BILL NO. 5642 **ORDINANCE NO. 4318**

INTRODUCED BY: ALDERMAN MARSHALL
ALDERWOMAN KREWSON
ALDERWOMAN CLEMENTS
ALDERMAN KRAMER

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF BRENTWOOD FOR THE CALENDAR YEAR 2012; AND PROVIDING FOR THE EFFECTIVE DATE OF THIS ORDINANCE.

Be It Ordained by the Board of Aldermen of the City of Brentwood, Missouri, as follows:

SECTION 1. The annual budget for the City of Brentwood for the calendar year commencing January 1, 2012 through December 31, 2012 shall be in words and figures attached to this bill/ordinance, which is hereby authorized and approved.

SECTION 2. This ordinance shall be in full force and effect from and after the date of its passage and approval according to law.

PASSED BY THE BOARD OF ALDERMEN THIS 5TH DAY OF DECEMBER, 2011.

APPROVED BY THE MAYOR THIS 5TH DAY OF DECEMBER, 2011.

SS/PAT KELLY
Pat Kelly, Mayor

ATTEST:

SS/BOLA AKANDE
Bola Akande
City Clerk/Administrator

1st Reading: 12/5/11
2nd Reading: 12/5/11

FY12
BUDGET

BRENTWOOD

CITY OF WARMTH

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BRENTWOOD
CITY OF WARMTH

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

December 5, 2011

Honorable Mayor and Board of Aldermen:

I am pleased to submit the City of Brentwood Annual Budget for FY 12. This budget provides the necessary funding for our city to continue to provide and maintain the high quality service delivery to our citizens. The City's ability to provide these services and funding for these services is due, in part to the leadership of the Mayor and Board of Aldermen. The budget is intended to reflect the goals, objectives, and priorities established by the Board of Aldermen with input directly and indirectly from our citizens.

FY 11 ACCOMPLISHMENTS:
Some of our more significant accomplishments in 2011 include the following:

- Increased reserves by $260,000.
- Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year Ended December 31, 2010.
- New retail tenants to Brentwood Promenade – Five Below.
- Opening of the new firehouse in March 2011.
- Three new restaurants of which two are located at Hanley Station (Taste Wood Fired Fare, and Buffalo Wild Wings Bar & Grill) and one at Brentwood Pointe (Big Bowl Chinese Express).
- Completion of the McKnight Road extensive overlay.
- The near completion of the I-64 Gateway Enhancement Project located at Brentwood, Eager & I-64 - – funded by the Hanley Road Corridor Transportation Development District..
- Applied for a FEMA Assistance to Firefighter Grant in the amount of $135,000 to replace our Self Contained Breathing Apparatus (SCBA). If successful the grant would pay for $128,250 and the City of Brentwood would be responsible for the balance of $6,750.
- Numerous curbs and concrete slab replacements.
- The re-opening of Litzsinger Bridge over Black Creek – funded by the Hanley Road Corridor Transportation Development District.
- Began sign implementation in Lee Wynn Trail and Oak Tree Park and developed new map of park system to reflect city branding.
- The City joined the Municipal Partners for Inclusive Recreation to assist with ADA compliance in the department and city and the Mid-County YMCA for resource sharing.
- Under the leadership of the Management Team and their Staff, the Charity Golf Tournament raised approximately $11,000 for non-profits within our community.
- Wi-Fi service is now available at the Recreation Complex.

- The police department secured grants totaling $27,000.00 for traffic enforcement, ballistic shields, and body armor.
- The police department started the Community Emergency Response Team (C.E.R.T.) program.
- To continue to keep our city safe, the police department participated in C.U.F.F.'s program with St. Louis County Police Department apprehended dangerous wanted felons.
- The police department received $60,000.00 in asset forfeiture funds and purchased a new vehicle for our police officer assigned to the D.E.A. federal task force unit.
- The public works department received the Certificate of excellence award for lowest road salt usage
- During the 2011 snow storm of 1/31/11 – 2/2/11, the City's Municipal Waste System was the only trash hauler to successfully complete their routes.

Our elected officials and city staff will continue to work with federal, state and local officials to find ways to improve Brentwood through transportation projects, accessibility projects and flood prevention programs. The FY 12 budget is balanced. Total revenues are projected to be $15,808,853. The total budget expenditures projected for FY 12 is $15,663,104. The City is able to maintain current levels of services, and make capital improvement investments in the City infrastructure and replace equipment and vehicles that have come to an end of its useful life without making use of reserves.

The City operates with four separate and distinct funds. Our largest fund, the General Fund is recorded as Fund 10. It is responsible for most of the City's personnel costs as well as general expenses such as utilities, fuel, supplies, insurance and contractual services. The General Fund revenue is derived from a variety of sources with local sales tax accounting for approximately 40% of the total.

The next fund is our Capital Improvement Fund, recorded as Fund 40. This Fund is responsible for capital equipment purchases and repairs, capital projects such as streets, sidewalks and buildings and payment of our outstanding general obligation bonds and our Certificate of Participation Bonds. (COP's) Revenue for Fund 40 is derived mainly from the one-half cent capital improvement sales tax.

Our third fund, the Parks & Storm Water Fund is recorded as Fund 50. This Fund provides the majority of the operating expenses for the Parks & Recreation Department, including personnel and park capital equipment & projects. Fund 50 also provides revenue for funding local storm water projects. Revenue for Fund 50 is derived through a one-half cent parks & storm water sales tax.

Our final fund, the Sewer Lateral Fund is recorded as Fund 60. This Fund provides for personnel, contractual services, materials and equipment to operate our Sewer Lateral Repair Program. Revenue is made possible through an annual assessment on real estate tax bills. In FY 10, an overwhelming number of our voters approved an increase in the sewer lateral assessment from $28 up to $50, and the Board of Aldermen only assessed $40. Granted we are experiencing an increase in the number of sewer lateral repairs, the funding we now have will ensure the city is able to continue to provide the high level of service and customer satisfaction in FY 2012 and beyond.

We still need to continue to improve our finances to create a surplus of funds that will ensure our services remain uninterrupted during extreme financial times, such as those of the past few years.

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 with meetings with the Mayor, Chair of the Ways and Means Committee and each department. By October, early November, a preliminary budget is formed. Adjustments are made as necessary and a thorough review by the Ways & Means Committee is held in November. In December, the budget is given a Public Hearing and the Board of Aldermen considers its adoption. Brentwood's City's budget year begins on January 1st and ends on December 31st.

This annual budget book is a financial management and policy document that is a numeric expression of the City of Brentwood's organizations' mission. The annual budget reflects the alignment between the city's organization's vision statement, its' mission statement, and objectives. This budget document is more user-friendly. The document includes department mission statements, goals and objectives for FY 12, accomplishments from the prior year, department positions and line item detail that descriptive of what each department intends to spend within that line item. The budget document will accomplish much-desired transparency.

REVENUES:

General Fund:
We continue to be dependent upon sales tax, which is approximately 40% of our revenue budget. Following the recession, City revenues were expected to rebound slowly in FY 10. In FY 11, we are projecting modest gains in sales tax collections, occupational licenses, building permits and fire permits. While growth in general fund in FY 12 is better than expected, it is still only about 2.54% above FY 11 budget. With the anticipation of a new hotel breaking ground in spring 2012 and possible construction of a new commercial building at White Avenue and Brentwood Blvd, we project that the building permits and building permits – fire will increase by 270% and 155% respectively. Furthermore, with decreasing assessed valuations comes a reduction in ad valorem tax revenues as well. We project a decrease of approximately 19% in FY 2012. Fines are projected to increase by approximately 20%. This is directly related to the addition of the new police officer.

Stormwater & Park Improvement Fund:
Overall, in this fund, we project a slight decrease of 0.09%. The two primary revenue sources in this fund are sales tax, which we project will result in an increase of 0.33% and a decrease of approximately 10% in ad valorem taxes, which is directly related to decreasing assessed valuations.

Sewer Improvement Fund:
In this fund, we project a slight increase of approximately 2%.

Capital Improvement Fund:
Overall, in this fund, we project an increase of approximately of 47%. This is primarily due to the STP projects budgeted out of this fund. With 80% of the revenue funding coming from federal share of the following projects: Pedestrian/Transit STP project, the Rose Avenue STP project and the Litzinger Road STP project. Also, the City will not take delivery of the new ambulance budgeted in FY 11. This expense will come from reserves. The two primary revenue sources are ad valorem tax, with a projected decrease of 12% which is directly related to decreasing assessed valuations and sales tax, which we project at no growth and sales tax, which we project a 5.4% growth.

SUMMARY ALL FUNDS

	Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012	Net "+/-
REVENUES							
General Fund	$ 10,523,250	9,838,998	10,991,405	10,825,921	10,841,532	11,100,615	2.54%
Stormwater & Park Improvement	$ 1,443,603	$ 1,451,976	$ 2,139,065	$ 1,877,146	$ 2,285,002	$ 1,875,400	-0.09%
Sewer Improvement Fund	$ 107,214	$ 106,903	$ 155,137	$ 152,000	$ 155,140	$ 155,000	1.97%
Capital Improvement Fund	$ 1,426,450	$ 1,450,971	$ 2,065,537	$ 1,815,127	$ 2,167,971	$ 2,677,838	47.53%
Total Revenue	**$ 13,500,517**	**$ 12,848,847**	**$ 15,351,144**	**$ 14,670,194**	**$ 15,449,645**	**$ 15,808,853**	7.76%

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012	Net "+/-
GENERAL FUND								
4002	AD VALOREM TAXES	216,474	282,840	295,242	310,000	271,000	250,334	
4010	ROAD & BRIDGE TAX	307,193	279,368	305,805	280,000	280,000	280,000	
4015	FINANCIAL INSTITUTION TAX	29,010	5,245	800	1,000	28,000	1,000	
4020	RAILROAD & UTILITY TAX	-	-	-	2,000	-	2,000	
4025	SALES TAX	2,706,526	2,658,374	3,844,491	3,516,756	3,864,287	3,706,660.82	
4027	MUNICIPAL FIRE SALES TAX	828,099	822,025	998,965	908,930	1,150,863	1,000,000.00	
4030	STATE MOTOR FUEL TAX	296,068	285,179	294,330	290,000	293,863	290,000	
4035	CIGARETTE TAX	38,197	38,197	38,197	38,197	38,197	38,197	
4040	UTILITY FRANCHISE-LACLEDE GAS	221,588	188,525	168,476	203,000	139,515	203,000	
4045	UTILITY FRANCHISE-UNION ELEC	524,732	551,810	618,673	590,000	512,590	615,937	
4050	COMMUNICATIONS - TELEPHONE	570,013	552,170	559,821	580,000	520,672	580,000	
4055	UTIL FRAN-ST.LOUIS CNTY WATER	38,677	44,294	45,657	44,000	61,681	44,000	
4060	CABLEVISION	109,872	117,490	132,950	130,000	157,076	130,000	
4100	OCCUPATIONAL LICENSES	1,194,137	1,230,554	1,236,947	1,230,000	1,354,772	1,296,420	
4110	LIQUOR LICENSES	7,954	9,580	10,625	10,000	12,500	10,000	
4115	AUTOMOBILE LICENSES	36,319	32,207	36,280	32,000	19,000	35,000	
4135	OCCUPANCY PERMITS	32,380	36,115	32,433	33,000	33,957	33,000	
4140	BUILDING PERMITS	96,818	124,981	68,236	50,000	57,816	185,000	
4142	BUILDING PERMITS - FIRE	48,231	39,098	16,387	20,000	17,209	51,000	
4145	PLANNING/ ZONING APPLICATIONS	1,700	1,830	600	1,000	1,500	1,000	
4150	ELECTRICAL PERMITS	14,311	21,782	14,341	14,000	15,000	14,000	
4155	PLUMBING PERMITS	7,933	12,430	11,731	8,000	11,403	8,000	
4205	GRANTS - MISC	14,094	1,500	-	15,000	90,435	-	
4210	GRANTS POLICE FEDERAL/STATE	-	20,821	7,035	37,000	9,050	9,050	
4220	MSD GRANT	-	71,215	-	-	-	-	
4300	PROGRAM FEES	203,608	173,364	150,490	190,500	128,978	94,517	
	RECREATION FEES	-	-	-	-	-	32,441	
4305	PARK PERMITS	23,201	22,452	28,713	19,400	26,590	25,000	
4310	ROOM RENTAL	66,991	74,321	86,393	74,000	85,000	85,000	
4315	ANNEX ROOM RENTALS	11,850	12,800	-	-	-	-	
4320	RENTAL PROPERTY	16,600	21,505	11,982	9,600	10,960	10,968	
4325	LEAGUE FEES	245,532	279,449	293,033	281,250	224,612	-	
	RINK FEES	-	-	-	-	-	334,805	
4335	ICE RINK ADMISSIONS	68,638	62,275	81,508	65,500	70,000	70,000	
4340	ICE RINK RENTALS	198,022	199,623	224,454	200,000	200,000	200,000	
	BIRTHDAY PARTY FEES	-	-	-	-	-	3,000	
4345	CONCESSIONS-RINK	8,273	6,225	17,298	17,500	16,850	17,500	
4350	SKATE RENTALS	12,373	9,717	10,988	10,000	8,600	8,500	
4355	LOCKER RENTALS	155	159	270	200	236	235	
4360	SKATE SHARPENING	797	657	720	750	625	-	
4365	VENDING	8,581	7,506	7,453	8,000	5,000	6,000	
4370	TRASH, ETC. PICKUPS	46,069	25,211	26,433	25,000	48,105	25,000	
4375	AMBULANCE FEES	220,091	225,733	213,994	235,000	-	235,000	
4385	INTERDEPARTMENT UTIL & MAINT.	6,600	6,600	6,600	6,600	6,600	6,600	

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012	Net "+/-
GENERAL FUND								
4400	POLICE REPORTS	1,761	1,499	1,446	1,600	1,600	1,600	
4405	CRIME VICTIMS-BRENTWOOD	2,471	1,721	1,409	1,800	1,578	1,800	
4410	FINES	605,700	466,781	388,985	430,000	461,438	515,750	
4411	ATS	5,650	13,704	8,996	10,000	7,000	10,000	
4414	POLICE TRAINING				3,338	3,338	4,000	
4415	TRAINING FEES-BRENTWOOD	20,354	14,823	11,472	9,000	8,586	9,000	
4416	Seized Property	-	-	34,808	-	5,000	5,000	
4430	INTERCITY JOINT SERVICES	53,015	52,295	52,145	53,500	56,000	56,000	
4500	PROPERTY RENTAL	-	-	-	-	-	24,000	
4510	SALE OF CITY PROPERTY	464,740	130,812	-	20,000	150	-	
4520	WEED CUTTING, CLEAN UP	-	-	43,043	1,000	-	1,000	
4525	INTEREST INCOME	92,716	60,353	11,349	30,000	-	30,000	
4526	INTEREST INCOME-PLUMBERS TRUST	7	2	1	-	-	-	
4530	PLANNING & DEVELOPMENT MISC.	134	(265)	701	500	-	500	
4535	INSURANCE SETTLEMENTS	5,632	-	2,361	11,000	-	11,000	
4540	FALSE ALARMS	2,510	2,265	1,625	1,000	1,600	2,000	
4545	FESTIVAL REVENUE	8,703	7,338	5,811	15,000	6,900	8,000	
4550	GOLF TOURNAMENT REVENUE	15,975	19,077	17,969	15,000	19,800	19,800	
4555	MISCELLANEOUS INCOME	23,540	16,385	45,334	25,000	-	25,000	
4560	DONATIONS MISCELLANEOUS	505	4,000	-	2,000	-	2,000	
4565	DONATIONS - POLICE & FIRE	4,998	4,548	4,254	4,000	-	4,000	
4574	FIRE STATION REIMBURSEMENT	-	-	-	221,000	192,000	-	
4575	T.I.F. REIMBURSEMENTS	236,191	218,449	437,347	175,000	175,000	287,000	
4577	TDD COLLECTION FEES	27,480	26,976	24,000	24,000	24,000	24,000	
4578	STRASSNER TDD REIMBURSEMENT	-	47,667	-	-	-	-	
4585	SEAIT PREMIUM RETURN	-	6,239	-	-	-	-	
4587	COMM LITIGATION SETTLEMENT	473,461	189,104	-	150,000	-	121,000	
4608	TRANSFER FROM FUND 30	-	-	-	65,000	65,000	-	
4620	TRANSFER FROM FUND 60	-	-		70,000	40,000	-	
3000	TRANSFER FROM FUND BALANCE RESERVE-GEN FUND	-	-	-	-	-	-	
	Total by Year	**10,523,250**	**9,838,998**	**10,991,405**	**10,825,921**	**10,841,532**	**11,100,615**	**2.54%**

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012	Net "+/-
STORMWATER -PARK								
4002	AD VALOREM TAXES	69,680	83,000	78,868	83,000	83,000	75,000	
4025	SALES TAX	1,368,336	1,368,670	2,059,891	1,794,146	2,201,387	1,800,000	
4525	INTEREST INCOME	5,587	306	306		615	400	
	Total by Year	**1,443,603**	**1,451,976**	**2,139,065**	**1,877,146**	**2,285,002**	**1,875,400**	**-0.09%**

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012	Net "+/-
SEWER LATERAL FUND								
4525	INTEREST INCOME	548	117	-	-	100	-	
4585	ASSESSMENTS	106,666	106,786	155,137	152,000	155,040	155,000	
	Total by Year	**107,214**	**106,903**	**155,137**	**152,000**	**155,140**	**155,000**	**1.97%**

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012	Net "+/-
CAPITAL IMPROVEMENT FUND								
4002	AD VALOREM TAXES	196,948	255,000	231,202	255,000	255,000	224,376	
4025	SALES TAX	1,194,240	1,166,631	1,792,187	1,560,127	1,882,884	1,644,373.86	
4026	RECYCLE GRANTS	-	-	63,750	-	-	-	
4028	PEDESTRIAN/TRANSIT STP	-	-	-	-	42,437	65,438	
4029	ROSE AVENUE STP	-	-	-	-	-	276,800	
4030	LITZINGER ROAD STP	-	-	-	-	-	148,000	
	ROCK HILL - LOCAL MATCH	-	-	-	-	-	9,250	
4205	GRANTS - MISC	-	-	11,250	-	-	-	
4525	INTEREST INCOME	2,654	-	35	-	600	600	
4555	MISCELLANEOUS INCOME	-	-	-	-	-	-	
4575	T.I.F. REIMBURSEMENTS	-	-	-	-	-	-	
4031	RESERVES	-	-	-	-	-	309,000	
	Total by Year	**1,393,842**	**1,421,631**	**2,098,423**	**1,815,127**	**2,180,921**	**2,677,838**	**47.53%**

EXPENDITURES:

The City of Brentwood is able to continue to the following services at no additional cost to our citizens: Free Trash & Recycling; No increase in program fees at the recreation center; A majority of Debt Service paid from General Revenue Sources; Annual Marketing of Brentwood commerce in the region; Active Code Enforcement; Vibrant Parks & Recreation Program that offers - Beautification of green space, Community pride – Brentwood Days, Concert in the Park, Ice Rink Arena, Recreational Programming, Recreational Partnerships with neighboring municipalities; Public Safety – Police and Fire and EMS; Streets; Roadway, and sidewalk maintenance; Robust Sewer Later Program and Solid Waste Management.

The following provides a summary of the city's expenses in FY 12. There is an element of expenditure growth due to the following reasons: Salaries, benefits, and insurance premiums continue to increase at a compound rate each year; One (1%) percent merit increase across the board upon the successful outcome of a performance review - $60,793; Seven point five percent (7.5%) increase in health care premiums; Three percent (3%) increase in dental premiums; One percent (1%) increase in Local Government Employee Retirement System Employer (LAGERS) Contributions; and the new Finance Director position.

In FY 11, the supply budget from each department was transferred and consolidated into Municipal Operations. Consolidating these expenses was done to control expenses. However, it made it more challenging to know each department's true object group expense. In FY 12, we will reverse this action. Supplies and Materials and Contractual Services are budgeted as line-item expenses in each department's budget. In addition, employee benefits such as longevity expenses, attendance incentives, payroll taxes, health, dental, vision, and life insurance premiums are now budgeted in each department's budget. This line-item enhancement to the budget provides the addition of more detailed line items in the annual budget. This will offer greater transparency and accountability.

In this budget, there are three new positions: Deputy Court Clerk, Finance Director and a Police Officer. With the position of the Finance Director, this is one of several steps the City has taken to improve the professionalism of our operations and ensure adherence to the best practices that a city with a $15 million annual budget requires. Furthermore, adding this position will provide financial oversight and serve as another check on the city administrator. Municipal Court lost two part-time employees within a span of one month. The Deputy Court Clerk position will help fill the gap and ensure continuity of operations within this department. Also in the police department is a new police officer position. In Public Works, the City will replace a position that became vacant upon the retirement of a long-tenured employee. Also in the Fire & EMS department, the City will also be replacing two vacant positions created with the retirement of two long tenured employees. In addition, Fire & EMS department also have $35,000 budgeted for a shared full-time Training Officer. Brentwood along with Maplewood and Glendale have agreed to share equally the salary and benefits of a Training Officer. This position will be filled by a Command staff from the City of Glendale. A portion of this cost would be offset by ending training agreements we currently have with Emergency Assistance Service Training (EAST) ($3,000 annually) and monthly Haz-Mat training ($7,200 annually), for a total annual savings of $10,200.

	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010	Budget 2011	Estimated 2011	Budgeted 2012
ADMINISTRATION	690,213	733,078	762,683	632,654	666,803	722,132
FIRE	2,010,594	2,074,192	2,158,368	2,190,664	2,235,055	2,497,671
POLICE	2,711,337	2,727,663	2,874,143	2,783,783	2,776,768	3,303,414
STREET	746,136	745,981	773,884	773,180	745,620	1,755,262
SANITATION	530,024	522,830	519,750	536,223	516,285	552,508
PLANNING & DEVELOPMENT	228,181	227,174	256,018	177,095	173,181	446,673
JUDICIAL	124,619	127,432	135,785	138,540	136,227	204,495
MUNICIPAL OPERATING	2,802,831	2,803,172	3,276,414	3,229,461	3,227,824	1,213,386
LEGISLATIVE	88,119	88,274	95,529	92,100	132,011	132,011
COMMUNITY SERVICE	325,957	251,934	186,281	214,000	207,175	207,175
BUILDING MAINTENANCE	39,982	28,977	7,375	6,623	-	-
TOTAL	**10,297,992**	**10,330,708**	**11,046,232**	**10,774,323**	**10,816,948**	**11,034,727**
CAPITAL IMPROVEMENTS	1,602,303	1,199,499	1,279,434	1,627,500	1,350,286	2,643,325
SEWER IMPROVEMENTS	143,177	121,539	131,088	151,414	154,958	154,958
STORM & PARK IMPROVEMENT	1,648,028	1,550,393	1,750,389	1,852,448	1,714,904	1,830,094
TOTAL EXPENDITURES	**13,691,500**	**13,202,139**	**14,207,143**	**14,405,685**	**14,037,096**	**15,663,104**

I appreciate the dedication of our employees who strive to make the best use of available resources to provide the results our citizens expect. Furthermore, I wish to thank the department directors for their leadership and contribution in the development of the FY 12 Budget. A big thank you goes to Karen Mosby, Finance Officer with whom I started working on the budget in July. I also want to thank her staff for their dedication and assistance. More importantly, I look forward to working together with the Board of Aldermen to meet the challenges of the coming year.

Respectfully submitted,

Bola Akande
City Clerk/Administrator

Stormwater & Park Improvement Fund:
Overall, in this fund, we project a slight decrease of 0.09%. The two primary revenue sources in this fund are sales tax, which we project will result in an increase of 0.33% and a decrease of approximately 10% in ad valorem taxes, which is directly related to decreasing assessed valuations.

Sewer Improvement Fund:
In this fund, we project a slight increase of approximately 2%.

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Overall, in this fund, we project an increase of approximately of 25%. This is primarily due to the STP projects budgeted out of this fund. With 80% of the revenue funding coming from federal share of the following projects: Pedestrian/Transit STP project, the Rose Avenue STP project and the Litzinger Road STP project. The two primary revenue sources are ad valorem tax, with a projected decrease of 12% which is directly related to decreasing assessed valuations and sales tax, which we project at no growth.

SUMMARY ALL FUNDS

	Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012	Net "+/-
REVENUES							
General Fund	$ 10,523,250	9,838,998	10,991,405	10,825,921	10,841,532	11,100,615	2.54%
Stormwater & Park Improvement	$ 1,443,603	$ 1,451,976	$ 2,139,065	$ 1,877,146	$ 2,285,002	$ 1,875,400	-0.09%
Sewer Improvement Fund	$ 107,214	$ 106,903	$ 155,137	$ 152,000	$ 155,140	$ 155,000	1.97%
Capital Improvement Fund	$ 1,426,450	$ 1,450,971	$ 2,065,537	$ 1,815,127	$ 2,167,971	$ 2,270,903	25.11%
Total Revenue	**$ 13,500,517**	**$ 12,848,847**	**$ 15,351,144**	**$ 14,670,194**	**$ 15,449,645**	**$ 15,401,918**	4.99%

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012	Net "+/-
GENERAL FUND								
4002	AD VALOREM TAXES	216,474	282,840	295,242	310,000	271,000	250,334	
4010	ROAD & BRIDGE TAX	307,193	279,368	305,805	280,000	280,000	280,000	
4015	FINANCIAL INSTITUTION TAX	29,010	5,245	800	1,000	28,000	1,000	
4020	RAILROAD & UTILITY TAX	-	-	-	2,000	-	2,000	
4025	SALES TAX	2,706,526	2,658,374	3,844,491	3,516,756	3,864,287	3,706,660.82	
4027	MUNICIPAL FIRE SALES TAX	828,099	822,025	998,965	908,930	1,150,863	1,000,000.00	
4030	STATE MOTOR FUEL TAX	296,068	285,179	294,330	290,000	293,863	290,000	
4035	CIGARETTE TAX	38,197	38,197	38,197	38,197	38,197	38,197	
4040	UTILITY FRANCHISE-LACLEDE GAS	221,588	188,525	168,476	203,000	139,515	203,000	
4045	UTILITY FRANCHISE-UNION ELEC	524,732	551,810	618,673	590,000	512,590	615,937	
4050	COMMUNICATIONS - TELEPHONE	570,013	552,170	559,821	580,000	520,672	580,000	
4055	UTIL FRAN-ST.LOUIS CNTY WATER	38,677	44,294	45,657	44,000	61,681	44,000	
4060	CABLEVISION	109,872	117,490	132,950	130,000	157,076	130,000	
4100	OCCUPATIONAL LICENSES	1,194,137	1,230,554	1,236,947	1,230,000	1,354,772	1,296,420	
4110	LIQUOR LICENSES	7,954	9,580	10,625	10,000	12,500	10,000	
4115	AUTOMOBILE LICENSES	36,319	32,207	36,280	32,000	19,000	35,000	
4135	OCCUPANCY PERMITS	32,380	36,115	32,433	33,000	33,957	33,000	
4140	BUILDING PERMITS	96,818	124,981	68,236	50,000	57,816	185,000	
4142	BUILDING PERMITS - FIRE	48,231	39,098	16,387	20,000	17,209	51,000	
4145	PLANNING/ ZONING APPLICATIONS	1,700	1,830	600	1,000	1,500	1,000	
4150	ELECTRICAL PERMITS	14,311	21,782	14,341	14,000	15,000	14,000	
4155	PLUMBING PERMITS	7,933	12,430	11,731	8,000	11,403	8,000	
4205	GRANTS - MISC	14,094	1,500	-	15,000	90,435	-	
4210	GRANTS POLICE FEDERAL/STATE	-	20,821	7,035	37,000	9,050	9,050	
4220	MSD GRANT	-	71,215	-	-	-	-	
4300	PROGRAM FEES	203,608	173,364	150,490	190,500	128,978	94,517	
	RECREATION FEES	-	-	-	-	-	32,441	
4305	PARK PERMITS	23,201	22,452	28,713	19,400	26,590	25,000	
4310	ROOM RENTAL	66,991	74,321	86,393	74,000	85,000	85,000	
4315	ANNEX ROOM RENTALS	11,850	12,800	-	-	-	-	
4320	RENTAL PROPERTY	16,600	21,505	11,982	9,600	10,960	10,968	
4325	LEAGUE FEES	245,532	279,449	293,033	281,250	224,612	-	
	RINK FEES	-	-	-	-	-	334,805	
4335	ICE RINK ADMISSIONS	68,638	62,275	81,508	65,500	70,000	70,000	
4340	ICE RINK RENTALS	198,022	199,623	224,454	200,000	200,000	200,000	
	BIRTHDAY PARTY FEES	-	-	-	-	-	3,000	
4345	CONCESSIONS-RINK	8,273	6,225	17,298	17,500	16,850	17,500	
4350	SKATE RENTALS	12,373	9,717	10,988	10,000	8,600	8,500	
4355	LOCKER RENTALS	155	159	270	200	236	235	
4360	SKATE SHARPENING	797	657	720	750	625	-	
4365	VENDING	8,581	7,506	7,453	8,000	5,000	6,000	
4370	TRASH, ETC. PICKUPS	46,069	25,211	26,433	25,000	48,105	25,000	
4375	AMBULANCE FEES	220,091	225,733	213,994	235,000	-	235,000	
4385	INTERDEPARTMENT UTIL & MAINT.	6,600	6,600	6,600	6,600	6,600	6,600	

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012	Net "+/-
GENERAL FUND								
4400	POLICE REPORTS	1,761	1,499	1,446	1,600	1,600	1,600	
4405	CRIME VICTIMS-BRENTWOOD	2,471	1,721	1,409	1,800	1,578	1,800	
4410	FINES	605,700	466,781	388,985	430,000	461,438	515,750	
4411	ATS	5,650	13,704	8,996	10,000	7,000	10,000	
4414	POLICE TRAINING				3,338	3,338	4,000	
4415	TRAINING FEES-BRENTWOOD	20,354	14,823	11,472	9,000	8,586	9,000	
4416	Seized Property	-	-	34,808	-	5,000	5,000	
4430	INTERCITY JOINT SERVICES	53,015	52,295	52,145	53,500	56,000	56,000	
4500	PROPERTY RENTAL	-	-	-	-	-	24,000	
4510	SALE OF CITY PROPERTY	464,740	130,812	-	20,000	150	-	
4520	WEED CUTTING, CLEAN UP	-	-	43,043	1,000	-	1,000	
4525	INTEREST INCOME	92,716	60,353	11,349	30,000	-	30,000	
4526	INTEREST INCOME-PLUMBERS TRUST	7	2	1	-	-	-	
4530	PLANNING & DEVELOPMENT MISC.	134	(265)	701	500	-	500	
4535	INSURANCE SETTLEMENTS	5,632	-	2,361	11,000	-	11,000	
4540	FALSE ALARMS	2,510	2,265	1,625	1,000	1,600	2,000	
4545	FESTIVAL REVENUE	8,703	7,338	5,811	15,000	6,900	8,000	
4550	GOLF TOURNAMENT REVENUE	15,975	19,077	17,969	15,000	19,800	19,800	
4555	MISCELLANEOUS INCOME	23,540	16,385	45,334	25,000	-	25,000	
4560	DONATIONS MISCELLANEOUS	505	4,000	-	2,000	-	2,000	
4565	DONATIONS - POLICE & FIRE	4,998	4,548	4,254	4,000	-	4,000	
4574	FIRE STATION REIMBURSEMENT	-	-	-	221,000	192,000	-	
4575	T.I.F. REIMBURSEMENTS	236,191	218,449	437,347	175,000	175,000	287,000	
4577	TDD COLLECTION FEES	27,480	26,976	24,000	24,000	24,000	24,000	
4578	STRASSNER TDD REIMBURSEMENT	-	47,667	-	-	-	-	
4585	SLAIT PREMIUM RETURN	-	6,239	-	-	-	-	
4587	COMM LITIGATION SETTLEMENT	473,461	189,104	-	150,000	-	121,000	
4608	TRANSFER FROM FUND 30	-	-	-	65,000	65,000	-	
4620	TRANSFER FROM FUND 60	-	-		70,000	40,000	-	
3000	TRANSFER FROM FUND BALANCE RESERVE-GEN FUND	-	-	-	-	-	-	
	Total by Year	**10,523,250**	**9,838,998**	**10,991,405**	**10,825,921**	**10,841,532**	**11,100,615**	**2.54%**

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012	Net "+/-
STORMWATER - PARK								
4002	AD VALOREM TAXES	69,680	83,000	78,868	83,000	83,000	75,000	
4025	SALES TAX	1,368,336	1,368,670	2,059,891	1,794,146	2,201,387	1,800,000	
4525	INTEREST INCOME	5,587	306	306		615	400	
	Total by Year	**1,443,603**	**1,451,976**	**2,139,065**	**1,877,146**	**2,285,002**	**1,875,400**	**-0.09%**

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012	Net "+/-
SEWER LATERAL FUND								
4525	INTEREST INCOME	548	117	-	-	100	-	
4585	ASSESSMENTS	106,666	106,786	155,137	152,000	155,040	155,000	
	Total by Year	**107,214**	**106,903**	**155,137**	**152,000**	**155,140**	**155,000**	**1.97%**

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012	Net "+/-
CAPITAL IMPROVEMENT FUND								
4002	AD VALOREM TAXES	196,948	255,000	232,020	255,000	255,000	224,376	
4025	SALES TAX	1,194,240	1,166,631	1,792,187	1,560,127	1,843,538	1,560,127	
4525	INTEREST INCOME	24,764	28,383	11,250	-	10,000	-	
4028	PEDESTRIAN/TRANSIT STP	-	-	-	-	12,433	52,350	
4029	ROSE AVENUE STP	-	-	-	-	32,000	276,800	
4030	STATE MOTOR FUEL TAX	-	-	-	-	-	-	
	LITZINGER ROAD STP	-	-	-	-	-	148,000	
	ROCK HILL - LOCAL MATCH	-	-	-	-	-	9,250	
4555	MISCELLANEOUS INCOME	9,123	958	30,080	-	15,000	-	
4575	T.I.F. REIMBURSEMENTS	1,375	-	-	-	-	-	
	Total by Year	**1,426,450**	**1,450,971**	**2,065,537**	**1,815,127**	**2,167,971**	**2,270,903**	**25.11%**

EXPENDITURES:
The City of Brentwood is able to continue to the following services at no additional cost to our citizens: Free Trash & Recycling; No increase in program fees at the recreation center; A majority of Debt Service paid from General Revenue Sources; Annual Marketing of Brentwood commerce in the region; Active Code Enforcement; Vibrant Parks & Recreation Program that offers - Beautification of green space, Community pride – Brentwood Days, Concert in the Park, Ice Rink Arena, Recreational Programming, Recreational Partnerships with neighboring municipalities; Public Safety – Police and Fire and EMS; Streets; Roadway, and sidewalk maintenance; Robust Sewer Later Program and Solid Waste Management.

The following provides a summary of the city's expenses in FY 12. There is an element of expenditure growth due to the following reasons: Salaries, benefits, and insurance premiums continue to increase at a compound rate each year; One (1%) percent merit increase across the board upon the successful outcome of a performance review - $60,793; Seven point five percent (7.5%) increase in health care premiums; Three percent (3%) increase in dental premiums; One percent (1%) increase in Local Government Employee Retirement System Employer (LAGERS) Contributions; and the new Finance Director position.

In FY 11, the supply budget from each department was transferred and consolidated into Municipal Operations. Consolidating these expenses was done to control expenses. However, it made it more challenging to know each department's true object group expense. In FY 12, we will reverse this action. Supplies and Materials and Contractual Services are budgeted as line-item expenses in each department's budget. In addition, employee benefits such as longevity expenses, attendance incentives, payroll taxes, health, dental, vision, and life insurance premiums are now budgeted in each department's budget. This line-item enhancement to the budget provides the addition of more detailed line items in the annual budget. This will offer greater transparency and accountability.

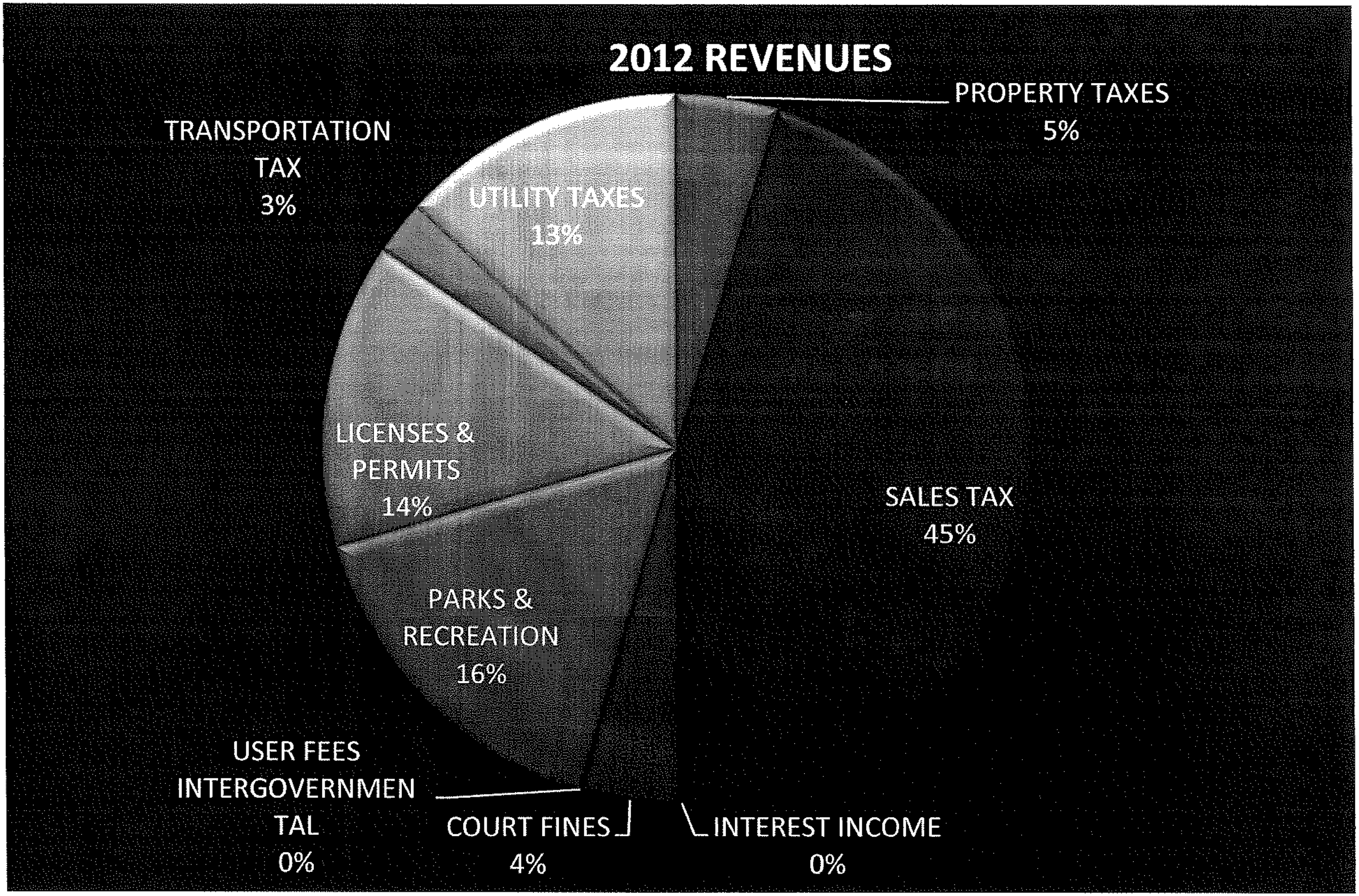
In this budget, there are three new positions: Deputy Court Clerk, Finance Director and a Police Officer. With the position of the Finance Director, this is one of several steps the City has taken to improve the professionalism of our operations and ensure adherence to the best practices that a city with a $15 million annual budget requires. Furthermore, adding this position will provide financial oversight and serve as another check on the city administrator. Municipal Court lost two part-time employees within a span of one month. The Deputy Court Clerk position will help fill the gap and ensure continuity of operations within this department. Also in the police department is a new police officer position. In Public Works, the City will replace a position that became vacant upon the retirement of a long-tenured employee. Also in the Fire & EMS department, the City will also be replacing two vacant positions created with the retirement of two long tenured employees. In addition, Fire & EMS department also have $35,000 budgeted for a shared full-time Training Officer. Brentwood along with Maplewood and Glendale have agreed to share equally the salary and benefits of a Training Officer. This position will be filled by a Command staff from the City of Glendale. A portion of this cost would be offset by ending training agreements we currently have with Emergency Assistance Service Training (EAST) ($3,000 annually) and monthly Haz-Mat training ($7,200 annually), for a total annual savings of $10,200.

	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010	Budget 2011	Estimated 2011	Budgeted 2012
ADMINISTRATION	690,213	733,078	762,683	632,654	666,803	720,412
FIRE	2,010,594	2,074,192	2,158,368	2,190,664	2,235,055	2,507,671
POLICE	2,711,337	2,727,663	2,874,143	2,783,783	2,776,768	3,303,414
STREET	746,136	745,981	773,884	773,180	745,620	1,755,262
SANITATION	530,024	522,830	519,750	536,223	516,285	552,508
PLANNING & DEVELOPMENT	228,181	227,174	256,018	177,095	173,181	388,647
JUDICIAL	124,619	127,432	135,785	138,540	136,227	204,495
MUNICIPAL OPERATING	2,802,831	2,803,172	3,276,414	3,229,461	3,227,824	1,213,386
LEGISLATIVE	88,119	88,274	95,529	92,100	132,011	132,011
COMMUNITY SERVICE	325,957	251,934	186,281	214,000	207,175	207,175
BUILDING MAINTENANCE	39,982	28,977	7,375	6,623	-	-
TOTAL	**10,297,992**	**10,330,708**	**11,046,232**	**10,774,323**	**10,816,948**	**10,984,981**
CAPITAL IMPROVEMENTS	1,602,303	1,199,499	1,279,434	1,627,500	1,350,286	2,081,887
SEWER IMPROVEMENTS	143,177	121,539	131,088	151,414	134,216	134,216
STORM & PARK IMPROVEMENT	1,648,028	1,550,393	1,750,389	1,852,448	1,714,904	1,830,094
TOTAL EXPENDITURES	**13,691,500**	**13,202,139**	**14,207,143**	**14,405,685**	**14,016,354**	**15,031,178**

I appreciate the dedication of our employees who strive to make the best use of available resources to provide the results our citizens expect. Furthermore, I wish to thank the department directors for their leadership and contribution in the development of the FY 12 Budget. A big thank you goes to Karen Mosby, Finance Officer with whom I started working on the budget in July. I also want to thank her staff for their dedication and assistance. More importantly, I look forward to working together with the Board of Aldermen to meet the challenges of the coming year.

Respectfully submitted,

Bola Akande
City Clerk/Administrator


2012 REVENUES
PROPERTY TAXES
5%
TRANSPORTATION
TAX
3%
UTILITY TAXES
13%
LICENSES &
PERMITS
14%
SALES TAX
45%
PARKS &
RECREATION
16%
USER FEES
INTERGOVERNMEN
TAL
0%
COURT FINES
4%
INTEREST INCOME
0%

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012
GENERAL FUND							
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4150	ELECTRICAL PERMITS	14,311	21,782	14,341	14,000	15,000	14,000
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4205	GRANTS - MISC	14,094	1,500	-	15,000	90,435	-
4210	GRANTS POLICE FEDERAL/STATE	-	20,821	7,035	37,000	9,050	9,050
4220	MSD GRANT	-	71,215	-	-	-	-
4300	PROGRAM FEES	203,608	173,364	150,490	190,500	128,978	94,517
	RECREATION FEES	-	-	-	-	-	32,441
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4315	ANNEX ROOM RENTALS	11,850	12,800	-	-	-	-
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	RINK FEES	-	-	-	-	-	334,805
4335	ICE RINK ADMISSIONS	68,638	62,275	81,508	65,500	70,000	70,000
4340	ICE RINK RENTALS	198,022	199,623	224,454	200,000	200,000	200,000
	BIRTHDAY PARTY FEES	-	-	-	-	-	3,000
4345	CONCESSIONS-RINK	8,273	6,225	17,298	17,500	16,850	17,500
4350	SKATE RENTALS	12,373	9,717	10,988	10,000	8,600	8,500
4355	LOCKER RENTALS	155	159	270	200	236	235
4360	SKATE SHARPENING	797	657	720	750	625	-
4365	VENDING	8,581	7,506	7,453	8,000	5,000	6,000
4370	TRASH, ETC. PICKUPS	46,069	25,211	26,433	25,000	48,105	25,000
4375	AMBULANCE FEES	220,091	225,733	213,994	235,000	-	235,000

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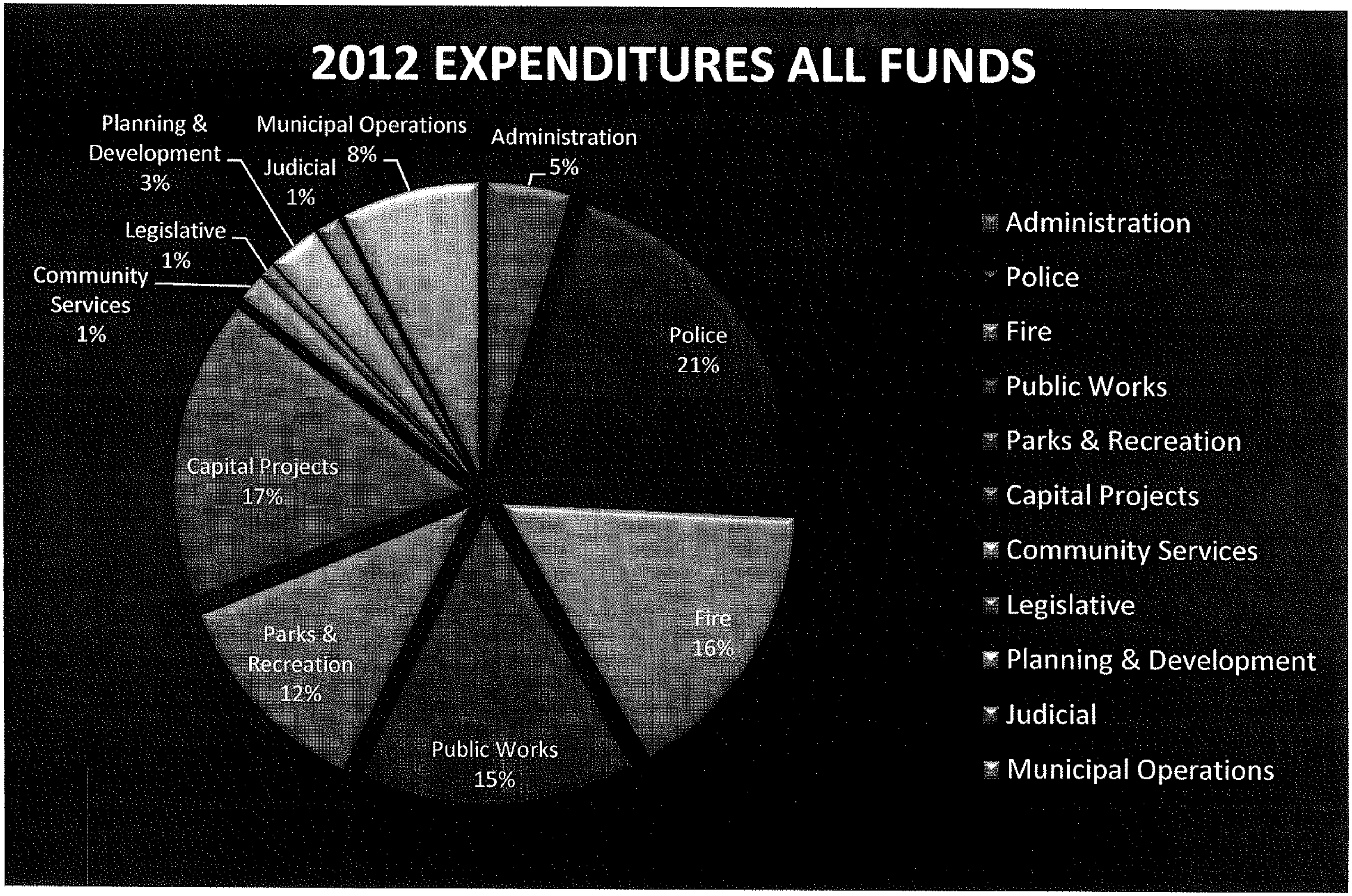
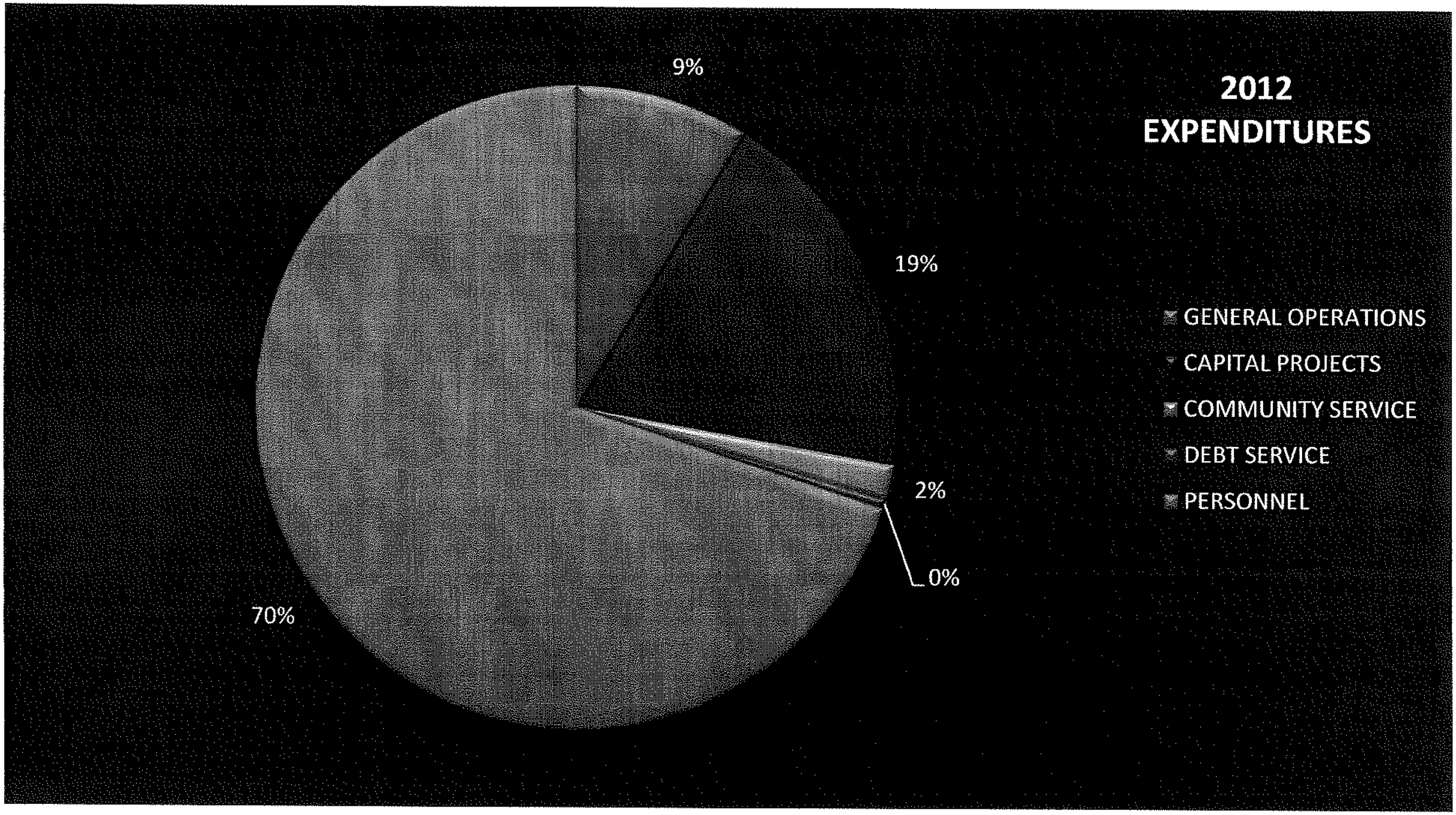
4400	POLICE REPORTS	1,761	1,499	1,446	1,600	1,600	1,600
4405	CRIME VICTIMS-BRENTWOOD	2,471	1,721	1,409	1,800	1,578	1,800
4410	FINES	605,700	456,781	388,985	430,000	461,438	515,750
4411	ATS	5,650	13,704	8,996	10,000	7,000	10,000
4414	POLICE TRAINING				3,338	3,338	4,000
4415	TRAINING FEES-BRENTWOOD	20,354	14,823	11,472	9,000	8,586	9,000
4416	Seized Property	-	-	34,808	-	5,000	5,000
4430	INTERCITY JOINT SERVICES	53,015	52,295	52,145	53,500	56,000	56,000
4500	PROPERTY RENTAL	-	-	-	-	-	24,000
4510	SALE OF CITY PROPERTY	464,740	130,812	-	20,000	150	-
4520	WEED CUTTING, CLEAN UP	-	-	43,043	1,000	-	1,000
4525	INTEREST INCOME	92,716	60,353	11,349	30,000	-	30,000
4526	INTEREST INCOME-PLUMBERS TRUST	7	2	1	-	-	-
4530	PLANNING & DEVELOPMENT MISC.	134	(265)	701	500	-	500
4535	INSURANCE SETTLEMENTS	5,632	-	2,361	11,000	-	11,000
4540	FALSE ALARMS	2,510	2,265	1,625	1,000	1,600	2,000
4545	FESTIVAL REVENUE	8,703	7,338	5,811	15,000	6,900	8,000
4550	GOLF TOURNAMENT REVENUE	15,975	19,077	17,969	15,000	19,800	19,800
4555	MISCELLANEOUS INCOME	23,540	16,385	45,334	25,000	-	25,000
4560	DONATIONS MISCELLANEOUS	505	4,000	-	2,000	-	2,000
4565	DONATIONS - POLICE & FIRE	4,998	4,548	4,254	4,000	-	4,000
4574	FIRE STATION REIMBURSEMENT	-	-	-	221,000	192,000	-
4575	T.I.F. REIMBURSEMENTS	236,191	218,449	437,347	175,000	175,000	287,000
4577	TDD COLLECTION FEES	27,480	26,976	24,000	24,000	24,000	24,000
4578	STRASSNER TDD REIMBURSEMENT	-	47,667	-	-	-	-
4585	SLAIT PREMIUM RETURN	-	6,239	-	-	-	-
4587	COMM LITIGATION SETTLEMENT	473,461	189,104	-	150,000	-	121,000
4608	TRANSFER FROM FUND 30	-	-	-	65,000	65,000	-
4620	TRANSFER FROM FUND 60	-	-		70,000	40,000	-
3000	TRANSFER FROM FUND BALANCE RESERVE-GEN FUND	-	-	-	-	-	-
	Total by Year	**10,523,250**	**9,838,998**	**10,991,405**	**10,825,921**	**10,841,532**	**11,100,615**

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012
STORMWATER -PARK							
4002	AD VALOREM TAXES	69,680	83,000	78,868	83,000	83,000	75,000
4025	SALES TAX	1,368,336	1,368,670	2,059,891	1,794,146	2,201,387	1,800,000
4525	INTEREST INCOME	5,587	306	306		615	400
	Total by Year	**1,443,603**	**1,451,976**	**2,139,065**	**1,877,146**	**2,285,002**	**1,875,400**

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012
SEWER LATERAL FUND							
4525	INTEREST INCOME	548	117	-	-	100	-
4585	ASSESSMENTS	106,666	106,786	155,137	152,000	155,040	155,000
	Total by Year	**107,214**	**106,903**	**155,137**	**152,000**	**155,140**	**155,000**

		Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimate 2011	Budgeted 2012
CAPITAL IMPROVEMENT FUND							
4002	AD VALOREM TAXES	196,948	255,000	232,020	255,000	255,000	224,376
4025	SALES TAX	1,194,240	1,166,631	1,792,187	1,560,127	1,843,538	1,644,374
4525	INTEREST INCOME	24,764	28,383	11,250	-	10,000	600
4028	PEDESTRIAN/TRANSIT STP	-	-	-	-	12,433	65,438
4029	ROSE AVENUE STP	-	-	-	-	32,000	276,800
4030	LITZINGER ROAD STP	-	-	-	-	-	148,000
4031	ROCK HILL - LOCAL MATCH	-	-	-	-	-	9,250
4555	MISCELLANEOUS INCOME	9,123	958	30,080	-	15,000	-
4575	T.I.F. REIMBURSEMENTS	1,375	-	-	-	-	-
4576	RESERVES	-	-	-	-	-	309,000
	Total by Year	**1,426,450**	**1,450,971**	**2,065,537**	**1,815,127**	**2,167,971**	**2,677,838**
	GRAND TOTAL	**13,500,517**	**12,848,847**	**15,351,144**	**14,670,194**	**15,449,645**	**15,808,853**


2012 EXPENDITURES ALL FUNDS
Planning & Development 3%
Municipal Operations 8%
Administration 5%
Judicial 1%
Legislative 1%
Community Services 1%
Police 21%
Capital Projects 17%
Fire 16%
Parks & Recreation 12%
Public Works 15%
Administration
Police
Fire
Public Works
Parks & Recreation
Capital Projects
Community Services
Legislative
Planning & Development
Judicial
Municipal Operations


2012
EXPENDITURES
9%
19%
2%
0%
70%
GENERAL OPERATIONS
CAPITAL PROJECTS
COMMUNITY SERVICE
DEBT SERVICE
PERSONNEL

ADMINISTRATION DEPARTMENT

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; City departments so they can efficiently and effectively deliver services; and 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. Ensure legislative changes are monitored.
4. 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.
5. Continue to influence development patterns that will result in increased efficient delivery of core services, use of energy and resources, demand for infrastructure.
6. Establish accounting policy and procedures.
7. Continue to monitor controls that have been established to eliminate the possibility of fraud.
8. Encourage and promote city-wide professional development and training.
9. Be responsive in an expedient manner to our citizens.

Accomplishments

1. Received the Certificate of Achievement for Excellence in Financial Reporting for preparation of the December 31, 2010 Fiscal Year Comprehensive Annual Financial Report.
2. Assisted in the preparation of the Fiscal Year 11 Annual Budget.

ADMINISTRATION DEPARTMENT

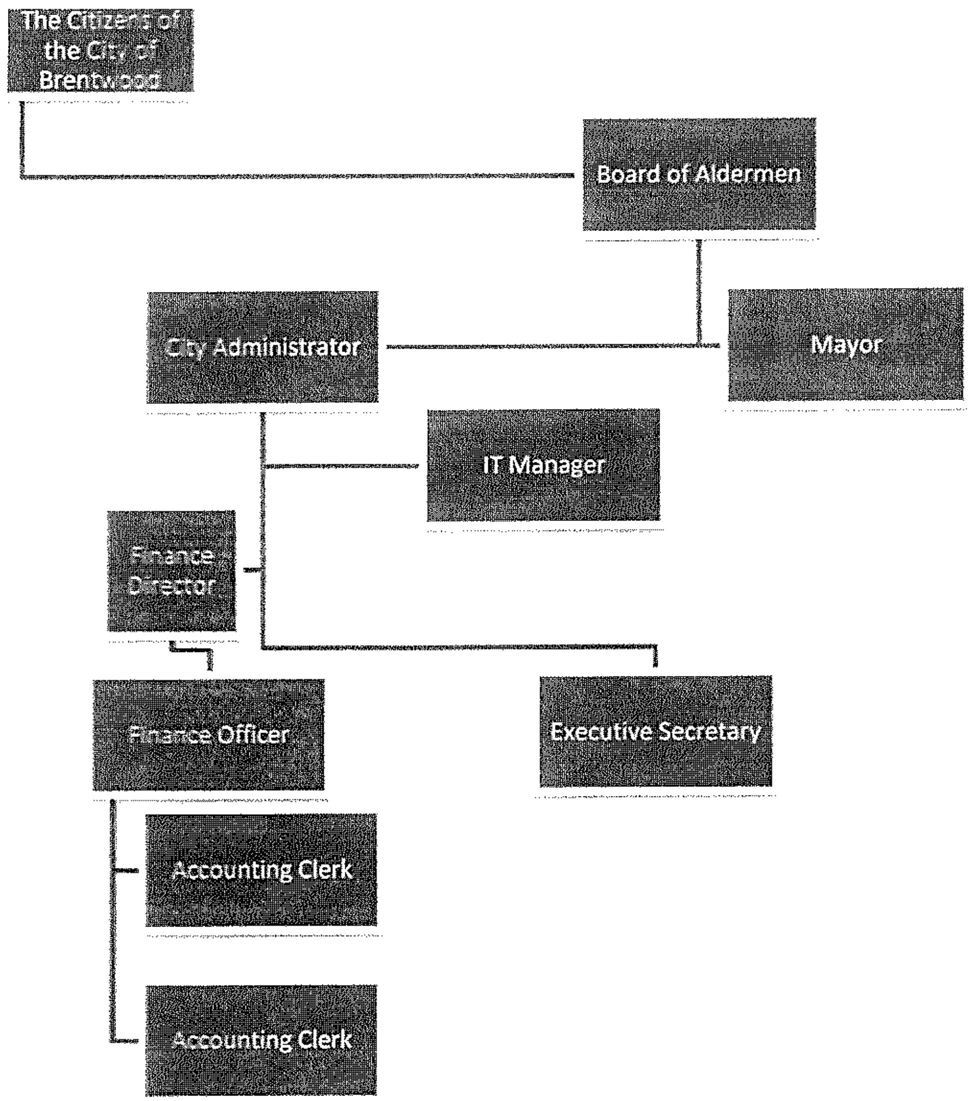
BUDGET

Budgeted Positions

Position	2011	2012
City Administrator	1	1
Assistant City Administrator/ Director of Planning & Development	1	0
Finance Director	0	1
Finance Officer	1	1
IT Manager	1	1
Executive Secretary	1	1
Accounting Clerk	2	2
TOTAL	**7**	**7**

ADMINISTRATION DEPARTMENT

ORGANIZATIONAL STRUCTURE



ADMINISTRATION DEPARTMENT

ACCOUNT DESCRIPTION – FY-2012

PERSONNEL SERVICES:

Salaries & Wages Full-time 6000: This line item provides funds for positions in this department ($540,710).

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 ($3,000).

Salaries and Wages Part-time 6010: This line item provides funds for an undergraduate or graduate student in Public Administration or Political Science to assist with special projects throughout the year ($5,000).

Longevity Expense 6025: This line item provides funds for longevity pay to employees for specified years of service ($5,000).

Attendance Incentive 6050: This line item provides funds for employees with perfect attendance ($2,800).

Employee Benefits 6065: The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. Provides funds for employee benefits (health care, dental, vision and life insurance, LAGERS) ($135,702).

MATERIAL AND SUPPLIES:

Supplies & Materials 6420: This line item provides funds for offices supplies for city hall ($15,000).

CONTRACTUAL SERVICES:

Petro Products 6195: This line item provides funds to purchase gasoline for the City Administrator's vehicle ($1,720).

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, International City/County Management Association (ICMA) conference, Missouri City/County Management Association winter and spring conference (MCMA), Missouri City Clerk/Finance Officers Association (MCCFOA) seminars and conferences, Government Finance Officers Association (GFOA) seminar and conferences and Saint Louis City/County Management Association (SLACMA) monthly meetings ($3,950).

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

Training 6240: This line item provides funds for additional training and education for job revitalization and keeping up with current trends and practices ($1,000).

Dues & Subscriptions 6365: This line item provides funds for organizational dues for employees – Missouri Municipal League (MML), International City/County Management Association (ICMA), Missouri City/County Management Association (MCMA), Missouri City Clerk/Finance Officers Association (MCCFOA), Government Finance Officers Association (GFOA), Saint Louis County Municipal League (STCML) and Saint Louis City/County Management Association (SLACMA) ($1,750).

Printing 6375: This line item provides funds for envelopes, letterhead, etc. ($500).

Postage 6440: This line item provides funds for mailings ($1,000).

	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010	Budget 2011	Estimated 2011	Budgeted 2012
ADMINISTRATION	690,213	733,078	762,683	632,654	666,803	722,132
FIRE	2,010,594	2,074,192	2,158,368	2,190,664	2,235,055	2,497,671
POLICE	2,711,337	2,727,663	2,874,143	2,783,783	2,776,768	3,303,414
STREET	746,136	745,981	773,884	773,180	745,620	1,755,262
SANITATION	530,024	522,830	519,750	536,223	516,285	552,508
PLANNING & DEVELOPMENT	228,181	227,174	256,018	177,095	173,181	446,673
JUDICIAL	124,619	127,432	135,785	138,540	136,227	204,495
MUNICIPAL OPERATING	2,802,831	2,803,172	3,276,414	3,229,461	3,227,824	1,213,386
LEGISLATIVE	88,119	88,274	95,529	92,100	84,902	132,011
COMMUNITY SERVICE	325,957	251,934	186,281	214,000	5,000	234,975
BUILDING MAINTENANCE	39,982	28,977	7,375	6,623	-	-
TOTAL	**10,297,992**	**10,330,708**	**11,046,232**	**10,774,323**	**10,567,664**	**11,062,527**
CAPITAL IMPROVEMENTS	1,602,303	1,199,499	1,279,434	1,627,500	1,350,286	2,643,325
SEWER IMPROVEMENTS	143,177	121,539	131,088	151,414	150,103	154,958
STORM & PARK IMPROVEMENT	1,648,028	1,550,393	1,750,389	1,852,448	1,714,904	1,830,094
TOTAL EXPENDITURES	**13,691,500**	**13,202,139**	**14,207,143**	**14,405,685**	**13,782,957**	**15,690,904**

COMMUNITY SERVICE DEPARTMENT

COMMUNITY SERVICES

ACCOUNT DESCRIPTION – FY-2012

CONTRACTUAL SERVICES:

Community Relations 6145: This line item provides funds to for the monthly Brentwood Chamber of Commerce luncheons, City of Brentwood Annual Holiday Open House, trash can painting, Veteran Day Celebration, National Day of Prayer, flowers, ADA Accommodation & promotion giveaways & breakfast with the mayor ($7,878).

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

Golf Tournament 6200: This line item provides funds to cover annual golf tournament ($19,800).

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

Miscellaneous Contractual 6210: This line item provides funds for the Annual Marketing Campaign for businesses in Brentwood, also ADA inclusion coordinator, website hosting and video streaming, & professional services cost for public relations consultant ($65,000).

Festival Expense 6220: This line item provides funds for the annual Brentwood Days festival ($65,000).

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 and Board of Adjustments) ($15,000).

COMMUNITY SERVICES

Account Number	Account Descriptions	Actual 2008	Actual 2009	Actual 2010	Budget 2011	Estimated 2011	Budgeted 2012
4545	FESTIVAL REVENUE	8,703	7,338	5,811	15,000	6,900	8,000
4550	GOLF TOURNAMENT	15,975	19,077	17,969	15,000	24,194	19,800
	Transfer to fund 40						
	TOTAL REVENUE	24,678	26,415	23,780	30,000	31,094	27,800
	Personnel Services						
6000	SALARIES FULL TIME	-	-	-	-	-	-
6005	FULL TIME OVERTIME	-	-	-	-	-	-
6025	LONGEVITY EXPENSE	-	-	-	-	-	-
6050	ATTENDANCE INCENTIVE	-	-	-	-	-	-
6065	EMPLOYEE BENEFITS	-	-	-	-	-	-
	Subtotal:	-	-	-	-		-
	Contractual Services						
6145	COMMUNITY RELATIONS	43,159	57,814	58,026	58,000	23,000	7,875
6147	NEWSLETTER	23,443	13,657	19,077	21,000	21,175	9,500
6200	GOLF TOURNAMENT EXPENSE	34,378	33,457	30,439	30,000	24,000	19,800
6207	COMMUNITY DEVELOPMENT	152,187	80,711	8,070	25,000	15,000	25,000
6210	MISC CONTRACTUAL EXPENSES	-	-	-	-	45,500	65,000
6220	FESTIVAL EXPENSE	67,905	64,106	69,752	65,000	65,000	65,000
6222	CHANNEL 60	4,884	2,189	918	15,000	5,000	15,000
6412	EAGER ROAD REDEVLOPMENT					8,500	
	Subtotal:	325,957	251,934	186,281	214,000	207,175	207,175
	Total Expenditures	**325,957**	**251,934**	**186,281**	**214,000**	**207,175**	**207,175**

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 reduce property loss.
2. Improve firefighter safety by instituting a Safety Officer for each shift.
3. Utilize Firehouse Inspection software module to improve efficiencies and increase productivity.
4. Expand training programs to include meaningful hands-on training scenarios along with virtual classroom instruction.
5. Improve public awareness of fire safety through increased interaction with public groups and institutions.
6. Establish an in-house fire investigation program.
7. Establish and maintain promotional assessment testing for the rank of Lieutenant.
8. Establish career paths and mentoring programs for officer positions.
9. To increase the amount of and quality of supervisory training and development.
10. Maximize the participation in training opportunities with our Mutual-Aid partners.
11. Complete specifications for a new Heavy Rescue Pumper.
12. Take possession of a new 2011 Advanced Life Support ambulance
13. Replace all Personal Protective Equipment (PPE/Turn-out gear) for all fire department members.

Accomplishments

1. Instituted an on-line calendar accessible to all fire department personnel. Shift schedules, training, vacations and all other department and city events can now be scheduled well in advance and viewed by all members to allow for more efficient daily operations.
2. Established regular inter-active Officer Meetings where the officer staff provides input and is included in departmental decision making process.
3. Established detailed daily paperwork to track employee vacations, compensatory time, sick leave and training activities.
4. Began the process of writing and implementing Standard Operating Guidelines.
5. Cooperative effort with several Mutual-Aid departments to establish joint, area wide standardized guidelines for firefighting and other emergency incidents.
6. Applied for a FEMA Assistance to Firefighter Grant ($135,000) to replace Self Contained Breathing Apparatus (SCBA) – grant $128,250, local match $6,750.

FIRE DEPARTMENT

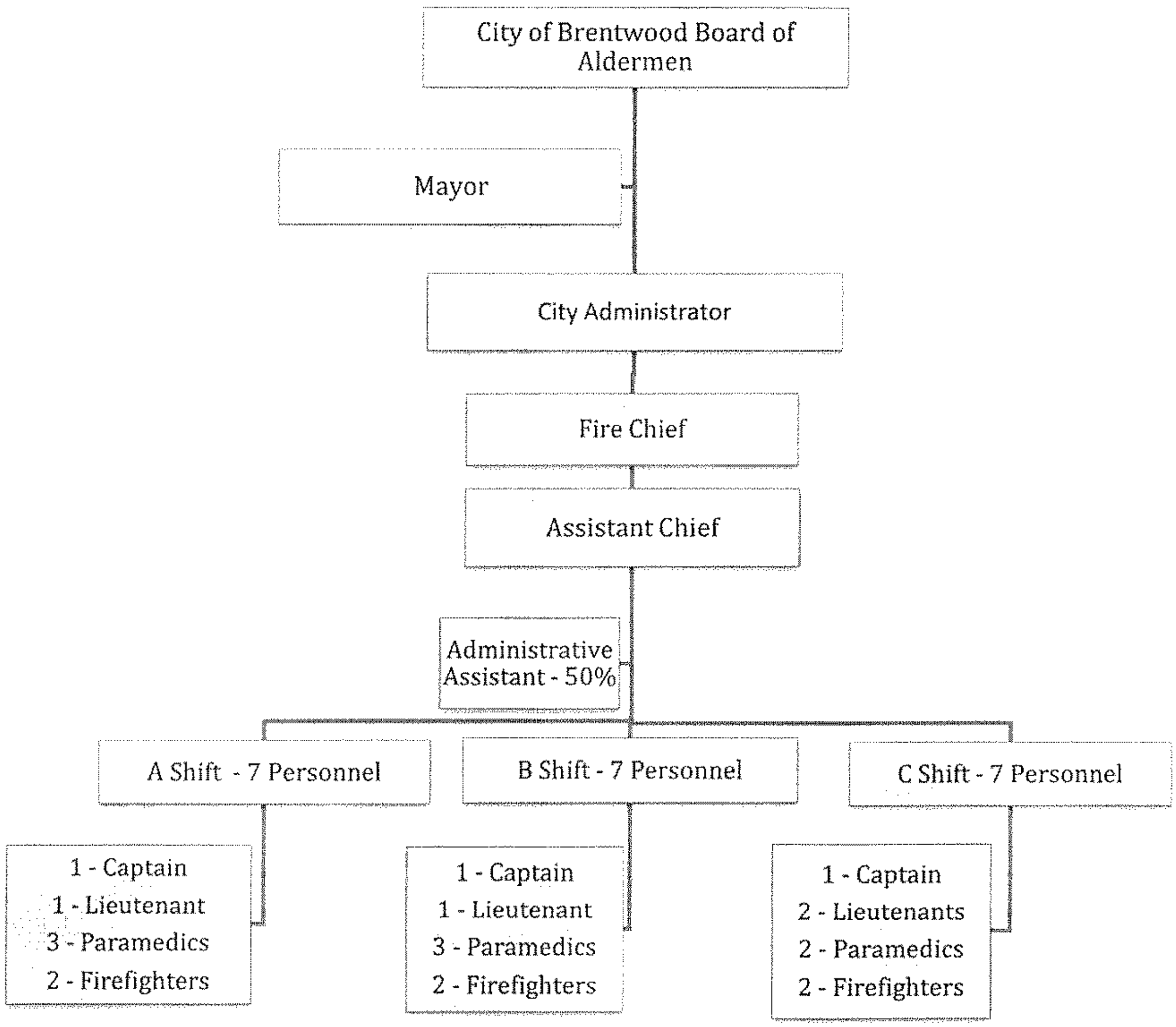
BUDGET

Budgeted Positions

Position	2011	2012
Fire Chief	1	1
Assistant Fire Chief	1	1
Deputy Chief	1	0
Administrative Assistant (position shared with Parks Recreation – Public Relations Coordinator)	.50	.50
Captain	2	3
Lieutenant	4	3
Paramedic/firefighter	8	9
Firefighter/EMT	6	6
TOTAL	23.50	23.50

FIRE DEPARTMENT

ORGANIZATIONAL STRUCTURE



FIRE DEPARTMENT

ACCOUNT DESCRIPTION – FY 2012

PERSONNEL SERVICES:

Salaries and Wages Full Time 6000: This account includes salaries and benefits for (23) full time employees and funds to pay the balance of the accrued benefits for two retiring employees. The Administrative Assistant position is funded from Storm and Park Improvement fund (100%) ($1,902,532).

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 ($23,943).

Holiday Expense 6030: This line item provides funds for the Public Safety personnel receive compensation for working holidays ($74,960).

Attendance Incentive 6050: This line item provides funds for employees with perfect attendance ($4,600).

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 ($246,763).

Clothing Allowance 6390: This line item provides uniform allowance to buy and maintain uniforms for all fire personnel at $600 each ($14,000).

MATERIAL & SUPPLIES:

Supplies & Materials 6420: Included in this line item are operational equipment purchases and miscellaneous or unexpected repairs ($31,019).

CONTRACTUAL SERVICES:

Linen Service 6250: This line item includes all cleaning towels ($5,200).

Miscellaneous Contractual 6210: New employee and office testing material ($1,200), professional claims processing for ambulance billing ($16,000), medical exam for new employee two at $600 each ($1,200) , new employee psych exam two at $400 each ($800), and physical fitness testing at fire academy for new hires two at $600 each ($1,200) ($20,000).

Uniform Purchase 6400: This line item includes replacing Personal Protective Equipment (PPE) including helmets, gloves and all other protective clothing and the cost of outfitting new employees with PPE ($3,000 per employee) ($10,000).

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

Travel & Meetings 6185: This line item includes the cost of hotels and meals for department related travel ($2,000).

Educational Benefits 6070: This line item provides funds for employee's educational benefits ($2,000).

Training 6240: This line item provides funds so the Brentwood Fire Department, Maplewood Fire Department and Glendale Fire Department can share the cost of salary and benefit of a training officer ($35,000 for each department); annual cost to participate in the St. Louis County Fire Academy Special Programs ($1,725); Special Programs provides hands-on fire training, costs for seminars and conferences, books and training materials ($2,374) and PETI (Paramedic training) ($4,000) ($43,099).

Organizational Dues 6365: This line item includes dues for periodicals, professional journals and publications for staff officers, line officers and paramedic/firefighters: St. Louis County Fire Chief's Association ($600), NFPA membership ($150), Central Core EMS Officers ($100), Central Core Training Officers ($200) and the International Association of Fire Chief's ($190), Sam's Club ($35) journal and newspaper subscriptions ($280) ($1,555).

Printing 6375: This line item provides funds for business cards, letterhead and envelopes ($250), and the annual cost of the department copy machine ($250) ($500).

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

Petro Products 6195: This line item includes an estimated usage of 3,800 gallons of diesel fuel expenses for the fire trucks and ambulance ($12,500) and an estimated usage of 3,200 gallons of regular fuel for the department's staff vehicles ($11,200) ($23,700).

FIRE DEPARTMENT

Account Number	Account Descriptions	Actual 2008	Actual 2009	Actual 2010	Budget 2011	Estimated 2011	Budgeted 2012
	Personnel Services						
6000	SALARIES FULL TIME	1,762,161	1,826,091	1,903,984	1,963,419	2,017,408	1,902,532
6005	FULL TIME OVERTIME	91,466	89,605	84,201	90,000	90,000	90,000
6025	LONGEVITY EXPENSE	20,683	21,882	23,067	23,745	24,038	23,943
6030	HOLIDAY EXPENSE	73,140	70,476	69,982	78,000	75,805	74,960
6040	SHIFT OFFICER PAY	-	-	-	1,500	-	-
6050	ATTENDANCE INCENTIVE	-	-	-	-	-	4,600
6065	EMPLOYEE BENEFITS	-	-	-	-	-	246,763
6390	CLOTHING ALLOWANCE	13,920	13,920	13,920	14,000	14,000	14,000
	Subtotal:	1,961,370	2,021,973	2,095,154	2,170,664	2,221,251	2,356,798
	Materials & Supplies						
6420	SUPPLIES & MATERIALS	40,496	41,763	45,290	-	-	31,019
6330	COMPUTER	-	-	-	-	-	
6445	MISCELLANEOUS EXPENSE	-	-	-	-	-	
	Subtotal:	40,496	41,763	45,290	-	-	31,019
	Contractual Services						
6250	LINEN SERVICE	3,805	4,142	4,562	5,000	5,686	5,200
6210	MISCELLANEOUS CONTRACTUAL						20,400
6400	UNIFORM PURCHASE	4,923	6,313	13,363	15,000	8,118	10,000
6160	ADVERTISING	-	-	-	-	-	1,000
6185	TRAVEL/MEETINGS	-	-	-	-	-	2,000
6070	EDUCATIONAL BENEFITS	-	-	-	-	-	2,000
6240	TRAINING	-	-	-	-	-	43,099
6375	PRINTING	-	-	-	-	-	500
6365	ORGANIZATIONAL DUES						1,555
6440	POSTAGE	-	-	-	-	-	400
6195	PETRO PRODUCTS	-	-	-	-	-	23,700
	Subtotal:	8,728	10,455	17,925	20,000	13,804	109,854
	Total Expenditures	**2,010,594**	**2,074,192**	**2,158,368**	**2,190,664**	**2,235,055**	**2,497,671**

JUDICIAL DEPARTMENT

JUDICIAL DEPARTMENT

Mission Statement

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

Goals and Objectives

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

Accomplishments

1. Missouri State Highway Patrol audit of Brentwood Municipal Court's procedures and security of the Criminal Justice Information Systems resulted in 100% compliance.
2. Judge, court administrator, assistant court administrators, and court clerk satisfied the state required continuing education credits.
3. Monies received balanced with receipts issued on a daily basis 100%
4. Assumed responsibility of maintaining Missouri State Highway Patrol fingerprint cards.
5. Christine Schwartz, Assistant Court Administrator, was named a director to the executive board of the St. Louis Metropolitan Association for Court Administration. It is a two year term.

JUDICIAL DEPARTMENT

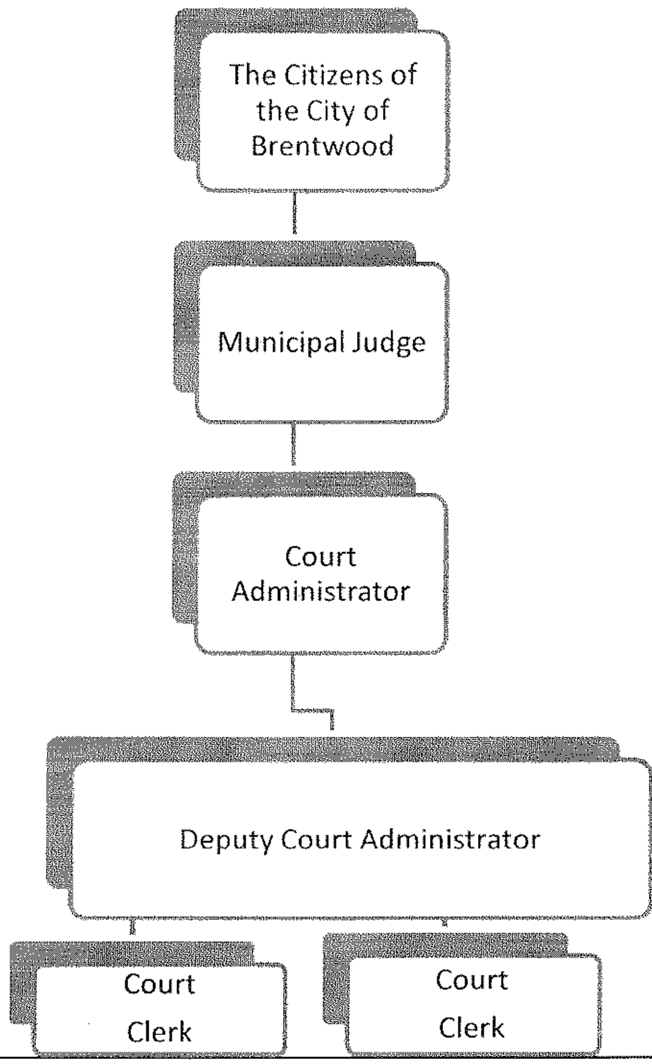
BUDGET

Budgeted Positions

Position	2011	2012
Judge	1	1
Court Administrator	1	1
Deputy Court Administrator	.50	1
Court Clerk (2 part-time employee)	1	1
Total	3.5	4

JUDICIAL DEPARTMENT

ORGANIZATIONAL STRUCTURE



JUDICIAL DEPARTMENT

ACCOUNT DESCRIPTION – FY-2012

PERSONNEL SERVICES:

Salaries & Wages Full-time 6000: This line item provides funds for the positions in the judicial department ($126,631).

Full Time Overtime 6005: This line item provides funds for full-time non-exempt employees utilized for court night ($3,300).

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 ($14,832).

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

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

Employee Benefits 6065: The City continues to offer this shared coverage as an important employee benefit in order to attract quality, skilled employees to the City. The City also provides Life Insurance, Long Term and Short Term Disability Insurance and employee assistance service. This line item provides funds for employee benefits (health care, dental, vision and life insurance, LAGERS) ($31,102).

MATERIALS & SUPPLIES:

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

CONTRACTUAL SERVICES:

REJIS Commission 6140: This line item provides funds for software maintenance, firewall maintenance, charter service, server license, line fee ($17,120).

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 ($2,900).

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

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

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 ($200), and the Missouri Municipal Judges Association ($150) ($510).

Postage 6440: This line item provides funds for certified letters and regular postage ($1,400).

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

JUDICIAL DEPARTMENT

Account Number	Account Descriptions	Actual 2008	Actual 2009	Actual 2010	Budget 2011	Estimated 2011	Budgeted 2012
	Personnel Services						
6000	SALARIES FULL TIME	72,379	73,781	76,001	76,920	77,251	126,631
6005	FULL TIME OVERTIME	-	1,726	2,143	-	-	3,300
6010	SALARIES PART TIME	32,717	33,687	41,768	43,000	45,500	14,832
6025	LONGEVITY EXPENSE	1,500	1,500	1,500	1,500	1,500	1,500
6050	ATTENDANCE INCENTIVE	-	-	-	-	-	800
6065	EMPLOYEE BENEFITS	-	-	-	-	-	31,102
	Subtotal:	106,596	110,693	121,411	121,420	124,251	178,165
	Material & Supplies						
6420	SUPPLIES & MATERIALS	3,140	1,013	1,114	-	-	1,500
	Subtotal:	3,140	1,013	1,114	-	-	1,500
	Contractual Services						
6140	REGIS COMMUNICATION	14,883	15,726	13,260	17,120	11,976	17,120
6185	TRAVEL/MEETINGS	-	-	-	-	-	2,900
6210	MISC CONTRACTUAL EXPENSES	-	-	-	-	-	1,300
6365	ORGANIZATIONAL DUES	-	-	-	-	-	510
6375	PRINTING	-	-	-	-	-	1,200
6240	TRAINING	-	-	-	-	-	400
6440	POSTAGE	-	-	-	-	-	1,400
	Subtotal:	14,883	15,726	13,260	17,120	11,976	24,830
	Total Expenditures	**124,619**	**127,432**	**135,785**	**138,540**	**136,227**	**204,495**

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.

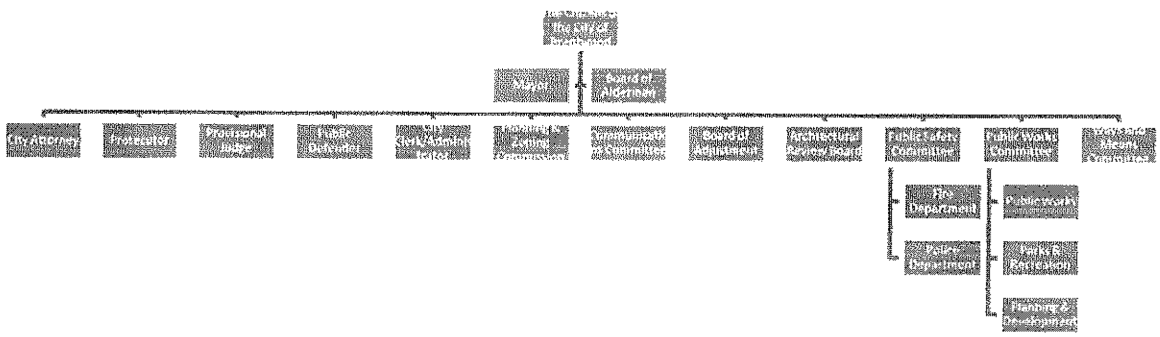
Accomplishments

1. Residential Energy Efficiency Loan Program: On July 18, 2011, the City of Brentwood entered into a cooperation agreement with St. Louis County to offer Brentwood residents the opportunity to participate in a residential energy efficiency loan program. The program which was implemented by St. Louis County will provide low interest rate loans to residential property owners to make energy efficiency improvements.

2. The City of Brentwood, through the Community Development Block Grant (CDBG) Program. The program offers a 5 (five) year forgivable home improvement loans to low- and moderate-income homeowners to make necessary improvements to their homes.

LEGISLATIVE DEPARTMENT

ORGANIZATIONAL STRUCTURE



LEGISLATIVE DEPARTMENT

ACCOUNT DESCRIPTION - FY-2012

PERSONNEL SERVICES

Salaries & Wages Mayor & Board of Aldermen 6020: This line item provides funds for the compensation of the Mayor and Board of Aldermen ($72,100).

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: The City provides health care (optional), dental (optional), vision (optional) and life insurance and LAGERS benefit for the Mayor and Board of Aldermen ($28,161).

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) ($3,500).

Election Expense 6280: This line item provides funds for expenses for the elections ($5000).

Dues & Subscriptions 6365: This line item provides funding for membership fees: Missouri Municipal League (MML) Brentwood Chamber of Commerce, STML, ICSC, NLC, ULI and STML ($6500).

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

Postage 6440: This line item provides funds to send notices to eligible voters when final re-districting of boundaries in time for the April 2012 Elections ($1,000).

LEGISLATIVE DEPARTMENT

Account Number	Account Descriptions	Actual 2008	Actual 2009	Actual 2010	Budget 2011	Estimated 2011	Budgeted 2012
	Personnel Services						
6020	SALARIES - ELECTED OFFICIALS	68,392	72,001	72,306	72,100	72,002	72,100
6055	SALARIES P&Z BOARD	10,850	10,150	11,100	12,000	11,200	12,000
6060	SALARIES BOARD OF ADJUSTMENT	1,750	1,800	2,150	3,000	1,700	3,000
6065	EMPLOYEE BENEFITS	-	-	-	-		28,161
	Subtotal:	80,992	83,951	85,556	87,100	84,902	115,261
	Material & Supplies						
6420	SUPPLIES & MATERIALS	699	289	123	-	-	500
	Subtotal:	699	289	123	-	-	500
	Contractual Services						
6185	TRAVEL/MEETINGS						3,500
6280	ELECTION EXPENSE	6,428	4,034	9,850	5,000	-	5,000
6365	DUES & SUBSCRIPTIONS	-	-	-	-	-	6,500
6375	PRINTING	-	-	-	-	-	250
6440	POSTAGE	-	-	-	-	-	1,000
	Subtotal:	6,428	4,034	9,850	5,000	-	16,250
	Total Expenditures	**88,119**	**88,274**	**95,529**	**92,100**	**84,902**	**132,011**

MUNICIPAL OPERATING

MUNICIPAL OPERATING DEPARTMENT

ACCOUNT DESCRIPTION – FY-2012

PERSONNEL SERVICES:

Employee Benefits 6065: This line item includes payroll taxes and health insurance deductible reimbursements ($424,400).

MATERIAL AND SUPPLIES:

Utilities 6115: This line item includes the yearly bill amounts for Cable, Internet and Wi-Fi, Telephones, Water, Sewer, and Electric ($165,000).

Insurance 6150: This line item includes SLAIT insurance premiums for health insurance and workers' compensation ($254,170).

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

Accounting 6165: This line item provides funds for the annual audit ($14,500) and the petitioned state audit ($80,000) ($94,500).

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 ($150,000).

Travel/Meetings 6185: This line item provides funds for ongoing professional development of the city-wide staff ($3,000).

Miscellaneous Contractual Expenses 6210: This line item provides funds for additional city-wide contractual expenses ($81,976).

Supplies & Material 6420: This line item provides funds for coffee, paper plates, cups, utensils for special events ($3,000).

Postage 6440: This line item provides funds for postage ($8,300).

Safety Program 6442: This line item provides funds for city-wide safety training materials and supplies ($500).

Copier Supplies 6460: This line item provides funds for the city hall copies ($6,000).

Intergovernmental Transfer 6461: This line item is a loan to the Brentwood Library to cover shortfall in their revenue so they do not have to reduce personnel and operating hours ($15,040).

MUNICIPAL OPERATING DEPARTMENT

ACCOUNT NUMBER	ACCOUNT DESCRIPTIONS	Actual 2008	Actual 2009	Actual 2010	Budget 2011	Estimated 2011	Budgeted 2012
6065	EMPLOYEE BENEFITS	1,177,037	1,274,524	1,428,966	1,448,461	1,590,851	424,400
6115	UTILITIES	280,251	279,164	296,841	325,000	381,394	165,000
6135	TELEPHONE - SERV/EQUIP PURCH	156,088	149,888	130,195	135,000	97,674	
6150	INSURANCE	299,630	267,645	321,878	290,000		254,170
6151	PROFESSIONAL SERVICES	-	-	-	-	-	7,500
6155	ENGINEERING	72,610	21,521	27,803	35,000	8,300	
6160	ADVERTISING	24,637	11,072	9,310	15,000	10,000	-
6165	ACCOUNTING	13,751	11,230	10,935	14,500	16,410	94,500
6170	LEGAL	127,823	141,732	209,095	150,000	348,593	150,000
6185	TRAVEL/MEETINGS	28,017	20,814	17,225	26,000	15,000	3,000
6195	PETRO PRODUCTS	156,881	102,187	118,684	125,000	128,093	-
6210	MISC CONTRACTUAL EXPENSES	344,830	360,908	580,424	370,000	372,000	81,976
6225	REPAIRS & MAINT - OTHER	10,800	14,079	6,763	15,000	30,000	-
6240	TRAINING	25,475	38,665	31,675	35,000	25,000	-
6365	ORGANIZATIONAL DUES	13,284	11,734	13,938	15,000	15,000	-
6375	PRINTING	6,491	6,167	3,527	8,000	7,000	-
6420	SUPPLIES & MATERIALS	-	-	45	150,000	104,350	3,000
6440	POSTAGE	15,516	17,452	19,594	20,000	13,000	8,300
6442	SAFETY PROGRAM	63	-	-	500	-	500
6443	PUBLIC SAFEY EQUIPMENT	-	-	-	-	18,000	-
6445	MISCELLANEOUS EXPENSE	38,914	63,572	43,206	40,000	39,659	-
6460	COPIER SUPPLIES	10,733	10,819	6,310	12,000	7,500	6,000
6461	INTERGOVERNMENTAL TRANSFER	-	-	-	-	-	15,040
	Total Expenditures	**2,802,831**	**2,803,172**	**3,276,414**	**3,229,461**	**3,227,824**	**1,213,386**

PARKS & RECREATION DEPARTMENT

PARKS AND RECREATION DEPARTMENT

Mission Statement

It is the mission of the Parks and Recreation Department to offer quality physical and mental outlets that provide residents and visitors the opportunity to enhance their lives through rest, relaxation and recreation by managing parks, trails, the ice arena, community center, the MAGIS Bus, website and city newsletter; to provide quality parks and access to recreation facilities, improve property values, provides citizens the opportunity to socialize, and is a great source of pride for the community.

Goals and Objectives

1. Acquire and maintain public recreation facilities as long term investments.
   a. Determine long term viability of recreation center and fiscal impact of renovation.
   b. Incorporate ADA transition plan into capital improvement program.
   c. Develop rain garden design for 416 Hanley Industrial Court.
   d. Design improved entrance to Rogers Parkway.
   e. Improve design of Norm West Park – West Entrance.

2. Improve the effectiveness of current programs and services.
   a. Develop systematic approach to evaluating programs annually.
   b. Narrow programming focus to create identity for department and city.
   c. Define marketing methods and timelines.
   d. Investigate and establish new partnerships.

3. Operate in a fiscally responsible manner.
   a. Explore the development of a city-wide sponsorship program.
   b. Consistently assess fees and charges to all users and define donation guidelines.
   c. Utilizing information from planning documents and input from staff, update the capital improvement program annually by July.

4. Strengthen the administration of the department through policies and procedures.
   a. Review fee structure for facility rentals and admissions in annually in January.
   b. Review emergency preparedness procedures in annually in March.
   c. Establish training for AED, CPR and First Aid.
   d. Review position classification plan including salaries annually by August.
   e. Submit budget annually in September.
   f. Review and update Strategic Plan annually in December.

5. Improve and protect the city's image.
   a. Improve visual appeal and city identity within parks by standardizing amenities.
   b. Standardize park signage for brand recognition and to reflect consistency with city logo.
   c. Increase usage of city newsletter for marketing department activities.

6. Employee Development

a. Establish specific training for managers on administering performance reviews, mentoring employees, goal setting.
b. Establish regular training opportunities for employees on customer service, office procedures, work ethics, and communication in the workplace.

Accomplishments

1. Continued branding implementation through business cards, digital letterhead and email signatures. Painted community center meeting rooms to reflect color scheme.
2. Began sign implementation in Lee Wynn Trail and Oak Tree Park.
3. Developed new map of park system to reflect city branding.
4. Joined the Municipal Partners for Inclusive Recreation to assist with ADA compliance in the department and city.
5. Facilitated the Brentwood Days Festival and Charity Golf Tournament, increasing efficiency and cost effectiveness.
6. Implemented Wi-Fi service at Recreation Complex.
7. Established partnership with Mid-County YMCA for resource sharing.

PARKS AND RECREATION DEPARTMENT

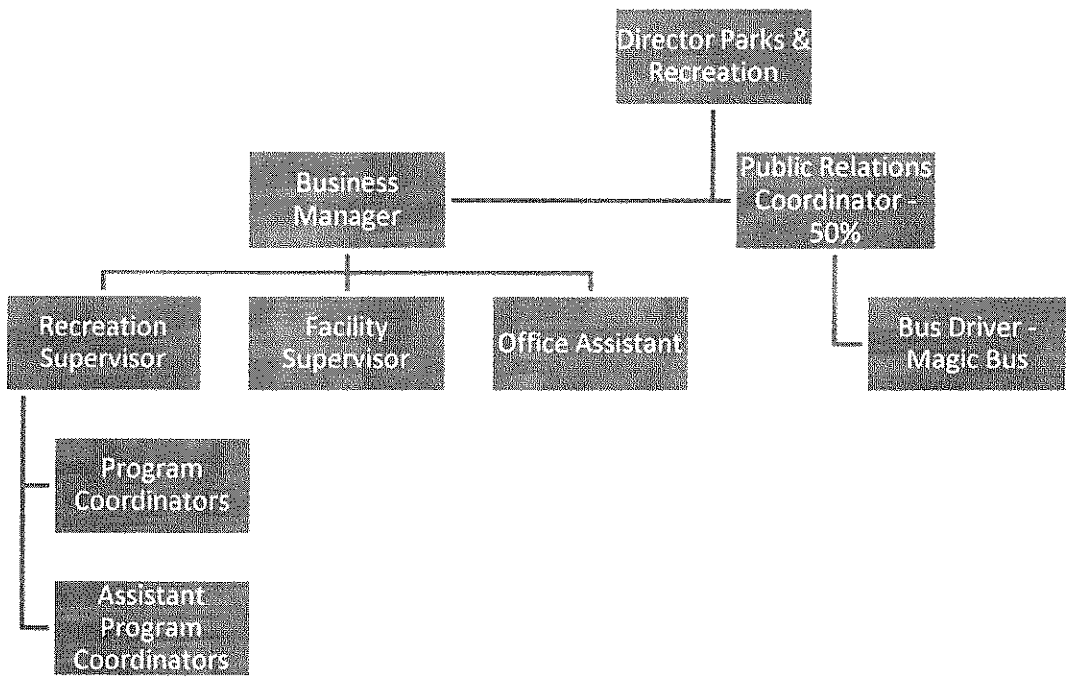
BUDGET

Budgeted Positions

Position	2011	2012
Director of Parks and Recreation	1	1
Business Manager	1	1
Recreation Superintendent	1	1
Facility Superintendent	1	1
Program Coordinator	2	2
Office Assistant	1	1
Assistant Program Coordinator	2	2
Public Relations Coordinator (shared with Fire department)	1	.50
Bus Driver	1	1
Total	**11**	**10.5**

PARKS AND RECREATION DEPARTMENT

ORGANIZATIONAL STRUCTURE



PARKS & RECREATION DEPARTMENT
ACCOUNT DESCRIPTION - FY-2012

PERSONNEL SERVICES:

Salaries & Wages Full-time 6000: This line item provides funds for the positions in the parks and recreation department ($482,278).

Full-time Overtime 6005: This line item provides funds full-time non-exempt employees who may have to work when unplanned events or scheduling change occurs and during Brentwood Days ($800).

Part-time 6010: This line item provides funds for part-time employees - Building Managers (two (2) transferred to full time -(19,500), Recreation Aides (15,450), and a Skate Guard (19,570) ($54,520).

Salaries & Wages Part-time Rink Program 6012: This line item provides funds for the part-time positions of hockey instructors (62,930), and Skating Instructors (39,768) ($102,698).

Salaries & Wages Part-time Park Program 6013: This line item provides funds for part-time employees who assist with softball program (18,750), volleyball program (6,600), sand volleyball program (5,800) ($31,150).

Salaries & Wages Part-time Recreation Program 6014: This line item provides funds for recreation program instructors ($445).

Part-time Overtime 6015: This line item provides funds for staff coverage on holidays ($2,000).

Part-time Overtime Rink Program 6017: This line item provides funds for staff coverage on ice rink programs ($2,000).

Longevity Expense 6025: This line item provides funds for longevity pay to employees for specified years of service ($11,727).

Attendance Incentive 6050: This line item provides funds for employee incentive for perfect attendance ($3,600).

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) 196,350).

Insurance Workers Compensation 6150: This line item provides funds to cover worker's compensation insurance for employees ($112,545).

MATERIALS & SUPPLIES:

Supplies & Materials 6420: This line item provides funds for supplies for building and programs ($80,750).

Supplies & Materials Parks 6421: This line item provides funds for supplies for building and programs related to specifically to parks ($23,750).

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

Educational Benefits 6070: This line item provides funds for the reimbursement for full-time staff to attend work-related college classes ($3,000).

Utilities 6115: This line item includes the yearly bill amounts for Cable (11,865), Internet and Wi-Fi (1,575), Telephones (7,928), Water (5,443), Sewer (5,207), and Electric (130,221) ($162,238).

Utilities Parks 6116: This line item includes the yearly bill amounts for Water ($816), Sewer ($4,796), Electric ($14,461), Natural Gas - Memorial Park ($1,785) ($21,858).

Park Program Expense 6122: This line item provides funds for program expenses related to the Community Garden ($4,650), Outdoor Camps ($9,460), Outdoor Events & Concerts ($5,830), Softball ($3,520), Trips ($8,120), Volleyball ($1,200), and Sand Volleyball ($1,500) ($34,280).

Rink Program Expense 6123: This line item provides funds for program expenses related to Hockey Leagues, Tournaments and Classes ($4,650), Figure Skating Lessons and Shows, ($2,400) ($7,050)

Recreation Program Expense 6124: This line item provides funds for program expenses related to Indoor Classes and Events; and Contracted Off-Site program expenses ($21,026).

CONTRACTUAL SERVICES:

Advertising 6160: This line item provides funds for the Entertainment Book ($150), Promotional Products ($1,000), Print Media and Websites ($1,500), Email and Marketing ($850), and Legal Postings ($600) ($4,100).

Travel/Meetings 6185: This line item provides funds for the National Conference ($1,300), State Conference ($1,000), State Meetings - Mileage Reimbursement ($500), and Local Meetings ($400) ($3,200).

Petro Products 6195: This line item provides funds for the Ice Resurfacer ($6,120).

Contractual Expenses 6210: This line item includes in this line item are the funds necessary for HVAC Maintenance ($47,250), Complex Security System ($490), Complex Fire Alarm and Safety Program ($367), monthly Deep Cleaning ($5,985), monthly Pest Control ($1,560), Ice Resurfacer Blade Sharpening ($600), Music Licensing: ASCAP, BMI, SESAC, Sirius ($1,275), Cooling Tower Chemical Maintenance ($2,300), Floor Mat Cleaning ($1,378), Backflow Testing ($190), Infrared Scanning of Electrical System every two years ($900), Fire Extinguisher/Hood Inspections ($600), Document Destruction ($200), Online Postage Service ($216), and Professional Services/Develop specifications for capital work ($50,000) ($113,311).

Training 6240: This line item provides funds for employees to attend the National Conference ($675), State Conference ($700), and Local Seminars ($300) ($1,675).

Refunds 6270: This line item provides funds for programs or rentals ($100).

Birthday Party Expense 6280: This line item provides funds for Pizza, Beverage Supplies, and Paper Products ($2,000).

Concessions 6285: This line item provides funds for the Health Department Permit ($198), Beverage Supplies ($2,100), Hockey Tape and Pucks - Point of Sale ($887), and Six Flags Ticket Consignment ($800) ($3,985).

Administration Expense: 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 rates. Brentwood pays two-thirds of the rate difference between resident and non-resident ($60,000).

Organizational Dues 6365: This line item provides funds for membership dues to the American Public Works Association ($165), Ice Skating Institute ($350), National Recreation and Park Association ($150), Missouri Parks and Recreation Association ($560), Sam's Club ($35), United States Tennis Association ($35), and Turf Management Association ($60) ($1,355).

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

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

Postage 6440: This line item includes funds for postage ($3,740).

Copier and Maintenance 6460: This line item provides funds for the maintenance of the recreation office copier ($2,640) and the rink office copier ($1,802), copy paper, toner, and staples ($3,500) ($7,942).

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

Stormwater Expense 6480: This line item provides funds for stormwater expenses ($25,000).

Park Capital Expense 6485: This line item provides funds for boilers ($75,000), in-line dasher system ($80,000) and starter motor for compressor number three (3) ($155,000).

Park Debt Service (1993) 6550: This line item provides funds for park debt services ($75,000).

PARK DEPARTMENT

ACCOUNT NUMBER	ACCOUNT DESCRIPTIONS	Actual 2008	Actual 2009	Actual 2010	Budget 2011	Estimated 2011	Budgeted 2012
	Revenues						
4002	AD VALOREM TAXES	69,680	83,000	78,868	83,000	83,000	75,000
4025	SALES TAX	1,368,336	1,368,670	2,059,891	1,794,146	2,201,387	1,800,000
4525	INTEREST INCOME	5,587	306	306	-	615	400
	TOTAL REVENUE	**1,443,603**	**1,451,976**	**2,139,065**	**1,877,146**	**2,285,002**	**1,875,400**
	Personnel Services						
6000	SALARIES FULL TIME	736,177	760,781	821,236	849,148	851,161	482,278
6005	FULL TIME OVERTIME	24,395	18,569	18,917	27,000	18,000	800
6010	SALARIES PART TIME	253,146	244,291	253,258	266,000	249,000	54,520
6012	SALARIES PART TIME RINK PROGRAM						102,698
6013	SALARIES PART TME PARK PROGRAM						31,150
6014	SALARIES PART TME REC PROGRAM						445
6015	PART-TIME OVERTIME	5,089	4,449	5,809	7,500	6,000	2,000
6017	PART-TIME OVERTIME RINK PROGRAM						2,000
6018	PART-TIME OVERTIME PARK PROGRAM						
6019	PART-TIME OVERTIME REC PROGRAM						
6025	LONGEVITY EXPENSE	7,783	8,143	9,087	9,800	9,777	11,727
6050	ATTENDANCE INCENTIVE	-	-	-	-		3,600
6065	EMPLOYEE BENEFITS	-	-	-	-		196,350
6070	EDUCATIONAL BENEFITS	1,926	-	-	-		-
6150	INSURANCE	78,954	96,718	80,284	104,000	45,557	112,545
	Subtotal:	1,107,471	1,132,951	1,188,592	1,263,448	1,179,495	1,000,113
	Materials & Supplies						
6420	SUPPLIES & MATERIALS	100,092	92,040	75,647	110,000	110,000	80,750
6421	SUPPLIES & MATERIALS-PARK	-	-	-	-	-	23,750
6445	MISCELLANEOUS EXPENSE	150	284	25	1,000	-	1,000
	Subtotal:	100,241	92,323	75,672	111,000	110,000	105,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTIONS	Actual 2008	Actual 2009	Actual 2010	Budget 2011	Estimated 2011	Budgeted 2012
	Contractual Services						
6070	EDUCATIONAL BENEFITS	1,926	-	-	-	-	3,000
6115	UTILITIES	-	-	-	-	-	162,238
6116	UTILITIES PARK	-	-	-	-	-	21,858
6122	PARK PROGRAM	74,070	53,076	35,192	62,000	50,000	34,280
6123	RINK PROGRAM	-	-	-	-	-	7,050
6124	RECREATION PROGRAM	-	-	-	-	-	21,026
6155	ENGINEERING	-	-	-	-	-	-
6160	ADVERTISING	3,100	1,443	150	3,500	1,200	4,100
6185	TRAVEL/MEETINGS		-	-	-	1,500	3,200
6195	PETRO PRODUCTS	-	-	-	-	13,000	6,120
6210	MISC CONTRACTUAL EXPENSES	162	10,207	86,986	15,000	15,000	113,311
6240	TRAINING	-	-	-	-	1,000	1,675
6270	REFUNDS	8,203	8,902	4,095	10,000	3,500	100
6280	BIRTHDAY PARTY EXPENSE	-	-	-	-	-	2,000
6285	CONCESSIONS	6,716	7,106	10,476	12,000	8,000	3,985
6295	LEAGUE EXPENSE	7,919	8,322	10,093	10,000	10,000	-
6300	ADMINISTRATION EXP	4,490	6,247	2,717	7,500	3,500	4,000
6310	RICHMOND HEIGHTS COOP	50,000	55,000	59,989	60,000	55,379	60,000
6365	ORGANIZATIONAL DUES	-	-	-	-	1,100	1,355
6375	PRINTING	-	-	-	-	3,000	4,000
6395	UNIFORM RENTAL	2,559	2,442	4,386	4,000	3,760	-
6400	UNIFORM PURCHASE	2,166	3,102	1,744	4,000	2,000	1,500
6440	POSTAGE	-	-	-	-	3,400	3,740
6460	COPIER SUPPLIES	-	-	-	-	2,300	7,942
6470	FORESTRY	1,135	868	1,791	5,000	3,000	3,000
	Subtotal:	162,447	156,716	217,620	193,000	180,639	469,481
6480	STORM WATER EXPENSE	162,395	-	36,358	25,000	41,071	25,000
6485	PARK CAPITAL EXPENSE	29,313	85,497	147,652	175,000	117,910	155,000
6550	PARK DEBT SERVICE 1993	65,000	82,905	70,000	85,000	85,789	75,000
6556	Interest and Fiscal Charges	21,162	-	14,495	-		
	Subtotal:	277,870	168,402	268,505	285,000	244,770	255,000
	Total Expenditures	**1,648,028**	**1,550,393**	**1,750,389**	**1,852,448**	**1,714,904**	**1,830,094**

PLANNING & 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. Implement Firehouse 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. Develop information brochures for the customer service counter and website describing steps and processes for permits, site plan review/approval, variances, floodplain management, etc.
   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. Review all 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 zoning and sign code as needed to implement the Brentwood Comprehensive Plan and in support of high quality, sustainable development.
   d. Develop scope of work to conduct an engineering study in support of city's long term floodplain management/redevelopment goals for the Manchester Road corridor.
   e. Continue to facilitate the City's participation in the CDBG Home Improvement Program administered by St. Louis County.
   f. Reduce impacts of flooding on private property by managing projects involving buyout/donation of property located in the floodplain.
   g. Manage City's three STP grant program projects (Pedestrian & Transit Improvement Project, Rose Avenue Improvement Project, and Litzsinger Road Improvement Project).

5. Retain existing Brentwood businesses.
    a. Manage City's annual "Shop Brentwood" promotion campaign.
    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. Initiated implementation of department's permit tracking software.
2. Revised and redesigned the "Welcome to Brentwood" information packets for new residents.
3. Applied for and received federal funding (STP grant) for pedestrian improvements to Rose Avenue, and for roadway/sidewalk/stormwater improvements to Litzsinger Road between Brentwood and McKnight.

PLANNING AND DEVELOMENT DEPARTMENT

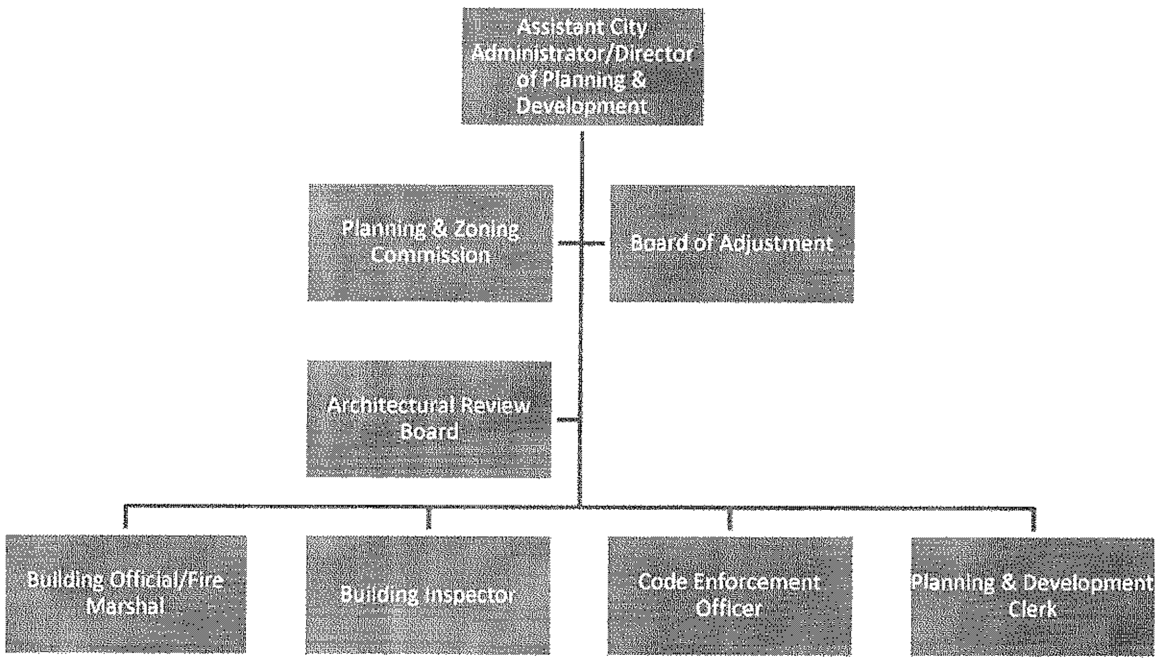
BUDGET

Budgeted Positions

Position	2011	2012
Assistant City Administrator/ Director of Planning & Development	0	1
Building Official	1	1
Building Inspector	1	1
Code Enforcement Officer	1	1
Planning & Development Clerk	1	1
TOTAL	4	5

PLANNING AND DEVELOPMENT DEPARTMENT

BUDGET



PLANNING AND DEVELOPMENT DEPARTMENT

ACCOUNT DESCRIPTIONS – FY 2012

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 ($302,786).

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 ($3,000).

Salaries and Wages Part-time 6010: This part-time intern position is budgeted for 28 hours/4 days a week, for 10 weeks. 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 preparation of annual department report and TIF reports ($3,360).

Longevity Expense 6025: This line item provides funds for an increase due to the respective increase in employees' length of work ($3,076).

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

Employee Benefits 6065: This line item provides funds for employee dental, vision and life insurance, employee pension fund, and an expected increase in health care ($56,026).

MATERIALS AND SUPPLIES:

Supplies & Materials 6420: This line item provides funds for office supplies including storage boxes for department file retention ($1,000).

Miscellaneous Expense 6445: This line item provides funds for three (3) signs to post notice of public hearing on petitioned properties ($100).

Subscriptions/Memberships 6370: This line item provides funds for employees to have access to additional information and education for job revitalization and keeping up with current trends and practices. These opportunities include APA/AICP, MCMA and SLACMA memberships for Director ($650) APA membership for the Planning & Zoning Commission ($700), and MABOI, ICC, FMAM ($200) and NFPA ($1,615) memberships for building official/fire marshal, building inspector and code enforcement officer ($2,465).

Uniform Purchase 6400: This line item provides funds for uniforms for the building official/fire marshal, building inspector and code enforcement officer ($1,000).

CONTRACTUAL SERVICES:

Advertising 6160: This line item provides funds for public hearing notices for Planning and Zoning items and bid notices in St. Louis County ($1,200).

Travel/Meetings 6185: This line item provides funds for the ongoing professional development of the department staff. These professional development opportunities include attendance at Chamber, APA, APWA, ULI and SLACMA meetings ($900), the director's attendance at the National American Planning Association (APA) annual conference ($2,500), and the code enforcement officer's attendance at Missouri Floodplain Managers conference and SEMA floodplain courses ($350) ($3,750).

Educational Benefits 6070: This line item provides funds for the reimbursement for 1 full-time staff to attend work-related college classes ($3,000)

Training 6240: This line item provides funds for the necessary training in order to implement of Firehouse, the department's permit tracking software ($900), as well as Microsoft Office training for department staff ($960) ($1,860).

Printing 6375: This line item provides funds for 750 "Welcome to Brentwood" new resident packets to be distributed with residential occupancy permits ($750), for updated zoning code books for P&Z, Board of Adjustment, ARB, staff, for sale at cost to the public ($600), and for permit and inspection cards and various permit application forms ($1,350).

Postage 6440: This line item provides funds for notification letters for P&Z and ARB petitions, code enforcement letters and miscellaneous mailings ($840).

Engineering 6155: This line item provides funds for the general city engineering services from a consultant engineering firm. The engineering study helps to determine steps to mitigate flooding within Manchester Road commercial corridor ($53,650).

Legal 6170: This line item provides funds for special counsel for zoning, land use and board of adjustment matters ($3,450).

Petro Products 6195: This line item provides funds estimates the cost of fuel for 3 department vehicles used for inspections by the building official/fire marshal, the building inspector and code enforcement ($2,760).

PLANNING & DEVELOPMENT DEPARTMENT

ACCOUNT NUMBERS	ACCOUNT DESCRIPTIONS	Actual 2008	Actual 2009	Actual 2010	Budget 2011	Estimated 2011	Budgeted 2012
	Personnel						
6000	SALARIES FULL TIME	173,144	143,243	163,776	94,295	130,168	302,786
6005	FULL TIME OVERTIME	6,145	3,789	2,598	5,000	900	3,000
6010	SALARIES PART TIME	43,529	73,787	85,520	74,000	40,731	3,360
6025	LONGEVITY EXPENSE	1,864	2,175	2,378	2,800	1,382	3,076
6050	ATTENDANCE INCENTIVE	-	-	-	-	-	2,000
6065	EMPLOYEE BENEFITS	-	-	-	-	-	56,026
	Subtotal:	224,682	222,994	254,273	176,095	173,181	370,248
	Materials & Supplies						
6420	SUPPLIES & MATERIALS	2,390	3,826	1,585	-	-	1,000
6330	COMPUTER	-	-	-	-	-	-
6445	MISCELLANEOUS EXPENSE	-	-	-	-	-	100
	Subtotal:	2,390	3,826	1,585	-	-	1,100
	Contractual Services						
6370	SUBSCRIPTIONS & DUES	135	-	-	-	-	2,465
6400	UNIFORM PURCHASE	-	471	20	1,000	-	1,000
6160	ADVERTISING	-	-	-	-	-	1,200
6185	TRAVEL/MEETINGS	-	-	-	-	-	3,750
6070	EDUCATIONAL BENEFITS	975	(116)	140	-	-	3,000
6240	TRAINING	-	-	-	-	-	1,860
6375	PRINTING	-	-	-	-	-	1,350
6440	POSTAGE	-	-	-	-	-	840
6155	ENGINEERING	-	-	-	-	-	53,650
6170	LEGAL	-	-	-	-	-	3,450
6195	PETRO PRODUCTS	-	-	-	-	-	2,760
	Subtotal:	1,109	355	160	1,000	-	75,325
	Total Expenditures	**228,181**	**227,174**	**256,018**	**177,095**	**173,181**	**446,673**

POLICE DEPARTMENT

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.

Accomplishments

1. Secured grants totaling $27,000.00 for traffic enforcement, ballistic shields, and body armor.
2. Started C.E.R.T. program.
3. Participated in C.U.F.F.'s program with St. Louis County Police Department and apprehended dangerous wanted felons.
4. Participated in the voluntary Christmas gift program to St. Louis Children's Home Society by providing a wish list of gifts for kids by the police department employees.
5. Received $60,000.00 in asset forfeiture funds and purchased a new vehicle for our police officer assigned to the D.E.A. federal task force unit.
6. Implemented training of all police personnel with ballistic shields for emergency deployment.
7. Continued D.A.R.E. program for public and private school students in Brentwood.
8. Participated in Special Olympics torch run and raised funds totaling $2200.00 for that organization.
9. Hosted a Trivia Night event and raised $6000.00 for St. Mary Magdalene School.
10. Hosted a National Night Out event for the community.

POLICE DEPARTMENT

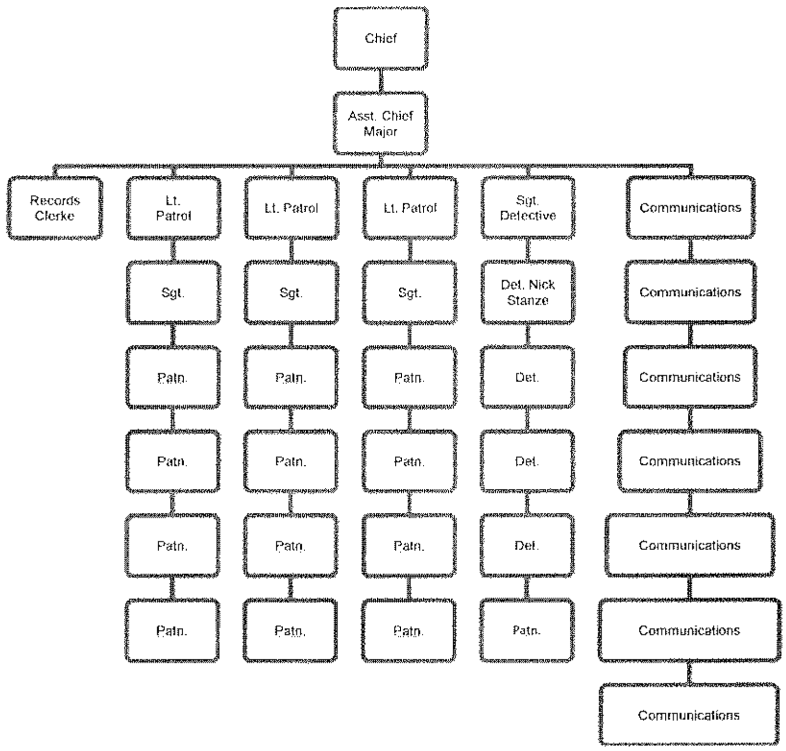
BUDGET

Budgeted Positions

Position	2011	2012
Chief	1	1
Major	1	1
Lieutenant	3	3
Sergeant	4	4
Patrolmen	17	18
Dispatchers	7	7
Clerk	1	1
TOTAL	34	35

POLICE DEPARTMENT

ORGANIZATIONAL STRUCTURE



POLICE DEPARMENT

ACCOUNT DESCRIPTION - FY-2012

PERSONNEL SERVICES:

Salaries Full Time 6000: This line item provides funds for longevity ($27,361), holiday ($93,970) and employee benefits ($13,800), as well as salary and benefits for thirty-five (35) full time employees. This account includes the addition of one full time police officer salary to reestablish our full complement of police officers to 2008 manpower numbers ($2,498,281).

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 ($80,000).

Attendance Incentive 6050: This line item provides funding for the financial incentive for officers to have perfect attendance ($13,800).

Salaries Part Time 6100: This line item provides funds for manpower shortages in the dispatch unit due to vacation, compensatory time off, illness, training and F.M.L.A. absences ($25,000).

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 F.M.L.A. absences ($3,000).

MATERIALS AND SUPPLIES:

Police Reserves 6130: This line item provides funds for the police reserve clothing and equipment account ($500).

Clothing Allowance 6390: This line item provides funds for clothing needed for uniforms ($24,000).

Supplies and Materials 6420: This line item provides funds for building supplies, equipment supplies, office supplies and miscellaneous supplies ($20,000).

Miscellaneous Expense 6445: This line item provides funds for building needs, maintenance, police car equipment service, radar certification and mobile ticketing ($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 ($59,000).

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 ($1000) ($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 ($1000), as well as specialized training not offered by St. Louis County Academy ($1300), and voice stress analyzer recertification training ($1700) ($4,000).

Printing 6375: This line item provides funds for Business cards, holiday cards, legal documents, sunshine requests, envelopes and police department letterhead ($500)

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

Community Relations 6145: This line item provides funds for the department yearly awards ($500), D.A.R.E. supplies ($2000), National Night Out ($500), and miscellaneous special recognition-flowers and plants ($500) ($3,500).

Postage 6440: This line item provides funds for the fees from U.S. certified mail, U.P.S. packages, and FedEx deliveries ($500).

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

POLICE DEPARTMENT

Account Number	Account Descriptions	Actual 2008	Actual 2009	Actual 2010	Budgeted 2011	Estimated 2011	Budgeted 2012
	Personnel Services						
6000	SALARIES FULL TIME	2,364,108	2,386,537	2,516,900	2,418,197	2,423,248	2,498,281
6005	FULL TIME OVERTIME	57,802	76,650	93,487	90,000	89,478	80,000
6010	SALARIES PART TIME	44,638	32,348	25,709	32,000	34,709	25,000
6015	PART-TIME OVERTIME	232	-	-	1,000	1,000	-
6025	LONGEVITY EXPENSE	22,047	23,903	26,698	31,000	26,050	27,361
6030	HOLIDAY EXPENSE	95,329	90,045	90,287	99,086	91,283	93,970
6040	SHIFT OFFICER PAY	2,492	3,122	2,324	4,000	3,000	3,000
6050	ATTENDANCE INCENTIVE	-	-	-	-	-	13,800
6065	EMPLOYEE BENEFITS	-	-	-	-		346,202
6130	POLICE RESERVES	-	-	-	500		500
6390	CLOTHING ALLOWANCE	23,386	23,340	23,400	24,000	24,000	24,000
	Subtotal:	2,610,034	2,635,945	2,778,804	2,699,783	2,692,768	3,112,114
	Materials &Supplies						
6420	SUPPLIES & MATERIALS	22,999	16,693	11,603	-	-	20,000
6330	COMPUTER	-	-	-	-	-	
6445	MISCELLANEOUS EXPENSE	-	-	-	-	-	4,000
	Subtotal:	22,999	16,693	11,603	-	-	24,000
	Contractual Services						
6475	JAIL	19,735	23,003	25,095	26,000	26,000	22,000
6140	REGIS COMMUNICATION	52,972	52,022	58,641	58,000	58,000	59,000
6145	C9OMMUNITY RELATIONS						3,500
6160	ADVERTISING	-	-	-	-	-	1,000
6185	TRAVEL/MEETINGS	-	-	-	-	-	1,500
6070	EDUCATIONAL BENEFITS	5,598	-	-	-	-	2,000
6240	TRAINING	-	-	-	-	-	4,000
6365	DUES & SUBSCRIPTIONS						1,300
6375	PRINTING	-	-	-	-	-	500
6440	POSTAGE	-	-	-	-	-	500
6195	PETRO PRODUCTS	-	-	-	-	-	72,000
	Subtotal:	78,305	75,025	83,736	84,000	84,000	167,300
	Total Expenditures	**2,711,337**	**2,727,663**	**2,874,143**	**2,783,783**	**2,776,768**	**3,303,414**

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DEPARTMENT

Mission Statement

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

Goals & Objectives

1. Acquire new street and sidewalk inventories.
    a. Determine, access and prioritize street repair needs.
    b. Develop action plan for replacement and repairs needed.
    c. Identify funding for street and sidewalk projects.
2. Update tree inventory
    a. Utilize staff during down season to update inventory.
    b. Prioritize removals.
    c. Develop a trimming and pruning plan
    d. Continue Arborist education through training.
3. Increase recycling throughout the city.
    a. Utilize staff for recycling counts.
    b. Increase setout rates through general information.
    c. Invite non-recyclers to join the city's efforts through mailers.
    d. Lower landfill cost by increasing recycling.
4. Continue safe and quality sewer lateral program.
    a. Continue cleaning service through quality companies.
    b. Observe and educate technological advances.
    c. Maintain safe work environment through training.
    d. Develop supply inventory spread sheet.
5. Cost savings through in house mechanic services.
    a. Continue seminar training for mechanics
    b. Maintain yearly computer upgrades for newer vehicles.
    c. Upgrade tools as advancements in equipment evolve.
    d. Continue cost saving competition with multiple parts vendors.

Accomplishments

1. Purchase of Pipe Patch System for sewer lateral program.
2. Replaced camera and locate equipment for lateral program.
3. Certificate of Excellence award for lowest road salt usage.

4. Municipal Waste System was the only trash hauler to successfully complete their routes during snow storm 1/31/11 – 2/2/11.
5. Finished sidewalk replacement along Wrenwood.
6. Remodeled three city hall offices.

PUBLIC WORKS DEPARMENT

BUDGET

Budgeted Positions

Position	2011	2012
Superintendent	1	1
Foreman	1	1
Mechanic	1	1
Arborist	1	1
Crew Leader	2	2
Maintenance II	3	2
Maintenance I	5	6
TOTAL	14	14

SANITATION

Budgeted Positions

Position	2011	2012
Supervisor	1	1
Route Driver	3	3
Maintenance I	1	1
TOTAL	5	5

PARKS

Budgeted Positions

Position	2011	2012
Foreman	1	1
Horticulturist	1	1
Maintenance II	5	5
Maintenance I	3	3
TOTAL	10	10

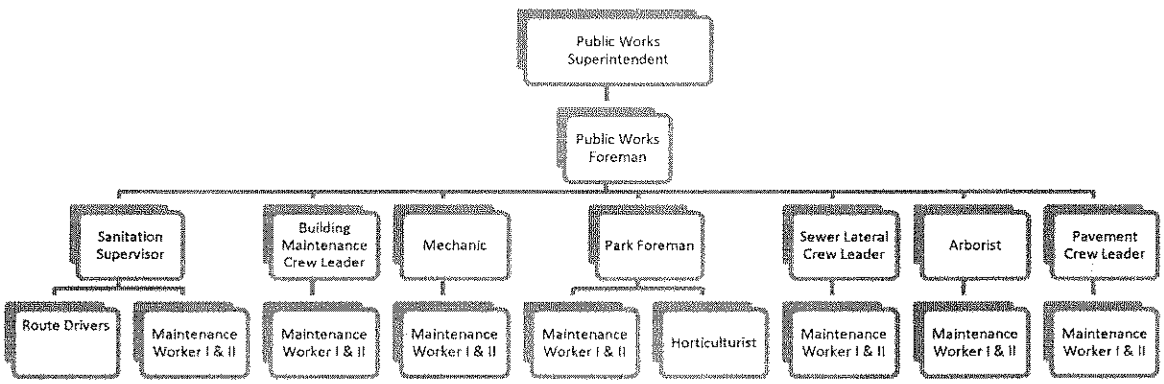
SEWER LATER

Budgeted Positions

Position	2011	2012
Crew Leader	1	1
Maintenance II	1	1
TOTAL	2	2

PUBLIC WORKS DEPARMENT

ORGANIZATIONAL STRUCTURE



PUBLIC WORKS DEPARMENT

ACCOUNT DESCRIPTIONS – FY 2012

STREETS DEPARTMENT

PERSONNEL SERVICES

Salaries Full-time 6000: This line item provides funds for an increase due to added salaries from parks maintenance workers ($1,068,959).

Full-time Overtime 6005: This line item provides funds for an increase due to added staff ($56,500).

Salaries Part-time 6010: This line item provides funds for an increase due to added parks part time staff ($42,000).

Longevity Expense 6025: This line item provides funds for an increase due to added staff ($19,120).

Attendance Incentive 6050: This line item provides funds for an employee incentive for perfect attendance ($5,200).

Employee Benefits 6065: This line item provides funds for employee dental, vision and life insurance, pension fund, and an expected increase in health care ($244,140).

MATERIALS AND SUPPLIES:

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

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

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).

Repairs and Maintenance – City Hall 6230: This line item is a new fund for Public Works. Funds will purchase supplies for city hall, and expected office repairs for possible new employee ($42,500).

Solid Waste Disposal 6290: This line item provides funds for a decrease due to dump fees charged to appropriate accounts ($7,000).

Uniform Rental 6395: This line item provides funds for an increase due to added staff, and will be used for employee uniforms ($24,000).

Uniform Purchase 6400: This line item provides funds for an increase due to added staff, and will be used for 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 ($14,000).

CONTRACTUAL SERVICES:

Travel/Meetings 6185: This line item provides funds for the APWA show, or TCI show ($3,000).

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

Miscellaneous Contractual Expense 6210: This line item provides funds for pest control, internet, maintenance, Missouri 1 call, security, yearly inspections of garage doors, fire extinguishers, and building sprinkler system, as well as a new maintenance agreement for Gateway project ($87,893)

Petro Products 6195: This line item provides funds for off-road diesel fuel and gas ($45,000).

STREET DEPARTMENT

Account Number	Account Descriptions	Actual 2008	Actual 2009	Actual 2010	Budget 2011	Estimated 2011	Budgeted 2012
	Personnel Services						
6000	SALARIES FULL TIME	549,346	583,232	616,410	640,375	640,958	1,068,959
6005	FULL TIME OVERTIME	23,004	23,062	29,313	36,000	31,716	56,500
6010	SALARIES PART TIME	3,165	14,363	13,730	12,000	10,500	42,000
6015	PART-TIME OVERTIME	-	105	90	-	-	-
6025	LONGEVITY EXPENSE	8,200	8,875	9,020	10,475	9,703	19,120
6050	ATTENDANCE INCENTIVE	-	-	-	-	-	5,200
6065	EMPLOYEE BENEFITS	-	-	-	-	-	244,140
	Subtotal:	583,715	629,637	668,562	698,850	692,877	1,435,919
	Materials & Supplies						
6425	SUPPLIES & MATERIALS STREET	14,580	6,766	14,910	19,000	6,000	18,000
6420	SUPPLIES & MATERIALS	39,721	38,907	30,396	-	-	30,000
6430	SUPPLIES & MAINT - SNOW	57,993	25,603	15,364	-	-	30,000
	Subtotal:	112,294	71,275	60,671	19,000	6,000	78,000
	Contractual Services						
6230	REPAIRS & MAINT - CITY HALL	1,563	876	-	-	-	42,500
6290	SOLID WASTE DISPOSAL	6,461	7,419	5,686	9,000	5,405	7,000
6395	UNIFORM RENTAL	17,507	21,451	18,169	20,330	20,468	24,000
6400	UNIFORM PURCHASE	5,721	4,985	4,691	6,000	5,812	8,000
6435	MOSQUITO CONTROL	4,452	4,424	5,562	6,000	2,058	6,000
6470	FORESTRY	14,425	5,914	10,544	14,000	13,000	14,000
6160	ADVERTISING	-	-	-	-	-	1,000
6185	TRAVEL/MEETINGS	-	-	-	-	-	3,000
6240	TRAINING	-	-	-	-	-	2,950
6210	MISC CONTRACTUAL	-	-	-	-	-	87,893
6195	PETRO PRODUCTS	-	-	-	-	-	45,000
	Subtotal:	50,128	45,069	44,651	55,330	46,743	241,343
	Total Expenditures	**746,136**	**745,981**	**773,884**	**773,180**	**745,620**	**1,755,262**

PUBLIC WORKS DEPARTMENT

ACCOUNT DESCRIPTIONS – FY2012

SANITATION DEPARTMENT

PERSONNEL SERVICES:

Salaries & Wages Full-time 6000: This line item provides funds for five (5) full time positions ($233,629).

Full-time Overtime 6005: This line item provides funds for overtime costs for full-time employees ($8,000).

Longevity Expense 6025: This line item provides funds for an increase in employee length of work ($2,415).

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

Employee Benefits 6065: This line item provides funds for employee dental, vision and life insurance, pension fund, an expected increase in health care ($64,464).

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)

Petro Products 6195: This line item provides funds for a slight increase due to fluctuating fuel cost. This is the average of past three years and 2011 YTD estimate ($30,000).

Repairs & Maintenance 6215: This line item provides funds for a slight increase due to aging equipment ($32,000).

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

Uniform Rental 6395: This line item provides funds for employee uniforms ($4,000)

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

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

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

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

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

SANITATION DEPARTMENT

Account Number	Account Descriptions	Actual 2008	Actual 2009	Actual 2010	Budget 2011	Estimated 2011	Budgeted 2012
	Personnel Services						
6000	SALARIES FULL TIME	212,386	219,662	229,427	231,427	232,855	233,629
6005	FULL TIME OVERTIME	13,132	10,387	9,046	9,450	8,052	8,000
6010	SALARIES PART TIME	14,034	18,435	768	-	-	-
6025	LONGEVITY EXPENSE	1,274	1,216	1,506	2,200	1,945	2,415
6050	ATTENDANCE INCENTIVE	-	-	-	-		2,000
6065	EMPLOYEE BENEFITS	42,835	48,315	50,172	58,146	51,544	64,464
	Subtotal:	283,661	298,015	290,919	301,223	294,396	310,508
	Materials & Supplies						
6420	SUPPLIES & MATERIALS	5,839	10,121	1,269	-	-	2,000
6445	MISCELLANEOUS EXPENSE	100	122	1,558	2,000	600	-
6330	COMPUTER	-	-	-	-	-	-
	Subtotal	5,939	10,243	2,827	2,000	600	2,000
	Contractual Services						
6195	PETRO PRODUCTS	43,451	24,243	27,959	31,000	34,378	30,000
6215	REPAIRS & MAINT - EQUIPMENT	27,685	26,891	31,496	30,000	32,514	32,000
6245	EQUIPMENT RENTAL	2,352	-	-	3,000	-	-
6290	SOLID WASTE DISPOSAL	161,841	158,987	162,924	162,000	149,087	162,000
6395	UNIFORM RENTAL	2,884	2,311	2,379	4,000	3,110	4,000
6400	UNIFORM PURCHASE	2,210	2,141	1,247	3,000	2,200	3,000
6470	FORESTRY	-	-	-	-	-	-
6160	ADVERTISING	-	-	-	-	-	2,000
6185	TRAVEL/MEETINGS	-	-	-	-	-	3,000
6375	PRINTING	-	-	-	-	-	2,000
6440	POSTAGE	-	-	-	-	-	2,000
	Subtotal:	240,423	214,572	226,005	233,000	221,289	240,000
	Total Expenditures	**530,024**	**522,830**	**519,750**	**536,223**	**516,285**	**552,508**

PUBLIC WORKS DEPARTMENT

ACCOUNT DESCRIPTIONS – FY2012

SEWER LATERAL

PERSONNEL SERVICES

Salaries Full-time 6000: This line item provides funds for full-time employees ($81,570).

Full-time Overtime 6005: This line item provides funds for employees on lateral crew, who are sent home early when possible ($4,000).

Longevity Expense 6025: This line item provides funds for an increase due to employee length of work increased ($1,071).

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

Employee Benefits 6065: This line item provides funds for employee benefits ($28,742)

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 ($10,000).

CONTRACTUAL SERVICES:

Misc. Contractual Expense 6210: This line item provides funds for sewer cleaning services ($28,625).

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

Assessments 4585: This line item provides funds for assessments ($155,000).

SEWER LATERAL

ACCOUNT NUMBER	ACCOUNT DESCRIPTIONS	Actual 2008	Actual 2009	Actual 2010	Budget 2011	Estimated 2011	Budgeted 2012
4525	INTEREST INCOME	548	117	-	-	100	-
4585	ASSESSMENTS	106,666	106,786	155,137	152,000	155,040	155,000
4999	USE OF RESERVES	-	-	-	-	-	-
	TOTAL REVENUE	107,214	106,903	155,137	152,000	155,140	155,000
	Personnel Services						
6000	SALARIES FULL TIME	73,248	66,509	77,605	81,594	80,787	81,570
6005	FULL TIME OVERTIME	2,660	3,762	1,791	5,000	4,000	4,000
6025	LONGEVITY EXPENSE	1,177	525	701	670	829	1,071
6050	ATTENDANCE INCENTIVE	-	-	-	-	-	800
6065	EMPLOYEE BENEFITS	-	-	-	-	-	28,742
	Subtotal:	77,085	70,796	80,097	87,264	85,616	116,183
	Materials &Supplies						
6420	SUPPLIES & MATERIALS	8,457	9,454	5,993	9,000	12,500	10,000
6445	MISCELLANEOUS EXPENSE	9,618	7,008	8,225	150	150	150
	Subtotal:	18,075	16,462	14,218	9,150	12,650	10,150
	Contractual Services						
6210	MISC CONTRACTUAL EXPENSES	45,517	33,757	35,774	40,000	34,637	28,625
	Subtotal:	45,517	33,757	35,774	40,000	34,637	28,625
6488	CAPITAL EQUIPMENT	2,500	524	999	15,000	17,200	-
	Subtotal:	2,500	524	999	15,000	17,200	-
	Total Expenditures	**143,177**	**121,539**	**131,088**	**151,414**	**150,103**	**154,958**

CAPITAL IMPROVEMENTS

CAPITAL IMPROVEMENTS

ACCOUNT DESCRIPTIONS – FY2012

GENERAL

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 ($34,100), Police ($36,600), Planning and Development ($4,950), and Administration ($1,720) ($150,000).

Miscellaneous Contractual Expenses 6210:

This line item includes funds for time labor management systems.

G.O Bonds Series 1998 6538:

This line item includes bonds with a local bank.

Debt Service – Pub Safety Building 6552:

This line item includes funds for series 2009 COP repayment of bonds for police and fire station projects. A portion of the bonds will retire in 2022. The fire portion of the bonds will retire in 2030 ($675,000).

Series 2003 COP 6553:

This line item includes funds towards the repayment of a loan amount of $1,300,000 ($60,000).

ADMINISTRATION

Admin Computer 6331:

This line item provides funds for three new computers: for the Finance Director, the Finance Officer, and a Human Resources Staff person ($9,510).

Capital Improvement - Admin 6500:

This line item provides funds for a new copy machine. This amount includes copy usage of black and white copies, toner and maintenance of machine. This line item also includes a vehicle for the city administrator, and office furniture for new employees ($45,000).

Computer 6330:

This line item provides funds for computer software, laptop for the projector, a wireless access device, and repair parts ($15,000).

BUILDING MAINTENANCE

Capital Improvement Building Maintenance 6505:

This line item provides funds to cover miscellaneous repairs to all city buildings ($40,000).

FIRE

Fire Computer 6332: This line item includes funding to purchase software to link the firehouse to dispatch ($3,325.00, ongoing annual maintenance/support costs ($1,700), our fire reporting software and the annual re-licensure/support costs ($1,200) for our EMS reporting software, a new laptop computer for the ambulance ($4,000) to replace the 3 year old laptop, and ($2000) miscellaneous computer related expenses ($12,225).

Capital Improvement – Fire 6510: Included in this line item are Operational Equipment purchases that include two command cabinets for the back of the Chief's vehicles ($4,000), two command radios ($4,824.00), a gas detector ($3,600), and a new 4,500 PSI breathing air cylinder ($1,200). This line item also includes $7,406 to purchase two hydraulic rescue tools, voice amps ($2,800), emergency lighting for the Fire Chief's vehicle ($1,000), $6,800 to replace all of our SCBA equipment (the grant totaled $135,000 of which FEMA is responsible for 95% and the City of Brentwood is responsible for 5%), $28,350 to replace 10 sets of firefighter turn-out gear, and funding ($2,000) to install a ventilation system in the SCBA fill room, take delivery in FY 12 of new ambulance budgeted ($184,874) for in FY 11 ($246,854).

PLANNING AND DEVELOPMENT

Capital Improvement - P&D 6528: This line item provides funds for environmental system research maintenance agreement, and miscellaneous expenses ($1,000).

POLICE

Police Computer 6333: This line item provides funds for two new dispatch machines ($3,700).

Capital Improvement – Police 6525: This line item requests funds for two (2) 2012 Police cars to replace existing fleet ($48, 000), equipment for two new police cars ($5000) funds to replace two interview rooms with new digital recording system ($9,414.54), funds to install acoustic wall panels in two interview rooms ($2,400.00) and funds for ammunition for firearms training ($5,000.00) ($69,815).

PUBLIC WORKS

Pub Works Computer 6334: This line item provides funds for one new machine for the superintendent of public works ($1,550).

STREETS

Capital Improvements P.W. 6530: This line item provides funds for the replacement of 1992 two ton dump & plow truck, traffic control equipment, and a vehicle maintenance computer upgrade ($100,000).

Pedestrian/Transit STP 6615: This includes completion of the right-of-way phase of the project, preparation of final construction drawings and selection of a contractor for the construction phase, which is scheduled to commence in the spring of 2013. The total FY12 budget amount ($65,438) is 80% federally funded ($52,350) with the 20% local match ($13,088) to be reimbursed by the Hanley Road Corridor TDD ($65,438).

Rose Avenue STP 6617: This includes completion of the preliminary engineering, right-of-way and construction phases, as the project is expected to be completed in 2012. The total FY12 budget amount is 80% federally funded ($276,800) with a 20% local match ($69,200) ($346,000).

Litzsinger Road STP 6618: This includes the preliminary engineering phase and commencement of the right-of-way phase. The total FY12 budget amount ($185,000) is 80% federally funded ($148,000) with a 20% local match ($37,000). The city of Rock Hill has committed to providing 25% of the local match ($9,250), as approximately 25% of the project is located in Rock Hill. Brentwood's 75% share of the local match is ($27,750) ($185,000).

Streets & Sidewalks 6535: This line item includes funds for Brentwood Forest curbwork. It also includes $2,000 matching grant (Traffic Engineering Assistance Program - in cooperation with MoDOT and the Federal Highway Administration) for sidewalk inventory, and citywide street and sidewalk repairs ($130,000).

STREETS & SIDEWALKS - 2012:

- Remove and replace sidewalk in need of repair on Lawn Ave. 8800 block through the 9100 block.
- Remove and replace sidewalk in need of repair on High School Dr. 2300 block through the 2600 block.
- Mill and resurface of Helen from Manchester to Florence, to coordinate with street repairs to be done with MSD project.
- Curb replacement in Brentwood Forest.
- Street slab replacement in Hanley Industrial Ct.
- Miscellaneous sidewalk and asphalt repairs throughout the city.

SANITATION

Capital Improvement 6605/Sanitation 6554: This line item provides funds for a request for truck #1 replacement, as well as recycling and trash dumpsters for residents ($175,000).

CAPTIAL IMPROVEMENTS

ACCOUNT NUMBER	ACCOUNT DESCRIPTIONS	Actual 2008	Actual 2009	Actual 2010	Budget 2011	Estimated 2011	Budgeted 2012
4002	AD VALOREM TAXES	196,948	255,000	231,202	255,000	255,000	224,376
4025	SALES TAX	1,194,241	1,166,631	1,792,187	1,560,127	1,882,884	1,644,373.86
4525	INTEREST INCOME	2,655	-	35	-	600	600
4026	RECYCLE GRANT	-	-	63,750	-	-	-
4028	PEDESTRIAN/TRANSIT STP	-	-	-	-	42,437	65,438
4029	ROSE AVENUE STP	-	-	-	-	-	276,800
4030	LITZSINGER ROAD STP	-	-	-	-	-	157,250
4031	RESERVE	-	-	-	-	-	309,000
4205	GRANTS - MISC	-	-	11,250	-	-	-
	TOTAL REVENUE	1,393,844	1,421,631	2,023,423	1,815,127	2,180,921	2,677,838
6210	MISC CONTRACTUAL EXPENSES	36,022	22,579	90,592	30,000	33,981	35,000
6215	REPAIRS & MAINT - EQUIPMENT	139,743	144,533	111,034	150,000	150,000	150,000
6330	COMPUTER	73,270	72,514	69,690	75,000	74,843	15,000
6331	ADMIN COMPUTER	-	-	-	-	-	9,510
6332	FIRE COMPUTER	-	-	-	-	-	12,225
6333	POLICE COMPUTER	-	-	-	-	-	3,700
6334	PUB WKS COMPUTER	-	-	-	-	-	1,550
6500	CAPITAL IMPROVEMENT - ADMIN	7,725	7,065	92,103	5,000	4,118	45,000
6505	CAPITAL IMPROVEMENT - BLDG MNT	24,192	56,846	100,575	75,000	35,064	40,000
6510	CAPITAL IMPROVEMENT - FIRE	25,742	103,714	23,294	275,000	48,000	246,854
6515	CAPITAL IMPROVEMENT - JUDICIAL	174	-	-	-	-	-
6525	CAPITAL IMPROVEMENT - POLICE	14,876	139,724	73,759	70,000	61,536	69,815
6528	CAPITAL IMPROVEMENT - P & D	10,445	11,978	4,926	12,500	800	1,000
6530	CAPITAL IMPROVEMENT - P.W.	185,756	76,383	18,606	91,000	18,300	100,000
6535	STREETS & SIDEWALKS	61,232	44,739	134,423	195,000	168,000	130,000
6538	G.O. BONDS SERIES 1998	325,000	400,373	355,000	403,000	403,000	277,233
6552	DEBT SERVICE - PUB SAFETY BLDG	2,508	59,051	6,477	180,000	248,696	675,000
6553	SERIES 2003 COP	(1)	60,000	1,986	60,000	60,000	60,000
6554	SANITATION	6,605	-	153,102	6,000	1,000	175,000
6556	Interest and Fiscal Charges	76,370	-	43,867	-	-	-
6610	PROPERTY ACQUISITION	612,644	-	-	-	-	-
6615	PEDESTRIAN/TRANSIT STP	-	-	-	-	42,948	65,438
6617	ROSE AVENUE STP	-	-	-	-	-	346,000
6618	LITZSINGER ROAD STP	-	-	-	-	-	185,000
	Total Expenditures	1,602,303	1,199,499	1,279,434	1,627,500	1,350,286	2,643,325