

**much more  
than you imagine**



## **City of Hazelwood, Missouri**



## **Budget 2011-2012**

# TABLE OF CONTENTS

	<u>Page</u>
BUDGET MESSAGE.....	
BUDGET SUMMARIES.....	
Community Profile.....	P1
Revenue and Expenditure Summary.....	P9
General Fund Revenue Detail.....	P11
Capital Improvement Fund Revenue Detail.....	P12
General Fund Expenditure Summary.....	P14
Departmental Summary – 2012 Budget.....	P16
Organizational Chart.....	P17
Personnel Schedule - Full Time Equivalency.....	P18
ECONOMIC DEVELOPMENT FUND.....	180-1
CAPITAL IMPROVEMENT FUND.....	CAP-1
SEWER LATERAL/DEBT SERVICE FUND.....	Sewer Lateral 1
GENERAL FUND .....	
Mayor and Council	
Department Summary .....	110-1
City Manager	
Department Summary .....	171-1
Information Systems	
Department Summary .....	175-1
Finance	
Department Summary .....	201-1
Legal	
Department Summary .....	210-1
City Clerk	
Department Summary .....	215-1
Police Department	
Department Summary .....	301-1
Fire Department	
Department Summary .....	330-1
Ambulance Service.....	333-1
Fire Districts.....	335-1
Public Works Department	
Administration .....	441-1
Street Maintenance.....	443-1
Park Maintenance.....	445-1
Recreation .....	446-1



The City of Hazelwood

much more  
than you imagine



August 31, 2011

Honorable Mayor and City Council Members,

I am pleased to present the 2012 Budget for the City of Hazelwood, as adopted on June 15, 2011. The Budget represents a plan to allocate resources to support the City's exceptional quality of life and business environment.

The economy is recovering, but recovery continues to be slow and unpredictable. Consequently, the 2012 Budget is conservative, but it does provide for a continued exceptional service level.

### Budget Focus and Key Issues

Defining this budget is the City's continued effort to balance the provision of high-level services with the limits of reduced revenue. Our largest revenue source, sales and use tax, illustrates the situation as receipts at June 30 are \$557,000, 5%, less than year-to-date receipts three years ago at June 2008. Likewise, fiscal 2012 is projected to be 5% less than 2008.

High unemployment around 9%, unpredictable gas prices, and a continuation of the depressed housing market dominate the economic conditions that drive the revenue decline. This data creates a **dynamic and unpredictable future that must be closely monitored.**

We have sought efficiency enhancements wherever possible in our General Fund operations budget, now holding the **cost of 2012 operations at only 3% greater than the actual 2009 costs three years prior**, which is remarkable except that revenue has only increased by one-tenth of one percent during the three years. The City last applied an increase to update the pay plan three years ago on July 1, 2008. Employee step increases were also cut in 2011. Staffing has been reduced through attrition whenever appropriate.

Management focused intently to determine an appropriate pay plan adjustment in 2012, balancing the need to ensure retention and recruitment of top-rate staff with other competing demands on limited City resources. Due to the complexity and importance of this deliberation, the 2012 Budget has run later than the usual schedule.

The General Fund reserve balance is projected to end the year at \$5.5 million, 23% of revenue, which, though somewhat low in St. Louis County, is a fairly stable position by most standards. We have **achieved this level in spite of the recession largely due to \$2.2 million in unusual one-time revenue and fee reductions including \$1.33 million**

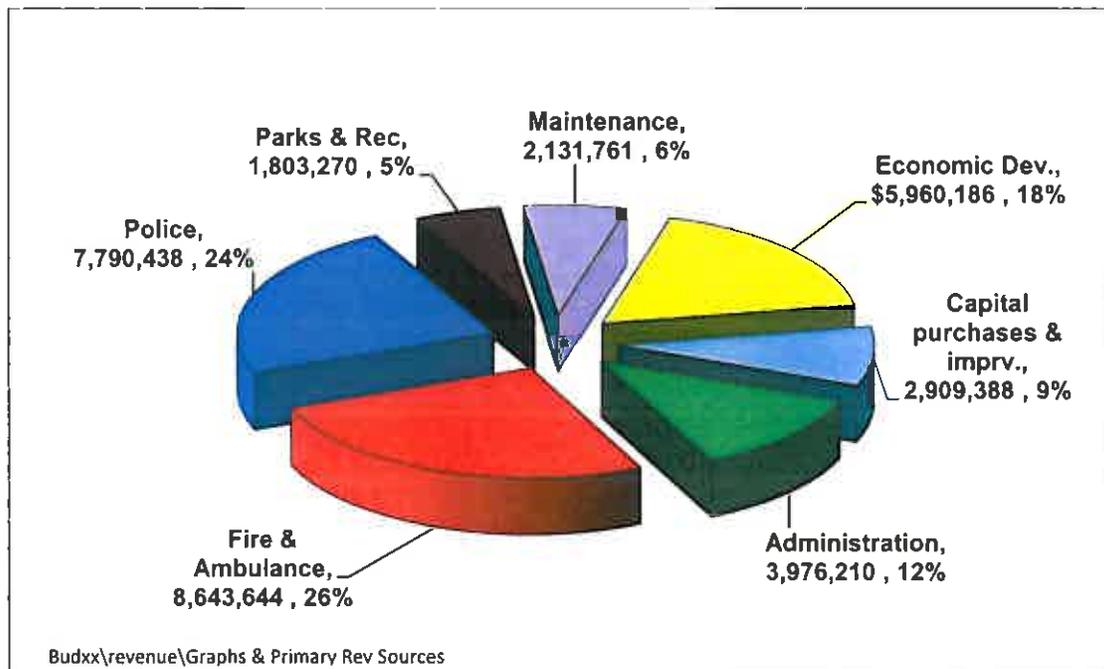
City Hall & Public Works	City Maintenance	Fire Department	Municipal Court	Parks & Recreation	Police Department
t: 314.839.3700	t: 731.8701	t: 731.3424	t: 839.2212	t: 731.0980	t: 839.3700
f: 314.839.0249	f: 731.4240	f: 731.1976	f: 838.5169	f: 731.0989	f: 838.5169
415 Elm Grove Lane	115 Ford Lane	6800 Howdershell Road	415 Elm Grove Lane	1186 Teson Road	415 Elm Grove Lane

in prior years' cell phone settlements and \$850,000 in prior years' fire district fee settlements.

General Fund expenditures exceed revenue, causing a shortfall of \$219,017 in 2012. We anticipate that consistent moderate revenue growth will offset this shortfall in the future, but if the economy does not improve within a necessary time frame, adjustments will be implemented.

### Executive Summary

**Combined General, Economic Development, and Capital Improvements Fund Expenditures** total \$33.2 million dollars. As shown in the following graph, fire and ambulance is the largest cost center at 26%, followed by Police at 24%, and Economic Development at 18%.



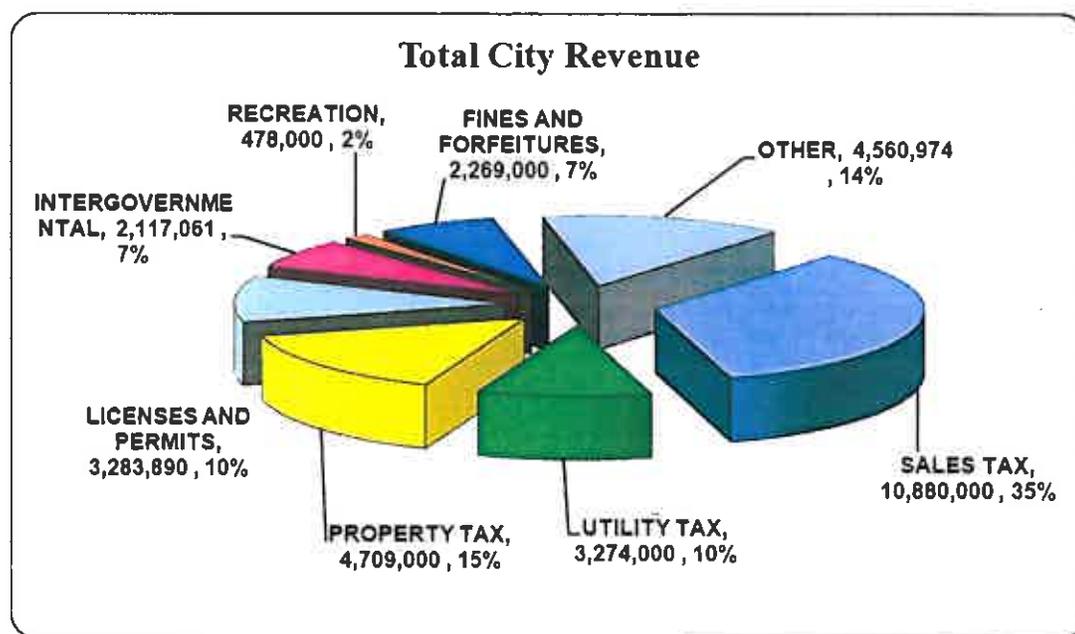
The Proposed Budget allocates \$23.975 million for General Fund operations, which is \$1.3 million, 5.7%, more than the 2011 Estimate. \$6.3 million is provided for Economic Development, and \$2.9 million in projects and purchases is planned in the Capital Improvements Fund.

Compared to the 2011 Estimate, **General Fund expenditures** represents a 4.6% increase in operations before pay plan increases and 5.7% after the increase is applied. However, the suppressed expenditures in 2010 and 2011 makes a significant increase inevitable, as is apparent in that **2012 is only a 3% increase over the 2009 actual**. Increases are primarily due to pay plan increases applied for the first time since July 1, 2008 and approximately \$300,000 in fire district fees.

An increase of Proposed Economic Development expenditures represent a 167% increase over the 2011 Estimate. The 2012 Proposed Budget appropriates **\$6.3 million for projects in the community**, funded by \$5.0 million in revenue. This will leave a fund balance of \$1.9 million, or 37% of revenue. I am pleased to note we are utilizing \$2.58 million in grant and project revenue to accomplish the projects.

Capital Improvements expenditures are 27% less than 2011, at \$2.9 million in 2012. These projects utilize \$442,196 in Grant Funding and \$467,800 in transfers from the General Fund. The cost of these projects is \$170,000 greater than projected revenue of \$2.7 million, decreasing the fund balance to \$194,341 or 7% of revenue.

**Combined General, Economic Development, and Capital Improvements Fund Revenue totals \$31.6 million dollars.** As shown, sales tax is the primary revenue source at 35% of the total, followed by property tax at 15%, and licenses & permits, and utility tax at 10% each. Combined 2012 sales and use tax is projected at \$565,000, (5%) less than the peak year of 2008 in actual dollars, without including the erosion of inflation. The figures would be even more dramatic in inflation-adjusted terms.



**General Fund revenue** in the amount of \$23.76 million is \$209,533, only nine-tenths of one percent more than estimated for 2011, and is \$311,500, 1%, less than the 2008 peak. Increases are primarily in sales and use taxes and court fines. A revenue shortfall of \$219,017 is funded by unrestricted fund balance, reducing **the fund balance to \$5.5 million**, 23% of revenue. Given the current economic outlook, I expect conditions will gradually improve to cover the current shortfall. If not, corrective cost-cutting remedies will be recommended/implemented.

## Economic Condition and Outlook

Following is the economic conditions during budget preparation:

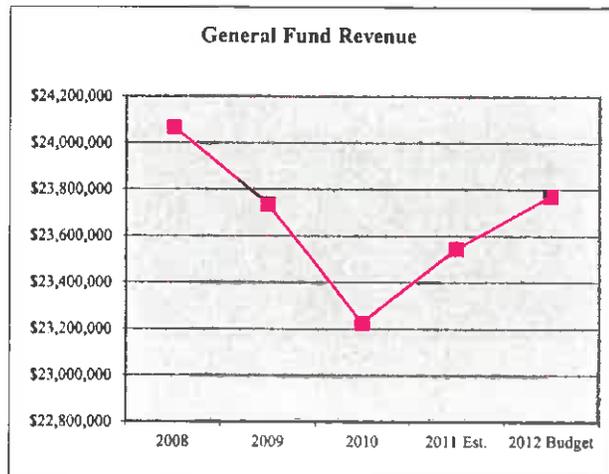
- Gas prices average \$3.90 in the Midwest and \$3.88 nationally.
- Midwest urban consumer price index has increased 2.4% since February 2011.
- Workers' average hourly earnings edged-up to \$22.95 in April from \$22.93 in March.
- Job growth has been strong since the beginning of the year, with 768,000 jobs added since January. The May 5 jobs report showed the U.S. added a stronger-than-expected 244,000 jobs in April. On the other hand, unemployment worsened to 9% from a 2-year best of 8.8% in March, and *progress towards more normal levels of unemployment seems likely to be slow* (Fed. Reserve Bank press release 4.27.11).
- The housing market remains debilitated with significant numbers of backlogged foreclosures and greatly eroded housing values

High unemployment, high gas prices, a depressed housing market, and just the beginning of only slow to moderate growth are the economic factors that determine City of Hazelwood revenues. We will continue to monitor economic conditions and make adjustments as indicated.

## Detailed General Fund Review

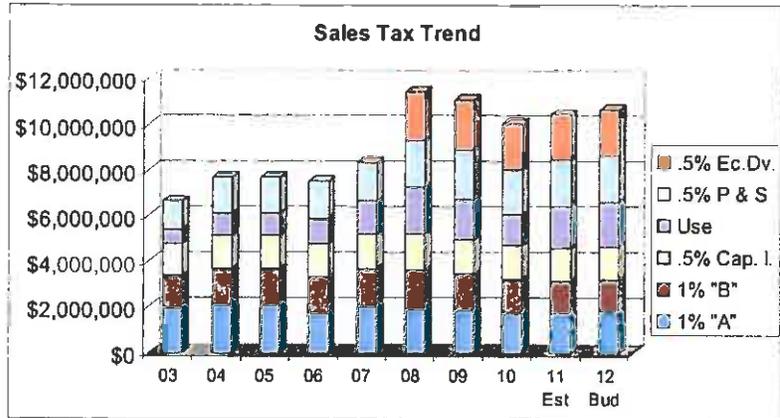
### General Fund Revenue

The recession and sluggish recovery holds General Fund 2012 revenue and transfers at a level \$143,000, 0.6%, less than 2008 (sumrev.xls\genrev). Contributing to this four-year decrease, sales and use tax is down by \$517,000, 7%, utility tax is \$298,000, 8%, lower, and building permits are down 16%. Property tax has gained \$300,000, or 7%, and business licenses are \$353,000, 14%, higher due to new businesses.



The effect of the decline on the fund balance has been offset by **one-time settlement payments of \$1.3 million** in cell phone tax paid during the four years. No similar one-time revenue events are upcoming in the known future.

#1) **Sales and use tax**, the City's largest revenue source, is projected at \$7.2 million in the General Fund and \$10.9 million combining all funds city-wide. A slight (2%) increase is projected for 2012, anticipating some improvement in early 2012 and the known addition of a few new merchants. As stated, 2012 sales and use tax is projected at \$517,000, (7%) less than the peak year of 2008.



A 7% decrease in sales tax over four years since 2008 is a disturbing statistic. However, we note that economic development tax, which is based purely on Hazelwood sales, was stabilized by The Mills and Cabela's and is projected at only a 5% decrease since 2008. Though it is a 5% decrease over four years, it is 62% higher than the County pool tax projected at a 14% decrease. We estimate that non-residents provide at least 85% of Hazelwood sales tax.

#2) **Property tax revenue** is based on taxable property (excluding Hazelwood Logistics and Elm Grove TIFs) of \$573 million. This preliminary reassessment of value prior to BOE adjustments represents a 3.8% decrease since last assessed in 2009. Residential property has decreased 7%, commercial property has increased 2%, and personal property has increased 1.1%. Hazelwood rates are at their maximum levy, so any decrease in assessed valuation of existing property produces a corresponding decrease in tax revenue. As a result, we expect a decline of \$97,000, -2%, in total property tax, surtax, and road and bridge in 2012.

However, Hazelwood is unusual in that the City annexed 43% of its area (by AV) in 1995 and 96 and must pay the two fire districts serving the area for fire service. Since their property tax rates are higher by 2.4 to 1, the City realizes a net gain on assessed valuation decreases in that 43% of City property.

Preliminary 2012 assessed valuation (before Board of Equalization hearings) of \$575 million ranks 11<sup>th</sup> in St. Louis County.

Little increase in property tax revenue is expected in the near future. Although we do see some business expansion, housing values remain in the doldrums.

#3) **Business licenses and permit revenue** of \$3.28 million is projected, representing approximately the same as received in 2011 with a mere .5% increase of \$17,000. Little business growth is expected in fiscal 2012.

#4) **Fines and forfeitures** are projected at \$2.2 million, which is a \$126,000, or 6%, increase over 2011 due to the implementation of a new collection system for delinquent accounts and the reinstallation of traffic cameras that had been out of order for street maintenance.

#5) **Utility tax of \$3.274 million** is expected to decrease by \$93,000, or 3%. The decrease is actually due to final one-time settlement payments of \$189,000 from TCG and T-Mobile in fiscal 2011.

Please review the more graphically displayed **revenue information** in the following Summary Pages.

#### **General Fund Services and expenditures**

The proposed **operating budget of \$24.0 million** represents a \$1.3 million, 5.7%, increase over the estimated 2011 cost. Such an increase is not surprising, considering the suppressed expenses represented by the rare **back-to-back cost reductions in fiscal 2010 and 2011**. Expenditures in 2010 were 2.2% lower than 2009, and 2011 is expected to be .3% less than 2010! We cannot “cut our way to success,” and having benefited from these austere years, we have restored various unsustainable cuts resulting in an expected revenue shortfall of \$219,017 reducing the fund balance to \$5.5 million, or 23% of revenue.

Most cuts, including training and travel have been substantially restored. The Police Records Clerk position has been partially restored to a part-time position.

The City has provided a **constant service level with reduced resources for two years** to bridge the gap over the critical recession years. We have restored these items, policies, and practices in the considered estimation that revenue will “catch up” to expenditures before adjustments must be made. However, revenue is uncertain in this economy, and if **spending adjustments** become advised, they will be swiftly recommended and implemented. Likewise, if the economy improves faster than expected, pent up demand for improved or increased services will be addressed.

#### **Cost of Fire District Services**

Following a 10% increase in 2009, fire district tax charges have been more moderate, with a 5% increase in 2010 and a 3% increase in 2011. This moderation is due to a one time refunding of prior years’ fees, split across fiscal 2010 and 2011 with a \$425,000 refund in each year.

In the Proposed 2012 Budget, fees are \$4.4 million, up \$155,870 or 4% over taxes paid in 2011. This smaller than prior increase is due to the effect of lower property values in 2011.

Although decreases in assessed valuation do cost the City property tax revenue, that decrease provides a net benefit in the fire district areas. The City realizes a net gain because district fees exceed City revenue by a ratio of 2.4 to 1, providing a net cost savings of 1.4 dollars for every dollar lost in revenue.

#### **Employee compensation**

The City is a service organization, and thereby personnel costs of \$15.3 million comprise 69% of the General Fund budget. In order to weather the recession and slow recovery, no general pay increase has been applied to the pay plan since July 1, 2007 when it was

increased 3% to maintain a pay level of 94.7% of the market average. Additionally, employee step raises were discontinued in fiscal 2011.

Though we did conduct a market survey in 2009-10, no funds were available for pay increases in 2011. We did ultimately receive \$1 million in one-time, unforeseeable use tax, fire district fee reductions, and cell phone settlements, but only 13% of that revenue was received or confirmed before February 2011, and only 29% was known before March.

In January 2011, we contracted with our pay plan consultant to update the market pay survey. After considerable deliberation and discussion of both fiscal and operational policies, we have allocated \$273,000 to establish pay for all positions at a minimum of 97.5% of the current market average. **The maximum pay (step 11) for every position on the Pay Plan will be adjusted to 97.5% of the surveyed market average of comparators within one standard deviation. Steps 1 through 10 will be adjusted to maintain their existing percentage of maximum. No employee's actual current pay will be reduced.**

Bringing the pay plan level from 94.7% of market in 2008 to 97.5% in 2011 represents a 3% increase in percentage of market. Additionally, over \$50,000 in merit increases are funded in fiscal 2012, bringing the total increase cost to \$323,000, the cost equivalent of a 2.4% general increase in pay. [Note: In July 2011, we determined to actually provide two step increases in fiscal 2012 in order to "catch up" from the skipped step in fiscal 2011. If the cost of approximately \$70,000 is not available due to budget surplus, an additional appropriation will be approved.]

**A new pay plan for part-time work** is adopted in keeping with market norms and with our consultant's recommendation. Hazelwood's current plan is far richer than the market, as evidenced by an unusually long part time average tenure of 8.5 years (full time is 14.5 years). In the new Plan, Part time employee will advance through a 5-step plan that provides a pay increase every other year. The steps are the same as steps 1 – 3 on the full time Plan.

In these difficult times, the City is experiencing almost zero turnovers other than retirements. As we do experience turnover, we will examine each position to determine if restructuring of staffing could improve efficiency and effectiveness.

#### Personnel

2012 staffing totals 180 full time positions and a Full Time Equivalency of 34.77 part time positions for a total **Full Time Equivalency (FTE) of 214.77.**

A detail of part-time changes is presented on the Personnel Schedule in the Summary Pages of the Budget.

#### 2011 Estimate

The 2011 Estimate anticipates a net budgetary surplus of \$864,447. This unusually large surplus is due to:

- 1) Over \$400,000 in Use Tax – due to unusually large, unexpected and unforeseeable purchase(s) made by a Hazelwood business ordering goods from out of state
- 2) \$189,000 in unexpected, one-time cell phone settlement payments (final)
- 3) A one-time only \$425,000 reduction in fire district fees due to settlement of prior years' tax appeals (\$850,000 applied to fiscal 2010 and fiscal 2011)
- 4) \$150,000 in unfilled Police positions and restructured staffing following retirements
- 5) \$83,600 savings on workers comp premium due to good loss experience
- 6) \$51,000 savings on health insurance premium increase of 4.5% instead of budgeted 15%

Naturally, these and other savings totaling over \$1.5 million were somewhat offset by other revenue shortfalls, but they provided the foundation for the budgetary surplus in 2011. Collection and confirmation of 82%, \$837,000, of the overages, did not begin to occur until the end of February.

### Fund balance

The 2011 budgetary surplus of \$864,447 brings the June 30, 2011 General Fund Balance to \$5.7 million as a starting point for fiscal 2012. With this foundation, I recommend we accept the 2012 revenue shortfall of \$219,017 to provide services and increases in employee compensation. The ending fund balance at June 30, 2012 is projected at \$5.5 million, or 23% of revenue.

This shortfall of \$219,000 is less than 1% of budget, and may be readily offset by either revenue or expenditures. **The significant concern is the continued need for fiscal vigilance.** It is extremely difficult to predict the economy in today's environment.

## **Detailed Review - Other Funds**

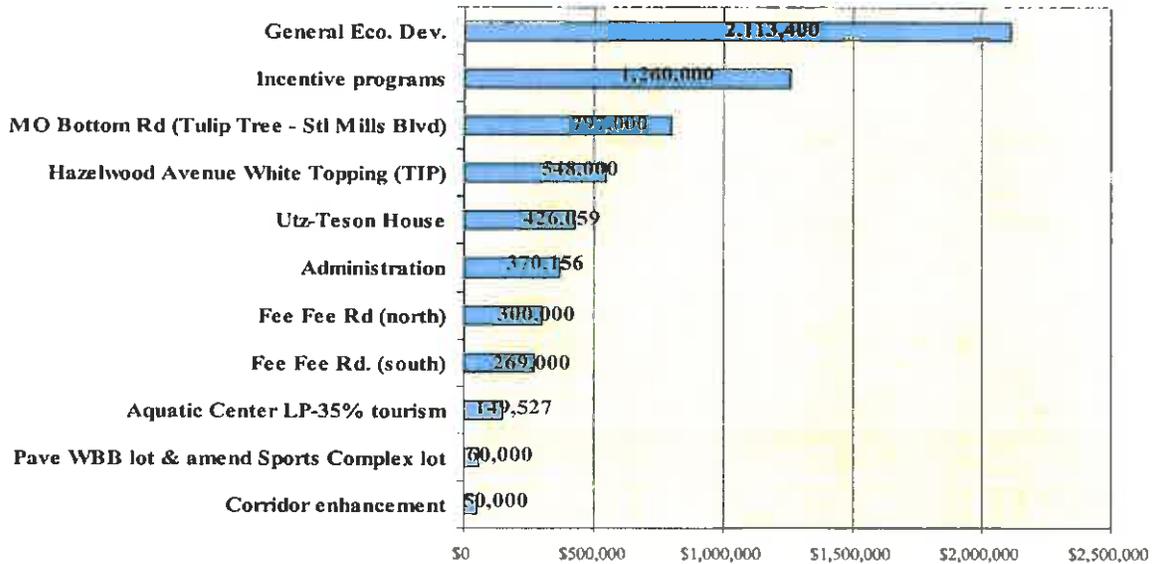
### Economic Development Fund

**Economic Development funds in the amount of \$6.3 million** are allocated for projects and expenditures – quite impressive for a fund financed by \$2.2 million in sales tax! The ambitious level of activity is supported by \$1.4 million in grant income and \$1.2 million in project-generated revenue from new developments. The fund is expected to end 2012 with a robust fund reserve balance of \$1.9 million, or 37% of revenue.

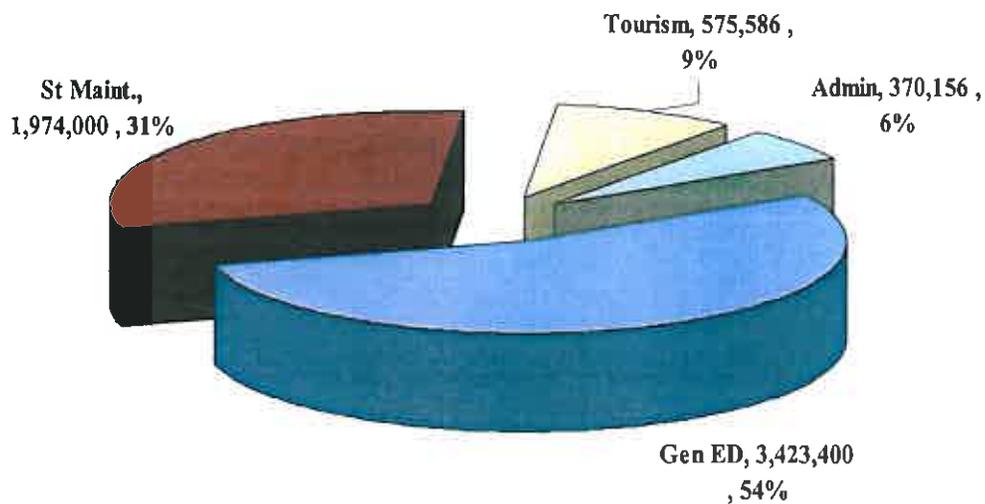
Because these funds are legally restricted for economic development use, there is no benefit to reducing spending.

As depicted in the graph on the following page, almost \$2 million, or 31%, of the emphasis is on maintaining our infrastructure to support economic development. \$3.4 million is for general economic development projects, and promotion of tourism is also funded. Administration is at a lean 6% of spending.

## 2012 Economic Development Projects



## Economic Development Projects by Type



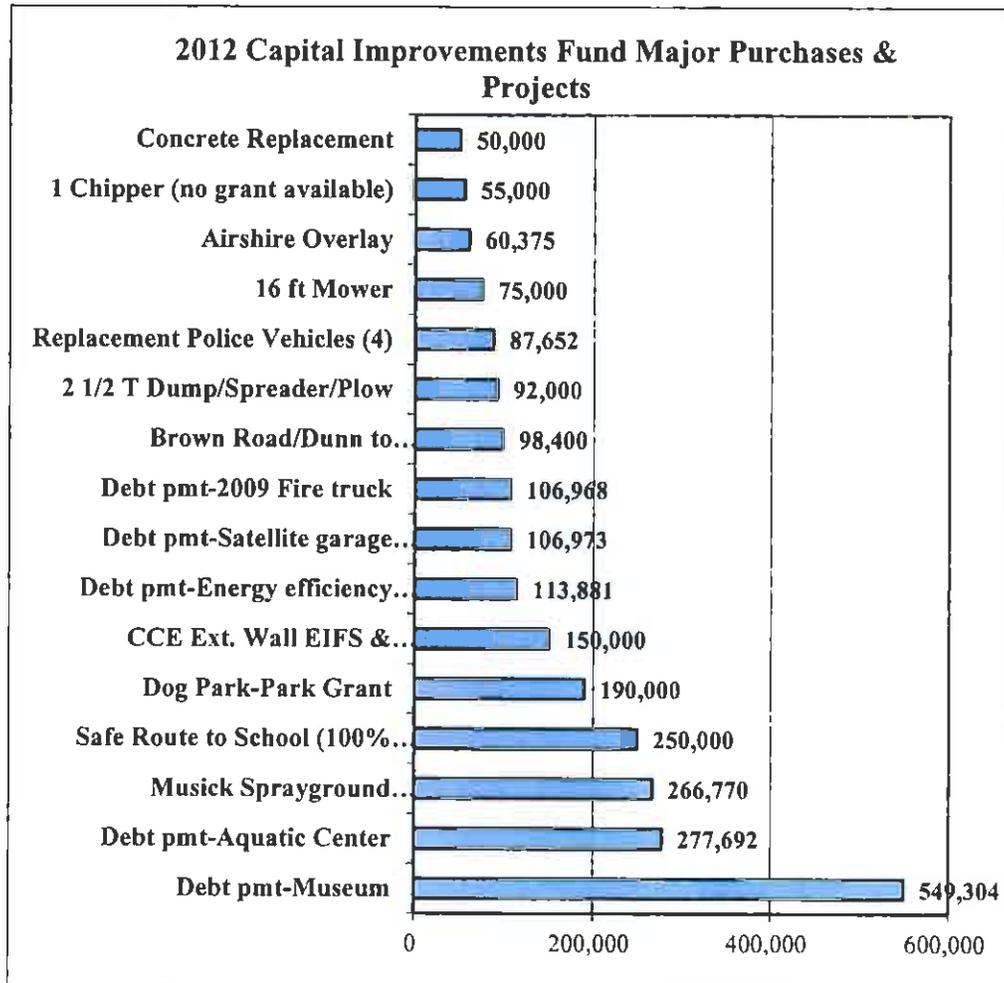
**Capital Improvement Fund**

The **Capital Improvement Fund** sales tax may only be spent for capital improvements. Thereby, cutting back capital expenditures would only deprive the community of much-needed improvements.

In 2012, purchases and projects in the amount of \$2.9 million are planned, utilizing \$442,000 in grants, \$468,000 in transfers from the General Fund, and \$316,000 from insurance reimbursements and other miscellaneous sources in addition to \$1.5 million in sales tax.

Sales tax has declined, and existing debt payments require 78% of the sales tax. To help mitigate this circumstance, I increased the minimum cost for purchases in the fund from \$5000 to \$20,000, as it was prior to July 2005, and transferred the smaller items to the General Fund. Conditions do change from year to year, and sound management practices require that we identify and implement necessary changes.

The cost of these projects exceeds revenue by \$170,015 reducing the fund balance to \$158,341, 6% of revenue. In other words, the full force of available Capital Improvement sales taxes has been invested in community services. Major purchases and projects are as follows.



**Sewer Lateral Fund**

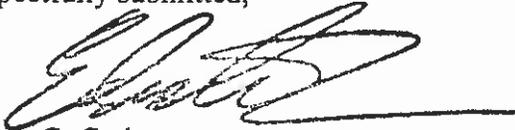
Since its inception in 2001, we have incrementally reduced the **Sewer Lateral** assessment from \$28 per residential unit (buildings with 6 or fewer dwellings) to \$5 per unit. Although we do not need to increase the rate for 2012 since we project a fund balance of \$553,000 at the end of the year, we must monitor the declining fund as our community ages. The current spending exceeds revenue by approximately \$40,000 per year.

**Conclusion**

I am pleased to present the 2012 Budget, which is a plan to continue provision of first class community services.

As always, I want to extend my appreciation to the budget team for their work on this plan.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Edwin G. Carlstrom', written over a horizontal line.

Edwin G. Carlstrom  
City Manager

EGC:DLB



**CITY OF HAZELWOOD, MISSOURI**  
**Community Profile**

<b>Date of incorporation as a Village</b>	<b>September 1949</b>
<b>Date of incorporation as a City</b>	<b>April, 1970</b>
<b>Form of government</b>	<b>Council/Manager</b>
<b>Number of full-time employees</b>	<b>179</b>
<b>Area in square miles</b>	<b>16.72</b>
<b>Miles of streets</b>	<b>168</b>
<b>Population</b>	<b>25,703</b>
<b>Number of households</b>	<b>10,954</b>

**Location:** Hazelwood is located on the eastern border of the State of Missouri, in North St. Louis County, immediately north of the airport, at the intersection of Highways 270 and 170, and 370 and 270.

**City of Hazelwood facilities and services:**

**Culture and recreation:**

<b>Community center</b>	<b>2</b>
<b>Parks</b>	<b>16</b>
<b>Park acreage</b>	<b>179</b>
<b>Swimming pools</b>	<b>1</b>
<b>Tennis courts</b>	<b>13</b>
<b>Athletic Complex</b>	<b>1</b>

**Police protection:**

<b>Number of stations</b>	<b>1</b>
<b>Number of commissioned police officers</b>	<b>70</b>
<b>Number of patrol units</b>	<b>31</b>

**Fire protection (in City limits prior to 1995 annexation):**

<b>Number of stations</b>	<b>2</b>
<b>Number of full-time fire personnel and officers</b>	<b>37</b>
<b>Number of fire hydrants</b>	<b>580</b>

**State law mandates that the City contract with Florissant Valley Fire Protection District and Robertson Fire Protection District to provide fire protection service in areas annexed in 1995.**

**Educational institutions:**

<b>Number of elementary schools</b>	<b>19</b>
<b>Number of elementary school instructors</b>	<b>729</b>
<b>Number of secondary schools</b>	<b>3</b>
<b>Number of secondary school instructors</b>	<b>521</b>
<b>Number of high schools</b>	<b>3</b>
<b>Number of high school instructors</b>	<b>Included in Secondary</b>



**CITY OF HAZELWOOD, MISSOURI  
PRINCIPAL EMPLOYERS**

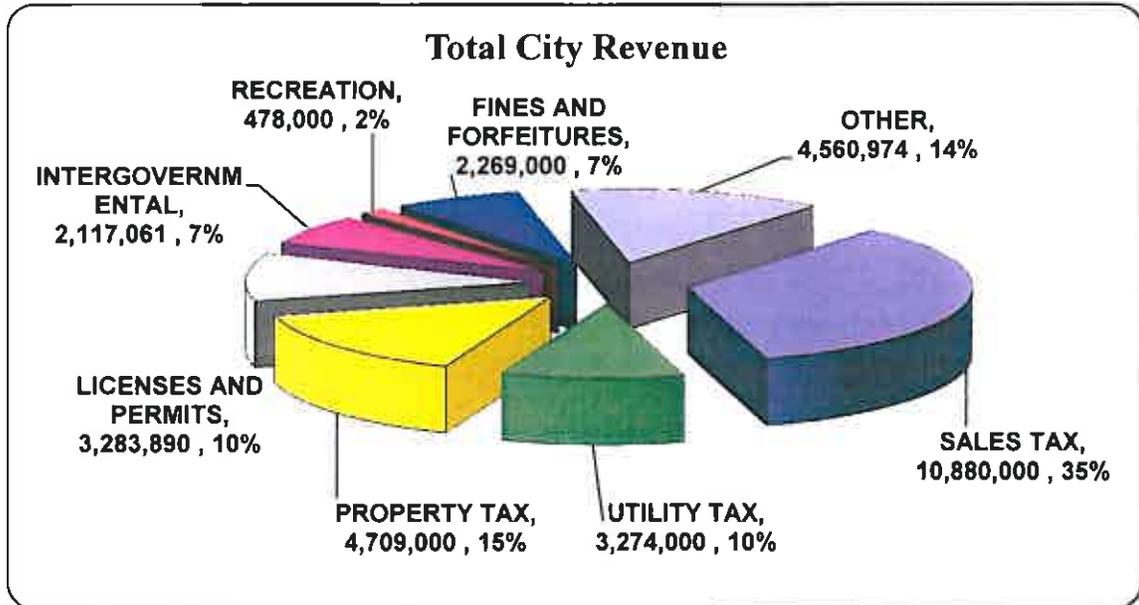
2010

<u>Employer</u>	<u>Employees</u>	<u>Rank</u>	<u>Percent Of Total City Employment</u>
The Boeing Company	5,662	1	24.82 %
Mallinckrodt, Inc.	980	2	4.30
IBM Corporation	872	3	3.82
Convergys Corp.	870	4	3.81
bioMerieux, Inc.	694	5	3.04
GKN Aerospace North America, Inc.	600	6	2.63
First Bank	428	7	1.88
Supervalu St. Louis Division	355	8	1.56
Printpack, Inc.	290	9	1.27
Fiserve Solutions	283	10	1.24
	<u>11,034</u>		<u>48.37 %</u>

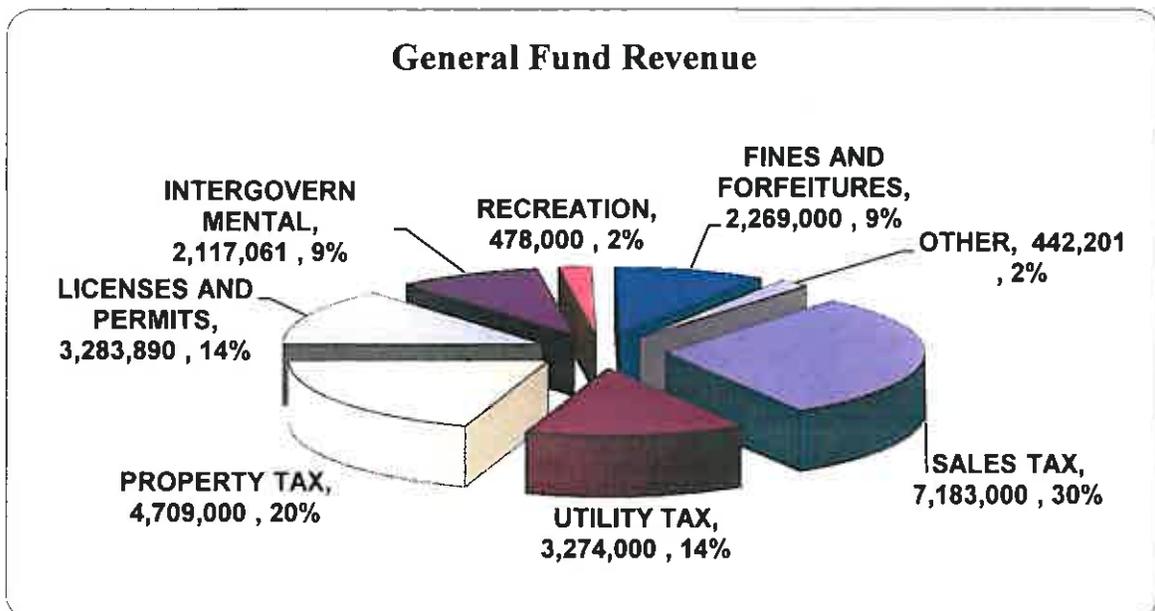


Hazelwood

## Revenue Sources

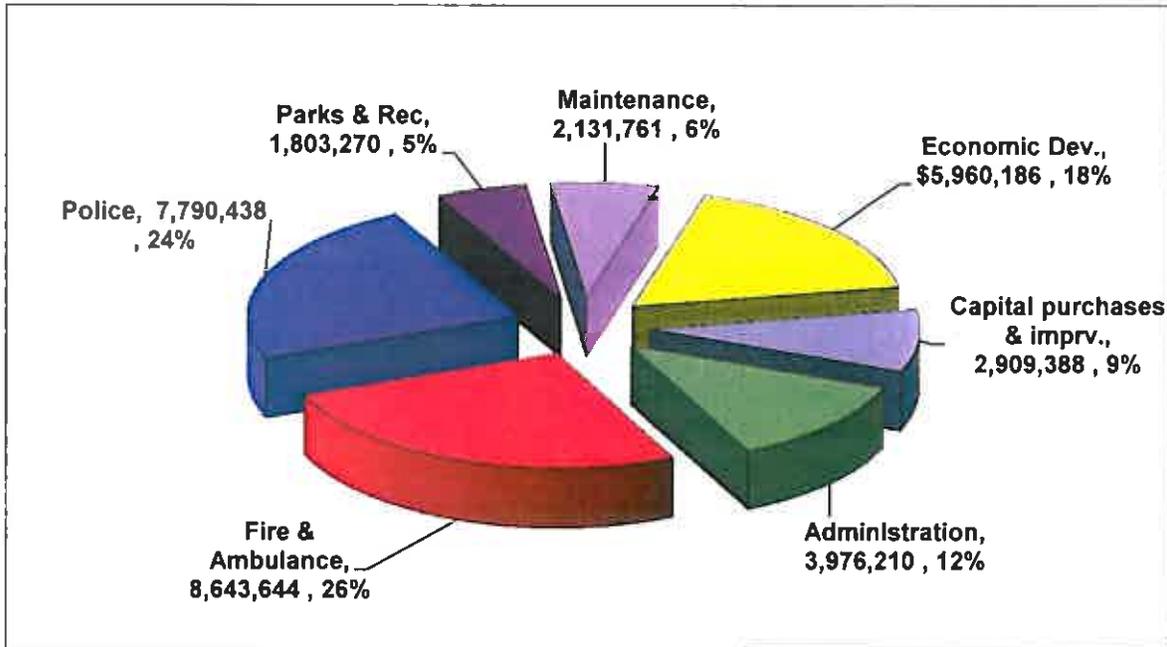


#1	Sales tax	10,880,000
#2	Property tax	4,709,000
#3	Licenses & permits	3,284,000
#4	Utility tax	3,274,000
#5	Fines & forfeitures	2,269,000
	Other	7,155,925
	<b>Total</b>	<b>31,571,925</b>

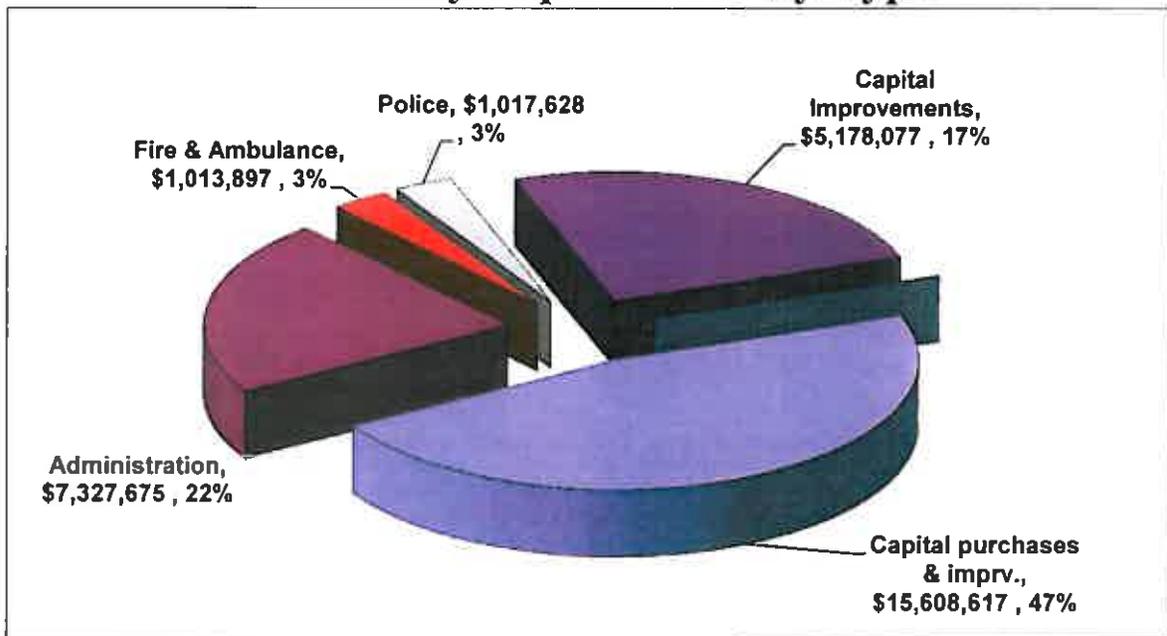




## Total City Expenditures by Dept./Fund

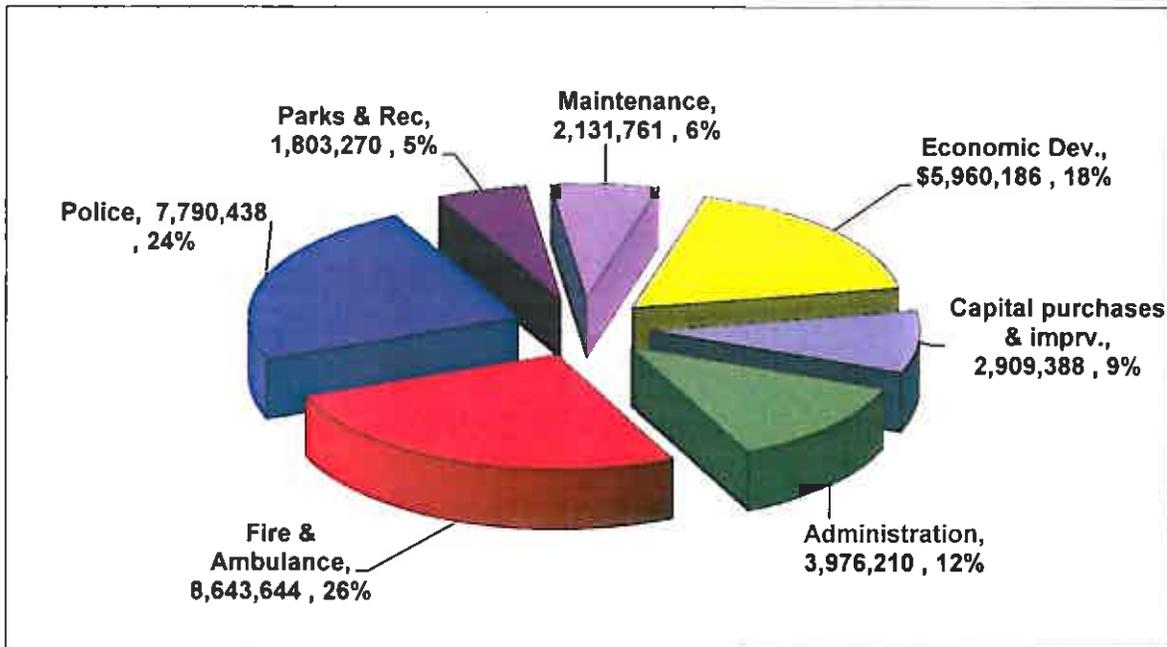


## Total City Expenditures by Type

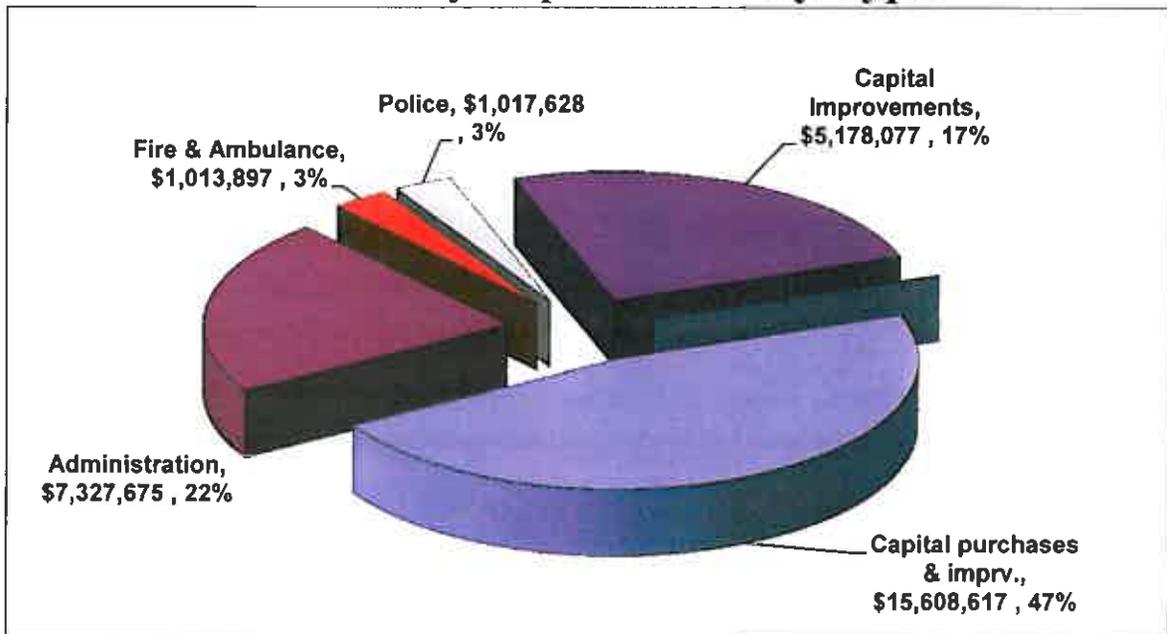




## Total City Expenditures by Dept./Fund



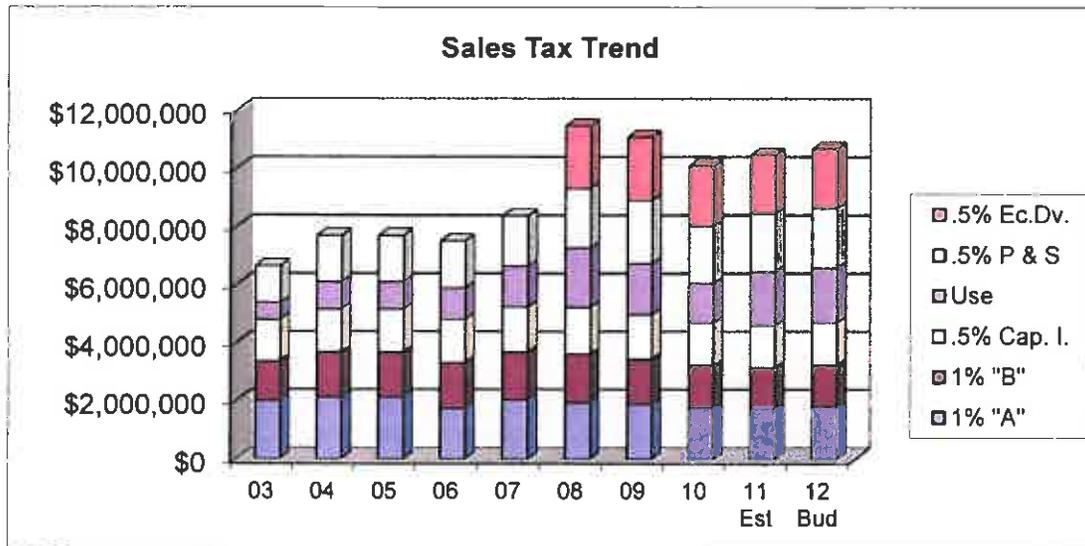
## Total City Expenditures by Type



**Primary Revenue Sources**  
**Sales and Use Tax**



Taxing Authority - RSMO 66.600 - 66.630, 94.890, 644.032, 144.757



	Year to Year Increase / (Decrease)						12 Bud to Peak 08
	06	07	08	09	11 Est	12 Bud	
1% "A"	-18.4%	17.0%	-4.7%	-2.6%	-1.9%	4.9%	-7%
1% "B"	1.9%	4.5%	1.6%	-7.9%	-3.0%	0.5%	-14%
.5% P & S	1.4%	6.7%	18.3%	5.6%	1.6%	2.8%	1%
Use	16.6%	29.0%	45.1%	-13.7%	37.8%	1.2%	-8%
.5% Cap. I.	0.1%	4.6%	3.5%	-4.0%	-2.0%	1.0%	-9%
.5% Ec.Dv.	0.0%	0.0%	0.0%	1.6%	-2.5%	1.5%	-5%

**Outlook**

A general 1.25% increase in sales tax is assumed due to anticipated gradual improvement in early 2012. New merchants including a new Quik Trip are also anticipated. Parks and stormwater compares most favorably to 2008 receipts due to timing of TIF related receipts in 2008. Economic Development tax is based on actual Hazelwood receipts in the entire city and is not reduced for TIF sharing. The fact that it shows the lowest decrease over 2008 (-5%) reveals the effect of the Mills area, holding Hazelwood tax at 62% higher than the County pool at -14%.

**General**

Sales tax is the City's primary revenue source, providing 33 percent of total revenue. The City receives sales tax according to several distribution formulas, which diversifies and strengthens this important revenue source

A 1 percent local sales tax is collected from the vendors actually located within the city limits of the area known as the original city. This is a "point of sale" distribution, or an "A" area in St. Louis County. The local 1 percent tax for the annexed area, which is part of the "B" or "pool" area, is collected throughout unincorporated St. Louis County and participating pool cities, and is distributed according to population.

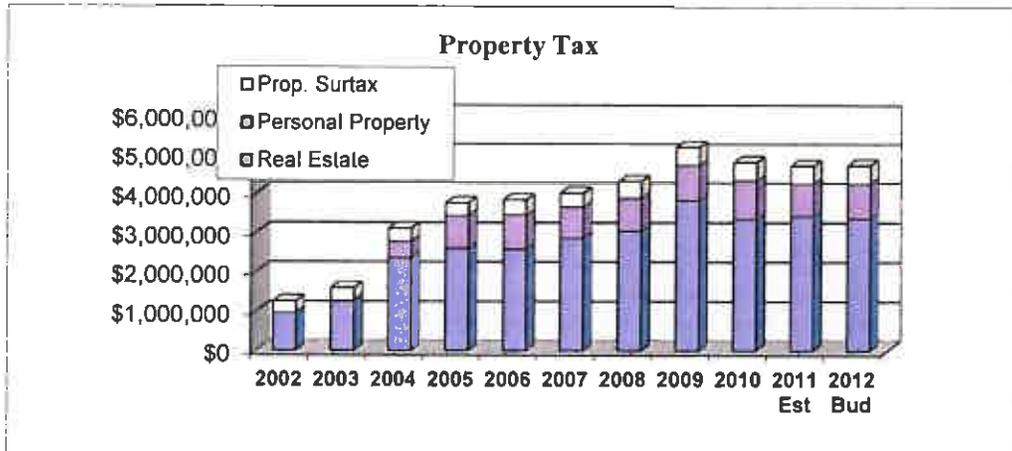
Additionally, Hazelwood receives a 1/2 percent Capital Improvement Tax, a 1/2 percent Parks and Stormwater sales tax, and a 1/2 percent Economic Development Tax, and 1 percent Use Tax. The Economic Development and Parks & Stormwater taxes are based on tax actually collected within the City limits. The Capital Improvement Tax collected within the City is added to a county-wide pool and is distributed according to population. Use Tax is charged to Hazelwood buyers ordering greater than \$2000 from outside the State (primarily businesses).



Hazelwood

### Primary Revenue Sources Property Tax

*Taxing Authority - Missouri Constitution Article X, Section 11(b), RSMO chapter 137*



#### **Outlook**

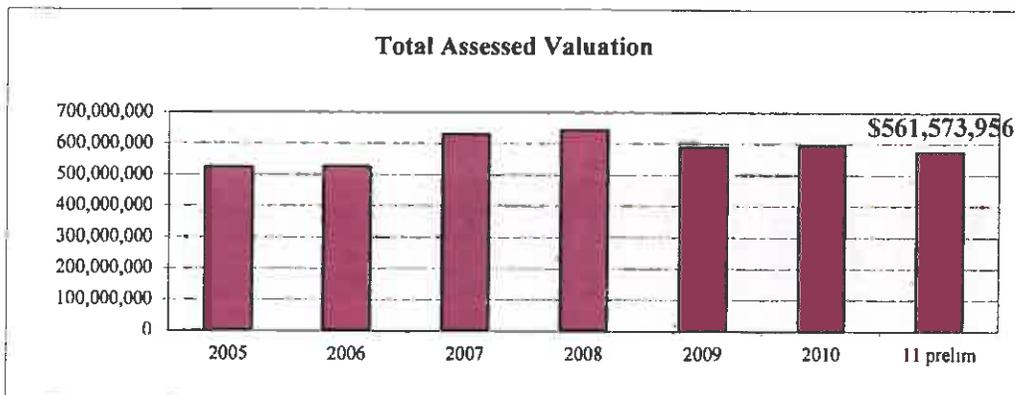
Property tax revenue is projected based on taxable property of \$573 million at a 1.9% decrease. Since last assessed in 2009 the change in taxable property is as follows. Residential property has decreased 7.1%, commercial increased 1.3%, and personal increased 1.1%.

Hazelwood rates are at their maximum levy rates, so any decrease in assessed valuation of existing property produces a corresponding decrease in tax revenue. But Hazelwood is an unusual city in that 43% of City property was annexed in 1996 and is within the fire districts in those areas. Assessed valuation declines there provide the inverse effect of reducing fees paid by the City at a rate of 2.4 to 1 over lost City revenue.

Little increase in property tax revenue is expected in the near future. Although we do see some business expansion, housing values remain in the doldrums.

#### **General**

St. Louis County reassesses property as of each January 1 of odd-numbered years. Hazelwood's billed 2009 Assessed Valuation was \$590.2 million, ranked 12th in St. Louis County. The 2012 Preliminary (before Board of Equalization hearings and adjustments) assessed valuation is \$575.1, which represents a 6% decline, but is ranked 12th in St. Louis County.

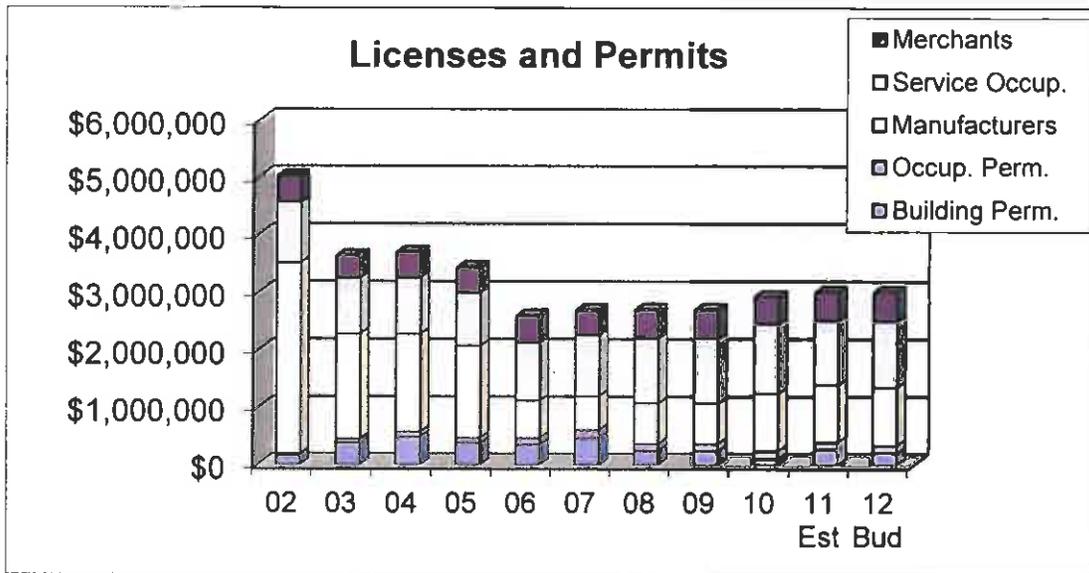




## Primary Revenue Sources

### Business Licenses

*Taxing Authority - City of Hazelwood Code, Section 605.000*



#### *General*

Little change is projected in the business community.



**REVENUE and EXPENDITURE SUMMARY  
GENERAL, CAPITAL IMPROVEMENT, and ECONOMIC DEVELOPMENT FUNDS**

	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 ESTIMATE	2012 BUDGET
<b><u>REVENUE</u></b>					
SALES TAX	\$11,445,167	\$11,068,047	\$10,069,224	\$10,629,585	\$10,880,000
UTILITY TAX	3,572,200	2,686,824	3,119,772	3,367,000	3,274,000
PROPERTY TAX	4,402,404	5,274,481	4,628,849	4,794,000	4,709,000
LICENSES AND PERMITS	2,970,960	2,995,578	3,209,757	3,266,500	3,283,890
INTERGOVERNMENTAL	1,869,909	2,045,122	2,009,998	1,981,175	2,117,061
RECREATION	313,150	560,978	473,283	475,800	478,000
FINES AND FORFEITURES	2,503,292	2,275,932	2,468,649	2,143,000	2,269,000
MISCELLANEOUS	1,188,808	1,101,419	1,208,853	2,200,093	4,518,974
OTHER FINANCING SOURCES	<u>5,597,809</u>	<u>10,636</u>	<u>335,508</u>	<u>1,812,692</u>	<u>42,000</u>
<b>TOTAL REVENUE</b>	<b>\$33,863,699</b>	<b>\$28,019,019</b>	<b>\$27,523,894</b>	<b>\$30,669,845</b>	<b>\$31,571,925</b>
Annual change in revenue	49%	-17%	-2%	11%	3%
			(0)		
<b><u>EXPENDITURES</u></b>					
<b><u>OPERATING COST</u></b>					
GENERAL FUND	\$21,557,995	\$23,069,456	\$22,749,015	\$22,682,172	\$23,975,168
ECONOMIC DEV. FUND	<u>223,548</u>	<u>252,247</u>	<u>329,917</u>	<u>352,042</u>	<u>370,156</u>
<b>OPERATING COST</b>	<b>\$21,781,544</b>	<b>\$23,321,703</b>	<b>\$23,078,931</b>	<b>\$23,034,214</b>	<b>\$24,345,324</b>
% of change	7%	7%	-1%	0%	6%
			0	0	0
<b><u>CAPITAL OUTLAY &amp; IMPROVEMENTS</u></b>					
ECONOMIC DEVELOPMENT FUND	602,790	1,931,691	883,297	2,018,951	5,960,186
% of change		220%	-54%	129%	195%
CAPITAL IMPROVEMENT FUND	<u>7,861,962</u>	<u>2,885,781</u>	<u>2,867,331</u>	<u>3,977,500</u>	<u>2,909,388</u>
% of change	244%	-63%	108%	-49%	-27%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$8,464,751</b>	<b>\$4,817,472</b>	<b>\$3,750,628</b>	<b>\$5,996,451</b>	<b>\$8,869,574</b>
% of change	270%	-43%	-22%	60%	48%
			-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$30,246,295</b>	<b>\$28,139,175</b>	<b>\$26,829,559</b>	<b>\$29,030,665</b>	<b>\$33,214,898</b>
% of change	34%	-7%	-5%	8%	14%

F:\dir\budxx\revisumrev



**2012 Budget - Fund History and Analysis  
General, Capital Improvement, and Economic Development Funds**

+Favorable (Unfavorable)

	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	% of Budget to Total Budget	Budget Variance 2011	2011 Estimate to Budget	2012 Actual to Budget	2010 Actual to Budget	2012
MAYOR/COUNCIL	72,438	58,769	45,768	103,936	0%	13,001	58,168	31,498	31,498	43%
CITY MANAGER	618,916	534,198	534,163	551,159	2%	35	16,995	(67,758)	(67,758)	-11%
INFORMATION SYS	484,016	454,971	446,651	455,548	0%	8,320	8,897	(28,468)	(28,468)	-8%
FINANCE	386,596	404,738	390,976	443,585	2%	13,762	52,609	56,990	56,990	15%
LEGAL	512,819	532,736	515,392	554,748	2%	17,344	39,356	41,929	41,929	8%
CITY CLERK	227,855	234,867	227,625	254,092	1%	7,242	26,467	26,237	26,237	12%
POLICE	7,454,511	7,474,973	7,355,609	7,790,438	32%	119,365	434,830	335,928	335,928	5%
FIRE	3,792,310	3,792,511	3,784,451	3,832,725	16%	8,060	48,274	40,415	40,415	1%
FIRE - AMBULANCE	388,481	399,210	380,511	414,613	2%	18,700	34,102	26,132	26,132	7%
FIRE DISTRICT FEES	4,102,911	4,583,059	4,240,436	4,396,306	18%	342,623	155,870	293,395	293,395	7%
PUBLIC WORKS ADM	1,152,578	1,156,078	1,132,943	1,242,987	5%	23,134	110,043	90,409	90,409	8%
STREET	926,730	985,532	926,035	1,135,804	5%	59,497	209,769	209,074	209,074	23%
PARK MAINTENANCE	908,837	933,003	877,227	995,958	4%	55,777	118,731	87,121	87,121	10%
RECREATION	1,720,015	1,970,531	1,824,385	1,803,270	8%	146,146	(21,115)	83,255	83,255	5%
<b>General Fund Exp.</b>	22,749,015	23,515,177	22,682,172	23,975,169	-	833,005	1,292,997	1,226,154	1,226,154	0
<b>General Fund Revenue</b>	<u>\$23,211,040</u>	<u>\$23,120,976</u>	<u>\$23,546,619</u>	<u>\$23,756,152</u>	0%	425,643	209,533	545,111	545,111	2.3%
Contribution / (reduction) to fund balance	<b>\$462,026</b>	<b>(\$394,201)</b>	<b>\$864,447</b>	<b>(\$219,017)</b>	-	(1,259,648)	(1,083,464)	(681,043)	(681,043)	(1)
Unrestricted fund balance	\$4,863,430	\$3,786,915	\$5,727,877	\$5,508,860	-	(1,940,962)	(219,017)	645,430	645,430	0
<b>Capital Imp. Fund Exp.</b>	2,867,331	4,066,832	3,977,500	2,909,388	0%	89,333	(1,088,111)	42,057	42,057	1.5%
Cap. Imp. Fund Revenue	<u>\$2,092,426</u>	<u>\$3,380,803</u>	<u>\$4,249,393</u>	<u>\$2,739,373</u>	0%	868,590	(1,510,020)	846,947	846,947	31%
Contribution / (reduction) to fund balance	<b>(\$774,905)</b>	<b>(\$686,029)</b>	<b>\$271,893</b>	<b>(\$170,015)</b>	-	(957,922)	(441,909)	604,890	604,890	(1)
Ending Fund balance	\$56,463	\$39,026	\$328,356	\$158,341	-	(289,330)	(170,015)	101,878	101,878	2
<b>Eco. Dev. Fund Exp.</b>	1,213,213	4,343,306	2,370,993	6,330,341	0%	1,972,313	3,959,348	5,117,128	5,117,128	422%
Eco. Dev. Fund Rev.	<u>\$2,220,429</u>	<u>\$3,586,500</u>	<u>\$2,873,833</u>	<u>\$5,076,400</u>	0%	(712,667)	2,202,567	2,855,971	2,855,971	129%
Contribution / (reduction) to fund balance	<b>\$1,007,215</b>	<b>(\$756,806)</b>	<b>\$502,840</b>	<b>(\$1,253,941)</b>	0%	(1,259,646)	(1,756,781)	(2,261,157)	(2,261,157)	(2)
Ending Fund balance	<b>\$2,651,647</b>	<b>\$1,894,842</b>	<b>\$3,154,487</b>	<b>\$1,900,546</b>	0%	(1,259,646)	(1,253,941)	(751,101)	(751,101)	(0)
<b>Combined Totals</b>	0%	0%	110%	37%	-	-	-	-	-	-
<b>Expenditures</b>	\$26,829,559	\$31,925,315	\$29,030,665	\$33,214,898	0%	2,894,650	4,184,234	6,385,339	6,385,339	24%
Combined Revenue	\$27,523,895	\$30,086,279	\$30,669,845	\$31,571,925	0%	(581,566)	902,080	4,048,030	4,048,030	15%
Unrestricted Fund balance	<b>\$7,571,540</b>	<b>\$5,734,504</b>	<b>\$9,210,720</b>	<b>\$7,567,747</b>	0%	(3,476,216)	(1,642,973)	(3,793)	(3,793)	(0)
	28%	19%	30%	24%	-	-	-	-	-	-



## General Fund Revenue Detail

REVENUE	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 BUDGET
<b>TAXES</b>						
Real Estate	\$3,058,098	\$3,837,296	\$3,363,346	\$3,420,000	\$3,444,000	\$3,377,000
Personal Property	888,460	963,964	813,315	850,000	879,000	877,000
Prop. Surtax	455,846	473,221	452,187	459,000	471,000	455,000
1% Sales Tax A	1,939,279	1,888,113	1,743,867	1,793,000	1,710,593	1,794,000
1% Sales Tax B	1,670,794	1,538,013	1,476,225	1,461,000	1,431,888	1,439,000
Parks & Stormwater sale	2,048,676	2,163,712	1,981,365	2,015,000	2,012,774	2,069,000
Use Tax	2,041,330	1,762,287	1,348,637	1,392,000	1,857,900	1,881,000
Hotel/motel tax	240,992	226,632	207,668	201,600	211,000	211,000
Utility-Gross Rec.	3,572,200	2,686,824	3,119,772	2,966,000	3,367,000	3,274,000
<b>INTERGOVERNMENTAL REVENUE</b>						
Cigarette Tax	85,921	82,848	76,689	70,700	64,000	64,000
Gasoline Tax	754,164	725,951	732,191	722,200	749,000	749,000
Road & Bridge Refund	624,652	681,460	604,515	642,000	617,000	605,000
Vehicle Fee Increases	115,910	114,197	113,990	118,100	113,000	113,000
Misc. Intergovernmental	135,453	146,393	147,703	164,900	249,944	229,326
Grants	153,810	294,273	334,910	425,000	188,231	356,735
<b>LICENSES AND PERMITS</b>						
Building	245,533	219,870	99,438	168,800	265,000	207,000
Occupancy	118,375	120,898	136,650	124,000	123,000	125,000
Manufacturers	709,724	832,309	1,005,480	996,000	1,004,000	1,022,000
Service Occup.	1,121,703	1,059,997	1,211,780	1,105,000	1,118,000	1,145,000
Merchants	504,767	487,756	484,073	476,000	498,000	515,980
Liquor	13,613	13,612	13,724	14,000	14,000	14,000
Coin Device	4,488	3,960	3,968	4,100	3,500	3,500
Franchises	252,759	257,177	254,645	250,200	241,000	251,410
<b>FINES AND FORFEITURES</b>						
Court Fines	2,446,211	2,220,877	2,424,638	2,588,000	2,100,000	2,226,000
Fines-Training	39,858	27,021	24,289	26,800	38,000	38,000
Penalties	17,224	28,034	19,722	10,000	5,000	5,000
INVESTMENT INCC	86,312	52,943	18,034	26,700	11,000	11,000
<b>RECREATION</b>						
Swimming Pools	5,880	168,928	121,777	130,000	127,000	127,000
Rentals & admissions	88,043	82,854	86,282	84,000	80,000	80,000
Classes	109,551	134,438	122,089	128,000	130,000	130,000
Disc Golf & Skate Park	3,685	5,045	4,584	5,500	2,800	3,000
Programs & Trips	23,104	20,994	17,978	22,000	20,000	20,000
Concessions	30,695	85,764	57,178	72,500	60,000	62,000
Resident Cards	48,658	58,976	53,225	50,000	50,000	50,000
Sports Complex	3,535	3,979	10,171	6,500	6,000	6,000
<b>MISCELLANEOUS</b>						
Misc. Other	144,088	156,023	185,657	80,000	175,000	225,000
Ambulance fees	296,331	298,994	326,485	295,000	326,000	326,000
Fire service fees	108,675	88,143	75,200	62,200	72,000	72,000
Guaranty Assessment		73,882	12,000	0	0	0
<b>OTHER FINANCING SOURCES</b>						
Sale of Assels		10,636	29,508	15,000	30,000	15,000
Transfers in Eco. Dev.			135,906	18,500	15,474	23,000
Transfers in - Cap. I.			0	43,340	22,159	27,000
Transfers out - Eco.Dev.			0	0		
Transfer out to Cap.I. de	(309,458)	(362,259)	(239,821)	(381,664)	(356,643)	(467,799)
Lease/p. debt proceeds	168,750	0	0	0	0	0
<b>TOTAL GENERAL</b>	<b>\$24,067,685</b>	<b>\$23,736,037</b>	<b>\$23,211,040</b>	<b>\$23,120,976</b>	<b>\$23,546,619</b>	<b>\$23,756,152</b>

F:\dir\bud09\rev\sumrev



## Revenue Detail

### Capital Improvement Fund

REVENUE	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 BUDGET
1/2% Capital Impv. Sales Tax	\$1,605,980	\$1,541,540	\$1,470,937	\$1,455,000	\$1,497,574	\$1,513,000
Investment income	\$48,534	\$15,190	\$2,243	\$0	\$0	\$0
Grant income	55,581	\$27,942	\$14,908	\$145,000	\$303,267	\$442,196
Tax Increment Financing				\$0	\$0	\$0
Other, msc.	10,615	\$18,131	\$99,650	\$180,000	\$331,376	\$316,378
Proceeds of debt issue	5,429,059	\$0	\$0	\$0	\$0	\$0
Lease/purchase/other	0	\$0	\$306,000	\$1,237,479	\$1,776,263	\$0
Inter-fund transfer in/(out)	309,458	\$362,259	\$198,688	\$363,324	\$340,913	\$467,799
<b>TOTAL CAPITAL IMPV. FUND</b>	<b>\$7,459,227</b>	<b>\$1,965,062</b>	<b>\$2,092,426</b>	<b>\$3,380,803</b>	<b>\$4,249,393</b>	<b>\$2,739,373</b>

### Economic Development Fund

REVENUE	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 BUDGET
1/2% Eco. Development sales tax	\$2,139,107	\$2,174,382	\$2,048,192	\$2,028,000	\$2,118,857	\$2,184,000
Interest Income	13,160	\$11,338	\$7,314	\$1,000	\$3,000	\$2,000
Grant Income		\$131,742	\$257,923	\$1,596,000	\$756,250	\$1,363,600
Other, Misc.	15,770	\$458	\$1,772	\$0	\$11,200	\$1,216,800
Proceeds from capital lease	168,750	\$0	\$0	\$0	\$0	\$333,000
Transfers to other funds	0	\$0	(\$94,773)	(\$38,500)	(\$15,474)	(\$23,000)
<b>TOTAL ECO. DEV. FUND</b>	<b>\$2,336,787</b>	<b>\$2,317,920</b>	<b>\$2,220,428</b>	<b>\$3,586,500</b>	<b>\$2,873,833</b>	<b>\$5,076,400</b>

F:\dir\budox\rev\sumrev



Hazelwood



**FUND BALANCE DETAIL**

	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 BUDGET
<b>General Fund</b>						
Revenue over/(under) expenditures	2,509,962	666,581	462,029	(394,201)	864,447	(219,016)
<b>TOTAL FUND BALANCE</b>	<b>\$6,030,915</b>	<b>\$6,697,496</b>	<b>\$7,159,525</b>	<b>\$5,612,517</b>	<b>\$8,023,972</b>	<b>\$7,804,955</b>
<b>UNRESTRICTED F.B.</b>	<b>\$3,842,018</b>	<b>\$4,205,313</b>	<b>\$4,863,430</b>	<b>\$3,786,915</b>	<b>\$5,727,877</b>	<b>\$5,508,860</b>
<i>As percent of revenue:</i>	16%	18%	21%	16%	24%	23%
<b>Capital Improvements Fund</b>						
Revenue over/(under) expenditures	(402,734)	(920,720)	(774,906)	(686,029)	271,893	(170,015)
<b>ENDING FUND BALANCE</b>	<b>\$1,752,088</b>	<b>\$831,368</b>	<b>\$56,462</b>	<b>(\$660,974)</b>	<b>\$328,356</b>	<b>\$158,340</b>
<i>As percent of revenue:</i>	23%	42%	3%	1%	8%	6%
<b>Economic Development Fund</b>						
Revenue over/(under) expenditures	1,510,449	133,983	1,007,215	(756,806)	502,840	(1,253,941)
<b>ENDING FUND BALANCE</b>	<b>\$1,510,449</b>	<b>\$1,644,432</b>	<b>\$2,651,647</b>	<b>\$1,650,215</b>	<b>\$3,154,487</b>	<b>\$1,900,546</b>
<i>As percent of revenue:</i>	65%	71%	119%	46%	110%	37%



*Hazelwood*

**CITY OF HAZELWOOD**

**GENERAL FUND EXPENDITURE SUMMARY**

	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	Estimate to Budget +/-
<b><u>BY CLASSIFICATION</u></b>					
PERSONNEL	\$14,993,281	\$15,164,124	\$14,799,108	\$15,238,462	3.0%
PROFESSIONAL SERVICES	5,145,119	5,617,211	5,256,384	5,594,021	6.4%
PROPERTY SERVICES	1,059,108	1,098,463	996,930	1,000,207	0.3%
OTHER SERVICES	630,787	611,710	606,694	733,447	20.9%
SUPPLIES	729,723	843,168	829,595	1,013,897	22.2%
PROPERTY	190,997	180,501	193,461	395,135	104.2%
<b>GRAND TOTAL</b>	<b>\$22,749,015</b>	<b>\$23,515,177</b>	<b>\$22,682,172</b>	<b>\$23,975,168</b>	<b>5.7%</b>
<b><u>BY DEPARTMENT</u></b>					
MAYOR/ COUNCIL	\$72,438	\$58,769	\$45,768	\$103,936	127.1%
CITY MANAGER	\$618,916	\$534,198	\$534,163	\$551,159	3.2%
INFORMATION SYS.	\$484,016	\$454,971	\$446,651	\$455,548	0.0%
FINANCE	\$386,596	\$404,738	\$390,976	\$443,585	13.5%
LEGAL	\$512,819	\$532,736	\$515,392	\$554,748	7.6%
CITY CLERK	\$227,855	\$234,867	\$227,625	\$254,092	11.6%
POLICE	\$7,454,511	\$7,474,973	\$7,355,609	\$7,790,438	5.9%
FIRE	\$3,792,310	\$3,792,511	\$3,784,451	\$3,832,725	1.3%
FIRE - AMBULANCE	\$388,481	\$399,210	\$380,511	\$414,613	9.0%
FIRE DISTRICT FEES	\$4,102,911	\$4,583,059	\$4,240,436	\$4,396,306	3.7%
PUBLIC WORKS ADM.	\$1,152,578	\$1,156,078	\$1,132,943	\$1,242,987	9.7%
STREET	\$926,730	\$985,532	\$926,035	\$1,135,804	22.7%
PARK MAINTENANCE	\$908,837	\$933,003	\$877,227	\$995,958	13.5%
RECREATION	\$1,720,015	\$1,970,531	\$1,824,385	\$1,803,270	-1.2%



*Hazelwood*  
CITY OF HAZELWOOD

GENERAL FUND EXPENDITURE SUMMARY

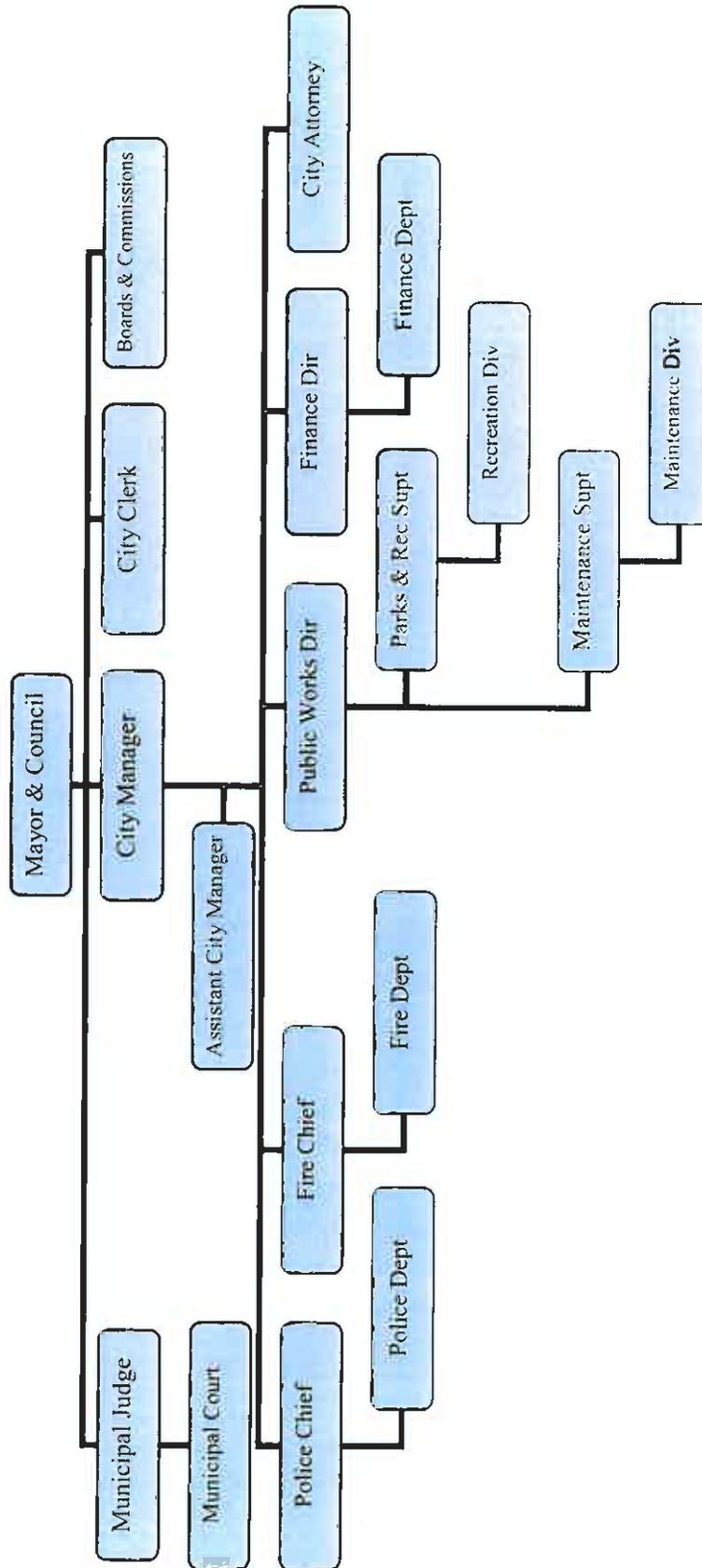
CLASSIFICATION	ACCOUNT NO.	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012
Full Time Salary	101	10,049,613	10,042,279	9,815,964	10,189,521
Part Time Salary	103	592,156	715,556	663,230	660,359
Overtime pay	105	534,442	515,715	506,915	461,461
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	12,825	10,350	10,350	10,350
Social Security	124	831,364	841,394	841,009	865,939
Retirement Fund	126	1,109,527	1,089,746	1,178,909	1,150,106
Worker's Compensation	128	507,530	510,397	429,340	440,433
Health Insurance	130	1,179,866	1,244,930	1,193,218	1,303,920
Life/Disability Insurance	132	77,574	77,871	59,184	42,504
Other Personnel Costs	150	98,384	115,886	100,989	113,869
<b>Total Personnel</b>		<b>\$14,993,281</b>	<b>\$15,164,124</b>	<b>\$14,799,108</b>	<b>\$15,238,462</b>
Professional Service	200	5,145,119	5,617,211	\$5,256,384	\$5,594,021
<b>Total Professional Service</b>		<b>\$5,145,119</b>	<b>\$5,617,211</b>	<b>\$5,256,384</b>	<b>\$5,594,021</b>
Rental Equipment	320	4,661	7,125	4,644	7,300
Utilities	330	649,934	701,420	609,677	605,186
Vehicle Maintenance	350	65,647	66,900	64,851	56,400
Equipment Maintenance	360	302,499	275,533	271,701	279,752
Building Maintenance	370	36,359	46,035	45,507	50,869
Other Property Services	380	8	1,450	550	700
<b>Total Property Services</b>		<b>\$1,059,108</b>	<b>\$1,098,463</b>	<b>\$996,930</b>	<b>\$1,000,207</b>
Special Programs	400	211,684	228,405	224,413	245,632
Liability/Property/Auto Ins.	420	180,470	186,700	186,900	197,600
Communications	430	103,820	122,429	123,430	138,508
Travel/Training/Mileage	440	99,717	67,676	55,581	144,707
Contingencies	495	35,096	6,500	16,370	7,000
<b>Total Other Services</b>		<b>\$630,787</b>	<b>\$611,710</b>	<b>\$606,694</b>	<b>\$733,447</b>
General Supplies	500	340,496	369,010	352,903	359,297
Vehicle Supplies	530	109,699	100,400	95,764	103,050
Motor Fuel/Lube	560	229,845	248,708	261,466	344,400
Street Maintenance Supplies	580	49,682	125,050	119,462	207,150
<b>Total Supplies</b>		<b>\$729,723</b>	<b>\$843,168</b>	<b>\$829,595</b>	<b>\$1,013,897</b>
Furniture and Fixtures	600	2,670	4,980	4,430	86,279
Improvements	605	61,852	58,593	79,238	166,211
Machinery/Equipment	620	73,452	52,184	51,468	73,235
Computers/IS	650	13,701	12,294	11,895	20,210
Vehicle Equipment	670	39,322	52,450	46,430	49,200
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$190,997</b>	<b>\$180,501</b>	<b>\$193,461</b>	<b>\$395,135</b>
<b>GRAND TOTAL</b>		<b>\$22,749,015</b>	<b>\$23,515,177</b>	<b>\$22,682,172</b>	<b>\$23,975,168</b>



**DEPARTMENTAL SUMMARY - 2012 BUDGET**

CLASSIFICATION	Mayor & Council		Information Systems		Finance		Legal	City Clerk	Police	Fire	Fire	P.W. Admin	Street	Park Mnt	Recreation	Total	A/C#
	City Manager	City Manager	Systems	Systems	Finance	Finance	Legal	City Clerk	Police	Fire	Ambulance	District	P.W. Admin	Street	Park Mnt		
Full Time Salary	\$0	\$283,485	\$0	\$222,565	\$106,149	\$142,221	\$4,994,798	\$2,313,804	\$161,966	\$0	\$550,316	\$417,272	\$541,431	\$425,484	101	10,189,521	101
Part Time Salary	22,200	0	0	0	0	0	28,352	17,250	0	0	0	0	0	3,780	588,777	660,359	103
Overtime pay	0	0	0	500	6,500	40	165,771	220,000	35,000	0	3,000	13,000	16,000	1,650	461,461	105	105
Holiday pay	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	107
Accrued Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	120
Unemployment Comp	0	10,350	0	0	0	0	0	0	0	0	0	0	0	0	0	0	122
Social Security	1,698	21,937	0	17,064	10,913	10,883	396,952	195,345	15,068	0	42,370	33,009	42,983	77,717	865,939	124	124
Retirement Fund	0	32,867	0	25,592	15,778	16,422	561,603	252,702	17,931	0	63,982	48,501	62,858	51,870	1,150,106	126	126
Worker's Compensation	67	828	0	637	419	413	192,762	143,234	10,197	0	1,616	20,333	23,658	46,269	440,433	128	128
Health Insurance	0	26,365	0	29,540	29,540	22,150	627,705	22,150	22,150	0	81,230	66,460	88,620	59,080	1,300,920	130	130
Life/Disability Insurance	0	1,279	0	947	731	649	20,331	8,940	685	0	2,452	1,994	2,598	1,898	42,504	132	132
Other Personnel Costs	865	4,000	0	50	960	80	54,374	25,950	1,850	0	7,500	7,200	3,610	7,430	113,869	150	150
<b>Total Personnel</b>	<b>\$24,830</b>	<b>\$381,111</b>	<b>\$0</b>	<b>\$296,895</b>	<b>\$200,990</b>	<b>\$192,858</b>	<b>\$7,042,648</b>	<b>\$3,428,335</b>	<b>\$264,847</b>	<b>\$0</b>	<b>\$752,466</b>	<b>\$607,769</b>	<b>\$785,538</b>	<b>\$1,260,175</b>	<b>\$15,238,462</b>		
Professional Service	120	40,200	250,800	113,950	332,399	15,520	85,269	158,740	79,875	4,396,306	55,880	39,950	3,000	22,012	5,594,021	200	200
<b>Total Professional Services</b>	<b>\$120</b>	<b>\$40,200</b>	<b>\$250,800</b>	<b>\$113,950</b>	<b>\$332,399</b>	<b>\$15,520</b>	<b>\$85,269</b>	<b>\$158,740</b>	<b>\$79,875</b>	<b>\$4,396,306</b>	<b>\$55,880</b>	<b>\$39,950</b>	<b>\$3,000</b>	<b>\$22,012</b>	<b>\$5,594,021</b>		
Rental Equipment	0	0	0	0	0	0	0	0	0	0	100	5,200	2,000	0	7,300	320	320
Utilities	0	2,085	67,360	420	0	484	25,226	43,539	4,500	0	303,430	26,398	9,750	121,994	605,186	330	330
Vehicle Maintenance	0	500	0	0	0	0	30,000	17,000	1,000	0	1,500	4,200	700	1,500	56,400	350	350
Equipment Maintenance	0	14,300	94,557	0	0	150	94,834	7,500	500	0	42,101	3,350	2,000	20,460	279,752	360	360
Building Maintenance	0	0	0	0	0	0	5,160	6,625	0	0	14,900	6,734	12,000	5,450	50,869	370	370
Other Property Services	0	0	0	0	0	0	0	300	0	0	50	200	150	0	700	380	380
<b>Total Property Services</b>	<b>\$0</b>	<b>\$16,885</b>	<b>\$161,917</b>	<b>\$420</b>	<b>\$0</b>	<b>\$634</b>	<b>\$155,220</b>	<b>\$74,964</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$362,081</b>	<b>\$46,082</b>	<b>\$26,600</b>	<b>\$149,404</b>	<b>\$1,000,207</b>		
Special Programs	22,380	300	0	0	0	0	35,831	4,000	0	0	0	0	0	0	183,121	245,632	400
Liability/Property/Auto Ins	13,200	0	0	13,200	12,200	13,200	36,200	20,400	1,900	0	11,300	26,900	21,400	14,500	197,600	420	420
Communications	14,805	39,945	0	4,910	180	21,870	17,015	4,500	0	0	5,720	2,000	0	27,563	138,508	430	430
Travel/Training/Mileage	27,660	13,430	0	4,760	2,994	6,980	46,050	21,385	0	0	17,165	3,283	300	500	144,707	440	440
Contingencies	0	0	0	0	0	0	400	3,000	500	0	100	1,000	1,000	1,000	7,000	495	495
<b>Total Other Services</b>	<b>\$78,045</b>	<b>\$66,875</b>	<b>\$0</b>	<b>\$22,870</b>	<b>\$15,374</b>	<b>\$42,050</b>	<b>\$135,496</b>	<b>\$33,285</b>	<b>\$2,400</b>	<b>\$0</b>	<b>\$34,485</b>	<b>\$33,183</b>	<b>\$22,700</b>	<b>\$226,684</b>	<b>\$733,447</b>		
General Supplies	400	41,700	30,000	2,250	5,985	2,730	74,787	26,700	25,000	0	6,175	53,850	38,900	50,820	359,297	500	500
Vehicle Supplies	0	200	0	0	0	0	27,000	5,000	1,250	0	2,500	57,000	9,000	1,100	101,050	530	530
Motor Fuel/Lube	0	4,188	0	0	0	0	191,808	28,773	9,841	0	15,000	39,520	39,520	15,750	344,400	560	560
Street Maintenance Supplies	0	0	0	0	0	0	0	0	0	0	0	206,550	600	0	207,150	580	580
<b>Total Supplies</b>	<b>\$400</b>	<b>\$46,088</b>	<b>\$30,000</b>	<b>\$2,250</b>	<b>\$5,985</b>	<b>\$2,730</b>	<b>\$293,595</b>	<b>\$60,473</b>	<b>\$36,091</b>	<b>\$0</b>	<b>\$23,675</b>	<b>\$356,920</b>	<b>\$88,020</b>	<b>\$67,670</b>	<b>\$1,013,897</b>		
Furniture and Fixtures	25	0	0	0	0	300	5,154	9,000	0	0	11,300	0	60,500	0	86,279	600	600
Capital Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	605	605
Machinery/Equipment	0	0	0	200	0	0	33,686	33,200	19,000	0	500	43,400	9,600	26,625	166,211	620	620
Computers/IS	\$16	0	12,831	7,000	0	0	34,560	10,528	5,200	0	2,600	0	0	0	73,235	650	650
Vehicle Equipment	0	0	0	0	0	0	4,810	4,200	1,200	0	0	8,500	0	1,500	20,210	670	670
Items for Resale	0	0	0	0	0	0	0	0	0	0	0	0	0	49,200	49,200	695	695
<b>Total Property</b>	<b>\$541</b>	<b>\$0</b>	<b>\$12,831</b>	<b>\$7,200</b>	<b>\$0</b>	<b>\$300</b>	<b>\$78,210</b>	<b>\$56,928</b>	<b>\$25,400</b>	<b>\$0</b>	<b>\$14,400</b>	<b>\$51,900</b>	<b>\$70,100</b>	<b>\$77,325</b>	<b>\$395,135</b>		
<b>GRAND TOTAL</b>	<b>103,936</b>	<b>551,169</b>	<b>455,548</b>	<b>443,585</b>	<b>554,748</b>	<b>264,092</b>	<b>7,790,438</b>	<b>3,832,726</b>	<b>414,813</b>	<b>4,396,306</b>	<b>1,242,987</b>	<b>1,135,804</b>	<b>995,958</b>	<b>1,303,270</b>	<b>23,975,168</b>		

# City of Hazelwood Organizational Chart



**PERSONNEL SCHEDULE  
FULL TIME EQUIVALENCY**



Hazelwood  
2012 Change

DEPARTMENT	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	Change
<b>MAYOR &amp; COUNCIL</b>											
Mayor ***	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Council ***	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	-
<b>Total</b>	<b>9.00</b>	<b>-</b>									
<b>CITY MANAGER</b>											
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Transfer to Eco.Dev.	-	-	-	-	-	-	-	-	(0.20)	(0.20)	-
Assistant to C.M.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Transfer to Eco.Dev.	-	-	-	-	-	-	-	(0.33)	(0.33)	(0.33)	-
Admin. Asst.	-	-	-	-	-	-	-	-	-	-	-
Economic Dev. Coord.	-	-	-	-	-	-	-	-	-	-	-
Planner	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00	Tms to PW	Tms to PW	-
Human Resource Asst.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Transfer to Eco.Dev.	-	-	-	-	-	-	-	-	(0.50)	(0.50)	-
Admin. Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Communication Coordinator	1.00	0.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Transfer to Eco.Dev.	-	-	-	-	-	-	(0.12)	(0.12)	(0.40)	(0.40)	-
Receptionist	-	-	-	-	-	-	1.00	1.00	1.00	1.00	-
Court Secretary/Receptionist	-	-	-	-	-	0.50	-	-	-	-	-
Secretary I *	-	-	-	-	-	-	-	-	-	-	-
Historic Tourist Facilities Coordinator	-	-	0.40	-	-	-	-	-	-	-	-
Receptionist *	1.05	1.05	1.05	1.05	1.05	0.55	-	-	-	-	-
Full Time	5.00	5.00	6.00	6.00	6.00	6.50	6.88	6.55	4.57	4.57	-
Part Time	1.05	1.55	1.45	1.05	1.05	0.55	-	-	-	-	-
<b>Total F.T.E.</b>	<b>6.05</b>	<b>6.55</b>	<b>7.45</b>	<b>7.05</b>	<b>7.05</b>	<b>7.05</b>	<b>6.88</b>	<b>6.55</b>	<b>4.57</b>	<b>4.57</b>	<b>-</b>
<b>INFORMATION SYSTEMS</b>											
Coordinator	-	-	-	-	-	-	-	-	-	-	-
<b>FINANCE</b>											
Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Payables/License Clerk	-	-	-	-	-	-	-	-	-	-	-
Payroll Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Accounting Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Gen. Ledger Clerk	-	-	-	-	-	-	-	-	-	-	-
Accounting Clerk	1.00	-	-	-	-	-	-	-	-	-	-
Acctg. & Administrative Assis	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Accts. Payable Clerk *	-	-	-	-	-	-	-	-	-	-	-
Administrative Assistant	-	-	-	-	-	-	-	-	-	-	-
Gen. Ledger Clerk *	-	-	-	-	-	-	-	-	-	-	-
Full Time	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	-
Part Time	-	-	-	-	-	-	-	-	-	-	-
<b>Total F.T.E.</b>	<b>4.00</b>	<b>-</b>									
<b>LEGAL</b>											
Court Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Deputy Court Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Secretary I	1.00	1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00	-
Secretary I/Receptionist	-	-	-	-	-	0.50	-	-	-	-	-
Secretary I *	-	-	-	-	-	-	-	-	-	-	-
Full Time	3.00	3.00	3.00	3.00	3.00	4.50	4.00	4.00	4.00	4.00	-
Part Time	-	-	-	-	-	-	-	-	-	-	-
<b>Total F.T.E.</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.50</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>
<b>CITY CLERK</b>											
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Secretary II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Asst. City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Secretary *	-	-	-	-	-	-	-	-	-	-	-
Asst. City Clerk *	-	-	-	-	-	-	-	-	-	-	-
Full Time	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	-
Part Time	-	-	-	-	-	-	-	-	-	-	-
<b>Total F.T.E.</b>	<b>3.00</b>	<b>-</b>									

**PERSONNEL SCHEDULE  
FULL TIME EQUIVALENCY**



DEPARTMENT	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	Change
<b>POLICE</b>											
Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Director	1.00	1.00	1.00	1.00	-	-	-	-	-	-	-
Manager	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	-
Asst. Manager (LT)	4.00	4.00	2.00	2.00	2.00	6.00	7.00	7.00	7.00	7.00	-
Supervisor(SGT)	8.00	8.00	11.00	12.00	12.00	8.00	8.00	8.00	8.00	8.00	-
Patrol-Detective	6.00	7.00	7.00	7.00	8.00	10.00	10.00	10.00	10.00	10.00	-
Probationary Police Officer	2.00	-	-	-	-	-	-	-	-	-	-
Police Officer	30.00	39.00	38.00	41.00	41.00	41.00	42.00	46.00	42.00	42.00	-
Administrative Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Telecommunicator	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	-
Admin. Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Police Records Clerk	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.00	1.00	-
Anim Con/Code Enf	-	-	-	-	-	-	-	-	1.00	1.00	-
Info. Systems Coord.	-	-	-	-	-	-	-	-	-	-	-
Neighborhood Watch Facilita	-	-	-	-	-	-	-	-	-	-	-
Assistant Crime Analyst	-	-	-	-	-	-	-	-	-	-	-
Law Enf. Info. Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Evidence Custodian	1.00	1.00	1.00	1.00	-	-	-	-	-	-	-
Domestic abuse coordln.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Custodian	1.00	1.00	1.00	-	-	-	-	-	-	-	-
Telecommunicator *	-	-	-	-	0.40	0.40	0.40	0.40	0.40	0.40	-
Jailer*	-	-	-	-	-	-	-	-	-	-	-
Police Records Clerk*	-	-	-	-	-	-	-	-	-	0.50	0.50
Crossing Guard **	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	-
Full Time	70.00	78.00	78.00	81.00	80.00	82.00	84.00	88.00	84.00	84.00	-
Part Time	0.25	0.25	0.25	0.25	0.65	0.65	0.65	0.65	0.65	1.15	0.50
Total F.T.E.	70.25	78.25	78.25	81.25	80.65	82.65	84.65	88.65	84.65	85.15	0.50
<b>FIRE</b>											
Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Fire Marshall	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
FF Supervisor	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	-
FF/Inspector	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	-
FF Paramedics	-	-	-	-	-	13.00	13.00	13.00	13.00	13.00	-
Fire Fighter	22.00	21.00	21.00	21.00	21.00	8.00	8.00	8.00	8.00	8.00	-
FF Medics	-	-	3.00	-	-	-	-	-	-	-	-
Telecommunicator	-	-	-	-	-	-	-	-	-	-	-
Secretary II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Secretary I *	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	-
Full Time	35.00	34.00	37.00	34.00	34.00	34.00	34.00	34.00	34.00	34.00	-
Part Time	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	-
Total F.T.E.	35.40	34.40	37.40	34.40	34.40	34.40	34.40	34.40	34.40	34.40	-
<b>FIRE - AMBULANCE</b>											
FF Medics	-	-	-	3.00	3.00	3.00	3.00	3.00	3.00	3.00	-
Full Time	-	-	-	-	-	-	-	-	-	-	-
Part Time	-	-	-	3.00	3.00	3.00	3.00	3.00	3.00	3.00	-
Total F.T.E.	-	-	-	3.00	3.00	3.00	3.00	3.00	3.00	3.00	-

**PERSONNEL SCHEDULE  
FULL TIME EQUIVALENCY**



DEPARTMENT	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	Change
------------	------	------	------	------	------	------	------	------	------	------	--------

**PUBLIC WORKS  
ADMINISTRATION**

Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Code Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Planner	1.00	-	-	-	-	-	-	-	1.00	1.00	-
Building Insp./Code Enf. Off.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	-	-
Housing Insp.	-	-	-	-	-	-	-	-	-	-	-
Secretary II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Secretary I	-	-	-	-	2.00	2.00	2.00	2.00	2.00	2.00	-
Code Enforcement Officer	3.00	3.00	3.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	-
Building Insp.	-	-	-	-	-	-	-	0.36	-	-	-
Code Enforcement Officer	0.50	1.00	1.00	-	-	-	0.60	0.60	-	-	-
Secretary I *	1.75	1.50	1.50	1.50	-	-	-	-	-	-	-
Full Time	8.00	7.00	7.00	9.00	11.00	11.00	11.00	11.00	11.00	11.00	-
Part Time	2.25	2.50	2.50	1.50	-	-	0.60	0.96	-	-	-
Total F.T.E.	10.25	9.50	9.50	10.50	11.00	11.00	11.60	11.96	11.00	11.00	-

**GENERAL MAINTENANCE**

Superintendent	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	-
Crew Leader	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Mechanic	2.00	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	-
Maint. Worker I	1.00	2.00	2.00	1.00	1.00	-	-	-	-	-	-
Maint. Worker II	6.00	5.00	5.00	6.00	6.00	5.00	5.00	5.00	6.00	6.00	-
Mechanic Asst./Maint. Worke	-	-	-	-	-	1.00	1.00	1.00	-	-	-
Stock Clerk	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	-	-	-
Secretary I	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	-
Seasonal Chipping *	-	1.15	1.15	1.15	1.15	1.15	1.15	1.15	-	-	-
Full Time	11.50	11.50	11.50	11.50	11.50	9.50	9.50	9.50	9.00	9.00	-
Part Time	-	1.15	1.15	1.15	1.15	1.15	1.15	1.15	-	-	-
Total F.T.E.	11.50	12.65	12.65	12.65	12.65	10.65	10.65	10.65	9.00	9.00	-

**PARK MAINTENANCE**

Superintendent	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	-
Crew Leader	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Mechanic	-	-	-	-	-	1.00	1.00	1.00	1.00	1.00	-
Maint. Worker I	1.00	1.00	3.00	2.00	2.00	-	-	-	-	-	-
Maint. Worker II	7.00	7.00	5.00	5.00	5.00	9.00	9.00	9.00	9.00	9.00	-
Mechanic Asst./Maint. Worke	1.00	1.00	1.00	1.00	1.00	-	-	-	-	-	-
Park Resource Mgr.	-	-	-	-	-	-	-	-	-	-	-
Stock Clerk	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	-	-	-
Secretary I	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	-
Seasonal grass cutter:	-	-	-	-	-	-	-	-	-	-	-
Seasonal workers **	0.48	-	-	0.26	0.26	0.26	0.26	0.26	0.13	0.13	-
Full Time	11.50	11.50	11.50	10.50	10.50	12.50	12.50	12.50	12.00	12.00	-
Part Time	0.48	-	-	0.26	0.26	0.26	0.26	0.26	0.13	0.13	-
Total F.T.E.	11.98	11.50	11.50	10.76	10.76	12.76	12.76	12.76	12.13	12.13	-

**PERSONNEL SCHEDULE  
FULL TIME EQUIVALENCY**



DEPARTMENT	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	Change
<b>RECREATION</b>											
Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Facility Mgr.	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	-
Supervisor	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	-
Program Special.	1.00	1.00	1.00	1.00	1.00	-	-	-	-	-	-
Custodian	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Secretary I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Rec Leader *	3.87	4.40	4.65	4.50	4.53	4.53	4.93	5.24	4.70	5.18	0.48
Secretary I *	0.42	0.41	0.37	0.37	0.37	0.37	0.47	0.47	0.41	0.45	0.04
Custodian *	3.80	3.37	3.38	5.38	4.60	4.60	4.83	4.83	4.60	4.755	0.16
Ranger *	2.07	1.58	1.50	1.51	1.72	1.72	2.10	2.10	1.80	1.80	-
Bus Driver *	0.91	0.98	0.83	0.83	1.29	1.29	0.95	0.95	0.95	0.95	-
Pool staff **	4.18	4.43	3.80	3.79	3.79	3.79	8.89	16.94	16.94	15.33	(1.61)
Cashier S.C.**	0.46	0.56	0.57	0.47	0.47	0.47	0.47	0.50	0.50	0.50	-
Instructor **	1.03	1.03	0.75	0.65	0.65	0.65	0.65	0.65	0.65	0.65	-
Skatepark Att.**	-	-	1.15	1.15	1.15	1.15	1.15	0.62	0.62	0.62	-
Child care **	0.13	-	-	-	-	-	-	-	-	-	-
Sport official **	0.05	0.05	-	-	-	-	-	-	-	-	-
Playground leaders **	1.07	1.07	0.98	0.98	0.98	0.98	-	-	-	-	-
Camp Stand **	-	-	-	-	-	-	0.89	0.89	0.89	0.89	-
Field Maint. S.C	-	-	-	0.69	0.69	0.69	1.20	1.20	1.20	1.22	0.02
Park Maint.	-	-	-	0.75	0.75	0.75	0.75	0.75	0.75	0.75	-
SYETP Superv. **	-	-	-	-	-	-	-	-	-	-	-
Full Time	9.00	9.00	9.00	9.00	9.00	8.00	8.00	8.00	8.00	8.00	-
Part Time	17.99	17.88	17.98	21.07	20.99	20.99	27.28	35.14	34.01	33.09	(0.92)
Total F.T.E.	26.99	26.88	26.98	30.07	29.99	28.99	35.28	43.14	42.01	41.09	(0.92)
<b>ECONOMIC DEVELOPMENT</b>											
Economic Developer	-	-	-	-	-	1.00	1.00	1.00	1.00	1.00	-
GIS Analyst	-	-	-	-	-	1.00	1.00	1.00	1.00	1.00	-
City Manager	-	-	-	-	-	-	-	-	0.20	0.20	-
Asst. City Manager	-	-	-	-	-	-	-	0.33	0.33	0.33	-
Communications Coord.	-	-	-	-	-	0.12	0.12	0.12	0.40	0.40	-
Adm. Asst. (Human Resources)	-	-	-	-	-	-	-	-	0.50	0.50	-
Receptionist *	-	-	-	-	-	-	0.50	0.50	-	-	-
Full Time	-	-	-	-	-	2.12	2.12	2.45	3.43	3.43	-
Part Time	-	-	-	-	-	-	0.50	0.50	-	-	-
Total F.T.E.	-	-	-	-	-	2.12	2.62	2.95	3.43	3.43	-
<b>TOTAL FULL TIME F.T.E.</b>	<b>160</b>	<b>166</b>	<b>170</b>	<b>174</b>	<b>175.00</b>	<b>180.12</b>	<b>182.00</b>	<b>186.00</b>	<b>180.00</b>	<b>180.00</b>	<b>-</b>
<b>TOTAL PART TIME F.T.E</b>	<b>22.421</b>	<b>23.73</b>	<b>23.73</b>	<b>25.68</b>	<b>24.50</b>	<b>24.00</b>	<b>30.84</b>	<b>39.06</b>	<b>35.19</b>	<b>34.77</b>	<b>(0.417)</b>
<b>TOTAL F.T.E.</b>	<b>182.421</b>	<b>189.73</b>	<b>193.73</b>	<b>199.68</b>	<b>199.50</b>	<b>204.12</b>	<b>212.84</b>	<b>225.06</b>	<b>215.19</b>	<b>214.77</b>	<b>(0.417)</b>

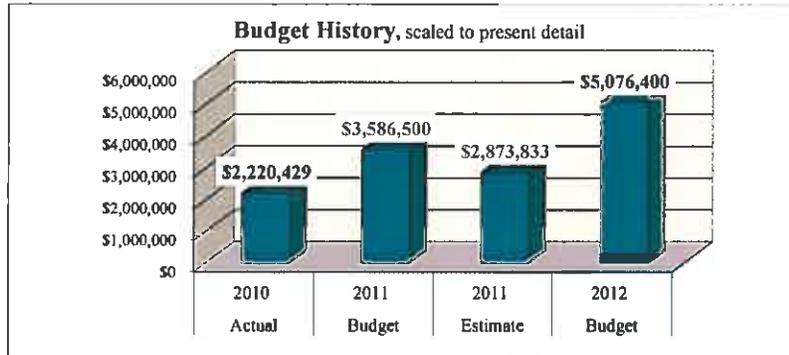
\* Part Time regular  
 \*\* Part Time temporary  
 \*\*\* Not in totals

## City of Hazelwood Economic Development Fund

**Fund #180**  
**Description**



**Goals and Objectives**



### GENERAL

The economic development division of the city manager's department supervises the daily and long-term economic development activities of the City of Hazelwood.

### ANALYSIS

Economic Development is funded by 1/2% sales tax, effective July 1, 2007.

The budget provides a mechanism for planning economic development activities while allowing the flexibility to meet unplanned needs. This includes operations, management, project funding, infrastructure development, geographic information system operations (GIS) and coordination with other City of Hazelwood Departments and liaison with county, regional, state and federal agencies.

### GOALS & OBJECTIVES

In Fiscal Year 2010-2011 the Economic Development Department will pursue the following goals:

- Advertise the city as a business, industry and tourism destination
- Participate in business and industry retention programs
- Provide GIS capabilities and data for all city departments
- Improve city corridors through enhancement programs
- Provide creative local incentives to attract business and industry
- Maintain information on commercial real estate in the city
- Develop tools to analyze and measure business trends
- Work with developers on projects in the city
- Provide an electronic interface for economic development
- Assist small businesses
- Provide information about the city's economy
- Cooperate in local and regional economic development programs
- Plan infrastructure improvements in conjunction with Public Works
- Provide information about various incentive programs available
- Support development of existing and new industrial and office parks
- Participate in business and industry retention programs
- Participate in regional development initiatives

# City of Hazelwood Economic Development Fund



*Hazelwood*

**Fund #180**  
**Description**

**Fund Summary**

The cost of economic development plans, projects, and purchases are recorded in this fund.  
Expenditures are funded by 1/2 cent Economic Development Sales Tax.

<b><u>Project expenses</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimate</u></b>	<b><u>Budget</u></b>
	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
General Economic Development	\$54,155	\$185,000	\$11,500	\$2,113,400
Long Term Infrastructure	829,141	3,788,651	2,007,451	3,846,786
Administration	329,917	369,655	352,042	370,156
<hr/>				
<b>Total expenditures</b>	<b>\$1,213,213</b>	<b>\$4,343,306</b>	<b>\$2,370,993</b>	<b>\$6,330,341</b>
	1		95%	167%
<b><u>Revenue</u></b>				
<i>Economic Development sales tax</i>	2,048,192	2,028,000	2,118,857	2,184,000
<i>Interest Income</i>	7,314	1,000	3,000	2,000
<i>Grant income</i>	257,923	1,596,000	756,250	1,363,600
<i>Other Income</i>	1,772		11,200	1,216,800
<i>Proceeds from capital leases</i>			0	333,000
<Transfers out to General Fund>	0	(30,500)	(15,474)	(23,000)
<Transfers out to Capital Imp. Fund>	(94,773)	(8,000)	0	0
<hr/>				
<b>Total revenue &amp; other funding</b>	<b>\$2,220,429</b>	<b>\$3,586,500</b>	<b>\$2,873,833</b>	<b>\$5,076,400</b>
	(2)		29%	77%
<b>Fund balance:</b>				
<b>Contribution to reserve:</b>	1,007,215	(756,806)	502,840	(1,253,941)
		0		
<b>Beginning year balance</b>	<b><u>\$1,644,432</u></b>	<b><u>\$2,407,021</u></b>	<b><u>\$2,651,647</u></b>	<b><u>\$3,154,487</u></b>
<b>Ending fund balance</b>	<b><u>\$2,651,647</u></b>	<b><u>\$1,650,215</u></b>	<b><u>\$3,154,487</u></b>	<b><u>\$1,900,546</u></b>
% of revenue:	<u>119%</u>		<u>110%</u>	<u>37%</u>



**City of Hazelwood Economic Development Fund**

**General Economic Development**

Fund #180

Project # 181

Description



**Expenses**

**Project detail**

	<u>Actual</u> <u>2010</u>	<u>Budget</u> <u>2011</u>	<u>Estimate</u> <u>2011</u>	<u>Budget</u> <u>2012</u>
<b>711 Area update/enhancement</b>				
Corridor enhancement	35,460	50,000	0	50,000
<b>712 Area beautification</b>				
<b>714 Long range planning &amp; surveys</b>	36			
Surveys		5,000	0	0
<b>715 Business support, retention</b>	44			
Business Technology		0	0	0
Business Meetings		5,000	0	0
<b>716 Regional E.D. participation</b>				
Participate in funding regional ED activities	0	5,000	0	5,000
<b>717 Advertising &amp; marketing</b>	8,636			
Advertising & Marketing		10,000	11,500	12,000
<b>718 Other projects</b>	3,089			
Related professional services		10,000	0	10,000
Special Project(s)		75,000	0	2,036,400 *
<b>728 Industrial Land Development</b>	6,890	25,000	0	0
Total General Economic Development Expenses	<u>54,155</u>	<u>185,000</u>	<u>11,500</u>	<u>2,113,400</u>

**Special Funding Sources**

<b>Grants</b>	\$0	\$0	\$0	\$0
<b><u>Other funding</u></b>			\$11,200	\$16,800
Offsetting revenues	\$0	\$0	\$0	\$1,200,000 *
<Transfers out to General Fund>	(originally expenditure)			
		0	0	0
<Transfers out to Capital Improvements Fund>				
Total funding	0	0	11,200	1,216,800



**City of Hazelwood Economic Development Fund**

**Long Term Infrastructure**

Fund #180

Project # 183

**Description**

Required minimum 20% allocation of available funds



**Expenses**

**Project detail**

	<u>Actual</u> <u>2010</u>	<u>Budget</u> <u>2011</u>	<u>Estimate</u> <u>2011</u>	<u>Budget</u> <u>2012</u>	<u>Project</u> <u>Estimate</u>
<b>711 Area update/enhancement</b>					
Interchange enhancement	16,458	0	0	0	
<b>712 Area beautification</b>					
Corridor Beautification/Landscaping	14,848	0	14,800	22,200	
N. Lindbergh Utz Ln S. Street Scape	0	0	0	0	
McDonnell I-270 Bridge Enhancement	0	0	0	0	
<b>714 Long range planning &amp; surveys</b>	0				
<b>721 Street reconstruction</b>	472,677				
N. Hanley corridor	0	0	0	0	2,500,000
Lindbergh - 270 Interchange Improvements - SPUI		0	0	0	1,650,000
Fee Fee Rd (north)		250,000	150,000	300,000 *	1,000,000
MO Bottom Rd (Tulip Tree - Sil Mills Blvd)		500,000	330,000	797,000 **	2,160,000
Teson Road Culvert (transferred from C.I.)		0	0	0	453,700
Fee Fee Rd. (south)	0	0	0	269,000 ***	2,004,000
<b>722 Street maintenance</b>	26,403				
Hazelwood Avenue White Topping (TIP)		1,370,000	822,000	548,000 ****	1,370,000
Signal Improvements @ Park 370		0	0	15,000	15,000
<b>723 Parks</b>	178,103				
Pave WBB lot & amend Sports Complex lot	0	105,000	51,000	60,000	105,000
Aquatic Center LP-35% tourism				149,527	
<b>725 Historical development</b>					
Knobbe House Lease/Purchase	119,303	59,651	59,651	0	
Utz-Teson House	0	0	0	370,000	370,864
L/P payments (3)				56,059	
<b>726 Local Incentive programs</b>	1,350				
Local Incentive Program(s)		1,500,000	580,000	1,260,000	
Related professional services		4,000	0	0	
<b>727 Utility construction</b>		0	0	0	
<b>Total Long Term Infrastructure expenses</b>	829,141	3,788,651	2,007,451	3,846,786	

**Special Funding Sources**

**Grants**

	259,695				
80% Reimbursement Hazelwood White Topping	0	996,000	598,950	398,400 ****	
Fee Fee Road - 80% Grant	0	200,000	120,000	240,000 *	
MO Bottom Rd Reconst	0	400,000	37,300	510,000 **	
Fee Fee Rd. south (80% grant)	0	0	0	215,200 ***	

**Lease/Purchase Financing**

333,000

**<Transfers out-to General Fund>**

(originally expenditure)

40% Rock & street mat'ls-commercial areas (60% General Fund)		(6,000)	\$0	(\$6,000)	
40% Crack Sealing/filling-transfer General Fund labor and material		(12,000)	(10,696)	(7,000)	
40% Street striping		(6,000)	0	(6,000)	
Pave WBB lot & amend Sports Complex lot - in house labor transfer	-		0	0	
Clear area around historic Beldt's smokeslack area-Maintenance labor transfer		(6,500)	(4,778)	(4,000)	

**<Transfers out-to Capital Improvements Fund>**

(94,773)

40% Crack Sealing/filling (60% Cap.Imp.)		(8,000)	0	0	
--	--	---------	---	---	--

**Total funding**      164,922      1,557,500      740,776      1,673,600



# City of Hazelwood Economic Development Fund

## Administration

Fund #180

Project # 185

**Description**

Maximum allocation of 25% of revenue



**Detail**

	Actual 2010	Budget 2011	Estimate 2011	Budget 2012	Acct#
Full Time Salary	177,168	187,903	187,903	192,628	101
Part Time Salary	0	0	0	0	103
Overtime pay	0	0	0	0	105
Holiday pay	0	0	0	0	107
Unemployment Comp.	0	0	0	0	122
Social Security	13,278	14,375	14,375	14,375	124
Retirement Fund	15,934	20,802	21,745	22,094	126
Worker's Compensation	610	812	680	568	128
Health Insurance	20,400	24,040	23,041	25,330	130
Life/Disability Insurance	992	1,753	1,753	1,027	132
Other Personnel Costs	0	0	0	0	150
<b>Total Personnel</b>	<b>228,382</b>	<b>249,685</b>	<b>249,497</b>	<b>256,022</b>	
Professional Services	47,793	\$65,000	50,000	\$50,000	200
Rental Equipment	0	0	0	0	320
Utilities	8,108	3,600	2,000	2,300	330
Vehicle Maintenance	0	400	400	400	350
Equipment Maintenance	56	0	0	0	360
Building Maintenance	667	500	100	500	370
Other Property Services	0	0	0	0	380
<b>Total Property Services</b>	<b>56,624</b>	<b>69,500</b>	<b>52,500</b>	<b>53,200</b>	
Special Programs	0	5,000	0	0	400
Liability/Property/Auto Ins.	23,802	24,600	24,600	26,000	420
Communications	13,994	12,000	14,000	15,000	430
Travel/Training/Mileage	2,114	4,000	2,000	5,074	440
<b>Total Other Services</b>	<b>39,910</b>	<b>45,600</b>	<b>40,600</b>	<b>46,074</b>	
General Supplies	80	120	100	100	500
Vehicle Supplies	0	100	0	100	530
Motor Fuel/Lube	269	400	285	410	560
<b>Total Supplies</b>	<b>349</b>	<b>620</b>	<b>385</b>	<b>610</b>	
Furniture and Fixtures	3,235	0	60	0	600
Machinery/Equipment	342	250	0	250	620
Computers/IS	1,075	4,000	9,000	14,000	650
Vehicle Equipment	0	0	0	0	670
<b>Total Property</b>	<b>4,651</b>	<b>4,250</b>	<b>9,060</b>	<b>14,250</b>	

**Total project expenses    \$329,917    \$369,655    \$352,042    \$370,156**

**PERSONNEL SCHEDULE**

POSITION/GRADE	REQUIREMENTS		BUDGET 2011	BUDGET 2012
	2011	2012		
Economic Developer/Gr. 12	1.00	1.00	56,826	\$58,492
GIS Analyst/Grade 11	1.00	1.00	40,416	\$41,277
Asst. City Manager - 33%	0.33	0.33	26,708	\$28,392
Communications Coordinator 40	0.40	0.40	19,102	\$19,493
City Manager - 20%	0.20	0.20	\$24,230	\$24,297
Adm. Asst. (FT) - 50%	0.50	0.50	\$20,621	\$20,677
Part-Time Receptionist	0.00	0.00	0	\$0
<b>Total</b>	<b>3.43</b>	<b>3.43</b>	<b>187,903</b>	<b>\$192,628</b>

**Special Funding Sources**

	2010	2011	2011	2012
<Transfers out-to General Fund>	0.00	0.00	\$0	0

<Transfers out-to Capital Improvements Fund>



# City of Hazelwood Capital Improvement Fund Budget

**Fund #200**  
**Description**

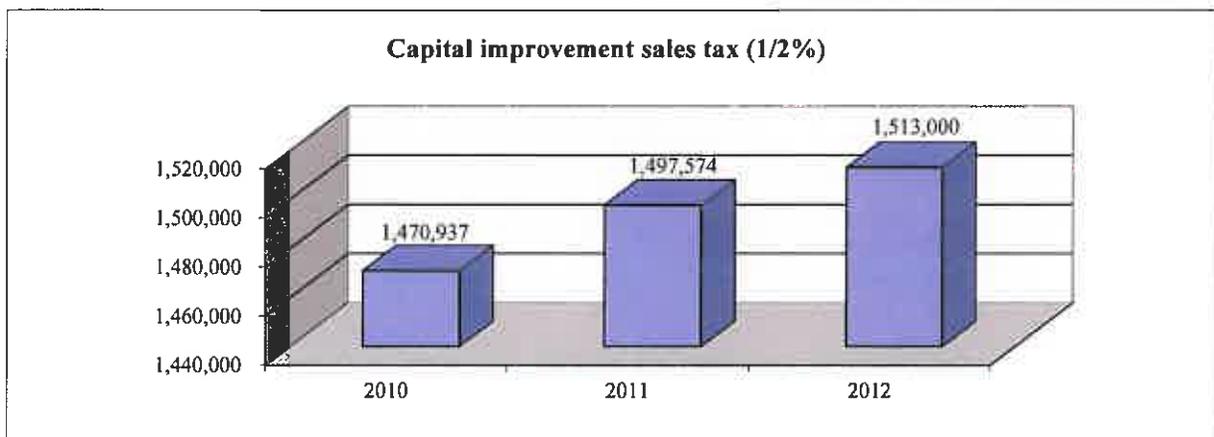
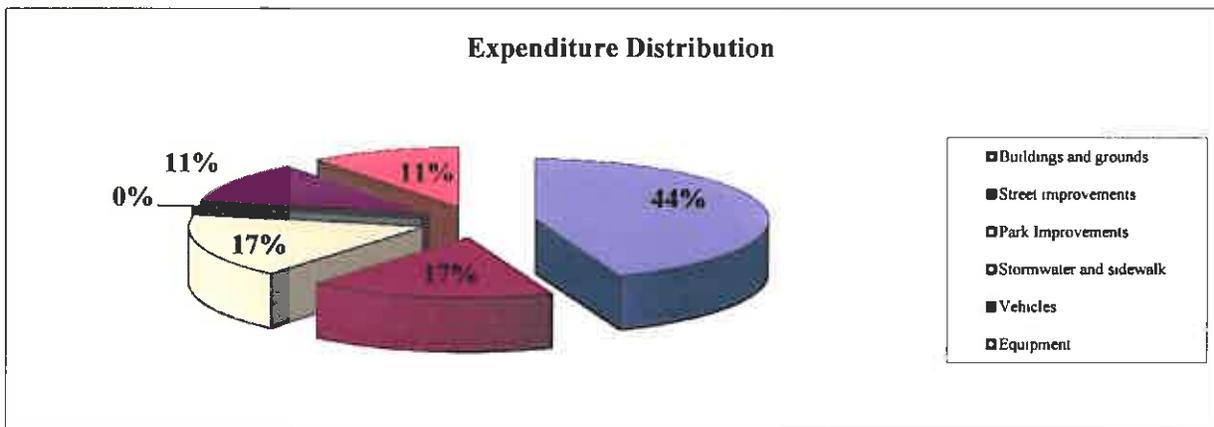


**Fund Summary**

On April 2, 1996, the voters of the City of Hazelwood approved a one-half of one percent sales tax for the sole purpose of funding capital improvements, including the operation and maintenance of capital improvements, and may include the retirement of debt under previously authorized bonded indebtedness (67.700 RSMo).

The City of Hazelwood selected Option 2 distribution method whereby (94.890.4, RSMo, Supp. 1995) one hundred percent of the sum of all fund funds generated in Option #2 cities and fifteen percent of the funds generated by Option #1 cities is distributed to Option #2 cities based on the percentage ratio of the population of all Option #2 areas.

City policy requires that uses of Capital Improvement Sales Tax be to purchase or improve a significant with a life that extends beyond one year. The funds may not be used for employee salaries or other general operating costs except in the case where in-house labor is used to construct or improve such a capital asset. Allowable expenditures generally cost in excess of \$20,000 and have value extending beyond one fiscal period. Routine replacement and maintenance items of significant cost and life beyond 5 years are also included. (Policy \$20,000 7/1/2011, \$5000 7/1/2005, \$20,000 prior)



## City of Hazelwood Capital Improvement Fund Budget



**Fund #200**

**Fund Summary**

**Description**

*Hazelwood*

Major improvements, projects, and purchases are recorded in this fund. These items generally cost in excess of \$20,000 (eff. 7/1/2011, \$5000 7/1/2005) and have value extending beyond one fiscal period. Routine replacement and maintenance items of significant cost and life beyond 5 years are also included.

<u>Project expenses</u>	<u>Actual 2010</u>	<u>Budget 2011</u>	<u>Estimate 2011</u>	<u>Budget 2012</u>
Buildings and grounds	\$1,257,037	\$2,203,086	\$2,285,812	\$1,282,350
Street improvements	683,737	305,000	105,354	497,775
Park Improvements	297,854	119,500	351,715	496,770
Stormwater and sidewalk	0	10,000	6,000	10,000
Vehicles	459,383	1,206,657	1,125,330	319,243
Development areas of study	0	0	0	0
Equipment	169,320	222,589	103,289	303,250
Other	0	0	0	0
<b>Total project expenditures</b>	<b>\$2,867,331</b>	<b>\$4,066,832</b>	<b>\$3,977,500</b>	<b>\$2,909,388</b>
	-1		39%	-27%
<b>Revenue</b>				
Capital improvement sales tax (1/2%)	1,470,937	1,455,000	1,497,574	1,513,000
Investment income	2,243	0	0	0
Grants	14,908	145,000	303,267	442,196
Tax increment financing	0	0	0	0
Other, Misc.	99,650	180,000	331,376	316,378
Debt Proceeds	0	0	0	0
Lease/purchase funding	306,000	1,237,479	1,776,263	0
Transfers in from GeneralFund	\$239,821	381,664	\$356,643	467,799
Transfers in from Eco. Dev.	0	0	\$0	0
<Transfers out> to General Fund	(41,133)	(18,340)	(15,730)	0
<Transfers out> to Eco. Development	0	0	0	0
<b>Total funding</b>	<b>\$2,092,426</b>	<b>\$3,380,803</b>	<b>\$4,249,393</b>	<b>\$2,739,373</b>
	0		103%	-36%
<b>Capital improvement fund balance:</b>				
<b>Contribution to reserve:</b>	(774,905)	(686,029)	271,893	(170,015)
	1	-700,000		
<b>Beginning year balance</b>	<b>\$831,368</b>	<b>\$25,055</b>	<b>\$56,463</b>	<b>\$328,356</b>
<b>Ending fund balance</b>	<b>\$56,463</b>	<b>(\$660,974)</b>	<b>\$328,356</b>	<b>\$158,341</b>
% of revenue:	3%	-20%	8%	6%



## City of Hazelwood Capital Improvement Fund Budget

### Buildings and grounds

Fund #200					Acct #	800
Description						
<u>Project detail</u>	Actual 2010	Budget 2011	Estimate 2011	Budget 2012	Spent through 2011	Expected Total Cost
<b>Non-Departmental</b>						
Bond redemption-Museum-final 2027		550,720	550,720	549,304		
<b>Total Non-Departmental</b>	<b>251,760</b>	<b>550,720</b>	<b>550,720</b>	<b>549,304</b>		
<b>City Manager</b>						
City Hall/Police Study		0	0	0		0
Utz-Tesson House Exterior Stabilization		350,000	Transferred to Eco.Dev.			350,000
Utz-Tesson House - LP, 5 years, 2011-16		17,237		0		350,000
<b>Total City Manager</b>	<b>1,500</b>	<b>367,237</b>	<b>0</b>	<b>0</b>		
<b>Police</b>						
Carpet Hallways of PD (combined with City Hall installation)						
<b>Total Police</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Fire</b>						
Training Tower (demolition & new construction)-LP		100,000	15,500	0		
Training Tower (demo & rebuild)-LP pmts, 5 years, 2011		9,850		0		
Drain repair, door 6, house #2		0	0			
House #2 Retaining Wall		0	0	30,000		
		0	0	0		
		0	0	0		
		0	0	0		
<b>Total Fire</b>	<b>80,756</b>	<b>109,850</b>	<b>15,500</b>	<b>30,000</b>		
<b>Public Works Administration</b>						
<u>CITY HALL / POLICE COMPLEX</u>						
City Hall tuckpointing		20,000	9,000	0		
Extend City Hall fencing and landscaping		8,000	0			
Energy efficiency updates * , LP 10 yrs 4/11-9/20		700,000	1,168,827	113,881		
Replace lobby skylights (9)			0	22,000		
<b>Total Public Works Administration</b>	<b>686</b>	<b>726,000</b>	<b>1,177,827</b>	<b>135,881</b>		
<b>P.W. Garage</b>						
Satelite garage (Beldt's LP-final 2013)			106,973	106,973		
<b>Total P.W. Garage</b>	<b>472,254</b>	<b>0</b>	<b>106,973</b>	<b>106,973</b>		
<b>RECREATION - COMMUNITY / CIVIC CENTERS</b>						
Aquatic Center COPs-final 2026 (35% Eco.Dev. Tourism)		428,469	428,469	277,692		5,829,850
CCE Exterior Wall EIFS and Insulation Application		0	0	150,000		150,000
HCC Roof Reapplication		0	0	32,500		32,500
CCE Mtg Room Storage Doors(3)		6,250	6,323	0		
CCE Interior/Exterior Painting Gymnasium		9,000	0	0		
HCC Exterior Handrails		5,560	below	0		6,900
<b>Total Recreation</b>	<b>450,182</b>	<b>449,279</b>	<b>434,792</b>	<b>460,192</b>		
Project Information: Aquatic Center Budget 5,300,000 est on 5mil @ 5.05%						
<b>Total Non-Departmental</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Total project expenses</b>	<b>\$1,257,037</b>	<b>\$2,203,086</b>	<b>\$2,285,812</b>	<b>\$1,282,350</b>		
<b>Special Funding Sources</b>						
Grants - St. Energy Efficiency *			172,455			
Grants						
Tax increment						
Other					0	
Proceeds of Debt Issuance *	\$0					
Lease/purchase - Energy efficiency		\$405,000	943,784	\$0		
Transfers in from G.Fund hotel/P&S sales tax-mus	\$239,821	\$381,664	\$356,643	\$467,799		Cabela's bonds & Energy savings Aquatic Center 35% (tourism)
Transfers in from Eco. Dev.						
<b>&lt;Transfers out&gt; to General Fund (originally expenditures)</b>						
CCE Interior/Exterior Painting Gym-reimburse Genera		(17,000)		0		
HCC Exterior Handrails-reimburse General Fund labor		(1,340)	(6,115)	0		
<b>Total funding</b>	<b>\$239,821</b>	<b>\$768,324</b>	<b>\$1,466,767</b>	<b>\$467,799</b>		



## City of Hazelwood Capital Improvement Fund Budget Street Improvements

Fund #200

Acct # 820



<b>Project detail</b>	<b>Actual 2010</b>	<b>Budget 2011</b>	<b>Estimate 2011</b>	<b>Budget 2012</b>	<b>Spent through 2011</b>	<b>Expected Total Cost</b>
<b>P.W. Administration</b>	0					
Safe Routes to School (100% State Grant)				250,000 *		
	0	0	0	250,000		
<b>P.W. Garage</b>						
Concrete Replacement		225,000	50,000	50,000		NA
60% Crack Sealing/filling materials (40% in Eco.Dev.)		12,000	6,429	General Fund		NA
Crack sealing/filling, reimburse General Fund labor		18,000	0	0		
Street Sealing		50,000	48,925	0		NA
Airshire Overlay				60,375		
Brown Road/Dunn to Howdershell				98,400		
Riverwoods trench drains				39,000		
<b>Total P.W.Garage</b>	<b>683,737</b>	<b>305,000</b>	<b>105,354</b>	<b>247,775</b>		
<b>Total Park Maintenance</b>	0					
	0	0	0	0		
<b>Total Non-Departmental</b>	0					
	0	0	0	0		
<b>Total project expenses</b>	<b>\$683,737</b>	<b>\$305,000</b>	<b>\$105,354</b>	<b>\$497,775</b>		
<b>Special Funding Sources</b>						
Grants	0	0	0	250,000 *		
Grants						
Tax Increment Financing						
Other, Misc.						
Debt Proceeds						
Lease/purchase funding						
Transfers In-G.Fund hotel/P&S sales tax-museum debt						
Transfers In from Eco. Dev.						
<Transfers out> to General Fund						
Crack Sealing labor 60 Cap.I./40%E.D			(9,615)			
<b>Total funding</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$9,615)</b>	<b>\$250,000</b>		



## City of Hazelwood Capital Improvement Fund Budget Park Improvements



Fund #200

Acct #

840

**Description**

*Hazelwood*

Park improvements are funded to provide for new developments in 138 acres of parks, including equipment, construction, and land acquisition. Ongoing maintenance is funded in the General Fund.

<b>Project detail</b>	<b>Actual 2010</b>	<b>Budget 2011</b>	<b>Estimate 2011</b>	<b>Budget 2012</b>	<b>Spent through 2011</b>	<b>Expected Total Cost</b>
<b>P.W. Garage</b>						
Total P.W.Garage	0	0	0	0		
<b>Park Maintenance</b>						
Canine Training Facility (fencing) - Police and Public use		5,000	0	0		
Canine Training Facility (fencing) - reimburse General F		7,000	\$0	\$0		
Field Restorations		10,000	10,000			
Play Area Surface Materials		7,500	7,500			
Picnic Tables		5,000	5,000			
Park Fitness Equipment		\$10,000	0	0		
Truman Park/St. Stanislaus Trail Ph.#2-Pks.Grant (100%)		0	157,339	0 **		\$600,000
Park Pavilion Repairs Aubuchon Park, Truman, White Birch		0	0	20,000		
Municipal Park Grant (95/5)- S.C. Dog Park		0	0	190,000 *		
Truman Park/St. Stanislaus Trail Phase 3		75,000	0	0		750,000
Parking Lot Sealing				20,000		
<b>Total Park Maintenance</b>	<b>246,017</b>	<b>119,500</b>	<b>179,839</b>	<b>230,000</b>		
<b>Total Recreation</b>	<b>51,836</b>					
White Birch Bay repairs (insurance reimbursement)			171,876		****	
Musick Park Sprayground repairs (insurance reimbursement)				266,770	*****	
<b>Total Non-Departmental</b>	<b>0</b>					
<b>Total project expenses</b>	<b>\$297,854</b>	<b>\$119,500</b>	<b>\$351,715</b>	<b>\$496,770</b>		
<b>Special Funding Sources</b>						
Recreation special funding grant		\$75,000	\$130,812	\$0 **		750,000
Grants-Municipal Park Grant 95/5		0	0	181,000 *		600,000
Tax increment financing						
Other, Misc. - Insurance reimbursement			171,876	266,770	**** *****	
Debt Proceeds						
Lease/purchase funding						
Transfers In-G.Fund hotel/P&S sales tax-museum debt						
Transfers in from Eco. Dev.						
<Transfers out> to General Fund						
Park Pavilions-reimburse General Fund labor cost		0	0	0		
	<b>\$0</b>	<b>\$75,000</b>	<b>\$302,688</b>	<b>\$447,770</b>		



## City of Hazelwood Capital Improvement Fund Budget

### Vehicles

Fund #200

Acct # 860



<b>Project detail</b>	<b>Actual 2010</b>	<b>Budget 2011</b>	<b>Estimate 2011</b>	<b>Budget 2012</b>	<b>Expected Total Cost</b>
<b>Department of the City Manager</b>					
City Manager vehicle		0	0	0	
<b>Total City Manager</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>Police</b>					
Replacement Police Vehicles (4-2011) (4-2012)		88,648	87,000	87,652	
<b>Total Police</b>	<b>44,954</b>	<b>88,648</b>	<b>87,000</b>	<b>87,652</b>	
<b>Fire</b>					
Replace 1994 fire truck - order in September 2009 for A		754,977	745,430	0 ** L/P	795,389
2009 Fire truck - 7 yr L/P 2011-2018		82,400	53,484	106,968 ** L/P	795,389
2010 Ambulance - bought outright		48,688	0	0 ** L/P	160,984
<i>Lease/Purchase 2005</i>					
Fire truck, 2 ambulances, equip. (5 year)		0	0	0 Last pmt. 2010	550,000
			0		
<b>Total Fire</b>	<b>246,906</b>	<b>886,065</b>	<b>798,914</b>	<b>106,968</b>	
<b>Public Works Administration</b>					
Replace C.E. 1999 Crown Vic - New PW Admin sedan		19,200	18,500	0 04 Sedan to C E, trade in '99	
Code Enforcement replace 1999 Ford Ranger P/U		15,000	13,604	0 99 P/U to Parks & Rec	
<b>Total Public Works Administration</b>	<b>0</b>	<b>34,200</b>	<b>32,104</b>	<b>0</b>	
<b>P.W. Garage</b>					
2 2 1/2 T Dump truck/Spreader/Plows - replace 1996		170,000	180,000	0 ** L/P	
2 2 1/2 T Dump truck/Spreader/Plows-LP pmts, 5 yr, 2		16,744	16,311	32,623 ** L/P	
1 2 1/2 T Dump Truck/Spreader/Plow-replace 1996		0	0	92,000	
<b>Total P.W. Garage</b>	<b>166,064</b>	<b>186,744</b>	<b>196,311</b>	<b>124,623</b>	
<b>Park Maintenance</b>					
<b>Total Park Maintenance</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recreation</b>					
Transportation Bus MoDOT 5310 Grant (\$55,000 vehicl		11,000	11,000	0	
<b>Total Recreation</b>	<b>0</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>	
<b>Total Non-Departmental</b>	<b>1,459</b>				
<b>Total project expenses</b>	<b>\$459,383</b>	<b>\$1,206,657</b>	<b>\$1,125,330</b>	<b>\$319,243</b>	

### Special Funding Sources

Grants

Grants

Tax increment financing

Other, Misc., sale of vehicle

180,000      159,500      0 Firetruck & ambulance

Debt Proceeds

Lease/purchase

832,479      832,479      0 \*\* Firetruck, 2 Dumps 2011

Lease/purchase funding

Transfers in-G.Fund hotel/P&S sales tax-museum debt

Transfers in from Eco. Dev.

<Transfers out> to General Fund

0
0
0
0  
\$0
\$1,012,479
\$991,979
\$0

**Total funding**



## City of Hazelwood Capital Improvement Fund Budget Equipment

Fund #200

Acct #

880

Description



<u>Project detail</u>	<u>Actual 2010</u>	<u>Budget 2011</u>	<u>Estimate 2011</u>	<u>Budget 2012</u>	<u>Spent through 2011</u>	<u>Expected Total Cost</u>
<b>City Council</b>						
Chambers & conference room updates		8,500	55	0		
<b>Total City Council</b>	0	8,500	55	0		
<b>Department of the City Manager</b>						
		0	0	0		
<b>Total City Manager</b>	0	0	0	0		
<b>Information Systems</b>						
Windows 7 upgrade - P.D. workstations Office 2010 upgrd		68,500	34,250	0		
Office 2010 upgrd			0	34,250		
			0			
<b>Total Information Systems</b>	48,190	68,500	34,250	34,250		
<b>Finance</b>						
Finance-Server & software (5 year) LP 2005		9,089	9,089	0	Final payment	181,200
<b>Total Finance</b>	36,357	9,089	9,089	0		
<b>City Clerk</b>						
<b>Total City Clerk</b>	0	0	0	0		
<b>Police</b>						
Communications Recorder		35,000	27,900	0		
LiveScan system (2) (BioMetric Fund)				49,608 *		
Body Armor Replacement (50% Grant)				22,392 **		
<b>Total Police</b>	74,624	35,000	27,900	72,000		
<b>Fire</b>						
		0	0	0		
<b>Total Fire</b>	3,836	0	0	0		
<b>Ambulance</b>						
		0	0	0		
		0	0	0		
<b>Total Ambulance</b>	0	0	0	0		

## City of Hazelwood Capital Improvement Fund Budget Equipment

Fund #200

Acct # 880

Description



<u>Project detail</u>	<u>Actual</u> <u>2010</u>	<u>Budget</u> <u>2011</u>	<u>Estimate</u> <u>2011</u>	<u>Budget</u> <u>2012</u>	<u>Spent</u> <u>through</u> <u>2011</u>	<u>Expected</u> <u>Total Cost</u>
<b>P.W. Administration</b>						
<b>Total P.W. Administration</b>	6,313	0	0	0		
<b>P.W. Garage</b>						
1 Chipper (no grant available in 2011)		40,000	0	55,000		
1 Leaf Vac for streets (no grant available in 2011)		30,000	0	35,000		
Sidewalk vacuum lifter		6,500	6,495	0		
Skid Steer Loader w/trade-in				32,000		
16 ft Mower				75,000		
		0	0	0		
<b>Total P.W. Garage</b>	0	76,500	6,495	197,000		
<b>Recreation</b>						
HCC Life Fitness Summit Trainer		5,000	5,500	0		
HCC/CCE Fitness/Video Equipment		20,000	20,000	0		
<b>Total Recreation</b>	0	25,000	25,500	0		
<b>Total Non-Departmental</b>	0					
<b>Total project expenses</b>	<b>\$169,320</b>	<b>\$222,589</b>	<b>\$103,289</b>	<b>\$303,250</b>		

### Special Funding Sources

Grants - Solid Wast District Grant	70,000	0	0
Grants-Fed.JAG (ALPR *\$14,900), Fed.Body Armor (50% \$11,196)			11,196 **
TIF			
Other, Misc., sale of equip., BioMetric Fund (live scan)			49,608 *
Debt Proceeds			
Lease/purchase funding			
Transfers In from G.Fund hotel/P&S sales tax-museum debt			
Transfers in from Eco. Dev.			
<Transfers out> to General Fund			
<b>Total funding</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$60,804</b>



## City of Hazelwood Capital Improvement Fund Budget Stormwater and Sidewalk Improvement



*Hazelwood*

Fund #200

Acct #

890

**Description**

Sidewalk replacement program to eliminate tripping hazards.

<b><u>Project detail</u></b>	<b><u>Actual 2010</u></b>	<b><u>Budget 2011</u></b>	<b><u>Estimate 2011</u></b>	<b><u>Budget 2012</u></b>	<b><u>Expected Total Cost</u></b>
Sidewalk replacement (materials)	\$0	\$10,000	6,000	\$10,000	NA

<b>Total project expenses</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$6,000</b>	<b>\$10,000</b>
-------------------------------	------------	-----------------	----------------	-----------------

**Special Funding Sources**

Grants - MO DOT Grant	0	0		0
Tax increment				
Other				
<b>Total funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



Cap-8



# City of Hazelwood Debt Service Fund



## Description / Budget

Neighborhood Improvement District Bonds	General Obligation Street Improvement Bonds	Date, year ending 6/30:	Lambert Pointe NID Bonds	G.O. Street Improvement Bonds-2005	G.O. Street Improvement Bonds-2007
			Principal payment due Interest payment due Outstanding Balance	Principal payment due Interest payment due Outstanding Balance	Principal payment due Interest payment due Outstanding Balance
In fiscal 2000, the City of Hazelwood issued Neighborhood Improvement District Notes, Series 1999 for the amount of \$900,000 for the construction of Lambert Pointe Business Centre, paid off in June 2001.	On April 19, 2005, the City issued General Obligation Bonds in the amount of \$8,415,000 for the purpose of street improvements, with a true interest cost of 4.11%. The first payment will be made March 1, 2006, and each September 1 and March 1 thereafter.	12/17/1999 7/1/2000 1/1/2001 6/28/2001 6/28/2001 Year ending 6/30: 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028	Issue NID construction notes \$ 900,000 21,825 900,000 20,250 900,000 20,250 \$ 1,030,000 Issue NID Bonds 30,000 38,842 1,000,000 35,000 49,195 965,000 35,000 46,833 930,000 35,000 44,470 895,000 40,000 43,140 855,000 40,000 41,580 815,000 40,000 39,980 775,000 45,000 38,320 730,000 45,000 36,385 685,000 50,000 34,383 635,000 50,000 32,083 585,000 50,000 29,733 535,000 55,000 27,333 480,000 60,000 24,638 420,000 60,000 21,638 360,000 65,000 18,608 295,000 70,000 15,293 225,000 70,000 11,705 155,000 75,000 8,100 80,000 4,200	4/19/05 Issue \$8,415,000 G.O. bonds 30,000 312,657 8,415,000 295,000 359,558 8,385,000 305,000 344,808 8,090,000 320,000 329,558 7,785,000 335,000 313,558 7,465,000 345,000 296,808 6,785,000 360,000 283,008 6,425,000 375,000 268,608 6,050,000 390,000 252,670 5,660,000 405,000 236,095 5,255,000 425,000 219,895 4,830,000 445,000 202,895 4,385,000 465,000 185,095 3,920,000 485,000 165,914 3,435,000 510,000 146,029 2,925,000 535,000 124,864 2,390,000 560,000 102,394 1,830,000 585,000 78,874 1,245,000 610,000 54,011 635,000 635,000 27,781	6/20/2007 Issue \$6,630,000 G.O. bonds 180,000 187,871 6,630,000 230,000 275,625 6,450,000 240,000 264,700 5,980,000 250,000 253,300 5,730,000 260,000 241,738 5,470,000 270,000 230,038 5,200,000 280,000 217,888 4,920,000 295,000 205,638 4,625,000 305,000 192,731 4,320,000 320,000 179,769 4,000,000 330,000 166,169 3,670,000 345,000 152,969 3,325,000 360,000 139,169 2,965,000 375,000 124,319 2,590,000 390,000 108,850 2,200,000 405,000 92,665 1,795,000 420,000 75,858 1,375,000 440,000 58,218 935,000 460,000 39,738 475,000 475,000 20,188

# City of Hazelwood Debt Service Fund



## Description / Budget

Description / Budget	Certificates of Participation - Aquatic Center	Date, year ending 6/30:	Capital Projects Bonds-Museum			Aquatic Center - Cert. of Participation			Total Outstanding	Total Principal & Interest Payment / fy
			Principal payment due	Interest payment due	Outstanding Balance	Principal payment due	Interest payment due	Outstanding Balance		
Capital Projects Bonds - Wildlife Museum, Aquarium, & Related Attractions										
On March 15, 2007, the City issued Series 2007 Bonds in the amount of \$5,845,000 for the purpose of financing a wildlife museum, indoor aquarium and related attractions within the Cabela's in the Mills mall in the City. Revenue generated by visitors to the Store, primarily sales tax and hotel tax, will be sufficient to offset the debt service required. Bonds were issued at a T.I.C. of 5.972%.		12/17/1999						\$ 900,000		
		7/1/2000						900,000		
		1/1/2001						900,000		
		6/28/2001						-		
		6/28/2001						\$1,030,000		
		Year ending 6/30:						\$1,030,000		
		2002						1,000,000		
		2003						965,000		
		2004						930,000		
		2005						930,000		
		2006						9,310,000		
		2007	3/15/07 Issue \$5,845,000 bonds	5,845,000				9,240,000		
		2008		294,688	5,845,000			21,380,000		
		2009		335,720	5,845,000		5,485,000	26,340,000		
		2010		335,720	5,845,000		5,305,000	25,565,000		
		2011		335,720	5,630,000		5,110,000	24,750,000		
		2012		167,860	5,405,000		4,910,000	23,690,000		
		2013		312,244	5,165,000		4,705,000	22,590,000	2,046,906	
		2014		299,284	4,915,000		4,495,000	21,445,000	2,200,921	
		2015		285,559	4,650,000		4,275,000	20,250,000	2,200,019	
		2016		270,851	4,370,000		4,045,000	18,995,000	2,206,524	
		2017		255,227	4,075,000		3,810,000	17,690,000	2,200,798	
		2018		238,678	3,765,000		3,565,000	16,320,000	2,207,781	
		2019		221,194	3,435,000		3,310,000	14,890,000	2,206,349	
		2020		201,806	3,085,000		3,045,000	13,395,000	2,206,931	
		2021		181,244	2,715,000		2,765,000	11,820,000	2,218,594	
		2022		159,506	2,325,000		2,475,000	10,170,000	2,220,516	
		2023		136,594	1,910,000		2,170,000	8,525,000	2,138,300	
		2024		112,213	1,475,000		1,850,000	6,800,000	2,140,814	
		2025		86,656	1,010,000		1,515,000	5,000,000	2,134,163	
		2026		59,338	520,000		1,165,000	3,110,000	2,138,405	
		2027		30,550	-		795,000	1,790,000	1,477,325	
		2028		-	-		405,000	405,000	1,475,488	
								-	425,250	

## City of Hazelwood Sewer Lateral



**Fund # 400**

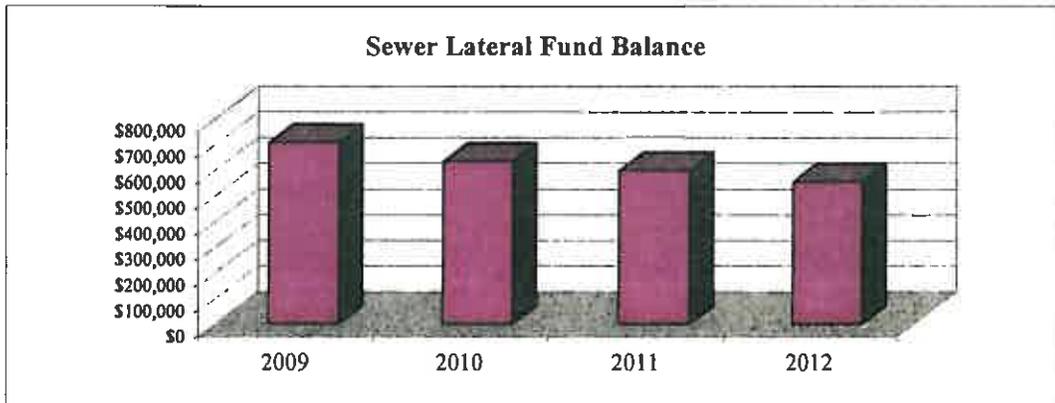
**Description**

Hazelwood's sewer lateral program was approved at the election of 4/3/2001, effective with the 2001 tax billing. A special assessment of \$28 per residential unit (buildings with 6 or fewer dwellings) was billed with property taxes. Effective July 1, 2006, the assessment was decreased from \$28 to \$18. 1% is paid to St. Louis Co. for collection. Effective July 1, 2006, the sewer lateral repair reimbursement rate was increased from 75% to 90% up to \$7500. Condominium buildings with greater than 6 dwellings per building and properties with a septic tank are not included in the program.

A decrease in assessment from \$18 to \$10 was adopted in 2009.

Further reduction from \$10 to \$5 was adopted in 2010.

	<u>Actual 2010</u>	<u>Budget 2011</u>	<u>Estimate 2011</u>	<u>Budget 2012</u>
<b>Project expenses</b>				
Sewer lateral repair reimbursements & administration	\$113,618	\$90,600	\$76,900	\$83,000
Septic refunds, other	121	200	45	100
<b>Total project expenses</b>	<b>\$113,739</b>	<b>\$90,800</b>	<b>\$76,945</b>	<b>\$83,100</b>
<b>Revenue</b>				
Sewer lateral assessments	37,887	\$37,840	39,600	\$39,600
Interest earned	2,348	630	1,373	630
<b>Total revenue</b>	<b>\$40,235</b>	<b>\$38,470</b>	<b>\$40,973</b>	<b>\$40,230</b>
<b>Fund balance</b>				
Revenue over expenditures	(\$73,504)	(\$52,330)	(\$35,972)	(\$42,870)
Ending unreserved balance	<u>\$631,610</u>	<u>\$600,804</u>	<u>\$595,638</u>	<u>\$552,768</u>



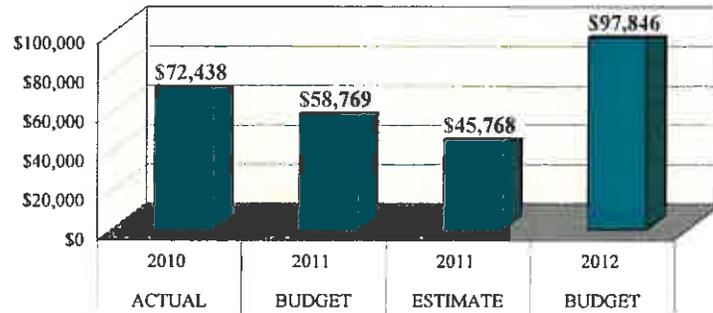
FUND  
General

DEPT #  
110

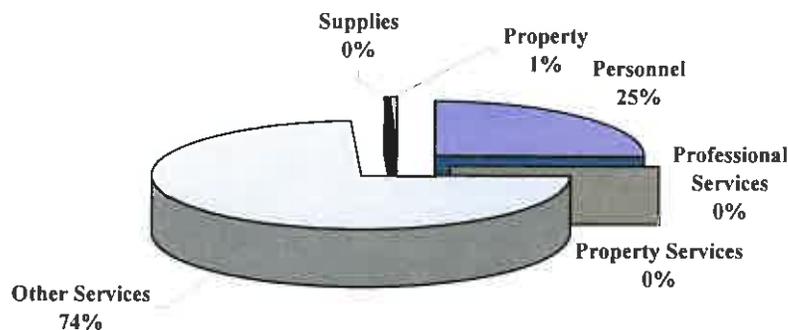


DEPARTMENT  
Mayor & Council

### Budget Summary, scaled to present detail



### Expenditure Distribution



The Mayor and City Council account provides for the direct activities of these elected officials. The ward Council members and the Mayor, who is elected as a Councilman-At-Large, constitute the governing body of the City of Hazelwood.

#### ANALYSIS

The major function of the Hazelwood City Council is to establish and adopt the policies, legislation and fiscal authorization necessary for the continued progressive operation and development of the City.

#### GOALS 2010-2011

- 1 - Adoption of Ordinances, Resolutions and Proclamations in keeping with the philosophy of the City.
- 2 - Active participation in various regional, state and national organizations such as the Chambers of Commerce, North County, Inc., St. Louis County Municipal League, Missouri Municipal League and National League of Cities, accepting positions on committees.
- 3 - Working closely with all area legislators in vigorous pursuit of legislation on the county, state and federal levels which would benefit citizens and businesses of Hazelwood.

**FUND**  
*General*

**DEPT #**  
*110*



**DEPARTMENT**  
*Mayor & Council*

- 4 - Continuation of effective and appropriate working conditions, fringe benefits and compensation for all City employees.
- 5 - Authorization and development of innovative programs for the safety, protection, welfare, convenience and pleasure of the citizens of Hazelwood.
- 6 - Appointment of citizens to various advisory boards, commissions, and committees for the betterment of the community.
- 7 - Fully informing Hazelwood citizens and businesses of Council proposals and actions, City schedules, programs, activities and projects.
- 8 - Authorization and development of economic development programs and projects that provide for the betterment of the City of Hazelwood.

**FUND**  
*General*

**DEPT #**  
*110*



**DEPARTMENT**  
*Mayor & Council*

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	INCREASE/ (DECREASE)
Personnel	\$22,732	\$24,964	\$24,693	\$24,830	-0.5%
Professional Services	\$1,068	\$240	\$0	\$120	-50.0%
Property Services	\$0	\$0	\$0	\$0	
Other Services	\$48,013	\$32,940	\$20,925	\$78,045	136.9%
Supplies	\$344	\$575	\$150	\$400	-30.4%
Property	\$281	\$50	\$0	\$541	982.0%
<b>GRAND TOTAL</b>	<b>\$72,438</b>	<b>\$58,769</b>	<b>\$45,768</b>	<b>\$103,936</b>	<b>76.9%</b>

PERSONNEL SCHEDULE						
POSITION TITLE	REQUIREMENTS				BUDGET	BUDGET
	2011	2012			2011	2012
MAYOR	1.00	1.00	\$250	PER MONTH	\$3,000	\$3,000
COUNCIL MEMBERS	8.00	8.00	\$200	PER MONTH	\$19,200	\$19,200
<b>TOTAL</b>	<b>9.00</b>	<b>9.00</b>			<b>\$22,200</b>	<b>\$22,200</b>



**FUND**  
*General*

**DEPT #**  
*110*



**DEPARTMENT**  
*Mayor & Council*

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2010	2011	2011	2012
Full Time Salary	101	\$0	\$0	\$0	\$0
Part Time Salary	103	20,600	22,200	22,200	22,200
Overtime pay	105	0	0	0	0
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	1,576	1,698	1,698	1,698
Retirement Fund	126	0	0	0	0
Worker's Compensation	128	80	91	80	67
Health Insurance	130	0	0	0	0
Life/Disability Insurance	132	0	0	0	0
Other Personnel Costs	150	476	975	715	865
<b>Total Personnel</b>		<b>\$22,732</b>	<b>\$24,964</b>	<b>\$24,693</b>	<b>\$24,830</b>
Professional Service	200	\$1,068	\$240	\$0	\$120
<b>Total Professional Service</b>		<b>\$1,068</b>	<b>\$240</b>	<b>\$0</b>	<b>\$120</b>
Rental Equipment	320	0	0	0	0
Utilities	330	0	0	0	0
Vehicle Maintenance	350	0	0	0	0
Equipment Maintenance	360	0	0	0	0
Building Maintenance	370	0	0	0	0
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Special Programs	400	10,829	4,995	2,465	22,380
Liability/Property/Auto Ins.	420	12,051	12,500	12,500	13,200
Communications	430	2,844	5,700	2,375	14,805
Travel/Training/Mileage	440	22,289	9,745	3,585	27,660
Contingencies	495	\$0	\$0	\$0	\$0
<b>Total Other Services</b>		<b>\$48,013</b>	<b>\$32,940</b>	<b>\$20,925</b>	<b>\$78,045</b>
General Supplies	500	344	575	150	400
Vehicle Supplies	530	0	0	0	0
Motor Fuel/Lube	560	0	0	0	0
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$344</b>	<b>\$575</b>	<b>\$150</b>	<b>\$400</b>
Furniture and Fixtures	600	281	50	0	25
Machinery/Equipment	620	0	0	0	0
Computers/IS	650	0	0	0	516
Vehicle Equipment	670	0	0	0	0
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$281</b>	<b>\$50</b>	<b>\$0</b>	<b>\$541</b>
<b>GRAND TOTAL</b>		<b>\$72,438</b>	<b>\$58,769</b>	<b>\$45,768</b>	<b>\$103,936</b>

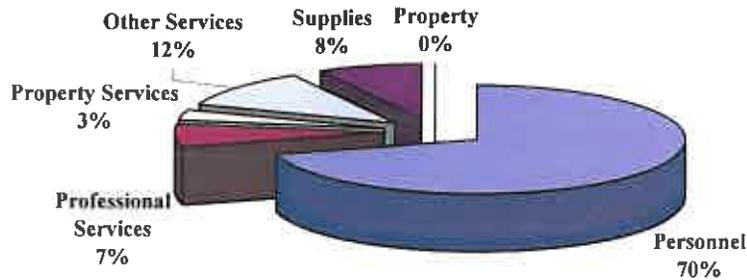




**Budget Summary, scaled to present detail**



**Expenditure Distribution**



**GENERAL**

The City Manager serves as the Chief Executive and Administrative Officer of the City. The City Manager is responsible to the Council for the administration of the affairs of the City in accordance with the policies determined by the Council.

**ANALYSIS**

This budget reflects the effort of the City Manager's Office to anticipate and respond to the internal needs of the other Departments, such as personnel administration, communication and coordination, oversight, operations management, etc , as well as external needs of other governmental agencies, business and industry, and of course the citizens of Hazelwood and visitors. In January, 2010 the City Planner was moved to Public Works to more closely coordinate work tasks with the Public Works Director and Code Enforcement. FY 2010-11 was the first full year of incorporating this change.

**GOALS & OBJECTIVES**

In Fiscal Year 2010-2011 the City Manager's Office will pursue the following goals

- A. Help employees learn to be more independent and creative in use and application of technology
- B. Improve Computer Network Security
- C. Enhance Intranet for internal communication
- D. Promote tourism opportunities through the City
- E. Measure and monitor the business climate and increase two-way communications



*Hazelwood*

- F. Maintain Available Site Database
- G. Improve communication with local businesses to focus on retention and expansion
- H. Improve business location and expansion process, making Hazelwood an easy place to do business
- I. Improve accident and injury procedures and educate employees and supervisors on application
- J. Improve Customer Service by making sure staff is more informed on current events
- K. Improve cross-departmental information and knowledge
- L. Improve New Employee Orientation
- M. Keep community informed on current issues and increase participation
- N. Increase the visibility of Hazelwood throughout the region and improve the community image
- O. Coordinate internal data and communication formats and utilization
- P. Through REJIS, work to smooth out our computer information systems
- Q. Expand our computer systems' security
- R. Obtain and track business information for Hazelwood and international economies
- S. Continue to improve our Web Site
- T. Work with developers to develop current and future development areas
- U. Help improve Airport noise through the Airport Noise Program
- V. Meet the needs of the community through the efficient coordination of City departments
- W. Develop plans for future City projects
- X. Enhance City's mapping and data analysis capabilities
- Y. Invest in infrastructure to promote economic development
- Z. Conduct planning activities to prepare for future growth throughout the City

**FUND**  
*General*

**DEPT #**  
*171*



**DEPARTMENT**  
*City Manager*

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	INCREASE/ (DECREASE)
Personnel	\$454,990	\$386,208	\$381,723	\$381,111	-1.3%
Professional Services	\$63,504	\$33,000	\$36,900	\$40,200	21.8%
Property Services	\$14,770	\$12,840	\$16,490	\$16,885	31.5%
Other Services	\$45,209	\$48,155	\$53,650	\$66,875	38.9%
Supplies	\$39,918	\$53,995	\$45,400	\$46,088	-14.6%
Property	\$526	\$0	\$0	\$0	
<b>GRAND TOTAL</b>	<b>\$618,916</b>	<b>\$534,198</b>	<b>\$534,163</b>	<b>\$551,159</b>	<b>3.2%</b>

PERSONNEL SCHEDULE					
POSITION TITLE	REQUIREMENTS		BUDGET 2011	BUDGET 2012	
	2011	2012			
CITY MANAGER	1.00	1.00	\$121,151	121,483	
Transfer to Eco. De	-0.20	-0.20	(\$24,230)	(\$24,297)	20%
ASSISTANT CITY MGR.	1.00	1.00	\$80,934	86,037	
Transfer to Eco. De	-0.33	-0.33	(\$27,234)	(28,392)	33%
COMMUNICATIONS COORDINATOR	1.00	1.00	\$47,756	\$48,733	
Transfer to Eco.D.	-0.40	-0.40	(\$19,424)	(\$19,493)	40%
HUMAN RESOURCE ASSISTANT	1.00	1.00	\$41,242	\$41,354	
Transfer to Eco.D.	-0.50	-0.50	(\$20,621)	(\$20,677)	50%
ADMIN. SECRETARY S-VI	1.00	1.00	\$43,779	\$47,861	
RECEPTIONIST	1.00	1.00	\$30,793	\$30,876	
<b>TOTAL</b>	<b>4.57</b>	<b>4.57</b>	<b>\$274,146</b>	<b>\$283,485</b>	

**FUND**  
*General*

**DEPT #**  
*171*



**DEPARTMENT**  
*City Manager*

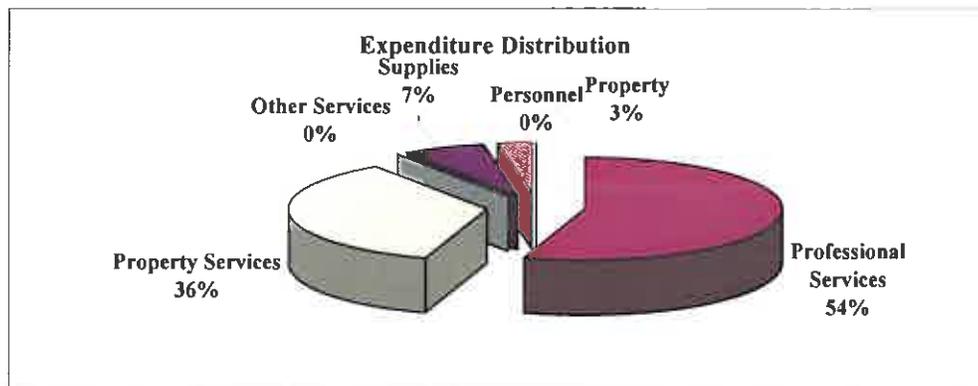
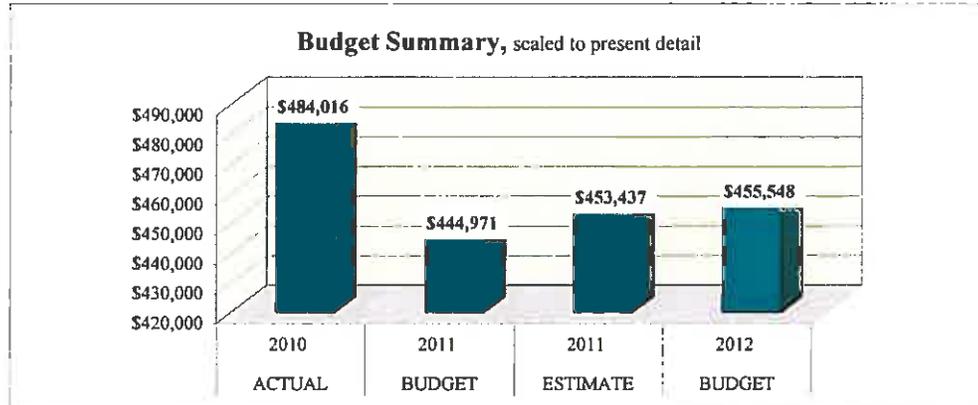
CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2010	2011	2011	2012
Full Time Salary	101	\$324,411	\$274,146	\$274,146	\$283,485
Part Time Salary	103	0	0	0	0
Overtime pay	105	2,154	0	200	0
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	12,825	10,350	10,350	10,350
Social Security	124	22,944	21,222	21,237	21,937
Retirement Fund	126	43,294	30,444	31,889	32,867
Worker's Compensation	128	1,570	1,582	1,330	828
Health Insurance	130	36,413	39,040	37,418	26,365
Life/Disability Insurance	132	2,970	2,274	1,653	1,279
Other Personnel Costs	150	8,408	7,150	3,500	4,000
<b>Total Personnel</b>		<b>\$454,990</b>	<b>\$386,208</b>	<b>\$381,723</b>	<b>\$381,111</b>
Professional Service	200	\$63,504	\$33,000	\$36,900	\$40,200
<b>Total Professional Service</b>		<b>\$63,504</b>	<b>\$33,000</b>	<b>\$36,900</b>	<b>\$40,200</b>
Rental Equipment	320	0	0	0	0
Utilities	330	2,841	1,440	1,440	2,085
Vehicle Maintenance	350	145	200	750	500
Equipment Maintenance	360	11,784	11,200	14,300	14,300
Building Maintenance	370	0	0	0	0
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$14,770</b>	<b>\$12,840</b>	<b>\$16,490</b>	<b>\$16,885</b>
Special Programs	400	350	0	0	300
Liability/Property/Auto Ins.	420	12,051	12,500	12,500	13,200
Communications	430	25,296	34,225	41,100	39,945
Travel/Training/Mileage	440	7,512	1,430	50	13,430
Contingencies	495		\$0	\$0	\$0
<b>Total Other Services</b>		<b>\$45,209</b>	<b>\$48,155</b>	<b>\$53,650</b>	<b>\$66,875</b>
General Supplies	500	36,179	49,700	41,700	41,700
Vehicle Supplies	530	468	200	200	200
Motor Fuel/Lube	560	3,271	4,095	3,500	4,188
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$39,918</b>	<b>\$53,995</b>	<b>\$45,400</b>	<b>\$46,088</b>
Furniture and Fixtures	600	0	0	0	0
Capital Improvements	605	0	0	0	0
Machinery/Equipment	620	0	0	0	0
Computers/IS	650	526	0	0	0
Vehicle Equipment	670	0	0	0	0
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$526</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>		<b>\$618,916</b>	<b>\$534,198</b>	<b>\$534,163</b>	<b>\$551,159</b>

**FUND**  
*General*

**DEPT #**  
*175*



**DEPARTMENT**  
*Information Systems*



#### GENERAL

The major functions performed by the Information Systems Division includes the maintenance of the computer network, the Wide Area Network connections between buildings, network security, the e-mail system, Internet access, the Internet web server, hardware and software support, policy development, planning of the computer network, wide area connections and hardware and software, purchasing hardware and software, coordinating computer training, and operation of the City Hall/Police telephone system.

#### ANALYSIS

Each of the City's buildings has a computer network that improves the accuracy and efficiency of collecting and utilizing data. Five locations have a file server for storage and there are five other file servers that perform a specialized function. Each location is connected through a Wide Area Network that allows the sharing of data and facilitates better communication through the electronic mail system. Security measures are used to allow access to the information. The electronic mail system provides internal and external communication. There are approximately 130 workstations and laptops connected to the City's computer infrastructure.

The City is connected to the Internet through a dedicated connection. This provides web access and internet e-mail to the City. The web page is hosted internally on a dedicated web server.

The Information Service Steering Committee (ISSC) has oversight of the Information Services Division. The ISSC has the function of strategic information services planning, setting information technology policies, executive monitoring of services, tracking of expenditures, tracking of projects and requests, critical strategies resolution and prioritization of resources. The committee meets monthly or as needed. The members of the committee are: Police Chief (Chair), Ass't City Manager, City Clerk, Fire Chief, Director of Public Works, Finance Director, Parks and Recreation Superintendent, Public Works Superintendent and the REJIS Representative.

#### GOALS

**FUND**  
*General*

**DEPT #**  
*175*



*Hazelwood*

**DEPARTMENT**  
*Information Systems*

1. Increased efficiency and a more secure network are still the main objectives for the 2012 budget.
2. Increase our server uptime.
3. Maintain a modern up to date computer system to increase the efficiency of the city's work force.
4. Ensure computer system has enough storage space for city's requirements.
5. Maintain network productivity.

**FUND**  
*General*

**DEPT #**  
*175*



*Hazelwood*

**DEPARTMENT**  
*Information Systems*

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	INCREASE/ (DECREASE)
Personnel	\$0	\$0	\$0	\$0	
Professional Services	\$229,312	\$259,460	\$250,230	\$250,800	-3.3%
Property Services	\$202,398	\$155,980	\$155,429	\$161,917	3.8%
Other Services	\$0	\$0	\$0	\$0	
Supplies	\$25,206	\$26,500	\$31,175	\$30,000	
Property	\$27,100	\$3,031	\$9,817	\$12,831	323.3%
<b>GRAND TOTAL</b>	<b>\$484,016</b>	<b>\$444,971</b>	<b>\$446,651</b>	<b>\$455,548</b>	<b>2.4%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET	BUDGET
	2011	2012	2011	2012
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0</b>	<b>\$0</b>



FUND  
General

DEPT #  
175



Hazelwood

DEPARTMENT  
Information Systems

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2010	2011	2011	2012
Full Time Salary	101	\$0	\$0	\$0	\$0
Part Time Salary	103	0	0	0	0
Overtime pay	105	0	0	0	0
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	0	0	0	0
Retirement Fund	126	0	0	0	0
Worker's Compensation	128	0	0	0	0
Health Insurance	130	0	0	0	0
Life/Disability Insurance	132	0	0	0	0
Other Personnel Costs	150	0	0	0	0
<b>Total Personnel</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Professional Service	200	\$229,312	\$259,460	\$250,230	\$250,800
<b>Total Professional Service</b>		<b>\$229,312</b>	<b>\$259,460</b>	<b>\$250,230</b>	<b>\$250,800</b>
Rental Equipment	320	0	0	0	0
Utilities	330	69,815	62,860	66,915	67,360
Vehicle Maintenance	350	0	0	0	0
Equipment Maintenance	360	132,583	93,120	88,514	94,557
Building Maintenance	370	0	0	0	0
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$202,398</b>	<b>\$155,980</b>	<b>\$155,429</b>	<b>\$161,917</b>
Special Programs	400	0	0	0	0
Liability/Property/Auto Ins.	420	0	0	0	0
Communications	430	0	0	0	0
Travel/Training/Mileage	440	0	0	0	0
Contingencies	495	\$0	\$0	\$0	\$0
<b>Total Other Services</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
General Supplies	500	25,206	26,500	31,175	30,000
Vehicle Supplies	530	0	0	0	0
Motor Fuel/Lube	560	0	0	0	0
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$25,206</b>	<b>\$26,500</b>	<b>\$31,175</b>	<b>\$30,000</b>
Furniture and Fixtures	600	0		0	0
Machinery/Equipment	620	0	0	0	0
Computers/IS	650	27,100	3,031	9,817	12,831
Vehicle Equipment	670	0	0	0	0
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$27,100</b>	<b>\$3,031</b>	<b>\$9,817</b>	<b>\$12,831</b>
<b>GRAND TOTAL</b>		<b>\$484,016</b>	<b>\$444,971</b>	<b>\$446,651</b>	<b>\$455,548</b>

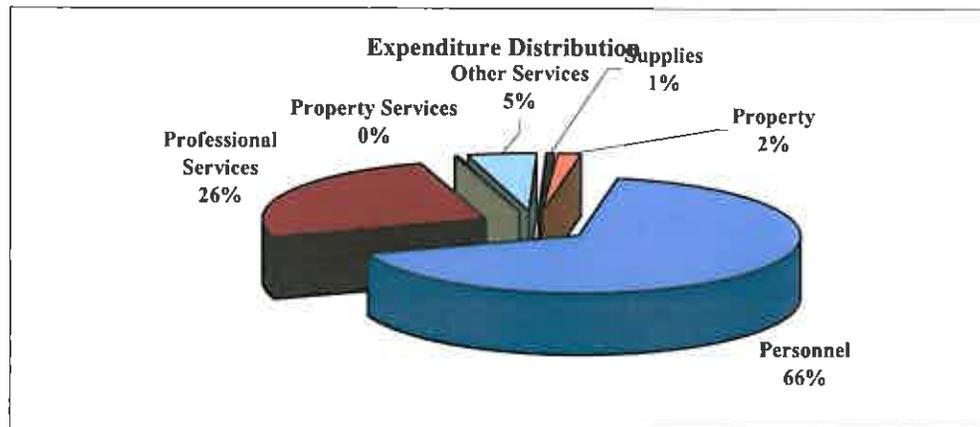
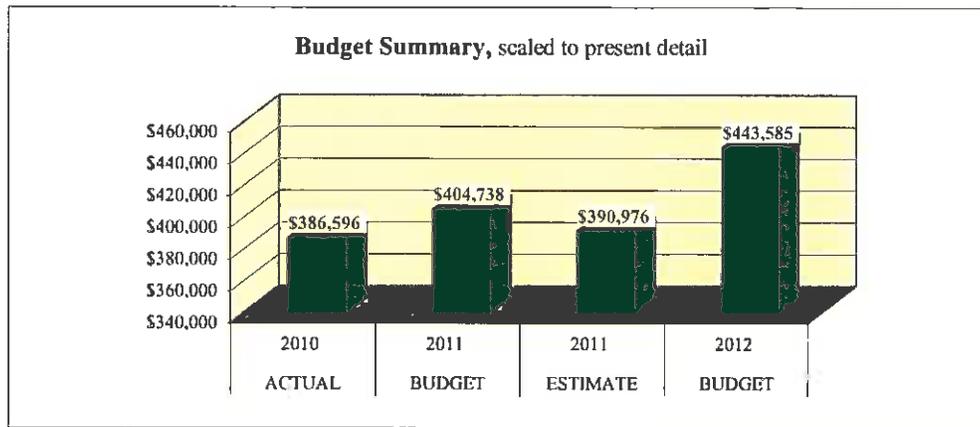


**FUND**  
*General*

**DEPT #**  
*201*



**DEPARTMENT**  
*Finance*



**DEPARTMENT MISSION**

The Finance Department strives to optimally manage City finances through its budgeting, accounting, treasury, purchasing, and collection functions. The Department intends to provide these services in a positive, friendly and helpful work environment.

**ANALYSIS**

The Finance Department provides accounting functions in compliance with Generally Accepted Accounting Principles, a Comprehensive Annual Financial Report, establishment and implementation of control procedures, investment of idle funds, bi-weekly payrolls, monitoring of payroll procedures, issuance of 1100+ annual business licenses, and coordination of the annual budget preparation.

The Finance Department has earned the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting every year since 1988. The Award is a prestigious national award recognizing conformance with the highest standards for an easily readable and efficiently organized comprehensive annual report, which conforms to program standards.

The City has aggressively facilitated economic development, establishing the Lambert Pointe Neighborhood Improvement District, the 370/Mo. Bottom Road Tax Increment Financing District, the Elm Grove Tax Increment Financing District, and the 370/Mo. Bottom/Taussig Road Transportation Development District. Also, Hazelwood implemented a sewer lateral special assessment fund, and received voter approval for \$15.045

**FUND**  
*General*

**DEPT #**  
*201*



**DEPARTMENT**  
*Finance*

million in street improvement bonds. In 2007 a 1/2 cent Economic Development sales tax was passed. The Hazelwood Commerce Center TIF and the Lindbergh Corridor projects are now underway. These endeavors and other evidence of growth are reflected in the following measures of activity.

2011

**ACCOMPLISHMENTS**

- 1) Update accounting procedures in compliance with GASB Statement 54
- 2) Coordinate with Code Enforcement Division to streamline business license renewal process, providing a more efficient process and better cash control

2012

**GOALS**

- 1) Closely monitor the City's financial condition and provide timely information to appropriate stakeholders
- 2) Evaluate cash collection and recommend enhancements as indicated.
- 3) Establish new system for sale/disposition of unused fixed assets.

**FUND**  
*General*

**DEPT #**  
*201*



**DEPARTMENT**  
*Finance*

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	INCREASE/ (DECREASE)
Personnel	\$277,642	\$280,778	\$280,960	\$296,895	5.7%
Professional Services	\$89,569	\$102,430	\$91,100	\$113,950	11.2%
Property Services	\$201	\$240	\$0	\$420	75.0%
Other Services	\$17,989	\$17,665	\$17,216	\$22,870	29.5%
Supplies	\$1,144	\$2,250	\$1,700	\$2,250	0.0%
Property	\$51	\$1,375	\$0	\$7,200	423.6%
<b>GRAND TOTAL</b>	<b>\$386,596</b>	<b>\$404,738</b>	<b>\$390,976</b>	<b>\$443,585</b>	<b>9.6%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET 2011	BUDGET 2012
	2011	2012		
FINANCE DIRECTOR	1.00	1.00	\$89,833	\$92,497
ACCOUNTING OFFICE COORDINATOR	1.00	1.00	\$42,556	\$45,636
PAYROLL SPECIALIST	1.00	1.00	\$38,048	\$42,015
ACCTG. SPECIALIST	1.00	1.00	\$39,852	\$42,417
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>\$210,289</b>	<b>\$222,565</b>



**FUND**  
*General*

**DEPT #**  
*201*



**DEPARTMENT**  
*Finance*

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2010	2011	2011	2012
Full Time Salary	101	\$210,121	\$210,289	\$210,289	\$222,565
Part Time Salary	103	0	0	0	0
Overtime pay	105	935	500	500	500
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	15,401	16,125	16,125	17,064
Retirement Fund	126	22,984	23,280	25,208	25,592
Worker's Compensation	128	810	812	680	637
Health Insurance	130	25,699	28,040	26,875	29,540
Life/Disability Insurance	132	1,639	1,682	1,258	947
Other Personnel Costs	150	52	50	25	50
<b>Total Personnel</b>		<b>\$277,642</b>	<b>\$280,778</b>	<b>\$280,960</b>	<b>\$296,895</b>
Professional Service	200	\$89,569	\$102,430	\$91,100	\$113,950
<b>Total Professional Service</b>		<b>\$89,569</b>	<b>\$102,430</b>	<b>\$91,100</b>	<b>\$113,950</b>
Rental Equipment	320	0	0	0	0
Utilities	330	201	240	0	420
Vehicle Maintenance	350	0	0	0	0
Equipment Maintenance	360	0	0	0	0
Building Maintenance	370	0	0	0	0
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$201</b>	<b>\$240</b>	<b>\$0</b>	<b>\$420</b>
Special Programs	400	0	0	0	0
Liability/Property/Auto Ins.	420	12,051	12,500	12,500	13,200
Communications	430	4,515	5,165	4,540	4,910
Travel/Training/Mileage	440	1,423	0	165	4,760
Contingencies	495	\$0	\$0	\$11	\$0
<b>Total Other Services</b>		<b>\$17,989</b>	<b>\$17,665</b>	<b>\$17,216</b>	<b>\$22,870</b>
General Supplies	500	1,144	2,250	1,700	2,250
Vehicle Supplies	530	0	0	0	0
Motor Fuel/Lube	560	0	0	0	0
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$1,144</b>	<b>\$2,250</b>	<b>\$1,700</b>	<b>\$2,250</b>
Furniture and Fixtures	600	0	0	0	0
Machinery/Equipment	620	51	200	0	200
Computers/IS	650	0	1,175	0	7,000
Vehicle Equipment	670	0	0	0	0
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$51</b>	<b>\$1,375</b>	<b>\$0</b>	<b>\$7,200</b>
<b>GRAND TOTAL</b>		<b>\$386,596</b>	<b>\$404,738</b>	<b>\$390,976</b>	<b>\$443,585</b>



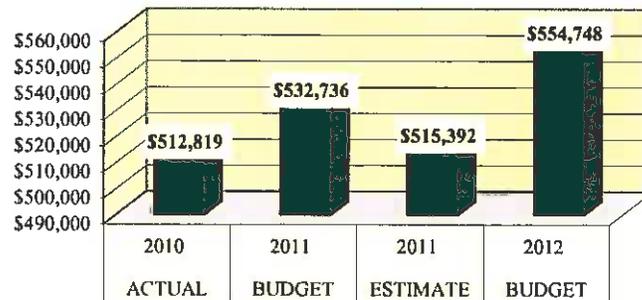
FUND  
*General*

DEPT #  
*210*

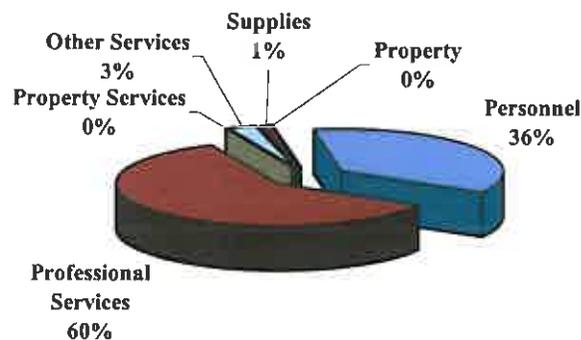


DEPARTMENT  
*Legal*

### Budget Summary, scaled to present detail



### Expenditure Distribution



#### GENERAL

The Legal Department provides legal services to the City of Hazelwood. This department is organized into three units; Legal Services, Municipal Court and the Traffic Violations Bureau.

#### ANALYSIS

Legal Services is headed by the City Attorney whose duties are outlined in the City of Hazelwood Charter Article VI Section 2.

The Municipal Court is presided over by the Municipal Judge in accordance with the City of Hazelwood Charter Article IV and Chapter 19 of the City of Hazelwood Municipal Code. The court is a Municipal Division of the 21st Judicial Circuit Court and operates under the guidelines of the Circuit Court, Rule 37 of the Missouri Rules of Court and State Statutes.

The Traffic Violations Bureau under the direction of the Court Clerk, operates in accordance with the City of Hazelwood Municipal Code, Chapter 18, Article IX, Sections 18.110-117, Rule 37 of the Missouri Rules of Court and State Statutes.

The municipal court operates forty six courts per year processing in excess of 10,000 cases, plus one per month for camera docket.

<b>DEPARTMENT SUMMARY</b>					
CLASSIFICATION	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	INCREASE/ (DECREASE)
Personnel	\$191,348	\$199,601	\$197,063	\$200,990	0.7%
Professional Services	\$300,667	\$314,019	\$300,275	\$332,399	5.9%
Property Services	\$0	\$0	\$0	\$0	
Other Services	\$17,320	\$15,986	\$16,170	\$15,374	-3.8%
Supplies	\$3,483	\$3,130	\$1,884	\$5,985	91.2%
Property	\$0	\$0	\$0	\$0	
<b>GRAND TOTAL</b>	<b>\$512,819</b>	<b>\$532,736</b>	<b>\$515,392</b>	<b>\$554,748</b>	<b>4.1%</b>

<b>PERSONNEL SCHEDULE</b>				
POSITION TITLE	REQUIREMENTS		BUDGET 2011	BUDGET 2012
	2011	2012		
Court Clerk	1.00	1.00	\$47,398	\$48,883
Deputy Court Clerk	1.00	1.00	\$32,318	\$34,700
Court Clerk Typist	2.00	2.00	\$52,424	\$52,566
Court Clerk Typist/Receptionist	0.00	0.00		
Pay Plan increases				
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>\$132,140</b>	<b>\$136,149</b>



FUND  
General

DEPT #  
210

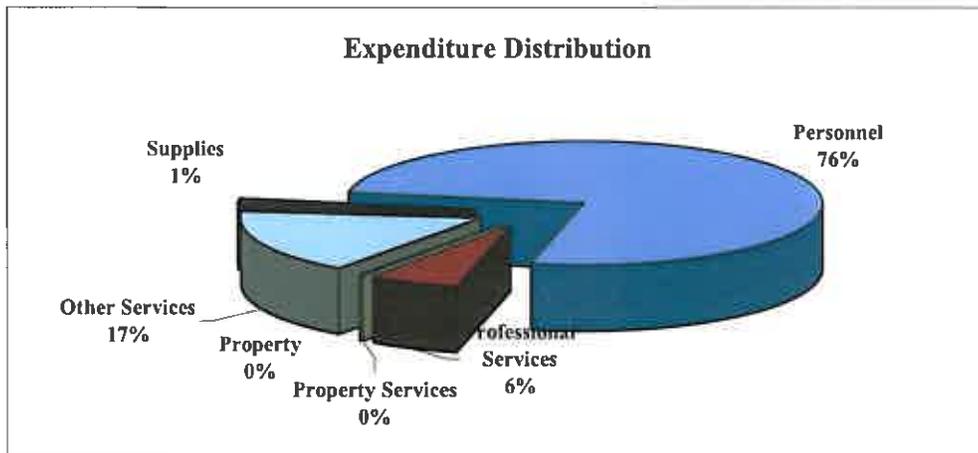
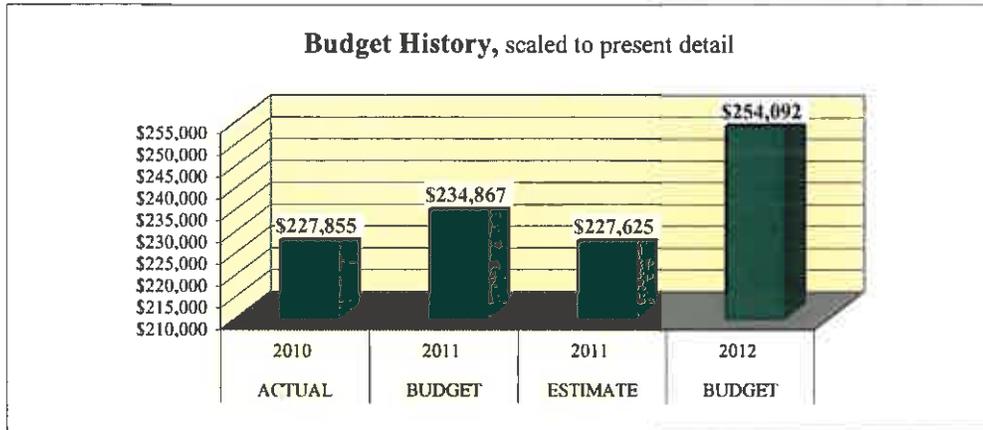


DEPARTMENT  
Legal

CLASSIFICATION	ACCOUNT NO.	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012
Full Time Salary	101	\$132,135	\$132,140	\$132,140	\$136,149
Part Time Salary	103	0	0	0	0
Overtime pay	105	5,729	6,500	4,475	6,500
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	10,394	10,606	10,451	10,913
Retirement Fund	126	14,395	14,629	15,840	15,778
Worker's Compensation	128	570	570	480	419
Health Insurance	130	25,699	28,040	26,875	29,540
Life/Disability Insurance	132	1,467	1,244	930	731
Other Personnel Costs	150	960	5,872	5,872	960
<b>Total Personnel</b>		<b>\$191,348</b>	<b>\$199,601</b>	<b>\$197,063</b>	<b>\$200,990</b>
Professional Service	200	\$300,667	\$314,019	\$300,275	\$332,399
<b>Total Professional Service</b>		<b>\$300,667</b>	<b>\$314,019</b>	<b>\$300,275</b>	<b>\$332,399</b>
Rental Equipment	320	0	0	0	0
Utilities	330	0	0	0	0
Vehicle Maintenance	350	0	0	0	0
Equipment Maintenance	360	0	0	0	0
Building Maintenance	370	0	0	0	0
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Special Programs	400	0	0	0	0
Liability/Property/Auto Ins.	420	11,141	11,500	11,500	12,200
Communications	430	3,422	3,850	4,134	180
Travel/Training/Mileage	440	2,190	636	536	2,994
Contingencies	495	\$568	\$0	\$0	\$0
<b>Total Other Services</b>		<b>\$17,320</b>	<b>\$15,986</b>	<b>\$16,170</b>	<b>\$15,374</b>
General Supplies	500	3,483	3,130	1,884	5,985
Vehicle Supplies	530	0	0	0	0
Motor Fuel/Lube	560	0	0	0	0
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$3,483</b>	<b>\$3,130</b>	<b>\$1,884</b>	<b>\$5,985</b>
Furniture and Fixtures	600	0	0	0	0
Machinery/Equipment	620	0	0	0	0
Computers/IS	650	0	0	0	0
Vehicle Equipment	670	0	0	0	0
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>		<b>\$512,819</b>	<b>\$532,736</b>	<b>\$515,392</b>	<b>\$554,748</b>







The City Clerk's Department bears the responsibility for maintaining all official records of the City of Hazelwood; preparing and coordinating the codifying of Ordinances adopted by the City Council; conducting municipal elections; processing all Special Land Use Permits, Rezoning and Resubdivision Petitions and Liquor License applications; processing correspondence for the City Council; acting as research assistant and secretary for the City Council; serving as liaison and secretary for the City's judicial lay groups, the Board of Adjustment (also the Architectural Board of Review), the Board of Appeals, and the Board of Review; coordinating all public hearings, legal notices and litigation for the City; and responding to inquiries from citizens, businesses, organizations and other jurisdictions and officials.

**ANALYSIS**

The major function of the City Clerk's department is to effectively and efficiently assist the City Council in all aspects of their work while carrying out the duties for which the department has responsibility and serving the citizens and businesses of the community.

**GOALS 2011-2012**

- 1 - Accurate and expeditious preparation of the agendas and minutes of all Council meetings, and Boards as assigned, as well as the creation and maintenance of numerous municipal records and files.
- 2 - Preparation, processing and finalization of all Ordinances, Resolutions and Proclamations and coordinating Code supplements updating the Municipal Code.

**FUND**

*General*

**DEPT #**

*215*



**DEPARTMENT**

*City Clerk*

- 3 - Creation and preparation of communications from the Mayor, City Council and City Clerk's Department and the efficient maintenance of correspondence files.
- 4 - Orientation and guidance for newly elected officials.
- 5 - Efficient conduct of all municipal elections.
- 6 - Development and implementation of record keeping procedures, categorization and indexing which will expedite research and retrieval efforts. Indexing of Council minutes and preparation of the budgets for the City Council and this department.
- 7 - Continued active participation in professional, civic and governmental organizations, serving on committees and boards.
- 8 - Responsible communication, liaison and cooperation with Hazelwood citizens, businesses, civic and governmental organizations.
- 9 - Preparation and maintenance of the monthly City calendar.

**FUND**  
*General*

**DEPT #**  
*215*



**DEPARTMENT**  
*City Clerk*

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	INCREASE/ (DECREASE)
Personnel	\$182,123	\$185,518	\$184,973	\$192,858	4.0%
Professional Services	\$5,269	\$10,690	\$5,975	\$15,520	45.2%
Property Services	\$535	\$690	\$552	\$634	-8.1%
Other Services	\$37,453	\$36,474	\$35,285	\$42,050	15.3%
Supplies	\$2,475	\$1,495	\$840	\$2,730	82.6%
Property	\$0	\$0	\$0	\$300	#DIV/0!
<b>GRAND TOTAL</b>	<b>\$227,855</b>	<b>\$234,867</b>	<b>\$227,625</b>	<b>\$254,092</b>	<b>8.2%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET 2011	BUDGET 2012
	2011	2012		
CITY CLERK	1.00	1.00	\$64,274	\$64,449
DEPUTY CITY CLERK	1.00	1.00	\$43,822	\$47,641
SECRETARY	1.00	1.00	\$28,503	\$30,131
Pay Plan increases				
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>\$136,599</b>	<b>\$142,221</b>



FUND  
General

DEPT #  
215



DEPARTMENT  
City Clerk

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2010	2011	2011	2012
Full Time Salary	101	\$136,076	\$136,599	\$136,222	\$142,221
Part Time Salary	103	0	0	0	0
Overtime pay	105	11	65	25	40
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	10,110	10,455	10,423	10,883
Retirement Fund	126	14,956	15,122	16,374	16,422
Worker's Compensation	128	510	514	430	413
Health Insurance	130	19,269	21,540	20,645	22,150
Life/Disability Insurance	132	1,110	1,143	854	649
Other Personnel Costs	150	80	80	0	80
<b>Total Personnel</b>		<b>\$182,123</b>	<b>\$185,518</b>	<b>\$184,973</b>	<b>\$192,858</b>
Professional Service	200	\$5,269	\$10,690	\$5,975	\$15,520
<b>Total Professional Service</b>		<b>\$5,269</b>	<b>\$10,690</b>	<b>\$5,975</b>	<b>\$15,520</b>
Rental Equipment	320	0	0	0	0
Utilities	330	460	480	477	484
Vehicle Maintenance	350	0	0	0	0
Equipment Maintenance	360	75	210	75	150
Building Maintenance	370	0	0	0	0
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$535</b>	<b>\$690</b>	<b>\$552</b>	<b>\$634</b>
Special Programs	400	0	0	0	0
Liability/Property/Auto Ins.	420	12,051	12,500	12,500	13,200
Communications	430	21,091	21,579	21,050	21,870
Travel/Training/Mileage	440	4,311	2,395	1,735	6,980
Contingencies	495	\$0	\$0	\$0	\$0
<b>Total Other Services</b>		<b>\$37,453</b>	<b>\$36,474</b>	<b>\$35,285</b>	<b>\$42,050</b>
General Supplies	500	2,475	1,495	840	2,730
Vehicle Supplies	530	0	0	0	0
Motor Fuel/Lube	560	0	0	0	0
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$2,475</b>	<b>\$1,495</b>	<b>\$840</b>	<b>\$2,730</b>
Furniture and Fixtures	600	0	0	0	300
Machinery/Equipment	620	0	0	0	0
Computers/IS	650	0	0	0	0
Vehicle Equipment	670	0	0	0	0
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300</b>
<b>GRAND TOTAL</b>		<b>\$227,855</b>	<b>\$234,867</b>	<b>\$227,625</b>	<b>\$254,092</b>

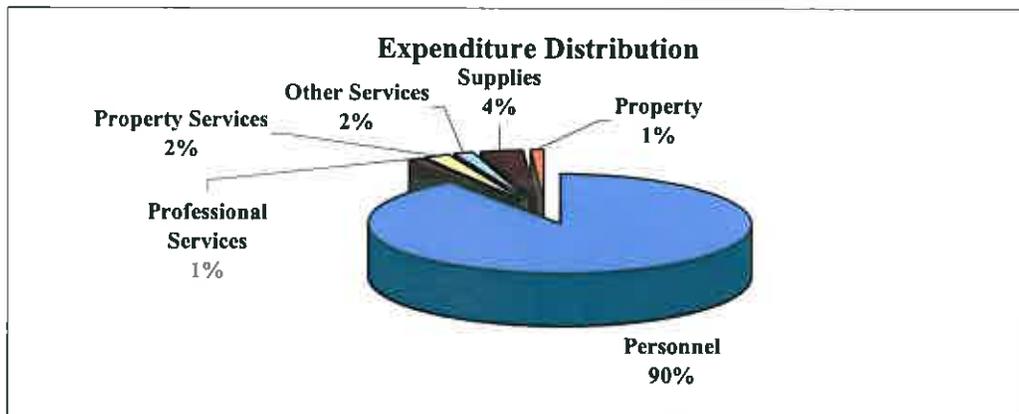
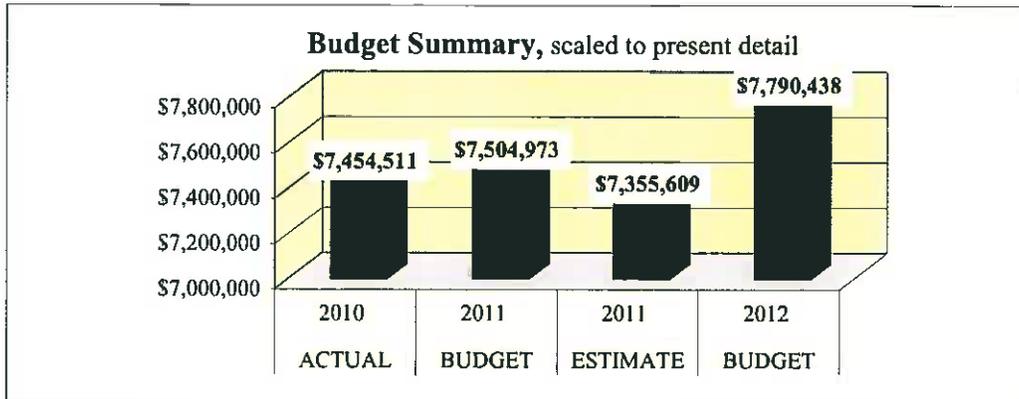


FUND  
General

DEPT #  
301



DEPARTMENT  
Police



#### GENERAL

The mission of the Hazelwood Police Department is outlined in its mission statement: " We, the members of the Hazelwood Police Department, are committed to being responsive to our community in the delivery of quality services. Recognizing our responsibility to maintain order, while affording dignity and respect to every individual, our objective is to improve the quality of life through a community partnership which promotes safe, secure neighborhoods."

#### ANALYSIS

To successfully carry out our mission, the police department promotes Proactive Neighborhood Problem Solving. Neighborhood Problem Solving acknowledges that police cannot succeed in achieving its basic goals without both the operational assistance and political support of the community. Conversely, the community cannot succeed in maintaining a decent, open and orderly community without a professional and responsive police department. The police must be more than a reactive force that responds to crimes already committed. We must react as a proactive entity, able to deal with a broad variety of conditions which tend to disrupt the community peace or adversely affect the quality of life.

A proactive strategy of policing alters in important ways the content of the police officer's job. Police responsibilities expand beyond attempting to control criminal activity, to preventing crime, promoting order, resolving disputes, and providing emergency assistance in social crises. The officer's methods and resources extend beyond arrests and citations. They now include mediation and negotiation. As police activity focuses on the neighborhood, the demands on the police officer increase as do the scope of responsibility and the skills required. The officer's responsibility for community service and peacekeeping is of equal importance to law enforcement and crime suppression.



*Hazelwood*

Neighborhood Policing and Problem Solving requires a proactive police officer attitude. Instead of primarily reacting to incidents, the officer analyzes, plans, and takes the initiative. The proactive police officer looks out toward the problems to be solved, and toward the community's interests in helping to solve them. Management serves to support and guide officers by functioning as mentors, motivators and facilitators, and to ensure officers have the necessary resources to solve problems.

The department serves the people of Hazelwood by deploying innovative, self-disciplined and self-motivated officers directly into the community to take independent action to solve problems, work with local citizens, and improve the social environment of the neighborhoods they serve. The department also researches, evaluates, and provides the most advanced technology resources available to ensure officer safety.

The department focuses its mission on crime, quality of life issues and traffic. These are the areas which tend to disrupt a neighborhood and the entire community.

GOALS 2011-2012

- 1 - Continue to increase creating partnerships with the community by holding patrol sector neighborhood meetings; expanding the neighborhood watch program by an additional 10%; continue the citizens police academy, and systematically survey neighborhoods to ascertain specific needs.
- 2 - Continue to enhance officers' expertise and creativity in identifying and solving neighborhood problems, by increased training and provide technical and managerial support necessary to guarantee our mission.
- 3 - Continue the investigation of the root causes of incidents which consume department resources.
- 4 - Continue the departments efforts to be a leader in victim assistance programs, i.e. domestic abuse, workplace violence, crime victims support, etc., programs for youth by working with the schools and provide programs for our older residents to ensure their quality of life is enhanced.
- 5 - Continue implementation of the Community Problem Solving Techniques and Training Program which provides information on solving neighborhood problems by the community policing teams.

BUDGET COMMENTS

The attached Budget reflects the cost of providing quality service to the citizens of Hazelwood. The requests contained herein will ensure the high quality of police service is maintained and neighborhood problems solved.

This budget reflects the cost of providing proactive police service to the City.

- |     |  |
|-----|--|
| 160 | Other Personnel Costs: This account is for coffee, tea, sugar, etc. Tuition reimbursement clothing allowance for detectives and to furnish dispatchers and uniformed personnel uniforms. and includes uniforms for COP's and Volunteers. |
| 200 | Professional Services: This account includes the REJIS User Charges, license plate renewal; notary renewals, and new hire and promotional testing. This account also reflects veterinary services for a canine.                          |
| 320 | Rental: This account reflects the cost for IBM REJIS terminals, pagers and comphotofit program utilized by department personnel.   |
| 330 | Utilities: This account reflects the cost for telephone service for the normal operation of police business, including the service charges for 28 department mobile phones.  |
| 350 | Vehicle Maintenance: This account includes replacement parts for the entire police fleet of vehicles and other general repairs. It also includes the cost of strip outs of equipment and installs for replacement vehicles               |

**FUND**  
*General*

**DEPT #**  
*301*



**DEPARTMENT**  
*Police*

- 360      Equipment Maintenance: This account reflects the expenditure for maintaining various pieces of equipment utilized by the department.
- 370      Building Maintenance: This account reflects the cost for maintaing the police facility and substation.
- 400      Special Programs: This amount is requested to ensure participation in the MEG Unit and to hold one session of the Hazelwood Youth Leadership Academy paid by federal grant.
- 420      Building Insurance: This account is the police portion of the building insurance and City owned vehicles
- 430      Communications: The review of various printed material is necessary for the police to keep abreast of the everchanging rules under which we must operate. Dues to police organizations are also included as are the yearly printing costs incurred by the department for forms, etc.
- 440      Travel?Training: This account reflects the cost of inservice training at the St. Louis County Municipal Police Academy. Cost of numerous police training programs offered by local, state and federal agencies. The Funds for this training is from the \$3.00 surcharge on traffic citations.
- 445      Contingency: This account reflects the cost of the criminal investigation team investigative funds and the cost of deductible insurance costs.
- 500      General Supplies: The police department must use various reference directories to obtain information. This information is needed in investigations, to serve arrest warrants, emergency notifications and numerous other activity and up-dated State Statutes must be obtained each year.
- 505      Office Supplies: This account reflects the cost of the various office supplies needed for our operations.
- 515      Law Enforcement Supplies: This account reflects the cost of replacement of routine supplies needed for the day to day operations of the department. It is broken down into law enforcement supplies, weapon supplies, evidence supplies, supplies used in the police vehicles, K-9 supplies and items utilized by the traffic management team.
- 530      Motor Vehicle Supplies: This account reflects specific parts bought for, and used on police vehicles. This account is basically controlled by the Public Works Department, as they service and maintain the vehicles.
- 560      Fuel & Lube: 56,000 gallons of gasoline at \$3.12 a gallon and 100 gallons of diesel fuel @ \$3.26 a gallon for the emergency generator are reflected in this account.
- 600      Office Equipment: This account reflects the cost of upgrading office furniture in various offices,
- 620      Machine & Equipment: This account reflects the cost of purchasing various tools to maintain the police facility, the cost of replacing our older mobile radios and walkie talkies and other equipment..
- 650      Computer: This account reflects the various items to maintain current technology with the Department and City computer systems. It also reflects the cost of software to provide timely information to the police vehicles.
- 670      Motor Vehicle Equipment: This account reflects the cost of the replacement of worn out equipment and purchase of equipment needed to outfit the new police vehicles.

**FUND**  
*General*

**DEPT #**  
*301*



*Hazardwood*

**DEPARTMENT**  
*Police*

<b>DEPARTMENT SUMMARY</b>					
<b>CLASSIFICATION</b>	<b>ACTUAL 2010</b>	<b>BUDGET 2011</b>	<b>ESTIMATE 2011</b>	<b>BUDGET 2012</b>	<b>INCREASE/ (DECREASE)</b>
Personnel	\$6,825,356	\$6,890,539	\$6,719,121	\$7,042,648	2.2%
Professional Services	\$90,312	\$76,740	\$83,720	\$85,269	11.1%
Property Services	\$139,118	\$150,005	\$137,178	\$155,220	3.5%
Other Services	\$138,744	\$123,867	\$136,010	\$135,496	9.4%
Supplies	\$205,283	\$223,680	\$235,016	\$293,595	31.3%
Property	\$55,697	\$40,142	\$44,564	\$78,210	94.8%
<b>GRAND TOTAL</b>	<b>\$7,454,511</b>	<b>\$7,504,973</b>	<b>\$7,355,609</b>	<b>\$7,790,438</b>	<b>3.8%</b>

<b>PERSONNEL SCHEDULE</b>				
<b>POSITION TITLE</b>	<b>REQUIREMENTS</b>		<b>BUDGET 2011</b>	<b>BUDGET 2012</b>
	<b>2011</b>	<b>2012</b>		
Chief	1.00	1.00	\$102,179	\$104,967
Manager	2.00	2.00	\$162,736	\$168,856
Inspector (Lt)	7.00	5.00	\$504,611	\$384,840
Supervisor (Sgt)	8.00	8.00	\$518,362	\$548,531
Detective	10.00	10.00	\$552,958	\$562,873
Officer	42.00	44.00	\$2,252,008	\$2,432,498
Admin Sup	1.00	1.00	\$53,728	\$53,874
Telecomm.	8.00	8.00	\$338,901	\$356,441
Admin.Secretary	1.00	1.00	\$41,371	\$43,500
Police Clerk	1.00	1.00	\$28,334	\$29,576
Law Enf.Info.Sp	1.00	1.00	\$58,681	\$60,390
Dom. Abuse	1.00	1.00	\$53,028	\$55,237
Anim Con/Code En	1.00	1.00	\$43,822	\$44,882
Pt Cross Guard	0.25	0.25	\$0	
Pt Dispatchers	0.40	0.40	\$14,196	\$14,447
PT Police Clerk	0.00	0.50	\$0	\$13,905
<b>TOTAL</b>	<b>84.65</b>	<b>85.15</b>	<b>\$4,724,915</b>	<b>\$4,874,817</b>



FUND  
General

DEPT #  
301



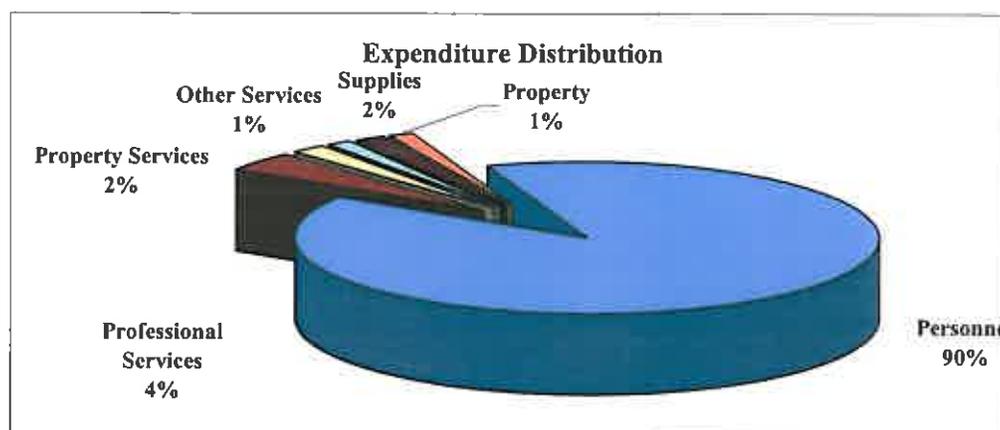
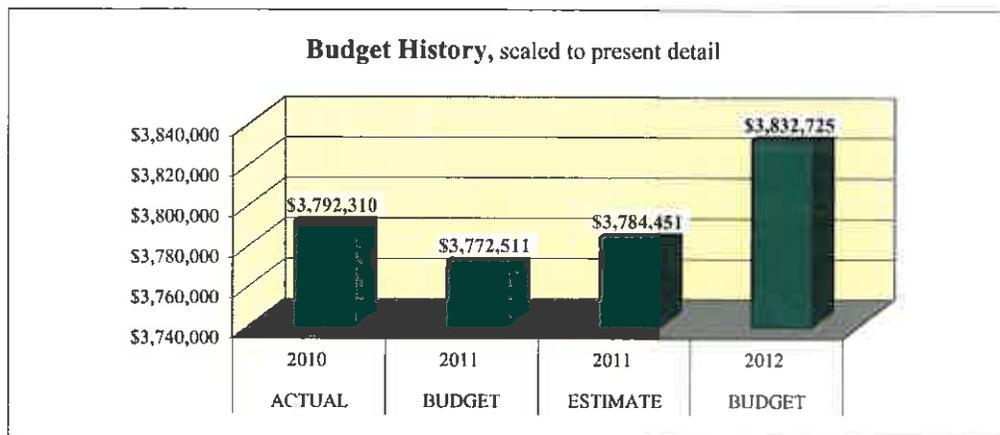
Hazelwood

DEPARTMENT  
Police

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2010	2011	2011	2012
Full Time Salary	101	\$4,780,901	\$4,855,079	\$4,733,047	\$4,994,798
Part Time Salary	103	27,948	14,196	47,169	28,352
Overtime pay	105	232,604	200,000	159,347	165,771
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	377,515	387,800	377,877	396,952
Retirement Fund	126	514,499	521,901	565,119	561,603
Worker's Compensation	128	242,220	243,306	204,900	192,762
Health Insurance	130	571,721	581,560	557,404	627,705
Life/Disability Insurance	132	36,477	36,984	27,654	20,331
Other Personnel Costs	150	41,471	49,714	46,604	54,374
<b>Total Personnel</b>		<b>\$6,825,356</b>	<b>\$6,890,539</b>	<b>\$6,719,121</b>	<b>\$7,042,648</b>
Professional Service	200	\$90,312	\$76,740	\$83,720	\$85,269
<b>Total Professional Service</b>		<b>\$90,312</b>	<b>\$76,740</b>	<b>\$83,720</b>	<b>\$85,269</b>
Rental Equipment	320	1,642	75	0	0
Utilities	330	20,188	20,826	20,684	25,226
Vehicle Maintenance	350	29,965	35,000	25,201	30,000
Equipment Maintenance	360	83,922	89,844	87,033	94,834
Building Maintenance	370	3,401	4,260	4,260	5,160
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$139,118</b>	<b>\$150,005</b>	<b>\$137,178</b>	<b>\$155,220</b>
Special Programs	400	26,001	36,500	39,221	35,831
Liability/Property/Auto Ins.	420	33,016	34,100	34,300	36,200
Communications	430	15,681	13,167	12,999	17,015
Travel/Training/Mileage	440	44,548	39,700	38,750	46,050
Contingencies	495	\$19,498	\$400	\$10,740	\$400
<b>Total Other Services</b>		<b>\$138,744</b>	<b>\$123,867</b>	<b>\$136,010</b>	<b>\$135,496</b>
General Supplies	500	63,384	75,180	72,420	74,787
Vehicle Supplies	530	21,096	26,000	25,614	27,000
Motor Fuel/Lube	560	120,802	122,500	136,982	191,808
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$205,283</b>	<b>\$223,680</b>	<b>\$235,016</b>	<b>\$293,595</b>
Furniture and Fixtures	600	1,683	1,930	1,930	5,154
Machinery/Equipment	620	11,367	4,868	4,379	33,686
Computers/IS	650	35,812	29,250	34,560	34,560
Vehicle Equipment	670	6,835	4,094	3,695	4,810
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$55,697</b>	<b>\$40,142</b>	<b>\$44,564</b>	<b>\$78,210</b>
<b>GRAND TOTAL</b>		<b>\$7,454,511</b>	<b>\$7,504,973</b>	<b>\$7,355,609</b>	<b>\$7,790,438</b>







**GENERAL ANALYSIS 2010 - 2011**

The past year was spent as expected, accepting our new ambulance and fire truck. Each new vehicle necessitates weeks of training on the technical areas of operation as well as many hours of driving practice for each employee. The department also switched from hard disks used for back up training to a web base system. This allow each employee to train at his or her own pace while allowing the Training Officers to follow progress, generate reports and issue certificates

**GOALS: 2011 - 2012**

This year we will be studying the results of change in the work schedule implemented in early 2011. Our hope is to see reduced injuries and illness with an added benefit reduced overtime. In other areas we will be working toward implementing and perfecting a paperless business inspection process which will hopefully result in more man hours actually doing inspections. In addition we will be trying to develop an improved voluntary apartment inspection program.

**BUDGET COMMENTS**

101 - Full Time Salaries - This account reflects salary cost of 34 full time members of the Department.

FUND  
*General*

DEPT #  
330



DEPARTMENT  
*Fire*

103 - Part Time Salaries - Included here is the salary for one part time secretary.

105 - Overtime Pay - This account covers the cost of overtime to insure adequate staffing when personnel are absent due to illness or injuries, training and required meetings.

120-132 - These accounts are self explanatory and include funds to cover all leaves, Social Security, retirement, Workers Compensation, health benefits and life insurance for Department personnel.

150 - Other Personnel Costs - Included in this account is the cost of supplying uniforms for 36 Department members.

200 - Professional Services - This account covers contractual services and outside professional support.

330 - Utilities - This is the cost of utilities for two fire stations plus the cost of phone and fax communications equipment to efficiently operate the Department.

350 - Vehicle Maintenance - This account contains a portion of the cost of maintaining the Departments fleet of vehicles including preventive maintenance.

360 - Equipment Maintenance - This covers an estimate of annual repairs.

370 - Building Maintenance - This cost covers repairing, replacing, or improving items throughout the Department.

400 - Special Programs - This account covers the cost of the Emergency Management functions and support of volunteer programs.

430 - Communications - This account covers the cost of dues, subscriptions and fees to keep Department members abreast of continuing changes in the fire service.

440 - Travel/Training - This account reflects the cost of registration fees and travel expenses to seminars and conferences.

495 - Contingencies - This account is used for insurance deductibles and non budgeted unusual circumstances.

500 - General Supplies - This account covers costs for general supplies used annually.

520 - Landscape - This account covers the cost of supplies used annually in the operation of the department

530 - Motor Vehicle Supplies - This account is for general supplies to maintain vehicular equipment.

560 - Fuel, Lub. - This account is for fuel and lubricants for Department vehicles.

600 - Office Equipment - This account reflects the replacement of and purchase of office equipment and furniture.

620 - Machinery & Equipment - This account reflects the cost of repairing, replacing or improving the Department's non fixed assets.

650 - Computers - This account is for software unique to the department and computer air cards for portable computers.

670 - Motor Vehicle Equipment - This account is for tire replacement and replacement equipment for vehicles.

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	INCREASE/ (DECREASE)
Personnel	\$3,459,586	\$3,478,405	\$3,469,286	\$3,428,335	-1.4%
Professional Services	\$129,070	\$90,690	\$123,340	\$158,740	75.0%
Property Services	\$85,717	\$80,204	\$80,293	\$74,964	-6.5%
Other Services	\$39,666	\$40,900	\$37,450	\$53,285	30.3%
Supplies	\$50,425	\$55,084	\$49,634	\$60,473	9.8%
Property	\$27,847	\$27,228	\$24,448	\$56,928	109.1%
<b>GRAND TOTAL</b>	<b>\$3,792,310</b>	<b>\$3,772,511</b>	<b>\$3,784,451</b>	<b>\$3,832,725</b>	<b>1.6%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET 2011	BUDGET 2012
	2011	2012		
FIRE CHIEF	1.00	1.00	\$99,844	\$0
FIRE CHIEF UNFILLED POSITION				\$70,000
ASST CHIEF	1.00	1.00	\$85,597	\$91,805
FF SUPRVSr	6.00	6.00	\$449,838	\$477,914
FF INSPECTR	3.00	3.00	\$199,374	\$199,917
FF/PARAMEDIC	13.00	13.00	\$852,200	\$789,143
FIRE FIGHTER	8.00	8.00	\$495,712	\$497,064
SECRETARY	1.00	1.00	\$35,643	\$38,341
SECRETARY I	0.40	0.40	\$17,280	\$17,250
FIRE MARSHAL	1.00	1.00	\$78,529	\$81,664
<b>TOTAL</b>	<b>34.40</b>	<b>34.40</b>	<b>\$2,314,017</b>	<b>\$2,263,098</b>



CLASSIFICATION	ACCOUNT NO.	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012
Full Time Salary	101	\$2,349,842	\$2,361,415	\$2,302,567	\$2,313,834
Part Time Salary	103	17,849	17,280	16,880	17,250
Overtime pay	105	222,076	230,000	278,000	220,000
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	193,930	177,318	198,892	195,345
Retirement Fund	126	248,556	247,417	267,905	252,702
Worker's Compensation	128	164,770	165,866	139,370	143,234
Health Insurance	130	218,408	238,310	228,411	251,080
Life/Disability Insurance	132	16,491	16,799	12,561	8,940
Other Personnel Costs	150	27,664	24,000	24,700	25,950
<b>Total Personnel</b>		<b>\$3,459,586</b>	<b>\$3,478,405</b>	<b>\$3,469,286</b>	<b>\$3,428,335</b>
Professional Service	200	\$129,070	\$90,690	\$123,340	\$158,740
<b>Total Professional Service</b>		<b>\$129,070</b>	<b>\$90,690</b>	<b>\$123,340</b>	<b>\$158,740</b>
Rental Equipment	320	0	0	0	0
Utilities	330	46,806	49,104	41,681	43,539
Vehicle Maintenance	350	19,966	16,500	22,000	17,000
Equipment Maintenance	360	8,696	7,500	7,000	7,500
Building Maintenance	370	10,242	6,000	9,312	6,625
Other Property Services	380	8	1,100	300	300
<b>Total Property Services</b>		<b>\$85,717</b>	<b>\$80,204</b>	<b>\$80,293</b>	<b>\$74,964</b>
Special Programs	400	4,702	4,000	3,950	4,000
Liability/Property/Auto Ins.	420	18,636	19,300	19,300	20,400
Communications	430	4,081	4,500	4,200	4,500
Travel/Training/Mileage	440	7,883	10,100	8,000	21,385
Contingencies	495	\$4,365	\$3,000	\$2,000	\$3,000
<b>Total Other Services</b>		<b>\$39,666</b>	<b>\$40,900</b>	<b>\$37,450</b>	<b>\$53,285</b>
General Supplies	500	24,949	27,250	23,300	26,700
Vehicle Supplies	530	6,503	5,000	3,500	5,000
Motor Fuel/Lube	560	18,973	22,834	22,834	28,773
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$50,425</b>	<b>\$55,084</b>	<b>\$49,634</b>	<b>\$60,473</b>
Furniture and Fixtures	600	706	2,500	2,000	9,000
Machinery/Equipment	620	21,303	20,000	16,920	33,200
Computers/IS	650	1,907	528	528	10,528
Vehicle Equipment	670	3,931	4,200	5,000	4,200
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$27,847</b>	<b>\$27,228</b>	<b>\$24,448</b>	<b>\$56,928</b>
<b>GRAND TOTAL</b>		<b>\$3,792,310</b>	<b>\$3,772,511</b>	<b>\$3,784,451</b>	<b>\$3,832,725</b>



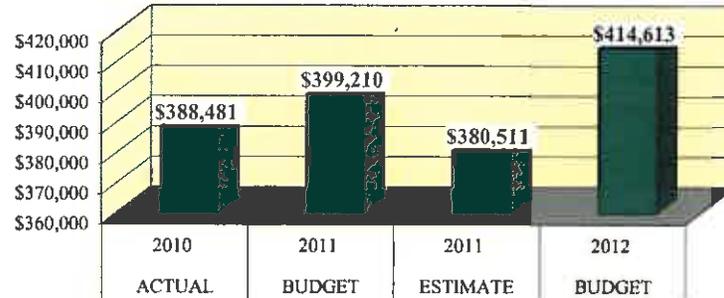
FUND  
General

DEPT #  
333

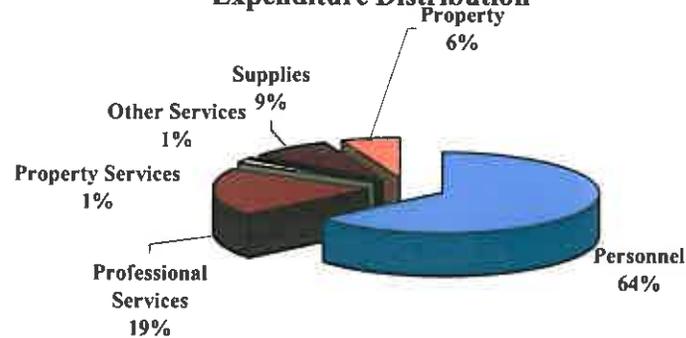


DEPARTMENT  
Ambulance Service

### Budget Summary, scaled to present detail



### Expenditure Distribution



#### GENERAL

The ambulance service budget is one that reflects only the cost of operating the ambulance service within the Fire Department. Items left open in this budget can be found in the regular Fire Department budget. This is done since several items would have to be done with or without the ambulance service existence such as heat.

#### ANALYSIS

The Hazelwood Fire Department Ambulance Service is believed to be the only fire service based ambulance operating minimal cost to the organization. The City is proud of this accomplishment.

#### GOALS

The department's goals for this year will be to continue to find ways to maintain or improve service levels. This will include re-implementation of the patient follow-up program and an assessment using surveys.

#### BUDGET COMMENTS

101 - Full Time Salaries - This is salaries for three medics to operate the ambulance.

105 - Overtime Pay - Funds to cover anticipated overtime for three medics.

**FUND**  
*General*

**DEPT #**  
333



**DEPARTMENT**  
*Ambulance Service*

200 - Professional Services - This account includes the cost of paying the billing service and backup ambulance in addition to contracted training.

330 - Utilities - This account includes medical communication line charges.

350 - Vehicle Maintenance - These funds cover minimal repairs and preventive maintenance.

440 - Travel/Training - This covers the cost of training three paramedics at necessary outside classes if needed.

495 - Contingencies - This figure is the estimated cost of possible contingencies and unusual expenses.

500 - General Supplies - This is the cost of replacement of medical supplies and disposable equipment.

530 - Motor Vehicle Supplies - These funds are for the cost of vehicle battery replacement, etc.

560 - Fuel, Lube. - This is the estimated fuel for the ambulance.

620 - Machinery & Equip - This figure is the cost of miscellaneous equipment such as small tools, etc.

650 - Computers - This is the cost of renewing software license for medical reporting and also repairs.

670 - Motor Vehicle Equip - This is the cost of replacing ambulance tires.

**FUND**  
*General*

**DEPT #**  
*333*



**DEPARTMENT/DIVISION**  
*Fire / Ambulance Service*

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	INCREASE/ (DECREASE)
Personnel	\$269,508	\$254,841	\$257,146	\$264,847	3.9%
Professional Services	\$79,967	\$94,750	\$75,700	\$79,875	-15.7%
Property Services	\$4,952	\$4,750	\$9,600	\$6,000	26.3%
Other Services	\$1,807	\$1,800	\$1,800	\$2,400	33.3%
Supplies	\$26,581	\$35,869	\$31,000	\$36,091	0.6%
Property	\$5,665	\$7,200	\$5,265	\$25,400	252.8%
<b>GRAND TOTAL</b>	<b>\$388,481</b>	<b>\$399,210</b>	<b>\$380,511</b>	<b>\$414,613</b>	<b>3.9%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET 2011	BUDGET 2012
	2011	2012		
FF/PARAMEDIC	3.00	3.00	\$154,899	\$156,547
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>\$154,899</b>	<b>\$156,547</b>



FUND  
General

DEPT #  
333



DEPARTMENT/DIVISION  
Fire / Ambulance Service

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2010	2011	2011	2012
Full Time Salary	101	\$163,411	\$160,714	\$154,002	\$161,966
Part Time Salary	103	0	0	0	0
Overtime pay	105	39,447	25,000	35,718	35,000
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	13,295	14,207	14,514	15,068
Retirement Fund	126	18,036	18,377	19,899	17,931
Worker's Compensation	128	12,270	12,357	10,380	10,197
Health Insurance	130	19,269	21,030	20,156	22,150
Life/Disability Insurance	132	1,277	1,306	977	685
Other Personnel Costs	150	2,503	1,850	1,500	1,850
<b>Total Personnel</b>		<b>\$269,508</b>	<b>\$254,841</b>	<b>\$257,146</b>	<b>\$264,847</b>
Professional Service	200	\$79,967	\$94,750	\$75,700	\$79,875
<b>Total Professional Service</b>		<b>\$79,967</b>	<b>\$94,750</b>	<b>\$75,700</b>	<b>\$79,875</b>
Rental Equipment	320	0	0	0	0
Utilities	330	4,254	3,250	4,400	4,500
Vehicle Maintenance	350	503	1,000	5,000	1,000
Equipment Maintenance	360	195	500	200	500
Building Maintenance	370	0	0	0	0
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$4,952</b>	<b>\$4,750</b>	<b>\$9,600</b>	<b>\$6,000</b>
Special Programs	400	0	0	0	0
Liability/Property/Auto Ins.	420	1,722	1,800	1,800	1,900
Communications	430	0	0	0	0
Travel/Training/Mileage	440	85	0	0	0
Contingencies	495	\$0	\$0	\$0	\$500
<b>Total Other Services</b>		<b>\$1,807</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>\$2,400</b>
General Supplies	500	20,037	27,000	24,950	25,000
Vehicle Supplies	530	194	1,500	700	1,250
Motor Fuel/Lube	560	6,350	7,369	5,350	9,841
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$26,581</b>	<b>\$35,869</b>	<b>\$31,000</b>	<b>\$36,091</b>
Furniture and Fixtures	600	0	0	0	0
Machinery/Equipment	620	0	500	300	19,000
Computers/IS	650	5,665	5,700	3,965	5,200
Vehicle Equipment	670	0	1,000	1,000	1,200
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$5,665</b>	<b>\$7,200</b>	<b>\$5,265</b>	<b>\$25,400</b>
<b>GRAND TOTAL</b>		<b>\$388,481</b>	<b>\$399,210</b>	<b>\$380,511</b>	<b>\$414,613</b>



**FUND**  
*General*

**DEPT #**  
*335*



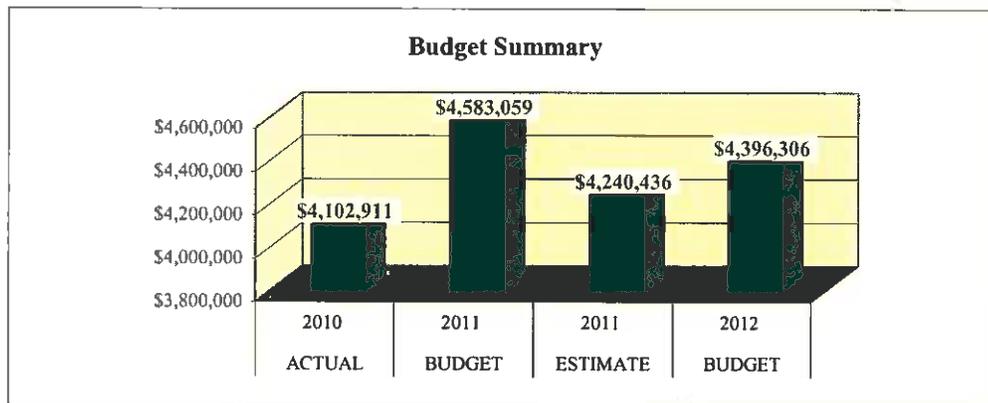
**DEPARTMENT**  
*Fire Districts*

**GENERAL**

The City of Hazelwood is one of the very rare cities that operates its own fire department and also contracts with fire districts for service in annexed areas. The City contracts with both Robertson and Florissant Valley fire districts for service in the areas annexed in 1995 and 1996.

This portion of the budget entitled Fire Districts reflects the amount of money paid to the Florissant Valley Fire Protection District and the Robertson Fire Protection District for providing services to portions of the City of Hazelwood that are within their districts.

The City is required by law to pay to the district an amount equal to the property taxes the district was receiving from property annexed into the City, which is within their district boundaries, plus any fire district tax increases.



**FUND**  
*General*

**DEPT #**  
*335*



**DEPARTMENT**  
*Fire Districts*

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	INCREASE/ (DECREASE)
Personnel	\$0	\$0	\$0	\$0	
Professional Services	\$4,102,911	\$4,583,059	\$4,240,436	\$4,396,306	3.7%
Property Services	\$0	\$0	\$0	\$0	
Other Services	\$0	\$0	\$0	\$0	
Supplies	\$0	\$0	\$0	\$0	
Property	\$0	\$0	\$0	\$0	
<b>GRAND TOTAL</b>	<b>\$4,102,911</b>	<b>\$4,583,059</b>	<b>\$4,240,436</b>	<b>\$4,396,306</b>	<b>3.7%</b>

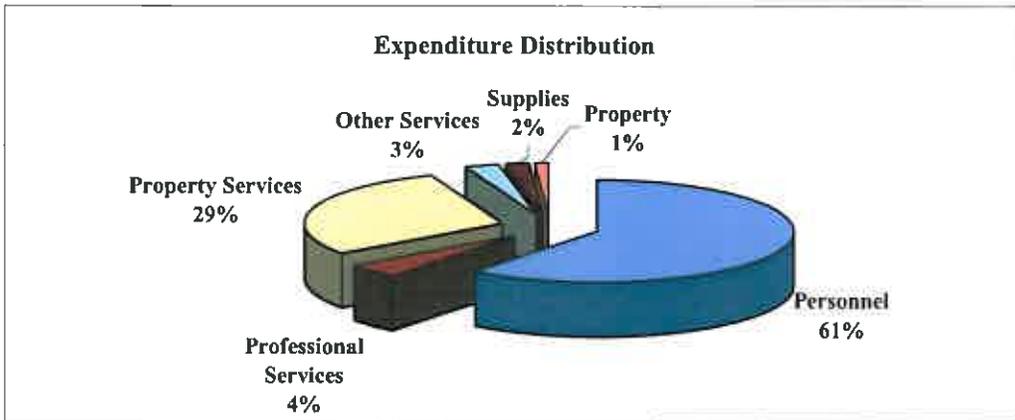
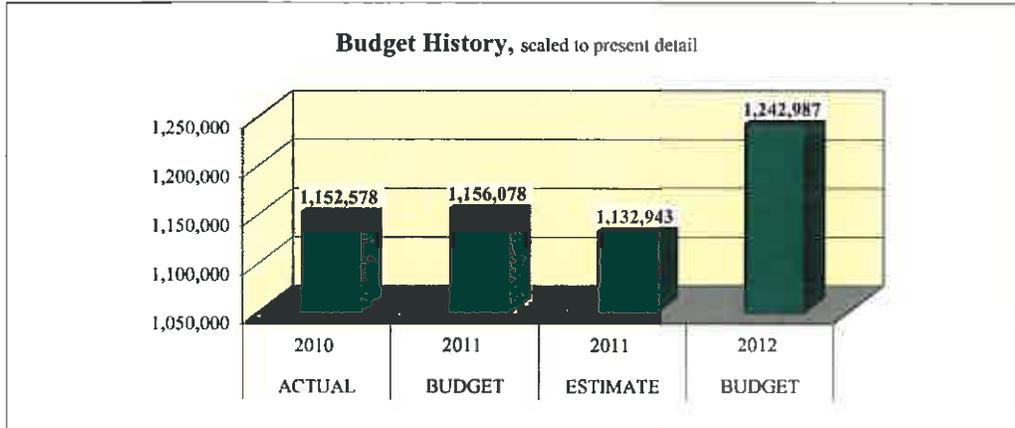
CLASSIFICATION	ACTUAL 2009	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012
Robertson FPD fees			\$3,677,126	\$3,316,973	\$3,461,847
Florissant Valley FPD fees			<u>\$905,933</u>	<u>\$923,462</u>	<u>\$934,458</u>
Fire District Fees	\$3,920,501	\$4,102,911	\$4,583,059	\$4,240,436	\$4,396,306

**FUND**  
*General*

**DEPT #**  
*441*



**DEPARTMENT**  
*Public Works Administration*



GENERAL:

Public Works Administration oversees all activities within the Public Works Department (74.14 FTE). Within the Public Works Administration office are Code Enforcement, City Planning and Engineering. It is the Department's goal to provide effective and efficient Public Works services to our citizens in a friendly and service oriented manner.

ANALYSIS:

The major responsibilities of Public Works Administration include the following:

- 1 Review plans and issues permits for all residential and commercial construction, buildings, sheds, fences, signs, pools, and land disturbance.
- 2 Oversee Federal Transportation Improvement Plan Projects
- 3 Perform continuous inspections of all residential and all commercial exterior properties to ensure maintenance of structural and aesthetic integrity thus deterring deterioration and blight.
- 4 Perform liaison services with the City Plan Commission, Board of Adjustment, Board of Appeals, Board of Architectural Review and other departments, including City Fire Department, Robertson Fire Protection District and Florissant Valley Fire Department.

**FUND**  
*General*

**DEPT #**  
*441*



**DEPARTMENT**  
*Public Works Administration*

- 5 Perform liaison services with MSD, Ameren UE, Missouri American Water, and other utility companies and governmental agencies serving the Hazelwood area.
- 6 Administer the City's refuse and recycling collection contract, Community Development Block Grant Fund through St. Louis County expenditures and various other contracts and grants.
- 7 Administer the Sewer Lateral Insurance Program.
- 8 Develop specifications for departmental projects.
- 9 Perform interior and external inspections of residential and commercial units for code compliance upon reoccupancy, including scheduling and collection of fees.
- 10 Review and analysis of change of zoning petitions, request for Special Land Use Permits and site plans
- 11 Oversee the administration and enforcement of the City of Hazelwood Zoning Ordinance, Subdivision Ordinance and Sign Ordinance

GOALS 2011/2012:

- 1 Refine the Occupancy Permit inspection program for existing homes and businesses.
- 2 Actively seek funds for various projects through grant applications.
- 3 Maintain a property data base to be used to monitor occupancy permits, building permits, warnings and summons
- 4 Cross train office personnel on software program for issuing building permits, occupancy permits and computerized inspections.
- 5 Execute the reconstruction of Missouri Bottom Road between Tulip Tree and St. Louis Mills Blvd.
- 6 Execute the reconstruction of Fee Fee Road Improvements between Chapel Ridge and McDonnell
- 7 Adopt 2009 ICC Codes.
- 8 Prepare building inspection module for field inspections
- 9 Adopt and implement a new Infill Ordinance for stormwater control
- 10 Develop recently acquired Beldt's property into a city parks maintenance facility

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	INCREASE/ (DECREASE)
Personnel	730,774	726,234	719,559	752,466	
Professional Services	10,814	23,980	15,000	55,880	133.0%
Property Services	363,199	361,004	357,786	362,081	0.3%
Other Services	22,318	17,185	18,000	34,485	100.7%
Supplies	21,715	24,175	19,500	23,675	-2.1%
Property	3,757	3,500	3,098	14,400	311.4%
<b>GRAND TOTAL</b>	<b>1,152,578</b>	<b>1,156,078</b>	<b>1,132,943</b>	<b>1,242,987</b>	<b>7.5%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET 2011	BUDGET 2012
	2011	2012		
P.W. DIRECTOR/C	1.00	1.00	92,254	100,836
ADMIN ASST II to	1.00	1.00	41,371	43,500
CODE ADMINISTF	1.00	1.00	74,431	78,245
CITY PLANNER	1.00	1.00	55,004	56,509
CODE ENFORCEM	5.00	5.00	202,174	202,724
BLDG. INSP/CEO	0.00	0.00	0	0
CLERICAL SUPPO	1.00	1.00	35,761	36,352
CLERICAL SUPPO	1.00	1.00	30,810	32,150
BLDG INSP	0.00	0.00	0	0
<b>TOTAL</b>	<b>11.00</b>	<b>11.00</b>	<b>\$531,805</b>	<b>\$550,316</b>



FUND  
General

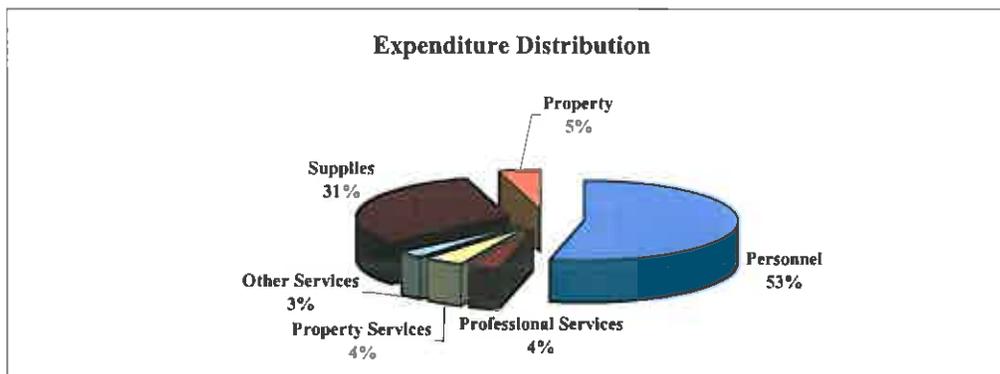
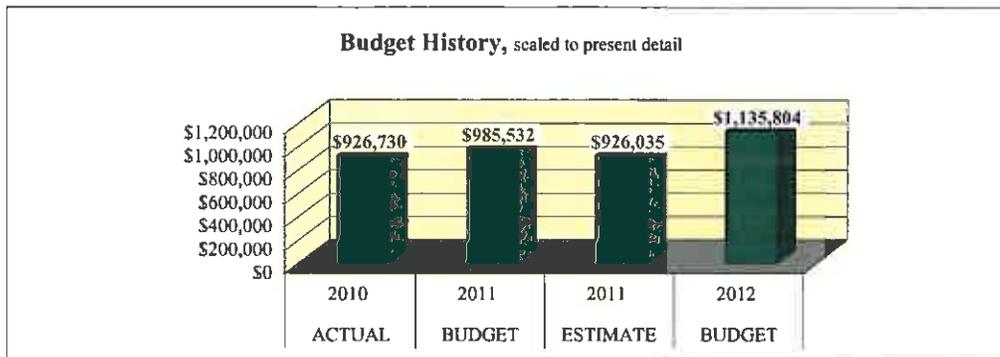
DEPT #  
441



DEPARTMENT  
Public Works Administration

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2010	2011	2011	2012
Full Time Salary	101	539,565	531,805	531,805	550,316
Part Time Salary	103	8,003	0	0	0
Overtime pay	105	2,283	3,000	2,000	3,000
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	40,501	41,013	40,877	42,370
Retirement Fund	126	58,333	58,874	63,749	63,982
Worker's Compensation	128	2,170	2,178	1,850	1,616
Health Insurance	130	70,666	77,100	73,898	81,230
Life/Disability Insurance	132	4,282	4,364	2,880	2,452
Other Personnel Costs	150	4,972	7,900	2,500	7,500
<b>Total Personnel</b>		<b>730,774</b>	<b>726,234</b>	<b>719,559</b>	<b>752,466</b>
Professional Service	200	10,814	23,980	15,000	55,880
<b>Total Professional Service</b>		<b>10,814</b>	<b>23,980</b>	<b>15,000</b>	<b>55,880</b>
Rental Equipment	320	0	100	0	100
Utilities	330	308,197	306,500	301,786	303,430
Vehicle Maintenance	350	3,077	1,500	1,000	1,500
Equipment Maintenance	360	45,148	45,954	45,000	42,101
Building Maintenance	370	6,777	6,900	10,000	14,900
Other Property Services	380	0	50	0	50
<b>Total Property Services</b>		<b>363,199</b>	<b>361,004</b>	<b>357,786</b>	<b>362,081</b>
Special Programs	400	0	0	0	0
Liability/Property/Auto Ins.	420	10,329	10,700	10,700	11,300
Communications	430	3,196	4,545	5,500	5,720
Travel/Training/Mileage	440	8,791	1,840	1,800	17,365
Contingencies	495	3	100	0	100
<b>Total Other Services</b>		<b>22,318</b>	<b>17,185</b>	<b>18,000</b>	<b>34,485</b>
General Supplies	500	7,392	7,175	6,000	6,175
Vehicle Supplies	530	3,282	3,000	1,500	2,500
Motor Fuel/Lube	560	11,041	14,000	12,000	15,000
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>21,715</b>	<b>24,175</b>	<b>19,500</b>	<b>23,675</b>
Furniture and Fixtures	600	0	500	500	11,300
Machinery/Equipment	620	789	500	0	500
Computers/IS	650	2,968	2,500	2,598	2,600
Vehicle Equipment	670	0	0	0	0
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>3,757</b>	<b>3,500</b>	<b>3,098</b>	<b>14,400</b>
<b>GRAND TOTAL</b>		<b>1,152,578</b>	<b>1,156,078</b>	<b>1,132,943</b>	<b>1,242,987</b>





GENERAL:

The Street Maintenance Division is responsible for the maintenance and repair of all City owned buildings, streets, vehicles and streets signs, snow removal, brush chipping, leak collection, rat abatement, mosquito fogging, and miscellaneous duties or emergencies.

ANALYSIS:

The Public Works Street Division strives to provide quality service to the community by offering several programs.

Mosquito fogging is performed throughout the Spring, Summer, and Fall.  
 Rat abatement and street sweeping are performed on an as-needed basis throughout the year as is general street maintenance. A majority of residents utilize the chipping and leaf collection programs. Chipping is offered for 10 weeks during the Spring and leaf collection is offered for 8 weeks during the Fall only. Due to high community participation in both of these services, the Street Division has a surplus of wood chips and compost, both of which are offered to residents free of charge.

REVIEW OF LAST YEAR'S GOALS:

1. There was \$50,000 spent on concrete replacement throughout the city.
2. We continued street and rights of way maintenance (pot hole repair, sweeping, grass cutting of right of way)
3. New equipment- Two (2) Dump Trucks were purchased.
4. Cracksealing - Cracksealing was done in specific areas throughout the city.
5. Continuing to provide excellent services to residents such as snow plowing, mosquito fogging, chipping of brush in the Spring and leaf collection in the Fall

**FUND**  
*General*

**DEPT #**  
*443*



**DEPARTMENT**  
*Street Maintenance*

GOALS AND OBJECTIVES FOR 2011/2012

1. Continue Rights of Way and Street Maintenance.
2. Continue the Mosquito Fogging Program.
3. Continuing to provide excellent services to residents such as; snow removal, mosquito fogging, brush chipping in the Spring and leaf collection in the Fall, and street maintenance as needed is a priority for this Department.
4. New Equipment to be purchased this year, 2011/2012:
  - 1 New Dump Truck with salt spreader and plow
  - 1 Leaf Vac
  - 1 Wood Chipper
  - 1 Trailer
  - 1 Sign Post Puller & Driver

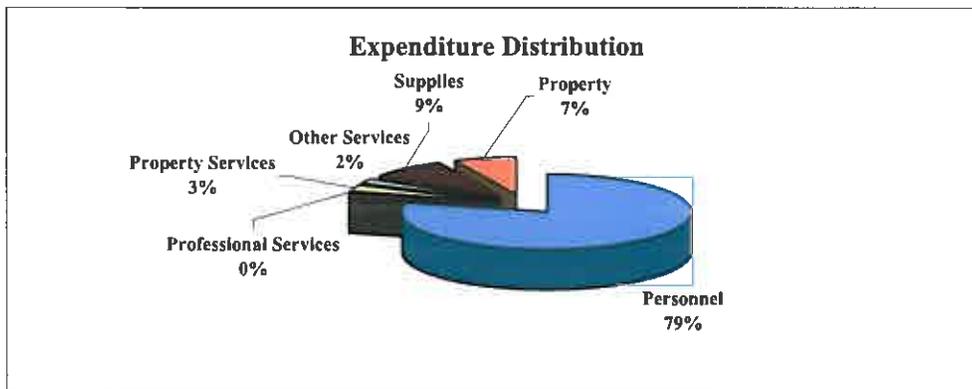
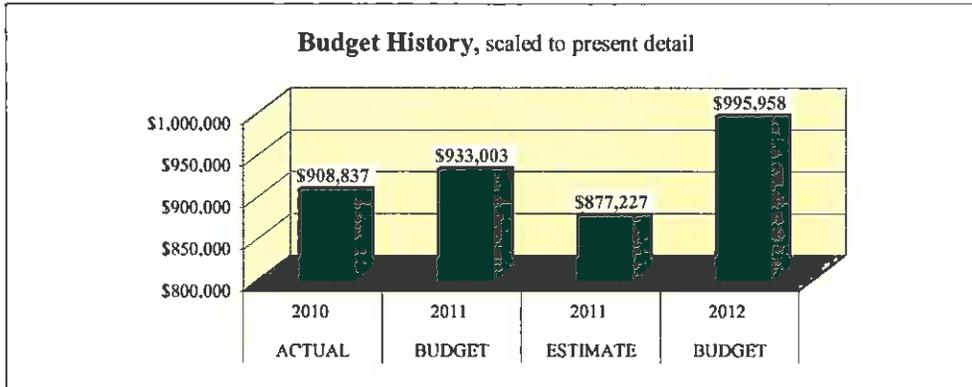
DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	INCREASE/ (DECREASE)
Personnel	\$623,971	\$622,197	\$577,396	\$607,769	-2.3%
Professional Services	\$19,243	\$6,350	\$3,850	\$39,950	529.1%
Property Services	\$47,239	\$55,300	\$45,719	\$46,082	-16.7%
Other Services	\$30,649	\$29,380	\$29,449	\$33,183	12.9%
Supplies	\$198,184	\$263,405	\$262,110	\$356,920	35.5%
Property	\$7,444	\$8,900	\$7,511	\$51,900	483.1%
<b>GRAND TOTAL</b>	<b>\$926,730</b>	<b>\$985,532</b>	<b>\$926,035</b>	<b>\$1,135,804</b>	<b>15.2%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET 2011	BUDGET 2012
	2011	2012		
P.W. Superintndt.	0.50	0.50	\$36,072	\$39,381
Crew Leader	1.00	1.00	\$53,331	\$53,477
Mechanic	1.00	1.00	\$50,279	\$39,928
Maint. Worker II	6.00	6.00	\$264,620	\$266,355
Secretary I	0.50	0.50	\$17,794	\$18,131
Seasonal -Chipping & Leaf Vacuuming 2400 Hours	0.00	0.00	\$0	\$0
<b>TOTAL</b>	<b>9.00</b>	<b>9.00</b>	<b>\$422,096</b>	<b>\$417,272</b>



CLASSIFICATION	ACCOUNT NO.	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012
Full Time Salary	101	\$428,726	\$422,096	\$388,608	\$417,272
Part Time Salary	103	0	0	0	0
Overtime pay	105	10,254	13,000	9,500	13,000
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	31,968	33,335	30,548	33,009
Retirement Fund	126	56,082	48,527	52,545	48,501
Worker's Compensation	128	27,500	27,689	23,260	20,333
Health Insurance	130	61,032	66,590	63,824	66,460
Life/Disability Insurance	132	3,706	3,760	2,811	1,994
Other Personnel Costs	150	4,703	7,200	6,300	7,200
<b>Total Personnel</b>		<b>\$623,971</b>	<b>\$622,197</b>	<b>\$577,396</b>	<b>\$607,769</b>
Professional Service	200	\$19,243	\$6,350	\$3,850	\$39,950
<b>Total Professional Service</b>		<b>\$19,243</b>	<b>\$6,350</b>	<b>\$3,850</b>	<b>\$39,950</b>
Rental Equipment	320	2,267	4,950	3,444	5,200
Utilities	330	28,312	28,300	24,947	26,398
Vehicle Maintenance	350	10,805	10,000	9,400	4,200
Equipment Maintenance	360	1,428	3,250	2,644	3,350
Building Maintenance	370	4,427	8,600	5,134	6,734
Other Property Services	380	0	200	150	200
<b>Total Property Services</b>		<b>\$47,239</b>	<b>\$55,300</b>	<b>\$45,719</b>	<b>\$46,082</b>
Special Programs	400	0	0	0	0
Liability/Property/Auto Ins.	420	24,610	25,400	25,400	26,900
Communications	430	4,027	2,400	1,000	2,000
Travel/Training/Mileage	440	507	580	60	3,283
Contingencies	495	\$1,505	\$1,000	\$2,989	\$1,000
<b>Total Other Services</b>		<b>\$30,649</b>	<b>\$29,380</b>	<b>\$29,449</b>	<b>\$33,183</b>
General Supplies	500	60,962	52,850	54,748	53,850
Vehicle Supplies	530	59,533	55,000	54,500	57,000
Motor Fuel/Lube	560	28,007	31,705	33,400	39,520
Street Maintenance Supplies	580	49,682	123,850	119,462	206,550
<b>Total Supplies</b>		<b>\$198,184</b>	<b>\$263,405</b>	<b>\$262,110</b>	<b>\$356,920</b>
Furniture and Fixtures	600	0	0	0	0
Machinery/Equipment	620	6,975	7,400	7,511	43,400
Computers/IS	650	0	0	0	0
Vehicle Equipment	670	469	1,500	0	8,500
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$7,444</b>	<b>\$8,900</b>	<b>\$7,511</b>	<b>\$51,900</b>
<b>GRAND TOTAL</b>		<b>\$926,730</b>	<b>\$985,532</b>	<b>\$926,035</b>	<b>\$1,135,804</b>





**GENERAL:**

The Park Maintenance Division maintains the comfort stations, swimming pools, lift station at the Community Center, park equipment, tennis courts, ball diamonds and racquetball courts. The Park Division also maintains most of the landscaping and constructions needs and all of the parking lots, walkways, and volleyball pits maintenance.

**ANALYSIS:**

The Public Works Parks Division acknowledges the essential need to provide a fun, safe, and clean environment for the community to enjoy outdoor recreational activities. By continuing routine maintenance of the parks and its facilities and striving to incorporate new improvements each year, this division hopes to promote the community's utilization of the many services offered.

**REVIEW OF LAST YEAR'S GOALS:**

1. Continue to improve routine maintenance of all City Parks.
2. Continue a monthly playground inspection in all City Parks.
3. Continue to improve the Sports Complex.
4. All Parks were overseeded and fertilized .
5. Install a pavillion at Truman and Howdershell Parks
6. Installed metal roofs on Pavillions at Sports Complex, Truman Park and Pershall Park

**FUND**      **DEPT #**  
*General*      *445*



*Hazelwood*

**DEPARTMENT**  
*Park Maintenance*

GOALS FOR FISCAL YEAR 2011/2012

1. Continue excellent maintenance of the Parks' equipment and grounds. .
2. Continue conducting a monthly playground inspection. .
3. Overseed and fertilize all Park grounds.
4. Work on laying out and building the maintenance garage area at the old Beldt's property.
5. Continue to improve the Sports Complex building and grounds and to finish installing a parking lot at the Sports Complex and at White Birch Park.

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	INCREASE/ (DECREASE)
Personnel	\$792,105	\$796,848	\$753,567	\$785,538	-1.4%
Professional Services	\$1,830	\$2,000	\$6,500	\$3,000	50.0%
Property Services	\$8,695	\$26,050	\$14,000	\$26,600	2.1%
Other Services	\$19,546	\$21,500	\$20,200	\$22,700	5.6%
Supplies	\$82,344	\$82,105	\$78,560	\$88,020	7.2%
Property	\$4,317	\$4,500	\$4,400	\$70,100	1457.8%
<b>GRAND TOTAL</b>	<b>\$908,837</b>	<b>\$933,003</b>	<b>\$877,227</b>	<b>\$995,958</b>	<b>6.7%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET	BUDGET
	2011	2012	2011	2012
Pw Superintendent	0.50	0.50	\$36,072	\$39,381
Crew Leader	1.00	1.00	\$51,828	\$51,969
Mechanic	1.00	1.00	\$48,390	\$48,969
Maint. Worker II	9.00	9.00	\$390,299	\$382,981
Pay Plan increases				
Secretary I Mgt. Pool	0.50	0.50	\$17,794	\$18,131
Seasonal Workers-Fogging	0.13	0.13	\$3,780	\$3,780
<b>TOTAL</b>	<b>12.13</b>	<b>12.13</b>	<b>\$548,163</b>	<b>\$545,211</b>



CLASSIFICATION	ACCOUNT NO.	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012
Full Time Salary	101	\$542,949	\$544,383	\$510,307	\$541,431
Part Time Salary	103	2,867	3,780	3,200	3,780
Overtime pay	105	16,412	16,000	15,500	16,000
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	41,747	43,208	40,469	42,983
Retirement Fund	126	69,649	62,064	67,203	62,858
Worker's Compensation	128	31,160	31,370	26,360	23,658
Health Insurance	130	80,301	87,610	83,971	88,620
Life/Disability Insurance	132	4,742	4,823	3,606	2,598
Other Personnel Costs	150	2,278	3,610	2,950	3,610
<b>Total Personnel</b>		<b>\$792,105</b>	<b>\$796,848</b>	<b>\$753,567</b>	<b>\$785,538</b>
Professional Service	200	\$1,830	\$2,000	\$6,500	\$3,000
<b>Total Professional Service</b>		<b>\$1,830</b>	<b>\$2,000</b>	<b>\$6,500</b>	<b>\$3,000</b>
Rental Equipment	320	320	2,000	1,200	2,000
Utilities	330	0	9,750	250	9,750
Vehicle Maintenance	350	508	700	500	700
Equipment Maintenance	360	1,124	2,000	650	2,000
Building Maintenance	370	6,743	11,500	11,300	12,000
Other Property Services	380	0	100	100	150
<b>Total Property Services</b>		<b>\$8,695</b>	<b>\$26,050</b>	<b>\$14,000</b>	<b>\$26,600</b>
Special Programs	400	0	0	0	0
Liability/Property/Auto Ins.	420	19,546	20,200	20,200	21,400
Communications	430	0	0	0	0
Travel/Training/Mileage	440	0	300	0	300
Contingencies	495	\$0	\$1,000	\$0	\$1,000
<b>Total Other Services</b>		<b>\$19,546</b>	<b>\$21,500</b>	<b>\$20,200</b>	<b>\$22,700</b>
General Supplies	500	37,724	40,700	36,160	38,900
Vehicle Supplies	530	17,100	8,500	9,000	9,000
Motor Fuel/Lube	560	27,520	31,705	33,400	39,520
Street Maintenance Supplies	580	0	1,200	0	600
<b>Total Supplies</b>		<b>\$82,344</b>	<b>\$82,105</b>	<b>\$78,560</b>	<b>\$88,020</b>
Furniture and Fixtures	600	0	0	0	60,500
Machinery/Equipment	620	4,317	4,500	4,400	9,600
Computers/IS	650	0	0	0	0
Vehicle Equipment	670	0	0	0	0
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$4,317</b>	<b>\$4,500</b>	<b>\$4,400</b>	<b>\$70,100</b>
<b>GRAND TOTAL</b>		<b>\$908,837</b>	<b>\$933,003</b>	<b>\$877,227</b>	<b>\$995,958</b>

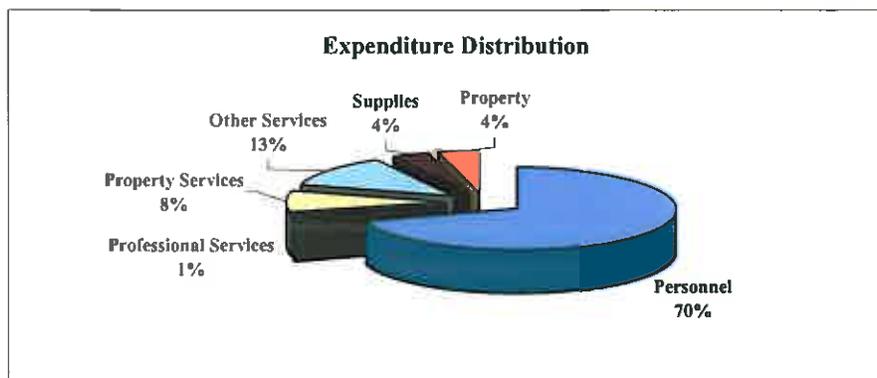
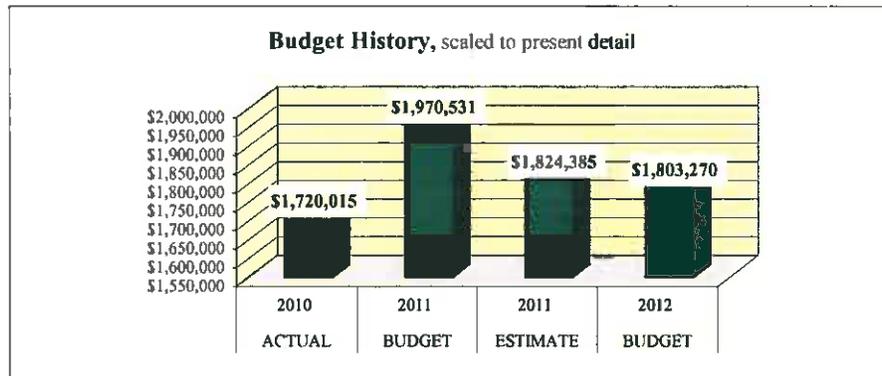


FUND  
General

DEPT #  
446



DEPARTMENT  
Parks & Recreation



**GENERAL:**

The Hazelwood Recreation Division's mission is to provide leisure services to the residents and guests who use and visit the City's parks and recreation facilities. Our vision is to have our patrons view us as a vital resource for the use of their leisure time with endless benefits to "Enjoy Today - Live for Tomorrow." The staff endeavors to communicate our commitment of care and concern for our customers on a personal level, so their image of the Division's services manifests competent and resourceful professionalism. The development and maintenance of standards for excellence in all recreation services is an ongoing challenge to each team member.

**ANALYSIS:**

The Hazelwood Recreation Division's primary functions are the planning, scheduling and implementing the utilization of two recreation centers, sixteen parks, an aquatic complex, a disc golf course, a sports complex, and a skatepark. Challenges in fulfilling the primary functions of the Division in FY 2012 is continued evaluation of park and recreation facility renovations and needs as outlined in the Park Master Plan and observed by staff and residents.

**GOALS 2011-2012**

- \* Continue marketing improvements with emphasis on news releases, the City Newsletter and the promotion of recreation programs through attractive brochures, flyers and posters.
- \* Continue efforts in addressing operations and problem-solving to meet challenges and opportunities which will enhance the quality of service for our residents and enhance work environment for employees.
- \* Continue increasing utilization of computer technology in Division operations and staff proficiency to increase efficiency for customers and staff.

**FUND**  
*General*

**DEPT #**  
*446*



*Hazelwood*

**DEPARTMENT**  
*Parks & Recreation*

- \* Continue to increase use of recreation programs and facilities for persons with disabilities through the Inclusive Recreation Coordinator marketing efforts, individualized staff support and increased staff sensitivity.
- \* Continue to dazzle our residents and patrons with our unique and new aquatic complex.
- \* Identify and pursue grant opportunities to secure funds to offer new recreational opportunities for the residents of Hazelwood, including the continued development of the Truman Park Trail.
- \* Increase usage of the Hazelwood Sports Complex through our newly established City-run youth baseball programs and cooperatively working with other local baseball associations.

FUND  
General

DEPT #  
446



DEPARTMENT  
Parks & Recreation

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2010	BUDGET 2011	ESTIMATE 2011	BUDGET 2012	INCREASE/ (DECREASE)
Personnel	\$1,163,145	\$1,327,990	\$1,233,621	\$1,260,175	-5.1%
Professional Services	\$21,582	\$19,803	\$23,358	\$22,012	11.2%
Property Services	\$192,284	\$251,400	\$179,883	\$149,404	-40.6%
Other Services	\$212,072	\$225,858	\$220,539	\$226,684	0.4%
Supplies	\$72,620	\$70,905	\$72,626	\$67,670	-4.6%
Property	\$58,312	\$74,575	\$94,358	\$77,325	3.7%
<b>GRAND TOTAL</b>	<b>\$1,720,015</b>	<b>\$1,970,531</b>	<b>\$1,824,385</b>	<b>\$1,803,270</b>	<b>-8.5%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET	BUDGET
	2011	2012	2011	2012
F/T				
SUPERINTENDENT	1.00	1.00	\$90,035	\$90,351
FACILITY MGR.	2.00	2.00	\$119,540	\$118,331
SUPERVISORS	3.00	3.00	\$147,012	\$133,278
PRO SPECIAL.	0.00	0.00	\$0	\$0
CUSTODIAN	1.00	1.00	\$43,037	\$44,211
ADMIN. SEC.	1.00	1.00	\$39,207	\$39,313
Pay Plan increases				
TOTAL F.T.	8.00	8.00		
P/T REGULAR				
REC LEADER	4.70	5.18	\$136,500	\$136,858
SECRETARY	0.41	0.41	\$11,300	\$13,085
CUSTODIAN	4.60	4.75	\$137,000	\$130,000
RANGER	1.80	1.80	\$49,500	\$44,996
BUS DRIVER	0.95	1.05	\$25,850	\$27,488
TOTAL PT REG.	12.46	13.19		
P/T SEASONAL				
POOL MANAGER	0.23	0.23	\$5,200	\$5,200
POOL ASST MGR.	0.22	0.22	\$4,600	\$4,250
SWIM TM COACH	0.08	0.08	\$1,600	\$1,600
POOL ASST COAC	0.30	0.30	\$2,300	\$2,300
LIFEGUARDS	11.61	11.00	\$166,000	\$112,000
POOL CASHIERS	4.50	3.50	\$31,000	\$21,000
CASHIER S.C.	0.50	0.50	\$7,500	\$7,500
INSTRUCTORS	0.65	0.65	\$15,750	\$15,000
SKATEPARK ATT	0.62	0.62	\$9,000	\$9,000
CAMP STAND	0.89	0.89	\$13,500	\$13,500
FIELD MAINT. S.C.	1.20	1.22	\$26,500	\$30,000
PARK MAINT.	0.75	0.75	\$15,000	\$15,000
TOTAL SEASONAL	21.55	19.96		
<b>TOTAL</b>	<b>42.01</b>	<b>41.15</b>	<b>\$1,101,713</b>	<b>\$1,014,261</b>



FUND  
General

DEPT #  
446



DEPARTMENT  
Parks & Recreation

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2010	2011	2011	2012
Full Time Salary	101	\$441,475	\$443,613	\$442,831	\$425,484
Part Time Salary	103	514,890	658,100	573,781	588,777
Overtime pay	105	2,539	1,650	1,650	1,650
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	71,983	84,407	77,897	77,717
Retirement Fund	126	48,743	49,111	53,178	51,870
Worker's Compensation	128	23,900	24,062	20,220	46,269
Health Insurance	130	51,388	56,070	53,741	59,080
Life/Disability Insurance	132	3,412	3,492	4,000	1,898
Other Personnel Costs	150	4,816	7,485	6,323	7,430
<b>Total Personnel</b>		<b>\$1,163,145</b>	<b>\$1,327,990</b>	<b>\$1,233,621</b>	<b>\$1,260,175</b>
Professional Service	200	\$21,582	\$19,803	\$23,358	\$22,012
<b>Total Professional Service</b>		<b>\$21,582</b>	<b>\$19,803</b>	<b>\$23,358</b>	<b>\$22,012</b>
Rental Equipment	320	432	0	0	0
Utilities	330	168,861	218,670	147,097	121,994
Vehicle Maintenance	350	679	2,000	1,000	1,500
Equipment Maintenance	360	17,544	21,955	26,285	20,460
Building Maintenance	370	4,770	8,775	5,501	5,450
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$192,284</b>	<b>\$251,400</b>	<b>\$179,883</b>	<b>\$149,404</b>
Special Programs	400	169,802	182,910	178,777	183,121
Liability/Property/Auto Ins.	420	13,266	13,700	13,700	14,500
Communications	430	19,667	27,298	26,532	27,563
Travel/Training/Mileage	440	180	950	900	500
Contingencies	495	\$9,157	\$1,000	\$630	\$1,000
<b>Total Other Services</b>		<b>\$212,072</b>	<b>\$225,858</b>	<b>\$220,539</b>	<b>\$226,684</b>
General Supplies	500	57,217	55,205	57,876	50,820
Vehicle Supplies	530	1,522	1,200	750	1,100
Motor Fuel/Lube	560	13,880	14,500	14,000	15,750
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$72,620</b>	<b>\$70,905</b>	<b>\$72,626</b>	<b>\$67,670</b>
Furniture and Fixtures	600	0	0	0	0
Machinery/Equipment	620	17,050	20,625	45,728	26,625
Computers/IS	650	0	0	0	0
Vehicle Equipment	670	1,940	1,500	2,200	1,500
Items for Resale	695	39,322	52,450	46,430	49,200
<b>Total Property</b>		<b>\$58,312</b>	<b>\$74,575</b>	<b>\$94,358</b>	<b>\$77,325</b>
<b>GRAND TOTAL</b>		<b>\$1,720,015</b>	<b>\$1,970,531</b>	<b>\$1,824,365</b>	<b>\$1,803,270</b>

