

**Budget**  
**2012 - 2013**

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The City of Hazelwood



June 21, 2012

Honorable Mayor and City Council Members,

I am pleased to present the 2013 Budget for the City of Hazelwood, as adopted on June 20, 2012. The Budget allocates funds to maintain the essential services that make Hazelwood a great city to live and work, and continues to allocate resources to support the City's exceptional quality of life and business environment.

The national and local economy is recovering, but recovery continues to be slow and unpredictable. Consequently, the 2013 Budget is conservative, but it does provide for a continued exceptional service level.

**Economic Outlook**

State and local governments everywhere are once again faced with declining or stagnant revenues, which are causing many budgetary challenges everywhere. The overall economic forecast for Hazelwood remains difficult to project, but has not lead to any reductions to staffing levels or decreases in essential services. And although the economy is recovering and sales taxes are projected to increase slightly in 2013 for the City, stagnant property taxes due to the slow recovery in the housing market, as well as increasing gasoline prices, continue to slow the recovery and to cause unpredictability for the City's future.

Hazelwood has a continuing commitment from Emerald Automotive to build a manufacturing operation in the city. Their goal is to begin production of hybrid delivery vans in calendar 2014. Emerald has set up an advance office in Hazelwood and hired local personnel while the directors from the UK commute periodically. During our FY 2013, Emerald will be raising capital, planning for their plant, refining demonstrator vehicles, hiring more staff and other activities in furtherance of their project.

The St. Louis Mills shopping mall which is the city's largest sales tax generator, opened in November 2003 and is currently 85% occupied on a square footage basis with some out lot development as well.

According to the Bureau of Labor Statistics, the national unemployment rate for April 2012 was 8.1%, down from last year of 9%, which signals a slow, but steady, improvement in the labor market.

City Hall & Public Works  
t: 314.839.3700  
f: 314.839.0249  
415 Elm Grove Lane

City Maintenance  
t: 731.8701  
f: 731.4240  
115 Ford Lane

Fire Department  
t: 731.3424  
f: 731.1976  
6800 Howdershell Road

Municipal Court  
t: 839.2212  
f: 838.5169  
415 Elm Grove Lane

Parks & Recreation  
t: 731.0980  
f: 731.0989  
1186 Teson Road

Police Department  
t: 839.3700  
f: 838.5169  
415 Elm Grove Lane

## **Budget Assumptions & Key Decisions**

The City's finances are getting closer to the highs that were reached in fiscal year 2008. The City's largest revenue source, Sales and Use Tax, is projected to be approximately \$11.1 million in fiscal year 2013, which is only \$264,415 (2%) less than 2008. The General Fund Reserve Balance is projected to end June 30, 2013 at \$5.3 million or 22% of revenue. As of June 30, 2012, the fund balance is projected to be \$5.7 million or 24%. This includes a \$367,913 reduction in Fund Balance for 2013, where 2012 included an estimated reduction of \$479,000 in Fund Balance.

The 2013 Proposed Budget includes the following revenue assumptions:

- Growth in Sales Tax
  - 1% - \$18,845 – “A” Sales Tax (Original City)
  - 3% - \$48,254 – “B” Sales Tax (Annexed Area)
  - 1% - \$21,932 – Park & Stormwater Sales Tax
  - 1% - \$16,000 – Use Tax
  - 1.5% - \$22,638 – Capital Improvement Sales Tax
  - 1% - \$22,354 – Economic Development Sales Tax
- Property Tax (no increase due to non-reassessment year)
- 3% - Utility Franchise Tax (\$93K)
  - 0% – Electric (AmerenUE)
  - -6% - Gas (Laclede)
  - 8% - Water (Missouri American)
- 1% Growth in Business License + New Growth in the Market Value of Businesses
- 1% Growth in Gasoline Tax - \$7,350
- \$17,000 Incr. in Hotel/Motel Tax due to New Hotel
- 0% Growth in Court Fines & Cigarette Tax

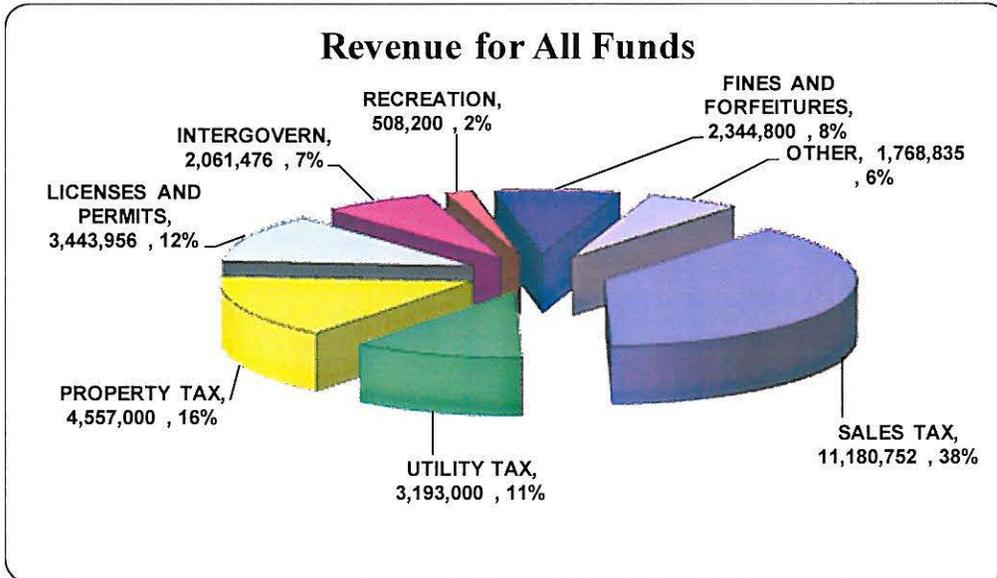
The 2013 Proposed Budget also includes the following expenditure assumptions:

- 3% COLA – Approx. \$330K
- Employee Step Increase – Approx. \$143K
- 12.5% Pension (up from 11.5%) - \$105K
- 15% Incr. in Health Ins. - \$101K (same increase as 2012)
- 8% Incr. in Dental Ins. - \$3K (same increase as 2012)
- 7% Workmen's Comp - \$30K
- 5.1% Property/Liability/Auto - \$11,689
- Fuel - \$24K
  - Unleaded \$3.41 (up from \$3.12)
  - Diesel \$3.75 (up from \$3.23)

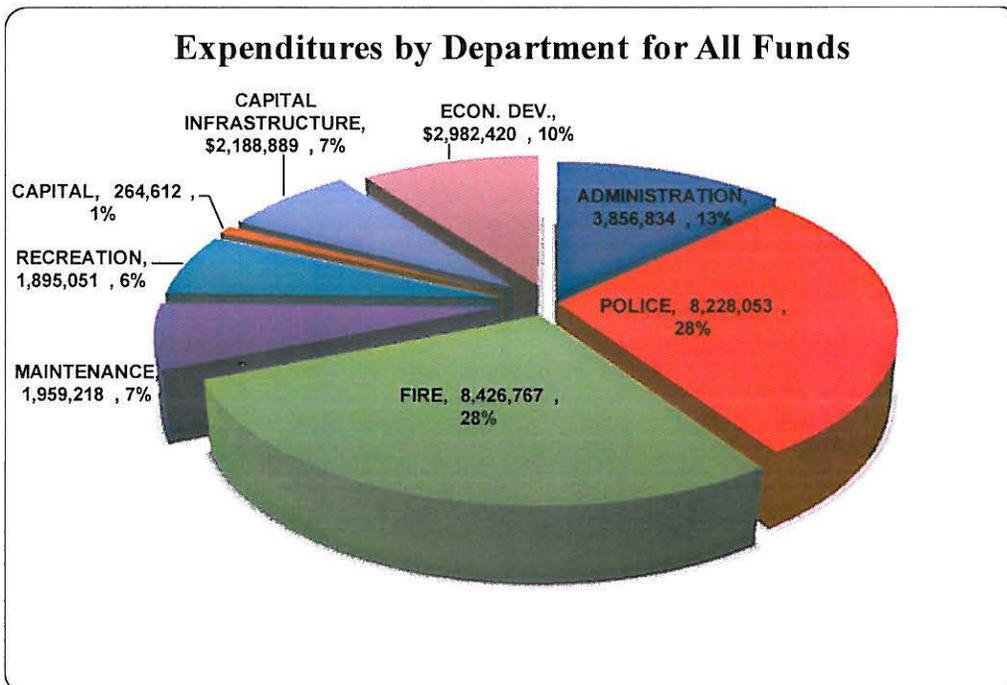
All services will remain the same and all full-time equivalents will remain the same (180 full time employees or 214.77 full time equivalency).

## Executive Summary

**Combined General, Economic Development, and Capital Improvements Fund Revenue** totals \$29 million dollars. As shown, sales tax is the primary revenue source at 38% of the total, followed by property tax at 16%, licenses & permits at 12%, and utility tax at 11%. Combined 2013 sales and use tax is projected at \$150,023, (1.4%) more than 2012 estimate but \$264,415 (2%) less than the peak year of 2008.



**Combined General, Economic Development, and Capital Improvements Fund Expenditures** total \$29.8 million dollars. As shown in the following graph, fire is the largest cost center at \$8,426,767 (28%), but only slightly more than Police at \$8,228,053 (also at 28%), and then Administration for all funds at 13%.



The Proposed Budget allocates \$24.27 million for General Fund operations, which is \$345,386 (1%) more than the 2012 Estimate. \$3.2 million is provided for Economic Development, and \$2.2 million in projects and purchases is planned in the Capital Improvements Fund.

Increases in the General Fund are primarily due to increases in personnel costs (3% COLA, 15% health insurance, 8% dental insurance and 1% pension). The Consumer Price Index (CPI) increased 3% from February 2011 through February 2012, which matches the City's COLA for 2013.

A decrease of Economic Development expenditures represents a 55% decrease over the 2012 Estimate. The 2013 Budget appropriates **\$3.3 million for Economic Development projects in the community**, funded by \$3.2 million in revenue. This will leave a fund balance of \$1.1 million, or 36% of revenue. I am pleased to note we are utilizing \$894,535 in grant and project revenue to accomplish the projects.

Capital Improvements expenditures are 12% less than 2012, at \$2.2 million in 2013. This fund consists of \$468,802 as a transfer in from the General Fund (\$378,813 for Cabela Sales Tax & \$89,989 for Energy Savings). The cost of these projects is \$193,719 greater than projected revenue of \$2 million, decreasing the fund balance to \$271,711 or 14% of revenue.

### **Economic Condition and Outlook**

Following is the economic conditions during budget preparation:

- Gas prices average \$3.73 nationally.
- Midwest urban consumer price index (CPI) has increased to 3% since February 2011.
- Workers' average hourly earnings have increased to \$23.38, which reflects a 1.8% increase over the past year, according to the BLS, but not even enough to keep up with inflation.
- Unemployment fell to 8.1% in April 2012, the lowest since January 2009 (per the Bureau of Labor Statistics). "Job growth has slowed sharply after a fast start to the year, suggesting another bump in the long road to recovery for the job market. But the decline was mainly due to 342,000 people leaving the labor force, meaning the BLS had stopped counting them as unemployed. The number of employed people in the nation actually fell by 169,000," As quoted in the Huntington Post on May 5, 2012.
- According to the National Association of Realtors, the pending home sales index increased in March and is above a year ago, which is a good indicator that the housing market is slowly recovering. 2012 is expected to be a year of recovery for housing.

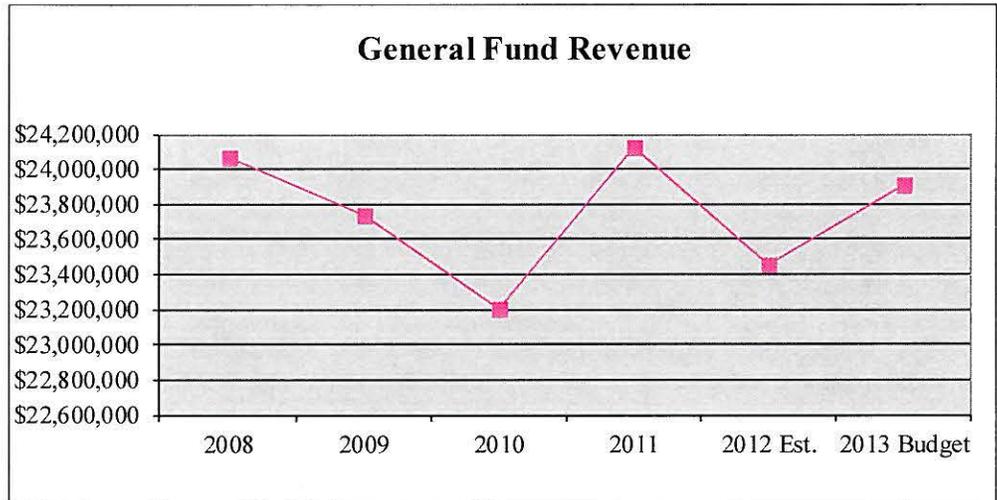
High unemployment, high gas prices, a depressed housing market, and slow growth are the economic factors that determine City of Hazelwood revenues. We will continue to monitor economic conditions and make adjustments as indicated.

## Detailed General Fund Review

### General Fund Revenue

**General Fund revenue** in the amount of \$23.9 million is \$456,427 (2%) more than what is estimated for 2012, and is \$162,089 (.7%) less than the 2008 peak. Contributing to the decrease since 2008, sales and use tax is down by \$308,914 (4%), utility tax is \$379,200 (11%) less, and building permits are down \$65,533 (27%). Property taxes, on the other hand, have increased slightly \$154,596 (4%), as well as Business Licenses at \$524,717 (21%).

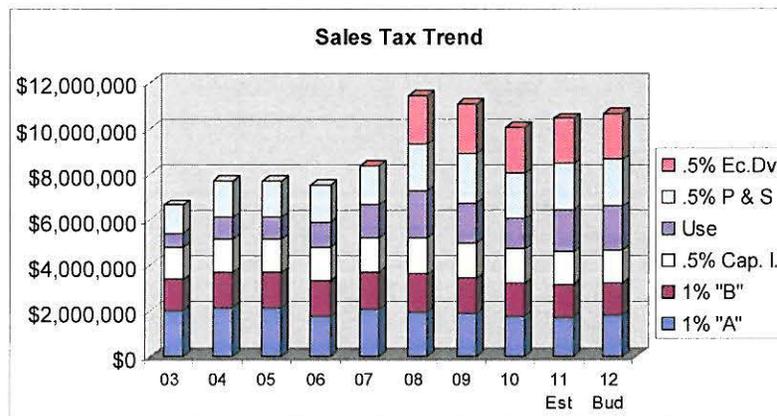
Increases for 2013 are primarily from sales taxes and business licenses. A revenue shortfall of \$361,643 is funded by unrestricted fund balance, reducing **the fund balance to \$5.3 million**, 22% of revenue. Given the current economic outlook,



I expect conditions will gradually improve to cover the current shortfall. If not, corrective cost-cutting remedies will be recommended/implemented as soon as necessary to avoid any additional shortfalls.

A **one-time settlement payment of \$1.3 million** in FY 2011 in cell phone tax helped offset the decline since 2008. 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 \$7.4 million in the General Fund and \$11.1 million combining all funds city-wide. A slight (2%) increase is projected for 2013. As stated, 2013 sales and use tax is projected at \$308,914, (4%) less than the peak year of 2008.



#2) Property tax revenue is based on taxable property (excluding TIF's) of \$487.6 million. This 2011 assessed valuation represents an 18% decrease since last reassessment in 2009. Residential property has decreased 8.4%, commercial property has decreased 8.2%, agricultural has decreased .4%, and personal property has decreased 11%. Hazelwood rates are at their maximum levy, so any decrease in assessed valuation of existing property produces a corresponding decrease in tax revenue. Because 2012 is not a reassessment year, we do not expect the assessed values to change, other than any new properties that are added; therefore, we only budgeted an increase of \$17,000 for 2013.

#3) **Business licenses and permit revenue** of \$3.4 million is projected for FY 2013, representing approximately the same as received in 2012 with a slight increase of new business growth.

#4) **Fines and forfeitures** are projected at \$2.3 million, which is a \$11,000 (or .5%) decrease over 2012. A new collection system for delinquent accounts was implemented in 2012 so the City saw a slight increase in 2012, but these revenues will start to decrease in 2013 as delinquent accounts are now handled on a more timely basis.

#5) **Utility tax of \$3.2 million** is expected to increase by \$93,000, or 3%. The City levies a 6% gross receipts tax on utilities of non-residential users. No increases are projected for electric; a 6% decrease is expected for gas; and an 8% increase is expected for water. The weather and gasoline costs also affect this revenue source. The net effect of the rate changes with other factors is a 3% increase to the General Fund for FY 2013.

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

The proposed **operating budget of \$24.3 million** represents \$345,386 (1%) increase over the estimated 2012 cost. The revenue shortfall for 2013 of \$367,913 reduces the fund balance to \$5.3 million (22% of revenue). The 2013 budget fully funds the essential services that make Hazelwood a first class community.

Most cuts from previous years, including training and travel have been substantially restored.

However, revenue is uncertain in this economy; therefore, we will be keeping a close watch on revenues and expenditures throughout the 2013 fiscal year and will make any necessary **spending adjustments** as needed.

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

In the Proposed 2013 Budget, fees are \$4.1 million, down \$63,148 or 2% over taxes paid in 2012. This decrease is due to no increases to the Assessed Valuation but assuming 97% delinquency.

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 \$16.1 million comprise 66% of the General Fund budget. A 3% COLA has been proposed for fiscal year 2013, which matches the Midwest urban consumer price index (CPI).

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

2013 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.

### 2012 Estimate

The 2012 Estimate anticipates a net budgetary deficit of \$478,954. This unusually large deficit is due to:

- 1) Almost \$325,000 in Pension Costs – the original pension actuarial value included an increase from 11.5% to 14.4% of covered payroll or \$325,000, which was paid in 2012. However, after changing the asset valuation method from a three-year smoothing approach to phasing into a five-year smoothing approach, this lowered our 2012 increase to 12.3% (only up .8%).
- 2) Over \$50,000 in merit increases (2 steps were given in 2012 to “catch up” from the skipped step in 2011).

The City had an opportunity to take advantage of the favorable tax exempt interest rate market and was able to obtain refinancing of the 2005 General Obligation Street Bonds and reduce the interest rate in May 2012. This resulted in a net cash flow savings for the City of almost \$350,000 (6.63%). During this process, the City of Hazelwood also received the same rating (Aa3) from Moody’s, which will help the City continue its good position in negotiating bond rates. This refinancing at a lower interest rate means the taxpayers receive substantial savings that will be reflected in lower rates necessary to retire these obligations in future years.

### Fund balance

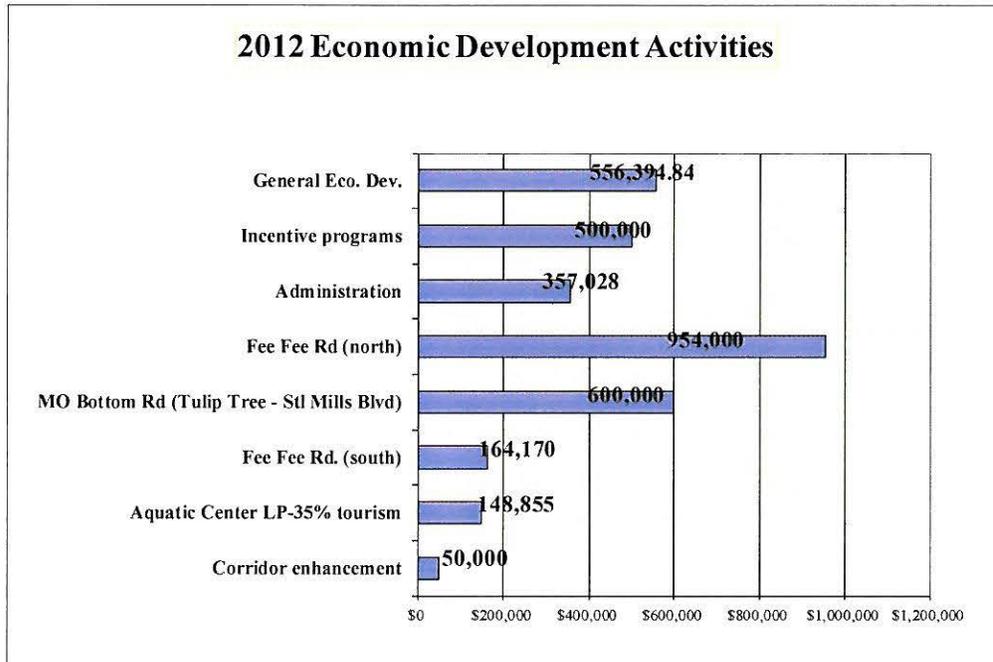
The 2012 budgetary deficit of \$478,954 brings the June 30, 2012 General Fund Balance to \$5.7 million as a starting point for fiscal 2013. With this foundation, I recommend we accept the 2013 revenue shortfall of \$367,913 to provide services and increases in employee compensation. The ending fund balance at June 30, 2013 is projected at \$5.3 million, or 22% of revenue, which is well above the City Charter’s recommendation.

This shortfall of \$367,913 is about 1.5% of the budget, but may be readily offset by either increased revenues or expenditure savings throughout the fiscal year. It is extremely difficult to predict the economy in today’s environment, but it is important to maintain the essential services that make Hazelwood a first class community providing an exceptional quality of life for the residents and the businesses.

## Detailed Review - Other Funds

### Economic Development Fund

**Economic Development funds in the amount of \$3.3 million** are allocated for projects and expenditures (see below for a detail of expenditures) – quite impressive for a fund financed by \$2.26 million in sales tax! The ambitious level of activity is supported by \$894,535 in grant income. The fund is expected to end 2013 with a robust fund reserve balance of \$1.12 million, or 35% of revenue.



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

Approximately \$1.8 million, or 56%, of the emphasis is on maintaining our infrastructure to support economic development. \$1.1 million (33%) is for general economic development projects. Administration is at a lean 11% of spending.

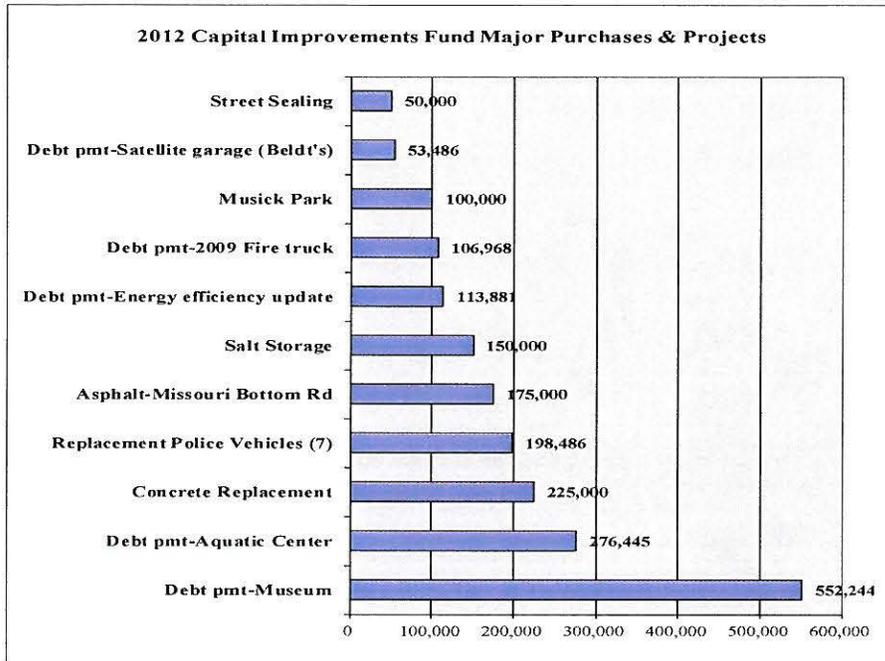
### Capital Improvement Fund

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 2013, purchases and projects in the amount of \$1,995,170 are planned, utilizing \$462,802 in transfers from the General Fund, in addition to \$1,531,868 in sales tax and \$500 in investment income.

Sales tax has increased slightly. The minimum cost for purchases will change for the capital fund from \$20,000 to \$10,000 on 7/1/2012. All smaller items will be expensed in the General Fund. Conditions do change from year to year, and sound management practices require that we identify and implement necessary changes.

The costs of these projects exceed revenue by \$193,719 reducing the fund balance to \$271,712, 14% of revenue. In other words, almost all of the available Capital Improvement sales taxes have been invested in community services. The chart below lists the major purchases and projects.



**Sewer Lateral Fund**

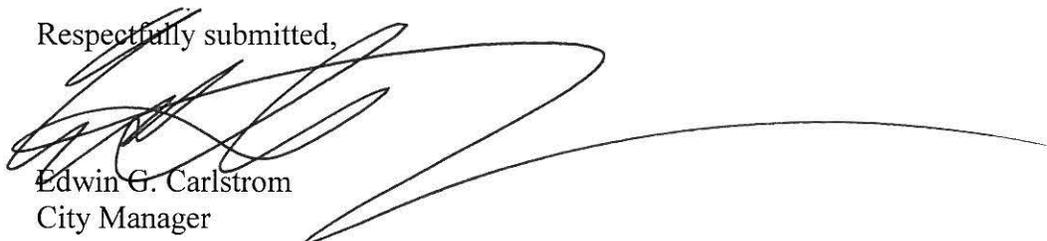
Since its inception in 2001, we have incrementally reduced the **Sewer Lateral** assessment from \$28 per residential unit (buildings with 6 or fewer dwellings) to \$5 per unit. Although we do not need to increase the rate for 2013 since we project a fund balance of \$507,977 at the end of the year, 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 2013 Budget, which is a plan to continue first class community services.

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

Respectfully submitted,



Edwin G. Carlstrom  
City Manager

EGC:LAH

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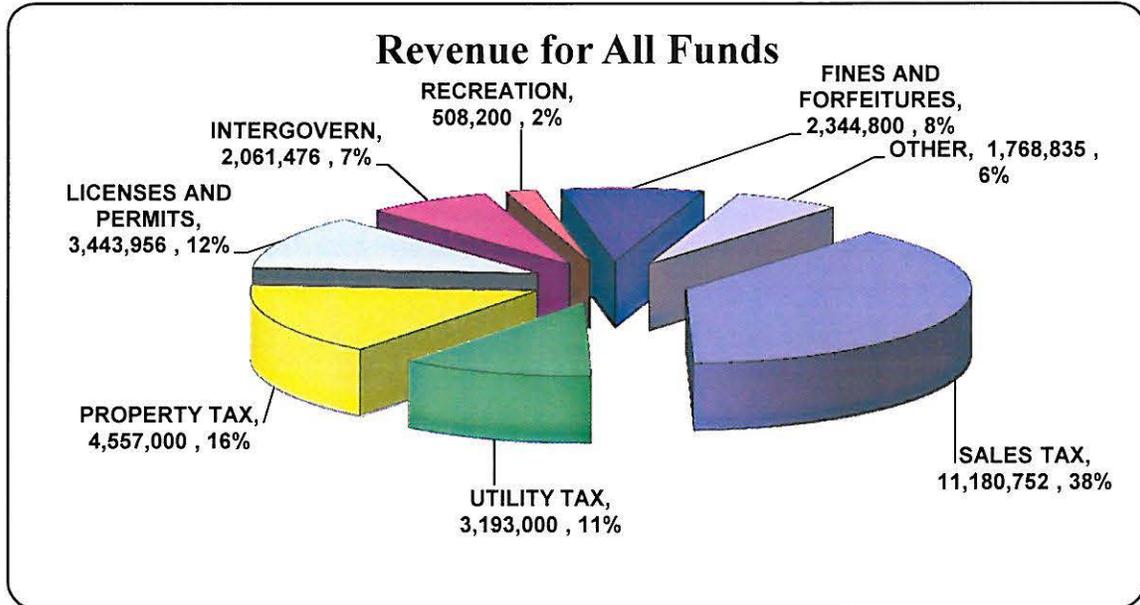


**CITY OF HAZELWOOD, MISSOURI**  
**Community Profile**

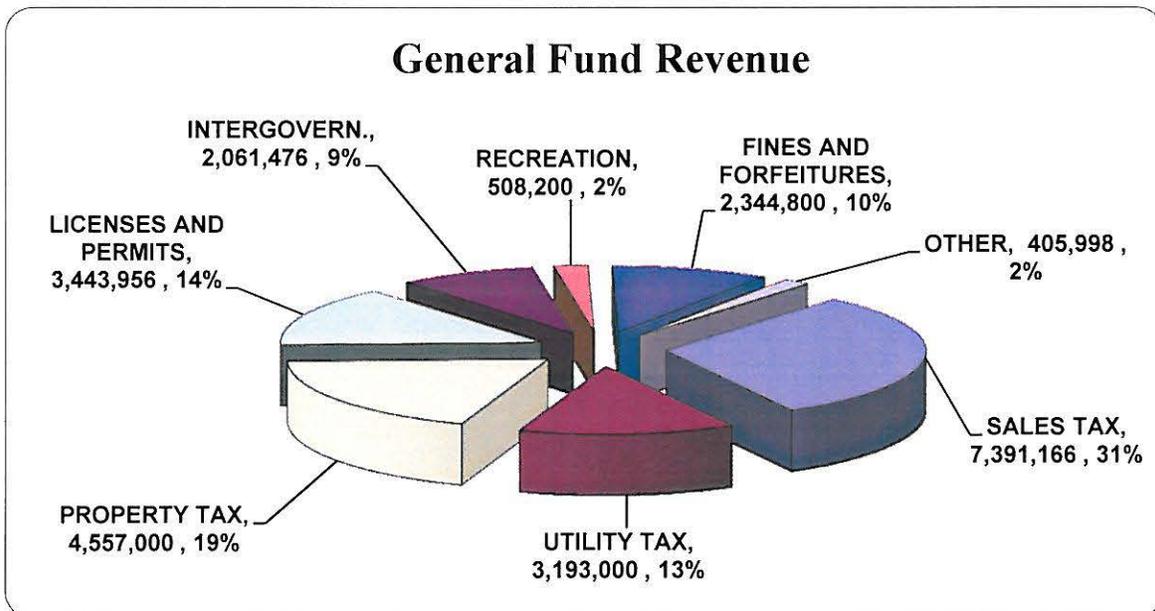
<b>Date of incorporation as a Village</b>	<b>September 1949</b>
<b>Date of incorporation as a City</b>	<b>April, 1970</b>
<b>Form of government</b>	<b>Council/Manager</b>
<b>Number of full-time employees</b>	<b>180</b>
<b>Area in square miles</b>	<b>16.72</b>
<b>Miles of streets (including private streets)</b>	<b>160.8</b>
<b>Population</b>	<b>25,703</b>
<b>Number of households (including vacant households)</b>	<b>11,550</b>
<b>Number of occupied households</b>	<b>10,933</b>
 <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.</b>	
 <b>City of Hazelwood facilities and services:</b>	
<b>Culture and recreation:</b>	
<b>Community centers</b>	<b>2</b>
<b>Parks</b>	<b>16</b>
<b>Park acreage</b>	<b>171</b>
<b>Aquatic Center</b>	<b>1</b>
<b>Tennis courts</b>	<b>13</b>
<b>Athletic Complex</b>	<b>1</b>
<b>Police protection:</b>	
<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>30</b>
<b>Number of law violations:</b>	
<b>Physical arrests</b>	<b>3,504</b>
<b>Traffic violations</b>	<b>12,452</b>
<b>Fire protection (in City limits prior to 1995 annexation):</b>	
<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 calls answered</b>	<b>826</b>
<b>Number of ambulance calls answered</b>	<b>1,595</b>
<b>Number of inspections conducted</b>	<b>998</b>
<b>Number of fire hydrants</b>	<b>615</b>
<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.</b>	



## Revenue Sources



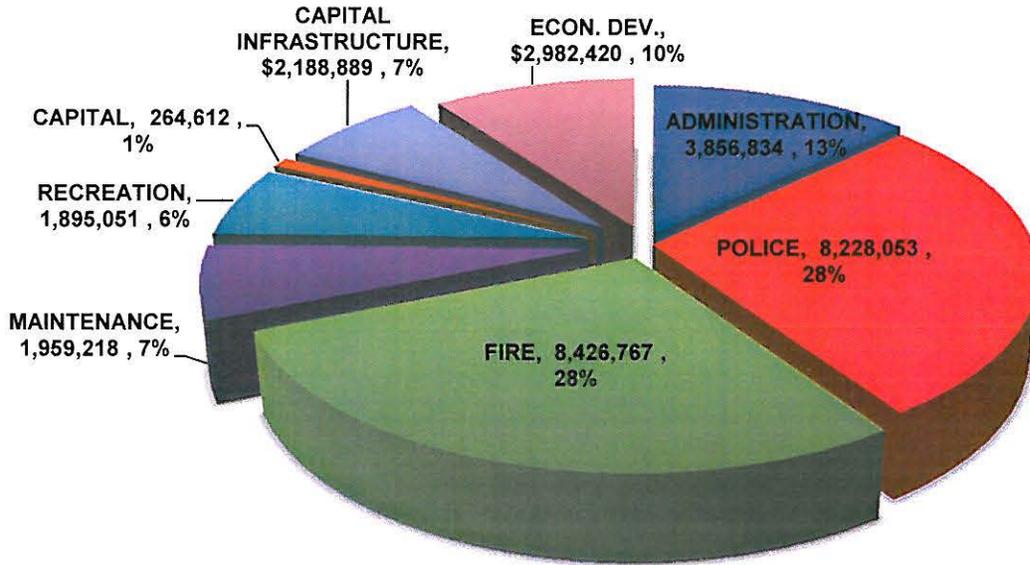
#1	Sales tax	11,180,752
#2	Property tax	4,557,000
#3	Licenses & permits	3,443,956
#4	Utility tax	3,193,000
#5	Fines & forfeitures	2,344,800
#6	Other	4,338,511
<b>Total Revenue for All Funds</b>		<b>29,058,019</b>



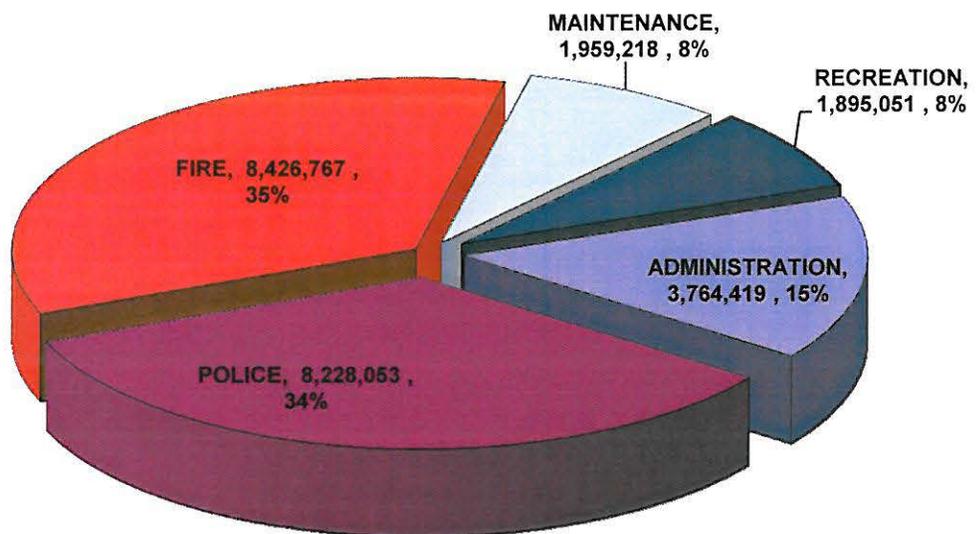


## Expenditures

### Expenditures by Department for All Funds



### General Fund Expenditures by Department





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

	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ESTIMATE	2013 BUDGET
<b><u>REVENUE</u></b>						
SALES TAX	\$11,445,167	\$11,068,047	\$10,069,224	\$10,923,604	\$11,030,729	\$11,180,752
UTILITY TAX	3,572,200	2,686,824	3,119,772	3,347,156	3,100,000	3,193,000
PROPERTY TAX	4,402,404	5,274,481	4,628,849	5,018,911	4,540,056	4,557,000
LICENSES AND PERMITS	2,970,960	2,995,578	3,209,757	3,359,164	3,281,605	3,443,956
INTERGOVERNMENTAL	1,869,909	2,045,122	2,009,998	2,110,846	2,032,333	2,061,476
RECREATION	313,150	560,978	473,283	507,906	505,000	508,200
FINES AND FORFEITURES	2,503,292	2,275,932	2,468,649	2,220,248	2,355,800	2,344,800
MISCELLANEOUS	1,188,808	1,101,419	1,208,853	1,996,588	2,801,528	1,753,835
OTHER FINANCING SOURCES	<u>5,597,809</u>	<u>10,636</u>	<u>335,508</u>	<u>1,807,502</u>	<u>1,342,300</u>	<u>15,000</u>
<b>TOTAL REVENUE</b>	<b><u>\$33,863,699</u></b>	<b><u>\$28,019,019</u></b>	<b><u>\$27,523,893</u></b>	<b><u>\$31,291,926</u></b>	<b><u>\$30,989,351</u></b>	<b><u>\$29,058,019</u></b>
Annual change in revenue	49%	-17%	-2%	14%	13%	-6%
<b><u>EXPENDITURES</u></b>						
<i>OPERATING COST</i>						
GENERAL FUND	\$21,557,995	\$23,069,456	\$22,749,015	\$22,743,589	\$23,928,122	\$24,273,508
ECONOMIC DEV. FUND	<u>223,548</u>	<u>252,247</u>	<u>329,917</u>	<u>306,005</u>	<u>328,002</u>	<u>357,028</u>
<b>OPERATING COST</b>	<b><u>\$21,781,544</u></b>	<b><u>\$23,321,703</u></b>	<b><u>\$23,078,932</u></b>	<b><u>\$23,049,594</u></b>	<b><u>\$24,256,125</u></b>	<b><u>\$24,630,536</u></b>
% of change	7%	7%	-1%	0%	5%	2%
			1	30	30	(\$0)
<i>CAPITAL OUTLAY &amp; IMPROVEMENTS</i>						
ECONOMIC DEVELOPMENT FUND	602,790	1,931,691	883,297	1,618,571	7,157,935	2,982,419.84
% of change		220%	-54%	169%	710%	-58%
CAPITAL IMPROVEMENT FUND	<u>7,861,962</u>	<u>2,885,781</u>	<u>2,867,331</u>	<u>3,744,362</u>	<u>2,493,995</u>	<u>2,188,889</u>
% of change	244%	-63%	108%	31%	-68%	-12%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b><u>\$8,464,751</u></b>	<b><u>\$4,817,472</u></b>	<b><u>\$3,750,628</u></b>	<b><u>\$5,362,933</u></b>	<b><u>\$9,651,930</u></b>	<b><u>\$5,171,309</u></b>
% of change	270%	-43%	-22%	43%	157%	-46%
			-	\$4,746,734	\$5,026,767	\$4,062,901
<b>TOTAL EXPENDITURES</b>	<b><u>\$30,246,295</u></b>	<b><u>\$28,139,175</u></b>	<b><u>\$26,829,560</u></b>	<b><u>\$28,412,527</u></b>	<b><u>\$33,908,055</u></b>	<b><u>\$29,801,845</u></b>
% of change	34%	-7%	-5%	-6%	26%	-12%

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## 2013 Budget - Fund History and Analysis General, Capital Improvement, and Economic Development Funds

+Favorable (Unfavorable)

	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	% of Total	Budget to Budget	2012 Budget to Est. Variance		2013 Estimate to Budget		2011 Actual to Budget	
MAYOR/ COUNCIL	46,334	103,936	75,523	138,187	1%	33%	28,413	27%	62,664	83%	91,853	198%
CITY MANAGER	514,659	551,159	542,405	569,497	2%	3%	8,754	2%	27,092	5%	54,838	11%
INFORMATION SYS.	439,707	455,548	443,286	445,315	2%	-2%	12,262	3%	2,029	0%	5,608	1%
FINANCE	389,672	443,585	470,558	453,817	2%	2%	(26,973)	-6%	(16,741)	-4%	64,146	16%
LEGAL	538,412	554,748	557,141	587,916	2%	6%	(2,394)	0%	30,775	6%	49,505	9%
CITY CLERK	227,965	254,092	249,719	281,625	1%	11%	4,373	2%	31,906	13%	53,660	24%
POLICE	7,271,377	7,790,438	8,027,277	8,228,053	34%	6%	(236,839)	-3%	200,776	3%	956,676	13%
FIRE	3,743,212	3,832,725	3,900,940	3,970,504	16%	4%	(68,215)	-2%	69,564	2%	227,292	6%
FIRE - AMBULANCE	374,137	414,613	385,962	354,086	1%	-15%	28,651	7%	(31,875)	-8%	(20,051)	-5%
FIRE DISTRICT FEES	4,365,788	4,396,306	4,165,325	4,102,177	17%	-7%	230,980	5%	(63,148)	-2%	(263,610)	-6%
PUBLIC WORKS ADM.	1,144,341	1,242,987	1,218,124	1,288,060	5%	4%	24,862	2%	69,936	6%	143,720	13%
STREET MAINTENANCE	931,170	1,135,804	1,080,318	999,050	4%	-12%	55,485	5%	(81,268)	-8%	67,881	7%
PARK MAINTENANCE	928,147	995,958	968,266	960,167	4%	-4%	27,692	3%	(8,099)	-1%	32,020	3%
RECREATION	1,828,669	1,803,270	1,843,277	1,895,051	8%	5%	(40,007)	-2%	51,774	3%	66,382	4%
<b>General Fund Exp.</b>	<b>22,743,589</b>	<b>23,975,168</b>	<b>23,928,122</b>	<b>24,273,508</b>	<b>0%</b>	<b>1%</b>	<b>47,046</b>	<b>0%</b>	<b>345,386</b>	<b>1%</b>	<b>1,529,920</b>	<b>7%</b>
<b>General Fund Revenue</b>	<b>\$24,126,232</b>	<b>\$23,679,544</b>	<b>\$23,449,169</b>	<b>\$23,905,596</b>	<b>0%</b>	<b>1%</b>	<b>(230,375)</b>	<b>-1%</b>	<b>456,427</b>	<b>2%</b>	<b>(220,636)</b>	<b>-1%</b>
<b>Contribution / (reduction) to fund balance</b>	<b>\$1,382,643</b>	<b>(\$295,624)</b>	<b>(\$478,954)</b>	<b>(\$367,913)</b>	<b>0%</b>	<b>0%</b>	<b>183,329</b>	<b>-62%</b>	<b>111,041</b>	<b>-23%</b>	<b>(1,750,556)</b>	<b>-127%</b>
Unassigned fund balance	\$6,183,410 26%	\$5,508,860 23%	\$5,704,456 24%	\$5,336,543 22%	0%	-3%	(195,596)	-4%	(367,913)	-6%	(846,867)	-14%
<b>Capital Imp. Fund Exp.</b>	<b>3,744,362</b>	<b>2,909,388</b>	<b>2,493,995</b>	<b>2,188,889</b>	<b>0%</b>	<b>-25%</b>	<b>415,393</b>	<b>14%</b>	<b>(305,106)</b>	<b>-12%</b>	<b>(1,555,473)</b>	<b>-41.5%</b>
<b>Cap. Imp. Fund Revenue</b>	<b>\$4,328,437</b>	<b>\$2,739,373</b>	<b>\$2,318,888</b>	<b>\$1,995,170</b>	<b>0%</b>	<b>-27%</b>	<b>(420,485)</b>	<b>-15%</b>	<b>(323,717)</b>	<b>-14%</b>	<b>(2,333,267)</b>	<b>-54%</b>
<b>Contribution / (reduction) to fund balance</b>	<b>\$584,075</b>	<b>(\$170,015)</b>	<b>(\$175,108)</b>	<b>(\$193,719)</b>	<b>0%</b>	<b>14%</b>	<b>5,092</b>	<b>-3%</b>	<b>(18,611)</b>	<b>11%</b>	<b>(777,793)</b>	<b>-133%</b>
Ending Fund balance	\$640,538 15%	\$158,341 6%	\$465,430 20%	\$271,712 14%	0%	72%	(307,089)	-194%	(193,719)	-42%	(368,826)	-58%
<b>Eco. Dev. Fund Exp.</b>	<b>1,924,576</b>	<b>6,330,342</b>	<b>7,485,937</b>	<b>3,339,447</b>	<b>0%</b>	<b>-47%</b>	<b>(1,155,595)</b>	<b>-18%</b>	<b>(4,146,490)</b>	<b>-55%</b>	<b>1,414,871</b>	<b>74%</b>
<b>Eco. Dev. Fund Rev.</b>	<b>\$2,837,258</b>	<b>\$5,053,400</b>	<b>\$5,221,295</b>	<b>\$3,157,253</b>	<b>0%</b>	<b>-38%</b>	<b>167,895</b>	<b>3%</b>	<b>(2,064,042)</b>	<b>-40%</b>	<b>319,995</b>	<b>11%</b>
<b>Contribution / (reduction) to fund balance</b>	<b>\$912,681</b>	<b>(\$1,276,942)</b>	<b>(\$2,264,642)</b>	<b>(\$182,195)</b>	<b>0%</b>	<b>-86%</b>	<b>987,701</b>	<b>-77%</b>	<b>2,082,447</b>	<b>-92%</b>	<b>(1,094,876)</b>	<b>-120%</b>
Ending Fund balance	\$3,564,330 126%	\$1,877,545 37%	\$1,299,688 25%	\$1,117,493 35%	0%	-40%	577,858	31%	(182,195)	-14%	(2,446,837)	-69%
<b>Combined Totals</b>												
<b>Expenditures</b>	<b>\$28,412,527</b>	<b>\$33,214,898</b>	<b>\$33,908,055</b>	<b>\$29,801,845</b>	<b>0%</b>	<b>-10%</b>	<b>(693,156)</b>	<b>-2%</b>	<b>(4,106,210)</b>	<b>-12%</b>	<b>1,389,317</b>	<b>5%</b>
<b>Combined Revenue</b>	<b>\$31,291,926</b>	<b>\$31,472,317</b>	<b>\$30,989,351</b>	<b>\$29,058,019</b>	<b>0%</b>	<b>-8%</b>	<b>482,966</b>	<b>2%</b>	<b>(1,931,332)</b>	<b>-6%</b>	<b>(2,233,908)</b>	<b>-7%</b>
Unrestricted Fund balance	\$10,388,278 33%	\$7,544,746 24%	\$7,469,574 24%	\$6,725,748 23%	0%	-11%	75,172	1%	(743,826)	-10%	(3,662,530)	-35%



### General Fund Revenue Detail

REVENUE	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 ESTIMATE	2013 BUDGET
<b>TAXES</b>						
Real Estate	\$3,837,296	\$3,363,346	\$3,581,459	\$3,377,000	3,246,056	\$3,350,000
Personal Prop	963,964	813,315	974,888	877,000	887,000	800,000
Prop. Surtax	473,221	452,187	462,563	455,000	407,000	407,000
1% Sales Tax	1,888,113	1,743,867	1,759,432	1,794,000	1,884,520	1,903,365
1% Sales Tax	1,538,013	1,476,225	1,521,911	1,439,000	1,608,458	1,656,712
Parks & Storm	2,163,712	1,981,365	2,107,895	2,069,000	2,193,157	2,215,089
Use Tax	1,762,287	1,348,637	1,868,564	1,881,000	1,600,000	1,616,000
Hotel/motel ta	226,632	207,668	212,584	211,000	207,800	224,800
Utility-Gross F	2,686,824	3,119,772	3,347,156	3,274,000	3,100,000	3,193,000
<b>INTERGOVERNMENTAL REVENUE</b>						
Cigarette Tax	82,848	76,689	72,868	64,000	74,000	74,000
Gasoline Tax	725,951	732,191	733,009	749,000	735,000	742,350
Road & Bridg	681,460	604,515	650,647	605,000	600,000	600,000
Vehicle Fee In	114,197	113,990	115,091	113,000	113,000	113,000
Misc. Intergov	146,393	147,703	148,918	229,326	146,721	150,389
State Grants	41,728	47,491	84,702	51,800	58,677	45,800
Federal Grants	186,329	212,060	243,254	222,732	222,732	252,360
Other grants	66,216	75,360	62,357	82,203	82,203	83,577
<b>LICENSES AND PERMITS</b>						
Building	219,870	99,438	280,393	207,000	200,000	180,000
Occupancy	120,898	136,650	125,684	125,000	132,000	132,000
Manufacturers	832,309	1,005,480	1,004,920	1,022,000	1,000,000	1,159,000
Service Occup	1,059,997	1,211,780	1,174,007	1,145,000	1,147,000	1,157,000
Merchants	487,756	484,073	506,174	515,980	528,500	531,285
Liquor	13,612	13,724	13,698	14,000	14,000	14,000
Coin Device	3,960	3,968	3,760	3,500	3,500	3,500
Franchises	257,177	254,645	250,527	251,410	256,605	267,171
<b>FINES AND FORFEITURES</b>						
Court Fines	2,220,877	2,424,638	2,163,932	2,226,000	2,300,000	2,300,000
Fines-Training	27,021	24,289	35,567	38,000	34,800	34,800
Penalties	28,034	19,722	20,749	5,000	21,000	10,000
INVESTME	52,943	18,034	13,127	11,000	11,500	12,000
<b>RECREATION</b>						
Swimming Po	168,928	121,777	145,441	127,000	140,000	140,000
Rentals & adir	82,854	86,282	83,856	80,000	80,000	81,000
Classes	134,438	122,089	131,436	130,000	132,000	133,000
Disc Golf & S	5,045	4,584	3,203	3,000	3,000	3,200
Programs & T	20,994	17,978	25,117	20,000	25,000	25,000
Concessions	85,764	57,178	62,273	62,000	62,000	62,000
Resident Card	58,976	53,225	51,552	50,000	52,000	53,000
Sports Comple	3,979	10,171	5,028	6,000	11,000	11,000
<b>MISCELLANEOUS</b>						
Misc. Other	156,023	185,657	53,752	225,000	192,000	192,000
Ambulance fe	298,994	326,485	322,369	326,000	358,000	360,000
Fire service fe	88,143	75,200	72,037	72,000	66,187	65,000
Guaranty Asse	73,882	12,000		0	0	0
<b>OTHER FINANCING SOURCES</b>						
Sale of Assets	10,636	29,508	8,800	15,000	5,500	15,000
Transfers in Eco. Dev.		135,906	0	23,000	7,000	0
Transfers in - Cap. I.		0	15,625	0	0	6,000
Transfers out - Eco.Dev.		0	10,188			
Transfer out to	(362,259)	(239,821)	(404,285)	(517,407)	(499,748)	(468,802)
Lease/p, debt j	0	0	0	0	0	0
<b>TOTAL GENI</b>	<b>\$23,736,037</b>	<b>\$23,211,040</b>	<b>\$24,126,232</b>	<b>\$23,679,544</b>	<b>\$23,449,169</b>	<b>\$23,905,596</b>

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## Revenue Detail

### Capital Improvement Fund

REVENUE	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 ESTIMATE	2013 BUDGET
1/2% Capital Impv. Sales Tax	\$1,605,980	\$1,541,540	\$1,470,937	\$1,512,664	\$1,513,000	\$1,509,230	\$1,531,868
Investment income	\$48,534	\$15,190	\$2,243	\$0	\$0	\$500	\$500
Grant income	55,581	\$27,942	\$14,908	\$228,701	\$442,196	\$43,640	\$0
Tax Increment Financing				\$0	\$0	\$0	\$0
Other, msc.	10,615	\$18,131	\$99,650	\$399,310	\$316,378	\$265,770	\$0
Proceeds of debt issue	5,429,059	\$0	\$0	\$1,798,702	\$0	\$0	\$0
Lease/purchase/other	0	\$0	\$306,000	\$0	\$0	\$0	\$0
Inter-fund transfer in/(out)	309,458	\$362,259	\$198,688	\$389,060	\$467,799	\$499,748	\$462,802
<b>TOTAL CAPITAL IMPV. FUND</b>	<b>\$7,459,227</b>	<b>\$1,965,062</b>	<b>\$2,092,426</b>	<b>\$4,328,437</b>	<b>\$2,739,373</b>	<b>\$2,318,888</b>	<b>\$1,995,170</b>

### Economic Development Fund

REVENUE	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 ESTIMATE	2013 BUDGET
1/2% Eco. Development sales tax	\$2,139,107	\$2,174,382	\$2,048,192	\$2,153,138	\$2,184,000	\$2,235,364	\$2,257,718
Interest Income	13,160	\$11,338	\$7,314	\$5,197	\$2,000	\$5,131	\$5,000
Grant Income		\$131,742	\$257,923	\$679,755	\$1,363,600	\$1,651,000	\$894,535
Other, Misc.	15,770	\$458	\$1,772	\$9,755	\$1,216,800	\$0	\$0
Proceeds from capital lease	168,750	\$0	\$0	\$0	\$333,000	\$1,350,000	\$0
Transfers to other funds	0	\$0	(\$94,773)	(\$10,588)	(\$23,000)	(\$7,000)	\$0
<b>TOTAL ECO. DEV. FUND</b>	<b>\$2,336,787</b>	<b>\$2,317,920</b>	<b>\$2,220,428</b>	<b>\$2,837,258</b>	<b>\$5,076,400</b>	<b>\$5,234,495</b>	<b>\$3,157,253</b>

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### FUND BALANCE DETAIL

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 ESTIMATE	2013 BUDGET
<b>General Fund</b>						
Revenue over/(under) expenditures	666,581	462,029	1,382,643	(295,624)	(478,954)	(367,913)
<i>ENDING FUND BALANCE</i>	<i>\$6,697,496</i>	<i>\$7,159,525</i>	<i>\$8,542,168</i>	<i>\$7,728,347</i>	<i>\$8,063,214</i>	<i>\$7,695,301</i>
<i>UNRESTRICTED F.B. *</i>	<i>\$4,205,313</i>	<i>\$4,863,430</i>	<i>\$6,183,410</i>	<i>\$5,432,252</i>	<i>\$5,704,456</i>	<i>\$5,336,543</i>
<i>As percent of revenue:</i>	<i>18%</i>	<i>21%</i>	<i>26%</i>	<i>23%</i>	<i>24%</i>	<i>22%</i>
<small>*Estimates assumes all of over/(under) is unrestricted</small>						
<b>Capital Improvements Fund</b>						
Revenue over/(under) expenditures	(920,720)	(774,906)	584,075	(170,015)	(175,108)	(193,719)
<i>ENDING FUND BALANCE</i>	<i>\$831,368</i>	<i>\$56,462</i>	<i>\$640,537</i>	<i>\$158,340</i>	<i>\$465,430</i>	<i>\$271,711</i>
<i>As percent of revenue:</i>	<i>42%</i>	<i>3%</i>	<i>15%</i>	<i>6%</i>	<i>20%</i>	<i>14%</i>
<b>Economic Development Fund</b>						
Revenue over/(under) expenditures	133,983	1,007,215	912,681	(1,276,942)	(2,264,642)	(182,195)
<i>ENDING FUND BALANCE</i>	<i>\$1,644,432</i>	<i>\$2,651,647</i>	<i>\$3,564,328</i>	<i>\$1,900,546</i>	<i>\$1,299,686</i>	<i>\$1,117,491</i>
<i>As percent of revenue:</i>	<i>71%</i>	<i>119%</i>	<i>126%</i>	<i>37%</i>	<i>25%</i>	<i>35%</i>



*Hazelwood*

CITY OF HAZELWOOD

**GENERAL FUND EXPENDITURE SUMMARY**

	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	Estimate to Budget +/-
<b><u>BY CLASSIFICATION</u></b>					
PERSONNEL	\$14,702,786	\$15,238,462	\$15,592,328	\$16,070,065	3.1%
PROFESSIONAL SERVICES	5,397,233	5,594,021	5,280,806	5,239,153	-0.8%
PROPERTY SERVICES	1,019,545	1,000,207	1,029,077	1,046,915	1.7%
OTHER SERVICES	580,389	733,447	702,719	802,867	14.3%
SUPPLIES	861,792	1,013,897	950,216	849,896	-10.6%
PROPERTY	181,844	395,135	372,977	264,612	-29.1%
<b>GRAND TOTAL</b>	<b>\$22,743,589</b>	<b>\$23,975,168</b>	<b>\$23,928,122</b>	<b>\$24,273,508</b>	<b>1.4%</b>
<b><u>BY DEPARTMENT</u></b>					
MAYOR/ COUNCIL	\$46,334	\$103,936	\$75,523	\$138,187	83.0%
CITY MANAGER	\$514,659	\$551,159	\$542,405	\$569,497	5.0%
INFORMATION SYS.	\$439,707	\$455,548	\$443,286	\$445,315	0.0%
FINANCE	\$389,672	\$443,585	\$470,558	\$453,817	-3.6%
LEGAL	\$538,412	\$554,748	\$557,141	\$587,916	5.5%
CITY CLERK	\$227,965	\$254,092	\$249,719	\$281,625	12.8%
POLICE	\$7,271,377	\$7,790,438	\$8,027,277	\$8,228,053	2.5%
FIRE	\$3,743,212	\$3,832,725	\$3,900,940	\$3,970,504	1.8%
FIRE - AMBULANCE	\$374,137	\$414,613	\$385,962	\$354,086	-8.3%
FIRE DISTRICT FEES	\$4,365,788	\$4,396,306	\$4,165,325	\$4,102,177	-1.5%
PUBLIC WORKS ADM.	\$1,144,341	\$1,242,987	\$1,218,124	\$1,288,060	5.7%
STREET MAINTENANCE	\$931,170	\$1,135,804	\$1,080,318	\$999,050	-7.5%
PARK MAINTENANCE	\$928,147	\$995,958	\$968,266	\$960,167	-0.8%
RECREATION	\$1,828,669	\$1,803,270	\$1,843,277	\$1,895,051	2.8%



*Hazelwood*

**CITY OF HAZELWOOD**

**GENERAL FUND EXPENDITURE SUMMARY**

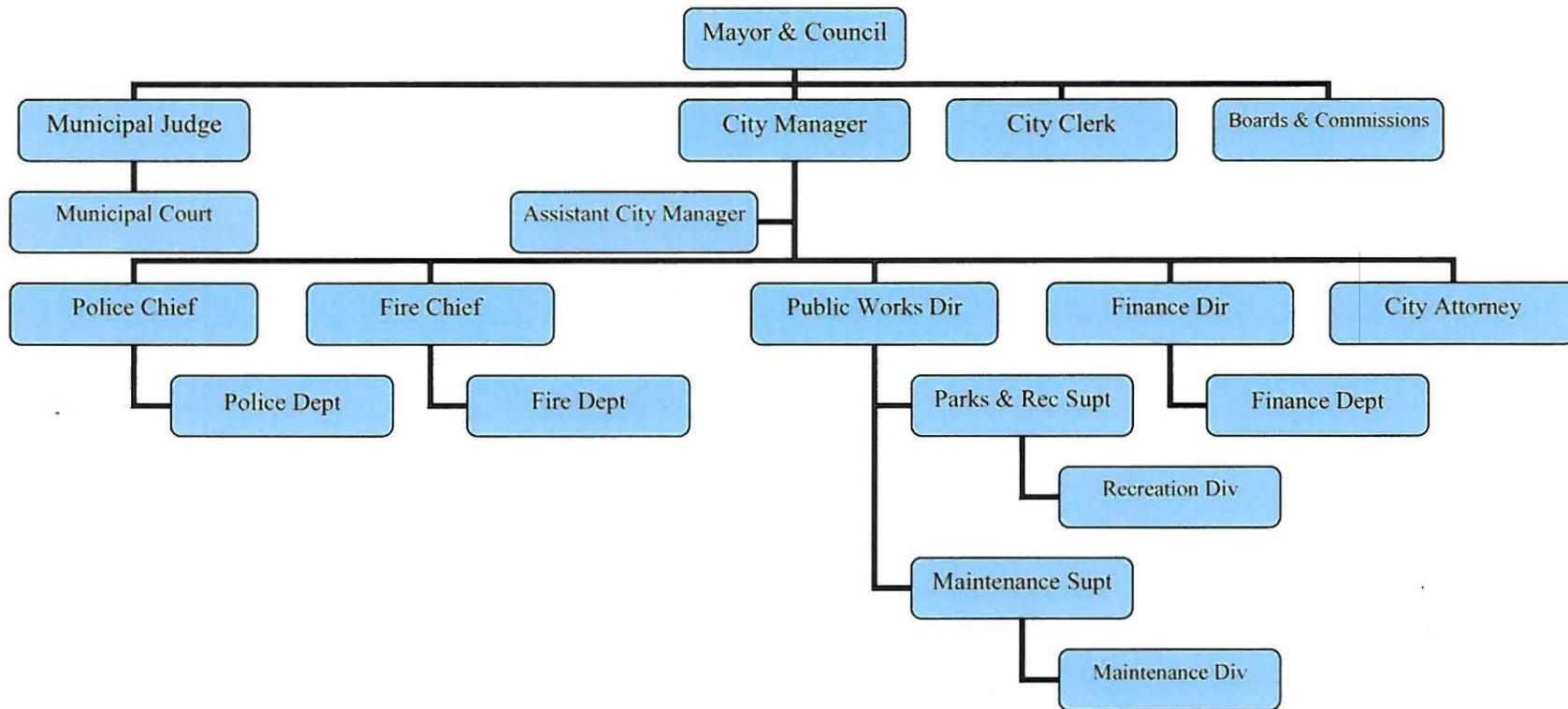
CLASSIFICATION	ACCOUNT NO.	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013
Full Time Salary	101	9,825,089	10,189,521	10,188,302	10,553,336
Part Time Salary	103	637,440	660,359	680,274	662,482
Overtime pay	105	497,628	461,461	474,845	475,097
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	4,891	10,350	2,000	4,000
Social Security	124	804,170	865,939	868,215	894,798
Retirement Fund	126	1,177,059	1,150,106	1,494,479	1,339,981
Worker's Compensation	128	426,088	440,433	429,410	459,408
Health Insurance	130	1,191,596	1,303,920	1,305,054	1,503,870
Life/Disability Insurance	132	58,240	42,504	42,645	44,438
Other Personnel Costs	150	80,584	113,869	107,104	132,655
<b>Total Personnel</b>		<b>\$14,702,786</b>	<b>\$15,238,462</b>	<b>\$15,592,328</b>	<b>\$16,070,065</b>
Professional Service	200	5,397,233	5,594,021	\$5,280,806	\$5,239,153
<b>Total Professional Service</b>		<b>\$5,397,233</b>	<b>\$5,594,021</b>	<b>\$5,280,806</b>	<b>\$5,239,153</b>
Rental Equipment	320	2,877	7,300	6,624	8,108
Utilities	330	620,589	605,186	626,783	641,641
Vehicle Maintenance	350	55,259	56,400	58,450	60,550
Equipment Maintenance	360	270,065	279,752	272,903	286,856
Building Maintenance	370	70,577	50,869	63,747	48,260
Other Property Services	380	180	700	570	1,500
<b>Total Property Services</b>		<b>\$1,019,545</b>	<b>\$1,000,207</b>	<b>\$1,029,077</b>	<b>\$1,046,915</b>
Special Programs	400	220,268	245,632	235,055	261,621
Liability/Property/Auto Ins.	420	188,633	197,600	204,232	214,300
Communications	430	107,638	138,508	127,559	143,918
Travel/Training/Mileage	440	43,554	144,707	113,788	175,728
Contingencies	495	20,296	7,000	22,085	7,300
<b>Total Other Services</b>		<b>\$580,389</b>	<b>\$733,447</b>	<b>\$702,719</b>	<b>\$802,867</b>
General Supplies	500	348,759	359,297	346,218	375,441
Vehicle Supplies	530	97,812	103,050	110,813	110,750
Motor Fuel/Lube	560	279,450	344,400	298,178	322,255
Street Maintenance Supplies	580	135,772	207,150	195,007	41,450
<b>Total Supplies</b>		<b>\$861,792</b>	<b>\$1,013,897</b>	<b>\$950,216</b>	<b>\$849,896</b>
Furniture and Fixtures	600	1,361	86,279	49,639	41,325
Improvements	605	84,688	166,211	195,177	97,530
Machinery/Equipment	620	51,917	73,235	67,752	63,833
Computers/IS	650	8,850	20,210	19,974	19,224
Vehicle Equipment	670	35,028	49,200	40,435	42,700
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$181,844</b>	<b>\$395,135</b>	<b>\$372,977</b>	<b>\$264,612</b>
<b>GRAND TOTAL</b>		<b>\$22,743,589</b>	<b>\$23,975,168</b>	<b>\$23,928,122</b>	<b>\$24,273,508</b>



**GENERAL FUND DEPARTMENTAL SUMMARY - 2013 BUDGET**

CLASSIFICATION	Mayor & Council	City Manager	Information Systems	Finance	Legal	City Clerk	Police	Fire	Fire Ambulance	Fire District	P W Admn	Street	Park Mnt	Recreation	Total	A/C#
Full Time Salary	\$0	\$294,852	\$0	\$225,244	\$152,670	\$156,340	\$5,182,570	\$2,371,160	\$167,289	\$0	\$573,921	\$470,325	\$521,052	\$437,913	10,553,336	101
Part Time Salary	22,200	2,000	0	0	0	0	38,655	17,427	0	0	0	0	4,050	578,150	662,482	103
Overtime pay	0	0	0	500	6,000	45	173,902	230,000	31,000	0	3,000	13,000	16,000	1,650	475,097	105
Holiday pay	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	120
Unemployment Comp.	0	4,000	0	0	0	0	0	0	0	0	0	0	0	0	4,000	122
Social Security	1,698	22,959	0	17,269	12,138	11,963	412,727	200,322	15,169	0	44,184	37,067	41,444	77,855	894,798	124
Retirement Fund	13,789	37,727	0	28,616	19,473	19,909	645,833	296,052	21,043	0	73,538	60,496	67,088	56,417	1,339,981	126
Worker's Compensation	70	864	0	664	437	431	201,067	149,405	10,636	0	1,685	21,209	24,677	48,263	459,408	128
Health Insurance	0	38,920	0	34,070	34,070	25,550	715,440	289,580	25,550	0	93,690	76,650	102,210	68,140	1,503,870	130
Life/Disability Insurance	0	1,345	0	978	797	702	21,290	9,278	724	0	2,577	2,296	2,526	1,925	44,438	132
Other Personnel Costs	2,290	5,000	0	6,026	960	90	61,369	28,000	1,850	0	7,500	8,125	4,950	6,495	132,655	150
<b>Total Personnel</b>	<b>\$40,047</b>	<b>\$407,667</b>	<b>\$0</b>	<b>\$313,367</b>	<b>\$226,545</b>	<b>\$215,030</b>	<b>\$7,452,853</b>	<b>\$3,591,224</b>	<b>\$273,261</b>	<b>\$0</b>	<b>\$800,095</b>	<b>\$689,168</b>	<b>\$783,997</b>	<b>\$1,276,808</b>	<b>\$16,070,065</b>	
Professional Service	240	30,475	252,278	113,670	339,224	14,770	96,168	137,315	30,250	4,102,177	57,140	30,225	3,000	32,221	5,239,153	200
<b>Total Professional Services</b>	<b>\$240</b>	<b>\$30,475</b>	<b>\$252,278</b>	<b>\$113,670</b>	<b>\$339,224</b>	<b>\$14,770</b>	<b>\$96,168</b>	<b>\$137,315</b>	<b>\$30,250</b>	<b>\$4,102,177</b>	<b>\$57,140</b>	<b>\$30,225</b>	<b>\$3,000</b>	<b>\$32,221</b>	<b>5,239,153</b>	
Rental Equipment	0	0	0	0	0	0	408	0	0	0	100	5,600	2,000	0	8,108	320
Utilities	0	1,920	61,697	480	0	480	25,392	43,877	2,040	0	308,400	24,480	9,750	163,125	641,641	330
Vehicle Maintenance	0	600	0	0	0	0	30,000	18,000	1,250	0	2,500	6,000	700	1,500	60,550	350
Equipment Maintenance	0	14,300	87,840	0	0	150	99,891	7,500	450	0	48,900	3,800	2,000	22,025	286,856	360
Building Maintenance	0	0	0	0	0	0	4,660	6,500	0	0	9,400	8,500	13,500	5,700	48,260	370
Other Property Services	0	0	0	0	0	0	0	1,100	0	0	50	200	150	0	1,500	380
<b>Total Property Services</b>	<b>\$0</b>	<b>\$16,820</b>	<b>\$149,537</b>	<b>\$480</b>	<b>\$0</b>	<b>\$630</b>	<b>\$160,351</b>	<b>\$76,977</b>	<b>\$3,740</b>	<b>\$0</b>	<b>\$369,350</b>	<b>\$48,580</b>	<b>\$28,100</b>	<b>\$192,350</b>	<b>\$1,046,915</b>	
Special Programs	20,870	1,000	0	0	0	0	40,167	4,000	0	0	300	0	0	195,284	261,621	400
Liability/Property/Auto Ins.	14,300	14,300	0	14,300	13,200	14,300	39,300	22,100	2,100	0	12,300	29,200	23,200	15,700	214,300	420
Communications	14,765	43,195	0	4,435	830	21,825	19,230	4,500	0	0	4,720	2,000	0	28,418	143,918	430
Travel/Training/Mileage	47,515	9,140	0	5,075	2,836	12,390	54,725	25,385	0	0	14,365	1,247	350	2,700	175,728	440
Contingencies	0	0	0	0	0	0	700	3,000	500	0	100	1,000	1,000	1,000	7,300	495
<b>Total Other Services</b>	<b>\$97,450</b>	<b>\$67,635</b>	<b>\$0</b>	<b>\$23,810</b>	<b>\$16,866</b>	<b>\$48,515</b>	<b>\$154,122</b>	<b>\$58,985</b>	<b>\$2,600</b>	<b>\$0</b>	<b>\$31,785</b>	<b>\$33,447</b>	<b>\$24,550</b>	<b>\$243,102</b>	<b>\$802,867</b>	
General Supplies	400	43,100	29,500	2,290	5,281	2,680	86,750	26,800	26,000	0	6,250	59,150	37,900	49,340	375,441	500
Vehicle Supplies	0	500	0	0	0	0	33,000	5,000	1,250	0	2,500	58,400	9,000	1,100	110,750	530
Motor Fuel/Lube	0	3,300	0	0	0	0	178,910	27,875	10,120	0	15,000	33,230	31,820	22,000	322,255	560
Street Maintenance Supplies	0	0	0	0	0	0	0	0	0	0	0	38,050	3,400	0	41,450	580
<b>Total Supplies</b>	<b>\$400</b>	<b>\$46,900</b>	<b>\$29,500</b>	<b>\$2,290</b>	<b>\$5,281</b>	<b>\$2,680</b>	<b>\$298,660</b>	<b>\$59,675</b>	<b>\$37,370</b>	<b>\$0</b>	<b>\$23,750</b>	<b>\$188,830</b>	<b>\$82,120</b>	<b>\$72,440</b>	<b>\$849,896</b>	
Furniture and Fixtures	50	0	0	0	0	0	11,975	0	0	0	1,300	0	28,000	0	41,325	600
Capital Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	605
Machinery/Equipment	0	0	0	200	0	0	8,200	34,800	500	0	1,000	8,500	10,400	33,930	97,530	620
Computers/IS	0	0	14,000	0	0	0	34,500	6,528	5,165	0	3,640	0	0	0	63,833	650
Vehicle Equipment	0	0	0	0	0	0	11,224	5,000	1,200	0	0	300	0	1,500	19,224	670
Items for Resale	0	0	0	0	0	0	0	0	0	0	0	0	0	42,700	42,700	695
<b>Total Property</b>	<b>\$50</b>	<b>\$0</b>	<b>\$14,000</b>	<b>\$200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,899</b>	<b>\$46,328</b>	<b>\$6,865</b>	<b>\$0</b>	<b>\$5,940</b>	<b>\$8,800</b>	<b>\$38,400</b>	<b>\$78,130</b>	<b>\$264,612</b>	
<b>GRAND TOTAL</b>	<b>138,187</b>	<b>569,497</b>	<b>445,315</b>	<b>453,817</b>	<b>587,916</b>	<b>281,625</b>	<b>8,228,053</b>	<b>3,970,504</b>	<b>354,086</b>	<b>4,102,177</b>	<b>1,288,060</b>	<b>999,050</b>	<b>960,167</b>	<b>1,895,051</b>	<b>24,273,508</b>	

# City of Hazelwood Organizational Chart



**PERSONNEL SCHEDULE  
FULL TIME EQUIVALENCY**



DEPARTMENT	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	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)	(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)	(0.33)	-
Admin. Asst.	-	-	-	-	-	-	-	-	-	-	-
Economic Dev. Coord.	-	-	-	-	-	-	-	-	-	-	-
Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	Trns to PW	Trns to PW	Trns 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)	(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	0.50	1.00	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)	(0.40)	-
Receptionist						1.00	1.00	1.00	1.00	1.00	-
Court Secretary/Receptionist					0.50	-	-	-	-	-	-
Secretary I *	-	-	-	-	-	-	-	-	-	-	-
Historic Tourist Facilities Coordinat		0.40	-	-	-	-	-	-	-	-	-
Receptionist *	1.05	1.05	1.05	1.05	0.55	-	-	-	-	-	-
Full Time	5.00	6.00	6.00	6.00	6.50	6.88	6.55	4.57	4.57	4.57	-
Part Time	1.55	1.45	1.05	1.05	0.55	-	-	-	-	-	-
<b>Total F.T.E.</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>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	-	-	-	-	-	-	-	-	-	-	-
Acctg. & Administrative Assis	1.00	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	2.00	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	4.50	4.00	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>4.50</b>	<b>4.00</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	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	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	-	-	-	-	-	-	-	-
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	2.00	2.00	2.00	6.00	7.00	7.00	7.00	7.00	7.00	-
Supervisor(SGT)	8.00	11.00	12.00	12.00	8.00	8.00	8.00	8.00	8.00	8.00	-
Patrol-Detective	7.00	7.00	7.00	8.00	10.00	10.00	10.00	10.00	10.00	10.00	-
Probationary Police Officer	-	-	-	-	-	-	-	-	-	-	-
Police Officer	39.00	38.00	41.00	41.00	41.00	42.00	46.00	42.00	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	1.00	1.00	1.00	-
Anim Con/Code Enf	-	-	-	-	-	-	-	1.00	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	-	-	-	-	-	-	-	-
Domestic abuse coordin.	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	-	-	-	-	-	-	-	-	-
Telecommunicator *	-	-	-	0.40	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	78.00	78.00	81.00	80.00	82.00	84.00	88.00	84.00	84.00	84.00	-
Part Time	0.25	0.25	0.25	0.65	0.65	0.65	0.65	0.65	1.15	1.15	-
Total F.T.E.	78.25	78.25	81.25	80.65	82.65	84.65	88.65	84.65	85.15	85.15	-
<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	13.00	-
Fire Fighter	21.00	21.00	21.00	21.00	8.00	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	34.00	37.00	34.00	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.	34.40	37.40	34.40	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	3.00	-
Full Time	-	-	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	-
Part Time	-	-	-	-	-	-	-	-	-	-	-
Total F.T.E.	-	-	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	-

**PERSONNEL SCHEDULE  
FULL TIME EQUIVALENCY**



DEPARTMENT	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	Change
<b>PUBLIC WORKS ADMINISTRATION</b>											
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	-	-	-	-
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	2.00	-
Code Enforcement Officer	3.00	3.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	-
Building Insp.	-	-	-	-	-	-	0.36	-	-	-	-
Code Enforcement Officer	1.00	1.00	-	-	-	0.60	0.60	-	-	-	-
Secretary I *	1.50	1.50	1.50	-	-	-	-	-	-	-	-
Full Time	7.00	7.00	9.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	-
Part Time	2.50	2.50	1.50	-	-	0.60	0.96	-	-	-	-
Total F.T.E.	9.50	9.50	10.50	11.00	11.00	11.60	11.96	11.00	11.00	11.00	-
<b>GENERAL MAINTENANCE</b>											
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	1.00	1.00	1.00	1.00	1.00	1.00	-
Maint. Worker I	2.00	2.00	1.00	1.00	-	-	-	-	-	-	-
Maint. Worker II	5.00	5.00	6.00	6.00	5.00	5.00	5.00	6.00	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	-	-	-	-
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	9.50	9.50	9.50	9.00	9.00	9.00	-
Part Time	1.15	1.15	1.15	1.15	1.15	1.15	1.15	-	-	-	-
Total F.T.E.	12.65	12.65	12.65	12.65	10.65	10.65	10.65	9.00	9.00	9.00	-
<b>PARK MAINTENANCE</b>											
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	1.00	-
Maint. Worker I	1.00	3.00	2.00	2.00	-	-	-	-	-	-	-
Maint. Worker II	7.00	5.00	5.00	5.00	9.00	9.00	9.00	9.00	9.00	9.00	-
Mechanic Asst./Maint. Worke	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	-	-	-	-
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 **	-	-	0.26	0.26	0.26	0.26	0.26	0.13	0.13	0.13	-
Full Time	11.50	11.50	10.50	10.50	12.50	12.50	12.50	12.00	12.00	12.00	-
Part Time	-	-	0.26	0.26	0.26	0.26	0.26	0.13	0.13	0.13	-
Total F.T.E.	11.50	11.50	10.76	10.76	12.76	12.76	12.76	12.13	12.13	12.13	-

**PERSONNEL SCHEDULE  
FULL TIME EQUIVALENCY**



DEPARTMENT	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	Change
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**RECREATION**

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	-	-	-	-	-	-	-
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 *	4.40	4.65	4.50	4.53	4.53	4.93	5.24	4.70	5.18	5.18	-
Secretary I *	0.41	0.37	0.37	0.37	0.37	0.47	0.47	0.41	0.45	0.45	-
Custodian *	3.37	3.38	5.38	4.60	4.60	4.83	4.83	4.60	4.755	4.755	-
Ranger *	1.58	1.50	1.51	1.72	1.72	2.10	2.10	1.80	1.80	1.80	-
Bus Driver *	0.98	0.83	0.83	1.29	1.29	0.95	0.95	0.95	0.95	0.95	-
Pool staff **	4.43	3.80	3.79	3.79	3.79	8.89	16.94	16.94	15.33	15.33	-
Cashier S.C.**	0.56	0.57	0.47	0.47	0.47	0.47	0.50	0.50	0.50	0.50	-
Instructor **	1.03	0.75	0.65	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	0.62	-
Child care **	-	-	-	-	-	-	-	-	-	-	-
Sport official **	0.05	-	-	-	-	-	-	-	-	-	-
Playground leaders **	1.07	0.98	0.98	0.98	0.98	-	-	-	-	-	-
Camp Stand **	-	-	-	-	-	0.89	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	1.22	-
Park Maint.	-	-	0.75	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	8.00	8.00	8.00	8.00	8.00	8.00	-
Part Time	17.88	17.98	21.07	20.99	20.99	27.28	35.14	34.01	33.09	33.09	-
Total F.T.E.	26.88	26.98	30.07	29.99	28.99	35.28	43.14	42.01	41.09	41.09	-

**ECONOMIC DEVELOPMENT**

Economic Developer	-	-	-	-	1.00	1.00	1.00	1.00	1.00	1.00	-
GIS Analyst	-	-	-	-	1.00	1.00	1.00	1.00	1.00	1.00	-
City Manager	-	-	-	-	-	-	-	0.20	0.20	0.20	-
Asst. City Manager	-	-	-	-	-	-	0.33	0.33	0.33	0.33	-
Communications Coord.	-	-	-	-	0.12	0.12	0.12	0.40	0.40	0.40	-
Adm. Asst. (Human Resources)	-	-	-	-	-	-	-	0.50	0.50	0.50	-
Receptionist *	-	-	-	-	-	0.50	0.50	-	-	-	-
Full Time	-	-	-	-	2.12	2.12	2.45	3.43	3.43	3.43	-
Part Time	-	-	-	-	-	0.50	0.50	-	-	-	-
Total F.T.E.	-	-	-	-	2.12	2.62	2.95	3.43	3.43	3.43	-

<b>TOTAL FULL TIME F.T.E.</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>180.00</b>	<b>-</b>
<b>TOTAL PART TIME F.T.E</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>34.77</b>	<b>-</b>
<b>TOTAL F.T.E.</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>214.77</b>	<b>-</b>

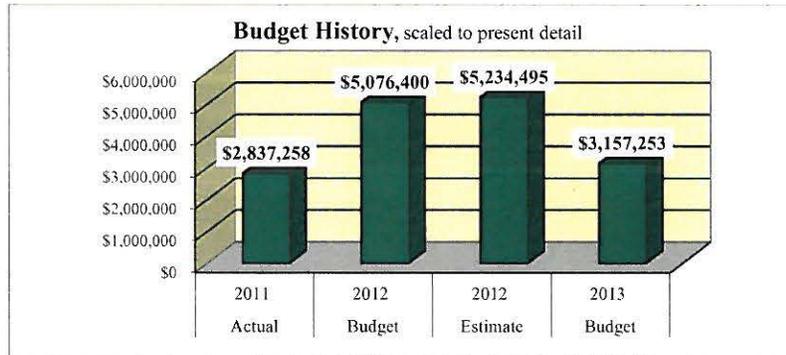
\* Part Time regular  
 \*\* Part Time temporary  
 \*\*\* Not in totals

## City of Hazelwood Economic Development Fund

Fund #180



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 2013 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
- 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
- Provide an electronic interface for economic development
- Assist all businesses
- Provide information about the city's economy
- Cooperate in local and regional economic development programs
- Plan infrastructure improvements
- Provide information about various incentive programs available
- Support development of industrial and office parks
- Participate in regional development initiatives



**City of Hazelwood Economic Development Fund**

**General Economic Development**

**Fund #180**



**Project # 181**

<b><u>Expenses</u></b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>	
<b><u>Project detail</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>	<b><u>2012</u></b>	<b><u>2013</u></b>	
<b>711 Area update/enhancement</b>					
Corridor enhancement	0	50,000	50,000	50,000	
<b>712 Area beautification</b>					
<b>714 Long range planning &amp; surveys</b>	0				
Surveys		0	0	0	
<b>715 Business support, retention</b>	0				
Business Technology		0	0	0	
Business Meetings		0	155	0	
<b>716 Regional E.D. participation</b>	588				
Participate in funding regional ED activities		5,000	1,600	5,000	
<b>717 Advertising &amp; marketing</b>	11,457				
Advertising & Marketing		12,000	10,600	12,000	
<b>718 Other projects</b>	40,963				
Related professional services		10,000	0	10,000	
Special Project(s)		2,036,400		0 *	
Emerald Automotive plant special obligation			3,000,000		**
Emerald Automotive plant COPs payments			355,796	474,395	
<b>726 Local incentive programs</b>	559,238				
Local Incentive Program(s)		1,260,000	1,195,000	500,000	500,000
Related professional services		0	10,000	55,000	55,000
<b>728 Industrial Land Development</b>	1,943	0	0	0	
<b>Total General Economic Development Expenses</b>	<u>614,188</u>	<u>3,373,400</u>	<u>4,623,151</u>	<u>1,106,395</u>	

**Special Funding Sources**

<b>Grants</b>	\$0	\$0	\$0	\$0	
<b><u>Other funding</u></b>	\$9,755	\$16,800	\$0	\$0	
Offsetting revenues	\$0	\$1,200,000	\$0	\$0 *	
Debt proceeds (Emerald Auto. 2012)			\$1,350,000		**
<b>&lt;Transfers out to General Fund&gt;</b>	(originally expenditure)				
		0	0	0	
<b>&lt;Transfers out to Capital Improvements Fund&gt;</b>					

<b>Total funding</b>	<u>9,755</u>	<u>1,216,800</u>	<u>1,350,000</u>	<u>0</u>	
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# City of Hazelwood Economic Development Fund

## Administration



**Fund #180**

**Project # 185**

**Description**

Maximum allocation of 25% of revenue

<b>Detail</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>	<b>Acct#</b>
	<b>2011</b>	<b>2012</b>	<b>2012</b>	<b>2013</b>	
Full Time Salary	189,546	192,628	195,232	204,269	101
Part Time Salary	0	0	0	2,640	103
Overtime pay	3	0	0	0	105
Holiday pay	0	0	0	0	107
Unemployment Comp.	0	0	0	0	122
Social Security	13,390	14,375	14,935	15,829	124
Retirement Fund	24,532	22,094	28,841	25,989	126
Worker's Compensation	670	568	568	592	128
Health Insurance	24,084	25,330	25,389	29,210	130
Life/Disability Insurance	1,360	1,027	1,027	1,099	132
Other Personnel Costs	0	0	0	0	150
<b>Total Personnel</b>	<b>253,585</b>	<b>256,022</b>	<b>265,992</b>	<b>279,628</b>	
Professional Services	21,945	\$50,000	10,000	\$25,000	200
Rental Equipment	0	0	0	0	320
Utilities	1,500	2,300	500	500	330
Vehicle Maintenance	283	400	400	500	350
Equipment Maintenance	0	0	0	0	360
Building Maintenance	481	500	1,000	1,000	370
Other Property Services		0	0	0	380
<b>Total Property Services</b>	<b>24,209</b>	<b>53,200</b>	<b>11,900</b>	<b>27,000</b>	
Special Programs	0	0	0	0	400
Liability/Property/Auto Ins.	24,856	26,000	26,000	28,200	420
Communications	1,814	15,000	15,000	15,000	430
Travel/Training/Mileage	432	5,074	5,500	3,500	440
<b>Total Other Services</b>	<b>27,102</b>	<b>46,074</b>	<b>46,500</b>	<b>46,700</b>	
General Supplies	0	100	100	100	500
Vehicle Supplies	5	100	100	100	530
Motor Fuel/Lube	268	410	410	500	560
<b>Total Supplies</b>	<b>273</b>	<b>610</b>	<b>610</b>	<b>700</b>	
Furniture and Fixtures	57	0	0	0	600
Machinery/Equipment	0	250	0	0	620
Computers/IS	779	14,000	3,000	3,000	650
Vehicle Equipment	0	0	0	0	670
<b>Total Property</b>	<b>837</b>	<b>14,250</b>	<b>3,000</b>	<b>3,000</b>	

**Total project expenses    \$306,005    \$370,156    \$328,002    \$357,028**

PERSONNEL SCHEDULE				
POSITION/GRADE	REQUIREMENTS		BUDGET 2012	BUDGET 2013
	2012	2013		
Economic Developer/Gr. 12	1.00	1.00	58,492	\$61,552
GIS Analyst/Grade 11	1.00	1.00	41,277	\$43,521
Asst. City Manager - 33%	0.33	0.33	28,392	\$28,424
Communications Coordinator 40	0.40	0.40	19,493	\$20,572
City Manager - 20%	0.20	0.20	\$24,297	\$24,164
Adm. Asst. HR (FT) - 50%	0.50	0.50	\$20,677	\$20,620
Part-Time Receptionist	0.00	0.00	0	\$2,640
<b>Total</b>	<b>3.43</b>	<b>3.43</b>	<b>192,628</b>	<b>\$201,493</b>

**Special Funding Sources**

	<b>2011</b>	<b>2012</b>	<b>2012</b>	<b>2013</b>
<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 Summary

Fund #200

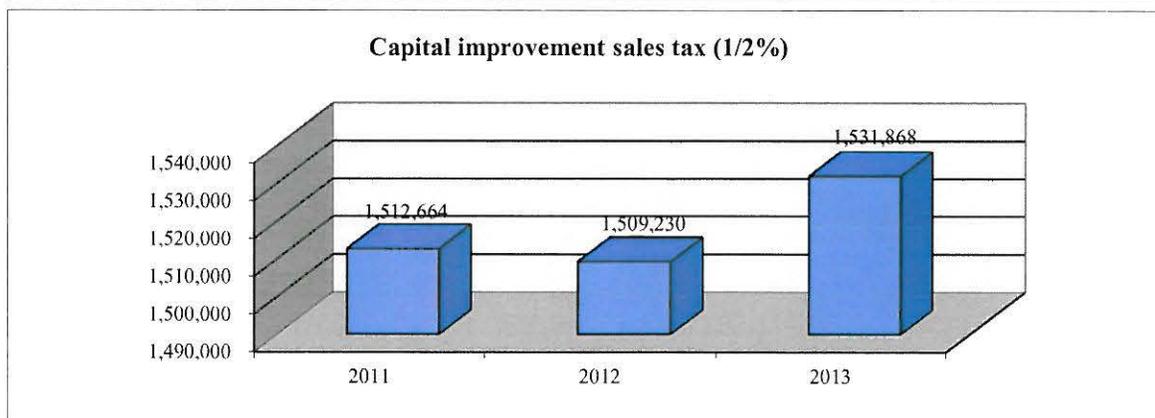
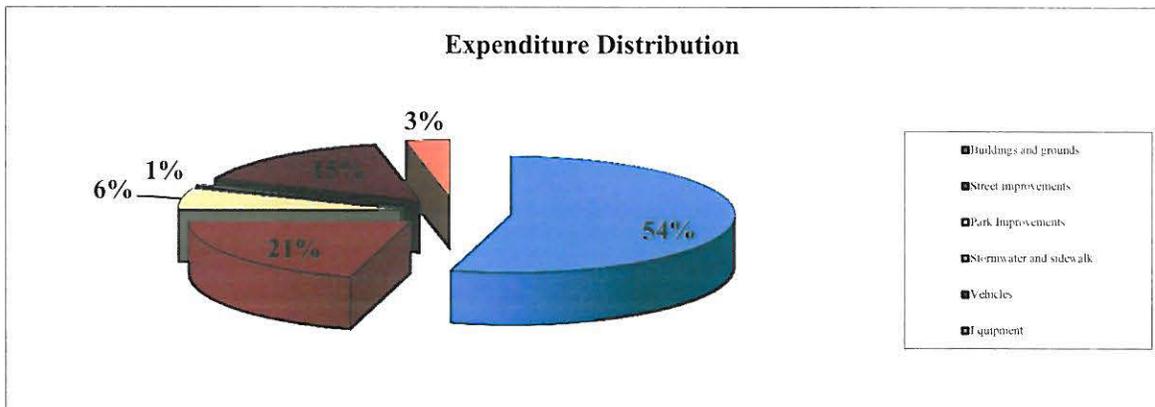


## Description

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 asset 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 Summary

Fund #200



#### Description

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</u> <u>2011</u>	<u>Budget</u> <u>2012</u>	<u>Estimate</u> <u>2012</u>	<u>Budget</u> <u>2013</u>
Buildings and grounds	\$2,230,475	\$1,282,350	\$1,272,850	\$1,190,056
Street improvements	57,294	497,775	375,723	450,000
Park Improvements	387,158	496,770	265,770	130,000
Stormwater and sidewalk	0	10,000	2,500	10,000
Vehicles	949,108	319,243	310,346	338,077
Development areas of study	0	0	0	0
Equipment	120,328	303,250	266,806	70,756
Other	0	0	0	0
<b>Total project expenditures</b>	<b>\$3,744,362</b>	<b>\$2,909,388</b>	<b>\$2,493,995</b>	<b>\$2,188,889</b>
	877,030		-33%	-12%
<b>Revenue</b>				
<i>Capital improvement sales tax (1/2%)</i>	1,512,664	1,513,000	1,509,230	1,531,868
<i>Investment income</i>	0	0	500	500
<i>Grants</i>	228,701	442,196	43,640	0
<i>Tax increment financing</i>	0	0	0	0
<i>Other, Misc.</i>	399,310	266,770	265,770	0
<i>Debt Proceeds</i>	1,798,702	0	0	0
<i>Lease/purchase funding</i>	0	0	0	0
<b>Transfers in from General Fund</b>	<b>\$404,285</b>	<b>517,407</b>	<b>499,748</b>	<b>468,802</b>
<b>Transfers in from Eco. Dev.</b>	<b>\$400</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>&lt;Transfers out&gt; to General Fund</b>	<b>(15,625)</b>	<b>0</b>	<b>0</b>	<b>(6,000)</b>
<b>&lt;Transfers out&gt; to Eco. Development</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total funding</b>	<b>\$4,328,437</b>	<b>\$2,739,373</b>	<b>\$2,318,888</b>	<b>\$1,995,170</b>
	0		-46%	-14%
<b>Capital improvement fund balance:</b>				
<b>Contribution to reserve:</b>	584,075	(170,015)	(175,108)	(193,719)
		\$700,000 Supp. Appr.-Energy Efficiency		
<b>Beginning year balance</b>	<b>\$56,462</b>	<b>\$328,356</b>	<b>\$640,537</b>	<b>\$465,429</b>
<b>Ending fund balance</b>	<b>\$640,537</b>	<b>\$158,341</b>	<b>\$465,429</b>	<b>\$271,711</b>
% of revenue:	15%	6%	20%	14%



**City of Hazelwood Capital Improvement Fund Budget  
Buildings and grounds**



Fund #200

Acct # 800

<b>Project detail</b>	<b>Actual 2011</b>	<b>Budget 2012</b>	<b>Estimate 2012</b>	<b>Budget 2013</b>	<b>Spent through 2012</b>	<b>Expected Total Cost</b>
<b>Non-Departmental</b>						
Bond redemption-Museum-final 2027		549,304	549,304	552,244		
<b>Total Non-Departmental</b>	<b>456,291</b>	<b>549,304</b>	<b>549,304</b>	<b>552,244</b>		
<b>City Manager</b>						
City Hall/Police Study		0	0	0		0
Utz-Tesson House Exterior Stabilization			Transferred to Eco.Dev.			350,000
Utz-Tesson House - LP, 5 years, 2011-16		0		0		350,000
<b>Total City Manager</b>	<b>0</b>	<b>0</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)-L/P		0	0	0		
Training Tower (demo & rebuild)-L/P pmts. 5 years, 2011		0		0		
Drain repair, door 6, house #2			0	10,000		
House #2 Retaining Wall		30,000	30,000	0		
Replace Carpet, House #2		0	0	10,000		
		0	0	0		
		0	0	0		
<b>Total Fire</b>	<b>17,785</b>	<b>30,000</b>	<b>30,000</b>	<b>20,000</b>		
<b>Public Works Administration</b>						
<u>CITY HALL / POLICE COMPLEX</u>						
City Hall Windows			0	0		
Energy efficiency updates *, LP 14 yrs 4/11-9/25		113,881	113,881	113,881 *		
Replace lobby skylights (9)		22,000	25,000	0		
<b>Total Public Works Administration</b>	<b>1,165,437</b>	<b>135,881</b>	<b>138,881</b>	<b>113,881</b>		
<b>P.W. Garage</b>						
Satelite garage (Beldt's LP-final 2013)		106,973	106,973	53,486		
Satellite Salt Storage (Beldt's)				150,000		
<b>Total P.W. Garage</b>	<b>138,111</b>	<b>106,973</b>	<b>106,973</b>	<b>203,486</b>		
<u>RECREATION - COMMUNITY / CIVIC CENTERS</u>						
65% Aquatic Center COPs-final 2028 (35% Eco.Dev. Tourism)		277,692	277,692	276,445		5,829,850
CCE Exterior Wall EIFS and Insulation Application		150,000	170,000	0		150,000
HCC Roof Reapplication		32,500	0	0		32,500
CCE Interior Painting Gymnasium (materials)		0	0	9,000		
HCC Replacement Tables(20)		0	0	0		
HCC Warming Room Flooring		0		15,000		6,900
<b>Total Recreation</b>	<b>452,851</b>	<b>460,192</b>	<b>447,692</b>	<b>300,445</b>		
<b>Total project expenses</b>	<b>\$2,230,475</b>	<b>\$1,282,350</b>	<b>\$1,272,850</b>	<b>\$1,190,056</b>		

**Special Funding Sources**

Grants - St. Energy Efficiency *			0	*		
Grants						
Tax increment						
Other		0		0 *		
Proceeds of Debt Issuance *	\$0			\$0 *		
Lease/purchase - Energy efficiency		\$0	0	\$0 *		
Transfers in from GF hotel/P&S sales tax-museum	\$0	\$467,799	\$462,373	\$468,802	Cabela's bonds & Energy savings	
Transfers in from Eco. Dev.					Aquatic Center 35% (tourism)	
<Transfers out> to General Fund (originally expenditures)				(6,000)		
Interior Gymnasium Painting (Labor)		\$0				
<Transfers out> to Eco. Development		0	0	0		
<b>Total funding</b>	<b>\$0</b>	<b>\$467,799</b>	<b>\$462,373</b>	<b>\$462,802</b>		



## City of Hazelwood Capital Improvement Fund Budget Street Improvements



Fund #200

Acct #

820

<b><u>Project detail</u></b>	<b>Actual</b> <b>2011</b>	<b>Budget</b> <b>2012</b>	<b>Estimate</b> <b>2012</b>	<b>Budget</b> <b>2013</b>	<b>Spent</b> <b>through</b> <b>2012</b>	<b>Expected</b> <b>Total Cost</b>
<b>P.W. Administration</b>	0					
Safe Routes to School (100% State Grant)		250,000		0 *		
<b>Total PW Administration</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>0</b>		
<b>P.W. Garage</b>						
Concrete Replacement		50,000	298,669	225,000		NA
60% Crack Sealing/filling materials (40% in Eco.Dev.)	General Fund		0	General Fund		NA
Crack sealing/filling, reimburse General Fund labor		0	0	0		
Street Sealing		0	0	50,000		NA
Airshire Overlay		60,375	77,054	0		
Brown Road/Dunn to Howdershell		98,400		0		
Riverwoods trench drains		39,000		0		
Asphalt-Missouri Bottom Rd. from Leafcrest to Tulip Tree				175,000		
<b>Total P.W.Garage</b>	<b>57,294</b>	<b>247,775</b>	<b>375,723</b>	<b>450,000</b>		
<b>Park Maintenance</b>						
<b>Total Park Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Total project expenses</b>	<b>\$57,294</b>	<b>\$497,775</b>	<b>\$375,723</b>	<b>\$450,000</b>		
<b><u>Special Funding Sources</u></b>						
Grants	0	250,000	0	0 *		
Grants						
Tax Increment Financing						
Other, Misc.						
Debt Proceeds						
Lease/purchase funding						
Transfers in-G.Fund hotel/P&S sales tax-museum debt						
<b>Transfers in from Eco. Dev.</b>						
<b>&lt;Transfers out&gt; to General Fund</b>						
<b>&lt;Transfers out&gt; to Eco. Development</b>				0		
<b>Total funding</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>		



## City of Hazelwood Capital Improvement Fund Budget Park Improvements



Fund #200

Acct # 840

**Description**

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><u>Project detail</u></b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>	<b>Spent</b>	<b>Expected</b>
	<b><u>2011</u></b>	<b><u>2012</u></b>	<b><u>2012</u></b>	<b><u>2013</u></b>	<b><u>through</u></b>	<b><u>Total Cost</u></b>
					<b><u>2012</u></b>	
<b>P.W. Garage</b>						
<b>Total P.W.Garage</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Park Maintenance</b>						
Canine Training Facility (fencing) - Police and Public use		0	0	0		
Canine Training Facility (fencing) - reimburse General I		0	0	0		
Field Restorations			0	0		
Play Area Surface Materials			0	0		
Picnic Tables			0	0		
Park Fitness Equipment		\$0	0	0		
Truman Park/St. Stanislaus Trail Ph.#2-Pks.Grant (100%		0	0	0	**	\$600,000
Park Pavilion New Construction		20,000	0	10,000		
Municipal Park Grant (95/5)- S.C. Dog Park		190,000	0	0	*	
Municipal Park Grant (95/5)- Musick Park Improvements				100,000		\$190,000
Truman Park/St. Stanislaus Trail Phase 3		0	0	0		750,000
Parking Lot Sealing		20,000		20,000		
Musick Pk Sprayground Repairs (insuranc	0	266,770	265,770	0		
<b>Total Park Maintenance</b>	<b>387,158</b>	<b>230,000</b>	<b>265,770</b>	<b>130,000</b>		
<b>Total project expenses</b>	<b>\$387,158</b>	<b>\$496,770</b>	<b>\$265,770</b>	<b>\$130,000</b>		
<b>Special Funding Sources</b>						
Recreation special funding grant		\$0	\$0	\$0	**	750,000
Grants-Municipal Park Grant 95/5		181,000	0	0	*	600,000
Tax increment financing						
Other, Misc. - Insurance reimbursement		266,770	265,770	0		
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		
<Transfers out> to Eco. Development						
	<b>\$0</b>	<b>\$447,770</b>	<b>\$265,770</b>	<b>\$0</b>		



# City of Hazelwood Capital Improvement Fund Budget

## Vehicles



Fund #200

Acct # 860

<u>Project detail</u>	Actual <u>2011</u>	Budget <u>2012</u>	Estimate <u>2012</u>	Budget <u>2013</u>	Spent through <u>2012</u>	Expected <u>Total Cost</u>
<b>Department of the City Manager</b>						
City Manager vehicle	0	0	0	0		
<b>Total City Manager</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Police</b>						
Replacement Police Vehicles (4-2011) (4-2012) (7-2013)		87,652	86,900	198,486		
<b>Total Police</b>	<b>87,175</b>	<b>87,652</b>	<b>86,900</b>	<b>198,486</b>		
<b>Fire</b>						
Replace 1994 fire truck - order in September 2009 for A		0	0	0	** L/P	795,389
2009 Fire truck - 7 yr L/P 2011-2018		106,968	106,968	106,968	** L/P	795,389
2010 Ambulance - bought outright		0	0	0		160,984
<u>Lease/Purchase 2005</u>						
Fire truck, 2 ambulances, equip. (5 year)		0	0	0	Last pmt. 2010	550,000
<b>Total Fire</b>	<b>814,039</b>	<b>106,968</b>	<b>106,968</b>	<b>106,968</b>		
<b>Public Works Administration</b>						
Replace C.E. 1999 Crown Vic - New PW Admin sedan		0	0	0	04 Sedan to C.E., trade in '99	
Code Enforcement replace 1999 Ford Ranger P/U		0	0	0	99 P/U to Parks & Rec	
<b>Total Public Works Administration</b>	<b>31,457</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>P.W. Garage</b>						
2 2 1/2 T Dump truck/Spreader/Plows - replace 1996		0	0	0	** L/P	
2 2 1/2 T Dump truck/Spreader/Plows-LP pmts, 5 yr, 2		32,623	32,623	32,623	** L/P	
1 2 1/2 T Dump Truck/Spreader/Plow-replace 1996		92,000	83,855	0		
<b>Total P.W. Garage</b>	<b>16,436</b>	<b>124,623</b>	<b>116,478</b>	<b>32,623</b>		
<b>Park Maintenance</b>						
		0	0	0		
<b>Total Park Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Recreation</b>						
Transportation Bus MoDOT 5310 Grant (\$55,000 vehicl		0	0	0		
<b>Total Recreation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Total project expenses</b>	<b>\$949,108</b>	<b>\$319,243</b>	<b>\$310,346</b>	<b>\$338,077</b>		

### Special Funding Sources

Grants

Grants

Tax increment financing

Other, Misc., sale of vehicle

Debt Proceeds

Lease/purchase

Lease/purchase funding

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

Transfers in from Eco. Dev.

<Transfers out> to General Fund

<Transfers out> to Eco. Development

Total funding

0	0	0	0	0	Firetruck & ambulance
0	0	0	0	0	** Firetruck, 2 Dumps 2011
0	0	0	0	0	
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	



## City of Hazelwood Capital Improvement Fund Budget Equipment

Fund #200



Acct # 880

<b><u>Project detail</u></b>	<b><u>Actual</u></b> 2011	<b><u>Budget</u></b> 2012	<b><u>Estimate</u></b> 2012	<b><u>Budget</u></b> 2013	<b>Spent</b> <b><u>through</u></b> <b><u>2012</u></b>	<b><u>Expected</u></b> <b><u>Total Cost</u></b>
<b>City Council</b>						
Chambers & conference room updates	0	0	0	0		
<b>Total City Council</b>	<b>427</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Department of the City Manager</b>						
	0	0	0	0		
<b>Total City Manager</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Information Systems</b>						
Windows 7 upgrade - P.D. workstations	0	0	0	0		
Office 2010 upgrd	0	34,250	34,250	0		
Hazelwood Fiber Purchase	0	0	0	0	***	
LP Fiber Payments 10 yr @ 6% with 10% down (1 Pmt @ \$186,668 per year)				0		
<b>Total Information Systems</b>	<b>36,258</b>	<b>34,250</b>	<b>34,250</b>	<b>0</b>		
<b>Finance</b>						
		0	0	0		
<b>Total Finance</b>	<b>9,089</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>City Clerk</b>						
Records Management Software & Scanner				10,100		
<b>Total City Clerk</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,100</b>		
<b>Police</b>						
Communications Recorder	0	0	0	0		
LiveScan system (2) (BioMetric Fund)	0	49,608	37,375	0	*	
Body Armor Replacement (50% Grant)	0	22,392	22,392	0	**	
Mobile Digital Video Recorders (5)	0	0	0	28,600		
Mobile Variable Message Board/Radar T	0	0	0	20,056		
<b>Total Police</b>	<b>55,208</b>	<b>72,000</b>	<b>59,767</b>	<b>48,656</b>		
<b>Fire</b>						
	0	0	0	0		
<b>Total Fire</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Ambulance</b>						
Stryker Auto Stretcher	0	0	0	0		
<b>Total Ambulance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		



## City of Hazelwood Capital Improvement Fund Budget Equipment

Fund #200



Acct # 880

<b><u>Project detail</u></b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>	<b>Spent</b>	<b>Expected</b>
	<b>2011</b>	<b>2012</b>	<b>2012</b>	<b>2013</b>	<b>through</b>	<b>Total Cost</b>
					<b>2012</b>	
<b>P.W. Administration</b>	0	0	0	0		
<b>Total P.W. Administration</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
<b>P.W. Garage</b>						
1 Chipper (no grant available in 2011)		55,000	43,259	0		
1 Leaf Vac for streets (no grant available in 2011)		35,000	23,400	0		
Sidewalk vacuum lifter		0	0	0		
Skid Steer Loader w/trade-in		32,000	34,000	0		
16 ft Mower		75,000	72,130	0		
		0	0	0		
<b>Total P.W. Garage</b>	<u>6,495</u>	<u>197,000</u>	<u>172,789</u>	<u>0</u>		
<b>Recreation</b>						
HCC/CCE Treadmill (1) each		0	0	12,000		
T-3 Electric Autoscrubber		0	0	0		
<b>Total Recreation</b>	<u>12,851</u>	<u>0</u>	<u>0</u>	<u>12,000</u>		
<b>Total project expenses</b>	<u>\$120,328</u>	<u>\$303,250</u>	<u>\$266,806</u>	<u>\$70,756</u>		

### **Special Funding Sources**

Grants - Solid Waste District Grant	0	0	32,444	0		
Grants-Fed.JAG (ALPR *\$14,900), Fed.E	0	11,196	11,196	0	**	
TIF	0	0	0	0		
Other, Misc., sale of equip., BioMetric Fund (	0	0	0	0	*	
Debt Proceeds	0	0	0	0		
Lease/purchase funding	0	0	0	0	***	
Transfers in from G.Fund (Inmate Fund for BioMet)	0	49,608	37,375			
Transfers in from GeneralFund	0	0	0	0		
Transfers in from Eco. Dev.	0	0	0	0		
<Transfers out> to General Fund	0	0	0	0		
<Transfers out> to Eco. Development	0	0	0	0		
<b>Total funding</b>	<u>\$0</u>	<u>\$60,804</u>	<u>\$81,015</u>	<u>\$0</u>		



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

Fund #200



Acct # 890

**Description**

Sidewalk replacement program to eliminate tripping hazards.

<b><u>Project detail</u></b>	<b><u>Actual</u> <u>2011</u></b>	<b><u>Budget</u> <u>2012</u></b>	<b><u>Estimate</u> <u>2012</u></b>	<b><u>Budget</u> <u>2013</u></b>	<b>Spent through <u>2012</u></b>	<b><u>Expected</u> <u>Total Cost</u></b>
Sidewalk replacement (materials)	\$0	\$10,000	2,500	\$10,000		NA

<b>Total project expenses</b>	\$0	\$10,000	\$2,500	\$10,000
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**Special Funding Sources**

<i>Grants - MO DOT Grant</i>	0	0	0	0
<i>Tax increment</i>	0	0	0	0
<i>Other</i>	0	0	0	0
<i>Transfers in from General Fund</i>	0	0	0	0
<i>Transfers in from Eco. Dev.</i>	0	0	0	0
<i>&lt;Transfers out&gt; to General Fund</i>	0	0	0	0
<i>&lt;Transfers out&gt; to Eco. Development</i>	0	0	0	0
<b>Total funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>





## City of Hazelwood Sewer Lateral



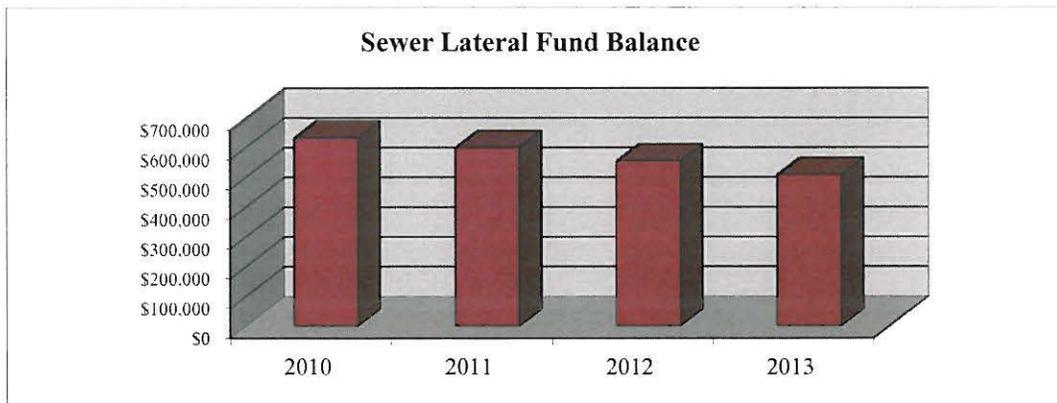
**Fund # 400**

**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.

	<b>Actual 2011</b>	<b>Budget 2012</b>	<b>Estimate 2012</b>	<b>Budget 2013</b>
<b><u>Project expenses</u></b>				
Sewer lateral repair reimbursements & administration	\$70,531	\$83,000	\$83,000	\$83,000
Septic refunds, other	30	100	100	100
<b>Total project expenses</b>	<b>\$70,561</b>	<b>\$83,100</b>	<b>\$83,100</b>	<b>\$83,100</b>
<b><u>Revenue</u></b>				
Sewer lateral assessments	36,123	\$39,600	35,785	\$35,785
Interest earned	1,395	630	2,540	1,500
<b>Total revenue</b>	<b>\$37,518</b>	<b>\$40,230</b>	<b>\$38,325</b>	<b>\$37,285</b>
<b><u>Fund balance</u></b>				
Revenue over expenditures	(\$33,043)	(\$42,870)	(\$44,775)	(\$45,815)
Ending unreserved balance	\$598,567	\$552,768	\$553,792	\$507,977





# City of Hazelwood Debt Service Fund



## Description / Budget

Capital Projects Bonds - Wildlife Museum, Aquarium, & Related Attractions	Certificates of Participation - Aquatic Center	Date, year ending 6/30:	Capital Projects Bonds-Museum			Aquatic Center - Cert. of Participation				
			Principal payment due	Interest payment due	Outstanding Balance	Principal payment due	Interest payment due	Outstanding Balance		
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%.	On March 20, 2008, the City issued COPs in the amount of \$5,485,000 for the purpose of constructing and furnishing an Aquatic Center and renovating the Fire Station #1. The bonds were issued at a true interest cost of 4.875%.	12/17/1999								
		7/1/2000 1/1/2001 6/28/2001 6/28/2001								
		Year ending 6/30:								
		2002								
		2003								
		2004								
		2005								
		2006	3/15/07 Issue \$5,845,000 bonds							
		2007				5,845,000	3/20/08 Issue \$5,485,000			
		2008			294,688	5,845,000			5,485,000	
		2009			335,720	5,845,000	180,000	227,067	5,305,000	
		2010			335,720	5,845,000	195,000	234,319	5,110,000	
		2011			215,000	335,720	5,630,000	200,000	228,469	4,910,000
		2012			225,000	324,010	5,405,000	205,000	222,219	4,705,000
		2013			240,000	312,244	5,165,000	210,000	215,300	4,495,000
		2014			250,000	299,284	4,915,000	220,000	207,845	4,275,000
		2015			265,000	285,559	4,650,000	230,000	199,595	4,045,000
		2016			280,000	270,851	4,370,000	235,000	190,683	3,810,000
		2017			295,000	255,227	4,075,000	245,000	181,283	3,565,000
		2018			310,000	238,678	3,765,000	255,000	171,115	3,310,000
		2019			330,000	221,194	3,435,000	265,000	160,150	3,045,000
		2020			350,000	201,806	3,085,000	280,000	148,490	2,765,000
		2021			370,000	181,244	2,715,000	290,000	135,890	2,475,000
		2022			390,000	159,506	2,325,000	305,000	122,550	2,170,000
		2023			415,000	136,594	1,910,000	320,000	107,681	1,850,000
		2024			435,000	112,213	1,475,000	335,000	92,081	1,515,000
		2025			465,000	86,656	1,010,000	350,000	75,750	1,165,000
		2026			490,000	59,338	520,000	370,000	58,250	795,000
2027			520,000	30,550	-	390,000	39,750	405,000		
2028						405,000	20,250	-		

# City of Hazelwood Debt Service Fund



## Description / Budget

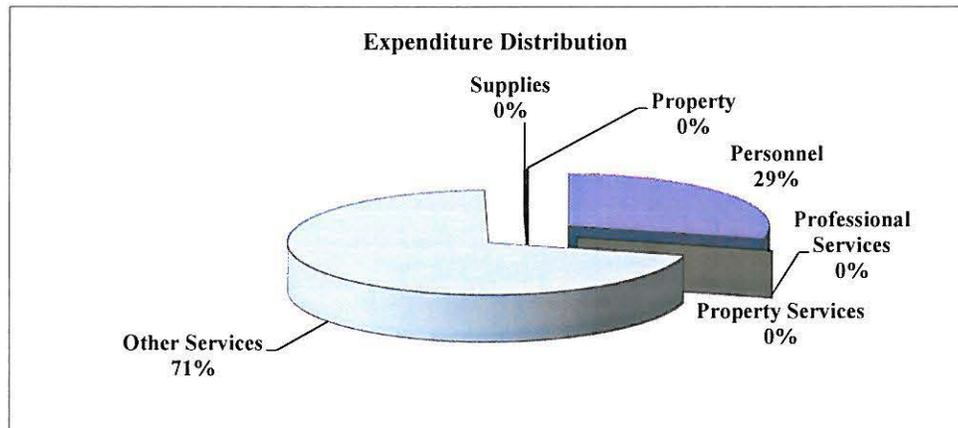
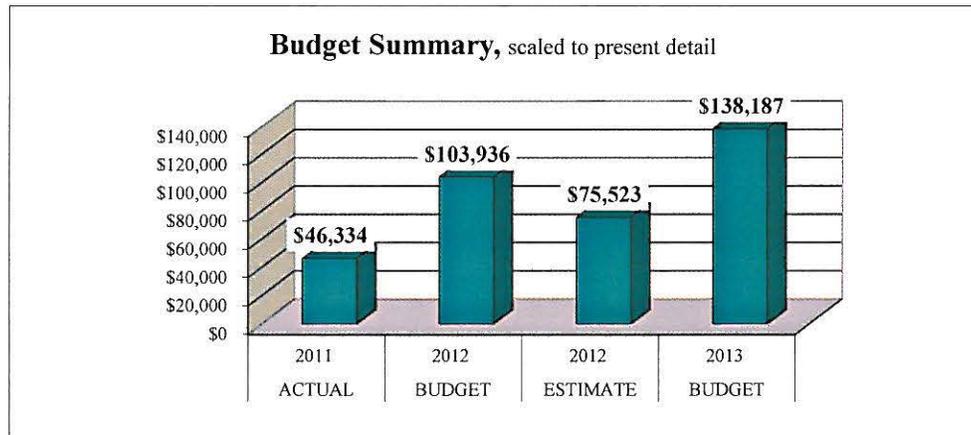
Description / Budget	Econ Dev - Taxable Special Obligation Bond - Emerald	Date, year ending 6/30:	Capital Projects Bond-Energy Efficiency			Special Oblig. Bonds - Emerald Auto.			Total Outstanding	Total Principal & Interest Payment /FY
			Principal payment due	Interest payment due	Outstanding Balance	Principal payment due	Interest payment due	Outstanding Balance		
10 Year Lease/Purchase with Pinnacle Public @3.29%; received \$97,889 from MO DNR Grant and got a State Loan of \$22,217 and applied \$49,673 (5%) as a down payment to end up financing \$943,784.	3 Year Taxable Obligation Bond Series 2011 @ 3.6%. 4 Principal Payments per Year.		1/10/11 Issue - \$1,113,563			9/21/11 Issue - \$1,350,000				
		2011	48,278	6,986	\$895,507				24,585,507	2,263,943
		2012	81,733	28,795	\$813,774	329,101	26,695	1,020,899	24,424,673	2,669,380
		2013	84,444	26,084	729,330	443,586	30,809	577,313	22,751,643	2,785,844
		2014	87,245	23,283	\$642,085	459,772	14,623	117,541	21,009,626	2,784,942
		2015	90,139	20,389	\$551,947	117,541	1,058	\$0	19,546,947	2,435,650
		2016	93,129	17,399	\$458,818				18,148,818	2,311,326
		2017	96,218	14,310	\$362,600				16,682,600	2,318,309
		2018	99,409	11,119	\$263,190				15,153,190	2,316,877
		2019	102,707	7,821	\$160,484				13,555,484	2,317,459
		2020	106,114	4,414	\$54,370				11,874,370	2,329,122
		2021	54,370	894	\$0				10,170,000	2,275,780
		2022							8,525,000	2,138,300
		2023							6,800,000	2,140,814
		2024							5,000,000	2,134,163
2025							3,110,000	2,138,405		
2026							1,790,000	1,477,325		
2027							405,000	1,475,488		
2028							-	425,250		
2029							-	-		

FUND  
General

DEPT #  
110



DEPARTMENT  
Mayor & Council



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 2012-2013

- 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*



*Hazelwood*

**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.

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	INCREASE/ (DECREASE)
Personnel	\$24,712	\$24,830	\$25,343	\$40,047	61.3%
Professional Services	\$0	\$120	\$0	\$240	100.0%
Property Services	\$0	\$0	\$0	\$0	
Other Services	\$21,248	\$78,045	\$49,880	\$97,450	24.9%
Supplies	\$374	\$400	\$300	\$400	0.0%
Property	\$0	\$541	\$0	\$50	-90.8%
<b>GRAND TOTAL</b>	<b>\$46,334</b>	<b>\$103,936</b>	<b>\$75,523</b>	<b>\$138,187</b>	<b>33.0%</b>

PERSONNEL SCHEDULE						
POSITION TITLE	REQUIREMENTS				BUDGET	BUDGET
	2012	2013			2012	2013
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*

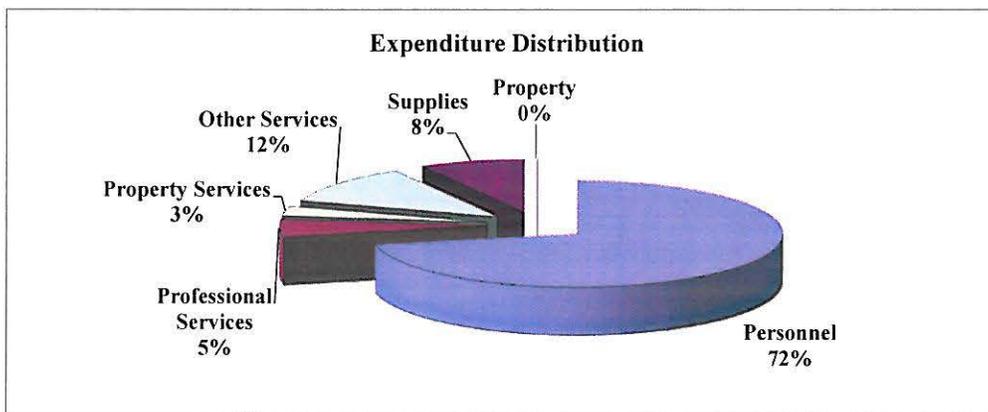
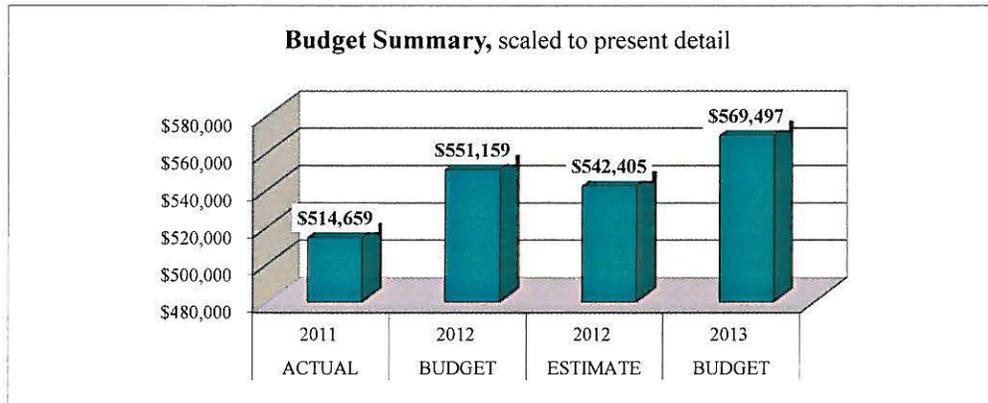
**DEPT #**  
*110*



**DEPARTMENT**  
*Mayor & Council*

CLASSIFICATION	ACCOUNT NO.	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013
Full Time Salary	101	\$0	\$0	\$0	\$0
Part Time Salary	103	22,200	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	1,698	1,698	1,698	1,698
Retirement Fund	126	0	0	0	13,789
Worker's Compensation	128	80	67	70	70
Health Insurance	130	0	0	0	0
Life/Disability Insurance	132	0	0	0	0
Other Personnel Costs	150	734	865	1,375	2,290
<b>Total Personnel</b>		<b>\$24,712</b>	<b>\$24,830</b>	<b>\$25,343</b>	<b>\$40,047</b>
Professional Service	200	\$0	\$120	\$0	\$240
<b>Total Professional Service</b>		<b>\$0</b>	<b>\$120</b>	<b>\$0</b>	<b>\$240</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/Boards/Com	400	2,888	22,380	14,340	20,870
Liability/Property/Auto Ins.	420	12,630	13,200	13,600	14,300
Communications	430	3,391	14,805	2,251	14,765
Travel/Training/Mileage	440	2,339	27,660	19,689	47,515
Contingencies	495	\$0	\$0	\$0	\$0
<b>Total Other Services</b>		<b>\$21,248</b>	<b>\$78,045</b>	<b>\$49,880</b>	<b>\$97,450</b>
General Supplies	500	374	400	300	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>\$374</b>	<b>\$400</b>	<b>\$300</b>	<b>\$400</b>
Furniture and Fixtures	600	0	25	0	50
Machinery/Equipment	620	0	0	0	0
Computers/IS	650	0	516	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>\$541</b>	<b>\$0</b>	<b>\$50</b>
<b>GRAND TOTAL</b>		<b>\$46,334</b>	<b>\$103,936</b>	<b>\$75,523</b>	<b>\$138,187</b>





**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 2012-2013 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



- 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 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	INCREASE/ (DECREASE)
Personnel	\$366,409	\$381,111	\$381,069	\$407,667	7.0%
Professional Services	\$54,234	\$40,200	\$37,355	\$30,475	-24.2%
Property Services	\$12,788	\$16,885	\$16,770	\$16,820	-0.4%
Other Services	\$38,420	\$66,875	\$62,311	\$67,635	1.1%
Supplies	\$42,302	\$46,088	\$44,900	\$46,900	1.8%
Property	\$507	\$0	\$0	\$0	
<b>GRAND TOTAL</b>	<b>\$514,659</b>	<b>\$551,159</b>	<b>\$542,405</b>	<b>\$569,497</b>	<b>3.3%</b>

PERSONNEL SCHEDULE					
POSITION TITLE	REQUIREMENTS		BUDGET 2012	BUDGET 2013	
	2012	2013			
CITY MANAGER	1.00	1.00	\$121,483	124,785	
Transfer to Eco. De	-0.20	-0.20	(\$24,297)	(\$24,957)	20%
ASSISTANT CITY MGR.	1.00	1.00	\$86,037	88,718	
Transfer to Eco. De	-0.33	-0.33	(\$28,392)	(29,277)	33%
COMMUNICATIONS COORDINATOR	1.00	1.00	\$48,733	\$52,972	
Transfer to Eco.D.	-0.40	-0.40	(\$19,493)	(\$21,189)	40%
HUMAN RESOURCE ASSISTANT	1.00	1.00	\$41,354	\$41,240	
Transfer to Eco.D.	-0.50	-0.50	(\$20,677)	(\$20,620)	50%
ADMIN. SECRETARY S-VI	1.00	1.00	\$47,861	\$50,048	
RECEPTIONIST	1.00	1.00	\$30,876	\$33,131	
<b>TOTAL</b>	<b>4.57</b>	<b>4.57</b>	<b>\$283,485</b>	<b>\$294,851</b>	



FUND  
General

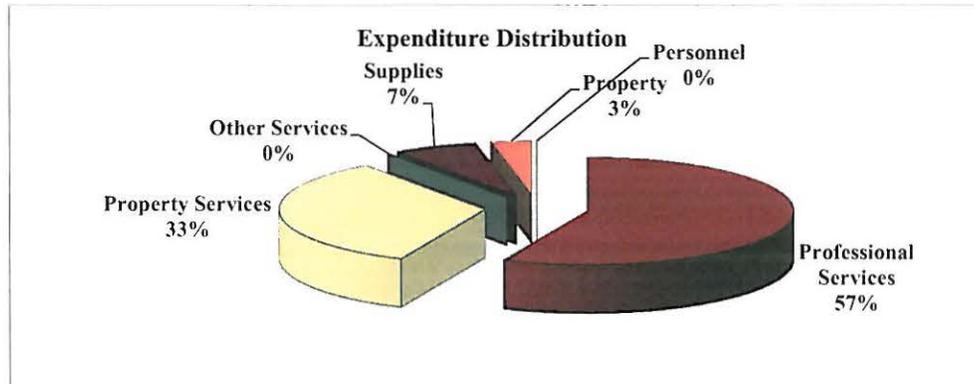
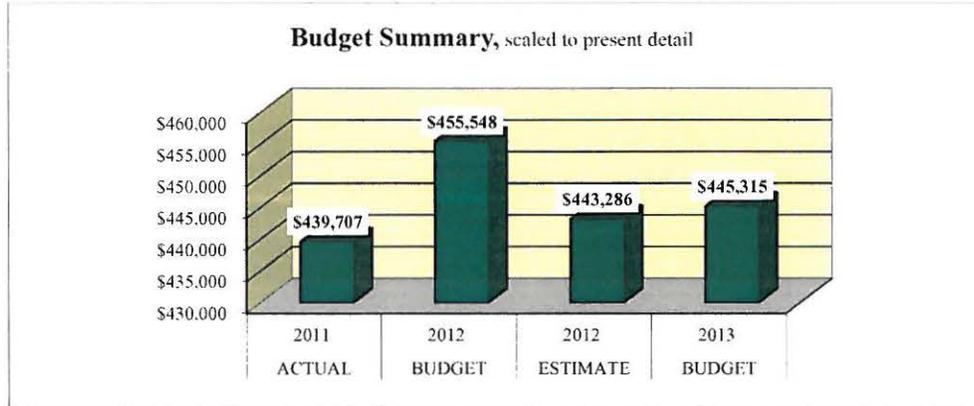
DEPT #  
171



DEPARTMENT  
City Manager

CLASSIFICATION	ACCOUNT NO.	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013
Full Time Salary	101	\$267,707	\$283,485	\$281,546	\$294,852
Part Time Salary	103	918	0	8,945	2,000
Overtime pay	105	257	0	0	0
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	4,891	10,350	2,000	4,000
Social Security	124	20,109	21,937	22,473	22,959
Retirement Fund	126	30,038	32,867	36,066	37,727
Worker's Compensation	128	1,320	828	810	864
Health Insurance	130	36,348	26,365	23,200	38,920
Life/Disability Insurance	132	1,654	1,279	1,279	1,345
Other Personnel Costs	150	3,168	4,000	4,750	5,000
<b>Total Personnel</b>		<b>\$366,409</b>	<b>\$381,111</b>	<b>\$381,069</b>	<b>\$407,667</b>
Professional Service	200	\$54,234	\$40,200	\$37,355	\$30,475
<b>Total Professional Service</b>		<b>\$54,234</b>	<b>\$40,200</b>	<b>\$37,355</b>	<b>\$30,475</b>
Rental Equipment	320	0	0	0	0
Utilities	330	1,633	2,085	1,920	1,920
Vehicle Maintenance	350	35	500	550	600
Equipment Maintenance	360	11,119	14,300	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>\$12,788</b>	<b>\$16,885</b>	<b>\$16,770</b>	<b>\$16,820</b>
Special Programs	400	0	300	0	1,000
Liability/Property/Auto Ins.	420	12,630	13,200	13,600	14,300
Communications	430	23,371	39,945	44,012	43,195
Travel/Training/Mileage	440	2,419	13,430	4,699	9,140
Contingencies	495		\$0	\$0	\$0
<b>Total Other Services</b>		<b>\$38,420</b>	<b>\$66,875</b>	<b>\$62,311</b>	<b>\$67,635</b>
General Supplies	500	37,775	41,700	41,100	43,100
Vehicle Supplies	530	67	200	500	500
Motor Fuel/Lube	560	4,459	4,188	3,300	3,300
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$42,302</b>	<b>\$46,088</b>	<b>\$44,900</b>	<b>\$46,900</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	507	0	0	0
Vehicle Equipment	670	0	0	0	0
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$507</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>		<b>\$514,659</b>	<b>\$551,159</b>	<b>\$542,405</b>	<b>\$569,497</b>





**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

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*



**DEPARTMENT**  
*Information Systems*

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	INCREASE/ (DECREASE)
Personnel	\$0	\$0	\$0	\$0	
Professional Services	\$243,453	\$250,800	\$253,978	\$252,278	0.6%
Property Services	\$157,882	\$161,917	\$155,682	\$149,537	-7.6%
Other Services	\$0	\$0	\$0	\$0	
Supplies	\$28,602	\$30,000	\$24,926	\$29,500	
Property	\$9,771	\$12,831	\$8,700	\$14,000	9.1%
<b>GRAND TOTAL</b>	<b>\$439,707</b>	<b>\$455,548</b>	<b>\$443,286</b>	<b>\$445,315</b>	<b>-2.2%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET	BUDGET
	2012	2013	2012	2013
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0</b>	<b>\$0</b>



CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2011	2012	2012	2013
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	\$243,453	\$250,800	\$253,978	\$252,278
<b>Total Professional Service</b>		<b>\$243,453</b>	<b>\$250,800</b>	<b>\$253,978</b>	<b>\$252,278</b>
Rental Equipment	320	0	0	0	0
Utilities	330	59,156	67,360	69,736	61,697
Vehicle Maintenance	350	0	0	0	0
Equipment Maintenance	360	98,726	94,557	85,946	87,840
Building Maintenance	370	0	0	0	0
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$157,882</b>	<b>\$161,917</b>	<b>\$155,682</b>	<b>\$149,537</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	28,602	30,000	24,926	29,500
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>\$28,602</b>	<b>\$30,000</b>	<b>\$24,926</b>	<b>\$29,500</b>
Furniture and Fixtures	600	0	0	0	0
Machinery/Equipment	620	0	0	0	0
Computers/IS	650	9,771	12,831	8,700	14,000
Vehicle Equipment	670	0	0	0	0
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$9,771</b>	<b>\$12,831</b>	<b>\$8,700</b>	<b>\$14,000</b>
<b>GRAND TOTAL</b>		<b>\$439,707</b>	<b>\$455,548</b>	<b>\$443,286</b>	<b>\$445,315</b>

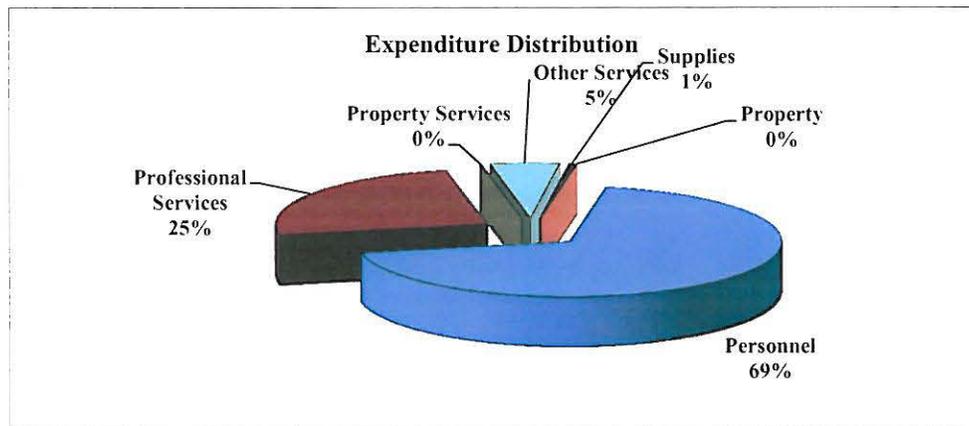
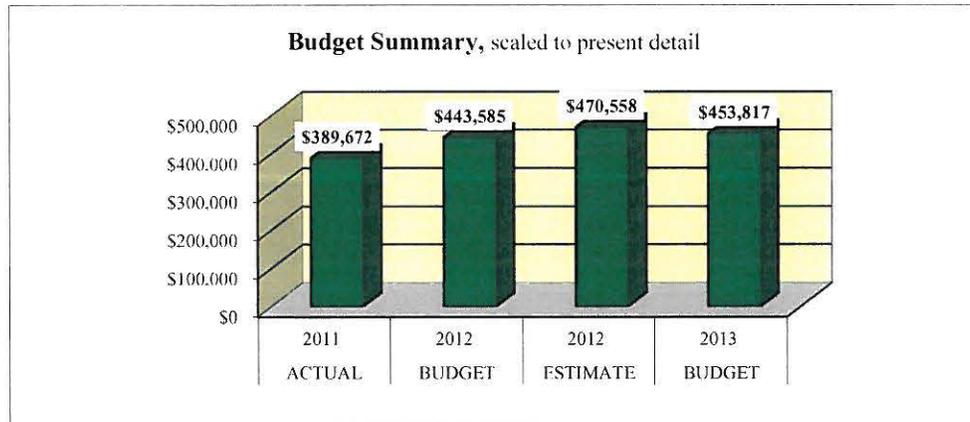


**FUND**  
*General*

**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.

**2012 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

**2013 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.

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	INCREASE/ (DECREASE)
Personnel	\$279,997	\$296,895	\$327,141	\$313,367	5.5%
Professional Services	\$91,561	\$113,950	\$111,291	\$113,670	-0.2%
Property Services	\$0	\$420	\$420	\$480	14.3%
Other Services	\$17,120	\$22,870	\$22,266	\$23,810	4.1%
Supplies	\$994	\$2,250	\$2,000	\$2,290	1.8%
Property	\$0	\$7,200	\$7,440	\$200	-97.2%
<b>GRAND TOTAL</b>	<b>\$389,672</b>	<b>\$443,585</b>	<b>\$470,558</b>	<b>\$453,817</b>	<b>2.3%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET 2012	BUDGET 2013
	2012	2013		
FINANCE DIRECTOR	1.00	1.00	\$92,497	\$84,871
ACCOUNTING OFFICE COORDINATOR	1.00	1.00	\$45,636	\$49,328
PAYROLL SPECIALIST	1.00	1.00	\$42,015	\$45,255
ACCTG. SPECIALIST	1.00	1.00	\$42,417	\$45,790
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>\$222,565</b>	<b>\$225,244</b>



**FUND**  
*General*

**DEPT #**  
*201*



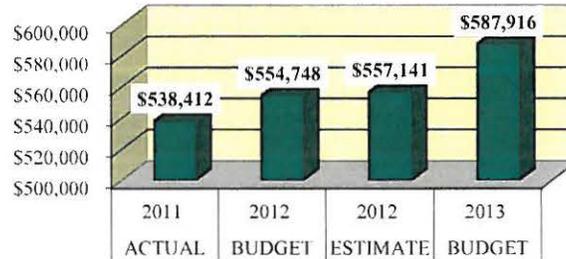
**DEPARTMENT**  
*Finance*

CLASSIFICATION	ACCOUNT NO.	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013
Full Time Salary	101	\$210,299	\$222,565	\$243,215	\$225,244
Part Time Salary	103	0	0	0	0
Overtime pay	105	310	500	700	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	15,292	17,064	18,659	17,269
Retirement Fund	126	25,208	25,592	33,407	28,616
Worker's Compensation	128	670	637	570	664
Health Insurance	130	26,863	29,540	29,608	34,070
Life/Disability Insurance	132	1,261	947	932	978
Other Personnel Costs	150	94	50	50	6,026
<b>Total Personnel</b>		<b>\$279,997</b>	<b>\$296,895</b>	<b>\$327,141</b>	<b>\$313,367</b>
Professional Service	200	\$91,561	\$113,950	\$111,291	\$113,670
<b>Total Professional Service</b>		<b>\$91,561</b>	<b>\$113,950</b>	<b>\$111,291</b>	<b>\$113,670</b>
Rental Equipment	320	0	0	0	0
Utilities	330	0	420	420	480
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>\$420</b>	<b>\$420</b>	<b>\$480</b>
Special Programs	400	0	0	0	0
Liability/Property/Auto Ins.	420	12,630	13,200	13,632	14,300
Communications	430	4,347	4,910	4,299	4,435
Travel/Training/Mileage	440	132	4,760	4,335	5,075
Contingencies	495	\$11	\$0	\$0	\$0
<b>Total Other Services</b>		<b>\$17,120</b>	<b>\$22,870</b>	<b>\$22,266</b>	<b>\$23,810</b>
General Supplies	500	994	2,250	2,000	2,290
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>\$994</b>	<b>\$2,250</b>	<b>\$2,000</b>	<b>\$2,290</b>
Furniture and Fixtures	600	0	0	40	0
Machinery/Equipment	620	0	200	400	200
Computers/IS	650	0	7,000	7,000	0
Vehicle Equipment	670	0	0	0	0
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$0</b>	<b>\$7,200</b>	<b>\$7,440</b>	<b>\$200</b>
<b>GRAND TOTAL</b>		<b>\$389,672</b>	<b>\$443,585</b>	<b>\$470,558</b>	<b>\$453,817</b>

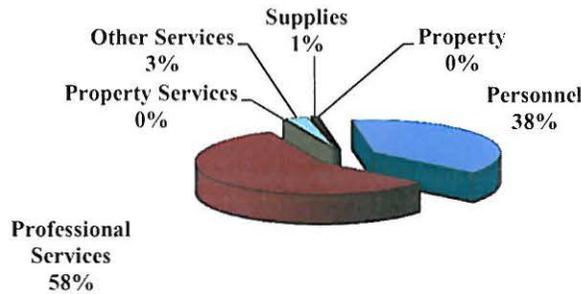




**Budget Summary**, scaled to present detail



**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.

**FUND**  
*General*

**DEPT #**  
*210*



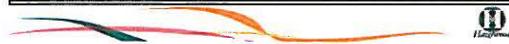
**DEPARTMENT**  
*Legal*

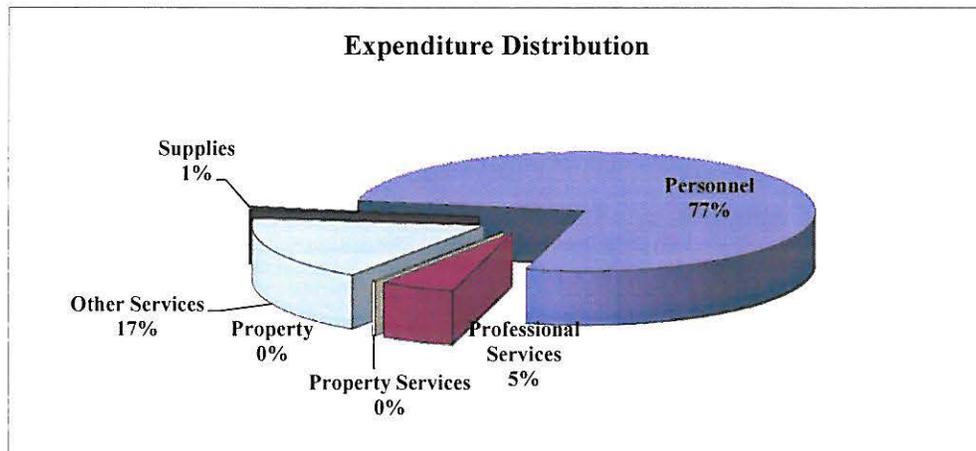
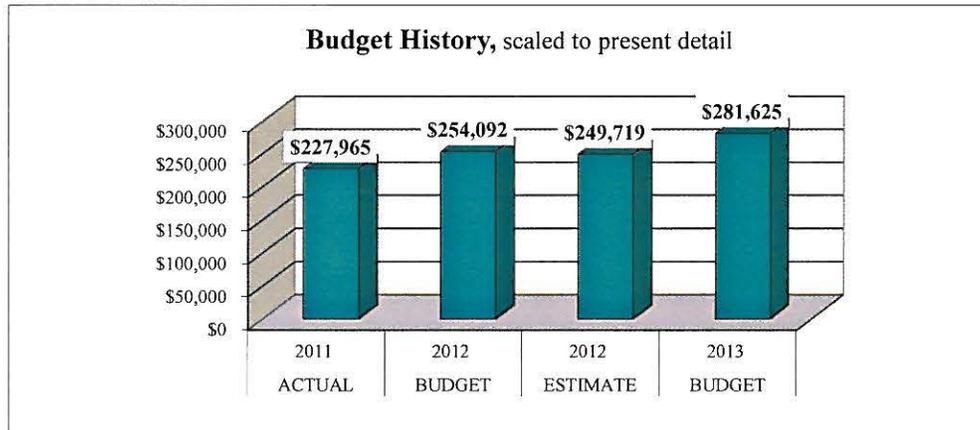
DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL	BUDGET	ESTIMATE	BUDGET	INCREASE/
	2011	2012	2012	2013	(DECREASE)
Personnel	\$193,707	\$200,990	\$214,574	\$226,545	12.7%
Professional Services	\$326,286	\$332,399	\$321,552	\$339,224	2.1%
Property Services	\$0	\$0	\$0	\$0	
Other Services	\$16,248	\$15,374	\$15,814	\$16,866	9.7%
Supplies	\$2,071	\$5,985	\$5,201	\$5,281	-11.8%
Property	\$100	\$0	\$0	\$0	
<b>GRAND TOTAL</b>	<b>\$538,412</b>	<b>\$554,748</b>	<b>\$557,141</b>	<b>\$587,916</b>	<b>6.0%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET	BUDGET
	2012	2013	2012	2013
Court Clerk	1.00	1.00	\$48,883	\$50,212
Deputy Court Clerk	1.00	1.00	\$34,700	\$37,720
Court Clerk Typist	2.00	2.00	\$52,566	\$64,738
Court Clerk Typist/Receptionist	0.00	0.00		
Pay Plan increases				
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>\$136,149</b>	<b>\$152,670</b>



CLASSIFICATION	ACCOUNT NO.	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013
Full Time Salary	101	\$132,145	\$136,149	\$145,436	\$152,670
Part Time Salary	103	0	0	0	0
Overtime pay	105	3,514	6,500	5,302	6,000
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	10,030	10,913	11,531	12,138
Retirement Fund	126	15,840	15,778	20,596	19,473
Worker's Compensation	128	480	419	410	437
Health Insurance	130	26,863	29,540	29,608	34,070
Life/Disability Insurance	132	929	731	731	797
Other Personnel Costs	150	3,907	960	960	960
<b>Total Personnel</b>		<b>\$193,707</b>	<b>\$200,990</b>	<b>\$214,574</b>	<b>\$226,545</b>
Professional Service	200	\$326,286	\$332,399	\$321,552	\$339,224
<b>Total Professional Service</b>		<b>\$326,286</b>	<b>\$332,399</b>	<b>\$321,552</b>	<b>\$339,224</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	11,619	12,200	12,600	13,200
Communications	430	4,203	180	814	830
Travel/Training/Mileage	440	426	2,994	2,400	2,836
Contingencies	495	\$0	\$0	\$0	\$0
<b>Total Other Services</b>		<b>\$16,248</b>	<b>\$15,374</b>	<b>\$15,814</b>	<b>\$16,866</b>
General Supplies	500	2,071	5,985	5,201	5,281
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>\$2,071</b>	<b>\$5,985</b>	<b>\$5,201</b>	<b>\$5,281</b>
Furniture and Fixtures	600	0	0	0	0
Machinery/Equipment	620	100	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>\$100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>		<b>\$538,412</b>	<b>\$554,748</b>	<b>\$557,141</b>	<b>\$587,916</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 2012-2013**

- 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 City 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. This year's budget includes a record retention system that will improve our current record keeping procedure. All documents under the City Clerk's care will be scanned and filed electronically providing a more efficient method of organizing research documents. This system will be made available to all departments who wish to use it.
- 7 - Preparation of the budgets for the City Council and this department.
- 8 - Continued active participation in professional, civic and governmental organizations, serving on committees and boards.
- 9 - Responsible communication, liaison and cooperation with Hazelwood citizens, businesses, civic and governmental organizations.
- 10 - Preparation and maintenance of the monthly City calendar.

**FUND**  
*General*

**DEPT #**  
*215*



**DEPARTMENT**  
*City Clerk*

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	INCREASE/ (DECREASE)
Personnel	\$184,886	\$192,858	\$199,737	\$215,030	11.5%
Professional Services	\$6,886	\$15,520	\$10,022	\$14,770	-4.8%
Property Services	\$494	\$634	\$470	\$630	-0.6%
Other Services	\$34,901	\$42,050	\$38,390	\$48,515	15.4%
Supplies	\$798	\$2,730	\$860	\$2,680	-1.8%
Property	\$0	\$300	\$240	\$0	-100.0%
<b>GRAND TOTAL</b>	<b>\$227,965</b>	<b>\$254,092</b>	<b>\$249,719</b>	<b>\$281,625</b>	<b>10.8%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET 2012	BUDGET 2013
	2012	2013		
CITY CLERK	1.00	1.00	\$64,449	\$71,411
DEPUTY CITY CLERK	1.00	1.00	\$47,641	\$50,048
SECRETARY	1.00	1.00	\$30,131	\$34,881
Pay Plan increases				
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>\$142,221</b>	<b>\$156,340</b>



**FUND**  
*General*

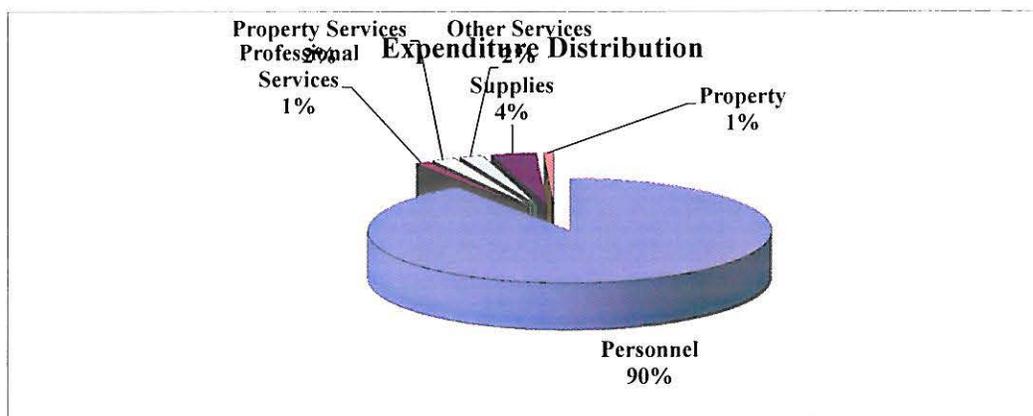
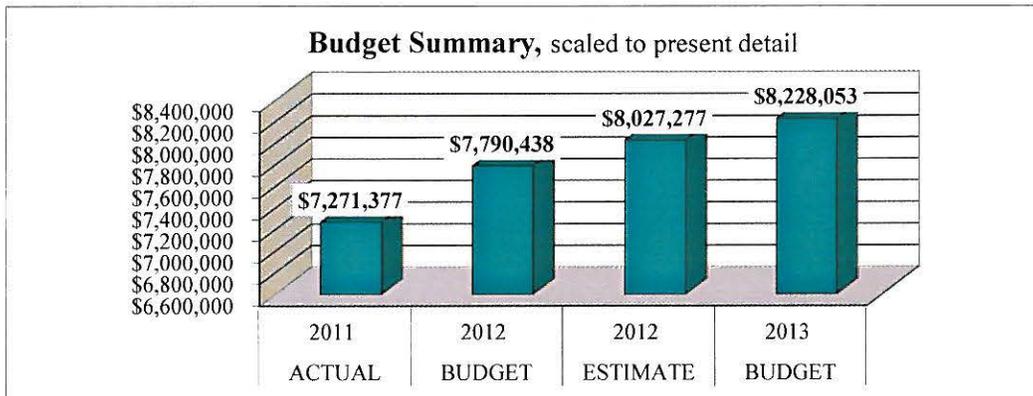
**DEPT #**  
*215*



**DEPARTMENT**  
*City Clerk*

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2011	2012	2012	2013
Full Time Salary	101	\$136,515	\$142,221	\$144,000	\$156,340
Part Time Salary	103	0	0	0	0
Overtime pay	105	149	40	40	45
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	9,936	10,883	11,019	11,963
Retirement Fund	126	16,374	16,422	21,437	19,909
Worker's Compensation	128	420	413	400	431
Health Insurance	130	20,636	22,150	22,201	25,550
Life/Disability Insurance	132	856	649	640	702
Other Personnel Costs	150	0	80	0	90
<b>Total Personnel</b>		<b>\$184,886</b>	<b>\$192,858</b>	<b>\$199,737</b>	<b>\$215,030</b>
Professional Service	200	\$6,886	\$15,520	\$10,022	\$14,770
<b>Total Professional Service</b>		<b>\$6,886</b>	<b>\$15,520</b>	<b>\$10,022</b>	<b>\$14,770</b>
Rental Equipment	320	0	0	0	0
Utilities	330	494	484	470	480
Vehicle Maintenance	350	0	0	0	0
Equipment Maintenance	360	0	150	0	150
Building Maintenance	370	0	0	0	0
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$494</b>	<b>\$634</b>	<b>\$470</b>	<b>\$630</b>
Special Programs	400	0	0	0	0
Liability/Property/Auto Ins.	420	12,630	13,200	13,600	14,300
Communications	430	20,970	21,870	21,400	21,825
Travel/Training/Mileage	440	1,301	6,980	3,390	12,390
Contingencies	495	\$0	\$0	\$0	\$0
<b>Total Other Services</b>		<b>\$34,901</b>	<b>\$42,050</b>	<b>\$38,390</b>	<b>\$48,515</b>
General Supplies	500	798	2,730	860	2,680
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>\$798</b>	<b>\$2,730</b>	<b>\$860</b>	<b>\$2,680</b>
Furniture and Fixtures	600	0	300	240	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>\$300</b>	<b>\$240</b>	<b>\$0</b>
<b>GRAND TOTAL</b>		<b>\$227,965</b>	<b>\$254,092</b>	<b>\$249,719</b>	<b>\$281,625</b>





**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.



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 2012-2013

- 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 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 our canines.
- 320 Rental: This account reflects the cost for IBM REJIS terminals and comphoto/fit 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 29 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 maintaining the police facility and substation.
- 400      Special Programs: This amount is requested to ensure participation in the Violent Crime Task Force, to hold one session of the Hazelwood Youth Leadership Academy and the cost of International Accreditation Program through the Commission on Law Enforcement Accreditation (CALEA)
- 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: 51,000 gallons of gasoline at \$3.41 a gallon and 100 gallons of diesel fuel @ \$3.75 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*



**DEPARTMENT**  
*Police*

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	INCREASE/ (DECREASE)
Personnel	\$6,686,981	\$7,042,648	\$7,268,573	\$7,452,853	5.8%
Professional Services	\$81,869	\$85,269	\$91,316	\$96,168	12.8%
Property Services	\$110,746	\$155,220	\$142,375	\$160,351	3.3%
Other Services	\$119,449	\$135,496	\$154,196	\$154,122	13.7%
Supplies	\$232,510	\$293,595	\$277,308	\$298,660	1.7%
Property	\$39,822	\$78,210	\$93,510	\$65,899	-15.7%
<b>GRAND TOTAL</b>	<b>\$7,271,377</b>	<b>\$7,790,438</b>	<b>\$8,027,277</b>	<b>\$8,228,053</b>	<b>5.6%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET 2012	BUDGET 2013
	2012	2013		
Chief	1.00	1.00	\$104,967	\$108,981
Manager	2.00	2.00	\$168,856	\$173,448
Inspector (Lt)	5.00	5.00	\$384,840	\$395,305
Supervisor (Sgt)	8.00	8.00	\$548,531	\$566,219
Detective	10.00	10.00	\$562,873	\$580,973
Officer	44.00	44.00	\$2,432,498	\$2,542,153
Admin Sup	1.00	1.00	\$53,874	\$55,688
Telecomm.	8.00	8.00	\$356,441	\$363,453
Admin.Secretary	1.00	1.00	\$43,500	\$44,682
Police Clerk	1.00	1.00	\$29,576	\$32,557
Law Enf.Info.Sp	1.00	1.00	\$60,390	\$62,041
Dom. Abuse	1.00	1.00	\$55,237	\$56,896
Anim Con/Code En	1.00	1.00	\$44,882	\$46,201
Pt Cross Guard	0.25	0.25		
Pt Dispatchers	0.40	0.40	\$14,447	\$24,555
PT Police Clerk	0.50	0.50	\$13,905	\$14,100
<b>TOTAL</b>	<b>85.15</b>	<b>85.15</b>	<b>\$4,874,817</b>	<b>\$5,067,252</b>



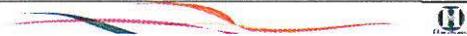
**FUND**  
*General*

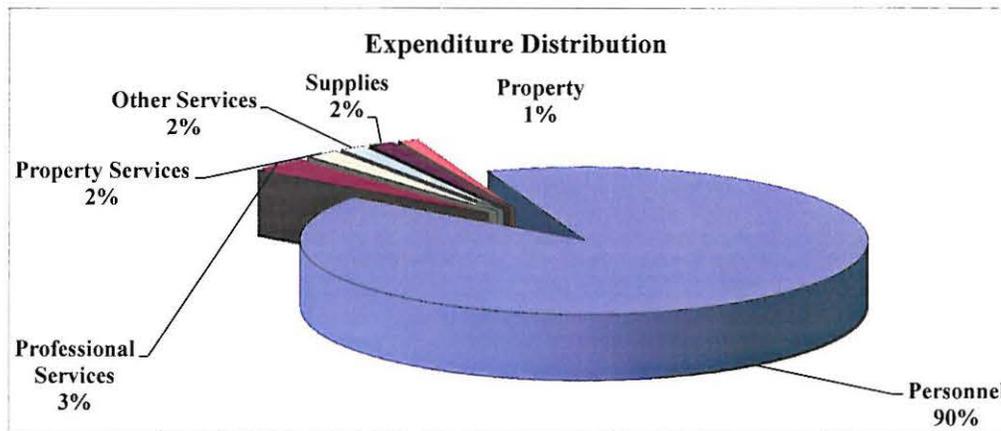
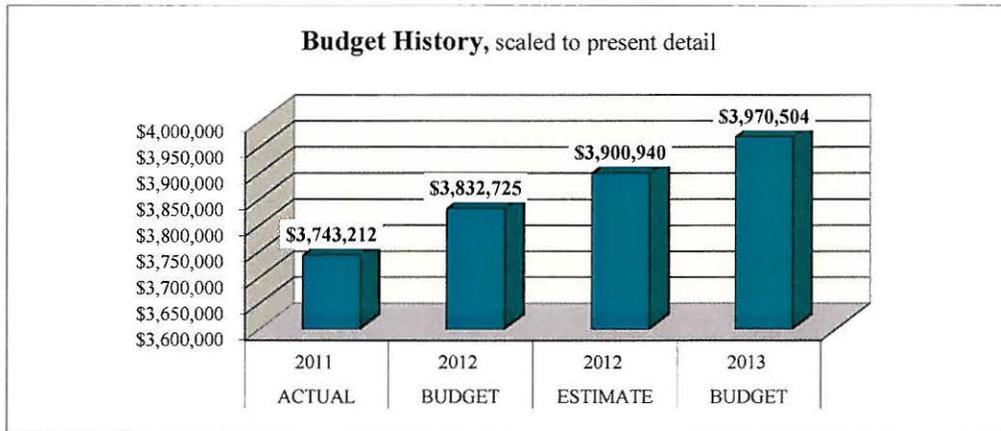
**DEPT #**  
*301*



**DEPARTMENT**  
*Police*

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2011	2012	2012	2013
Full Time Salary	101	4,716,471	\$4,994,798	\$4,994,798	\$5,182,570
Part Time Salary	103	51,261	28,352	59,353	38,655
Overtime pay	105	166,897	165,771	193,203	173,902
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	362,650	396,952	401,423	412,727
Retirement Fund	126	565,120	561,603	733,101	645,833
Worker's Compensation	128	203,118	192,762	187,950	201,067
Health Insurance	130	557,134	627,705	630,500	715,440
Life/Disability Insurance	132	27,683	20,331	20,331	21,290
Other Personnel Costs	150	36,647	54,374	47,914	61,369
<b>Total Personnel</b>		<b>\$6,686,981</b>	<b>\$7,042,648</b>	<b>\$7,268,573</b>	<b>\$7,452,853</b>
Professional Service	200	\$81,869	\$85,269	\$91,316	\$96,168
<b>Total Professional Service</b>		<b>\$81,869</b>	<b>\$85,269</b>	<b>\$91,316</b>	<b>\$96,168</b>
Rental Equipment	320	0	0	0	408
Utilities	330	16,687	25,226	23,401	25,392
Vehicle Maintenance	350	16,604	30,000	28,000	30,000
Equipment Maintenance	360	73,916	94,834	86,264	99,891
Building Maintenance	370	3,539	5,160	4,710	4,660
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$110,746</b>	<b>\$155,220</b>	<b>\$142,375</b>	<b>\$160,351</b>
Special Programs	400	36,237	35,831	39,386	40,167
Liability/Property/Auto Ins.	420	34,449	36,200	37,500	39,300
Communications	430	11,967	17,015	16,600	19,230
Travel/Training/Mileage	440	27,786	46,050	42,625	54,725
Contingencies	495	\$9,009	\$400	\$18,085	\$700
<b>Total Other Services</b>		<b>\$119,449</b>	<b>\$135,496</b>	<b>\$154,196</b>	<b>\$154,122</b>
General Supplies	500	53,630	74,787	71,704	86,750
Vehicle Supplies	530	26,009	27,000	35,680	33,000
Motor Fuel/Lube	560	152,871	191,808	169,924	178,910
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$232,510</b>	<b>\$293,595</b>	<b>\$277,308</b>	<b>\$298,660</b>
Furniture and Fixtures	600	825	5,154	5,109	11,975
Machinery/Equipment	620	2,289	33,686	49,232	8,200
Computers/IS	650	35,011	34,560	34,359	34,500
Vehicle Equipment	670	1,697	4,810	4,810	11,224
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$39,822</b>	<b>\$78,210</b>	<b>\$93,510</b>	<b>\$65,899</b>
<b>GRAND TOTAL</b>		<b>\$7,271,377</b>	<b>\$7,790,438</b>	<b>\$8,027,277</b>	<b>\$8,228,053</b>





**GENERAL ANALYSIS 2010 - 2011**

This past year was a year of transition. With the retirement of our long standing Fire Chief, subsequent promotions and hiring new employees, we have worked through many adjustments. Significant time has been utilized in familiarization with new responsibilities and settling in to an effective process. All divisions; Training, EMS, and Public Education, are fully operational and fulfilling their mission.

**GOALS: 2012 - 2013**

Equipment replacement necessitated by budget reduction measures in recent years will be one primary goal this year. In addition, a focus on specialized training with emphasis on improved performance and employee safety will be the priority. Transitioning to a more efficient, web based, incident report system tied into a paperless inspection report system will allow us to streamline these vital functions.

**BUDGET COMMENTS**

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

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.

**FUND**  
*General*

**DEPT #**  
*330*



**DEPARTMENT**  
*Fire*

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 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	INCREASE/ (DECREASE)
Personnel	\$3,464,652	\$3,428,335	\$3,497,687	\$3,591,224	4.8%
Professional Services	\$86,172	\$158,740	\$157,910	\$137,315	-13.5%
Property Services	\$83,062	\$74,964	\$75,234	\$76,977	2.7%
Other Services	\$35,452	\$53,285	\$53,036	\$58,985	10.7%
Supplies	\$50,396	\$60,473	\$53,545	\$59,675	-1.3%
Property	\$23,478	\$56,928	\$63,528	\$46,328	-18.6%
<b>GRAND TOTAL</b>	<b>\$3,743,212</b>	<b>\$3,832,725</b>	<b>\$3,900,940</b>	<b>\$3,970,504</b>	<b>3.6%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET 2012	BUDGET 2013
	2012	2013		
FIRE CHIEF	1.00	1.00	\$0	\$99,149
FIRE CHIEF UNFILLED POSITION			\$70,000	\$0
ASST CHIEF	1.00	1.00	\$91,805	\$79,904
FF SUPRVSR	6.00	6.00	\$477,914	\$489,121
FF INSPECTR	3.00	3.00	\$199,917	\$205,353
FF/PARAMEDIC	13.00	13.00	\$789,143	\$806,492
FIRE FIGHTER	8.00	8.00	\$497,064	\$495,704
SECRETARY	1.00	1.00	\$38,341	\$41,448
SECRETARY I	0.40	0.40	\$17,250	\$17,427
FIRE MARSHAL	1.00	1.00	\$81,664	\$84,958
<b>TOTAL</b>	<b>34.40</b>	<b>34.40</b>	<b>\$2,263,098</b>	<b>\$2,319,556</b>



**FUND**  
*General*

**DEPT #**  
*330*



**DEPARTMENT**  
*Fire*

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2011	2012	2012	2013
Full Time Salary	101	\$2,325,996	\$2,313,834	\$2,294,702	\$2,371,160
Part Time Salary	103	17,092	17,250	17,427	17,427
Overtime pay	105	263,306	220,000	231,000	230,000
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	189,257	195,345	194,549	200,322
Retirement Fund	126	267,905	252,702	329,870	296,052
Worker's Compensation	128	138,470	143,234	139,660	149,405
Health Insurance	130	228,303	251,080	251,662	289,580
Life/Disability Insurance	132	12,574	8,940	9,147	9,278
Other Personnel Costs	150	21,749	25,950	29,670	28,000
<b>Total Personnel</b>		<b>\$3,464,652</b>	<b>\$3,428,335</b>	<b>\$3,497,687</b>	<b>\$3,591,224</b>
Professional Service	200	\$86,172	\$158,740	\$157,910	\$137,315
<b>Total Professional Service</b>		<b>\$86,172</b>	<b>\$158,740</b>	<b>\$157,910</b>	<b>\$137,315</b>
Rental Equipment	320	0	0	0	0
Utilities	330	46,845	43,539	42,684	43,877
Vehicle Maintenance	350	22,238	17,000	18,500	18,000
Equipment Maintenance	360	6,846	7,500	7,500	7,500
Building Maintenance	370	6,953	6,625	6,250	6,500
Other Property Services	380	180	300	300	1,100
<b>Total Property Services</b>		<b>\$83,062</b>	<b>\$74,964</b>	<b>\$75,234</b>	<b>\$76,977</b>
Special Programs	400	2,081	4,000	4,000	4,000
Liability/Property/Auto Ins.	420	19,499	20,400	21,100	22,100
Communications	430	2,528	4,500	4,250	4,500
Travel/Training/Mileage	440	6,398	21,385	20,186	25,385
Contingencies	495	\$4,946	\$3,000	\$3,500	\$3,000
<b>Total Other Services</b>		<b>\$35,452</b>	<b>\$53,285</b>	<b>\$53,036</b>	<b>\$58,985</b>
General Supplies	500	19,497	26,700	25,315	26,800
Vehicle Supplies	530	3,243	5,000	4,800	5,000
Motor Fuel/Lube	560	27,656	28,773	23,430	27,875
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$50,396</b>	<b>\$60,473</b>	<b>\$53,545</b>	<b>\$59,675</b>
Furniture and Fixtures	600	536	9,000	0	0
Machinery/Equipment	620	17,378	33,200	48,800	34,800
Computers/IS	650	500	10,528	9,528	6,528
Vehicle Equipment	670	5,063	4,200	5,200	5,000
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$23,478</b>	<b>\$56,928</b>	<b>\$63,528</b>	<b>\$46,328</b>
<b>GRAND TOTAL</b>		<b>\$3,743,212</b>	<b>\$3,832,725</b>	<b>\$3,900,940</b>	<b>\$3,970,504</b>

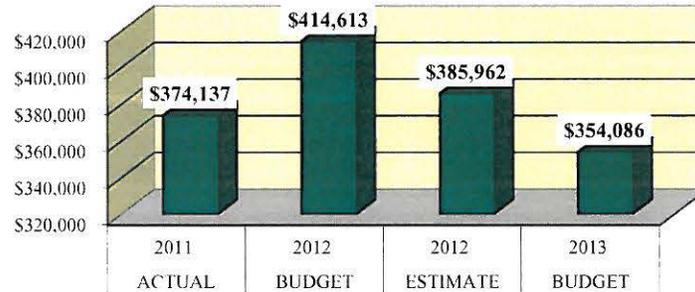
**FUND**  
*General*

**DEPT #**  
333

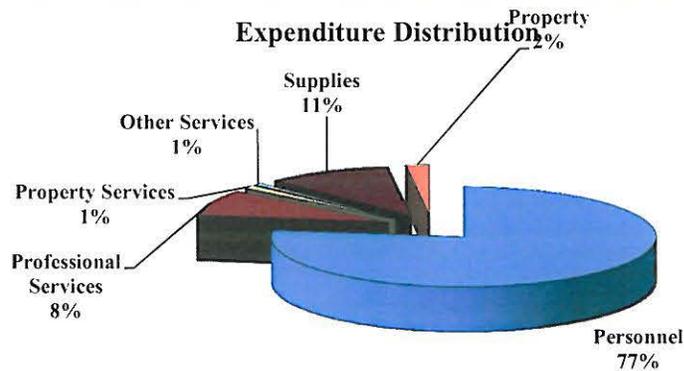


**DEPARTMENT**  
*Ambulance Service*

**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 Dept. 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 departments goals for this year will be to continue to find ways to maintain or improve service levels. This will included 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



*Hazelwood*

**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*

<b>DEPARTMENT SUMMARY</b>					
CLASSIFICATION	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	INCREASE/ (DECREASE)
Personnel	\$244,988	\$264,847	\$287,407	\$273,261	3.2%
Professional Services	\$78,793	\$79,875	\$31,875	\$30,250	-62.1%
Property Services	\$7,964	\$6,000	\$3,240	\$3,740	-37.7%
Other Services	\$2,769	\$2,400	\$2,500	\$2,600	8.3%
Supplies	\$35,658	\$36,091	\$35,875	\$37,370	3.5%
Property	\$3,965	\$25,400	\$25,065	\$6,865	-73.0%
<b>GRAND TOTAL</b>	<b>\$374,137</b>	<b>\$414,613</b>	<b>\$385,962</b>	<b>\$354,086</b>	<b>-14.6%</b>

<b>PERSONNEL SCHEDULE</b>				
POSITION TITLE	REQUIREMENTS		BUDGET 2012	BUDGET 2013
	2012	2013		
FF/PARAMEDIC	3.00	3.00	\$156,547	\$160,555
Pay Plan increases				
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>\$156,547</b>	<b>\$160,555</b>



CLASSIFICATION	ACCOUNT NO.	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013
Full Time Salary	101	\$156,960	\$161,966	\$182,527	\$167,289
Part Time Salary	103	0	0	0	0
Overtime pay	105	23,034	35,000	30,500	31,000
Holiday pay	107	0	0	0	0
Accrued Leave	120	0	0	0	0
Unemployment Comp.	122	0	0	0	0
Social Security	124	13,542	15,068	16,297	15,169
Retirement Fund	126	19,899	17,931	23,407	21,043
Worker's Compensation	128	10,310	10,197	9,940	10,636
Health Insurance	130	20,147	22,150	22,201	25,550
Life/Disability Insurance	132	978	685	685	724
Other Personnel Costs	150	118	1,850	1,850	1,850
<b>Total Personnel</b>		<b>\$244,988</b>	<b>\$264,847</b>	<b>\$287,407</b>	<b>\$273,261</b>
Professional Service	200	\$78,793	\$79,875	\$31,875	\$30,250
<b>Total Professional Service</b>		<b>\$78,793</b>	<b>\$79,875</b>	<b>\$31,875</b>	<b>\$30,250</b>
Rental Equipment	320	0	0	0	0
Utilities	330	2,977	4,500	1,540	2,040
Vehicle Maintenance	350	4,987	1,000	1,250	1,250
Equipment Maintenance	360	0	500	450	450
Building Maintenance	370	0	0	0	0
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$7,964</b>	<b>\$6,000</b>	<b>\$3,240</b>	<b>\$3,740</b>
Special Programs	400	0	0	0	0
Liability/Property/Auto Ins.	420	1,819	1,900	2,000	2,100
Communications	430	0	0	0	0
Travel/Training/Mileage	440	0	0	0	0
Contingencies	495	\$950	\$500	\$500	\$500
<b>Total Other Services</b>		<b>\$2,769</b>	<b>\$2,400</b>	<b>\$2,500</b>	<b>\$2,600</b>
General Supplies	500	29,126	25,000	25,000	26,000
Vehicle Supplies	530	305	1,250	1,175	1,250
Motor Fuel/Lube	560	6,228	9,841	9,700	10,120
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$35,658</b>	<b>\$36,091</b>	<b>\$35,875</b>	<b>\$37,370</b>
Furniture and Fixtures	600	0	0	0	0
Machinery/Equipment	620	0	19,000	18,700	500
Computers/IS	650	3,965	5,200	5,165	5,165
Vehicle Equipment	670	0	1,200	1,200	1,200
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$3,965</b>	<b>\$25,400</b>	<b>\$25,065</b>	<b>\$6,865</b>
<b>GRAND TOTAL</b>		<b>\$374,137</b>	<b>\$414,613</b>	<b>\$385,962</b>	<b>\$354,086</b>

**FUND**  
*General*

**DEPT #**  
335



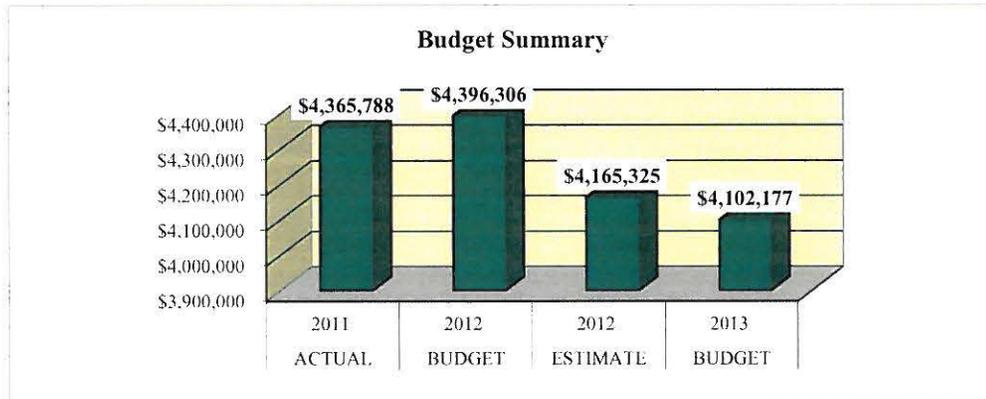
**DEPARTMENT**  
*Fire Districts*

**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.

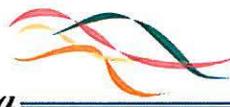
This portion of the budget entitled Fire Districts reflects the amount of money paid to the Florissant Valley Fire Protection District and the Robertson Fire Protection District for providing services to portions of the City of Hazelwood that are within their districts.

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*

<b>DEPARTMENT SUMMARY</b>					
<b>CLASSIFICATION</b>	<b>ACTUAL 2011</b>	<b>BUDGET 2012</b>	<b>ESTIMATE 2012</b>	<b>BUDGET 2013</b>	<b>INCREASE/ (DECREASE)</b>
Personnel	\$0	\$0	\$0	\$0	
Professional Services	\$4,365,788	\$4,396,306	\$4,165,325	\$4,102,177	-1.5%
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>\$4,365,788</b>	<b>\$4,396,306</b>	<b>\$4,165,325</b>	<b>\$4,102,177</b>	<b>-1.5%</b>

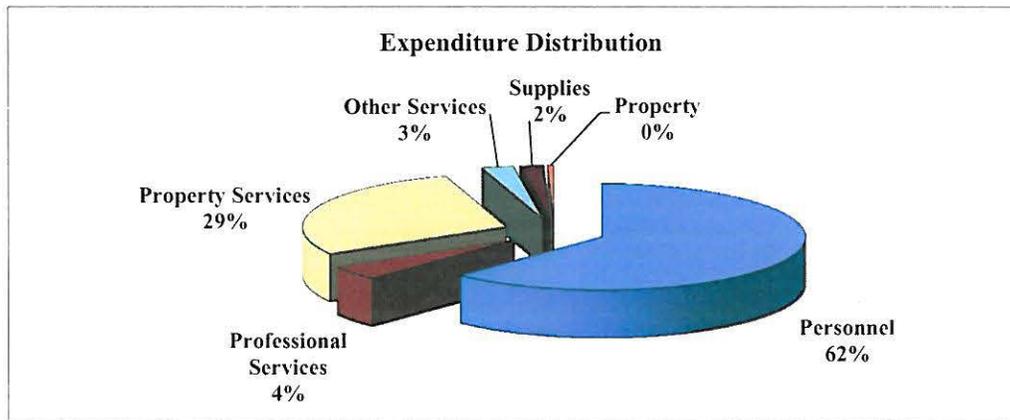
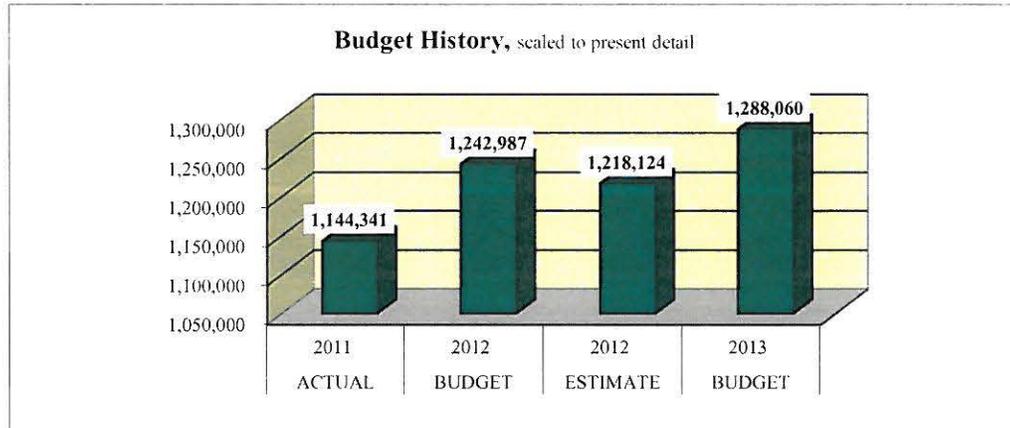
<b>CLASSIFICATION</b>	<b>ACTUAL 2010</b>	<b>ACTUAL 2011</b>	<b>BUDGET 2012</b>	<b>ESTIMATE 2012</b>	<b>BUDGET 2013</b>
Robertson FPD fees			\$3,461,847	\$3,246,288	\$3,234,625
Florissant Valley FPD fees			\$934,458	\$923,462	\$867,552
Fire District Fees	\$4,102,911	\$4,365,788	\$4,396,306	\$4,165,325	\$4,102,177

**FUND**  
*General*

**DEPT #**  
441



**DEPARTMENT**  
*Public Works Administration*



GENERAL:

Public Works Administration oversees all activities within the Public Works Department (74.51). 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 2012/2013:

- 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 Complete engineering for Fee Fee Road between McDonald and Anglum
- 6 Execute the reconstruction of Fee Fee Road between Chapel Ridge and McDonnell
- 7 Prepare building inspection module for field inspections

**FUND**  
*General*

**DEPT #**  
*441*



**DEPARTMENT**  
*Public Works Administration*

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	INCREASE/ (DECREASE)
Personnel	712,177	752,466	746,669	800,095	
Professional Services	15,200	55,880	42,000	57,140	2.3%
Property Services	378,381	362,081	370,400	369,350	2.0%
Other Services	20,588	34,485	30,155	31,785	-7.8%
Supplies	15,324	23,675	20,400	23,750	0.3%
Property	2,671	14,400	8,500	5,940	-58.8%
<b>GRAND TOTAL</b>	<b>1,144,341</b>	<b>1,242,987</b>	<b>1,218,124</b>	<b>1,288,060</b>	<b>3.6%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET 2012	BUDGET 2013
	2012	2013		
P.W. DIRECTOR/C	1.00	1.00	100,836	109,499
ADMIN ASST II to	1.00	1.00	43,500	44,682
CODE ADMINISTF	1.00	1.00	78,245	80,372
CITY PLANNER	1.00	1.00	56,509	66,886
CODE ENFORCEM	5.00	5.00	202,724	200,255
BLDG. INSP/CEO	0.00	0.00	0	0
CLERICAL SUPPO	1.00	1.00	36,352	37,864
CLERICAL SUPPO	1.00	1.00	32,150	34,363
<b>TOTAL</b>	<b>11.00</b>	<b>11.00</b>	<b>\$550,316</b>	<b>\$573,921</b>



**FUND**  
*General*

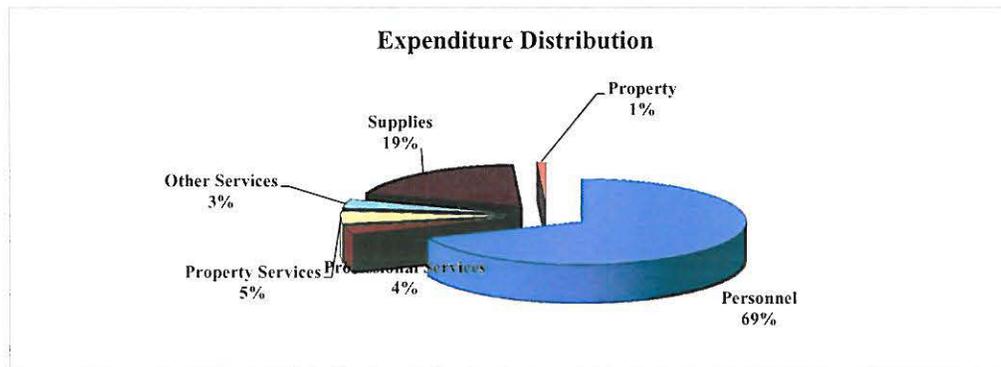
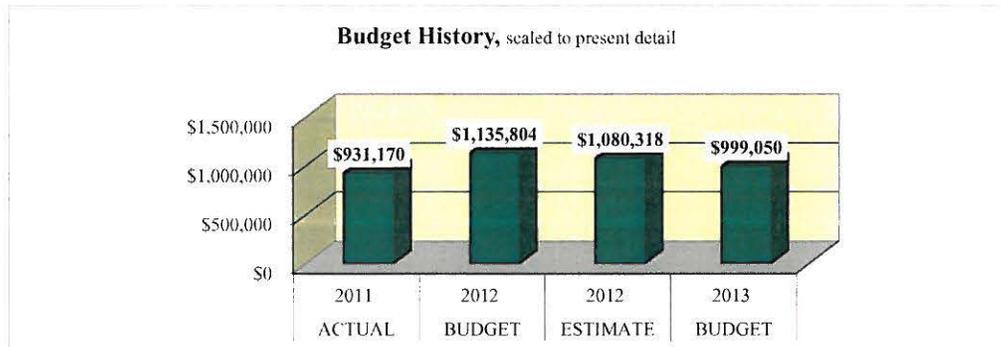
**DEPT #**  
*441*



**DEPARTMENT**  
*Public Works Administration*

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2011	2012	2012	2013
Full Time Salary	101	528,267	550,316	531,089	573,921
Part Time Salary	103	0	0	0	0
Overtime pay	105	1,006	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	38,436	42,370	40,831	44,184
Retirement Fund	126	63,749	63,982	83,520	73,538
Worker's Compensation	128	1,820	1,616	1,580	1,685
Health Insurance	130	73,863	81,230	81,418	93,690
Life/Disability Insurance	132	3,267	2,452	2,431	2,577
Other Personnel Costs	150	1,771	7,500	3,800	7,500
<b>Total Personnel</b>		<b>712,177</b>	<b>752,466</b>	<b>746,669</b>	<b>800,095</b>
Professional Service	200	15,200	55,880	42,000	57,140
<b>Total Professional Service</b>		<b>15,200</b>	<b>55,880</b>	<b>42,000</b>	<b>57,140</b>
Rental Equipment	320	0	100	0	100
Utilities	330	309,275	303,430	305,400	308,400
Vehicle Maintenance	350	1,435	1,500	2,500	2,500
Equipment Maintenance	360	46,929	42,101	49,000	48,900
Building Maintenance	370	20,741	14,900	13,500	9,400
Other Property Services	380	0	50	0	50
<b>Total Property Services</b>		<b>378,381</b>	<b>362,081</b>	<b>370,400</b>	<b>369,350</b>
Special Programs	400	0	0	455	300
Liability/Property/Auto Ins.	420	10,810	11,300	11,700	12,300
Communications	430	7,768	5,720	6,000	4,720
Travel/Training/Mileage	440	2,010	17,365	12,000	14,365
Contingencies	495	0	100	0	100
<b>Total Other Services</b>		<b>20,588</b>	<b>34,485</b>	<b>30,155</b>	<b>31,785</b>
General Supplies	500	4,197	6,175	5,900	6,250
Vehicle Supplies	530	513	2,500	2,500	2,500
Motor Fuel/Lube	560	10,614	15,000	12,000	15,000
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>15,324</b>	<b>23,675</b>	<b>20,400</b>	<b>23,750</b>
Furniture and Fixtures	600	0	11,300	5,000	1,300
Machinery/Equipment	620	0	500	500	1,000
Computers/IS	650	2,671	2,600	3,000	3,640
Vehicle Equipment	670	0	0	0	0
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>2,671</b>	<b>14,400</b>	<b>8,500</b>	<b>5,940</b>
<b>GRAND TOTAL</b>		<b>1,144,341</b>	<b>1,242,987</b>	<b>1,218,124</b>	<b>1,288,060</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 \$293,000 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- One (1) Dump Truck was purchased.
4. Cracksealing - Cracksealing was not 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
6. Equipment purchase: One (1) Leaf Vac, One (1) Wood Chipper, One (1) Trailer, One (1) Tow behind Leaf Vac and One (1) Stump Grinder.

**FUND**  
*General*

**DEPT #**  
*443*



**DEPARTMENT**  
*Street Maintenance*

GOALS AND OBJECTIVES FOR 2012/2013

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, 2012/2013:  
1 Cutoff Saw
5. Continue the Street Sealing Program.
6. Continue the Crack Sealing Program.

**FUND**  
*General*

**DEPT #**  
*443*



**DEPARTMENT**  
*Street Maintenance*

<b>DEPARTMENT SUMMARY</b>					
CLASSIFICATION	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	INCREASE/ (DECREASE)
Personnel	\$578,213	\$607,769	\$604,069	\$689,168	13.4%
Professional Services	\$7,301	\$39,950	\$24,700	\$30,225	-24.3%
Property Services	\$44,531	\$46,082	\$42,149	\$48,580	5.4%
Other Services	\$30,843	\$33,183	\$30,029	\$33,447	0.8%
Supplies	\$261,876	\$356,920	\$334,004	\$188,830	-47.1%
Property	\$8,405	\$51,900	\$45,367	\$8,800	-83.0%
<b>GRAND TOTAL</b>	<b>\$931,170</b>	<b>\$1,135,804</b>	<b>\$1,080,318</b>	<b>\$999,050</b>	<b>-12.0%</b>

<b>PERSONNEL SCHEDULE</b>				
POSITION TITLE	REQUIREMENTS		BUDGET 2012	BUDGET 2013
	2012	2013		
P.W. Superintndt.	0.50	0.50	\$39,381	\$40,452
Crew Leader	1.00	1.00	\$53,477	\$53,330
Mechanic	1.00	1.00	\$39,928	\$42,673
Maint. Worker II	6.00	7.00	\$266,355	\$314,204
Secretary I	0.50	0.50	\$18,131	\$19,666
Seasonal -Chipping & Leaf Vacuuming 2400 Hours	0.00	0.00	\$0	
<b>TOTAL</b>	<b>9.00</b>	<b>10.00</b>	<b>\$417,272</b>	<b>\$470,325</b>



**FUND**  
*General*

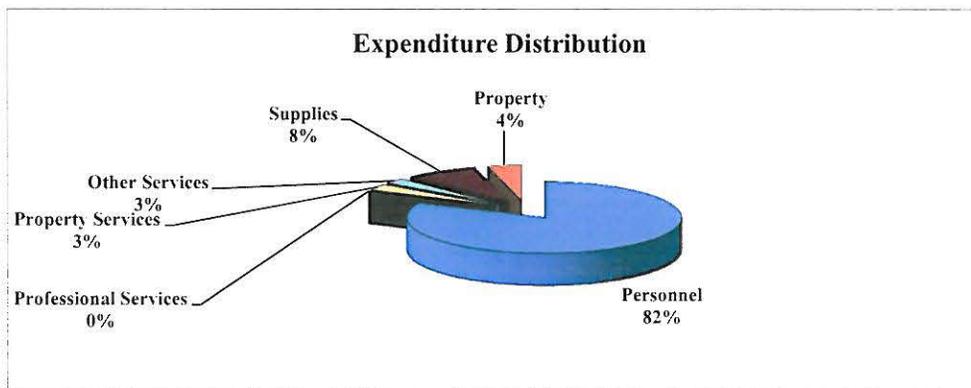
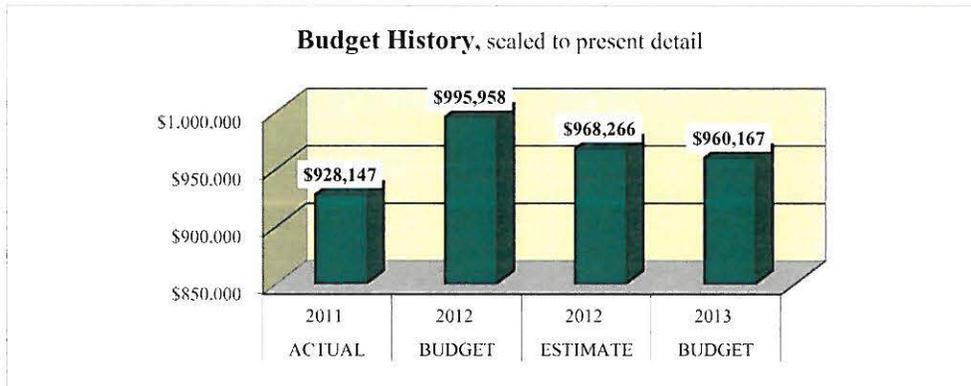
**DEPT #**  
*443*



**DEPARTMENT**  
*Street Maintenance*

CLASSIFICATION	ACCOUNT NO.	ACCOUNT	BUDGET	ESTIMATE	BUDGET
		ACTUAL 2011	2012	2012	2013
Full Time Salary	101	\$388,009	\$417,272	\$409,515	\$470,325
Part Time Salary	103	0	0	0	0
Overtime pay	105	11,733	13,000	4,500	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	30,356	33,009	31,765	37,067
Retirement Fund	126	52,545	48,501	63,312	60,496
Worker's Compensation	128	23,120	20,333	19,830	21,209
Health Insurance	130	63,794	66,460	66,614	76,650
Life/Disability Insurance	132	2,814	1,994	1,985	2,296
Other Personnel Costs	150	5,841	7,200	6,548	8,125
<b>Total Personnel</b>		<b>\$578,213</b>	<b>\$607,769</b>	<b>\$604,069</b>	<b>\$689,168</b>
Professional Service	200	\$7,301	\$39,950	\$24,700	\$30,225
<b>Total Professional Service</b>		<b>\$7,301</b>	<b>\$39,950</b>	<b>\$24,700</b>	<b>\$30,225</b>
Rental Equipment	320	2,133	5,200	5,024	5,600
Utilities	330	26,922	26,398	23,330	24,480
Vehicle Maintenance	350	7,411	4,200	5,500	6,000
Equipment Maintenance	360	2,669	3,350	3,439	3,800
Building Maintenance	370	5,396	6,734	4,736	8,500
Other Property Services	380	0	200	120	200
<b>Total Property Services</b>		<b>\$44,531</b>	<b>\$46,082</b>	<b>\$42,149</b>	<b>\$48,580</b>
Special Programs	400	0	0	0	0
Liability/Property/Auto Ins.	420	25,664	26,900	27,800	29,200
Communications	430	2,309	2,000	0	2,000
Travel/Training/Mileage	440	15	3,283	2,229	1,247
Contingencies	495	\$2,855	\$1,000	\$0	\$1,000
<b>Total Other Services</b>		<b>\$30,843</b>	<b>\$33,183</b>	<b>\$30,029</b>	<b>\$33,447</b>
General Supplies	500	50,350	53,850	57,552	59,150
Vehicle Supplies	530	48,463	57,000	55,658	58,400
Motor Fuel/Lube	560	28,463	39,520	28,787	33,230
Street Maintenance Supplies	580	134,601	206,550	192,007	38,050
<b>Total Supplies</b>		<b>\$261,876</b>	<b>\$356,920</b>	<b>\$334,004</b>	<b>\$188,830</b>
Furniture and Fixtures	600	0	0	0	0
Machinery/Equipment	620	8,405	43,400	38,103	8,500
Computers/IS	650	0	0	0	0
Vehicle Equipment	670	0	8,500	7,264	300
Items for Resale	695	0	0	0	0
<b>Total Property</b>		<b>\$8,405</b>	<b>\$51,900</b>	<b>\$45,367</b>	<b>\$8,800</b>
<b>GRAND TOTAL</b>		<b>\$931,170</b>	<b>\$1,135,804</b>	<b>\$1,080,318</b>	<b>\$999,050</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. Installed islands and parking spaces, landscaped parking lots at Sports Complex
6. Installed metal roofs on Pavillions at Sports Complex, Truman Park and Pershall Park

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



**DEPARTMENT**  
*Park Maintenance*

*Hazelwood*

GOALS FOR FISCAL YEAR 2012/2013

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.
6. Replace the roof on handball courts in Howdershell and Pershall Park.
7. Replace the roof on the Little Red School House at Brookes Park.

**FUND**  
*General*

**DEPT #**  
*445*



**DEPARTMENT**  
*Park Maintenance*

<b>DEPARTMENT SUMMARY</b>					
CLASSIFICATION	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	INCREASE/ (DECREASE)
Personnel	\$754,543	\$785,538	\$780,740	\$783,997	-0.2%
Professional Services	\$15,307	\$3,000	\$1,975	\$3,000	0.0%
Property Services	\$21,635	\$26,600	\$32,894	\$28,100	5.6%
Other Services	\$22,690	\$22,700	\$22,455	\$24,550	8.1%
Supplies	\$106,778	\$88,020	\$76,637	\$82,120	-6.7%
Property	\$7,194	\$70,100	\$53,565	\$38,400	-45.2%
<b>GRAND TOTAL</b>	<b>\$928,147</b>	<b>\$995,958</b>	<b>\$968,266</b>	<b>\$960,167</b>	<b>-3.6%</b>

<b>PERSONNEL SCHEDULE</b>				
POSITION TITLE	REQUIREMENTS		BUDGET 2012	BUDGET 2013
	2012	2013		
Pw Superintendent	0.50	0.50	\$39,381	\$40,452
Crew Leader	1.00	1.00	\$51,969	\$51,827
Mechanic	1.00	1.00	\$49,354	\$50,696
Maint. Worker II	9.00	8.00	\$382,596	\$358,411
Pay Plan increases				
Secretary I Mgt. Pool	0.50	0.50	\$18,131	\$19,666
Seasonal Workers-Fogging	0.13	0.13	\$3,780	\$4,050
<b>TOTAL</b>	<b>12.13</b>	<b>11.13</b>	<b>\$545,211</b>	<b>\$525,102</b>



**FUND**  
*General*

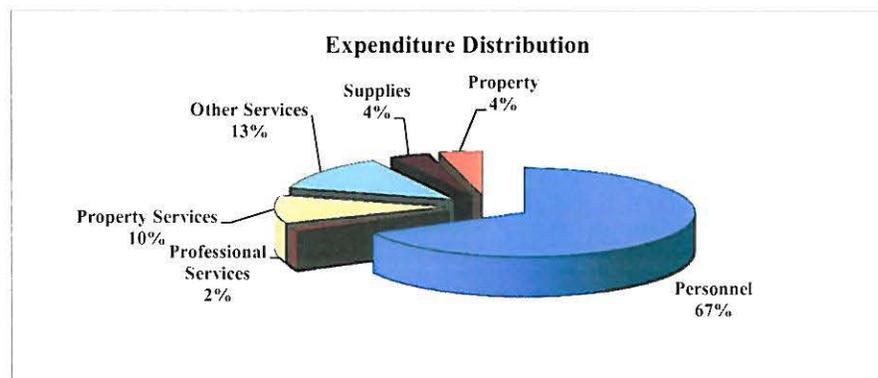
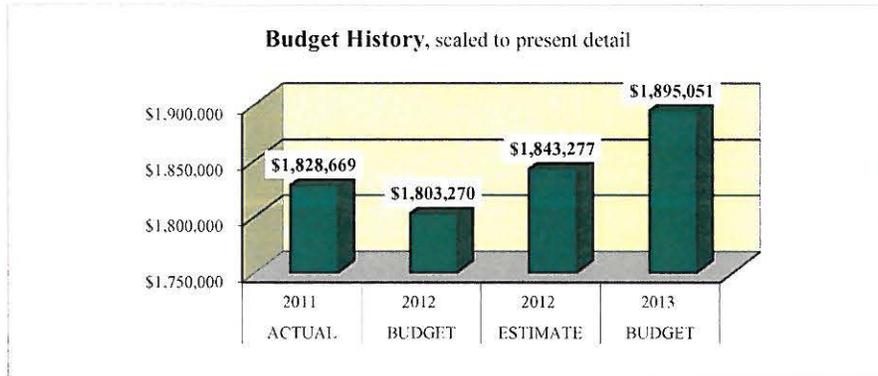
**DEPT #**  
445



**DEPARTMENT**  
*Park Maintenance*

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2011	2012	2012	2013
Full Time Salary	101	\$507,323	\$541,431	\$530,123	\$521,052
Part Time Salary	103	2,240	3,780	3,000	4,050
Overtime pay	105	25,079	16,000	6,000	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	37,963	42,983	41,293	41,444
Retirement Fund	126	67,203	62,858	82,053	67,088
Worker's Compensation	128	26,200	23,658	23,070	24,677
Health Insurance	130	83,931	88,620	88,825	102,210
Life/Disability Insurance	132	3,610	2,598	2,586	2,526
Other Personnel Costs	150	994	3,610	3,790	4,950
<b>Total Personnel</b>		<b>\$754,543</b>	<b>\$785,538</b>	<b>\$780,740</b>	<b>\$783,997</b>
Professional Service	200	\$15,307	\$3,000	\$1,975	\$3,000
<b>Total Professional Service</b>		<b>\$15,307</b>	<b>\$3,000</b>	<b>\$1,975</b>	<b>\$3,000</b>
Rental Equipment	320	743	2,000	1,600	2,000
Utilities	330	133	9,750	1,000	9,750
Vehicle Maintenance	350	2,063	700	650	700
Equipment Maintenance	360	3,350	2,000	1,328	2,000
Building Maintenance	370	15,346	12,000	28,166	13,500
Other Property Services	380	0	150	150	150
<b>Total Property Services</b>		<b>\$21,635</b>	<b>\$26,600</b>	<b>\$32,894</b>	<b>\$28,100</b>
Special Programs	400	0	0	0	0
Liability/Property/Auto Ins.	420	20,410	21,400	22,100	23,200
Communications	430	0	0	0	0
Travel/Training/Mileage	440	0	300	355	350
Contingencies	495	\$2,280	\$1,000	\$0	\$1,000
<b>Total Other Services</b>		<b>\$22,690</b>	<b>\$22,700</b>	<b>\$22,455</b>	<b>\$24,550</b>
General Supplies	500	63,661	38,900	35,600	37,900
Vehicle Supplies	530	15,554	9,000	9,000	9,000
Motor Fuel/Lube	560	26,392	39,520	29,037	31,820
Street Maintenance Supplies	580	1,170	600	3,000	3,400
<b>Total Supplies</b>		<b>\$106,778</b>	<b>\$88,020</b>	<b>\$76,637</b>	<b>\$82,120</b>
Furniture and Fixtures	600	0	60,500	39,250	28,000
Machinery/Equipment	620	7,194	9,600	14,315	10,400
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>\$7,194</b>	<b>\$70,100</b>	<b>\$53,565</b>	<b>\$38,400</b>
<b>GRAND TOTAL</b>		<b>\$928,147</b>	<b>\$995,958</b>	<b>\$968,266</b>	<b>\$960,167</b>





**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 2013 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 2012-2013**

- \* 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*



**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 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, tournaments and cooperatively working with other local baseball associations.
- \* Establish new travel based and outdoor adventure programming opportunities.

FUND  
General

DEPT #  
446



DEPARTMENT  
Parks & Recreation

DEPARTMENT SUMMARY					
CLASSIFICATION	ACTUAL 2011	BUDGET 2012	ESTIMATE 2012	BUDGET 2013	INCREASE/ (DECREASE)
Personnel	\$1,211,519	\$1,260,175	\$1,259,318	\$1,276,808	1.3%
Professional Services	\$24,383	\$22,012	\$31,507	\$32,221	46.4%
Property Services	\$202,062	\$149,404	\$189,443	\$192,350	28.7%
Other Services	\$220,661	\$226,684	\$221,687	\$243,102	7.2%
Supplies	\$84,110	\$67,670	\$74,260	\$72,440	7.0%
Property	\$85,933	\$77,325	\$67,062	\$78,130	1.0%
<b>GRAND TOTAL</b>	<b>\$1,828,669</b>	<b>\$1,803,270</b>	<b>\$1,843,277</b>	<b>\$1,895,051</b>	<b>5.1%</b>

PERSONNEL SCHEDULE				
POSITION TITLE	REQUIREMENTS		BUDGET 2012	BUDGET 2013
	2012	2013		
F/T				
SUPERINTENDEN	1.00	1.00	\$90,351	\$94,925
FACILITY MGR.	2.00	2.00	\$118,331	\$120,454
SUPERVISORS	3.00	3.00	\$133,278	\$138,865
PRO SPECIAL.	0.00	0.00	\$0	\$0
CUSTODIAN	1.00	1.00	\$44,211	\$43,036
ADMIN. SEC.	1.00	1.00	\$39,313	\$40,633
Pay Plan increases				
TOTAL F.T.	8.00	8.00		
P/T REGULAR				
REC LEADER	5.18	5.71	\$136,858	\$139,000
SECRETARY	0.41	0.46	\$13,085	\$13,500
CUSTODIAN	4.75	5.44	\$130,000	\$125,000
RANGER	1.80	1.80	\$44,996	\$46,000
BUS DRIVER	1.05	1.05	\$27,488	\$27,000
TOTAL PT REG.	13.19	14.46		
P/T SEASONAL				
POOL MANAGER	0.23	0.23	\$5,200	\$5,200
POOL ASST MGR.	0.22	0.22	\$4,250	\$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	11.00	11.00	\$112,000	\$110,000
POOL CASHIERS	3.50	3.25	\$21,000	\$15,300
CASHIER S.C.	0.50	0.50	\$7,500	\$6,400
INSTRUCTORS	0.65	0.65	\$15,000	\$15,000
SKATEPARK ATT	0.62	0.62	\$9,000	\$8,100
CAMP STAND	0.89	0.95	\$13,500	\$14,500
FIELD MAINT. S.C	1.22	1.22	\$30,000	\$30,000
PARK MAINT.	0.75	0.75	\$15,000	\$15,000
TOTAL SEASONAL	19.96	19.77		
<b>TOTAL</b>	<b>41.15</b>	<b>42.23</b>	<b>\$1,014,261</b>	<b>\$1,016,063</b>



**FUND**  
*General*

**DEPT #**  
*446*



**DEPARTMENT**  
*Parks & Recreation*

CLASSIFICATION	ACCOUNT NO.	ACTUAL	BUDGET	ESTIMATE	BUDGET
		2011	2012	2012	2013
Full Time Salary	101	\$455,398	\$425,484	\$431,351	\$437,913
Part Time Salary	103	543,729	588,777	569,349	578,150
Overtime pay	105	2,343	1,650	1,600	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	74,900	77,717	76,676	77,855
Retirement Fund	126	53,178	51,870	67,710	56,417
Worker's Compensation	128	20,080	46,269	45,120	48,263
Health Insurance	130	53,716	59,080	59,217	68,140
Life/Disability Insurance	132	2,614	1,898	1,898	1,925
Other Personnel Costs	150	5,561	7,430	6,397	6,495
<b>Total Personnel</b>		<b>\$1,211,519</b>	<b>\$1,260,175</b>	<b>\$1,259,318</b>	<b>\$1,276,808</b>
Professional Service	200	\$24,383	\$22,012	\$31,507	\$32,221
<b>Total Professional Service</b>		<b>\$24,383</b>	<b>\$22,012</b>	<b>\$31,507</b>	<b>\$32,221</b>
Rental Equipment	320	0	0	0	0
Utilities	330	156,464	121,994	156,882	163,125
Vehicle Maintenance	350	486	1,500	1,500	1,500
Equipment Maintenance	360	26,511	20,460	24,676	22,025
Building Maintenance	370	18,601	5,450	6,385	5,700
Other Property Services	380	0	0	0	0
<b>Total Property Services</b>		<b>\$202,062</b>	<b>\$149,404</b>	<b>\$189,443</b>	<b>\$192,350</b>
Special Programs	400	179,062	183,121	176,874	195,284
Liability/Property/Auto Ins.	420	13,843	14,500	15,000	15,700
Communications	430	26,784	27,563	27,933	28,418
Travel/Training/Mileage	440	727	500	1,880	2,700
Contingencies	495	\$245	\$1,000	\$0	\$1,000
<b>Total Other Services</b>		<b>\$220,661</b>	<b>\$226,684</b>	<b>\$221,687</b>	<b>\$243,102</b>
General Supplies	500	57,686	50,820	50,760	49,340
Vehicle Supplies	530	3,658	1,100	1,500	1,100
Motor Fuel/Lube	560	22,766	15,750	22,000	22,000
Street Maintenance Supplies	580	0	0	0	0
<b>Total Supplies</b>		<b>\$84,110</b>	<b>\$67,670</b>	<b>\$74,260</b>	<b>\$72,440</b>
Furniture and Fixtures	600	0	0	0	0
Machinery/Equipment	620	49,322	26,625	25,127	33,930
Computers/IS	650	0	0	0	0
Vehicle Equipment	670	1,583	1,500	1,500	1,500
Items for Resale	695	35,028	49,200	40,435	42,700
<b>Total Property</b>		<b>\$85,933</b>	<b>\$77,325</b>	<b>\$67,062</b>	<b>\$78,130</b>
<b>GRAND TOTAL</b>		<b>\$1,828,669</b>	<b>\$1,803,270</b>	<b>\$1,843,277</b>	<b>\$1,895,051</b>

