PEDESTRIAN/TRANSIT STP	-	-	34,358	65,438	52,350	480,000	-	-
4029 ROSE AVENUE STP	-	-	-	276,800	36,000	272,800	-	-
4030 LITZINGER ROAD STP	-	-	-	157,250	29,282	231,548	1,279,200	-
4038 PEDESTRIAN/TRANSIT TDD	-	-	-	-	13,319	-	-	-
4205 GRANTS - MISC	-	11,250	-	-	-	-	-	-
4510 SALE OF CITY PROPERTY	-	-	-	-	11,500	25,000	30,000	10,000
4525 INTEREST INCOME	-	34	702	600	3,500	3,500	3,500	3,500
4950 INTERGOVERNMENTAL RECEIPT	-	18,692	-	-	1,830	16,472	81,950	2,000
4031 RESERVES	-	-	-	309,000	290,967	267,878	-	-
Total by Year	1,421,631	2,117,115	2,021,153	2,677,838	2,288,488	3,202,430	3,357,039	2,036,761

STORM WATER & PARK IMPROVEMENTS FUND

<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Budgeted 2012</u>	<u>Estimated 2012</u>	<u>Budgeted 2013</u>	<u>Projected 2014</u>	<u>Projected 2015</u>
4002	AD VALOREM TAXES	83,000	78,868	72,520	75,000	-	-	-	-
4025	SALES TAX	1,368,670	2,059,891	2,042,605	1,800,000	2,160,370	2,225,181	2,291,936	2,360,694
4200	MEMORIAL TREE & BENCH PROGRAM	-	-	-	-	-	5,750	5,750	5,750
4210	MSD-EXEC WALK FUNDING	-	-	-	-	20,000	480,000	-	-
4525	INTEREST INCOME	306	306	545	400	3,000	3,000	3,000	3,000
4545	FESTIVAL REVENUE	-	-	-	-	-	8,000	8,000	8,000
4585	SLAIT PREMIUM RETURN	-	-	-	-	15,688	5,000	5,000	5,000
4950	INTERGOVERNMENTAL RECEIPT	-	51,471	-	-	-	48,000	-	-
Total by Year		1,451,976	2,190,536	2,115,670	1,875,400	2,199,058	2,774,931	2,313,686	2,382,444

SEWER IMPROVEMENTS FUND

<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Budgeted 2012</u>	<u>Estimated 2012</u>	<u>Budgeted 2013</u>	<u>Projected 2014</u>	<u>Projected 2015</u>
4525	INTEREST INCOME	117	-	-	-	-	100	100	100
4585	ASSESSMENTS	106,786	155,137	154,932	155,000	193,750	193,750	193,750	193,750
Total by Year		106,903	155,137	154,932	155,000	193,750	193,850	193,850	193,850
GRAND TOTALS BY YEAR		12,819,507	15,557,069	14,956,577	15,808,853	15,838,358	17,527,495	17,416,074	16,773,606

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Administration

- Administrative Department
- Community Services
- Municipal Operating Expenses

ADMINISTRATION DEPARTMENT

Mission Statement

The mission of Administration is 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, and acquisition and management of real property; and support 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. Provide ethical reporting and advisory services to the Board of Aldermen and departments in their decision making process.
2. Honor the International City/County Management Code of Ethics.
3. Keep the Board of Aldermen informed of important community issues.
4. Ensure legislative changes are monitored.
5. Coordinate efforts through the various City departments.
6. Provide leadership for the operational departments.
7. Provide public record preservation and advisory services to the City and its committees and commissions so they can access and retain records in compliance with government regulations.
8. Provide legislative support, policy implementation, budget development and strategic planning, economic development, elections, communication services and legal service functions of the City.
9. Continue to influence development patterns that will result in increased efficient delivery of core services, use of energy and resources, demand for infrastructure.
10. Establish accounting policies and procedures.
11. Establish written policies and procedures city-wide for programs and services.
12. Continue to monitor controls that have been established to eliminate the possibility of fraud.
13. Encourage and promote city-wide professional development and training.
14. Seek funding for Greenhouse Gas Inventory Module and Inventory.
15. Be responsive in an expedient manner to our citizens.

Accomplishments

ADMINISTRATION:

1. Received the Certificate of Achievement for Excellence in Financial Reporting for preparation of the December 31, 2011 Fiscal Year Comprehensive Annual Financial Report.
2. Prepared the Fiscal Year 2012 Annual Budget.
3. Completed the Recodification of the Municipal Code and submitted to the Board of Aldermen.
4. Updated Brentwood TV-993 with new slides that reflected services provided by the each department and the city as a whole.
5. Distributed the Annual Department Reports to the Board of Aldermen
6. Developed and Distributed a Newly Elected Orientation Binder to Newly Elected Officials.
7. Placed the Board of Aldermen meetings on Youtube.

FINANCE:

1. Developed comprehensive monthly financial status report for elected officials and management.
2. Educated Departments on the correct interpretation of the Perfect Attendance Policy.
3. City-wide purchasing from the Missouri State Cooperative Procurement Program.
4. Implemented the Credit Card Policy and Cardholder Usage Agreement.
5. Implemented the Fuelman Driver Fuel Policy and audited employees and vehicles authorized to use the Fuelman system.
6. Educated Departments on the savings achieved by purchasing Regular vs. Premium Fuel.
7. Educated Departments on using the Sales Tax Exempt Letter when purchasing goods for the City.
8. Implemented the Cellular Phone Policy.
9. Audited the Distribution of Cellphone to Employees.
10. Audited the Distribution of City Credit Cards.
11. Audited the Distribution of City Charge Cards.
12. Established a Travel Advance Reimbursement Policy.
13. Managed state petition audit and annual audit for 2011.

HUMAN RESOURCES:

1. Established monthly internal newsletter – Brentwood Buzz
2. Established Employee Wellness and Activities Committee
3. Coordinated Automatic External Defibrillator Training for City Hall.
4. Completed revisions to the Employee Handbook (2004) and submitted to Ways and Means Committee and the Board of Aldermen.
5. Organized an Employee Benefits Fair and managed Open Enrollment
6. Coordinated a centralized Background Check Process for non-Public Safety Departments.
7. Coordinated Front-Line Forums (an opportunity for front-line staff to meet with the City Administrator in an informal setting).
8. Completed the benefits reconciliation audit. Developed a payroll deduction authorization system in order to increase tracking and accountability.
9. Established a centralized recruitment and onboarding process
10. Conducted and employee training and communication piece on the Employee Deductible Reimbursement Program

11. Created an Employee Benefits Summary.
12. Created a management-level performance evaluation process.
13. **Activated the ADP I-Pay portal which provides employees access to their pay stubs, payroll information, and general benefits information and forms. Developed, promoted, and maintained the content on the ADP portal to provide employees with 24/7 access to their benefits information.
14. **Coordinated the Health Screening Assessment program mandated by SLAIT.
15. **Coordinated employee appreciation event.
16. **Activated and migrated leave tracking into the ADP Time and Attendance module.

*Note: **In the works but slated for completion by end of year.*

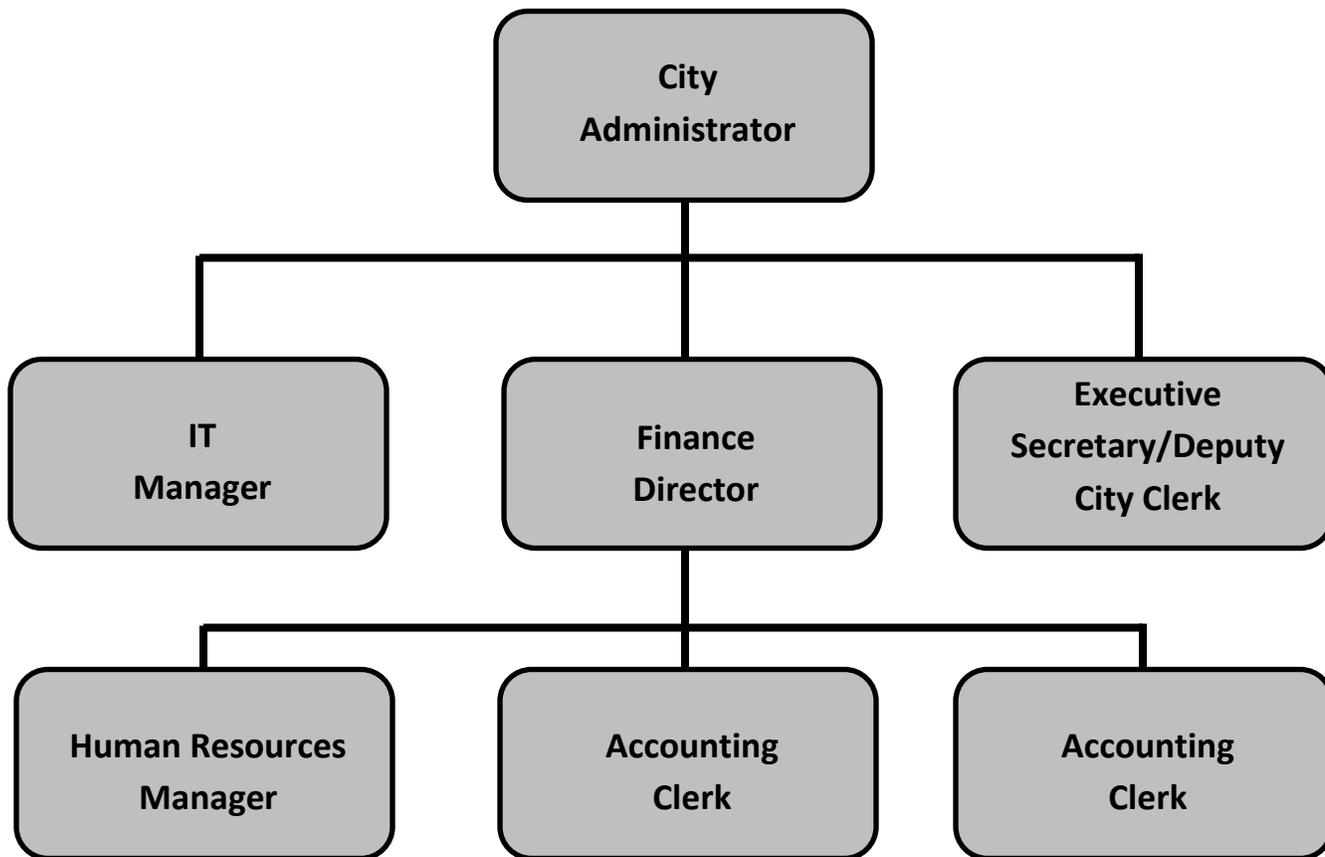
ADMINISTRATION DEPARTMENT

BUDGETED POSITIONS

Position	2012	2013
City Administrator	1	1
Finance Director	1	1
IT Manager	1	1
Human Resources Manager	1	1
Executive Secretary	1	1
Accounting Clerk	2	2
TOTAL	<hr/> 7	<hr/> 7

ADMINISTRATION DEPARTMENT

ORGANIZATIONAL STRUCTURE



ADMINISTRATION DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2013

PERSONNEL SERVICES:

Salaries & Wages Full-time 6000: This line item provides funds for seven (7) full-time employees in this department (\$534,527).

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 (\$3,090).

Salaries and Wages Part-time 6010: This line item provides funds for an undergraduate or graduate student in Public Administration, Political Science, Accounting and Human Resources/Personnel Management to assist with special projects throughout the year (\$5,150).

Longevity Expense 6025: This line item provides funds for longevity pay to employees for specified years of service (\$1,725).

Attendance Incentive 6050: This line item provides funds for employees with perfect attendance (\$3,200).

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) (\$158,557).

MATERIAL AND SUPPLIES:

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

CONTRACTUAL SERVICES:

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 conference (MCMA) (\$467), Missouri City Clerk/Finance Officers Association (MCCFOA) seminars and conferences and monthly meetings (\$237), Government Finance Officers Association (GFOA) seminar, 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), LAGERS Annual Conference registration and travel expenses – City

Representative (\$500) and Missouri Economic Development Financing Association Conference (\$340) - (\$4,500).

Educational Benefits 6070: This line item provides funds to support employee's educational benefits (\$3,000), including Professional in Human Resources (PHR) Certification (\$250) and International City/County Management Association Credentialed Manager Program ICMA-CM (\$125) - (\$3,375).

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 this department (\$2,000).

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) (\$298), International Institute of Municipal Clerks (IIMC) (\$150), Missouri Economic Development Financing Association (\$590), Master card Annual Dues (\$150), and Sam's Charge card Annual Dues (\$130) - (\$3,000).

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

Postage 6440: This line item provides funds for mailings (\$500).

ADMINISTRATION DEPARTMENT

Account Number	Account Descriptions	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
<u>Personnel Services</u>									
6000	SALARIES FULL TIME	695,058	733,009	670,549	540,710	540,710	534,527	550,563	567,080
6005	FULL TIME OVERTIME	4,071	1,898	2,844	3,000	3,000	3,090	3,183	3,278
6010	SALARIES PART TIME	20,657	18,061	16,229	5,000	8,191	5,150	5,305	5,464
6025	LONGEVITY EXPENSE	6,124	6,833	4,601	5,000	5,000	1,725	1,915	2,126
6050	ATTENDANCE INCENTIVE	-	-	-	2,800	2,800	3,200	3,200	3,200
6065	EMPLOYEE BENEFITS	-	-	-	135,702	135,702	158,557	166,485	174,809
Subtotal:		725,911	759,801	694,223	692,212	695,403	706,249	730,651	755,957
<u>Materials & Supplies</u>									
6420	SUPPLIES & MATERIALS	7,167	2,882	-	15,000	8,625	10,000	10,000	10,000
Subtotal:		7,167	2,882	-	15,000	8,625	10,000	10,000	10,000
<u>Contractual Services</u>									
6195	PETRO PRODUCTS	-	-	-	1,720	-	-	-	-
6160	ADVERTISING	-	-	-	2,000	855	2,000	2,000	2,000
6185	TRAVEL/MEETINGS	-	-	-	3,950	2,695	4,500	4,500	4,500
6070	EDUCATIONAL BENEFITS	-	-	-	3,000	3,000	3,375	3,000	3,000
6210	MISC CONTRACTUAL EXP	-	-	-	-	500	1,000	1,000	1,000
6240	TRAINING	-	-	-	1,000	1,721	2,000	2,000	2,000
6365	DUES & SUBSCRIPTIONS	-	-	-	1,750	2,539	3,000	3,000	3,000
6375	PRINTING	-	-	-	500	632	1,000	1,000	1,000
6440	POSTAGE	-	-	-	1,000	100	500	500	500
Subtotal:		-	-	-	14,920	12,042	17,375	17,000	17,000
TOTAL EXPENDITURES		733,078	762,683	694,223	722,132	716,070	733,624	757,651	782,957

COMMUNITY SERVICES

ACCOUNT DESCRIPTIONS – FY 2013

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, trash can painting, Veteran Day Celebration, National Day of Prayer, flowers, ADA Accommodation & promotion giveaways & breakfast with the mayor (\$7,875).

Newsletter 6147: This line item provides funds for the publication (printing & mailing) of the city newsletter (\$9,500).

Community Development 6207: This line item provides funds to support community development related expenses. These expenses will most likely be reimbursed by a developer (\$25,000).

Miscellaneous Contractual 6210: This line item provides funds for the ADA inclusion coordinator, website hosting and video streaming, & professional services cost for public relations consultant (\$13,600).

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, Ways & Means and Public Works) (\$15,000).

Eager Road Redevelopment 6412: This line item provides funds for redevelopment expenses related to the Drury project. These costs are funded by the developer (\$20,000).

COMMUNITY SERVICES

Account Number	Account Descriptions	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
Expenditures									
6145	COMMUNITY RELATIONS	57,814	58,026	20,770	7,875	7,875	7,875	7,875	7,875
6147	NEWSLETTER	13,657	19,077	14,393	9,500	9,500	9,500	9,500	9,500
6200	GOLF TOURNAMENT EXPENSE	33,458	30,439	24,563	19,800	-	-	-	-
6207	COMMUNITY DEVELOPMENT	80,711	8,070	5,948	25,000	-	25,000	25,000	25,000
6210	MISC CONTRACTUAL EXPENSES	-	-	-	65,000	45,000	13,600	12,400	12,400
6220	FESTIVAL EXPENSE	64,106	69,752	82,285	65,000	65,000	-	-	-
6222	CHANNEL 60	2,189	918	-	15,000	15,000	15,000	15,000	15,000
6412	EAGER ROAD REDEVELOPMENT	22,055	-	-	50,000	50,000	20,000	10,000	-
TOTAL EXPENDITURES		273,990	186,281	147,959	207,175	192,375	90,975	79,775	69,775

MUNICIPAL OPERATING EXPENSES

ACCOUNT DESCRIPTIONS – FY 2013

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 (\$100,000).

MATERIAL, SUPPLIES AND CONTRACTUAL SERVICES:

Utilities 6115: This line item includes the yearly bill amounts for Cable, Internet and Wi-Fi, Telephones, Water, Sewer, and Electric (\$265,000).

Insurance 6150: This line item includes SLAIT insurance premiums for health insurance and workers' compensation (\$370,000).

Professional Services 6151: This line item includes funds to conduct an assessment of the City's information technology system (\$7,500).

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 (\$20,000).

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 (\$82,000).

Training 6240: This line item provides funds for city-wide employee training programs (\$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 (\$4,800).

Postage 6440: This line item provides funds for postage (\$10,000).

Safety Program 6442: This line item provides funds for the city-wide safety program (\$500).

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

MUNICIPAL OPERATING DEPARTMENT

Account Number	ACCOUNT DESCRIPTIONS	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
	Expenditures								
6065	EMPLOYEE BENEFITS	1,274,524	1,428,966	1,540,223	424,400	360,000	50,000	50,000	50,000
6067	RETIREE BENEFITS	-	-	-	-	-	100,000	100,000	100,000
6115	UTILITIES	279,164	296,841	338,845	165,000	265,000	265,000	265,000	265,000
6135	TELEPHONE	149,888	130,195	96,341	-	-	-	-	-
6150	INSURANCE	267,645	321,878	359,247	254,170	368,000	370,000	370,000	370,000
6151	PROFESSIONAL SERVICES	-	-	-	7,500	-	7,500	7,500	7,500
6155	ENGINEERING	21,521	27,803	5,771	-	5,000	5,000	5,000	5,000
6160	ADVERTISING	11,072	9,310	9,772	-	-	-	-	-
6165	ACCOUNTING	11,230	10,935	16,410	94,500	94,500	20,000	20,000	20,000
6170	LEGAL	141,732	209,095	415,356	150,000	120,000	120,000	120,000	120,000
6185	TRAVEL/MEETINGS	20,814	17,225	12,293	3,000	-	-	-	-
6195	PETRO PRODUCTS	102,187	118,684	155,616	-	-	-	-	-
6210	MISC CONTRACTUAL EXPENSES	360,908	580,424	507,592	81,976	81,976	82,000	82,000	82,000
6211	MERIDIAN SETTLEMENT	-	-	150,000	-	-	-	-	-
6215	EQUIPMENT REPAIRS	-	-	-	-	6,000	-	-	-
6225	REPAIRS & MAINT - OTHER	14,079	6,763	39,817	-	-	-	-	-
6230	BUILDING REPAIRS	-	-	-	-	15,000	-	-	-
6235	FIRE STATION	221,898	4,749	8,677	-	-	-	-	-
6240	TRAINING	38,665	31,675	29,879	-	-	4,000	4,000	4,000
6365	ORGANIZATIONAL DUES	11,734	13,938	15,860	-	-	-	-	-
6375	PRINTING	6,167	3,527	6,863	-	1,000	1,000	1,000	1,000
6420	SUPPLIES & MATERIALS	-	45	102,734	3,000	22,000	4,800	4,800	4,800
6440	POSTAGE	17,452	19,594	12,900	8,300	10,000	10,000	10,000	10,000
6442	SAFETY PROGRAM	-	-	-	500	500	500	500	500
6443	PUBLIC SAFETY EQUIPMENT	-	-	-	-	-	-	-	-
6445	MISCELLANEOUS EXPENSE	63,572	43,206	57,966	-	-	-	-	-
6460	COPIER SUPPLIES	10,819	6,310	5,027	6,000	6,000	7,000	7,000	7,000
6461	INTERGOVERNMENTAL TRFR	-	-	-	15,040	-	-	-	-
7005	TRANSFERS OUT	-	-	24,094	-	-	-	-	-
	TOTAL EXPENDITURES	3,025,070	3,281,163	3,911,283	1,213,386	1,354,976	1,046,800	1,046,800	1,046,800

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Fire Department

FIRE DEPARTMENT

Mission Statement

It is the mission of the Brentwood Fire Department 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 EMS service to all citizens and visitors to our City.

Goals and Objectives

1. To continue to develop and implement Standard Operating Guidelines with mutual aid departments throughout the Central Core.
2. To develop a comprehensive policy and procedure manual.
3. To complete annual physicals for all members over 35 years of age and bi-annual physicals for all members less than 35 years of age.
4. To work with the Finance Department to provide funding for the purchase of a Heavy Duty Rescue Pumper.
5. Conduct yearly Fire Safety Inspections and Pre-Plans on high hazard commercial properties.
6. To implement a shared fire reporting software program with the fire departments participating in the Shared Training Officer program.
7. To train two additional staff personnel as Certified Fire Investigators.
8. Continue to work with the Shared Training Officer to create detailed training records, manuals, classes and to provide more hands on and live fire training.
9. Work with Brentwood Dispatchers to provide better dispatch capabilities and to assure the highest level of knowledge of the new 800 MHz system.

Accomplishments

1. FF Brian Hagedorn completed training to become a Certified Fire Investigator.
2. A Shared Training Officer position was developed and implemented in conjunction with the Maplewood, Glendale and Rock Hill Fire Departments to provide standardized training and continuing education for the four departments. This program is currently serving as a model which is being closely studied by fire departments throughout St. Louis County.
3. Established a standardized system of paperwork and spreadsheets to accurately track overtime, compensatory time taken and accrued, sick leave and vacation time.
4. Formed a Turnout Gear Committee of employees who created the specifications, completed the research, met with the manufacturers and made a recommendation for the purchase of new Firefighter Turnout Gear to replace our outdated, non-compliant gear. For FY 2013 we still have two additional sets to purchase after which all personnel will have up to date, compliant gear.

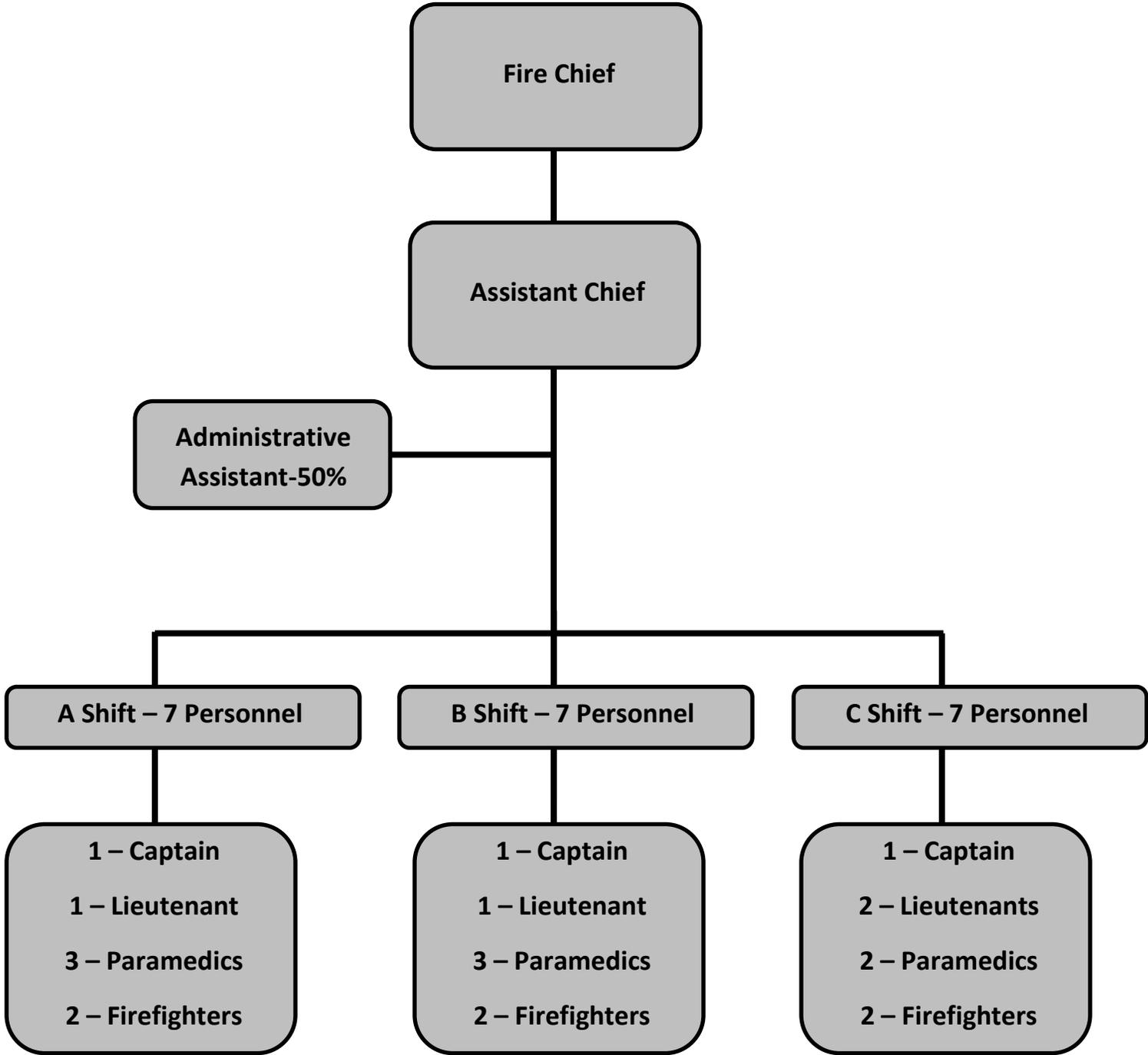
5. For the first time anywhere in St. Louis County we now have a set of universal Standard Operating Guidelines (SOG's) that will be utilized by almost every fire department in the Central Core. We will begin training our crews on the new SOG's after the beginning of the New Year and expect to have them implemented by spring.
6. A majority of our full time apparatus drivers trained for, and successfully tested to become State Certified Driver Operators.
7. A committee consisting of several department personnel along with Assistant Chief Kurten completed the specifications, and made a recommendation to Chief Jury for a new fire truck and accompanying equipment.
8. Utilizing material donated by Home Depot, fire department personnel built training props in a storage room in the basement which is now used exclusively for training. These props simulate an attic space and a confined space environment and are a part of our required monthly training.

FIRE DEPARTMENT

BUDGETED POSITIONS

Position	2012	2013
Fire Chief	1	1
Assistant Fire Chief	1	1
Administrative Assistant		
(Position shared with Parks & Recreation)	.50	.50
Captain	3	3
Lieutenant	4	4
Paramedic/firefighter	8	8
Firefighter/EMT	6	6
TOTAL	23.50	23.50

FIRE DEPARTMENT
ORGANIZATIONAL STRUCTURE



FIRE DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2013

PERSONNEL SERVICES:

Salaries and Wages Full Time 6000: This account includes salaries for (23.5) full time employees (\$1,892,964).

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 (\$21,135).

Holiday Expense 6030: This line item provides funds for the Public Safety personnel receive compensation for working holidays (\$71,870).

Attendance Incentive 6050: This line item provides funds for employees with perfect attendance (\$9,400).

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 (\$252,066).

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 (\$14,500), office supplies (\$2,500), operational equipment and supplies (\$9,975), photo development (\$100), janitorial supplies (\$4,500) and community relations (\$3,500) (35,075).

CONTRACTUAL SERVICES:

Linen Service 6250: This line item includes all cleaning towels (\$4,500).

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 (\$800), Physical Ability Testing for new employees at the Fire Academy (\$1,200). Also in this line item is funding for miscellaneous expenses that might arise (\$1,000) (\$22,200).

Uniform Purchase 6400: This line item includes funding to replace fire helmets, firefighter gloves, Nomex firefighting hoods, and firefighting boots (\$10,075). Funding also includes 3 sets of SCBA eye glasses (\$525) and funding for unexpected repairs and replacement of damaged gear (\$5,000) (\$15,600).

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 (\$5,500).

Educational Benefits 6070: This line item provides funds to support employee's secondary education (\$2,000).

Training 6240: Included in this line item are funds to attend the annual Fire Department Instructional Conference (FDIC) (\$5,500). This line item provides funds (\$4,000) for monthly EMS refresher classes provided by Progressive Emergency Training Institute (PETI). 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 of the Shared Training Officer that is shared with Glendale, Maplewood and Rock Hill (\$35,000) (\$51,225).

Printing 6375: This line item provides funds for business cards, letterhead and envelopes (\$500), and the annual cost of the department copy machine (\$500) (\$1,000).

Organizational Dues 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 NFPA memberships (\$530), Central Core EMS Officers (\$100), Central Core Training Officers (\$200), Backstoppers (\$100), Sam's Club (\$100), and membership in the International Association of Fire Chiefs (\$210). Total for Organizational Dues - \$2,040.

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

Petro Products 6195: This line item includes an estimated usage of 3,800 gallons of diesel fuel expenses 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).

FIRE DEPARTMENT

Account Number	Account Descriptions	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
Personnel Services									
6000	SALARIES FULL TIME	1,826,091	1,903,984	2,035,390	1,902,532	1,902,532	1,892,964	1,911,894	1,950,132
6005	FULL TIME OVERTIME	89,605	84,201	99,880	90,000	102,000	90,000	90,900	92,718
6025	LONGEVITY EXPENSE	21,882	23,067	24,038	23,943	23,943	21,135	23,460	26,041
6030	HOLIDAY EXPENSE	70,476	69,982	75,805	74,960	74,960	71,870	72,589	74,041
6040	SHIFT OFFICER PAY	-	-	-	-	-	-	-	-
6050	ATTENDANCE INCENTIVE	-	-	-	4,600	4,600	9,400	9,400	9,400
6065	EMPLOYEE BENEFITS	-	-	-	246,763	246,763	252,066	264,669	277,902
6390	CLOTHING ALLOWANCE	13,920	13,920	13,320	14,000	14,000	16,560	16,560	16,560
	Subtotal:	2,021,973	2,095,154	2,248,433	2,356,798	2,368,798	2,353,995	2,389,472	2,446,794
Materials & Supplies									
6420	SUPPLIES & MATERIALS	41,763	45,290	-	31,019	25,000	35,075	36,247	37,454
	Subtotal:	41,763	45,290	-	31,019	25,000	35,075	36,247	37,454
Contractual Services									
6250	LINEN SERVICE	4,142	4,562	5,101	5,200	3,900	4,500	4,635	4,775
6210	MISCELLANEOUS CONTRACTUAL	-	-	-	20,400	27,450	22,200	20,300	21,239
6225	REPAIRS & MAINT-OTHER	-	-	-	-	-	-	-	-
6400	UNIFORM PURCHASE	6,313	13,363	13,476	10,000	11,000	15,600	15,000	15,000
6160	ADVERTISING	-	-	-	1,000	685	1,000	1,030	1,060
6185	TRAVEL/MEETINGS	-	-	-	2,000	500	5,500	2,060	2,122
6070	EDUCATIONAL BENEFITS	-	-	-	2,000	100	2,000	2,020	2,122
6240	TRAINING	-	-	-	43,099	12,000	51,225	52,402	54,130
6375	PRINTING	-	-	-	500	1,000	1,000	1,030	1,060
6365	ORGANIZATIONAL DUES	-	-	-	1,555	700	2,040	2,050	2,111
6440	POSTAGE	-	-	-	400	150	400	412	424
6195	PETRO PRODUCTS	-	-	-	23,700	15,625	18,000	18,540	19,100
	Subtotal:	10,455	17,925	18,577	109,854	73,110	123,465	119,479	123,143
	TOTAL EXPENDITURES	2,074,192	2,158,368	2,267,010	2,497,671	2,466,908	2,512,535	2,545,198	2,607,391

Judicial Department

JUDICIAL DEPARTMENT

Mission Statement

To process all Brentwood misdemeanor charges in a timely, cost-effective manner, while maintaining a fair judicial atmosphere; while processing all charges and continue to seek long term solutions which meet the community's needs.

Goals and Objectives

1. Maintain professional work ethic.
2. Provide well-trained staff.
3. Monitor all financial accounts closely.
4. Work with technical personal to insure that all our court systems are up to date.
5. Encourage attendance to all seminars and meetings to keep our accreditation valid.
6. Strive to process court documents in a timely manner.
7. Keep up with latest rules and regulation of the State Court Administrators Office.
8. Provide a safe environment for employees.
9. Ensure that all persons who come before the court receive fair treatment.
10. Provide clear and accurate information to customers.
11. Work to instill in the public trust that the city's Municipal Court is fair and accountable.

Accomplishments

Continuing to maintain our certifications in the courts professional organizations, both state and local.

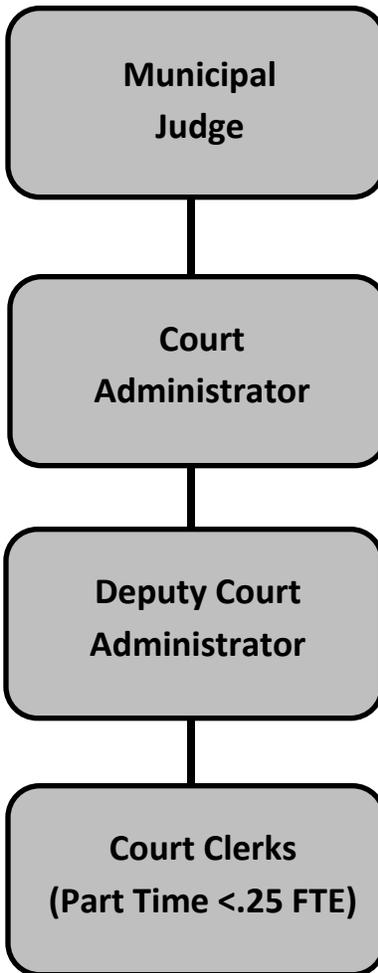
JUDICIAL DEPARTMENT

BUDGETED POSITIONS

Position	2012	2013
Judge	1	1
Court Administrator	1	1
Deputy Court Administrator	1	1
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Total	3	3

JUDICIAL DEPARTMENT

ORGANIZATIONAL STRUCTURE



JUDICIAL DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2013

PERSONNEL SERVICES:

Salaries & Wages Full-time 6000: This line item provides funds for the positions in the judicial department (\$126,248).

Full Time Overtime 6005: This line item provides funds for full-time non-exempt employees utilized for court night (\$3,399).

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 (\$7,726).

Longevity Expense 6025: This line item provides funds for longevity pay to employees for specified years of service (\$1,500).

Attendance Incentive 6050: This line item provides funds for employees with perfect attendance (\$800).

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) (\$40,398).

MATERIALS & SUPPLIES:

Supplies 6420: This line item provides funds for_Misc. office supplies (pens, paperclips, adding machine tape, address labels etc.) banker's boxes for end of year files, toner cartridges for three machines (\$1,030).

CONTRACTUAL SERVICES:

REJIS Commission 6140: This line item provides funds for software maintenance, firewall maintenance, charter service, server license, line fee (\$12,125).

Travel & Meetings 6185: This line item provides for mileage, food and lodging at the annual court conferences and required monthly meetings for all court personnel (\$2,163).

Misc. Contractual Services 6210: This line item provides funds for the following expenses: Deaf Services (\$400), Language Translators (\$600), Shred-it (\$300) (\$1,300).

Organizational Dues 6365: This line item provides funds for the following organizational dues - St Louis Association for Court Administrators (\$160), Missouri Association of Court Administrators (\$215), and the Missouri Municipal Judges Association (\$150) (\$525).

Printing 6375: This line item provides funds for court numbered receipts (\$200), perforated receipt paper (\$250), court memo forms (\$120), envelopes (\$330), bank checks and bank bond receipts (\$200), letterhead (\$100) (\$1,200).

Training & Education-6240: This line item provides for continuing education training at two Professional Development Seminars, along with local monthly meetings for one judge and three court personnel (\$400).

Postage 6440: This line item provides funds for certified letters and regular postage (\$1,450).

JUDICIAL DEPARTMENT

Account Number	Account Descriptions	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
<u>Personnel Services</u>									
6000	SALARIES FULL TIME	73,781	76,001	77,606	126,631	126,631	126,248	130,035	133,936
6005	FULL TIME OVERTIME	1,726	2,143	1,915	3,300	-	3,399	3,501	3,606
6010	SALARIES PART TIME	33,687	41,768	42,352	14,832	7,726	7,726	7,958	8,197
6025	LONGEVITY EXPENSE	1,500	1,500	1,500	1,500	1,500	1,500	1,665	1,848
6050	ATTENDANCE INCENTIVE	-	-	-	800	800	800	800	800
6065	EMPLOYEE BENEFITS	-	-	-	31,102	31,102	40,398	42,418	44,539
Subtotal:		110,693	121,411	123,373	178,165	167,759	180,071	186,377	192,926
<u>Material & Supplies</u>									
6420	SUPPLIES & MATERIALS	1,013	1,114	-	1,500	1,000	1,030	1,060	1,090
Subtotal:		1,013	1,114	-	1,500	1,000	1,030	1,060	1,090
<u>Contractual Services</u>									
6140	REGIS COMMUNICATION	15,726	13,260	8,059	17,120	12,125	12,125	12,125	12,125
6185	TRAVEL/MEETINGS	-	-	-	2,900	2,100	2,163	2,228	2,295
6210	MISC CONTRACTUAL EXPENSES	-	-	-	1,300	1,300	1,300	1,300	1,300
6365	ORGANIZATIONAL DUES	-	-	-	510	510	525	540	558
6375	PRINTING	-	-	-	1,200	1,200	1,200	1,200	1,200
6240	TRAINING	-	-	-	400	300	400	410	420
6440	POSTAGE	-	-	-	1,400	1,400	1,450	1,500	1,550
Subtotal:		15,726	13,260	8,059	24,830	18,935	19,163	19,303	19,448
TOTAL EXPENDITURES		127,432	135,785	131,432	204,495	187,694	200,264	206,740	213,464

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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. To provide leadership.
2. To treat city employees with respect, recognize their special talents and training, and listen to their advice.
3. To continue to be proactive in economic development and focuses on how to continue to have a vibrant commercial and industrial sector.
4. To recognize that high quality City services are to a large extent dependent on a strong business community.
5. To 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. To provide the highest quality municipal services, consistent with the resources available to us.
7. To 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. To provide 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. To recognize and promote individual property rights while ensuring that the rights of others are not infringed upon.
10. To provide quality parks, recreation opportunities, library and other information services, senior and youth programs to our citizens.
11. To promote a positive community spirit and pride in the community.
12. To provide quality control systems for the efficient movement of traffic.
13. To provide for the alternative transportation needs of all segments of the community.
14. To assure that residents will be safe in their homes and neighborhoods.
15. To be prepared for disasters and provide for the protection of life and property in such event.
16. To 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. To provide high quality public safety for all the citizens of Brentwood and our guests.

Accomplishments

1. Reviewed and adopted 56 ordinances and 5 resolutions thus far in 2012.
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.

LEGISLATIVE DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2013

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 LAGERS benefits for the Legislative Department (\$14,330).

MATERIALS & SUPPLIES:

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

Election Expense 6280: This line item provides funds for expenses for the elections (\$2,000).

Dues & Subscriptions 6365: This line item provides funding for membership fees: Missouri Municipal League, MML (\$930.62); Brentwood Chamber of Commerce (\$350); Route 66 Association of Missouri (\$50); St. Louis County Municipal League, STML (\$3,000); International Council of Shopping Centers, ICSC (\$50); and Urban Land Institute, ULI (\$225); (\$5,000).

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

LEGISLATIVE DEPARTMENT

Account Number	Account Descriptions	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
Personnel Services									
6020	SALARIES - ELECTED OFFICIALS	72,001	72,306	71,946	72,100	72,100	72,000	72,000	72,000
6055	SALARIES P&Z BOARD	10,150	11,100	10,200	12,000	12,000	12,000	12,000	12,000
6060	SALARIES BD OF ADJUSTMENT	1,800	2,150	1,300	3,000	3,000	3,000	3,000	3,000
6065	EMPLOYEE BENEFITS	-	-	-	28,161	25,000	14,330	14,760	15,203
	Subtotal:	83,951	85,556	83,446	115,261	112,100	101,330	101,760	102,203
Material & Supplies									
6420	SUPPLIES & MATERIALS	289	123	-	500	1,000	500	500	500
6445	MISCELLANEOUS EXP	-	-	-	-	35	-	-	-
	Subtotal:	289	123	-	500	1,035	500	500	500
Contractual Services									
6185	TRAVEL/MEETINGS	-	-	-	3,500	3,500	5,000	5,000	7,000
6280	ELECTION EXPENSE	4,034	9,850	2,723	5,000	1,871	2,000	2,000	5,000
6365	DUES & SUBSCRIPTIONS	-	-	-	6,500	6,500	5,000	5,000	5,000
6375	PRINTING	-	-	-	250	1,000	250	250	500
6440	POSTAGE	-	-	-	1,000	-	-	-	-
	Subtotal:	4,034	9,850	2,723	16,250	12,871	12,250	12,250	17,500
TOTAL EXPENDITURES		88,274	95,529	86,169	132,011	126,006	114,080	114,510	120,203

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Parks and Recreation Department

PARKS AND RECREATION DEPARTMENT

Mission Statement

It is the mission of the Brentwood Parks and Recreation Department to provide comprehensive park and recreation programs, facilities and services that will continue to provide and promote citizen involvement and a strong sense of community while striving to increase the social, cultural, and physical well-being of all residents and visitors, and which respond to the changing needs within our community. We will continue to strive to preserve, enhance and protect our open spaces to enrich the quality of life for present and future generation in a safe and secure environment.

Goals and Objectives

1. Acquire, develop, maintain and operate public recreation facilities as long term investments to support core recreation program areas or economic development goals and meet identified recreation needs.
 - a. Determine long term viability of recreation center and fiscal impact of renovation.
 - b. Provide unique, innovative, signature facilities to draw users from throughout the area and establish an identity/brand for Brentwood Parks and Recreation Services.
 - c. Prioritize new or renovated facility development keeping such factors as regional draw, revenue-generating capacity, innovation or uniqueness of services and ability to increase programming options within identified core program areas in mind.
 - d. Consider the need for indoor and outdoor recreation facilities with the capacity to support increased recreation programming and provide year-round recreation opportunities.
 - e. Incorporate ADA transition plan into capital improvement program.
2. Continue to improve the effectiveness of current programs and services by promoting, coordinating, facilitating and providing recreation programs that serve area needs, support community livability, connect community with their parks, and encourage greater recreation participation in areas not served by other providers.
 - a. Focus on core program areas that support Parks and Recreation Services' niche and the preferred vision for parks, programs, and services.
 - b. Develop a systematic approach to evaluation programs annually by periodically evaluating park fees to ensure that rates are sufficient to meet increased recreation needs.
 - c. Continue to provide innovative, facility-based special events to provide social and cultural recreation opportunities for City residents.
 - d. Expand environmental programming by focusing on new program development such as interpretive trails and partnerships, while continuing to create an identity for the department and the city.
 - e. Define marketing methods and timelines.
 - f. Monitor community demand for additional recreation services as the need arises.
 - g. Enhance customer service by making information and registration more accessible to the community.
 - h. Through our Friends of the Parks program and other media outlets, target frequent park users and special interest groups in order to raise awareness of parks and recreation opportunities throughout the City and promote volunteerism to enhance community ownership and stewardship of parks, recreation programs, and services.
 - i. Provide opportunities for public input in park programming and planning.

3. Operate in a fiscally responsible manner while incorporating features and amenities into parks that contribute to environmental sustainability; and are accessible, safe, and easy to maintain for the long-term.
 - a. Include elements in the design and development of parks to contribute to community identity, including the physical features on site, local history and culture, and community preferences, including those specified in adopted Community Plans where appropriate.
 - b. Design indoor amenities to be accessible to individuals of varying physical capabilities, skill levels, age groups, income, and activity interests.
 - c. Formulate innovative programs and the use of park design to increase park safety, security and visibility.
 - d. Consider the maintenance costs and staffing levels associated with acquisition, development, or renovation of parks and facilities and adjust the annual operating budget accordingly.
 - e. Explore preventative maintenance and upgrades to parks and facilities to maximize long-term benefits.
 - f. Maximize operation efficiency to provide the greatest public benefit for the resources expended when park improvements are made.
 - g. Incorporate low impact development techniques into park and trail designs.
 - h. Actively seek innovative funding methods to retain financial flexibility, match user benefits and interests, and increase facility services.
 - i. Maintain diverse funding for the acquisition and development of park land, recreation facilities, and trails to meet community recreation needs.
 - j. Explore partnerships with other public and private agencies including cities, school districts, regional, state, federal, other public and private agencies, and for-profit concessionaires where feasible and desirable.
4. Continue to implement the regional system of off-street trails and corridors that link parks, open spaces, significant environmental features, public facilities, and areas of interest.
 - a. Enhance the existing trail network to develop an off-road, multipurpose trail system connecting all parks and open space areas to schools, public facilities, business districts, points of interest, and key destinations in the community.
 - b. Provide diverse, accessible trail opportunities, including both hard and soft-surfaced trails, looped trail systems, and trails with variety of lengths and access points.
 - c. Link the Brentwood Trail system with other regional trail systems.
 - d. Provide adequate facilities and trail-support accessible services including interpretive and directory signage, historical information, seating, drinking fountains, restrooms and parking. Utilize standardized park signage for brand recognition and to reflect consistency with the City logo.
 - e. Coordinate with other park agencies, cities, local communities, trail organizations and providers to support trail development in Brentwood.
 - f. Increase public awareness of the trail system through our city website, Reach digital media program, Brentwood TV and our Friends of the Parks program.
 - g. Ensure that the trail system supports natural area conservation and responds to environmental conditions and conservation priorities.
5. Develop, train, and support a professional parks and recreation staff that effectively serve the community in the realization of the goals and objectives of this Plan.
 - a. Employ a diverse, well trained staff that is motivated to achieve Department and City-wide goals.
 - b. Encourage teamwork through communications, creativity, positive reinforcement, entrepreneurship, and cooperation towards common goals.
 - c. Foster staff development and training by encouraging participation in professional organizations, educational classes, and training seminars.

- d. Provide mentorship opportunities and emphasize ongoing performance evaluation for all staff members to improve staff performance.
- e. Target new hiring and skill development to meet identified needs for specialized and technical services.

Accomplishments

- 1. Continued with web based, social media marketing campaign by adding additional websites, blogs, free advertising of programs which reduced overall advertising costs.
- 2. Successful implementation of Reach Digital Media program for the Rink and Recreation Complex which focuses on highlighting daily activities and events throughout Parks and Recreation.
- 3. Implemented Flag Pole banner signing at the Recreation Center for better visibility of the complex.
- 4. Wi-Fi service was added to the Ice Rink (last year was added to the Recreation Center).
- 5. Increased sponsorship opportunities for events (Doggie Bone hunt, Summer Concert Series, Adult Easter Egg Hunt, Annual Maddenfest, etc) to help offset expenses for these events.
- 6. Successfully facilitated the Annual Maddenfest Celebration ensuring timely and fiscally responsible implementation of the event.
- 7. Continued partnership with the YMCA on several events; Daddy Daughter Dance, Spooktacular and after school care (Memorial Park-Busy Bee building).
- 8. Proposed and received approval to increase the Recreation Complex room rental fees effective in 2013, which will have a positive effect on revenues.

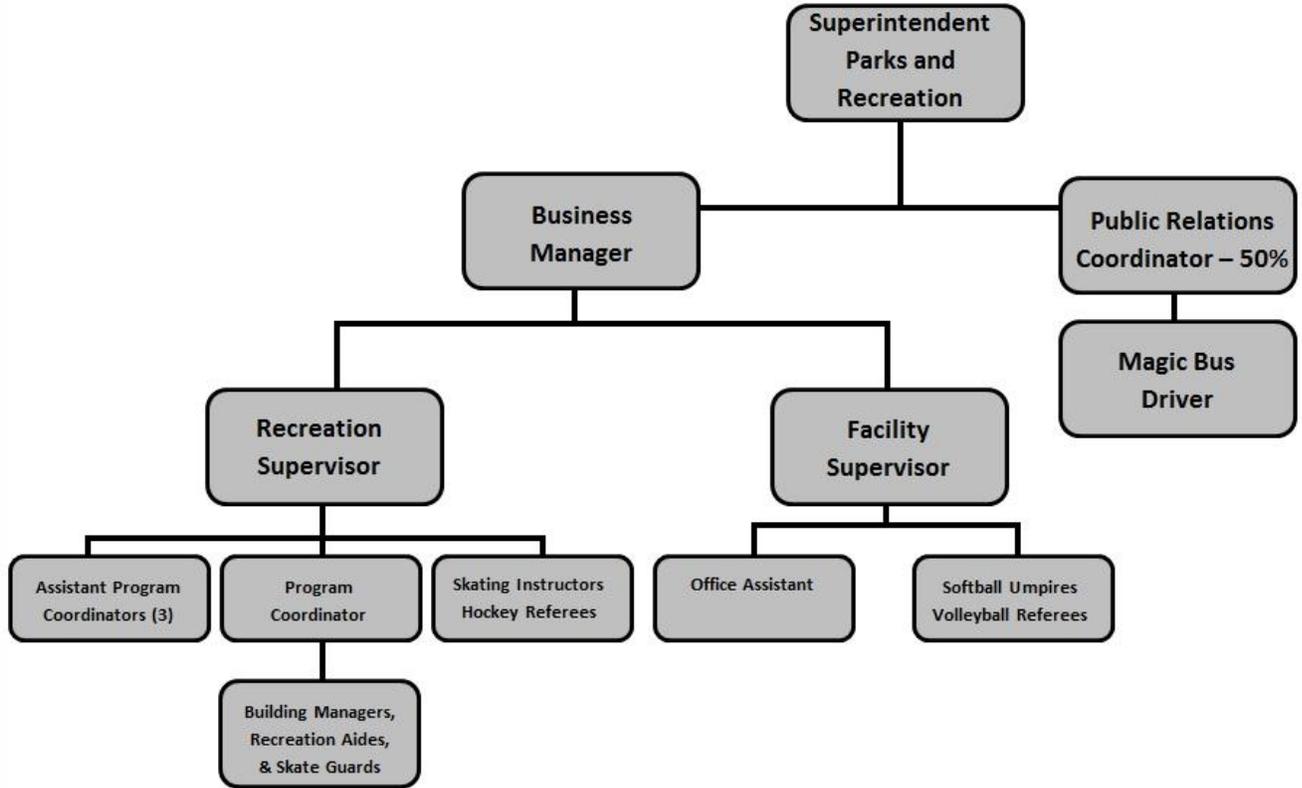
PARKS AND RECREATION DEPARTMENT

BUDGETED POSITIONS

Position	2012	2013
Director of Parks and Recreation	1	0
Parks and Recreation Superintendent	0	1
Business Manager	1	1
Recreation Supervisor	1	1
Facility Supervisor	1	1
Program Coordinator	1	1
Office Assistant	1	1
Assistant Program Coordinator	3	3
Public Relations Coordinator (shared with Fire department)	.50	.50
Bus Driver	1	1
	<hr/>	<hr/>
Total	10.5	10.5

PARKS AND RECREATION DEPARTMENT

ORGANIZATIONAL STRUCTURE



PARKS AND RECREATION DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2013

PERSONNEL SERVICES:

Salaries & Wages Full-time 6000: This line item provides funds for the full time positions in the parks and recreation department (\$462,483).

Full-time Overtime 6005: This line item provides funds for full-time non-exempt employees who may have to work when unplanned events or scheduling change occur, during Maddenfest and Holidays (\$824).

Part-time 6010: This line item provides funds for part-time employees: Building Managers, Recreation Aides and Skate Guards (\$56,156)

Salaries & Wages Part-time Rink Program 6012: This line item provides funds for the part-time positions of Hockey Referees and Skating Instructors (\$105,779)

Salaries & Wages Part-time Park Program 6013: This line item provides funds for part-time positions of Softball Umpires, Softball Field Supervisors, Volleyball Referees and Sand Volleyball Referees (\$32,085).

Salaries & Wages Part-time Recreation Program 6014: This line item provides funds for part time employees (Building Managers, Recreation Aides and Skate Guards) working Special Events (\$458)

Part-time Overtime 6015: This line item provides funds for part time employees (Building Managers, Recreation Aides and Skate Guards) working on holidays (\$2,060).

Part-time Overtime Rink Program 6017: This line item provides funds for part time employees (Hockey Referees and Skating Instructors) working on Holidays (\$2,060).

Longevity Expense 6025: This line item provides funds for longevity pay to employees for specified years of service (\$3,705).

Attendance Incentive 6050: This line item provides funds for employee incentive for perfect attendance (\$4,200).

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) (\$178,530)

Insurance Workers Compensation 6150: This line item provides funds to cover worker's compensation insurance for employees (\$118,172).

MATERIALS & SUPPLIES:

Supplies & Materials 6420: This line item provides funds for supplies for building and programs (\$90,000). Budgeted increase of \$10,000 over 2012 to account for the increase in cost of the R22 (Freon) refrigerant used for the Ice Resurfacer (Oly).

Supplies & Materials Parks 6421: This line item provides funds for supplies for building and programs related to specifically to parks (\$25,000). Budgeted increase of \$4,000 over 2012 to account for the increasing cost in supplies used to maintain the fields in Brentwood Park and Norm West Park.

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 (\$1,000).

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 (\$175,000). The budgeted increase over 2012 is due in part to the increase in the cost of Electricity.

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 (\$22,000). The budgeted increase is due in part to the increase in the cost of Electricity.

Park Program Expense 6122: This line item provides funds for program expenses related to the Community Garden, Friends of the Parks (\$4,000), Outdoor Camps (\$6,500), Outdoor Events & Concerts (\$6,000), Softball (\$3,000), Trips (\$5,500), Volleyball (\$1,200), and Sand Volleyball (\$1,500) (\$27,000).

Rink Program Expense 6123: This line item provides funds for program expenses related to Hockey Leagues, Tournaments and Classes (\$4,290), Figure Skating Lessons and Shows, (\$2,400) (\$6,500)

Recreation Program Expense 6124: This line item provides funds for program expenses related to Indoor Classes and Events; and Contracted Off-Site program expenses (\$18,500).

Memorial Tree & Bench Program 6130: This line item provides funds for expenses related to the Memorial Tree & Bench Program. The expenses will be offset by the corresponding revenue account (\$5,750).

Advertising 6160: This line item provides funds for the Entertainment Book (\$150), Promotional Products (\$1,000), Print Media and Websites (\$1,500), Email and Marketing (\$500), and Legal Postings (\$1,350) (\$4,000).

Travel/Meetings 6185: This line item provides funds for the National Conference (\$2,600), State Conference (\$1,000), State Meetings - Mileage Reimbursement (\$300), and Local Meetings (\$50) (\$3,950).

Petro Products 6195: This line item provides funds for the Ice Resurfacer and fuel for the Magic Bus and Parks and Recreation mini- van (\$8,000). The budgeted increase is due to the increase in gas prices.

Contractual Expenses 6210: This line item includes in this line item are the funds necessary for HVAC Maintenance (\$56,802), Complex Security System and Fire Alarm and Safety Program (\$900), monthly Deep Cleaning (\$6,300), monthly Pest Control (\$1,200), Ice Resurfacer Blade Sharpening (\$600), Music Licensing: ASCAP, BMI, SESAC, Sirius (\$1,275), Cooling Tower Chemical Maintenance (\$2,300), Floor Mat Cleaning (\$2,600), Backflow Testing (\$400), Infrared Scanning of Electrical System every two years (\$900), Fire Extinguisher/Hood Inspections (\$600), Document Destruction (\$300), Online Postage Service (\$222), Railroad lease (\$2,077), Johnny on the Spot-Brentwood Park-fall months (\$750) and Professional Services/Develop specifications for capital work (\$75,000) (\$152,226). The budgeted increase is due to the Railroad lease (not budgeted in 2012) and the increase in the Professional Services amount from \$50,000 to \$75,000.

Festival Expense 6220: This line item provides funds for expenses attributed to the annual Maddenfest Celebration (\$65,000)

Training 6240: This line item provides funds for employees to attend the National Conference (\$850), State Conference (\$700), and Local Seminars (\$300) (\$1,850).

Birthday Party Expense 6280: This line item provides funds for Pizza, Beverage Supplies, and Paper Products (\$1,500).

Concessions 6285: This line item provides funds for the Health Department Permit (\$200), Beverage Supplies (\$3,000), Hockey Tape and Pucks - Point of Sale (\$1,500), and Six Flags Ticket Consignment (\$1,200) (\$5,900).

Administration Expense: This line item provides Funds for office supplies (\$3,500).

Richmond Heights Cooperative 6310: This line item provides funds for a program that allows residents to purchase memberships to The Heights at Richmond Heights rates. Brentwood pays two-thirds of the rate difference between resident and non-resident (\$60,000).

Organizational Dues 6365: This line item provides funds for membership dues to the National Recreation and Park Association (\$450), Missouri Parks and Recreation Association (\$500), Sam's Club (\$50) and the United States Tennis Association (\$35) (\$1,035).

Printing 6375: This line item provides funds for business cards, letterhead, maps, forms, signs (\$1,000), and brochures (\$3,000) (\$4,000).

Uniform Purchase 6400: This line item provides funds for staff shirts for skate guards, instructors, and managers (\$1,500).

Postage 6440: This line item includes funds for postage (\$3,000).

Copier and Maintenance 6460: This line item provides funds for the maintenance of the recreation office copier (\$2,698), the rink office copier (\$1,802), copy paper, toner, and staples (\$3,500) (\$8,000).

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

Storm water Expense 6480: This line item provides funds for Storm water expenses (\$75,000).

Executive Walk APT Project 6481: This line item provides funds for the Executive Walk Apartment Project (\$480,000). These expenses will be offset by the corresponding intergovernmental revenue account (MSD).

Park Capital Expense 6485: This line item provides funds for New Computers (7) and monitors (2) for the Recreation Center (\$8,150), Bunker Cart for Park Maintenance (\$14,000), ¾ ton Pickup Truck for Park Maintenance (\$23,000), Potential grant for replacement of the Magic Bus (\$60,000) 80% to be funded by the grant and 20% or \$12,000 is City's portion, City's portion for trail grant for the Maple Trail (\$34,000) (The \$34,000 is to cover the cost of new signing. If we do not receive the grant for the trail, would still complete the park signing portion), ADA repairs, benches, picnic tables trash cans, drinking fountains for parks (\$50,000), Dasher system and overlay of In-Line Roller Rink-Hanley Park (\$120,000), Resurface Tennis Courts Hanley Park-City's portion of grant (\$44,000) and Laser level ball-fields-Brentwood Park yearly (\$5,500) (\$358,650).

PARKS & RECREATION DEPARTMENT

Account Number	ACCOUNT DESCRIPTIONS	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
Revenues									
4002	AD VALOREMTAXES	83,000	78,868	72,520	75,000	-	-	-	-
4025	SALES TAX	1,368,670	2,059,891	2,042,605	1,800,000	2,160,370	2,225,181	2,291,936	2,360,694
4200	MEMORIAL TREE & BENCH PROGI	-	-	-	-	-	5,750	5,750	5,750
4210	MSD-EXEC WALK FUNDING	-	-	-	-	20,000	480,000	-	-
4525	INTEREST INCOME	306	306	545	400	3,000	3,000	3,000	3,000
4545	FESTIVAL REVENUE	-	-	-	-	-	8,000	8,000	8,000
4585	SLAIT PREMIUM RETURN	-	-	-	-	15,688	5,000	5,000	5,000
4950	INTERGOVERNMENTAL RECEIPT	-	51,471	-	-	-	48,000	-	-
TOTAL REVENUE		1,451,976	2,190,536	2,115,670	1,875,400	2,199,058	2,774,931	2,313,686	2,382,444

Expenditures

Personnel Services									
6000	SALARIES FULL TIME	760,781	821,236	847,132	482,278	420,000	462,483	476,357	490,648
6005	FULL TIME OVERTIME	18,569	18,917	16,236	800	800	824	849	874
6010	SALARIES PART TIME	244,291	253,258	241,029	54,520	54,520	56,156	57,841	59,576
6012	SALARIES PART TIME RINK PROG	-	-	-	102,698	102,698	105,779	108,952	112,221
6013	SALARIES PART TIME PARK PROG	-	-	-	31,150	31,150	32,085	33,048	34,039
6014	SALARIES PART TIME REC PROG	-	-	-	445	445	458	472	486
6015	PART-TIME OVERTIME	4,449	5,809	3,757	2,000	2,000	2,060	2,122	2,186
6017	PART-TIME OVERTIME RINK	-	-	-	2,000	2,000	2,060	2,122	2,186
6018	PART-TIME OVERTIME PARK	-	-	-	-	-	-	-	-
6019	PART-TIME OVERTIME REC	-	-	-	-	-	-	-	-
6025	LONGEVITY EXPENSE	8,143	9,087	9,713	11,727	11,727	3,705	4,113	4,565
6050	ATTENDANCE INCENTIVE	-	-	-	3,600	3,600	4,200	4,200	4,200
6065	EMPLOYEE BENEFITS	-	-	-	196,350	160,000	178,530	187,457	196,830
6150	INSURANCE	96,718	80,284	93,036	112,545	112,545	118,172	124,081	130,285
Subtotal:		1,132,951	1,188,592	1,210,903	1,000,113	901,485	966,512	1,001,614	1,038,096

Materials & Supplies

6420	SUPPLIES & MATERIALS	92,040	75,647	94,777	80,750	80,000	90,000	90,000	90,000
6421	SUPPLIES & MATERIALS-PARK	-	-	-	23,750	20,000	25,000	25,000	25,000
6445	MISCELLANEOUS EXPENSE	284	25	-	1,000	1,000	1,000	1,000	1,000
Subtotal:		92,323	75,672	94,777	105,500	101,000	116,000	116,000	116,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTIONS	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
Contractual Services									
6070	EDUCATIONAL BENEFITS	-	-	-	3,000	-	1,000	1,000	1,000
6115	UTILITIES	-	-	-	162,238	165,000	175,000	175,000	175,000
6116	UTILITIES PARK	-	-	-	21,858	19,500	22,000	22,000	22,000
6122	PARK PROGRAM	53,076	35,192	37,831	34,280	21,000	27,000	27,000	27,000
6123	RINK PROGRAM	-	-	-	7,050	5,700	6,500	6,500	6,500
6124	RECREATION PROGRAM	-	-	-	21,026	13,500	18,500	18,500	18,500
6130	MEMORIAL TREE & BENCH PROG	-	-	-	-	-	5,750	5,750	5,750
6160	ADVERTISING	1,443	150	750	4,100	4,000	4,000	4,000	4,000
6185	TRAVEL/MEETINGS	-	-	-	3,200	2,238	3,950	3,950	3,950
6195	PETRO PRODUCTS	-	-	-	6,120	7,000	8,000	8,000	8,000
6210	MISC CONTRACTUAL EXPENSES	10,207	86,986	3,788	113,311	70,000	152,226	152,226	152,226
6220	FESTIVAL EXPENSE	-	-	-	-	-	65,000	65,000	65,000
6240	TRAINING	-	-	-	1,675	1,937	1,850	1,850	1,850
6270	REFUNDS	8,902	4,095	4,340	100	100	-	-	-
6280	BIRTHDAY PARTY EXPENSE	-	-	-	2,000	1,100	1,500	1,500	1,500
6285	CONCESSIONS	7,106	10,476	8,442	3,985	5,500	5,900	5,900	5,900
6295	LEAGUE EXPENSE	8,322	10,093	8,979	-	-	-	-	-
6300	ADMINISTRATION EXP	6,247	2,717	2,529	4,000	3,500	3,500	3,500	3,500
6310	RICHMOND HEIGHTS COOP	55,000	59,989	55,379	60,000	54,280	60,000	60,000	60,000
6365	ORGANIZATIONAL DUES	-	-	-	1,355	765	1,035	1,035	1,035
6375	PRINTING	-	-	-	4,000	3,200	4,000	4,000	4,000
6395	UNIFORM RENTAL	2,442	4,386	2,715	-	-	-	-	-
6400	UNIFORM PURCHASE	3,102	1,744	2,186	1,500	1,500	1,500	1,500	1,500
6440	POSTAGE	-	-	-	3,740	3,000	3,000	3,000	3,000
6460	COPIER SUPPLIES	-	-	-	7,942	6,000	8,000	8,000	8,000
6470	FORESTRY	868	1,791	1,177	3,000	3,000	3,000	3,000	3,000
Subtotal:		156,716	217,620	128,116	469,480	391,820	582,211	582,211	582,211
6480	STORM WATER EXPENSE	-	36,358	8,500	25,000	25,000	75,000	75,000	75,000
6481	EXECUTIVE WALK APT PROJECT	-	-	-	-	20,000	480,000	-	-
6485	PARK CAPITAL EXPENSE	85,497	147,652	40,296	155,000	22,368	358,650	100,000	75,000
6550	PARK DEBT SERVICE 1993	82,905	70,000	75,000	75,000	169,473	-	-	-
6556	INTEREST AND FISCAL CHARGES	-	14,495	10,788	-	-	-	-	-
7005	TRANSFERS OUT	-	-	4,192	-	-	-	-	-
Subtotal:		168,402	268,505	138,776	255,000	236,841	913,650	175,000	150,000
TOTAL EXPENDITURES		1,550,393	1,750,389	1,572,572	1,850,093	1,631,146	2,578,373	1,874,825	1,886,307

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Planning and Development Department

PLANNING AND DEVELOPMENT DEPARTMENT

Mission Statement

The Department of Planning & Development will 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. The department staff understand the important role that each of their respective duties plays in the City's overall effort to attract and protect private investment within the City, and will continuously strive to improve the quality and efficiency of the services provided.

Goals and Objectives

1. Provide efficient permitting and inspection services.
 - a. Continue to improve department's existing permit tracking system awaiting implementation of integrated permit tracking system.
 - b. Update department permit applications and forms.
 - c. Develop written permit processing procedures for department staff.
2. Improve the quality of department information provided to the public.
 - a. Continue developing information brochures for the customer service counter and website.
 - b. Continue to respond to requests for information from the public in a timely, thorough and courteous manner.
3. 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.
4. Attract and protect private investment in Brentwood.
 - a. Continue proactive code enforcement of City's zoning, sign, building, property maintenance and nuisance codes.
 - b. Continue monitoring residential and commercial construction sites for compliance with city ordinances and approved development/building plans.
 - c. Update the Brentwood Comprehensive Plan in support of high quality, sustainable development.
 - d. Complete the engineering study initiated in FY12 in support of city's long term floodplain management/redevelopment goals for the Manchester Road corridor.
 - e. Continue to facilitate the City's participation in the CDBG Home Improvement Program administered by St. Louis County.
 - f. Reduce impacts of flooding on private property by managing projects involving buyout/donation of property located in the floodplain.
 - g. Manage City's three STP grant program projects (Pedestrian & Transit Improvement Project, Rose Avenue Improvement Project, and Litzinger Road Improvement Project).

5. Retain existing Brentwood businesses.
 - a. Initiate meetings with business and property owners to seek input on the flood mitigation study.
 - b. Support area businesses through department staff's regular attendance at the Brentwood Chamber of Commerce monthly meetings.
 - c. Promote Brentwood businesses in "Business Spotlight" section of city newsletter.

Accomplishments

1. Hired new Building Official with Master Code Professional certification and new Planning & Development Clerk.
2. Code Enforcement Officer obtained Housing Inspection and Property Maintenance certification.
3. Updated department's permit tracking system.
4. Completed development of Department informational materials, including revised and redesigned the "Welcome to Brentwood" information packets for new residents and information brochures for ADA Parking, Site Plan Review and Signs.
5. Completed the PE (design), ROW Acquisition and PS&E (construction specifications and bid documents) phases of the Brentwood Pedestrian & Transit Improvement and Rose Avenue Improvement Projects, and received approval from MoDOT to proceed with construction. Managed completion of the engineering services contract and initiation of PE phase for the Litzsinger Road project.
6. Assisted City's Recodification process and the update of Title 4 and Title 5 of the Brentwood Code.
7. Facilitated completion of City's FY13 CDBG grant program application.
8. Consolidated building and fire permit applications and inspection cards, added plan review fee and grading & excavation application fee and updated Department's permit fee table.
9. Applied for Great Streets Program grant through East West Gateway Council of Governments and applied for Flood Protection Mitigation Services (FPMS) grant program through U.S. Army Corps of Engineers.

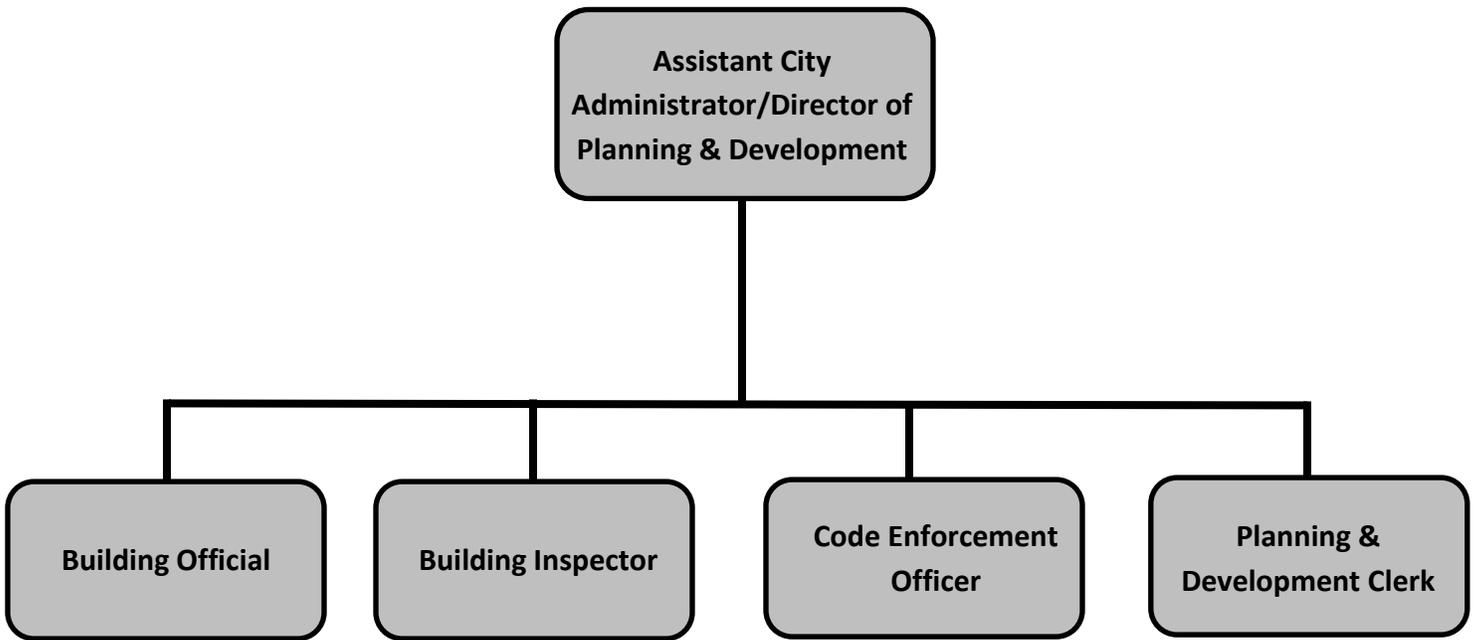
PLANNING AND DEVELOPMENT DEPARTMENT

BUDGETED POSITIONS

Position	2012	2013
Assistant City Administrator/		
Director of Planning & Development	1	1
Building Official	1	1
Building Inspector	1	1
Code Enforcement Officer	1	1
Planning & Development Clerk	1	1
	<hr/>	
TOTAL	5	5

PLANNING AND DEVELOPMENT DEPARTMENT

ORGANIZATIONAL STRUCTURE



PLANNING AND DEVELOPMENT DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2013

PERSONNEL SERVICES:

Salaries Full Time 6000: This line item provides funds for six (6) full-time planning & development staff, for administration of the city's planning, community development, building, code enforcement and floodplain management programs (\$301,065).

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 (\$3,090).

Salaries and Wages Part-time 6010: This line item includes a part-time intern position budgeted for 28 hours/4 days a week, for 10 weeks (\$3,461). 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.

Longevity Expense 6025: This line item provides funds for an increase due to the respective increase in employees' length of work (\$2,040).

Attendance Incentive 6050: This line item provides funds for an employee incentive for perfect attendance (\$2,000).

Employee Benefits 6065: This line item provides funds for employee dental, vision and life insurance, employee pension fund, and an expected increase in health care (\$95,601).

MATERIALS AND SUPPLIES:

Supplies & Materials 6420: This line item provides for office supplies (\$1,100).

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

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 APA, AICP, MCMA, SLACMA memberships for Director (\$650), MABOI, MACE, MACA memberships for building official/inspectors (\$160), NFPA subscription for Dept. (\$1,020) and ICC individual membership for building official (\$150), ICC jurisdiction membership for City (\$125) and Notary renewal for P&D Clerk (\$85). (\$2,190)

Uniform Purchase 6400: This line item provides funds for uniforms for the Planning & Development staff (\$1,000).

CONTRACTUAL SERVICES:

Advertising 6160: This line item provides funds for public hearing notices for Planning and Zoning items, Board of Adjustment and bid notices in St. Louis County (\$1,300).

Travel/Meetings 6185: This line item provides funds for department staff attendance at the Missouri Floodplain Managers Conference and SEMA Floodplain meetings (\$550) and attendance at professional meetings such as APA, SLACMA, ULI and APWA (\$300). (\$850)

Educational Benefits 6070: This line item provides funds for the reimbursement for 1 full-time staff to attend work-related college classes towards a bachelor's degree (\$3,000).

Miscellaneous Contractual Expenses 6210: This line item provides for the update of zoning maps, miscellaneous mapping with St. Louis County (\$1,200), and scanning of building and site plans (\$1,000) and funds in the event there's a need for the City to demolish any condemned property (\$8,000). (\$10,200)

Training 6240: This line item provides funds for the necessary training in Microsoft Office for department staff (\$960), GIS training (\$500), and IRC Certification testing (\$960). (\$2,420)

Printing 6375: This line item provides funds for printing permit application forms (\$1,000), "Welcome to Brentwood" new resident packets to be distributed with residential occupancy permits (\$800), printing copies of Title IV to be made available for purchase by the public (\$1,000) information brochures for the P&D counter (\$300), and printing of business cards for department staff (\$390). (\$3,490)

Postage 6440: This line item provides funds miscellaneous postage needs for Planning and Development (\$100).

Engineering 6155: This line item provides funds general city engineering services from a consultant engineering firm (\$3,500).

Legal 6170: This line item provides funds for special counsel for zoning, land use and board of adjustment matters (\$4,700), sign code update (\$1,000) and P&Z/Board of Adjustment training (\$1,000). (\$6,700)

Petro Products 6195: This line item provides funds for fuel for 3 department vehicles used by the inspectors on staff (\$4,264).

PLANNING & DEVELOPMENT DEPARTMENT

Account Number	ACCOUNT DESCRIPTIONS	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
Personnel Services									
6000	SALARIES FULL TIME	143,243	163,776	132,155	302,786	302,786	301,065	310,097	319,400
6005	FULL TIME OVERTIME	3,789	2,598	765	3,000	3,000	3,090	3,183	3,278
6010	SALARIES PART TIME	73,787	85,520	40,731	3,360	3,360	3,461	3,565	3,672
6015	SALARIES PART TIME OVERTIME	-	428	-	-	-	-	-	-
6025	LONGEVITY EXPENSE	2,175	2,378	1,382	3,076	3,076	2,040	2,264	2,513
6050	ATTENDANCE INCENTIVE	-	-	-	2,000	2,000	2,000	2,000	2,000
6065	EMPLOYEE BENEFITS	-	-	-	56,026	56,026	95,601	100,381	105,400
	Subtotal:	222,994	254,701	175,033	370,248	370,248	407,257	421,490	436,263
Materials & Supplies									
6420	SUPPLIES & MATERIALS	3,826	1,585	-	1,000	1,000	1,100	1,200	1,200
6445	MISCELLANEOUS EXPENSE	-	-	-	100	210	200	200	200
	Subtotal:	3,826	1,585	-	1,100	1,210	1,300	1,400	1,400
Contractual Services									
6370	SUBSCRIPTIONS & MEMBERSHIPS	-	-	-	2,465	1,715	2,190	2,200	2,200
6400	UNIFORM PURCHASE	471	20	992	1,000	1,000	1,000	1,000	1,000
6160	ADVERTISING	-	-	-	1,200	1,200	1,300	1,300	1,300
6185	TRAVEL/MEETINGS	-	-	-	3,750	3,750	850	2,500	3,000
6070	EDUCATIONAL BENEFITS	(116)	140	-	3,000	3,000	3,000	3,000	3,000
6210	MISC CONTRACTUAL EXP	-	-	-	-	493	10,200	10,200	10,200
6240	TRAINING	-	-	-	1,860	1,860	2,420	2,500	2,500
6375	PRINTING	-	-	-	1,350	1,350	3,490	3,100	3,100
6440	POSTAGE	-	-	-	840	-	100	-	-
6155	ENGINEERING	-	-	-	53,650	43,618	3,500	3,500	3,500
6170	LEGAL	-	-	-	3,450	4,700	6,700	6,700	6,700
6195	PETRO PRODUCTS	-	-	-	2,760	2,760	4,264	4,391	4,526
	Subtotal:	355	160	992	75,325	65,446	39,014	40,391	41,026
TOTAL EXPENDITURES		227,174	256,446	176,025	446,673	436,904	447,571	463,281	478,689

Police Department

- Police Department
- Police Seizure Funds

POLICE DEPARTMENT

Mission Statement

The mission of the Brentwood Police Department is to form a partnership with the community and to improve the quality of life by providing fair and impartial police services in a professional manner. The Brentwood Police Department recognizes that law enforcement is an honorable profession and that service to our community is based on trust; the Brentwood Police Department recognizes our profound duty to uphold the public trust. We will demonstrate loyalty, trust, respect, integrity, and honesty in all of our endeavors. These values are the foundation upon which our profession is based.

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. Train our personnel in criminal law procedures updates and yearly racial profiling guidelines.
6. Expand the C.E.R.T. program.
7. Evaluate and project staff responsibilities.
8. Encourage employee development through continuing education programs and higher learning opportunities.
9. Firearms, rifle, shotgun, and ballistic shield quarterly training.
10. Adjust and deplore manpower to combat increased violent crime in business and residential areas.

Accomplishments

1. Secured grants totaling \$10,000 for traffic enforcement and \$5000 for multipurpose use safety jackets.
2. Expand C.E.R.T. program.
3. Participated in C.U.F.F.'s program with St. Louis County Police Department and apprehended dangerous wanted felons.
4. Participated in the voluntary Christmas gift program to St. Louis Children's Home Society by providing a wish list of gifts for kids by the police department employees.
5. Received \$36,680.00 in asset forfeiture funds and purchased a new police vehicle, tasers, bullet proof vest and equipment.
6. Continued training of all police personnel with ballistic shields for emergency deployment.
7. Continued D.A.R.E. program for public and private school students in Brentwood.

8. Started public information social media websites- Facebook, Blog, Twitter, to better inform the public concerning crime.
9. Added police officer to the traffic safety unit to address traffic violations in the community.
10. Hosted a National Night Out event for the community.

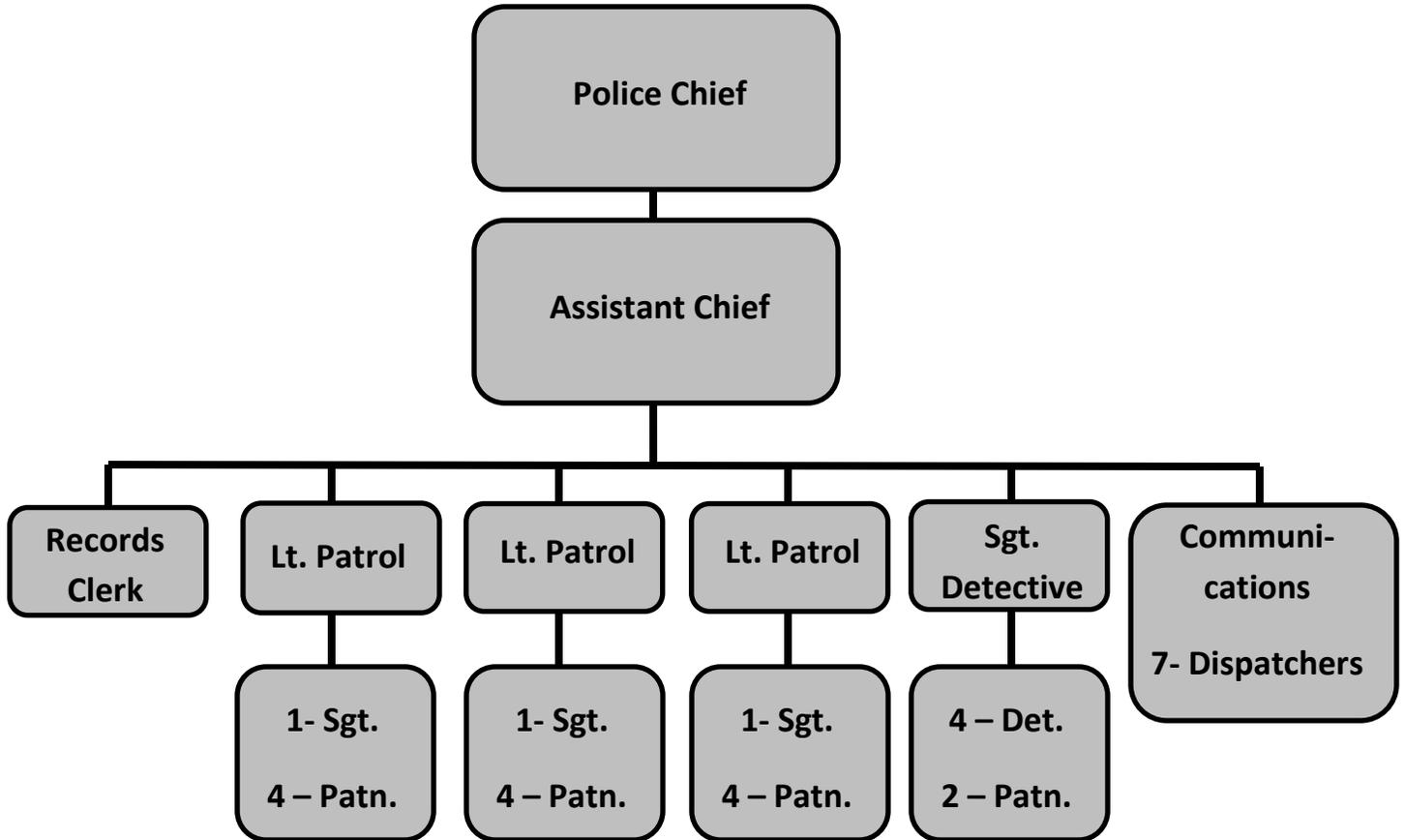
POLICE DEPARTMENT

BUDGETED POSITIONS

Position	2012	2013
Chief	1	1
Major	1	1
Lieutenant	3	3
Sergeant	4	4
Patrolmen	18	18
Dispatchers	7	7
Clerk	1	1
TOTAL	35	35

POLICE DEPARTMENT

ORGANIZATIONAL STRUCTURE



POLICE DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2013

PERSONNEL SERVICES:

Salaries and Wages Full Time 6000: This account includes salaries for (35) full time employees (\$2,571,583).

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 DEA (\$102,000).

Salaries Part Time 6100: This line item provides funds for manpower shortages in the dispatch unit due to vacation, compensatory time off, illness, training and FMLA absences (\$20,000).

Longevity Expense 6025: This line item provides funds for longevity pay to employees for specified years of service (\$29,325).

Holiday Expense 6030: This line item provides funds for the Public Safety personnel who receive compensation for working holidays (\$97,145).

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 (\$3,090).

Attendance Incentive 6050: This line item provides funds for employees with perfect attendance (\$14,000).

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 (\$438,424).

Police Reserves 6130: This line item provides funds for the police reserve clothing and equipment account (\$515).

Clothing Allowance 6390: This line item provides funds for clothing needed for uniforms (\$23,640).

MATERIALS AND SUPPLIES:

Supplies and Materials 6420: This line item provides funds for building supplies, equipment supplies, office supplies and miscellaneous supplies (\$25,000).

Miscellaneous Expense 6445: This line item provides funds for miscellaneous costs for the department (\$4,000).

CONTRACTUAL SERVICES:

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 (\$22,000).

REJIS 6140: This line item provides funds for the communication software contract (\$62,000).

Community Relations 6145: This line item provides funds for the department yearly awards (\$500), D.A.R.E. supplies (\$500), National Night Out (\$250), Halloween bags and glow sticks (\$750) (\$2,000).

Miscellaneous Contractual Expenses 6210: This line item provides funds for contract expenses such as the dispatch system maintenance, radio communications, janitorial services, copier lease, and car wash service (\$100,000).

Police Grant-Private 6212: This line item is used to track grant expenses that are reimbursed by the grantor (\$5,500).

Advertising 6160: This line item provides funds for want ads for police, dispatcher and civilian employees job openings, listed with the local newspaper (\$1,000).

Travel and Meetings 6185: This line item provides funds for the F.B.I. re-trainer conference (\$500), as well as professional and civic meetings (\$1,000) (\$1,500).

Educational Benefits 6070: This line item provides funds for tuition reimbursement for Criminal Justice College accredited classes (\$2,000).

Training 6240: This line item provides funds for use of the Webster Groves Police Department indoor firing range (\$1,000), as well as specialized training offered by St. Louis County Academy (\$4,500) (\$5,500).

Dues and Subscriptions 6365: This line item provides funds for membership to the Missouri Police Chiefs Association (\$125), the M.O.C.I.C. (\$200), the F.B.I. National Academy (\$100), the St. Louis Police Chief's Association (\$50), Backstoppers (\$150), the Major Case Squad (\$250), the Missouri Juvenile Association (\$250), and the I.A.C.P. (\$250) (\$1,300).

Printing 6375: This line item provides funds for Business cards, holiday cards, legal documents, sunshine requests, envelopes and police department letterhead (\$800)

Postage 6440: This line item provides funds for the fees from U.S. certified mail, U.P.S. packages, and FedEx deliveries (\$300).

Petro Products 6195: This line item provides funds for fuel for 16 police vehicles (\$72,000).

POLICE DEPARTMENT

Account Number	Account Descriptions	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
Personnel Services									
6000	SALARIES FULL TIME	2,386,537	2,516,900	2,431,388	2,498,281	2,498,281	2,571,583	2,648,730	2,728,192
6005	FULL TIME OVERTIME	76,650	93,487	52,314	80,000	97,000	102,000	105,060	108,212
6010	SALARIES PART TIME	32,348	25,709	26,423	25,000	25,000	20,000	20,600	21,218
6015	PART-TIME OVERTIME	-	-	655	-	-	-	-	-
6025	LONGEVITY EXPENSE	23,903	26,698	26,049	27,361	27,361	29,325	32,551	36,132
6030	HOLIDAY EXPENSE	90,045	90,287	91,283	93,970	93,970	97,145	100,059	103,061
6040	SHIFT OFFICER PAY	3,122	2,324	2,909	3,000	3,000	3,090	3,183	3,278
6050	ATTENDANCE INCENTIVE	-	-	-	13,800	13,800	14,000	14,000	14,000
6065	EMPLOYEE BENEFITS	-	-	-	346,202	346,202	438,424	460,345	483,362
6130	POLICE RESERVES	-	-	-	500	500	515	530	546
6390	CLOTHING ALLOWANCE	23,340	23,400	24,152	24,000	24,000	23,640	23,640	23,640
Subtotal:		2,635,945	2,778,804	2,655,173	3,112,114	3,129,114	3,299,722	3,408,698	3,521,641
Materials & Supplies									
6420	SUPPLIES & MATERIALS	16,693	11,603	-	20,000	20,000	25,000	25,000	25,000
6445	MISCELLANEOUS EXPENSE	-	-	-	4,000	1,000	4,000	4,000	4,000
Subtotal:		16,693	11,603	-	24,000	21,000	29,000	29,000	29,000
Contractual Services									
6475	JAIL	23,003	25,095	20,172	22,000	22,000	22,000	22,000	22,000
6140	REGIS COMMUNICATION	52,022	58,641	57,962	59,000	59,000	62,000	62,000	62,000
6145	COMMUNITY RELATIONS	-	-	-	3,500	3,500	2,000	2,000	2,000
6210	MISC CONTRACTUAL EXP	-	-	-	-	100,000	100,000	100,000	100,000
6212	POLICE GRANT - PRIVATE	-	-	-	-	10,000	5,500	5,500	5,500
6400	UNIFORM PURCHASE	-	-	15	-	100	-	-	-
6160	ADVERTISING	-	-	-	1,000	500	1,000	1,000	1,000
6185	TRAVEL/MEETINGS	-	-	-	1,500	1,500	1,500	1,500	1,500
6070	EDUCATIONAL BENEFITS	-	-	-	2,000	2,000	2,000	2,000	2,000
6240	TRAINING	-	-	-	4,000	5,000	5,500	5,500	5,500
6365	DUES & SUBSCRIPTIONS	-	-	-	1,300	1,300	1,300	1,300	1,300
6375	PRINTING	-	-	-	500	500	800	800	800
6440	POSTAGE	-	-	-	500	500	300	300	300
6195	PETRO PRODUCTS	-	-	-	72,000	72,000	72,000	72,000	72,000
Subtotal:		75,025	83,736	78,149	167,300	277,900	275,900	275,900	275,900
TOTAL EXPENDITURES		2,727,663	2,874,143	2,733,322	3,303,414	3,428,014	3,604,622	3,713,598	3,826,541

POLICE SEIZURE FUNDS

ACCOUNT DESCRIPTIONS – FY 2013

Capital Expense 6485: This line item provides funds for the purchase of a marked patrol police vehicle to replace an existing 2007 model and the purchase of a license plate recognition camera system (\$47,500).

POLICE SEIZURE FUNDS

Account Number	Account Descriptions	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
BEGINNING BALANCE (RESTRICTED)									
		-	-	-	-	44,982	50,861	13,361	13,361
Revenues									
4116	SEIZED PROPERTY	-	34,808	10,175	5,000	36,685	10,000	10,000	10,000
	TOTAL REVENUE	-	34,808	10,175	5,000	36,685	10,000	10,000	10,000
Expenditures									
Materials & Supplies									
6420	SUPPLIES & MATERIALS	-	-	-	-	2,341	-	-	-
6485	CAPITAL EXPENSE	-	-	-	-	28,465	47,500	10,000	10,000
	Subtotal:	-	-	-	-	30,806	47,500	10,000	10,000
Contractual Services									
6185	TRAVEL/MEETINGS	-	-	-	-	-	-	-	-
6240	TRAINING	-	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-	-
	TOTAL EXPENDITURES	-	-	-	-	30,806	47,500	10,000	10,000
	ENDING BALANCE (RESTRICTED)	-	-	-	-	50,861	13,361	13,361	13,361

Public Works Department

- Streets Division
- Sanitation Division
- Sewer Lateral Program

PUBLIC WORKS DEPARTMENT

Mission Statement

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

Goals & Objectives

1. Acquire new street and sidewalk inventories.
 - a. Determine, access and prioritize street repair needs.
 - b. Develop action plan for replacement and repairs needed.
 - c. Identify funding for street and sidewalk projects.
2. Update tree inventory
 - a. Utilize staff during down season to update inventory.
 - b. Prioritize removals.
 - c. Develop a trimming and pruning plan
 - d. Continue Arborist education through training.
3. Increase recycling throughout the city.
 - a. Utilize staff for recycling counts.
 - b. Increase setout rates through general information.
 - c. Invite non-recyclers to join the city's efforts through mailers.
 - d. Lower landfill cost by increasing recycling.
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 supply inventory 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.

Accomplishments

1. Successfully completed planned concrete replacement on High School Drive
2. Successfully completed planned concrete replacement on Lawn Ave.
3. Successfully completed planned concrete replacement on Hanley Industrial Court

4. Successfully completed several miscellaneous street and sidewalk repairs city-wide
5. Completed bid process and purchase of new rear load trash truck to replace existing equipment that has reached the end of useful life
6. Completed bid process and purchase of new dump & plow truck to replace existing equipment that has reached the end of useful life
7. Street inventory completed
8. Completed analysis of Sewer Lateral Program resulting in FY 2012 fee increase to \$50.

PUBLIC WORKS DEPARTMENT

BUDGETED POSITIONS

STREETS

Position	2012	2013
Superintendent	1	1
Foreman	1	1
Mechanic	1	1
Arborist	1	1
Crew Leader	2	2
Maintenance II	2	2
Maintenance I	6	6
<hr/>		
TOTAL	14	14

PARKS

Position	2012	2013
Foreman	1	1
Horticulturist	1	1
Maintenance II	5	5
Maintenance I	3	3
<hr/>		
TOTAL	10	10

SANITATION

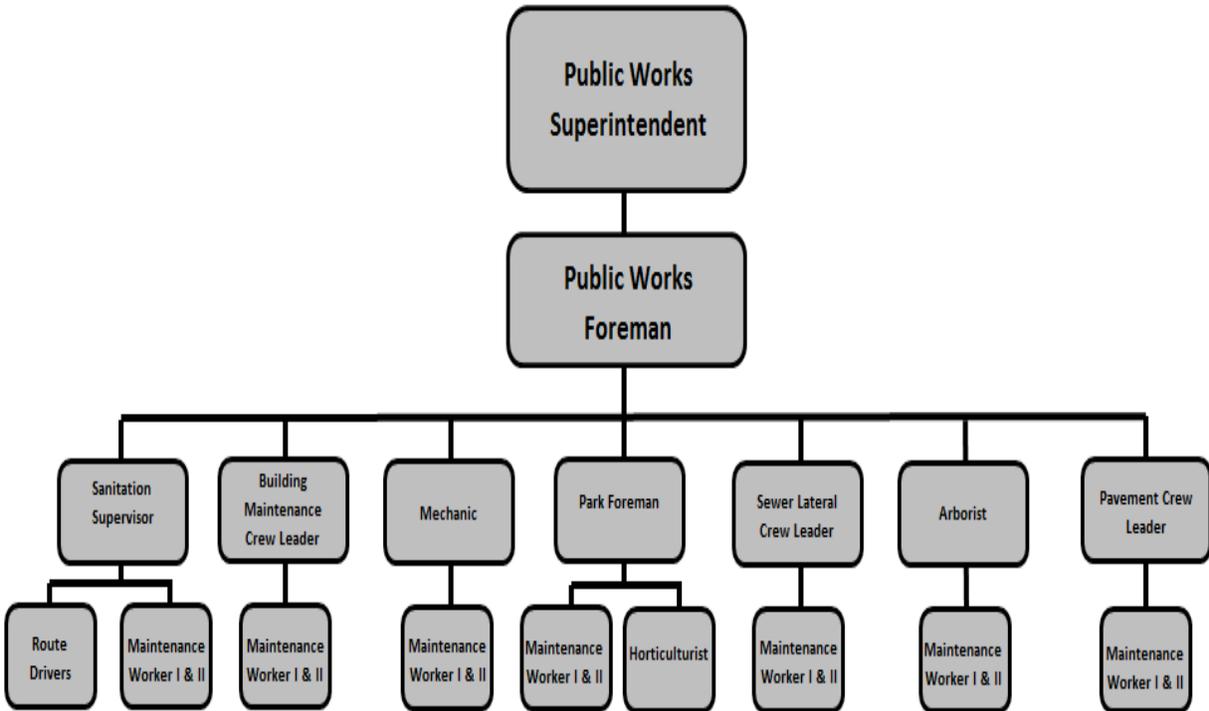
Position	2012	2013
Supervisor	1	1
Route Driver	3	3
Maintenance I	1	1
<hr/>		
TOTAL	5	5

SEWER LATERAL

Position	2012	2013
Crew Leader	1	1
Maintenance II	1	1
<hr/>		
TOTAL	2	2

PUBLIC WORKS DEPARTMENT

ORGANIZATIONAL STRUCTURE



PUBLIC WORKS DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2013

STREETS DIVISION

PERSONNEL SERVICES

Salaries Full-time 6000: This line item provides funds for the full time positions in streets and parks maintenance (\$1,035,771).

Full-time Overtime 6005: This line item provides funds for staff overtime as needed to maintain adequate staffing for all public works services (\$65,195).

Salaries Part-time 6010: This line item provides funds for part time positions in streets and parks maintenance (\$43,260).

Longevity Expense 6025: This line item provides funds for longevity pay based on employees years of service to the City (\$16,335).

Attendance Incentive 6050: This line item provides funds for an employee incentive for perfect attendance (\$9,600).

Employee Benefits 6065: This line item provides funds for employee benefits including medical, dental, vision, and life insurance, pension fund contributions, and payroll taxes (\$385,265).

MATERIALS AND SUPPLIES:

Supplies and Materials 6420: This line item provides funds for supplies and materials for use by the public works department (\$30,000)

Supplies and Materials Streets 6425: This line item provides funds to fix pot holes, forms, and expansion joints (\$18,000).

Supplies and Materials Plants 6427: This line item provides funds for plantings at buildings and other areas maintained by the city (\$21,250).

Supplies and Maintenance Snow 6430: This line item provides funds for snow supplies including bulk salt, and calcium chloride for sidewalks and city pathways (\$30,000).

CONTRACTUAL SERVICES:

Repairs and Maintenance – City Hall 6230: This line item is used for expenses to repair and maintain city hall (\$21,250).

Solid Waste Disposal 6290: This line item provides funds for dump fees (\$7,000).

Uniform Rental 6395: This line item provides funds for employee uniforms (\$24,500).

Uniform Purchase 6400: This line item provides funds for purchasing boots, shirts, winter wear, gloves and safety glasses (\$8,000).

Mosquito Control 6435: This line item provides funds for chemicals and larvicides including chemicals for potential Richmond Heights contract (\$13,700).

Forestry 6470: This line item provides funds for tree replacements, stump grinder rental, some small equipment, and removals that Public Works are not equipped to handle (\$14,000).

Advertising 6160: This line item provides funds for advertising for job openings and other public works information (\$1,000).

Travel/Meetings 6185: This line item provides funds for the APWA show, or TCI show (\$2,000).

Training 6240: This line item provides funds for staff training such as mechanical, computer, sewer lateral and safety (\$2,950).

Miscellaneous Contractual Expense 6210: This line item provides funds for Gateway project and Strassner Berm maintenance, Missouri 1 call, security, yearly inspections of garage doors, fire extinguishers, and building sprinkler system (\$37,000)

Petro Products 6195: This line item provides funds for off-road diesel fuel and gas (\$51,500).

STREET DEPARTMENT

Account Number	Account Descriptions	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
<u>Personnel Services</u>									
6000	SALARIES FULL TIME	583,232	616,410	644,331	1,068,959	1,068,959	1,035,771	1,066,844	1,098,849
6005	FULL TIME OVERTIME	23,062	29,313	23,167	56,500	56,500	65,195	67,151	69,166
6010	SALARIES PART TIME	14,363	13,730	9,285	42,000	42,000	43,260	44,558	45,895
6015	PART-TIME OVERTIME	105	90	-	-	30	-	-	-
6025	LONGEVITY EXPENSE	8,875	9,020	9,703	19,120	19,120	16,335	18,132	20,127
6050	ATTENDANCE INCENTIVE	-	-	-	5,200	5,200	9,600	9,600	9,600
6065	EMPLOYEE BENEFITS	-	-	-	244,140	244,140	385,265	404,528	424,754
	Subtotal:	629,637	668,562	686,486	1,435,919	1,435,949	1,555,426	1,610,813	1,668,391
<u>Materials & Supplies</u>									
6420	SUPPLIES & MATERIALS	38,907	30,396	-	30,000	29,250	30,000	31,000	31,000
6425	SUPPLIES & MATERIALS STREET	6,496	14,910	6,322	18,000	16,500	18,000	18,000	18,000
6427	SUPPLIES & MATERIALS PLANTS	-	-	-	-	-	21,250	21,250	21,250
6430	SUPPLIES & MAINT - SNOW	25,603	15,364	-	30,000	15,505	30,000	30,000	30,000
	Subtotal:	71,005	60,671	6,322	78,000	61,255	99,250	100,250	100,250
<u>Contractual Services</u>									
6230	REPAIRS & MAINT - CITY HALL	876	-	-	42,500	10,000	21,250	21,250	21,250
6290	SOLID WASTE DISPOSAL	7,419	5,686	2,204	7,000	6,000	7,000	7,000	7,000
6365	ORGANIZATIONAL DUES	-	-	-	-	30	100	100	100
6395	UNIFORM RENTAL	21,451	18,169	20,664	24,000	25,000	24,500	24,500	24,500
6400	UNIFORM PURCHASE	4,985	4,691	4,552	8,000	8,000	8,000	8,200	8,200
6435	MOSQUITO CONTROL	4,424	5,562	2,058	6,000	5,500	13,700	13,700	13,700
6470	FORESTRY	5,914	10,544	9,742	14,000	12,500	14,000	14,000	14,000
6160	ADVERTISING	-	-	-	1,000	91	1,000	1,000	1,000
6185	TRAVEL/MEETINGS	-	-	-	3,000	-	2,000	2,000	2,000
6240	TRAINING	-	-	-	2,950	490	2,950	2,950	2,950
6210	MISC CONTRACTUAL	-	-	-	87,893	26,000	37,000	37,500	37,500
6195	PETRO PRODUCTS	-	-	-	45,000	49,579	51,500	51,500	51,500
	Subtotal:	45,069	44,651	39,220	241,343	143,190	183,000	183,700	183,700
TOTAL EXPENDITURES		745,711	773,884	732,028	1,755,262	1,640,394	1,837,676	1,894,763	1,952,341

PUBLIC WORKS DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2013

SANITATION DIVISION

PERSONNEL SERVICES:

Salaries & Wages Full-time 6000: This line item provides funds for five (5) full time positions (\$240,619).

Full-time Overtime 6005: This line item provides funds for overtime costs for full-time employees (\$8,240).

Longevity Expense 6025: This line item provides funds for an increase in employee length of work (\$2,775).

Attendance Incentive 6050: This line item provides funds for employee incentive for perfect attendance (\$2000).

Employee Benefits 6065: This line item provides funds for employee dental, vision and life insurance, pension fund, an expected increase in health care (\$87,231).

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)

CONTRACTUAL SERVICES:

Petro Products 6195: This line item provides funds for a slight increase due to fluctuating fuel cost. This is the average of past three years and 2011 YTD estimate (\$40,000).

Repairs & Maintenance 6215: This line item provides funds for a slight increase due to aging equipment (\$28,000).

Solid Waste Disposal 6290: This line item provides funds for salt waste disposal; we expect to see decrease in fund if recycling awareness program is successful (\$162,000).

Uniform Rental 6395: This line item provides funds for employee uniforms (\$2,000)

Uniform Purchase 6400: This line item provides funds for new winter wear for employees (\$3,000).

Advertising 6160: This line item provides funds for recycling information in local papers and Patch, in order to increase participation (\$2,000).

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

Printing 6375: This line item provides funds for the increased set-out rates and participation in the “Recycling Becomes Me” flyers (\$2,000).

Postage 6440: This line item provides funds for postage for informational flyers (\$2,000).

SANITATION DEPARTMENT

Account Number	Account Descriptions	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
<u>Personnel Services</u>									
6000	SALARIES FULL TIME	219,662	229,427	238,683	233,629	233,629	240,619	247,838	255,273
6005	FULL TIME OVERTIME	10,387	9,046	6,930	8,000	8,000	8,240	8,487	8,742
6010	SALARIES PART TIME	18,435	768	-	-	-	-	-	-
6025	LONGEVITY EXPENSE	1,216	1,506	1,945	2,415	2,415	2,775	3,080	3,419
6050	ATTENDANCE INCENTIVE	-	-	-	2,000	2,000	2,000	2,000	2,000
6065	EMPLOYEE BENEFITS	48,315	50,172	50,805	64,464	64,464	87,231	91,593	96,173
Subtotal:		298,015	290,919	298,363	310,508	310,508	340,865	352,998	365,607
<u>Materials & Supplies</u>									
6420	SUPPLIES & MATERIALS	10,121	1,269	-	2,000	1,000	2,000	2,000	2,000
6445	MISCELLANEOUS EXPENSE	122	1,558	370	-	238	-	-	-
Subtotal:		10,243	2,827	370	2,000	1,238	2,000	2,000	2,000
<u>Contractual Services</u>									
6195	PETRO PRODUCTS	24,243	27,959	37,764	30,000	39,200	40,000	41,200	42,450
6215	REPAIRS & MAINT - EQUIPMENT	26,891	31,496	31,369	32,000	26,000	28,000	28,000	30,000
6290	SOLID WASTE DISPOSAL	158,987	162,924	154,501	162,000	159,000	162,000	162,000	162,000
6395	UNIFORM RENTAL	2,311	2,379	2,703	4,000	1,300	2,000	2,000	2,000
6400	UNIFORM PURCHASE	2,141	1,247	1,079	3,000	2,800	3,000	3,000	3,200
6160	ADVERTISING	-	-	-	2,000	-	2,000	2,000	2,000
6185	TRAVEL/MEETINGS	-	-	-	3,000	-	3,000	3,000	3,000
6375	PRINTING	-	-	-	2,000	289	2,000	2,000	2,000
6440	POSTAGE	-	-	-	2,000	858	2,000	2,000	2,000
Subtotal:		214,572	226,005	227,416	240,000	229,447	244,000	245,200	248,650
TOTAL EXPENDITURES		522,830	519,750	526,149	552,508	541,193	586,865	600,198	616,257

PUBLIC WORKS DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2013

SEWER LATERAL PROGRAM

PERSONNEL SERVICES

Salaries Full-time 6000: This line item provides funds for full-time employees (\$78,604).

Full-time Overtime 6005: This line item provides funds for employees on lateral crew, who are sent home early when possible (\$4,120).

Longevity Expense 6025: This line item provides funds for an increase due to employee length of work increased (\$750).

Attendance Incentive 6050: This line item provides funds for an employee incentive for perfect attendance (\$800).

Employee Benefits 6065: This line item provides funds for employee benefits (\$32,634).

MATERIALS AND SUPPLIES:

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

Misc. Expense 6445: This line item provides funds for bank maintenance fees (\$150.00).

CONTRACTUAL SERVICES:

Misc. Contractual Expense 6210: This line item provides funds for sewer cleaning services (\$40,350).

CAPITAL:

Streets and Sidewalks 6535: This line item provides funds for materials for sidewalk and street replacement (\$4,000).

SEWER LATERAL

Account Number	ACCOUNT DESCRIPTIONS	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
Revenues									
4525	INTEREST INCOME	117	-	-	-	-	100	100	100
4585	ASSESSMENTS	106,786	155,137	154,932	155,000	193,750	193,750	193,750	193,750
	TOTAL REVENUE	106,903	155,137	154,932	155,000	193,750	193,850	193,850	193,850
Expenditures									
Personnel Services									
6000	SALARIES FULL TIME	66,509	77,605	82,478	81,570	81,570	78,604	80,962	83,391
6005	FULL TIME OVERTIME	3,762	1,791	3,046	4,000	4,000	4,120	4,244	4,371
6025	LONGEVITY EXPENSE	525	701	829	1,071	1,071	750	773	796
6050	ATTENDANCE INCENTIVE	-	-	-	800	800	800	800	800
6065	EMPLOYEE BENEFITS	-	-	-	28,742	28,742	32,634	34,266	35,979
	Subtotal:	70,796	80,097	86,353	116,183	116,183	116,908	121,045	125,337
Materials & Supplies									
6420	SUPPLIES & MATERIALS	9,454	5,993	13,831	10,000	16,460	12,500	12,500	12,500
6445	MISCELLANEOUS EXPENSE	7,008	8,225	135	150	45	150	150	150
	Subtotal:	16,462	14,218	13,966	10,150	16,505	12,650	12,650	12,650
Contractual Services									
6210	MISC CONTRACTUAL EXPENSES	33,757	35,774	43,024	28,625	40,347	40,350	40,350	40,350
	Subtotal:	33,757	35,774	43,024	28,625	40,347	40,350	40,350	40,350
6488	CAPITAL EQUIPMENT	524	999	17,200	-	-	-	10,000	10,000
6535	STREETS AND SIDEWALKS	-	-	-	-	-	4,000	4,000	4,000
	Subtotal:	524	999	17,200	-	-	4,000	14,000	14,000
	TOTAL EXPENDITURES	121,539	131,088	160,543	154,958	173,035	173,908	188,045	192,337

Capital Improvements Program

- Capital Improvements Fund Budget

CAPITAL IMPROVEMENTS

ACCOUNT DESCRIPTIONS – FY 2013

GENERAL

Miscellaneous Contractual Expenses 6210: This line item includes funds to upgrade and maintain the city's financial systems (\$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 (\$26,764).

Admin Computer 6331: This line item provides funds for two computers to be used by Parks & Rec and Public Works staff to access city systems. It also includes three new computers for Admin staff and a printer for the HR Manager (\$5,600).

Fire Computer 6332: This line item includes funding to purchase four desktop computers (\$5,400), the annual re-licensure/support costs for our EMS reporting software (\$3,100), and the cost of emergency reporting software (\$3,200) which will replace our Firehouse reporting software (\$11,700).

Police Computer 6333: This line item provides funds for the replacement of 16 computers (\$19,185).

Pub Works Computer 6334: This line item provides funds for two new computers and printers for the department (\$3,600).

Legislative Computer 6335: This line item provides funds for a replacement computer for the Mayor and I-pads for the Mayor and Board of Aldermen (\$19,100).

Planning & Development Computer 6336: This line item provides funds for 4 new computers for the department and an additional monitor for the building official. It also includes Acrobat Pro Software and a plan review software upgrade for the building official (\$5,200).

Judicial Computer 6337: This line item provides funds to upgrade the firewall for REJIS and for 2 Xerox scanners (\$2,024).

CAPITAL IMPROVEMENTS AND DEBT SERVICE

Capital Improvement - Admin 6500: This line item provides funds for possible furniture and remodel needs of the department (\$1,000).

Capital Improvement Building Maintenance 6505: This line item provides funds to cover miscellaneous repairs to all city buildings (\$40,000).

Capital Improvement – Fire 6510: Included in this line item are Operational Equipment costs that include a CO detection and monitoring system in the firehouse (\$9,000), building repairs and maintenance including shelving for basement storage (\$20,850), equipment repairs and maintenance including SCBA testing, ladder testing, SCBA mask fit test, TOG maintenance and care, and PM contract for heart monitors (\$13,100), Gas Detector (\$4,000), 2 sets of turnout gear (\$5,400), Bailout escape hardware and related training for turnout gear (\$11,950) and down payment and first annual payment for a Heavy Duty Rescue Pumper and related equipment with a total cost of \$800,571. (\$295,464) (\$359,764).

Capital Improvement – Judicial 6515: This line item provides funds for remodeling the violation bureau window for ADA compliance and increased security (\$5,000).

Capital Improvement – Police 6525: This line item requests funds to replace the CAD system along with records management software (\$41,305) and 10 new patrol rifles including upgrades in flashlights and sights, net of \$7,241 trade in value for old rifles (\$14,221) (\$55,526).

Capital Improvement – Planning & Development 6528: This line item provides funds for literature/brochure holders for the customer service counter, ESRI annual license fee and shelving for the file storage area (\$1,550).

Capital Improvements Public Works 6530: This line item provides funds for the replacement of the 1993 brush chipper (\$50,000), 1996 Ford F-250 (\$23,000), street, stop and speed limit signs and posts (\$20,000), mosquito fogger (\$10,000), and a new vehicle AC recovery, recycle and recharging unit (\$4,000) (\$107,000).

Streets & Sidewalks 6535: This line item includes funds for several street and sidewalk projects in the City Brentwood as listed below as well as citywide street and sidewalk repairs and street engineering studies (\$210,000).

STREETS & SIDEWALKS - 2013:

- Mill and Overlay Lawndell Dr. (\$40,000).
- Mill and Overlay Brentwood Place (\$40,000).
- 8600 block of Rosalie sidewalks
- 2300 block of High School Dr. sidewalks
- Hanley Industrial Court street slabs
- Brentwood Forest curb work
- Spot mill and asphalt
- Crack seal materials
- Miscellaneous street and sidewalk repairs

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 (\$60,000).

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 (\$25,500).

Pedestrian/Transit STP 6615: This includes completion of the construction phase, which is scheduled to commence in the spring of 2013. The total FY13 budget amount is 80% federally funded (\$600,000).

Rose Avenue STP 6617: This includes completion of the construction phase in 2013. The total FY13 budget amount is 80% federally funded (\$341,000).

Litzinger Road STP 6618: This includes continuation of the preliminary engineering phase and commencement of the right-of-way and construction phases. The total FY13 budget amount is 80% federally funded with a 20% local match. The city of Rock Hill has committed to providing 25% of the local match, as approximately 25% of the project is located in Rock Hill (\$289,435).

CAPTIAL IMPROVEMENTS

<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Budgeted 2012</u>	<u>Estimated 2012</u>	<u>Budgeted 2013</u>	<u>Projected 2014</u>	<u>Projected 2015</u>
Revenues									
4002	AD VALOREM TAXES	255,000	231,202	217,653	224,376	-	-	-	-
4025	SALES TAX	1,166,631	1,792,187	1,768,440	1,644,374	1,849,740	1,905,232	1,962,389	2,021,261
4026	RECYCLE GRANT	-	63,750	-	-	-	-	-	-
4028	PEDESTRIAN/TRANSIT STP	-	-	34,358	65,438	52,350	480,000	-	-
4029	ROSE AVENUE STP	-	-	-	276,800	36,000	272,800	-	-
4030	LITZINGER ROAD STP	-	-	-	157,250	29,282	231,548	1,279,200	-
4031	RESERVE	-	-	-	309,000	290,967	267,878	-	-
4038	PEDESTRIAN/TRANSIT TDD	-	-	-	-	13,319	-	-	-
4205	GRANTS - MISC	-	11,250	-	-	-	-	-	-
4510	SALE OF CITY PROPERTY	-	-	-	-	11,500	25,000	30,000	10,000
4525	INTEREST INCOME	-	35	702	600	3,500	3,500	3,500	3,500
4950	INTERGOVERNMENTAL RECEIPT	-	18,692	-	-	1,830	16,472	81,950	2,000
TOTAL REVENUE		1,421,631	2,117,115	2,021,153	2,677,838	2,288,488	3,202,430	3,357,039	2,036,761

CAPTIAL IMPROVEMENTS

<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Budgeted 2012</u>	<u>Estimated 2012</u>	<u>Budgeted 2013</u>	<u>Projected 2014</u>	<u>Projected 2015</u>
Expenditures									
6210	MISC CONTRACTUAL EXPENSES	22,579	90,592	34,756	35,000	35,000	35,000	35,000	35,000
6215	REPAIRS & MAINT - EQUIPMENT	144,533	111,034	128,782	150,000	150,000	126,250	126,250	126,250
6330	COMPUTER	72,514	69,690	77,567	15,000	30,000	26,764	30,000	32,000
6331	ADMIN COMPUTER	-	-	-	9,510	9,510	5,600	8,000	8,000
6332	FIRE COMPUTER	-	-	-	12,225	12,225	11,700	10,000	10,000

CAPITAL IMPROVEMENTS

Account Number	ACCOUNT DESCRIPTIONS	Actual 2009	Actual 2010	Actual 2011	Budgeted 2012	Estimated 2012	Budgeted 2013	Projected 2014	Projected 2015
6333	POLICE COMPUTER	-	-	-	3,700	4,783	19,185	10,000	10,000
6334	PUB WKS COMPUTER	-	-	-	1,550	1,550	3,600	2,000	2,000
6335	LEGISLATIVE COMPUTER	-	-	-	-	-	19,100	2,000	2,000
6336	PLANNING & DEV COMPUTER	-	-	-	-	-	5,200	5,000	5,000
6337	JUDICIAL COMPUTER	-	-	-	-	-	2,024	2,000	2,000
6500	CAPITAL IMPRV MNT-ADMIN	7,065	92,103	6,489	45,000	10,000	1,000	100,000	10,000
6505	CAPITAL IMPRV MNT-BLDG MNT	56,846	100,575	34,566	40,000	40,000	40,000	40,000	40,000
6510	CAPITAL IMPROVEMENT-FIRE	103,714	23,294	50,860	246,854	246,854	359,764	150,000	150,000
6515	CAPITAL IMPRV MNT-JUDICIAL	-	-	-	-	-	5,000	-	-
6525	CAPITAL IMPRV MNT-POLICE	139,724	73,759	62,382	69,815	69,921	55,526	65,000	65,000
6528	CAPITAL IMPROVEMENT-P & D	11,978	4,926	2,655	1,000	1,000	1,550	5,000	5,000
6530	CAPITAL IMPRV MNT-PUB WKS	76,383	18,606	21,764	100,000	100,000	107,000	100,000	100,000
6535	STREETS & SIDEWALKS	44,739	134,423	96,802	130,000	130,000	210,000	250,000	250,000
6538	G.O. BONDS SERIES 1998	400,373	355,000	375,000	277,233	277,223	-	-	-
6552	DEBT SERVICE-2009 COP	59,051	6,477	2,090	675,000	675,000	675,000	675,000	675,000
6553	DEBT SERVICE-2003 COP	60,000	1,986	2,142	60,000	62,142	60,000	60,000	60,000
6554	SANITATION	-	153,102	855	175,000	175,000	25,500	25,500	25,500
6556	INTEREST AND FISCAL CHARGES	-	43,867	25,489	-	-	-	-	-
6610	PROPERTY ACQUISITION	-	-	-	-	-	-	-	-
6615	PEDESTRIAN/TRANSIT STP	-	-	56,313	65,438	65,438	600,000	-	-
6617	ROSE AVENUE STP	-	-	18,817	346,000	45,000	341,000	-	-
6618	LITZINGER ROAD STP	-	-	-	185,000	36,602	289,435	1,599,000	-
7005	TRANSFERS OUT	-	60,000	306,554	-	-	-	-	-
TOTAL EXPENDITURES		1,199,499	1,339,434	1,303,883	2,643,325	2,177,248	3,025,198	3,299,750	1,612,750