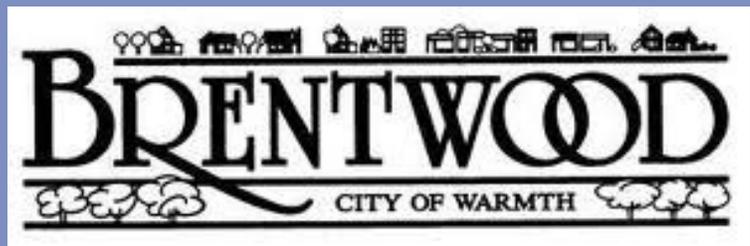
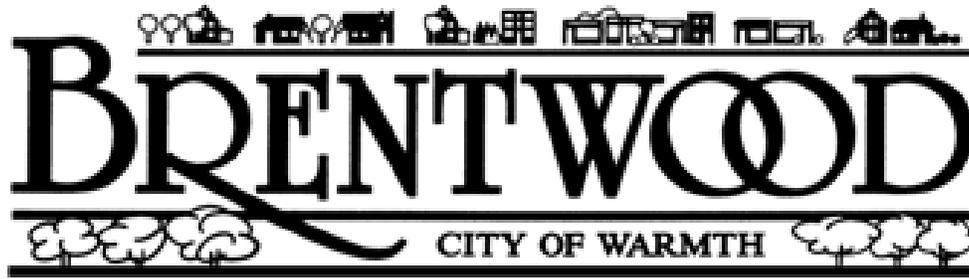


City of Brentwood 2014 Adopted Budget





City of Brentwood, Missouri

2014 Adopted Budget

Prepared by

Bola Akande, City Administrator

Gina Jarvis, Finance Director

Contact

Brentwood City Hall

2348 South Brentwood Boulevard

Brentwood, Missouri 63144

Phone: 314-962-4800

Fax: 314-962-0819

Website: www.brentwoodmo.org

TABLE OF CONTENTS

- Introduction.....1
 - Message from the City Administrator

- Financial Summary.....15
 - Budget at a Glance

- Revenues.....25
 - General Fund
 - Capital Improvements Fund
 - Storm Water and Park Improvements Fund
 - Sewer Improvements Fund

- Administration.....31
 - Administration Department
 - Community Services
 - Municipal Operating Expenses

- Fire Department.....45

- Judicial Department.....53

- Legislative Department.....61

- Parks and Recreation Department.....67

- Planning and Development Department.....81

Police Department.....89

Police Department

Police Seizure Funds

Public Works.....99

Streets Division

Sanitation Division

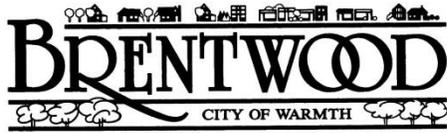
Sewer Lateral Program

Capital Improvements Fund.....113

Capital Improvements Fund Budget

This page is intentionally left blank.

Introduction



Office of the City Administrator
2348 S. Brentwood Boulevard
Brentwood, MO 63144
314-962-4800
fax 314-962-0819
www.brentwoodmo.org

December 2, 2013

Honorable Mayor and Board of Aldermen:

It is my privilege to present the Fiscal Year 2014 Annual Operating and Capital Budget. This important document serves as the basis for the Board of Aldermen's decisions and sets the course for the coming fiscal year and beyond. 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 Annual Budget is intended to reflect the goals, objectives, and priorities established by the Board of Aldermen. Furthermore, with this Budget, the City is able to maintain current levels of services, and make capital improvement investments in the City's infrastructure and replace equipment and vehicles that have come to the end of useful life.

OVERALL BUDGET:

Today, the City continues to see overall economic stability, rejuvenation and growth. Major revenues continue to advance along with the overall economy. There continues to be limited growth in the housing market. We see residential developers building new homes in Brentwood and residential property owners investing in their homes by putting on additions.

The Annual Budget is comprised of four separate and distinct funds that total \$21,137,927, an increase of 24.34% from FY 13 Budget. The general fund operating expenditures total \$11,472,751; the parks and storm water fund totals \$5,806,531; the sewer lateral fund totals \$190,405; and finally, the capital improvements program totals \$3,668,240. Within each fund section below, the percentage of reserves in the operating appropriations are provided. The Adopted Budget reflects a deliberate effort to continue to improve our finances and create a surplus of funds that will ensure our services remain uninterrupted during extreme financial times.

General Fund:

The largest fund is the General Fund, recorded as Fund 10. This Fund supports the majority of the basic services of the City. Police and Fire Services alone represent 54.59% of the General Fund Budget. Other 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. As a service organization, labor makes up approximately 48.57% of costs. The City's skilled and dedicated workforce is what powers the day-to-day delivery of services. This Fund is also responsible for other personnel costs such as compensation, taxes, and employee benefits, and other city-wide costs such as utilities, petrol, supplies, insurance and contractual services.

Revenue:

The General Fund revenue is derived from a variety of sources, of which there is a greater dependence on local sales tax accounting for approximately 48.34% of the total fund. In FY 14, an increase of 13.77% is anticipated in sales tax collections. Of this amount, 10.77% (\$550,000) is primarily due to Brentwood Square Series 2005 Bonds which are projected to fully retire by May 1, 2014. The City is able to pay-off this debt eight (8) years ahead of schedule. With this payoff, the expected additional revenue beginning in 2014 to the City of Brentwood plus an annual three (3%) growth is approximately \$703,179 thousand. This budget only reflects eight (8) months of the additional revenue that will be realized by the City. 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 in FY 15 is approximately \$410,000. In FY 2015, the revenue numbers show a full-year of revenues from Brentwood Pointe and Brentwood Square, plus a conservative growth of three (3%) percent. Lastly, we continue to see an upward trend of 5.99% over FY 12 in Occupational Licenses, which only fosters our belief that a variety of occupations, activities and/or businesses with retail sales continue to relocate to Brentwood. We have realigned other revenue accounts (building permits, and building permits-Fire) following the groundbreaking of the Drury Inn and Bonefish restaurant at the corner of Brentwood Boulevard and Eager Road.

In FY 13, revenues from recreation programs have declined. We believe our current programs have run their course and it is time to rebuild, update, revitalize and generate new interest in all our programs. The increase in revenues from Ice Rink Rentals is a one-time occurrence due to the temporary closure of the nearby ice rink in Illinois. Going into FY 14, we are uncertain if the

rink will remain closed and allow us to continue to attract their users to the Brentwood Ice Rink; therefore, we are cautiously optimistic. In FY 13 we also saw a decline in recycling revenue due to increase in volume. The good news is that recycling is a good program. More of our residents and others in this region continue to recycle, however, the “economic downturn has decimated the market for recycled materials..... Across the country these items are accumulating by the ton in yards and warehouses of recycling contractors, who are unable to find buyers and are unwilling to sell at rock-bottom prices.”

Also revenues generated from fines are budgeted at the 2012 level. We believe this is the result of recent police officer schedule changes made in early FY 13. Patrol emphasis is now more in the residential areas and commercial districts. Lastly, once the Brentwood Square 2005 Bond Series is paid-off the City will no longer receive surplus PILOT’s and Municipal Revenue for this project.

A Fund Balance policy was adopted by the Board of Aldermen on June 24, 2013. By the end of FY 2016, there is a projected estimate of \$4,159,461 in General Fund Operating Reserves which equals 34.63% of operating expenditures. We expect other General Fund revenues to stay fairly stable with growth expected in only a few line items.

Expenditure:

In this budget, there are salaries, longevity expenses, payroll taxes, health, dental, vision, and life insurance premiums, and retirement benefits in each department’s budget.

To ensure that the City is an employer of choice and is able to recruit and retain exceptional talent, the FY 14 Budget sets employee total compensation as a top priority. In this budget, there is a two (2%) percent merit increase and a continued implementation of the Step Pay Plan which is based on performance and the successful outcome of a performance review. \$132,000 is budgeted for city-wide merit increases.

The City also estimates an increase of seven (7%) in medical, dental and vision premiums, plus an additional two (2%) percent as a result of the New Affordable Healthcare Act. Starting in January 2014, the City will be required to pay an additional \$63 annual fee (\$5.25 per month) for each individual plan participant. The City currently covers 289 participants so this will be an additional \$18,207 per year that will be invoiced with the Saint Louis Area Insurance Trust

(SLAIT) medical premium bill. This amount will be invoiced monthly on how the numbers of participants change from month to month. The money will be used to fund a transitional re-insurance program to help stabilize the individual market during the years 2014-2016. Under the current law, the fee will decline in 2015 and 2016, phasing out completely in 2017, because this fee is not related to actual health coverage and because it will be phased out in three years.

The City's Missouri Local Government Retirement System (LAGERS) contribution decreased by 10% based on the City's current actuarial valuation report from LAGERS. This is primarily due to the actuarial value of the assets in comparison to the accrued liabilities. Life and Short-Term Disability and Long-Term Disability and Employee Assistance Program premiums are estimated to increase by three (3%) percent. Workers compensation premiums will also experience an increase of two (2%) percent due to the city's experience modification rate (claims history) in 2013. Often times, the challenge is in terms of cost control and predictability. For example, there are old cases (10+ years) for which new reserves must be funded from changes in the employees' health status due to work related injuries. These increases raise the City's liability. These strategies continue to support a comprehensive approach to address employee total compensation – the combined impact of employee wages and benefits and continuing to address a proactive worker safety program and training.

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. You will see this most evident in FY 14 in the Parks and Recreation Department. Seven new accounts/divisions have been created (Administration, Ice Rink, Rink Programs, Sports, Special Events, General Programming and Fitness) to assist the department with budget monitoring.

In this budget, we continue to fill vacant positions when they exist and look for restructuring opportunities so that we can continue to provide the efficient and effective delivery of service.

For instance, in the Parks and Recreation Department, the Magic Bus Driver position went from one full-time position to three part-time positions working a combined 64 hours (32, 16, 16) a week. Also in FY 14, existing staff in the Parks and Recreation Department will assume the responsibilities of supervising the Magic Bus Drivers. Staff believes this current arrangement is appropriate and yet still delivers efficient and effective service for our eligible riders. Therefore, the .50% cost of the Public Relations Coordinator position will be fully absorbed by the General Fund. Lastly, the Office Assistant position has been reclassified to a Program Coordinator who will take on the responsibility and oversight of the Community Center Welcome Desk part-time staff, including Recreation Aides, Building Managers and new programming opportunities. Between the Office Assistant and the Bus Driver positions, there is a combined savings of approximately \$7,700.

The Fire Department started a promotional process in the Fall of FY 13 to fill three captain positions. The department has been operating with one captain since 2011. The primary reason for the delay in conducting the promotional process is the time needed to develop a valid and legally defensible promotional process. As personnel move up the command chain, there will be vacancies at the entry level firefighter private positions. The Office Manager in this department will be funded 100% by the General Fund and the City will no longer share the cost of the position with the Parks and Recreation Department.

In Administration, vacancy in the Accounting Clerk position allowed staff to reprogram the personnel cost of full-time dollars into part-time dollars. The total labor cost is staying flat. In Public Works Department a Foreman position was reclassified to a Project Manager position.

Capital Improvement Fund:

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

Revenue:

The revenue for this Fund is derived mainly from the one-half cent capital improvement sales tax and grant funding for capital projects. The projected revenue increase of 14.55% for FY 14 is directly related to increases in sales tax and federal grant funding for capital projects. This Fund will also benefit from the Brentwood Square Series 2005 Bonds expected to fully retire by May 1, 2014 and the Brentwood Pointe Series 2005 Bonds expected to fully retire by November 1, 2014. In this fund, we project equipment replacement and capital reserves totaling \$1,665,744 by the end of FY 14. This represents a fully funded equipment replacement reserve and a capital reserve of 3.29% of the value of the related capital assets.

Expenditure:

The FY 14 Capital Improvement Program will fund numerous large projects such as vehicles and heavy-duty public works type equipment, street, sidewalk and curbside resurfacing, replacement and rehabilitation, pavement preservation, drainage maintenance, and American with Disabilities Act (ADA) compliance projects. A complete list of the Capital Projects can be found in the Capital Improvements Fund tab. In this fund, we project an expenditure increase of approximately of 21.26%. This is primarily due to the Litzsinger Road Surface Transportation project. The total project cost for the continuation of the preliminary engineering phase, commencement of the Right-of-Way (ROW) acquisition, and construction phase is \$1,599,000. Of this total amount, 80% is federally funded. The City of Brentwood has a 20% local match of \$239,850, and the City of Rock Hill has committed to providing 25% of the 20% local match (\$79,950).

Also budgeted in FY 14 are funds (\$209,500) that will cover the continued need for sustainable Information Technology infrastructure. Due to the potentially overwhelming capital costs associated with the necessary upgrades, in this budget is a “phased” implementation approach which will allow the City to more comfortably afford the infrastructure upgrade expenses. The proposed technology plan spans the capital purchases over a period of four years. The City will invest in technology systems with anticipated life expectancies ranging from five to ten years. In an effort to further reduce the annual capital expense, staff has researched multiple acquisition options including purchase, lease, and buy out programs. After evaluating multiple scenarios and considering the need to balance technology requirements with routine municipal capital expenses (streets, fleet, etc.) and maintain fiscal responsibility, this budget reflects the “Buy Out” option for the technology plan implementations. This approach allows the City to not only phase in the

infrastructure refresh over multiple years, but to additionally extend the payment of each phase over a period of five years. After which, the City would own the equipment at the end of the term. The full expense of the infrastructure refresh will bridge over a nine year period. In this way, once the equipment “Buy Out” terms are completed, the City will be financially prepared and positioned to fully fund the replacement systems beginning with fiscal year 2019.

Also in this Fund are the annual debt service payment for the 2009 Certificate of Participation Issue of \$7.5 million used for the advance refunding of the 2002 issue for the construction of the firehouse and city hall renovation (\$675,000) which will be paid off in 2030 and the 2003 Certificate of Participation Issue of \$1.330 million used for the renovating, improving, furnishing and equipping the existing library and city hall (\$60,000) which will be paid off in 2023. Annual debt service payment on the 2013 lease/purchase issue of \$533,461 for the purchase of the new pumper (\$84,114) is also budgeted, which also is paid off in 2020. In the Capital Improvements Fund tab, there are two tables that show all three long-term debt issues in the Capital Improvements Fund. The table shows the outstanding principal which is the total amount that is owed on the loan less interest. The second table is the Total Annual Debt Service which is the cash required for a particular time period to cover the repayment of interest and principal on a debt. The corresponding graphs in the tab show principal plus interest. A comprehensive list of all capital improvement items (equipment, streets, sidewalks, American with Disabilities Act {ADA} repairs) are provided in the Capital Improvements Fund tab.

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 increase 121.88%. This is due to the completion of the Recreation Center Renovation Project. Sales Tax will increase by 11.54%. This is due to the additional revenue that will be received by the City with the Brentwood Square Series 2005 Bonds expected to fully retire by May 1, 2014 and the Brentwood Pointe Series 2005 Bonds expected to fully retire by November 1, 2014. 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 the Memorial and Heritage Tree and Bench Program will directly offset the related expenses, therefore resulting in no impact to the budget. The Department will also be aggressive and conscientious in its effort to seek more sponsorship revenue for Brentwood's Annual Maddenfest Festival and the Concert-in-the Park Series. In this Fund, we anticipate \$2,757,706 in fund balance at the end of FY 14, of this, 15% in operating reserves and 98.50% in capital reserves. Also in this fund, is the expected Certificate of Participation debt service for the renovation of the Recreation Center.

Expenditure:

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

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

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

Examples of a couple of these categories include:

- Regulatory Compliance
- Health/Public Safety
- External Funding
- Impact on Operational Budget

· Timing/Location

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

Also included in this fund is a budget of \$75,000 for storm water related expenses. This will fund expenses related to the continued implementation of alternative recommendations such as participating in the State Emergency Management's Agency's (SEMA) Community Rating System (CRS) to ensure property owners in flood prone areas continue to benefit from the discounted National Flood Insurance Program (NFIP) purchase a flood warning system and engage an engineering firm for on-call services and to set-aside funds for local match for grant opportunities. These are all recommendations from the 2013 Deer Creek Flood Feasibility Study.

Sewer Lateral Improvements Fund:

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

Revenue:

The Revenue is made possible through an annual assessment fee on real estate tax bills. In FY 10, an overwhelming number of the city's voters approved an increase in the sewer lateral assessment from \$28 up to \$50, and the Board of Aldermen only assessed \$40 at that time. In FY 12, the City increased the fee to \$50 due to an increase in the number of sewer lateral repairs. In this fund, we project the revenue will remain flat at \$193,850. However, we anticipate \$108,202 in reserve by the end of FY 14 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. The funds will continue to cover the cost of capital equipment such as an auger, shoring, miscellaneous hand tools (\$10,000) and streets and sidewalk materials (\$10,000).

Budget Presentation:

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

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

This annual budget book is a financial management and policy document that is a numeric expression of the City of Brentwood's mission. The annual budget reflects the alignment between the City's vision statement, mission statement, and objectives. This budget document is more user-friendly. The document includes department mission statements, goals and objectives for FY 14, 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.

BUDGET USER GUIDE:

The Adopted Budget includes the following sections:

Budget Message – includes an overview of the budget document.

Financial Summary – includes a budget at a glance document. It includes a budget summary for all funds and fund balances from 2010 through 2016. It also provides a revenue summary by the four funds. Revenue Fund by type, sales tax rates, total authorized manpower for the entire city, a table of the long term debt and graph – outstanding principal as of December 31, 2013, total annual debt service as of December 31, 2013, expenditure summary by department, expenditure by type for all funds, and expenditure by department for all funds.

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

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

CONCLUSION:

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 14 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. Finally, I want to acknowledge the dedication of our employees who strive to make the best use of available resources to provide the results our citizens expect.

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

Sincerely,

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

Bola Akande

City Clerk/Administrator

This page is intentionally left blank.

Financial Summary

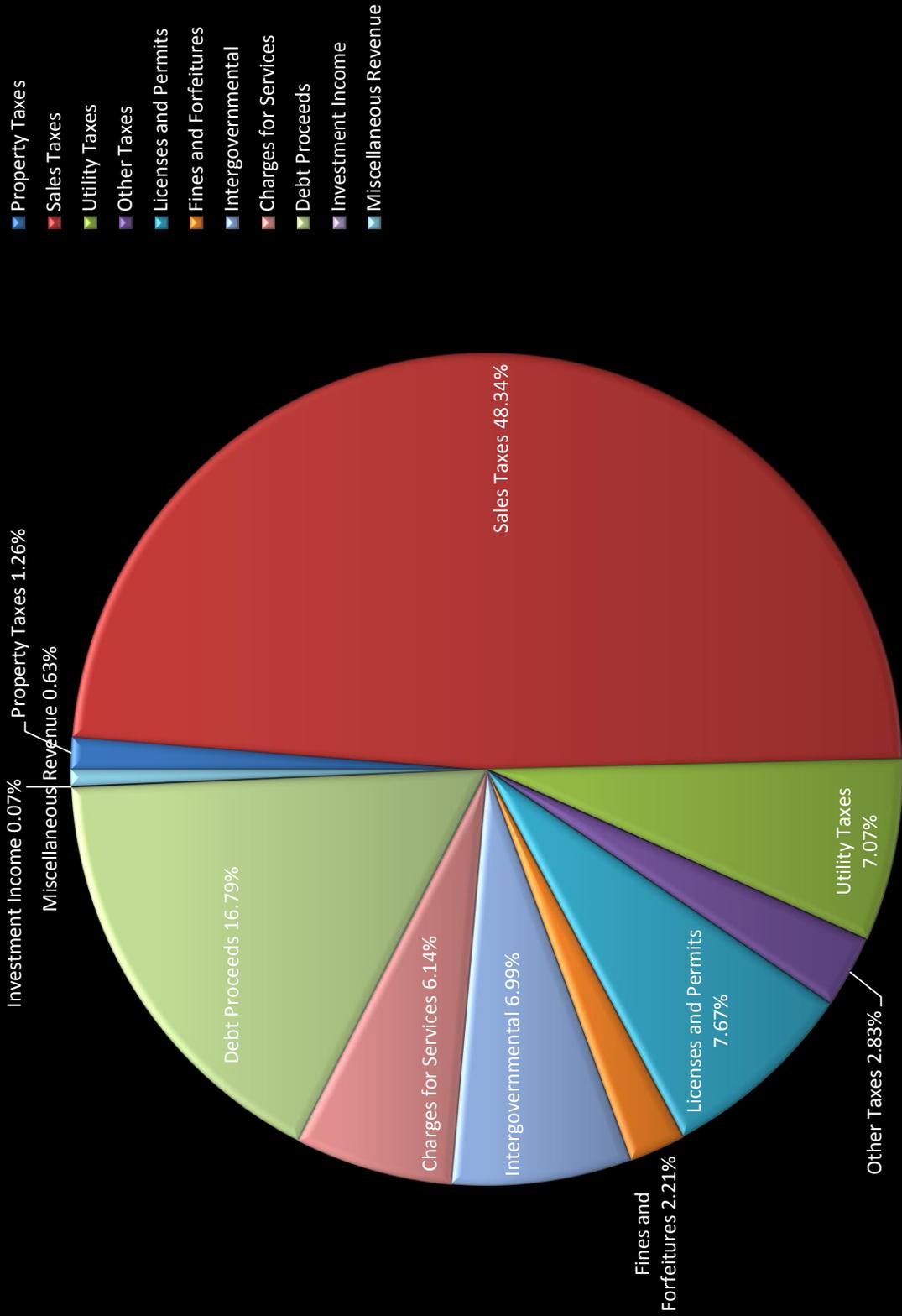
- Budget at a Glance

BUDGET SUMMARY ALL FUNDS

	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016	2013-2014 Budget % Change
GENERAL FUND									
Beginning Fund Balance	\$ 1,189,890	\$ 1,232,763	\$ 491,985	\$ 1,531,881	\$ 1,531,881	\$ 1,845,362	\$ 2,009,654	\$ 3,141,032	20.46%
Revenue	\$ 11,094,282	\$ 10,664,822	\$ 11,731,679	\$ 11,356,284	\$ 11,718,918	\$ 11,637,043	\$ 12,797,556	\$ 13,045,961	2.47%
Expenditures	\$ (11,051,409)	\$ (11,405,600)	\$ (10,691,783)	\$ (11,222,512)	\$ (11,405,437)	\$ (11,472,751)	\$ (11,666,178)	\$ (12,010,755)	2.23%
Ending Fund Balance	\$ 1,232,763	\$ 491,985	\$ 1,531,881	\$ 1,665,653	\$ 1,845,362	\$ 2,009,654	\$ 3,141,032	\$ 4,176,238	20.65%
Restricted Fund Balance (Seizure Funds)	\$ 34,808	\$ 44,982	\$ 52,277	\$ 14,777	\$ 11,777	\$ 16,777	\$ 16,777	\$ 16,777	13.53%
Fund Balance Unassigned (Operating Reserve)	\$ 1,197,955	\$ 447,003	\$ 1,479,604	\$ 1,650,876	\$ 1,833,585	\$ 1,992,877	\$ 3,124,255	\$ 4,159,461	20.72%
Operating Reserve % of Budgeted Operating Expenditures	10.84%	3.92%	13.84%	14.71%	16.08%	17.37%	26.78%	34.63%	
CAPITAL IMPROVEMENTS FUND									
Beginning Fund Balance	\$ 430,833	\$ 1,208,514	\$ 1,925,784	\$ 1,875,373	\$ 1,875,373	\$ 1,760,445	\$ 1,665,744	\$ 1,858,680	-6.13%
Revenue	\$ 2,117,115	\$ 2,021,153	\$ 2,003,007	\$ 2,934,552	\$ 3,484,731	\$ 3,573,539	\$ 2,591,810	\$ 3,235,608	21.77%
Expenditures	\$ (1,339,434)	\$ (1,303,883)	\$ (2,069,418)	\$ (3,025,198)	\$ (3,599,669)	\$ (3,668,240)	\$ (2,398,874)	\$ (2,913,530)	21.26%
Ending Fund Balance	\$ 1,208,514	\$ 1,925,784	\$ 1,875,373	\$ 1,784,727	\$ 1,760,445	\$ 1,665,744	\$ 1,858,680	\$ 2,180,758	-6.67%
Assigned Fund Balance (Equipment Replacement Reserve)	\$ -	\$ -	\$ -	\$ 520,845	\$ 520,845	\$ 810,576	\$ 1,230,157	\$ 1,522,486	55.63%
Assigned Fund Balance (Capital Reserve)	\$ 1,208,514	\$ 1,925,784	\$ 1,875,373	\$ 1,263,882	\$ 1,239,600	\$ 855,168	\$ 628,523	\$ 658,272	-32.94%
Capital Reserve % of Capital Assets (Excluding Equipment)	4.65%	7.40%	7.21%	4.86%	4.77%	3.29%	2.42%	2.53%	
STORM WATER & PARK IMPROVEMENTS FUND									
Beginning Fund Balance	\$ 249,033	\$ 689,180	\$ 1,232,278	\$ 2,113,052	\$ 2,113,052	\$ 2,407,230	\$ 2,757,706	\$ 3,146,219	13.92%
Revenue	\$ 2,190,536	\$ 2,115,670	\$ 2,295,184	\$ 2,774,931	\$ 2,877,876	\$ 6,157,007	\$ 2,934,569	\$ 3,027,120	121.88%
Expenditures	\$ (1,750,389)	\$ (1,572,572)	\$ (1,415,410)	\$ (2,578,373)	\$ (2,583,698)	\$ (5,806,531)	\$ (2,546,056)	\$ (2,832,948)	125.20%
Ending Fund Balance	\$ 689,180	\$ 1,232,278	\$ 2,113,052	\$ 2,309,610	\$ 2,407,230	\$ 2,757,706	\$ 3,146,219	\$ 3,340,391	19.40%
Assigned Fund Balance (Operating Reserve)	\$ 689,180	\$ 1,232,278	\$ 178,915	\$ 249,708	\$ 236,881	\$ 242,768	\$ 248,868	\$ 261,057	-2.78%
Operating Reserve % of Budgeted Operating Expenditures	46.51%	85.69%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	
Assigned Fund Balance (Equipment Replacement Reserve)	\$ -	\$ -	\$ -	\$ 39,454	\$ 39,454	\$ 91,578	\$ 137,367	\$ 158,896	132.11%
Assigned Fund Balance (Capital Reserve)	\$ -	\$ -	\$ 1,934,137	\$ 2,020,448	\$ 2,130,895	\$ 2,423,360	\$ 2,759,984	\$ 2,920,438	19.94%
Capital Reserve % of Capital Assets (Excluding Equipment)	0.00%	0.00%	78.61%	82.12%	86.61%	98.50%	112.18%	118.70%	
SEWER IMPROVEMENTS FUND									
Beginning Fund Balance	\$ 67,741	\$ 91,790	\$ 86,179	\$ 103,676	\$ 103,676	\$ 104,757	\$ 108,202	\$ 105,514	1.04%
Revenue	\$ 155,137	\$ 154,932	\$ 194,831	\$ 193,850	\$ 193,850	\$ 193,850	\$ 193,850	\$ 193,850	0.00%
Expenditures	\$ (131,088)	\$ (160,543)	\$ (177,334)	\$ (173,908)	\$ (192,769)	\$ (190,405)	\$ (196,538)	\$ (207,975)	9.49%
Ending Fund Balance	\$ 91,790	\$ 86,179	\$ 103,676	\$ 123,618	\$ 104,757	\$ 108,202	\$ 105,514	\$ 91,389	-12.47%
Assigned Fund Balance (Operating Reserve)	\$ 19,513	\$ 21,501	\$ 26,600	\$ 25,486	\$ 26,665	\$ 25,561	\$ 26,079	\$ 26,696	0.29%
Operating Reserve % of Budgeted Operating Expenditures	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	
Assigned Fund Balance (Equipment Replacement Reserve)	\$ -	\$ -	\$ -	\$ 2,676	\$ 2,676	\$ 9,220	\$ 13,830	\$ 17,548	244.54%
Assigned Fund Balance (Capital Reserve)	\$ 72,277	\$ 64,678	\$ 77,076	\$ 95,456	\$ 75,416	\$ 73,421	\$ 65,605	\$ 47,145	-23.08%
Capital Reserve % of Capital Assets (Excluding Equipment)	37.79%	33.82%	40.30%	49.91%	39.43%	38.99%	34.30%	24.65%	

REVENUE SUMMARY BY FUND	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	Budgeted 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016	2013-2014 Budget % Change
GENERAL FUND	11,094,282	10,664,822	11,731,679	11,356,284	11,718,918	11,637,043	12,797,556	13,045,961	2.47%
CAPITAL IMPROVEMENTS FUND	2,117,115	2,021,153	2,003,007	3,202,430	3,599,659	3,668,240	2,591,810	3,235,608	14.55%
STORM WATER & PARKS IMPROVEMENTS	2,190,536	2,115,670	2,296,184	2,774,931	2,877,876	6,157,007	2,934,569	3,027,120	121.88%
SEWER IMPROVEMENTS FUND	155,137	154,932	194,831	193,850	193,850	193,850	196,538	207,975	0.00%
TOTAL REVENUE	15,557,069	14,956,577	16,225,701	17,527,495	18,390,303	21,656,140	18,520,473	19,516,664	23.56%

2014 REVENUE BY TYPE-ALL FUNDS

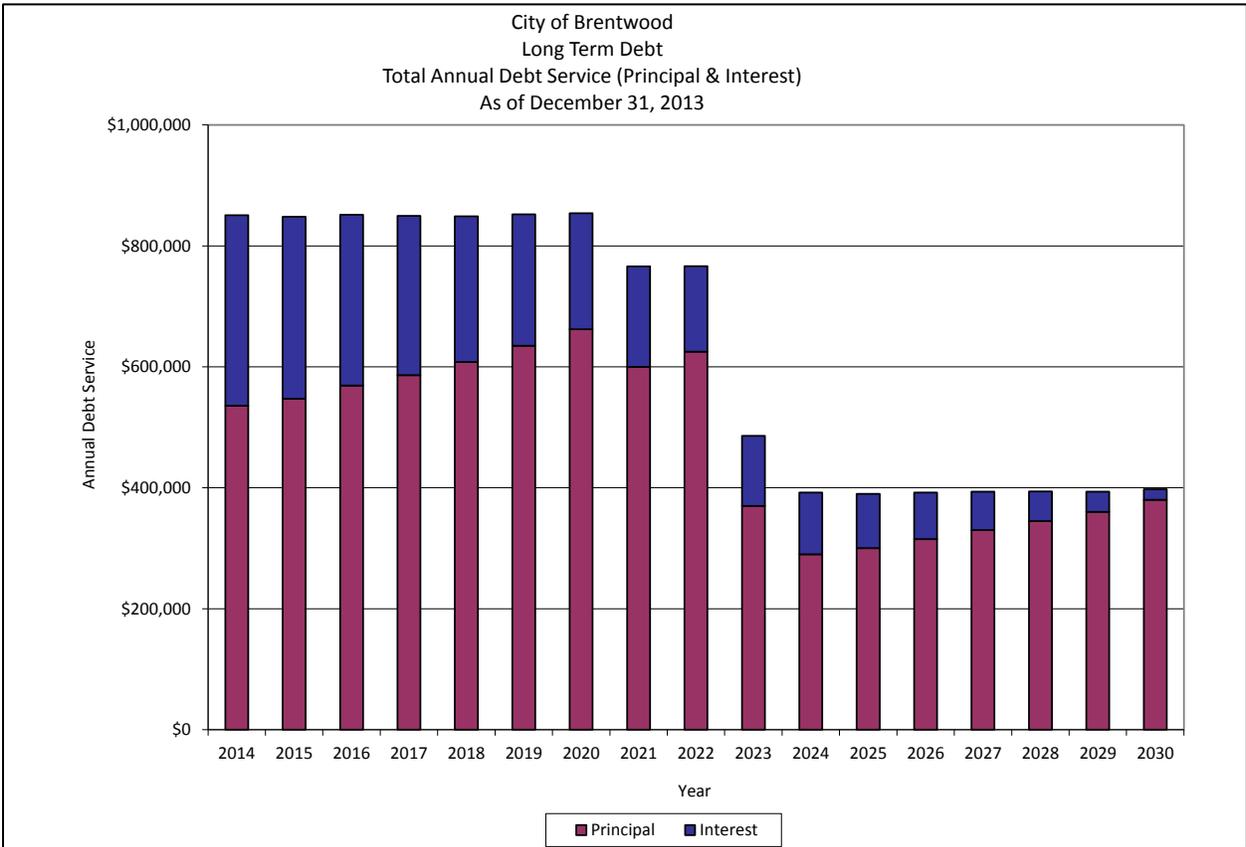
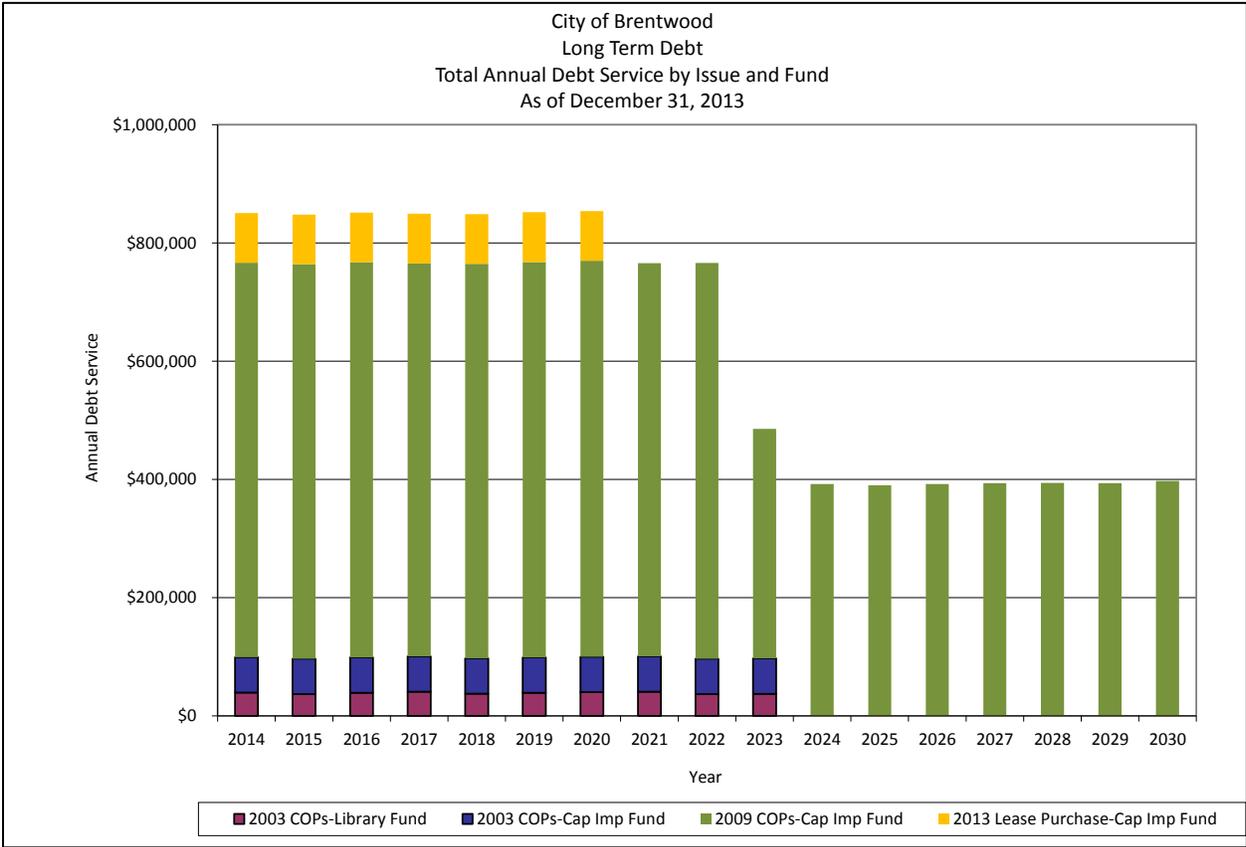


City of Brentwood
Long Term Debt
Outstanding Principal as of December 31, 2013

Year	2003 Certificates of Participation Library Fund Portion	2003 Certificates of Participation Capital Improvement Fund Portion	2009 Certificates of Participation Capital Improvement Fund	2013 Lease Purchase Fire Truck Capital Improvement Fund	Totals by Year
2014	\$ 25,732	\$ 39,268	\$ 400,000	\$ 70,617	\$ 535,617
2015	24,670	40,330	410,000	72,404	547,404
2016	27,533	42,467	425,000	74,235	569,235
2017	30,365	44,635	435,000	76,114	586,114
2018	28,819	46,181	455,000	78,039	608,039
2019	31,417	48,583	475,000	80,014	635,014
2020	33,960	51,040	495,000	82,038	662,038
2021	36,434	53,566	510,000	-	600,000
2022	34,088	55,912	535,000	-	625,000
2023	36,378	58,622	275,000	-	370,000
2024	-	-	290,000	-	290,000
2025	-	-	300,000	-	300,000
2026	-	-	315,000	-	315,000
2027	-	-	330,000	-	330,000
2028	-	-	345,000	-	345,000
2029	-	-	360,000	-	360,000
2030	-	-	380,000	-	380,000
Totals	\$ 309,396	\$ 480,604	\$ 6,735,000	\$ 533,460	\$ 8,058,460

City of Brentwood
Long Term Debt
Total Annual Debt Service as of December 31, 2013

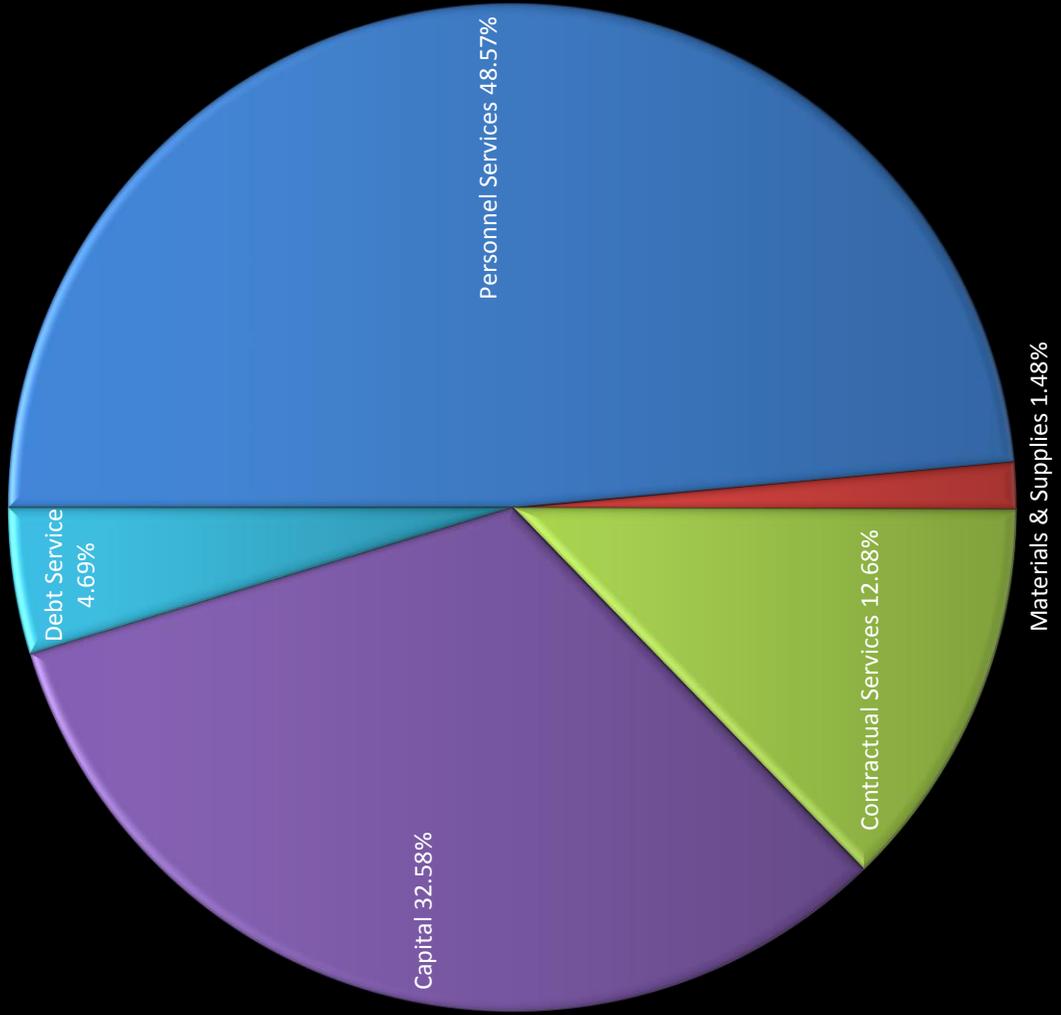
Year	2003 Certificates of Participation Library Fund Portion	2003 Certificates of Participation Capital Improvement Fund Portion	2009 Certificates of Participation Capital Improvement Fund	2013 Lease Purchase Fire Truck Capital Improvement Fund	Totals by Year
2014	\$ 39,319	\$ 60,000	\$ 667,273	\$ 84,114	\$ 850,705
2015	36,703	60,000	667,273	84,114	848,089
2016	38,900	60,000	668,473	84,114	851,487
2017	40,818	60,000	664,660	84,114	849,591
2018	37,443	60,000	667,260	84,114	848,816
2019	38,800	60,000	669,060	84,114	851,974
2020	39,923	60,000	670,060	84,114	854,096
2021	40,810	60,000	665,260	-	766,070
2022	36,580	60,000	669,860	-	766,440
2023	37,233	60,000	388,460	-	485,693
2024	-	-	392,185	-	392,185
2025	-	-	390,005	-	390,005
2026	-	-	392,255	-	392,255
2027	-	-	393,553	-	393,553
2028	-	-	394,033	-	394,033
2029	-	-	393,680	-	393,680
2030	-	-	397,480	-	397,480
Totals	\$ 386,526	\$ 600,000	\$ 9,150,830	\$ 588,795	\$ 10,726,151



EXPENDITURE SUMMARY BY DEPARTMENT	ACTUAL 2010	ACTUAL 2011	Actual 2012	Budgeted 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016	2013-2014 Budget % Change
GENERAL FUND									
ADMINISTRATION DEPARTMENT	762,683	694,223	701,546	733,624	741,115	737,370	761,646	786,915	0.51%
BUILDING MAINTENANCE	7,375	-	-	-	-	-	-	-	NA
COMMUNITY SERVICES	186,281	147,959	143,418	90,975	66,747	45,975	45,975	45,975	-49.46%
MUNICIPAL OPERATING EXPENSES	3,281,163	3,911,283	1,156,323	1,046,800	1,409,703	1,178,420	1,165,520	1,183,020	12.57%
FIRE DEPARTMENT	2,158,368	2,267,010	2,444,529	2,512,535	2,496,595	2,568,687	2,615,899	2,692,221	2.23%
JUDICIAL DEPARTMENT	135,785	131,432	170,254	200,264	201,261	208,134	215,634	223,412	3.93%
LEGISLATIVE DEPARTMENT	95,529	86,169	119,321	114,080	111,731	115,001	123,417	115,845	0.81%
PLANNING & DEVELOPMENT DEPARTMENT	256,446	176,025	413,387	447,571	448,101	536,204	462,168	477,067	19.80%
POLICE DEPARTMENT	2,874,143	2,733,322	3,421,791	3,604,622	3,604,382	3,689,155	3,815,552	3,942,524	2.35%
POLICE SEIZURE FUNDS	-	-	30,806	47,500	50,500	5,000	10,000	10,000	-89.47%
PUBLIC WORKS - STREETS	773,884	732,028	1,550,782	1,837,676	1,746,895	1,826,578	1,871,544	1,996,967	-0.60%
PUBLIC WORKS - SANITATION	519,750	526,149	539,626	586,865	528,407	562,227	578,823	596,809	-4.20%
TOTAL	11,051,409	11,405,600	10,691,783	11,222,512	11,405,437	11,472,751	11,666,178	12,010,755	2.23%
CAPITAL IMPROVEMENTS FUND	1,339,434	1,303,883	2,053,418	3,025,198	3,599,659	3,668,240	2,398,874	2,913,530	21.26%
PARKS & REC-STORM WATER & PARK IMPRV	1,750,389	1,572,572	1,415,410	2,578,373	2,583,698	5,806,531	2,546,056	2,832,948	125.20%
PUBLIC WORKS-SEWER IMPROVEMENTS	131,088	160,543	177,334	173,908	192,769	190,405	196,538	207,975	9.49%
TOTAL EXPENDITURES	14,272,319	14,442,598	14,337,945	16,999,991	17,781,563	21,137,927	16,807,646	17,965,208	24.34%

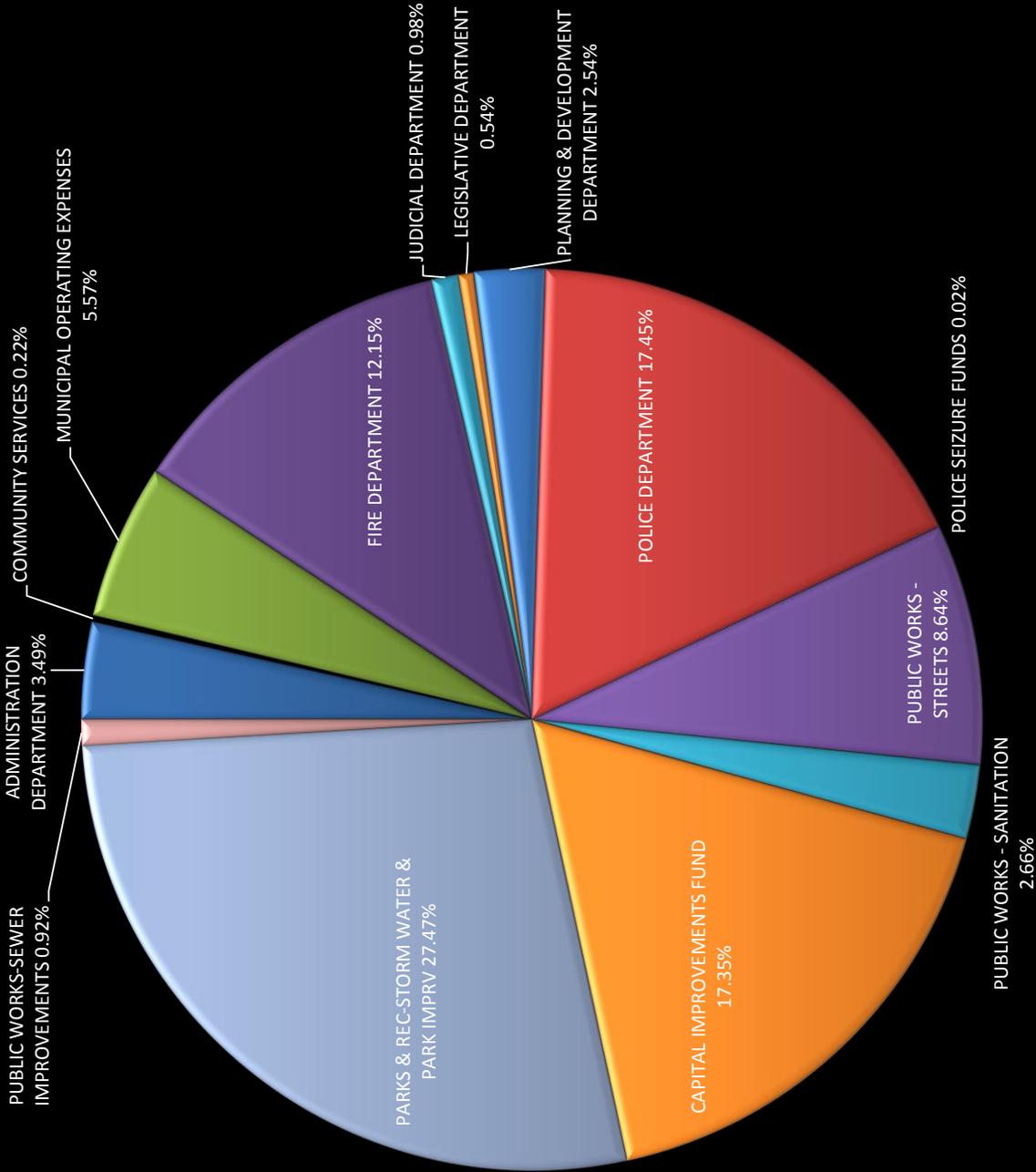
2014 EXPENDITURES BY TYPE-ALL FUNDS

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



2014 EXPENDITURES BY DEPARTMENT-ALL FUNDS

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



Revenues

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

GENERAL FUND REVENUE

Account Number	ACCOUNT DESCRIPTIONS	Actual 2010	Actual 2011	Actual 2012	Budgeted 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016
4002	AD VALOREM TAXES	247,766	241,381	261,236	267,870	263,433	271,336	279,476	287,860
4010	ROAD & BRIDGE TAX	332,053	279,106	310,288	280,000	280,000	280,000	280,000	280,000
4015	FINANCIAL INSTITUTION TAX	800	27,612	2,425	2,500	2,500	2,500	2,500	2,500
4020	RAILROAD & UTILITY TAX	-	-	-	2,000	-	-	-	-
4025	SALES TAX	3,785,466	3,748,773	4,095,819	3,910,204	3,910,204	4,527,510	5,513,335	5,678,735
4027	MUNICIPAL FIRE SALES TAX	1,056,227	1,083,001	1,196,310	1,195,782	1,195,782	1,281,655	1,430,105	1,473,008
4030	STATE MOTOR FUEL TAX	294,452	290,745	271,954	290,000	290,000	290,000	290,000	290,000
4035	CIGARETTE TAX	38,197	38,197	38,198	38,197	38,197	38,197	38,197	38,197
4040	UTILITY FRANCHISE-LACLEDE GAS	169,534	153,526	122,429	150,000	150,000	150,000	150,000	150,000
4045	UTILITY FRANCHISE-UNION ELEC	626,995	678,543	680,324	640,000	640,000	640,000	640,000	640,000
4050	COMMUNICATIONS - TELEPHONE	649,714	445,099	498,753	525,000	525,000	525,000	525,000	525,000
4055	UTIL FRAN-ST. LOUIS CNTY WATER	45,369	51,673	57,246	55,000	55,000	55,000	55,000	55,000
4060	CABLEVISION	137,345	142,775	158,226	146,000	155,000	155,000	155,000	155,000
4100	OCCUPATIONAL LICENSES	1,236,947	1,357,691	1,369,900	1,370,000	1,452,000	1,452,000	1,452,000	1,452,000
4110	LIQUOR LICENSES	10,625	11,602	10,003	10,000	10,000	10,000	10,000	10,000
4115	AUTOMOBILE LICENSES	34,315	34,894	37,479	35,000	35,000	35,000	35,000	35,000
4135	OCCUPANCY PERMITS	32,433	34,840	48,582	40,000	40,000	40,000	40,000	40,000
4140	BUILDING PERMITS	68,236	60,873	75,659	110,000	210,000	75,000	75,000	75,000
4142	BUILDING PERMITS - FIRE	16,387	16,958	4,937	36,000	36,000	15,000	15,000	15,000
4145	PLANNING/ ZONING APPLICATIONS	600	1,710	3,380	3,000	3,000	3,000	3,000	3,000
4150	ELECTRICAL PERMITS	14,341	15,316	14,294	14,000	14,000	14,000	14,000	14,000
4155	PLUMBING PERMITS	11,731	11,338	10,757	8,000	14,000	10,000	10,000	10,000
4205	GRANTS - MISC	-	-	289	-	-	-	-	-
4210	GRANTS POLICE FEDERAL/STATE	7,035	2,012	13,701	10,000	10,000	10,000	10,000	10,000
4211	POL TRAFFIC GRANT	-	-	9,714	8,500	8,500	8,500	8,500	8,500
4300	PROGRAM FEES-SPORTS	150,490	130,965	71,677	86,064	52,937	53,911	56,607	59,437
4301	RECREATION FEES-FITNESS	-	-	18,699	33,678	16,223	22,000	23,100	24,255
4302	RECREATION FEES-GENL PROG	-	-	-	-	4,814	18,500	19,425	20,396
4303	RECREATION FEES-SPEC EVENTS	-	-	-	-	7,922	9,500	9,975	10,474
4305	PARK PERMITS	28,713	28,112	58,043	35,000	45,750	46,000	46,500	47,000
4310	ROOM RENTAL	86,393	94,350	86,272	110,500	111,000	112,000	113,000	114,000
4320	RENTAL PROPERTY	11,982	11,068	10,968	10,968	10,968	10,968	10,968	10,968
4325	LEAGUE FEES	293,033	281,577	-	-	-	-	-	-
4326	RINK FEES	-	-	291,975	307,500	292,361	292,375	301,087	308,615
4335	ICE RINK ADMISSIONS	81,508	75,316	69,011	70,000	74,278	71,600	73,390	75,225
4340	ICE RINK RENTALS	224,454	198,346	196,300	200,000	218,563	205,000	205,000	220,000
4341	BIRTHDAY PARTY FEES	-	-	7,325	4,500	7,236	6,500	6,700	6,900

GENERAL FUND REVENUE

Account Number	ACCOUNT DESCRIPTIONS	Actual 2010	Actual 2011	Actual 2012	Budgeted 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016
4345	CONCESSIONS-RINK	17,298	15,676	6,432	10,000	4,717	5,000	5,600	5,700
4350	SKATE RENTALS	10,988	9,402	7,082	8,500	7,280	9,000	9,000	9,000
4355	LOCKER RENTALS	270	300	207	250	144	200	200	200
4360	SKATE SHARPENING	720	468	-	-	-	-	-	-
4365	VENDING	7,453	4,258	4,000	4,500	3,168	3,500	3,600	3,700
4370	TRASH, ETC. PICKUPS	26,433	59,195	34,070	40,000	26,000	26,000	26,000	26,000
4375	AMBULANCE FEES	213,994	178,178	263,195	200,000	200,000	200,000	200,000	200,000
4385	INTERDEPARTMENT UTIL & MAINT.	6,600	6,600	7,500	6,600	6,600	6,600	6,600	6,600
4400	POLICE REPORTS	1,446	1,734	1,591	1,600	1,600	1,600	1,600	1,600
4405	CRIME VICTIMS-BRENTWOOD	1,409	1,503	1,800	1,800	1,800	1,800	1,800	1,800
4410	FINES	388,252	451,203	462,755	510,000	460,000	460,000	460,000	460,000
4411	ATS	8,996	8,525	31,500	10,000	6,000	-	-	-
4414	POLICE TRAINING	-	3,338	3,553	3,700	3,700	3,700	3,700	3,700
4415	TRAINING FEES-BRENTWOOD	11,471	8,184	8,526	9,000	9,000	9,000	9,000	9,000
4416	SEIZED PROPERTY	34,808	10,175	38,101	10,000	10,000	10,000	10,000	10,000
4430	INTERCITY JOINT SERVICES	52,145	79,412	57,388	56,000	56,000	56,000	56,000	56,000
4435	INTERGOVERNMENTAL REVENUE-DEA	-	-	17,217	35,570	17,200	17,200	17,200	17,200
4440	INTERGOVERNMENTAL REVENUE-BSD	-	-	-	-	840	1,890	1,890	1,890
4510	SALE OF CITY PROPERTY	43,043	150	-	-	-	-	-	-
4520	WEED CUTTING, CLEAN UP	196	367	633	1,000	500	500	500	500
4525	INTEREST INCOME	19,007	18,038	4,741	6,000	6,000	6,000	6,000	6,000
4526	INTEREST INCOME-PLUMBERS TRUST	1	-	5	1	1	1	1	1
4530	PLANNING & DEVELOPMENT MISC.	701	664	2,946	500	1,000	1,000	1,000	1,000
4535	INSURANCE SETTLEMENTS	2,361	175,000	34,505	11,000	25,000	11,000	11,000	11,000
4540	FALSE ALARMS	1,625	2,130	1,440	2,000	2,000	2,000	2,000	2,000
4545	FESTIVAL REVENUE	5,811	7,000	9,500	-	-	-	-	-
4550	GOLF TOURNAMENT REVENUE	17,969	24,014	50	-	-	-	-	-
4555	MISCELLANEOUS INCOME	45,334	50,504	13,724	5,000	5,000	5,000	5,000	5,000
4556	C-SEEMAYER REIMB	-	(1,292)	-	-	-	-	-	-
4560	DONATIONS MISCELLANEOUS	-	600	-	-	-	-	-	-
4565	DONATIONS - POLICE & FIRE	4,254	100	2,716	4,000	4,000	4,000	4,000	4,000
4575	T.I.F. REIMBURSEMENTS	454,556	-	503,928	350,000	582,000	-	-	-
4576	MERIDIAN TDD REIMBURSEMENT	-	-	15,011	-	15,000	15,000	15,000	15,000
4577	TDD COLLECTION FEES	24,000	-	48,000	24,000	24,000	24,000	24,000	24,000
4578	STRASSNER TDD REIMBURSEMENT	-	-	-	-	10,700	-	-	-
4579	DRURY REDEVELOPMENT	-	-	-	20,000	-	-	-	-
4585	SLAIT PREMIUM RETURN	-	-	47,680	20,000	50,000	20,000	20,000	20,000
4587	COMMLITIGATION SETTLEMENT	-	26	-	-	-	-	-	-
4588	WORKERS COMP	-	1,971	-	-	-	-	-	-
Total by Year		11,094,282	10,664,822	11,731,679	11,356,284	11,718,918	11,637,043	12,797,556	13,045,961

CAPITAL IMPROVEMENTS FUND

	Actual <u>2010</u>	Actual <u>2011</u>	Actual <u>2012</u>	Budgeted <u>2013</u>	Estimated <u>2013</u>	Budgeted <u>2014</u>	Projected <u>2015</u>	Projected <u>2016</u>
4002 AD VALOREM TAXES	231,202	217,653	(456)	-	-	-	-	-
4025 SALES TAX	1,792,187	1,768,440	1,916,775	1,905,232	1,905,232	2,132,389	2,486,361	2,560,952
4026 RECYCLE GRANTS	63,750	-	-	-	-	-	-	-
4028 PEDESTRIAN/TRANSIT STP	-	34,358	18,920	480,000	480,000	-	-	-
4029 ROSE AVENUE STP	-	-	37,887	272,800	272,800	-	-	-
4030 LITZINGER ROAD STP	-	-	-	231,548	231,548	1,279,200	-	-
4032 HIC PEDESTRIAN STP	-	-	-	-	-	-	89,949	661,156
4038 PEDESTRIAN/TRANSIT TDD	-	-	13,319	-	11,718	-	-	-
4205 GRANTS - MISC	11,250	-	-	-	-	-	-	-
4510 SALE OF CITY PROPERTY	-	-	11,500	25,000	30,000	30,000	10,000	10,000
4525 INTEREST INCOME	34	702	5,062	3,500	3,500	3,500	3,500	3,500
4599 DEBT PROCEEDS	-	-	-	-	533,461	-	-	-
4950 INTERGOVERNMENTAL RECEIPT	18,692	-	-	16,472	16,472	128,450	2,000	-
4031 RESERVES	-	-	-	267,878	114,928	94,701	-	-
Total by Year	2,117,115	2,021,153	2,003,007	3,202,430	3,599,659	3,668,240	2,591,810	3,235,608

STORM WATER & PARK IMPROVEMENTS FUND

<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Budgeted 2013</u>	<u>Estimated 2013</u>	<u>Budgeted 2014</u>	<u>Projected 2015</u>	<u>Projected 2016</u>
4002	AD VALOREM TAXES	78,868	72,520	55,992	-	-	-	-	-
4025	SALES TAX	2,059,891	2,042,605	2,206,804	2,225,181	2,225,181	2,481,936	2,876,394	2,962,686
4200	MEMORIAL TREE & BENCH PROGRAM	-	-	-	5,750	900	3,500	5,000	7,500
4210	MSD-EXEC WALK FUNDING	-	-	-	480,000	480,000	-	-	-
4525	INTEREST INCOME	306	545	4,200	3,000	5,000	5,000	5,000	5,000
4545	FESTIVAL REVENUE	-	-	-	8,000	10,550	33,500	35,175	36,934
4570	SPONSORSHIPS/DONATIONS	-	-	-	-	4,050	7,000	8,000	10,000
4585	SLAIT PREMIUM RETURN	-	-	15,688	5,000	5,000	5,000	5,000	5,000
4599	DEBT PROCEEDS	-	-	-	-	-	3,621,071	-	-
4950	INTERGOVERNMENTAL RECEIPT	51,471	-	13,500	48,000	147,195	-	-	-
Total by Year		2,190,536	2,115,670	2,296,184	2,774,931	2,877,876	6,157,007	2,934,569	3,027,120

SEWER IMPROVEMENTS FUND

<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Budgeted 2013</u>	<u>Estimated 2013</u>	<u>Budgeted 2014</u>	<u>Projected 2015</u>	<u>Projected 2016</u>
4525	INTEREST INCOME	-	-	-	100	100	100	100	100
4585	ASSESSMENTS	155,137	154,932	194,831	193,750	193,750	193,750	193,750	193,750
4031	RESERVES	-	-	-	-	-	-	2,688	14,125
Total by Year		155,137	154,932	194,831	193,850	193,850	193,850	196,538	207,975
GRAND TOTALS BY YEAR		15,557,069	14,956,577	16,225,701	17,527,495	18,390,303	21,656,140	18,520,473	19,516,664

This page is intentionally left blank.

Administration

- Administration 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, acquisition and management of real property; and support of citizens so they can live, work, and play in a progressive community known as the "City of Warmth" for its small town charm, sense of community, low property taxes, high quality services, and high quality of life.

Goals and Objectives

1. 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. Ensure quality services are delivered to the citizens of Brentwood by recruiting, developing, and retaining a skilled and effective workforce.
8. 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.
9. Provide legislative support, policy implementation, budget development and strategic planning, economic development, elections, communication services and legal service functions of the City.
10. Continue to influence development patterns that will result in increased efficient delivery of core services, use of energy and resources, and demand for infrastructure.
11. Establish accounting policies and procedures.
12. Establish written policies and procedures city-wide for programs and services.
13. Continue to monitor controls that have been established to eliminate the possibility of fraud.
14. Encourage and promote city-wide professional development and training.
15. Be responsive in an expedient manner to our citizens.
16. Optimize the technology infrastructure and capabilities to provide a reliable, agile and secure environment to ensure continuous improvement and readiness for future change.
17. Align technology initiatives to effectively integrate applications and technical solutions into organizational processes.

18. Maintain technology services that are reliable, secure and ensure compliance with laws and regulations.
19. Offer transparency and understanding of technology costs, benefits and risks while improving cost-efficiency.
20. Acquire, develop and maintain Information Technology skills that demonstrate continuous growth and preparedness for anticipated changing needs.

Accomplishments

ADMINISTRATION:

1. Prepared the Fiscal Year 2013 Annual Budget.
2. Completed the Recodification of the Municipal Code and submitted to the Board of Aldermen.
3. Distributed the Annual Department Reports to the Board of Aldermen.
4. Successful in seeking funding for Greenhouse Gas Inventory Module and Inventory Intern.
5. Applied for and received an award for a Surface Transportation Program (STP) grant for phase II of the Brentwood Pedestrian & Transit Improvement Project.
6. Applied for and was awarded the Silver Jacket grant for Flood Mitigation Services (FPMS) grant program through U.S. Army Corps of Engineers.
7. Deer Creek Flood Mitigation Study was completed by a third party engineering firm and presented to the Board of Aldermen and 353 Redevelopment Corporation.

FINANCE:

1. Received Certificate of Achievement for Excellence in Financial Reporting for preparation of the December 31, 2011 Fiscal Year Comprehensive Annual Financial Report (CAFR).
2. Developed and completed annual capital asset inventory process.
3. Developed and presented City-wide 5-year capital improvement program.
4. Developed City's Comprehensive Fund Balance Policy approved by the Board of Aldermen.
5. Developed and issued RFP for new Audit Firm.
6. Developed and issued RFP for Investment Advisory and Consultant Services for the Police and Firefighters' Pension Board.
7. Developed and issued RFP for Internal Control and Financial Policy Review.
8. Implemented new Custodial Services Agreement for the Police and Firefighters' Pension Fund.
9. Amended purchasing code to allow auction services as a method of disposal of surplus supplies, materials and equipment.
10. Developed and implemented interdepartmental process and procedures for disposition of surplus supplies, materials and equipment.
11. Updating the city website to include information about the Police and Firefighters' Pension Plan.
12. Implementation of a training program for the Police and Firefighters' Pension Board.

HUMAN RESOURCES:

1. Managed the recruitment and onboarding process for the following key staff: *Director of Planning/Asst. City Administrator, Recreation Superintendent, IT Manager, and Public Works Project Manager.* Managed the recruitment and onboarding process for the following additional positions: *Accounting Clerk (Payroll), Firefighter/Paramedic, Maintenance Worker I/II, Sanitation Route Driver.*

2. Coordinated Acumen Interim IT Support agreements and services.
3. Assisted management team in the application of legally defensible employee relations.
4. Provided consistent employee communications through the Brentwood Buzz monthly newsletter.
5. Completed the new Employee Handbook approved by the Board of Aldermen.
6. Conducted comprehensive training sessions for all full-time employees on the newly adopted Employee Handbook
7. Developed and issued RFP for new Insurance Consulting/Brokerage Services.
8. Developed and issued RFP for Comprehensive Compensation Study.
9. Participated on the SLAIT coordinators committee and chaired Employee Wellness and Appreciation Committee in order to maintain compliance with SLAIT recommendations and maintain lower health insurance premiums for the City of Brentwood.
10. Managed unemployment documentation and disputed unemployment claims resulting in reduced unemployment costs to the City.
11. Coordinated professional development opportunities such as Customer Service, Healthy Eating, and DOT-mandated Substance Abuse Training.
12. Ensured compliance with Patient Protection and Affordable Care Act (PPACA) by initiating required employee communications.

INFORMATION TECHNOLOGY:

1. Developed comprehensive infrastructure refresh plan.
2. Completed departmental IT assessments with department heads and key staff.
3. Commenced purchasing technology items through the State of Missouri Prime Vendor contract.
4. Documented and diagramed existing systems and network infrastructure.
5. Established routine system maintenance procedures, implemented IT Change Request process and implemented end user support request tracking.
6. Implemented remote support utility to deliver prompt end user support while effectively utilizing IT staffing.
7. Established Information Technology inventory and asset tagging process.
8. Developed technology project plan and implementation schedule.
9. Created Information Technology policies and procedures.
10. Created centralized network print server solution.
11. Identified cost-saving solution for City's anti-spam/anti-virus applications.
12. **Replaced server room power and cooling systems with industry standard solution.
13. Joined MOGITM, an area IT Managers group designed to facilitate information sharing among local municipalities.
14. ** Identified an opportunity to consolidate Courts and Police REJIS access providing a cost-savings to the City.
15. Implemented a new patient billing transmission method to eliminate non-compliant use of the current email server.

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

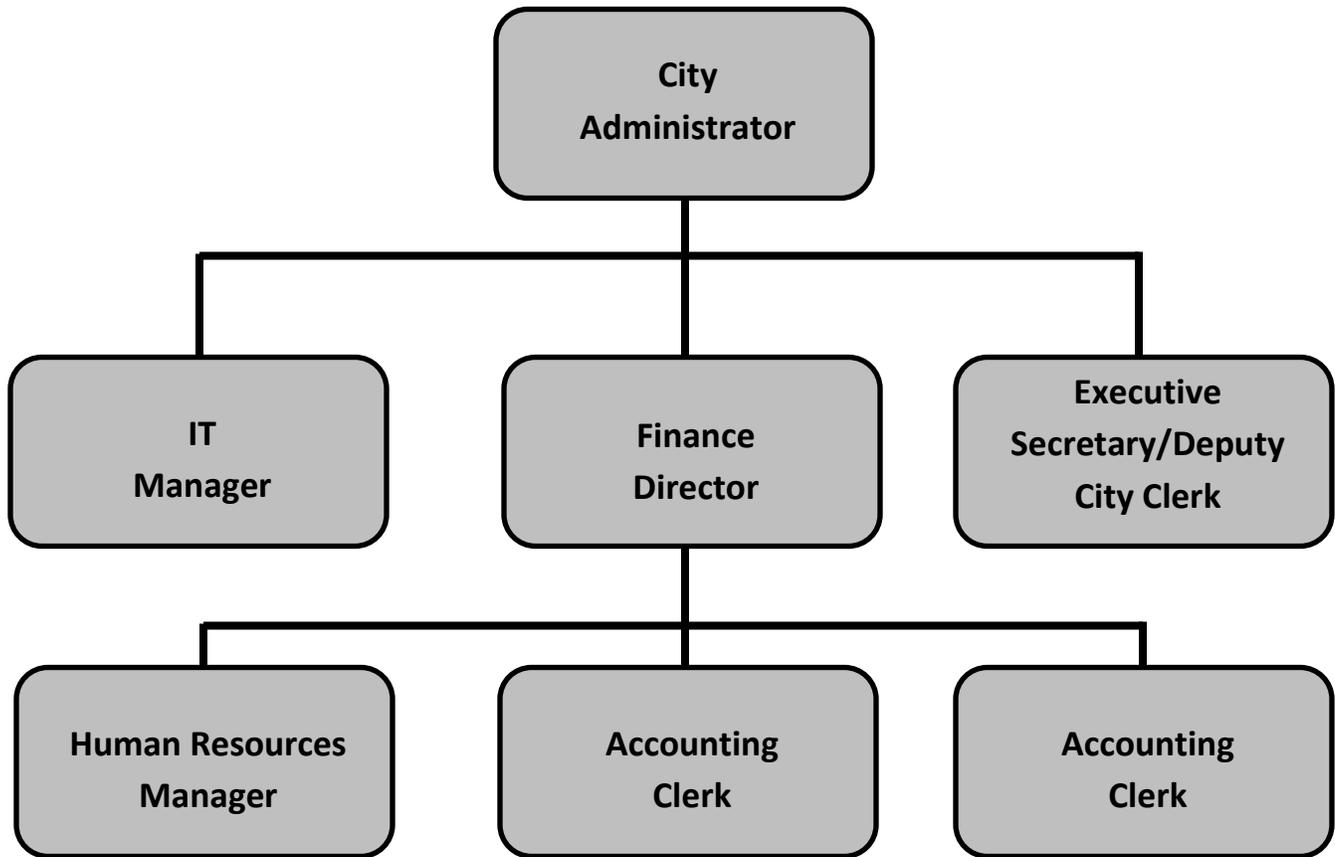
ADMINISTRATION DEPARTMENT

BUDGETED POSITIONS

Position	2013	2014
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 2014

PERSONNEL SERVICES:

Salaries & Wages Full-time 6000: This line item provides funds for seven (7) full-time employees in this department (\$516,324).

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 (\$3,152).

Salaries and Wages Part-time 6010: This line item provides funds for part time staffing to assist with special projects throughout the year (\$24,951).

Longevity Expense 6025: This line item provides funds for longevity pay to employees for specified years of service (\$750).

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) (\$159,150).

MATERIAL AND SUPPLIES:

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

CONTRACTUAL SERVICES:

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

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

Travel/Meetings 6185: This line item provides funds to cover hotels, meals, airline expense for employees to attend annual Missouri Municipal League conferences (MML) (\$1,500), Missouri City/County Management Association winter and spring conferences (MCMA) (\$500), Missouri City Clerk/Finance Officers Association (MCCFOA) seminars and conferences and monthly meetings (\$237), Missouri Government Finance Officers Association (GFOA-MO) seminars, conferences and monthly meetings (\$192), Saint Louis City/County Management Association (SLACMA) monthly meetings (\$144), Saint Louis Area Human Resources Consortium monthly meetings (\$120), International Institute of Municipal Clerks (IIMC) conferences (\$1,000), International City/County Management Conference (\$635) and Missouri Local Government Employees Retirement System (LAGERS) Annual Conference (\$100) - (\$4,428).

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

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

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

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) (\$149), International Institute of Municipal Clerks (IIMC) (\$249), Master card Annual Dues (\$150), and Sam’s Charge card Annual Dues (\$130) - (\$2,410).

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

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

ADMINISTRATION DEPARTMENT

Account Number	Account Descriptions	Actual 2010	Actual 2011	Actual 2012	Budgeted 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016
Personnel Services									
6000	SALARIES FULL TIME	733,009	670,549	555,760	534,527	534,527	516,324	531,814	547,768
6005	FULL TIME OVERTIME	1,898	2,844	3,318	3,090	3,090	3,152	3,247	3,344
6010	SALARIES PART TIME	18,061	16,229	9,191	5,150	5,150	24,951	25,700	26,471
6025	LONGEVITY EXPENSE	6,833	4,601	2,551	1,725	1,725	750	833	925
6050	ATTENDANCE INCENTIVE	-	-	1,550	3,200	1,200	-	-	-
6065	EMPLOYEE BENEFITS	-	-	108,394	158,557	158,557	159,150	167,108	175,463
Subtotal:		759,801	694,223	680,764	706,249	704,249	704,327	728,702	753,971
Materials & Supplies									
6420	SUPPLIES & MATERIALS	2,882	-	8,035	10,000	7,661	10,000	10,000	10,000
Subtotal:		2,882	-	8,035	10,000	7,661	10,000	10,000	10,000
Contractual Services									
6195	PETRO PRODUCTS	-	-	-	-	300	480	480	480
6160	ADVERTISING	-	-	585	2,000	1,700	2,000	2,000	2,000
6185	TRAVEL/MEETINGS	-	-	2,924	4,500	1,900	4,428	4,428	4,428
6070	EDUCATIONAL BENEFITS	-	-	3,000	3,375	3,000	6,475	6,475	6,475
6210	MISC CONTRACTUAL EXP	-	-	696	1,000	18,000	1,000	1,000	1,000
6240	TRAINING	-	-	2,071	2,000	1,900	5,000	5,000	5,000
6365	DUES & SUBSCRIPTIONS	-	-	2,035	3,000	1,600	2,410	2,311	2,311
6375	PRINTING	-	-	1,384	1,000	800	1,000	1,000	1,000
6440	POSTAGE	-	-	52	500	5	250	250	250
Subtotal:		-	-	12,747	17,375	29,205	23,043	22,944	22,944
TOTAL EXPENDITURES		762,683	694,223	701,546	733,624	741,115	737,370	761,646	786,915

COMMUNITY SERVICES

ACCOUNT DESCRIPTIONS – FY 2014

CONTRACTUAL SERVICES:

Community Relations 6145: This line item provides funds to for the monthly Brentwood Chamber of Commerce Luncheons, City of Brentwood Annual Holiday Open House, Annual Trash Can Paintings, Veteran Day Celebration, National Day of Prayer, Flowers, ADA Accommodations & the Monthly Coffee with the Mayor (\$7,875).

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

Miscellaneous Contractual 6210: This line item provides funds for the ADA inclusion coordinator, website hosting and video streaming (\$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 Commission and the Ways & Means Committee meetings) (\$15,000).

COMMUNITY SERVICES

Account Number	Account Descriptions	Actual 2010	Actual 2011	Actual 2012	Budgeted 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016
	<u>Expenditures</u>								
6145	COMMUNITY RELATIONS	58,026	20,770	14,029	7,875	7,875	7,875	7,875	7,875
6147	NEWSLETTER	19,077	14,393	9,230	9,500	9,767	9,500	9,500	9,500
6200	GOLF TOURNAMENT EXPENSE	30,439	24,563	-	-	-	-	-	-
6207	COMMUNITY DEVELOPMENT	8,070	5,948	-	25,000	-	-	-	-
6210	MISC CONTRACTUAL EXPENSES	-	-	35,348	13,600	13,600	13,600	13,600	13,600
6220	FESTIVAL EXPENSE	69,752	82,285	68,393	-	-	-	-	-
6222	CHANNEL 60	918	-	16,418	15,000	15,505	15,000	15,000	15,000
6412	EAGER ROAD REDEVELOPMENT	-	-	-	20,000	20,000	-	-	-
	TOTAL EXPENDITURES	186,281	147,959	143,418	90,975	66,747	45,975	45,975	45,975

MUNICIPAL OPERATING EXPENSES

ACCOUNT DESCRIPTIONS – FY 2014

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, Gas and Electric (\$340,000).

Insurance 6150: This line item includes SLAIT insurance premiums for property, liability and workers' compensation (\$380,000).

Professional Services 6151: This line item includes funds to conduct a comprehensive compensation study (\$29,650).

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 (\$33,000).

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 (\$90,000).

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

Printing 6375: This line item provides funds for non-departmental city-wide printing (includes but not limited to Safety Manual) (\$1,000).

Supplies & Materials 6420: This line item provides funds for supplies and materials for city-wide training, meetings and special events, i.e. benefits fair, Employee Wellness and Activities Committee (\$4,800).

Postage 6440: This line item provides funds for postage (\$12,000).

Safety Program 6442: This line item provides funds for the city-wide training and on-going training on new safety manual (\$500), First Aid Kits for City Buildings (\$750 – one-time installation charges) and monthly maintenance and restocking (\$720) – (\$1,970).

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

MUNICIPAL OPERATING DEPARTMENT

Account Number	ACCOUNT DESCRIPTIONS	Actual 2010	Actual 2011	Actual 2012	Budgeted 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016
	Expenditures								
6065	EMPLOYEE BENEFITS	1,428,966	1,540,223	365,727	50,000	50,000	50,000	50,000	50,000
6067	RETIREE BENEFITS	-	-	-	100,000	225,000	100,000	100,000	100,000
6115	UTILITIES	296,841	338,845	300,025	265,000	335,000	340,000	345,000	350,000
6135	TELEPHONE	130,195	96,341	-	-	-	-	-	-
6150	INSURANCE	321,878	359,247	188,646	370,000	370,000	380,000	390,000	400,000
6151	PROFESSIONAL SERVICES	-	-	-	7,500	-	29,650	-	-
6155	ENGINEERING	27,803	5,771	2,546	5,000	5,000	5,000	5,000	5,000
6160	ADVERTISING	9,310	9,772	-	-	-	-	-	-
6165	ACCOUNTING	10,935	16,410	13,035	20,000	126,400	33,000	33,000	33,000
6170	LEGAL	209,095	415,356	138,736	120,000	155,000	120,000	120,000	120,000
6185	TRAVEL/MEETINGS	17,225	12,293	34	-	-	-	-	-
6195	PETRO PRODUCTS	118,684	155,616	(1,457)	-	-	-	-	-
6210	MISC CONTRACTUAL EXPENSES	580,424	507,592	85,422	82,000	87,000	90,000	92,500	95,000
6211	MERIDIAN SETTLEMENT	-	150,000	-	-	-	-	-	-
6215	EQUIPMENT REPAIRS	-	-	-	-	7,000	-	-	-
6225	REPAIRS & MAINT - OTHER	6,763	39,817	29,326	-	-	-	-	-
6230	BUILDING REPAIRS	-	-	14,556	-	20,000	-	-	-
6235	FIRE STATION	4,749	8,677	-	-	-	-	-	-
6240	TRAINING	31,675	29,879	-	4,000	4,000	4,000	4,000	4,000
6365	DUES & SUBSCRIPTIONS	13,938	15,860	-	-	-	-	-	-
6375	PRINTING	3,527	6,863	511	1,000	1,000	1,000	1,000	1,000
6420	SUPPLIES & MATERIALS	45	102,734	3,696	4,800	4,800	4,800	4,800	4,800
6440	POSTAGE	19,594	12,900	12,192	10,000	12,000	12,000	12,000	12,000
6442	SAFETY PROGRAM	-	-	-	500	500	1,970	1,220	1,220
6445	MISCELLANEOUS EXPENSE	43,206	57,966	(1,670)	-	3	-	-	-
6460	COPIER SUPPLIES	6,310	5,027	4,998	7,000	7,000	7,000	7,000	7,000
7005	TRANSFERS OUT	-	24,094	-	-	-	-	-	-
	TOTAL EXPENDITURES	3,281,163	3,911,283	1,156,323	1,046,800	1,409,703	1,178,420	1,165,520	1,183,020

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 in cooperation with participating fire departments in the Central Core, the further development of Standard Operating Guidelines.
2. To work with the Planning and Development Department to continue our program to identify and provide appropriate Fire Department signage, inspections and preplanning of high-risk businesses and buildings within the City.
3. To continue to work with the cities of Rock Hill, Glendale and Maplewood to find additional opportunities to share vital services such as command staff, equipment and new technologies.
4. To complete the long delayed promotional process which will allow us to have a full complement of Captains and Lieutenants on each shift for the first time in two years.

Accomplishments

1. The Fire Truck Committee worked for many months to design and write specifications for a new Heavy Duty Rescue fire truck. The truck was ordered in August and should be complete in early 2014.
2. In July, after almost a year of work, a series of Standard Operating Guidelines were finalized and placed into service. These guidelines began as a cooperative effort with the Brentwood, Maplewood, Rock Hill and Glendale Fire Departments and eventually involved twelve of the thirteen fire departments in the Central Core. The success of this project has led directly to an effort to create Standardized Operating Guidelines county-wide.
3. The Shared Training Officer continued to develop a variety of innovative training classes for the four participating cities
4. Members of the FD Radio Committee attended numerous meetings and training sessions as part of the Countywide Emergency Communications Commission 800 MHz radio system. Their work led to a seamless transition to the new radios.

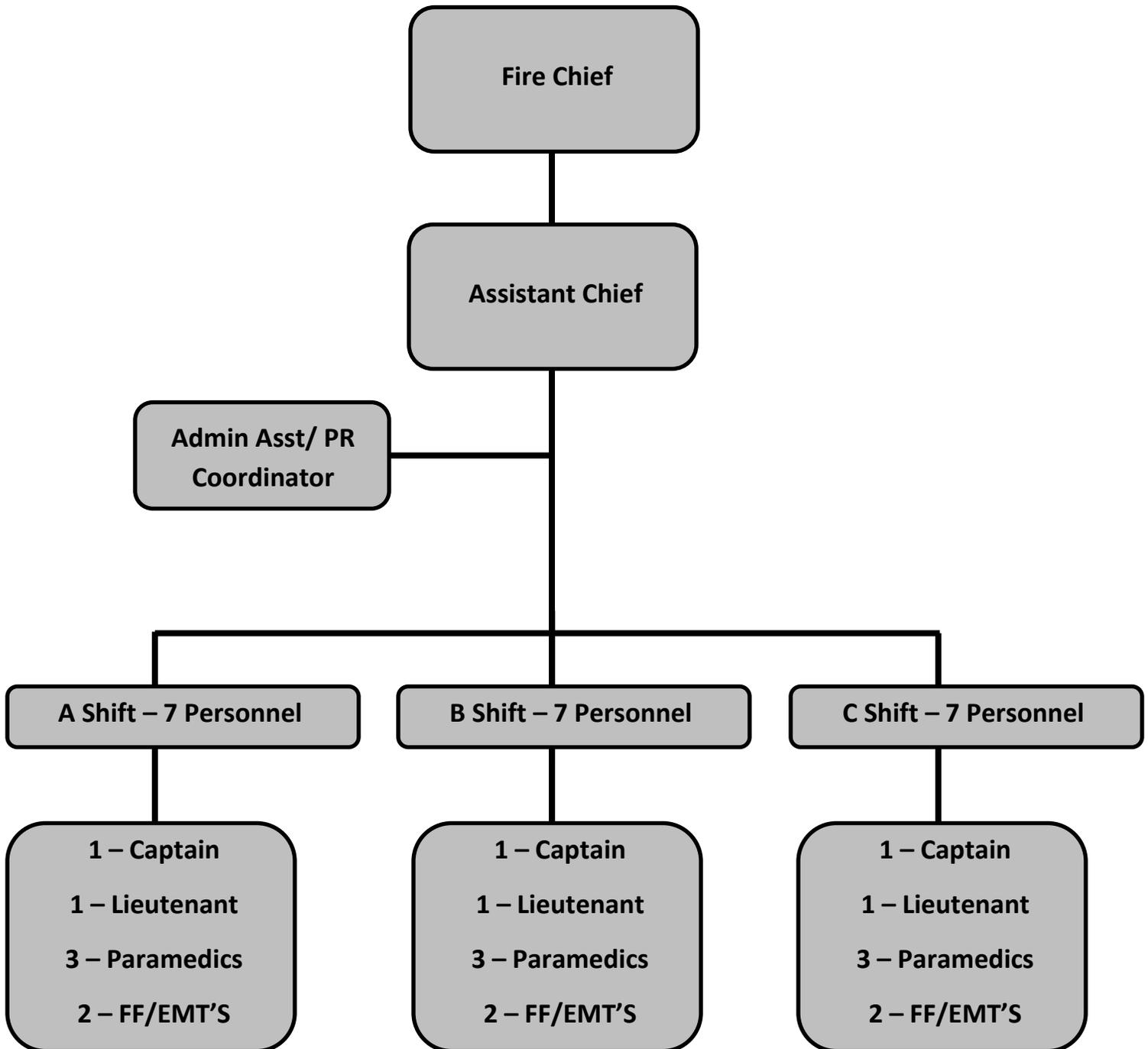
FIRE DEPARTMENT

BUDGETED POSITIONS

Position	2013	2014
Fire Chief	1	1
Assistant Fire Chief	1	1
Administrative Assistant/PR Coordinator	.50	1
Captain	3	3
Lieutenant	4	3
Paramedic/firefighter	8	9
Firefighter/EMT	6	6
TOTAL	23.50	24.00

FIRE DEPARTMENT

ORGANIZATIONAL STRUCTURE



FIRE DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2014

PERSONNEL SERVICES:

Salaries and Wages Full Time 6000: This account includes salaries for (24.00) full time employees (\$1,933,609).

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 (\$21,180).

Holiday Expense 6030: This line item provides funds for the Public Safety personnel receive compensation for working holidays (\$72,464).

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 (\$275,734).

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 (\$8,900), photo development (\$100), janitorial supplies, towels and rags (\$5,500) and community relations (\$3,500) - (35,000).

CONTRACTUAL SERVICES:

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), funding for a study of collaboration of command staffs with Maplewood, Rock Hill and Glendale (\$3,500), funds for set up and monthly fees for an electronic time card system (\$1,700) and funding for miscellaneous contractual expenses (\$1,000) – (\$27,400).

Uniform Purchase 6400: This line item includes funds to complete the replacement of helmets, firefighter gloves, Nomex firefighting hoods and firefighting boots for half of the department (\$10,075). Funding also includes unexpected repairs and replacement of damaged gear (\$5,525) - (\$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 conduct search and rescue simulations, advanced ventilation training and live fire events (\$5,275). This line item provides funds (\$4,000) for monthly EMS refresher classes provided by a variety of speakers. Funding is also included to participate in the St. Louis County Fire Academy Special Programs (\$1,725), miscellaneous seminars, books and reference materials (\$5,000). Also in this line item is the Brentwood portion of the Shared Training Officer that is shared with Glendale, Maplewood and Rock Hill (\$35,000) - (\$51,000).

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).

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

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 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

<u>Account Number</u>	<u>Account Descriptions</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Budgeted 2013</u>	<u>Estimated 2013</u>	<u>Budgeted 2014</u>	<u>Projected 2015</u>	<u>Projected 2016</u>
<u>Personnel Services</u>									
6000	SALARIES FULL TIME	1,903,984	2,035,390	1,901,755	1,892,964	1,892,964	1,933,609	1,952,945	1,992,004
6005	FULL TIME OVERTIME	84,201	99,880	99,223	90,000	90,000	90,000	90,900	92,718
6025	LONGEVITY EXPENSE	23,067	24,038	23,307	21,135	21,135	21,180	23,510	26,096
6030	HOLIDAY EXPENSE	69,982	75,805	73,526	71,870	71,870	72,464	73,189	74,653
6050	ATTENDANCE INCENTIVE	-	-	4,675	9,400	2,300	-	-	-
6065	EMPLOYEE BENEFITS	-	-	214,681	252,066	252,066	275,734	289,521	303,997
6390	CLOTHING ALLOWANCE	13,920	13,320	13,860	16,560	16,560	16,560	16,560	16,560
	Subtotal:	2,095,154	2,248,433	2,331,027	2,353,995	2,346,895	2,409,547	2,446,625	2,506,028
<u>Materials & Supplies</u>									
6420	SUPPLIES & MATERIALS	45,290	-	28,341	35,075	35,000	35,000	40,700	44,770
	Subtotal:	45,290	-	28,341	35,075	35,000	35,000	40,700	44,770
<u>Contractual Services</u>									
6250	LINEN SERVICE	4,562	5,101	3,720	4,500	4,500	-	-	-
6210	MISCELLANEOUS CONTRACTUAL	-	-	21,251	22,200	22,000	27,400	24,420	26,862
6225	REPAIRS & MAINT-OTHER	-	-	7	-	-	-	-	-
6400	UNIFORM PURCHASE	13,363	13,476	12,871	15,600	15,000	15,600	17,160	18,876
6160	ADVERTISING	-	-	410	1,000	700	1,000	1,100	1,210
6185	TRAVEL/MEETINGS	-	-	397	5,500	5,500	5,500	6,050	6,655
6070	EDUCATIONAL BENEFITS	-	-	-	2,000	-	2,000	2,000	2,000
6240	TRAINING	-	-	23,809	51,225	45,000	51,000	56,100	61,710
6375	PRINTING	-	-	2,869	1,000	2,000	1,000	1,100	1,210
6365	DUES & SUBSCRIPTIONS	-	-	1,689	2,040	2,000	2,240	2,244	2,500
6440	POSTAGE	-	-	263	400	200	400	400	400
6195	PETRO PRODUCTS	-	-	17,875	18,000	17,800	18,000	18,000	20,000
	Subtotal:	17,925	18,577	85,161	123,465	114,700	124,140	128,574	141,423
	TOTAL EXPENDITURES	2,158,368	2,267,010	2,444,529	2,512,535	2,496,595	2,568,687	2,615,899	2,692,221

This page is intentionally left blank.

Judicial Department

JUDICIAL DEPARTMENT

Mission Statement

To process all Brentwood misdemeanor charges in a timely, cost-effective manner, while maintaining a fair judicial atmosphere 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. Encourage attendance to all seminars and meetings to keep our accreditation valid.
5. Strive to process court documents in a timely manner.
6. Keep up with latest rules and regulation of the State Court Administrators Office.
7. Provide clear and accurate information to customers.

Accomplishments

1. Continued to maintain certifications in the courts professional organizations, both state and local.
2. Reviewed all files, eliminated and shredded those not necessary for state required record retention and reorganized remaining files.

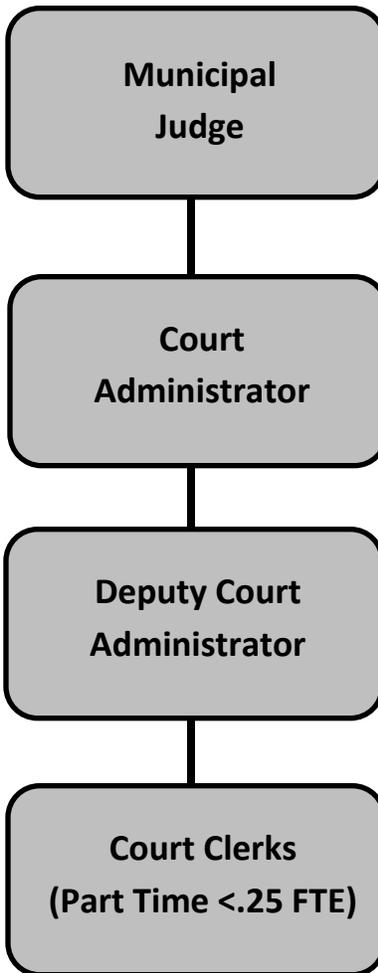
JUDICIAL DEPARTMENT

BUDGETED POSITIONS

Position	2013	2014
Court Administrator	1	1
Deputy Court Administrator	1	1
Total	2	2

JUDICIAL DEPARTMENT

ORGANIZATIONAL STRUCTURE



JUDICIAL DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2014

PERSONNEL SERVICES:

Salaries & Wages Full-time 6000: This line item provides funds for the positions in the judicial department (\$128,229).

Full Time Overtime 6005: This line item provides funds for full-time non-exempt employees utilized for court night (\$3,467).

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 (\$7,880).

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

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) (\$41,668).

MATERIALS & SUPPLIES:

Supplies 6420: This line item provides funds for miscellaneous office supplies (pens, paperclips, adding machine tape, address labels etc.) banker's boxes for end of year files, toner cartridges for three machines (\$1,000).

CONTRACTUAL SERVICES:

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

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 (\$2,700).

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

Misc. Contractual Services 6210: This line item provides funds for the following expenses: Deaf Services (\$400), Language Translators (\$650), Shred-it (\$300) - (\$1,350).

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 (\$240), and the Missouri Municipal Judges Association (\$150) - (\$550).

Printing 6375: This line item provides funds for court numbered receipts (\$70), perforated receipt paper (\$455), court memo forms (\$80), envelopes (\$80), bank checks and bank bond receipts (\$80), letterhead (\$75) - (\$840).

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 (\$650).

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

JUDICIAL DEPARTMENT

<u>Account Number</u>	<u>Account Descriptions</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Budgeted 2013</u>	<u>Estimated 2013</u>	<u>Budgeted 2014</u>	<u>Projected 2015</u>	<u>Projected 2016</u>
Personnel Services									
6000	SALARIES FULL TIME	76,001	77,606	121,790	126,248	126,248	128,229	132,076	136,038
6005	FULL TIME OVERTIME	2,143	1,915	193	3,399	3,399	3,467	3,571	3,678
6010	SALARIES PART TIME	41,768	42,352	5,423	7,726	7,726	7,880	8,116	8,359
6025	LONGEVITY EXPENSE	1,500	1,500	1,500	1,500	1,500	1,500	1,665	1,848
6050	ATTENDANCE INCENTIVE	-	-	550	800	600	-	-	-
6065	EMPLOYEE BENEFITS	-	-	25,425	40,398	40,398	41,668	43,751	45,939
Subtotal:		121,411	123,373	154,881	180,071	179,871	182,744	189,179	195,862
Material & Supplies									
6420	SUPPLIES & MATERIALS	1,114	-	1,755	1,030	800	1,000	1,050	1,100
Subtotal:		1,114	-	1,755	1,030	800	1,000	1,050	1,100
Contractual Services									
6140	REGIS COMMUNICATION	13,260	8,059	11,115	12,125	15,140	15,200	15,950	16,750
6185	TRAVEL/MEETINGS	-	-	1,804	2,163	2,100	2,700	2,825	2,950
6070	EDUCATIONAL BENEFITS	-	-	-	-	-	3,000	3,000	3,000
6210	MISC CONTRACTUAL EXPENSES	-	-	-	1,300	1,300	1,350	1,400	1,450
6365	DUES & SUBSCRIPTIONS	-	-	390	525	525	550	575	600
6375	PRINTING	-	-	-	1,200	800	840	880	900
6240	TRAINING	-	-	309	400	625	650	675	700
6440	POSTAGE	-	-	-	1,450	100	100	100	100
Subtotal:		13,260	8,059	13,618	19,163	20,590	24,390	25,405	26,450
TOTAL EXPENDITURES		135,785	131,432	170,254	200,264	201,261	208,134	215,634	223,412

This page is intentionally left blank.

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 63 ordinances and 13 resolutions thus far in 2013.
2. The City of Brentwood, through the Community Development Block Grant (CDBG) Program offers 5 (five) year forgivable home improvement loans to low- and moderate-income homeowners to make necessary improvements to their homes.
3. Achieved greater compliance with the May 2013 State Auditor's Report.
4. Adopted a Comprehensive Fund Balance Policy.
5. Defined direction to update the Recreation Center.

LEGISLATIVE DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2014

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 (\$13,850).

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 (\$1,041); Brentwood Chamber of Commerce (\$350); Route 66 Association of Missouri (\$50); St. Louis County Municipal League, STML (\$3,885); International Council of Shopping Centers, ICSC (\$50); Suburban Mayors of Saint Louis County (\$100); ICLEI (\$600), Credit Card Annual Renewal Fee (\$100), and Urban Land Institute, ULI (\$225) - (\$6,401).

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

LEGISLATIVE DEPARTMENT

Account Number	Account Descriptions	Actual 2010	Actual 2011	Actual 2012	Budgeted 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016
Personnel Services									
6020	SALARIES - ELECTED OFFICIALS	72,306	71,946	72,261	72,000	72,000	72,000	72,000	72,000
6055	SALARIES P&Z BOARD	11,100	10,200	9,050	12,000	12,000	12,000	12,000	12,000
6060	SALARIES BD OF ADJUSTMENT	2,150	1,300	1,400	3,000	3,000	3,000	3,000	3,000
6065	EMPLOYEE BENEFITS	-	-	22,003	14,330	14,330	13,850	14,266	14,694
	Subtotal:	85,556	83,446	104,714	101,330	101,330	100,850	101,266	101,694
Material & Supplies									
6420	SUPPLIES & MATERIALS	123	-	878	500	900	500	500	500
6445	MISCELLANEOUS EXP	-	-	35	-	-	-	-	-
	Subtotal:	123	-	913	500	900	500	500	500
Contractual Services									
6185	TRAVEL/MEETINGS	-	-	4,934	5,000	3,000	5,000	5,000	5,000
6210	MISC CONTRACTUAL EXPENSES	-	-	493	-	-	-	-	-
6280	ELECTION EXPENSE	9,850	2,723	1,871	2,000	-	2,000	10,000	2,000
6365	DUES & SUBSCRIPTIONS	-	-	5,306	5,000	6,401	6,401	6,401	6,401
6375	PRINTING	-	-	1,090	250	100	250	250	250
	Subtotal:	9,850	2,723	13,694	12,250	9,501	13,651	21,651	13,651
TOTAL EXPENDITURES		95,529	86,169	119,321	114,080	111,731	115,001	123,417	115,845

This page is intentionally left blank.

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 generations in a safe and secure environment.

Goals and Objectives

1. Prepare the Parks and Recreation Department for the National Accreditation process by reviewing and/or creating departmental process and procedures including:
 - a. Administrative Procedures Manual
 - b. Department Strategic Plan
 - c. Marketing Plan
 - d. Recreation Programming Plan
 - e. Maintenance and Operations Management Plan
 - f. Risk Management Plan
2. Complete Phase II of the Brentwood Parks System Master Plan:
 - a. Continue to work with the City's consultant and the Master Plan Working Committee to keep the process moving forward
 - b. Increase the attendance of the Community Meetings to get a representative sample of the entire City
 - c. Develop an implementation plan for the completion of items identified in the Master Plan
3. To develop performance measures for the Parks and Recreation Department including measures for at least:
 - a. Satisfaction with the Parks and Recreation Department
 - b. Program participation
 - c. Park cleanliness
 - d. A financial performance measure
4. Evaluate the program offerings provided by the Parks and Recreation Department:
 - a. Increase program offerings for children
 - b. Revitalize program partnership with PARC
 - c. Rebrand Senior programming
 - d. Increase programming in Parks including the Busy Bee Classroom in Memorial Park
5. Part-Time Staff Development:
 - a. Development of Part-Time staff training and supervision protocol
 - b. Part-Time Staff Customer Service Training

Accomplishments

1. Completed the resurfacing of the Maple Trail and the fabrication of new signage in four parks, made possible through the Municipal Park Grant.
2. Completed Phase I of the Brentwood Parks System Master Plan, made possible through the Municipal Park Planning Grant.
3. Created a comprehensive Capital Improvement Program and scoring system, cataloging the capital needs for every park and facility in order to properly develop capital expenditures for the next ten years.
4. Incorporated the ADA transition plan into the Capital Improvement Program.
5. Successfully facilitated Brentwood's Annual Maddenfest Celebration ensuring timely and fiscally responsible implementation of the event.
6. Renewed programming partnership with PARC. The staffs collaborated on special events for 2014 and will expand to other programming opportunities.
7. Began utilization of Nextdoor to communicate to the residents, including upcoming events and community meetings.
8. Increased membership in Friends of the Parks 205%.

PARKS AND RECREATION DEPARTMENT

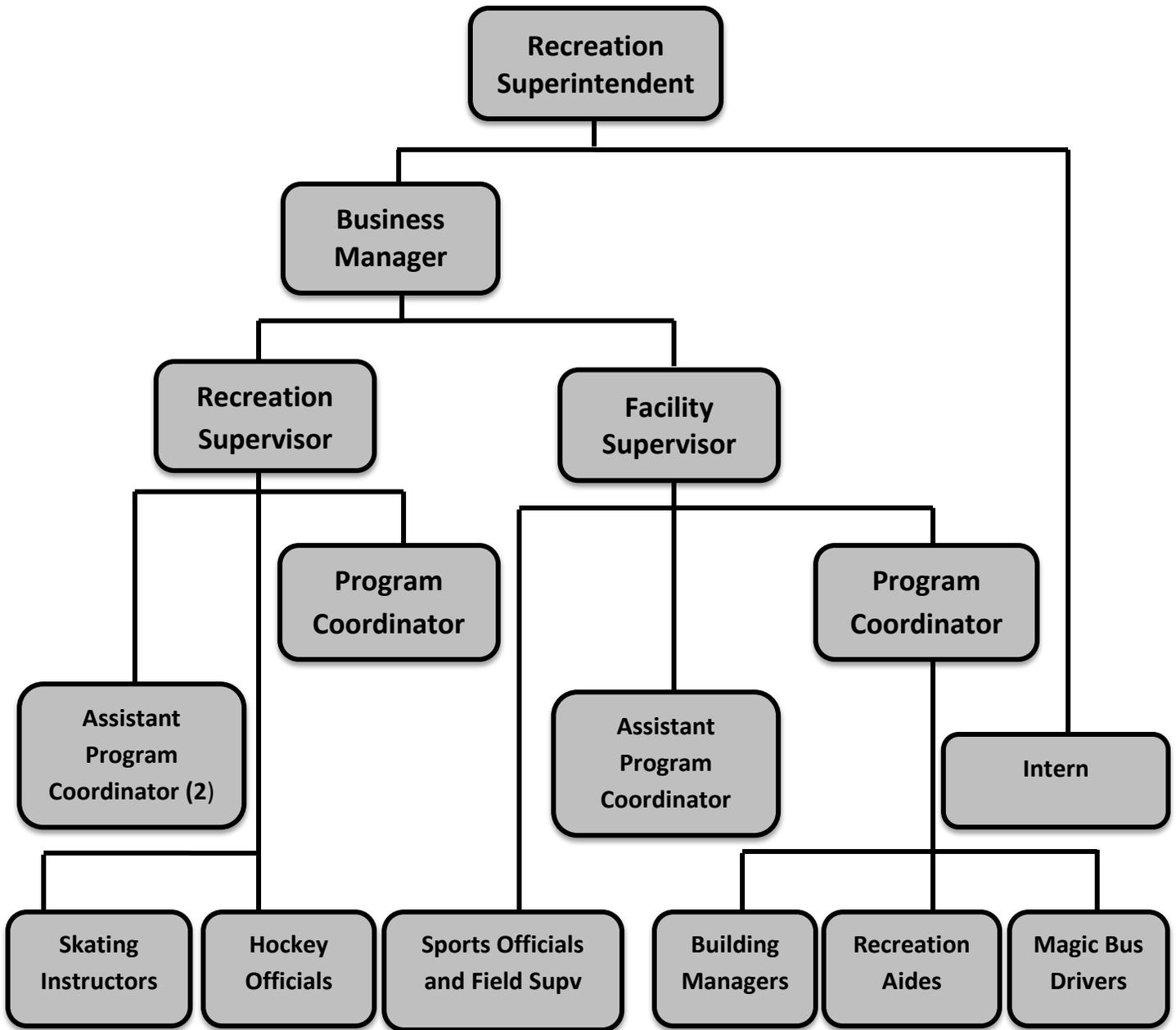
BUDGETED POSITIONS

Position	2013	2014
Recreation Superintendent	1	1
Business Manager	1	1
Recreation Supervisor	1	1
Facility Supervisor	1	1
Program Coordinator	1	2
Office Assistant	1	0
Assistant Program Coordinator	3	3
Public Relations Coordinator (shared with Fire department)	.50	0
Bus Driver *	1	0
	<hr/>	<hr/>
Total	10.5	9.0

*Bus Driver position became 3 part time positions in 2013

PARKS AND RECREATION DEPARTMENT

ORGANIZATIONAL STRUCTURE



PARKS AND RECREATION DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2014

PERSONNEL SERVICES:

Salaries & Wages Full-time 6000: This line item provides funds for the full time positions in the parks and recreation department (\$429,068).

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 (\$840).

Salaries Part-time Administration 6010: This line item provides funds for part-time employees: Recreation Aides, Magic Bus Drivers and Interns. Budget decrease due to the movement of Building Managers and Skate Guards into new account for better budget monitoring (\$59,705).

Salaries Part-time Ice Rink 6011: This line item provides funds for the part-time employees: Building Managers, Skate Guards. This new account was created to assist the department with budget monitoring (\$48,916).

Salaries Part-time Rink Program 6012: This line item provides funds for the part-time employees: Hockey Referees and Skating Instructors (\$72,691).

Salaries Part-time Sports 6013: This line item provides funds for part-time employees: Softball Umpires, Softball Field Supervisors, Volleyball Referees and Sand Volleyball Referees (\$23,500).

Salaries Part-time Special Events 6014: This line item provides funds for part-time employees (Building Managers, Recreation Aides and Skate Guards) working Special Events (\$600).

Part-time Overtime Ice Rink 6016: This line item provides funds for part-time rink employees (Building Managers and Skate Guards) working on holidays. This new account was created to assist the department with budget monitoring (\$2,101).

Part-time Overtime Rink Program 6017: This line item provides funds for part-time rink program employees (Hockey Referees and Skating Instructors) working on Holidays (\$2,101).

Longevity Expense 6025: This line item provides funds for longevity pay to employees for specified years of service (\$3,465).

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) (\$169,992).

Insurance Workers Compensation 6150: This line item provides funds to cover worker's compensation insurance for employees (\$124,081).

MATERIALS & SUPPLIES:

Supplies & Materials 6420: This line item provides funds for supplies for the Community Center. Budget decrease due to the separation of Supplies & Materials into multiple accounts for better budget monitoring (\$31,000).

Supplies & Materials Parks 6421: This line item provides funds for supplies related specifically to parks. Budget increase due to the addition of laser leveling for the fields in Brentwood Park into this account (\$40,500).

Supplies & Materials Ice Rink 6422: This line item provides funds for supplies for the Ice Arena, including the largest expense R-22 (Freon) refrigerant. This new account was created to assist the department with budget monitoring (\$55,750).

Supplies & Materials Fitness 6423: This line item provides funds for supplies for Fitness Programs. This new account was created to assist the department with budget monitoring (\$500).

Supplies & Materials General Programming 6424: This line item provides funds for supplies for General Programs. This new account was created to assist the department with budget monitoring (\$500).

Supplies & Materials Special Events 6425: This line item provides funds for supplies for Special Events. This new account was created to assist the department with budget monitoring (\$1,000).

Supplies & Materials Sports 6426: This line item provides funds for supplies for Sports Programs. This new account was created to assist the department with budget monitoring (\$1,250).

Miscellaneous Expense 6445: This line item provides funds for miscellaneous expenses within the Parks and Recreation department (\$750).

CONTRACTUAL SERVICES:

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

Utilities 6115: This line item includes the yearly bill amounts for Cable, Internet and Wi-Fi, Telephones, Water, Sewer, and Electric usage in the Recreation Complex. Budget increase due to increase in utility costs (\$200,000).

Utilities Parks 6116: This line item includes the yearly bill amounts for Water, Sewer, Electric and Natural Gas (Norm West Park) usage in the parks (\$24,000).

Recreation Program Sports 6122: This line item provides funds for contractual program expenses related to Softball, Volleyball, Sand Volleyball, Tennis Program and Sports Camps (\$10,250).

Rink Program Expense 6123: This line item provides funds for contractual program expenses related to Hockey Leagues, Tournaments and Classes, Figure Skating Lessons and the Ice Show (\$4,140).

Recreation Program General Programming 6124: This line item provides funds for contractual program expenses related to General Programs. Budget decrease due to the separation of Contractual Services into multiple accounts for better budget monitoring (\$12,450).

Recreation Program Fitness 6125: This line item provides funds for contractual program expenses related to Fitness Programs. This new account was created to assist the department with budget monitoring (\$14,900).

Recreation Program Special Events 6126: This line item provides funds for contractual program expenses related to Special Events. This new account was created to assist the department with budget monitoring (\$5,050).

Memorial Tree & Bench Program 6130: This line item provides funds for expenses related to the Memorial Tree & Bench Program (\$1,800).

Advertising 6160: This line item provides funds for departmental advertising including Promotional Products, Postings for jobs, RFP and RFQ, Rental and Ice Rink Promotional Materials and Reach Board membership fee (\$4,950).

Travel/Meetings 6185: This line item provides funds for the National Conference, State Conference and expenditures related to Recreation Superintendent holding Missouri Parks & Recreation Association State Office (\$4,650).

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).

Miscellaneous Contractual Expenses Administration 6210: This line item provides funds for contractual services for the Community Center including Security System and Fire Alarm and Safety Program, monthly Deep Cleaning, monthly Pest Control (\$1,200), Floor Mat Cleaning, Infrared Scanning of Electrical System, Fire Extinguisher/Hood Inspections, Document Destruction, Online Postage Service, Railroad lease, Johnny on the Spot-Brentwood Park-fall months. Budget decrease due to the separation of Contractual Services into multiple accounts for better budget monitoring (\$28,265).

Miscellaneous Contractual Expenses Ice Rink 6212: This line item provides funds for contractual services for the Ice Arena including HVAC Maintenance, Ice Resurfacer Blade Sharpening, Cooling Tower Chemical Maintenance and Backflow Testing. This new account was created to assist the department with budget monitoring (\$70,161).

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, State Conference, Local Seminars and specific training on the department's recreation software system (\$4,200).

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, Beverage Supplies and Hockey Tape and Pucks resale items (\$5,000).

Administration Expense 6300: This line item provides funds for office supplies (\$4,000).

Richmond Heights Cooperative 6310: This line item provides funds for a program that allows residents to purchase memberships to The Heights at Richmond Heights resident rates. Brentwood pays two-thirds of the rate difference between resident and non-resident (\$55,000).

Dues & Subscriptions 6365: This line item provides funds for membership dues to the National Recreation and Park Association, Missouri Parks and Recreation Association, Sam's Club, United States Tennis Association as well as yearly subscription to ASCAP, BMI, SESAC and Sirius. Budget increase due to movement of yearly subscriptions into this account (\$3,056).

Printing 6375: This line item provides funds for business cards, letterhead, maps, forms, signs, brochures and printing related to the Master Plan. Budget increase due to printing related to Master Plan process (\$6,500).

Uniform Purchase 6400: This line item provides funds for staff shirts and outerwear for administration staff (\$1,020).

Postage 6440: This line item includes funds for postage. Budget increase due to postage related to Master Plan process (\$6,900).

Copier Supplies 6460: This line item provides funds for the lease of the copiers in the community center and ice arena as well as toner and other supplies (\$5,600).

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

CAPITAL:

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

Park Capital Expense 6485: This line item provides funds for the recreation center renovation project (\$3,451,489), seal & stripe of all lots (ADA) (\$40,500), a new playground in Oak Tree Park (ADA) (\$120,000), a new playground in Brentwood Park (ADA) (\$250,000) and funding for the Parks System Master Plan (\$35,000). This line item also provides funds to replace a 2001 Ford Pickup for Parks (\$21,840) and a 2000 Ford Windstar for Recreation (\$24,668) – (\$3,943,497).

Interest and Fiscal Charges 6556: This line item provides funds for debt issuance costs and the first interest payment on the debt related to the recreation center renovation project (\$169,582).

PARKS & RECREATION DEPARTMENT

<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Budgeted 2013</u>	<u>Estimated 2013</u>	<u>Budgeted 2014</u>	<u>Projected 2015</u>	<u>Projected 2016</u>
Revenues									
4002	AD VALOREM TAXES	78,868	72,520	55,992	-	-	-	-	-
4025	SALES TAX	2,059,891	2,042,605	2,206,804	2,225,181	2,225,181	2,481,936	2,876,394	2,962,686
4200	MEMORIAL TREE & BENCH PROGRAM	-	-	-	5,750	900	3,500	5,000	7,500
4210	MSD-EXEC WALK FUNDING	-	-	-	480,000	480,000	-	-	-
4525	INTEREST INCOME	306	545	4,200	3,000	5,000	5,000	5,000	5,000
4545	FESTIVAL REVENUE	-	-	-	8,000	10,550	33,500	35,175	36,934
4570	SPONSORSHIPS/DONATIONS	-	-	-	-	4,050	7,000	8,000	10,000
4585	SLAIT PREMIUM RETURN	-	-	15,688	5,000	5,000	5,000	5,000	5,000
4599	DEBT PROCEEDS	-	-	-	-	-	3,621,071	-	-
4950	INTERGOVERNMENTAL RECEIPT	51,471	-	13,500	48,000	147,195	-	-	-
	TOTAL REVENUE	2,190,536	2,115,670	2,296,184	2,774,931	2,877,876	6,157,007	2,934,569	3,027,120
Expenditures									
Personnel Services									
6000	SALARIES FULL TIME	821,236	847,132	377,679	462,483	462,483	429,068	441,940	455,198
6005	FULL TIME OVERTIME	18,917	16,236	270	824	824	840	865	891
6010	SALARIES PART TIME-ADMIN	253,258	241,029	67,126	56,156	35,308	59,705	61,496	63,341
6011	SALARIES PART TIME-RINK	-	-	-	-	42,312	48,916	50,383	51,894
6012	SALARIES PART TIME-RINK PROG	-	-	75,679	105,779	71,266	72,691	74,872	77,118
6013	SALARIES PART TIME-SPORTS	-	-	24,236	32,085	22,575	23,500	24,205	24,931
6014	SALARIES PART TME-SPEC EVENTS	-	-	619	458	525	600	618	637
6015	PART-TIME OVERTIME-ADMIN	5,809	3,757	2,483	2,060	2,060	-	-	-
6016	PART-TIME OVERTIME-RINK	-	-	-	-	-	2,101	2,164	2,229
6017	PART-TIME OVERTIME-RINK PROG	-	-	963	2,060	2,060	2,101	2,164	2,229
6018	PART-TIME OVERTIME-SPORTS	-	-	-	-	-	-	-	-
6019	PART-TIME OVERTIME-SPEC EVENTS	-	-	-	-	-	-	-	-
6020	SALARIES PART TME-FITNESS	-	-	-	-	-	-	-	-
6021	SALARIES PART TME-GENL PROG	-	-	-	-	-	-	-	-
6022	PART-TIME OVERTIME-FITNESS	-	-	-	-	-	-	-	-
6023	PART-TIME OVERTIME-GENL PROG	-	-	-	-	-	-	-	-
6025	LONGEVITY EXPENSE	9,087	9,713	3,294	3,705	3,705	3,465	3,846	4,269
6050	ATTENDANCE INCENTIVE	-	-	1,825	4,200	500	-	-	-
6065	EMPLOYEE BENEFITS	-	-	120,200	178,530	178,530	169,992	178,492	187,417
6150	INSURANCE	80,284	93,036	46,403	118,172	118,172	124,081	130,285	136,799
	Subtotal:	1,188,592	1,210,903	720,777	966,512	940,320	937,060	971,330	1,006,953

ACCOUNT NUMBER	ACCOUNT DESCRIPTIONS	Actual 2010	Actual 2011	Actual 2012	Budgeted 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016
Materials & Supplies									
6420	SUPPLIES & MATERIALS	75,647	94,777	48,462	90,000	30,250	31,000	31,500	32,250
6421	SUPPLIES & MATERIALS-PARK	-	-	20,072	25,000	22,500	40,500	23,500	41,500
6422	SUPPLIES & MATERIALS-ICE RINK	-	-	-	-	39,298	55,750	56,250	56,750
6423	SUPPLIES & MATERIALS-FITNESS	-	-	-	-	-	500	500	500
6424	SUPPLIES & MATERIALS-GENL PROG	-	-	-	-	-	500	500	500
6425	SUPPLIES & MATERIALS-SPEC EVENT:	-	-	-	-	-	1,000	1,000	1,000
6426	SUPPLIES & MATERIALS-SPORTS	-	-	-	-	-	1,250	2,100	2,200
6445	MISCELLANEOUS EXPENSE	25	-	354	1,000	600	750	750	750
Subtotal:		75,672	94,777	68,888	116,000	92,648	131,250	116,100	135,450
Contractual Services									
6070	EDUCATIONAL BENEFITS	-	-	-	1,000	-	750	1,000	1,000
6115	UTILITIES	-	-	174,086	175,000	192,500	200,000	214,000	228,980
6116	UTILITIES PARK	-	-	21,211	22,000	22,000	24,000	25,680	27,478
6122	RECREATION PROGRAM-SPORTS	35,192	37,831	20,158	27,000	9,725	10,250	10,500	11,000
6123	RINK PROGRAM	-	-	6,915	6,500	4,000	4,140	4,270	4,400
6124	RECREATION PROGRAM-GENL PROG	-	-	13,745	18,500	4,000	12,450	13,098	13,765
6125	RECREATION PROGRAM-FITNESS	-	-	-	-	11,617	14,900	15,670	16,478
6126	RECREATION PROGRAM-SPEC EVENT	-	-	-	-	4,922	5,050	5,383	5,682
6130	MEMORIAL TREE & BENCH PROG	-	-	-	5,750	900	1,800	2,800	5,000
6160	ADVERTISING	150	750	2,361	4,000	4,000	4,950	4,950	5,200
6185	TRAVEL/MEETINGS	-	-	1,975	3,950	3,950	4,650	4,650	4,650
6195	PETRO PRODUCTS	-	-	7,749	8,000	7,750	8,000	8,000	8,250
6210	MISC CONTRACTUAL EXP-ADMIN	86,986	3,788	69,788	152,226	62,124	28,265	30,000	30,000
6212	MISC CONTRACTUAL EXP-ICE RINK	-	-	-	-	70,721	70,161	73,313	76,496
6220	FESTIVAL EXPENSE	-	-	-	65,000	65,000	65,000	65,000	65,000
6240	TRAINING	-	-	2,017	1,850	1,850	4,200	3,700	3,700
6270	REFUNDS	4,095	4,340	100	-	-	-	-	-
6280	BIRTHDAY PARTY EXPENSE	-	-	1,112	1,500	1,200	1,500	1,500	1,500
6285	CONCESSIONS	10,476	8,442	8,964	5,900	5,651	5,000	5,100	5,250
6295	LEAGUE EXPENSE	10,093	8,979	-	-	-	-	-	-
6300	ADMINISTRATION EXP	2,717	2,529	3,226	3,500	3,500	4,000	4,000	4,000
6310	RICHMOND HEIGHTS COOP	59,989	55,379	54,280	60,000	52,823	55,000	55,000	55,000
6365	DUES & SUBSCRIPTIONS	-	-	797	1,035	814	3,056	3,056	3,250
6375	PRINTING	-	-	2,896	4,000	4,120	6,500	5,500	5,750
6395	UNIFORM RENTAL	4,386	2,715	-	-	-	-	-	-
6400	UNIFORM PURCHASE	1,744	2,186	2,111	1,500	1,350	1,020	1,020	1,200
6440	POSTAGE	-	-	3,184	3,000	3,763	6,900	5,900	6,250
6460	COPIER SUPPLIES	-	-	5,626	8,000	6,460	5,600	5,600	5,700
6470	FORESTRY	1,791	1,177	800	3,000	1,500	3,000	3,000	3,000
Subtotal:		217,620	128,116	403,101	582,211	546,240	550,142	571,690	597,979

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Budgeted 2013</u>	<u>Estimated 2013</u>	<u>Budgeted 2014</u>	<u>Projected 2015</u>	<u>Projected 2016</u>
	Capital								
6480	STORM WATER EXPENSE	36,358	8,500	11,531	75,000	75,000	75,000	75,000	75,000
6481	EXECUTIVE WALK APT PROJECT	-	-	16,150	480,000	480,000	-	-	-
6485	PARK CAPITAL EXPENSE	147,652	40,296	25,490	358,650	449,490	3,943,497	362,372	570,052
6550	PARK DEBT SERVICE 1993	70,000	75,000	165,000	-	-	-	-	-
6555	DEBT SERVICE PRINCIPAL	-	-	-	-	-	-	350,000	355,000
6556	INTEREST AND FISCAL CHARGES	14,495	10,788	4,473	-	-	169,582	99,564	92,514
7005	TRANSFERS OUT	-	4,192	-	-	-	-	-	-
	Subtotal:	268,505	138,776	222,644	913,650	1,004,490	4,188,079	886,936	1,092,566
	TOTAL EXPENDITURES	1,750,389	1,572,572	1,415,410	2,578,373	2,583,698	5,806,531	2,546,056	2,832,948

This page is intentionally left blank.

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 the 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. Prepared Chicken ordinance regulations and new permit application for chicken coops.
2. Created an escrow tracking system for all funds related to construction escrow and memorandums of understanding.
3. Facilitated and finalized Planning and Zoning Commission review of Title IV for the recodification.
4. Updated Planning and Development Department information on the city website to improve customer service.
5. Prepared and submitted MSD MS4 annual report for Year 10.
6. Facilitated CDBG FY 14 grant request and submitted grant application to St. Louis County.
7. Issued a Request for Qualification (RFQ) for on-call engineers to perform professional services to assist City staff with Traffic Engineering and other engineering services, in the following areas:
 - a. Land Surveying;
 - b. Traffic Signals, Parking and Intersection Studies, Roadway and Pedestrian Lighting
 - c. Traffic Engineering, and Transportation Planning and Construction Inspection;
 - d. Roadway/Alley Rehabilitation and Reconstruction, including Sidewalks and ADA Compliance;
 - e. Storm Water Management and Low Impact Development;
 - f. Streetscape and Lighting and Landscape Architecture;
 - g. Public Facilities; and
 - h. Floodplain Administration.
8. Completed the 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.
9. Managed the completion of the PE (design) and selection of the ROW acquisition contractor and agreement for the Litzsinger Road project.
10. Created a Code Enforcement tracking database for easy reference and record keeping
11. Cross referenced the Ameren report for new electrical connections with issued residential occupancy permits to make sure all new residents were having inspections and applying for their permit.
12. Completed a revision of departmental procedures and composed a new Planning & Development procedures manual.
13. Designed informational handouts for the new resident packets regarding information on hazardous household waste recycling and lead based paint
14. Inspected and advised on the construction of 10 new single family residences.

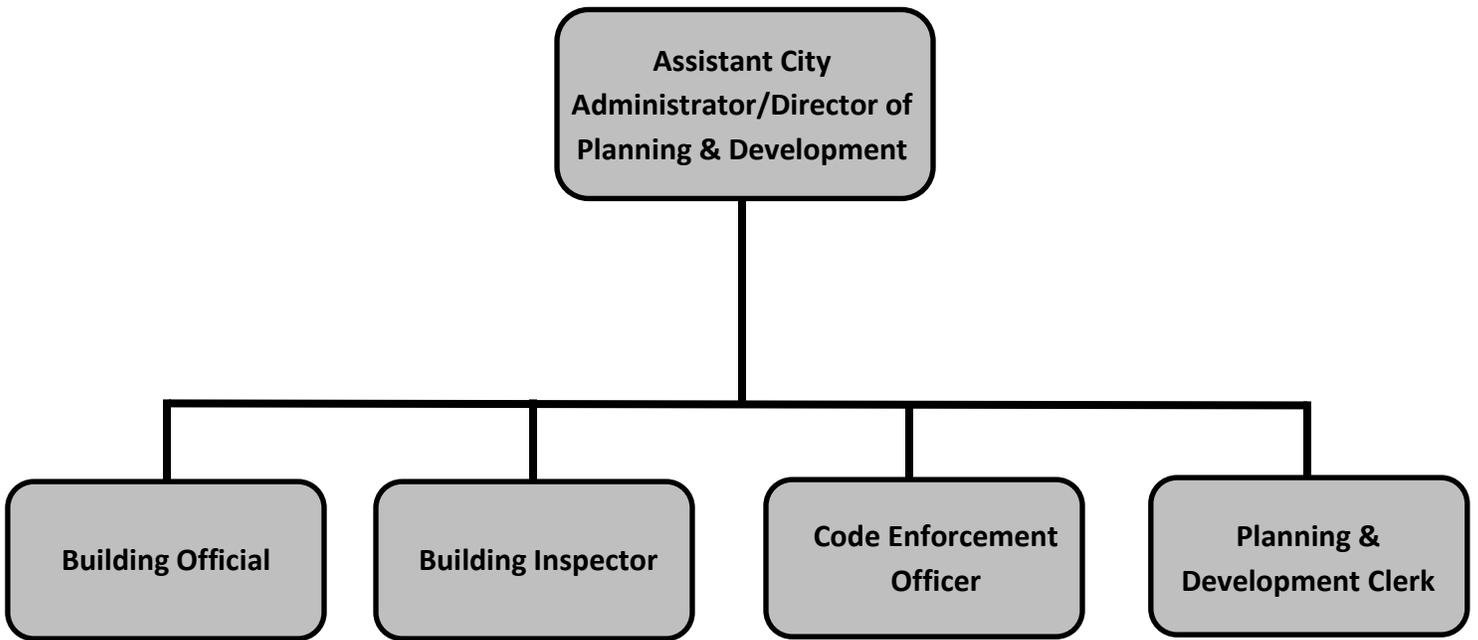
PLANNING AND DEVELOPMENT DEPARTMENT

BUDGETED POSITIONS

Position	2013	2014
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 2014

PERSONNEL SERVICES:

Salaries Full Time 6000: This line item provides funds for five (5) full-time planning & development staff, for administration of the city's planning, community development, building, code enforcement and floodplain management programs (\$298,903).

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 (\$3,152).

Salaries and Wages Part-time 6010: This line item includes a part-time intern (graduate student in urban planning) position budgeted for 28 hours/4 days a week, for 10 weeks (\$3,530). 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 longevity pay to employees for specified years of service (\$1,830).

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) (\$99,695).

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).

CONTRACTUAL SERVICES:

Subscriptions & Memberships 6370: This line item provides funds for employees to have access to additional information and education for job revitalization and keeping up with current trends and practices. These opportunities include American Planning Association (APA), American Institute of Certified Planners (AICP), Missouri City Management Association (MCMA), Saint Louis Area City Management Association (SLACMA) memberships for Director (\$650), Certified Floodplain Manager (CFM), Missouri Association of Building Officials and Inspectors (MABOI), Missouri Association of Code Enforcement (MACE), Missouri Association of Code Administrators (MACA) memberships for building official/inspectors/planning & development clerk (\$160), National Fire Protection Association (NFPA) subscription for Dept. (\$1,020) and International Code Council (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).

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

Travel/Meetings 6185: This line item provides funds for department staff attendance at the Missouri Floodplain Managers Conference and State Emergency Management Association (SEMA) Floodplain meetings (\$550) and attendance at professional meetings such as APA, SLACMA, Urban Land Institute (ULI) and American Public Works Association (APWA) (\$1,080) - (\$1,630).

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). This line item also includes funding for the update to the Comprehensive Plan (89,000) - (\$99,200).

Training 6240: This line item provides funds for the necessary training for department staff (\$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), information brochures for the P&D counter (\$300), and printing of business cards for department staff (\$390) - (\$2,490)

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

Engineering 6155: This line item provides funds for 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 2010	Actual 2011	Actual 2012	Budgeted 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016
Personnel Services									
6000	SALARIES FULL TIME	163,776	132,155	303,883	301,065	301,065	298,903	307,870	317,106
6005	FULL TIME OVERTIME	2,598	765	942	3,090	3,090	3,152	3,247	3,344
6010	SALARIES PART TIME	85,520	40,731	2,980	3,461	3,461	3,530	3,636	3,745
6015	SALARIES PART TIME OVERTIME	428	-	-	-	-	-	-	-
6025	LONGEVITY EXPENSE	2,378	1,382	2,840	2,040	2,040	1,830	2,031	2,254
6050	ATTENDANCE INCENTIVE	-	-	500	2,000	250	-	-	-
6065	EMPLOYEE BENEFITS	-	-	59,533	95,601	95,601	99,695	104,680	109,914
	Subtotal:	254,701	175,033	370,678	407,257	405,507	407,110	421,464	436,363
Materials & Supplies									
6420	SUPPLIES & MATERIALS	1,585	-	1,418	1,100	1,418	1,100	1,100	1,100
6445	MISCELLANEOUS EXPENSE	-	-	110	200	-	200	200	200
	Subtotal:	1,585	-	1,528	1,300	1,418	1,300	1,300	1,300
Contractual Services									
6370	SUBSCRIPTIONS & MEMBERSHIPS	-	-	1,330	2,190	200	2,190	2,190	2,190
6400	UNIFORM PURCHASE	20	992	518	1,000	511	1,000	1,000	1,000
6160	ADVERTISING	-	-	1,311	1,300	2,000	1,300	1,300	1,300
6185	TRAVEL/MEETINGS	-	-	1,709	850	200	1,630	1,630	1,630
6070	EDUCATIONAL BENEFITS	140	-	3,000	3,000	3,000	3,000	3,000	3,000
6210	MISC CONTRACTUAL EXP	-	-	1,012	10,200	18,200	99,200	11,200	11,200
6240	TRAINING	-	-	965	2,420	250	2,420	2,420	2,420
6375	PRINTING	-	-	1,684	3,490	1,500	2,490	2,100	2,100
6440	POSTAGE	-	-	44	100	50	100	100	100
6155	ENGINEERING	-	-	20,950	3,500	3,500	3,500	3,500	3,500
6170	LEGAL	-	-	6,484	6,700	9,700	6,700	6,700	6,700
6195	PETRO PRODUCTS	-	-	2,174	4,264	2,065	4,264	4,264	4,264
	Subtotal:	160	992	41,181	39,014	41,176	127,794	39,404	39,404
	TOTAL EXPENDITURES	256,446	176,025	413,387	447,571	448,101	536,204	462,168	477,067

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 \$8,000 for traffic enforcement.
2. 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.
3. Received \$12,900 in asset forfeiture funds and purchased a new police vehicle and license plate recognition system. These purchases were from previously accumulated forfeiture funds.
4. Continued training of all police personnel with ballistic shields for emergency deployment.
5. Continued D.A.R.E. program for public and private school students in Brentwood.
6. Continued public information social media websites- Nextdoor.com, Facebook, Blog, Twitter, to better inform the public concerning crime.
7. Physical fitness assessment program for all police officers.
8. Hosted a National Night Out event for the community.
9. Establish police chaplain position for police department employees and citizens in crisis situations.

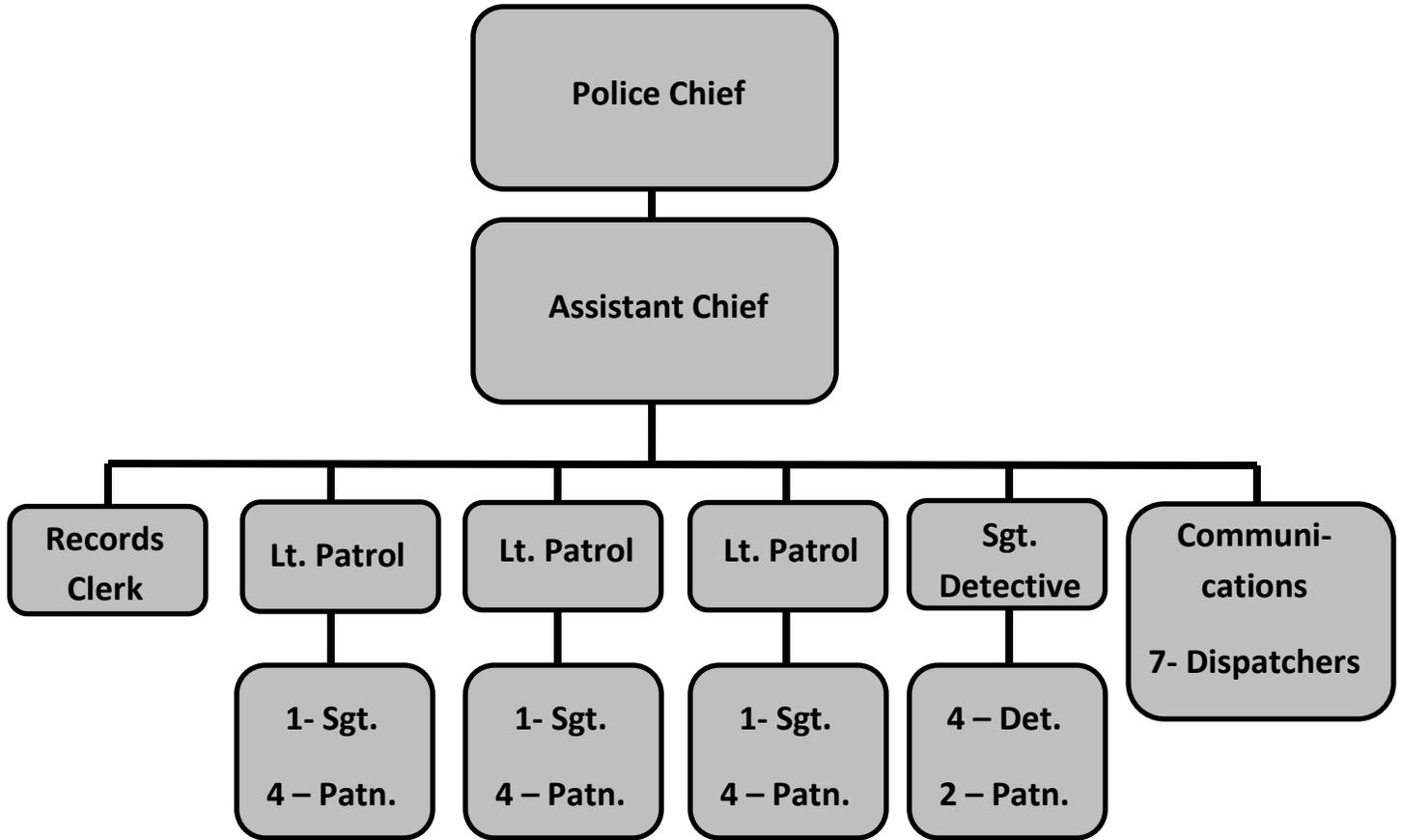
POLICE DEPARTMENT

BUDGETED POSITIONS

Position	2013	2014
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 2014

PERSONNEL SERVICES:

Salaries and Wages Full Time 6000: This account includes salaries for (35) full time employees (\$2,621,588).

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 (\$104,040).

Salaries Part Time 6010: This line item provides funds for crossing guards and manpower shortages in the dispatch unit due to vacation, compensatory time off, illness, training and FMLA absences (\$29,000).

Longevity Expense 6025: This line item provides funds for longevity pay to employees for specified years of service (\$31,230).

Holiday Expense 6030: This line item provides funds for the Public Safety personnel who receive compensation for working holidays (\$99,027).

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

Employee Benefits 6065: The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, LAGERS and Police and Firefighters pension (\$469,020).

Police Reserves 6130: This line item provides funds for the police reserve clothing and equipment account (\$530).

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 (\$5,000).

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

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) - (\$6,000).

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 2010	Actual 2011	Actual 2012	Budgeted 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016
Personnel Services									
6000	SALARIES FULL TIME	2,516,900	2,431,388	2,515,503	2,571,583	2,571,583	2,621,588	2,700,236	2,781,243
6005	FULL TIME OVERTIME	93,487	52,314	88,703	102,000	102,000	104,040	107,161	110,376
6010	SALARIES PART TIME	25,709	26,423	22,008	20,000	29,000	29,000	29,870	30,766
6015	PART-TIME OVERTIME	-	655	-	-	-	-	-	-
6025	LONGEVITY EXPENSE	26,698	26,049	27,272	29,325	29,325	31,230	34,665	38,478
6030	HOLIDAY EXPENSE	90,287	91,283	93,472	97,145	97,145	99,027	101,998	105,058
6040	SHIFT OFFICER PAY	2,324	2,909	3,374	3,090	6,000	6,180	6,365	6,556
6050	ATTENDANCE INCENTIVE	-	-	4,650	14,000	1,850	-	-	-
6065	EMPLOYEE BENEFITS	-	-	351,660	438,424	438,424	469,020	492,471	517,095
6130	POLICE RESERVES	-	-	-	515	515	530	546	562
6390	CLOTHING ALLOWANCE	23,400	24,152	23,675	23,640	23,640	23,640	23,640	23,640
Subtotal:		2,778,804	2,655,173	3,130,317	3,299,722	3,299,482	3,384,255	3,496,952	3,613,774
Materials & Supplies									
6420	SUPPLIES & MATERIALS	11,603	-	20,841	25,000	25,000	25,000	27,500	28,000
6445	MISCELLANEOUS EXPENSE	-	-	664	4,000	4,000	4,000	5,000	5,000
Subtotal:		11,603	-	21,505	29,000	29,000	29,000	32,500	33,000
Contractual Services									
6475	JAIL	25,095	20,172	20,185	22,000	22,000	22,000	23,000	24,000
6140	REGIS COMMUNICATION	58,641	57,962	63,767	62,000	62,000	62,000	63,500	64,500
6145	COMMUNITY RELATIONS	-	-	3,174	2,000	2,000	2,000	2,000	2,000
6210	MISC CONTRACTUAL EXP	-	-	94,851	100,000	100,000	100,000	105,000	110,000
6212	POLICE GRANT - PRIVATE	-	-	5,362	5,500	5,500	5,000	5,000	5,000
6400	UNIFORM PURCHASE	-	15	217	-	-	-	-	-
6160	ADVERTISING	-	-	-	1,000	1,000	1,000	1,000	1,000
6185	TRAVEL/MEETINGS	-	-	521	1,500	1,500	1,500	1,700	1,850
6070	EDUCATIONAL BENEFITS	-	-	-	2,000	2,000	2,000	2,000	2,000
6240	TRAINING	-	-	5,165	5,500	5,500	6,000	6,500	7,000
6365	DUES & SUBSCRIPTIONS	-	-	1,085	1,300	1,300	1,300	1,300	1,300
6375	PRINTING	-	-	968	800	800	800	800	800
6440	POSTAGE	-	-	124	300	300	300	300	300
6195	PETRO PRODUCTS	-	-	74,550	72,000	72,000	72,000	74,000	76,000
Subtotal:		83,736	78,149	269,969	275,900	275,900	275,900	286,100	295,750
TOTAL EXPENDITURES		2,874,143	2,733,322	3,421,791	3,604,622	3,604,382	3,689,155	3,815,552	3,942,524

POLICE SEIZURE FUNDS

ACCOUNT DESCRIPTIONS – FY 2014

CONTRACTUAL SERVICES:

Training 6240: This line item provides funds for the Commission on Accreditation for Law Enforcement Agencies (CALEA) training fees (\$5,000).

POLICE SEIZURE FUNDS

Account Number	Account Descriptions	Actual 2010	Actual 2011	Actual 2012	Budgeted 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016
BEGINNING BALANCE (RESTRICTED)									
		-	34,808	44,982	52,277	52,277	11,777	16,777	16,777
Revenues									
4116	SEIZED PROPERTY	34,808	34,828	38,101	10,000	10,000	10,000	10,000	10,000
	TOTAL REVENUE	34,808	34,828	38,101	10,000	10,000	10,000	10,000	10,000
Expenditures									
Materials & Supplies									
6420	SUPPLIES & MATERIALS	-	-	2,341	-	-	-	-	-
6485	CAPITAL EXPENSE	-	-	28,465	47,500	47,500	-	10,000	10,000
	Subtotal:	-	-	30,806	47,500	47,500	-	10,000	10,000
Contractual Services									
6185	TRAVEL/MEETINGS	-	-	-	-	-	-	-	-
6240	TRAINING	-	-	-	-	3,000	5,000	-	-
	Subtotal:	-	-	-	-	3,000	5,000	-	-
	TOTAL EXPENDITURES	-	-	30,806	47,500	50,500	5,000	10,000	10,000
	ENDING BALANCE (RESTRICTED)	34,808	44,982	52,277	14,777	11,777	16,777	16,777	16,777

This page is intentionally left blank.

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. Utilize 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 through TRIM Grant.
 - a. Prioritize removals.
 - b. Develop a yearly trimming and pruning plan.
 - c. 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.
 - e. Provide larger recycling containers.
4. Continue safe and quality sewer lateral program.
 - a. Continue cleaning service through quality companies.
 - b. Observe and educate technological advances.
 - c. Maintain safe work environment through training.
 - d. Develop sewer repair dig spread sheet.
5. Cost savings through in-house mechanic services.
 - a. Continue seminar training for mechanics.
 - b. Maintain yearly computer upgrades for newer vehicles.
 - c. Upgrade tools as advancements in equipment evolve.
 - d. Continue cost saving competition with multiple parts vendors.

Accomplishments

1. Successfully completed planned concrete replacement on Rosalie Avenue.
2. Successfully completed planned concrete curb replacement in Brentwood Forest.
3. Successfully completed planned concrete replacement on Hanley Industrial Court.
4. Successfully completed several miscellaneous street and sidewalk repairs city-wide.
5. Successfully completed planned mill and overlay of Lawndell Dr., Brentwood Pl., and 2600 block of Helen Ave.
6. Completed bid process for sewer lateral cleaning service, concrete materials, earthen materials, roll off dumpsters, petroleum products, and asphalt materials.
7. Successful replacement of 20 year old brush chipper and original mosquito fogger.
8. Over 50 sewer lateral digs including one grinder pump install
9. Awarded TRIM Grant for new street tree inventory.
10. Awarded Saint Louis Jefferson Solid Waste Management District Grant to purchase 250 95-gallon recycle carts.
11. Prepared in-house intersection site distance report.
12. Prepared and implemented city vehicle replacement policy.

PUBLIC WORKS DEPARTMENT

BUDGETED POSITIONS

STREETS

Position	2013	2014
Superintendent	1	1
Foreman	1	0
Project Manager	0	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	2013	2014
Foreman	1	1
Horticulturist	1	1
Maintenance II	5	5
Maintenance I	3	3
<hr/>		
TOTAL	10	10

SANITATION

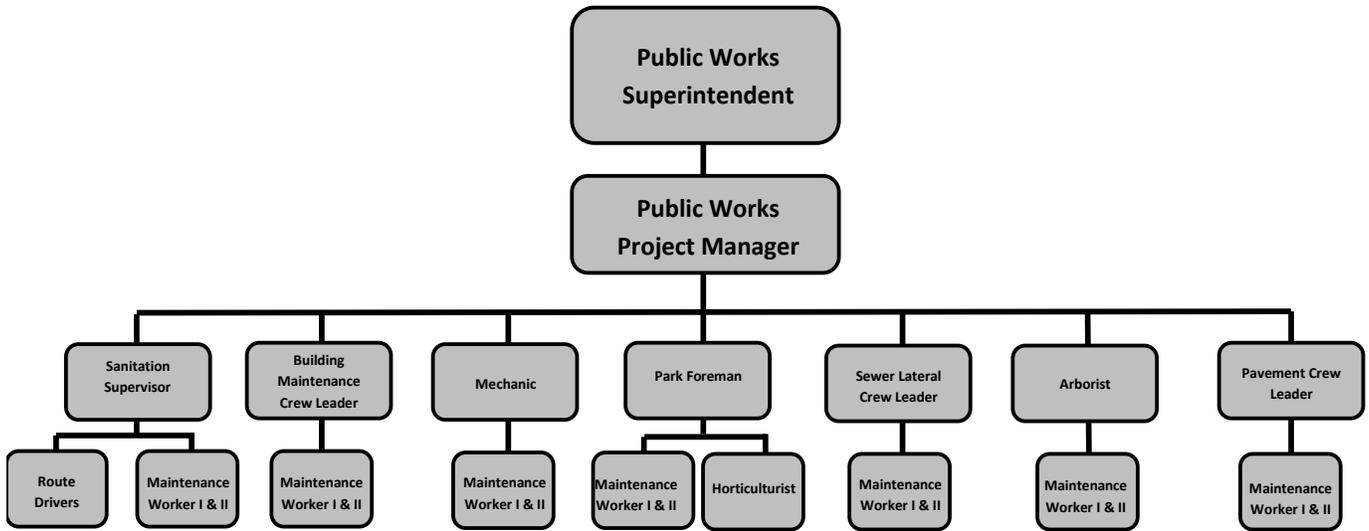
Position	2013	2014
Supervisor	1	1
Route Driver	3	3
Maintenance I	1	1
<hr/>		
TOTAL	5	5

SEWER LATERAL

Position	2013	2014
Crew Leader	1	1
Maintenance II	1	1
<hr/>		
TOTAL	2	2

PUBLIC WORKS DEPARTMENT

ORGANIZATIONAL STRUCTURE



PUBLIC WORKS DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2014

STREETS DIVISION

PERSONNEL SERVICES:

Salaries Full-time 6000: This line item provides funds for the full time positions in streets and parks maintenance (\$1,027,657).

Full-time Overtime 6005: This line item provides funds for staff overtime as needed to maintain adequate staffing for all public works services (\$66,499).

Salaries Part-time 6010: This line item provides funds for part time positions in streets and parks maintenance (\$44,125).

Longevity Expense 6025: This line item provides funds for longevity pay based on employee's years of service to the City (\$15,525).

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 and Police and Firefighters pension (\$398,172).

MATERIALS AND SUPPLIES:

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

Supplies and Materials Streets 6425: This line item provides funds to fix pot holes, forms, and expansion joints (\$15,000).

Supplies and Materials Plants 6427: This line item provides funds for plantings at buildings and other areas maintained by the city (\$16,000).

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

CONTRACTUAL SERVICES:

Repairs and Maintenance – City Hall 6230: This line item is used for expenses to repair and maintain city hall (\$21,000).

Solid Waste Disposal 6290: This line item provides funds for dump fees (\$5,000).

Dues & Subscriptions 6365: This line item provides funds for Sam's Club fees (\$100).

Uniform Rental 6395: This line item provides funds for employee uniforms (\$31,500).

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 (\$6,000).

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. This line item also includes matching funds for the TRIM Grant (\$25,000).

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 (\$1,500).

Training 6240: This line item provides funds for staff training such as mechanical, computer, sewer lateral and safety (\$1,500).

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 (\$51,000).

STREET DEPARTMENT

<u>Account Number</u>	<u>Account Descriptions</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Budgeted 2013</u>	<u>Estimated 2013</u>	<u>Budgeted 2014</u>	<u>Projected 2015</u>	<u>Projected 2016</u>
Personnel Services									
6000	SALARIES FULL TIME	616,410	644,331	1,032,417	1,035,771	1,035,771	1,027,657	1,058,487	1,090,242
6005	FULL TIME OVERTIME	29,313	23,167	24,866	65,195	65,195	66,499	68,494	70,549
6010	SALARIES PART TIME	13,730	9,285	29,289	43,260	43,260	44,125	45,449	46,812
6015	PART-TIME OVERTIME	90	-	75	-	-	-	-	-
6025	LONGEVITY EXPENSE	9,020	9,703	16,314	16,335	16,335	15,525	17,233	19,129
6050	ATTENDANCE INCENTIVE	-	-	2,900	9,600	900	-	-	-
6065	EMPLOYEE BENEFITS	-	-	254,695	385,265	385,265	398,172	418,081	438,985
	Subtotal:	668,562	686,486	1,360,556	1,555,426	1,546,726	1,551,978	1,607,744	1,665,717
Materials & Supplies									
6420	SUPPLIES & MATERIALS	30,396	-	22,993	30,000	18,273	25,000	28,000	30,000
6425	SUPPLIES & MATERIALS STREET	14,910	6,322	9,128	18,000	10,087	15,000	16,000	18,000
6427	SUPPLIES & MATERIALS PLANTS	-	-	-	21,250	13,562	16,000	17,000	17,000
6430	SUPPLIES & MAINT - SNOW	15,364	-	14,484	30,000	15,270	30,000	30,000	30,000
	Subtotal:	60,671	6,322	46,605	99,250	57,192	86,000	91,000	95,000
Contractual Services									
6230	REPAIRS & MAINT - CITY HALL	-	-	5,056	21,250	3,000	21,000	21,000	21,000
6290	SOLID WASTE DISPOSAL	5,686	2,204	3,495	7,000	4,714	5,000	6,000	7,000
6365	DUES & SUBSCRIPTIONS	-	-	30	100	100	100	100	100
6395	UNIFORM RENTAL	18,169	20,664	33,653	24,500	31,692	31,500	24,500	24,500
6400	UNIFORM PURCHASE	4,691	4,552	6,456	8,000	7,000	8,000	8,200	8,400
6435	MOSQUITO CONTROL	5,562	2,058	5,002	13,700	5,550	6,000	6,000	6,250
6470	FORESTRY	10,544	9,742	7,549	14,000	11,253	25,000	14,000	14,000
6160	ADVERTISING	-	-	573	1,000	1,900	1,000	1,000	1,000
6185	TRAVEL/MEETINGS	-	-	207	2,000	400	1,500	2,000	2,000
6240	TRAINING	-	-	490	2,950	1,000	1,500	2,000	3,000
6210	MISC CONTRACTUAL	-	-	29,742	37,000	30,387	37,000	37,000	37,000
6195	PETRO PRODUCTS	-	-	51,368	51,500	45,981	51,000	51,000	52,000
	Subtotal:	44,651	39,220	143,621	183,000	142,977	188,600	172,800	176,250
	TOTAL EXPENDITURES	773,884	732,028	1,550,782	1,837,676	1,746,895	1,826,578	1,871,544	1,936,967

PUBLIC WORKS DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2014

SANITATION DIVISION

PERSONNEL SERVICES:

Salaries & Wages Full-time 6000: This line item provides funds for five (5) full time positions (\$235,296).

Full-time Overtime 6005: This line item provides funds for overtime costs for full-time employees (\$8,405).

Longevity Expense 6025: This line item provides funds for longevity pay based on employee's years of service to the City (\$2,475).

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 and Police and Firefighters pension (\$80,251).

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 fuel (\$40,000).

Repairs & Maintenance 6215: This line item provides funds for equipment maintenance (\$28,000).

Solid Waste Disposal 6290: This line item provides funds for solid waste disposal (\$155,000).

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

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

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

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

Printing 6375: This line item provides funds for printing recycling information (\$1,000).

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

SANITATION DEPARTMENT

<u>Account Number</u>	<u>Account Descriptions</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Budgeted 2013</u>	<u>Estimated 2013</u>	<u>Budgeted 2014</u>	<u>Projected 2015</u>	<u>Projected 2016</u>
Personnel Services									
6000	SALARIES FULL TIME	229,427	238,683	237,877	240,619	240,619	235,296	242,355	249,626
6005	FULL TIME OVERTIME	9,046	6,930	8,617	8,240	8,240	8,405	8,657	8,917
6010	SALARIES PART TIME	768	-	-	-	-	-	-	-
6025	LONGEVITY EXPENSE	1,506	1,945	2,318	2,775	2,775	2,475	2,747	3,049
6050	ATTENDANCE INCENTIVE	-	-	1,400	2,000	1,000	-	-	-
6065	EMPLOYEE BENEFITS	50,172	50,805	76,566	87,231	87,231	80,251	84,264	88,477
	Subtotal:	290,919	298,363	326,778	340,865	339,865	326,427	338,023	350,069
Materials & Supplies									
6420	SUPPLIES & MATERIALS	1,269	-	87	2,000	300	2,000	2,000	2,000
6445	MISCELLANEOUS EXPENSE	1,558	370	238	-	100	-	-	-
	Subtotal	2,827	370	325	2,000	400	2,000	2,000	2,000
Contractual Services									
6195	PETRO PRODUCTS	27,959	37,764	40,497	40,000	38,137	40,000	41,000	42,030
6215	REPAIRS & MAINT - EQUIPMENT	31,496	31,369	18,927	28,000	14,000	28,000	30,000	30,000
6290	SOLID WASTE DISPOSAL	162,924	154,501	148,402	162,000	130,880	155,000	157,000	161,710
6395	UNIFORM RENTAL	2,379	2,703	1,336	2,000	1,500	1,800	1,800	1,800
6400	UNIFORM PURCHASE	1,247	1,079	1,338	3,000	2,625	3,000	3,000	3,200
6160	ADVERTISING	-	-	-	2,000	1,000	1,000	1,000	1,000
6185	TRAVEL/MEETINGS	-	-	-	3,000	-	3,000	3,000	3,000
6375	PRINTING	-	-	1,165	2,000	-	1,000	1,000	1,000
6440	POSTAGE	-	-	858	2,000	-	1,000	1,000	1,000
	Subtotal:	226,005	227,416	212,523	244,000	188,142	233,800	238,800	244,740
TOTAL EXPENDITURES		519,750	526,149	539,626	586,865	528,407	562,227	578,823	596,809

PUBLIC WORKS DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2014

SEWER LATERAL PROGRAM

PERSONNEL SERVICES

Salaries Full-time 6000: This line item provides funds for full-time employees (\$79,666).

Full-time Overtime 6005: This line item provides funds for employees on lateral crew (\$4,202).

Longevity Expense 6025: This line item provides funds for longevity pay based on employee's years of service to the City (\$1,065).

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 and Police and Firefighters pension (\$28,316).

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).

CONTRACTUAL SERVICES:

Misc. Contractual Expense 6210: This line item provides funds for sewer cleaning services (\$44,506).

CAPITAL:

Capital Equipment 6488: This line item provides funds for an auger, shoring equipment, and miscellaneous hand tools (\$10,000).

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

SEWER LATERAL

Account Number	ACCOUNT DESCRIPTIONS	Actual 2010	Actual 2011	Actual 2012	Budgeted 2013	Estimated 2013	Budgeted 2014	Projected 2015	Projected 2016
Revenues									
4525	INTEREST INCOME	-	-	-	100	100	100	100	100
4585	ASSESSMENTS	155,137	154,932	194,831	193,750	193,750	193,750	193,750	193,750
4031	RESERVES	-	-	-	-	-	-	2,688	14,125
TOTAL REVENUE		155,137	154,932	194,831	193,850	193,850	193,850	196,538	207,975
Expenditures									
Personnel Services									
6000	SALARIES FULL TIME	77,605	82,478	77,225	78,604	78,604	79,666	82,056	84,518
6005	FULL TIME OVERTIME	1,791	3,046	3,461	4,120	4,120	4,202	4,328	4,458
6025	LONGEVITY EXPENSE	701	829	655	750	750	1,065	1,097	1,130
6050	ATTENDANCE INCENTIVE	-	-	150	800	-	-	-	-
6065	EMPLOYEE BENEFITS	-	-	22,817	32,634	32,634	28,316	29,732	31,219
Subtotal:		80,097	86,353	104,308	116,908	116,108	113,249	117,213	121,325
Materials & Supplies									
6420	SUPPLIES & MATERIALS	5,993	13,831	21,871	12,500	12,226	12,500	12,500	12,500
6445	MISCELLANEOUS EXPENSE	8,225	135	156	150	85	150	150	150
Subtotal:		14,218	13,966	22,027	12,650	12,311	12,650	12,650	12,650
Contractual Services									
6210	MISC CONTRACTUAL EXPENSES	35,774	43,024	50,999	40,350	49,350	44,506	44,000	44,000
Subtotal:		35,774	43,024	50,999	40,350	49,350	44,506	44,000	44,000
Capital									
6488	CAPITAL EQUIPMENT	999	17,200	-	-	-	10,000	12,675	20,000
6535	STREETS AND SIDEWALKS	-	-	-	4,000	15,000	10,000	10,000	10,000
Subtotal:		999	17,200	-	4,000	15,000	20,000	22,675	30,000
TOTAL EXPENDITURES		131,088	160,543	177,334	173,908	192,769	190,405	196,538	207,975

This page is intentionally left blank.

Capital Improvements Fund

CAPITAL IMPROVEMENTS

ACCOUNT DESCRIPTIONS – FY 2014

GENERAL

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

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

COMPUTER/IT EQUIPMENT IMPROVEMENTS

Computer 6330: This line item provides funds for city-wide IT system upgrades, maintenance and repairs (\$152,000).

Admin Computer 6331: This line item provides funds for two new computers for Admin staff based on the IT Desktop Replacement Plan (\$2,600).

Fire Computer 6332: This line item includes funding to purchase one new computer based on the IT Desktop Replacement Plan (\$1,100) the annual re-licensure/support costs for EMS reporting software (\$3,100), and the annual re-licensure/support costs for fire reporting software (\$3,200) - (\$7,400).

Police Computer 6333: This line item provides funds for the replacement of 10 patrol notebooks based on the IT Desktop Replacement Plan (\$41,000).

Pub Works Computer 6334: This line item provides funds for two new computers for the department based on the IT Desktop Replacement Plan (\$2,200).

Planning & Development Computer 6336: This line item provides funds for one new computer for the department based on the IT Desktop Replacement Plan (\$1,300).

Judicial Computer 6337: This line item provides funds for two new mobile workstations for the department based on the IT Desktop Replacement Plan (\$3,000).

CAPITAL IMPROVEMENTS AND DEBT SERVICE

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

Capital Improvement – Fire 6510: This line item provides funds for the purchase of a LifePac 15 Heart Monitor and LUCAS Mechanical CPR Machine (\$55,000). This purchase will be funded 85% by an Assistance to Firefighters Grant (AFG). This line item also provides funds for firehouse HVAC system modifications (\$85,000) - (\$140,000).

Capital Improvement – Judicial 6515: This line item provides funds for office furniture to include desks for the department (\$900).

Capital Improvement – Police 6525: This line item provides funds for ammunition (\$5,000) and the replacement of two police vehicles (\$59,476) - (\$64,476).

Capital Improvements Public Works 6530: This line item provides funds for the replacement of the 1996 2-ton dump & plow (\$82,000), 2001 ¾-ton pickup (\$23,000), and backhoe (\$125,000). This line item also provides funds for seal & stripe of all lots (ADA) (\$13,500), city hall concrete work (ADA) (\$7,000), city hall signage (ADA) (\$2,000), street, stop and speed limit signs and posts (\$20,000), sweeper deck (\$5,000) and Trash Pumps (2) (\$2,500) - (\$280,000).

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 (\$339,000).

STREETS & SIDEWALKS - 2014:

- Mill and Overlay Wrenwood Lane (\$125,000)
- Mill and Overlay Manderly Dr. (\$42,000)
- Mill and Overlay Helen Ave. (\$42,000)
- Hanley Industrial Court street slabs
- Spot mill and asphalt
- Crack seal materials
- Miscellaneous street and sidewalk repairs

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

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

Debt Service - Series 2003 COP 6553: This line item includes funds for the annual debt service payment on the series 2003 COP issue of \$1,330,000 used for renovating, improving, furnishing and equipping the existing library and city hall. This amount does not include the library's portion of the debt service payment (\$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 (\$15,000).

Litzinger Road STP 6618: This includes continuation of the preliminary engineering phase and commencement of the right-of-way and construction phases. The total FY14 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 (\$1,599,000).

CAPITAL IMPROVEMENTS

<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Budgeted 2013</u>	<u>Estimated 2013</u>	<u>Budgeted 2014</u>	<u>Projected 2015</u>	<u>Projected 2016</u>
Revenues									
4002	AD VALOREM TAXES	231,202	217,653	(456)	-	-	-	-	-
4025	SALES TAX	1,792,187	1,768,440	1,916,775	1,905,232	1,905,232	2,132,389	2,486,361	2,560,952
4026	RECYCLE GRANT	63,750	-	-	-	-	-	-	-
4028	PEDESTRIAN/TRANSIT STP	-	34,358	18,920	480,000	480,000	-	-	-
4029	ROSE AVENUE STP	-	-	37,887	272,800	272,800	-	-	-
4030	LITZINGER ROAD STP	-	-	-	231,548	231,548	1,279,200	-	-
4031	RESERVE	-	-	-	267,878	114,928	94,701	-	-
4032	HIC PEDESTRIAN STP	-	-	-	-	-	-	89,949	661,156
4038	PEDESTRIAN/TRANSIT TDD	-	-	13,319	-	11,718	-	-	-
4205	GRANTS - MISC	11,250	-	-	-	-	-	-	-
4510	SALE OF CITY PROPERTY	-	-	11,500	25,000	30,000	30,000	10,000	10,000
4525	INTEREST INCOME	35	702	5,062	3,500	3,500	3,500	3,500	3,500
4599	DEBT PROCEEDS	-	-	-	-	533,461	-	-	-
4950	INTERGOVERNMENTAL RECEIPT	18,692	-	-	16,472	16,472	128,450	2,000	-
TOTAL REVENUE		2,117,115	2,021,153	2,003,007	3,202,430	3,599,659	3,668,240	2,591,810	3,235,608

CAPITAL IMPROVEMENTS

<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Budgeted 2013</u>	<u>Estimated 2013</u>	<u>Budgeted 2014</u>	<u>Projected 2015</u>	<u>Projected 2016</u>
Expenditures									
6210	MISC CONTRACTUAL EXPENSES	90,592	34,756	13,246	35,000	35,000	35,000	35,000	35,000
6215	REPAIRS & MAINT - EQUIPMENT	111,034	128,782	142,890	126,250	126,250	126,250	126,250	126,250
6330	COMPUTER	69,690	77,567	29,921	26,764	67,764	152,000	184,525	208,895
6331	ADMIN COMPUTER	-	-	-	5,600	5,600	2,600	3,600	151,479
6332	FIRE COMPUTER	-	-	7,541	11,700	11,700	7,400	12,600	9,300

CAPITAL IMPROVEMENTS

<u>Account Number</u>	<u>ACCOUNT DESCRIPTIONS</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Budgeted 2013</u>	<u>Estimated 2013</u>	<u>Budgeted 2014</u>	<u>Projected 2015</u>	<u>Projected 2016</u>
6333	POLICE COMPUTER	-	-	4,783	19,185	19,185	41,000	2,800	2,500
6334	PUB WKS COMPUTER	-	-	1,449	3,600	3,600	2,200	2,200	800
6335	LEGISLATIVE COMPUTER	-	-	-	19,100	19,100	-	-	-
6336	PLANNING & DEV COMPUTER	-	-	149	5,200	5,200	1,300	-	26,600
6337	JUDICIAL COMPUTER	-	-	-	2,024	2,024	3,000	-	-
6500	CAPITAL IMPRVMT-ADMIN	92,103	6,489	26,750	1,000	1,000	-	-	-
6505	CAPITAL IMPRVMT-BLDG MNT	100,575	34,566	36,364	40,000	40,000	40,000	40,000	40,000
6510	CAPITAL IMPROVEMENT-FIRE	23,294	50,860	243,705	359,764	893,225	140,000	263,029	92,000
6515	CAPITAL IMPRVMT-JUDICIAL	-	-	-	5,000	5,000	900	600	200
6525	CAPITAL IMPRVMT-POLICE	73,759	62,382	71,765	55,526	55,526	64,476	163,444	163,578
6528	CAPITAL IMPROVEMENT-P & D	4,926	2,655	-	1,550	1,550	-	-	-
6530	CAPITAL IMPRVMT-PUB WKS	18,606	21,764	78,880	107,000	107,000	280,000	225,675	107,761
6535	STREETS & SIDEWALKS	134,423	96,802	99,086	210,000	210,000	339,000	295,000	275,000
6538	G.O. BONDS SERIES 1998	355,000	375,000	270,000	-	-	-	-	-
6551	DEBT SERVICE-2013 LEASE/PURCH	-	-	-	-	-	84,114	84,114	84,114
6552	DEBT SERVICE-2009 COP	6,477	2,090	2,247	675,000	675,000	675,000	675,000	675,000
6553	DEBT SERVICE-2003 COP	1,986	2,142	2,142	60,000	60,000	60,000	60,000	60,000
6554	SANITATION	153,102	855	158,770	25,500	25,500	15,000	112,601	28,608
6556	INTEREST AND FISCAL CHARGES	43,867	25,489	7,223	-	-	-	-	-
6615	PEDESTRIAN/TRANSIT STP	-	56,313	69,351	600,000	600,000	-	-	-
6617	ROSE AVENUE STP	-	18,817	35,500	341,000	341,000	-	-	-
6618	LITZINGER ROAD STP	-	-	22,893	289,435	289,435	1,599,000	-	-
6619	HIC PEDESTRIAN STP	-	-	-	-	-	-	112,436	826,445
7005	TRANSFERS OUT	60,000	306,554	728,763	-	-	-	-	-
TOTAL EXPENDITURES		1,339,434	1,303,883	2,053,418	3,025,198	3,599,659	3,668,240	2,398,874	2,913,530

This page is intentionally left blank.