1. 2017 Capital Budget Workshop

   Documents:

   CAPITAL BUDGET WORKSHOP 12-14-16.PDF

MINUTES OF CAPITAL BUDGET WORKSHOP
WEDNESDAY, DECEMBER 14, 2016
COMMON COUNCIL OF THE CITY OF SUMMIT

Distributed: 12/16/16
Approved: 12/20/16

The meeting was called to order by Council President Mike McTernan at 6:35 pm. The City Clerk referenced the Adequate Meeting Notice

CALL TO ORDER

ROLL CALL

PRESENT: Council Members Hurley (left at 8:00 pm), Lizza, Naidu, Ogden, Rubino (left at 9:00 pm), Sun and Council President McTernan

ABSENT: None

Also in attendance were Mayor Radest and staff members Rogers, Cascais, Evers, Gerba, Leblein Josephs, Licatese, McNany, Weck and various support staff members.

Minutes of this meeting are recorded on CD # 2016-23: 6:33:06 pm – 9:40:22 pm.

COUNCILMEMBER COMMENTS

As with the other workshop meetings, limited detailed notes of same are taken. Minutes are general in nature and may include some of the proposed capital projects, but not all. Specific, detailed comments may be retrieved by listening to the audio recording of the meeting, which is retained for the period of time as required by the State's records retention schedule.

Council President McTernan opened the meeting and explained the reason and importance of holding this workshop. President McTernan then turned the meeting over to City Administrator Rogers.

Rogers gave a Power Point presentation, which is attached hereto, and providing an overview of the 2017 Budget Process Timeline as well as providing past and projected capital expenditures and addressed several items in detail. He then responded to questions.

Rogers then turned the presentation over to Fire Chief Eric Evers. Evers provided his PowerPoint presentation, hereto attached, regarding anticipated Capital projects as well as discussing staffing concerns. He then responded to questions, some of which were as follows:

Capital Request – Interior painting of Firehouse:

1. Outside contractors would have to be used. Cascais confirmed that Public Works staffing is inadequate for such projects.
2. If a new Fire Department building were approved, this is the only capital request that would be eliminated.
3. Fire Department building feasibility study could be done in 2017.
4. Evers would speak to City's grant writers regarding grant funding opportunities.
5. If there is federal grant money available, Fire Department is not aware of it.

Fire Department Staffing:

1. Evers explained the difference between automatic aid and mutual aid.
2. Same staffing for the last 40 years.
3. There are limited resources for mutual aid.
4. Current staffing is below average. Explained formula for determining proper staffing levels using square miles and population.
5. Fire Department is willing to work with the Finance Committee to obtain proper staffing.
6. At Councilwoman Lizza's request, Evers described the various types of calls that make up the 2200 in the report.
7. Evers suggested charging for some of the services provided by the Fire Department.
8. Labor laws would prohibit longer shifts.
9. It is the everyday emergencies that have the impact on staffing levels. The major events are fewer in number and have shared service support.

Chief Weck presented a 15-minute video presentation of his Capital Project requests. He spoke of goals attained in 2016 and those set for 2017.

Gun Replacement Request:

1. Weck explained the reasons for the request and responded to questions and suggestions.
2. In response to Councilman Sun's suggestion to do a 50% replacement every 5 years, Weck advised of the tactical difficulty of same.
3. Advised that the replacement program would include buyback so that the total cost of the project would be lower.
4. Gun life expectancy is 10 years.

Police Motorcycle (Spider) Request:

1. Explained the features of the motorcycle.
2. The motorcycle would be an addition to the existing vehicle fleet.

Body Camera Request:

1. Recommended one integrated camera system for all locations.
2. The request is for one body camera for each officer.
3. Advantages of wearing body camera could offset liability.
4. Not many grants available but would use grant writer research same.

Judith Leblein Josephs, Director of the Department of Community Programs then presented her PowerPoint slides and responded to questions as follows:

1. Prioritized three major capital projects – Community Center Project, Investors Bank Field Bleacher Replacement Project and Turf Replacement Project and the schedule for each.
2. Described the annual replacement of park furnishings and the need for same.
3. Described the current condition of the Cornog Field House, which although not an historic building, is an iconic building for the community.
    a. Explained the dire need for repairs to the building
    b. Currently building is in major disrepair and is unsafe.
    c. Spoke of the possibility of tenants and having a snack concession at the location.

4. Field user fees currently set at $20.00 per season per activity per person. The Community Programs Advisory Board (CPAB) is comfortable with keeping the fee the same.
5. Regarding what schools contribute to the care and maintenance of the fields, Leblein Josephs advised that a conversation must take place regarding shared responsibility since the Board of Education is a major user of the fields.
6. Stated that fields and buildings are in their current condition due to predecessors' failure to do address needs consistently.
7. Explained the need for relining of the pool at the aquatic center.
    a. Relining lasts about 10 years or so.
8. Explained how DCP projects are funded in 2017 and planned for completion in 2018, which typical scenario.
9. Described the need for renovations at Memorial Park Tennis Courts.
    a. Courts are 10 years old.
    b. Courts are not "maintenance free"
10. Described the need for turf replacement at Glenside Field
    a. Negotiations to cover all or part of the expenses are underway with Union County.
11. Senior Bus Purchase:
    a. Described the program and the history of same.
    b. Discussed the service provided and the importance of maintaining the service for seniors.
    c. Described the current age of the bus and that it is not equipped with an ADA approved lift and the need for same
    d. The recent County grant award of a senior van is not equipped with a lift.

Paul Cascais, Director of the Department of Community Services presented his PowerPoint slides and commented or responded to questions as follows:

1. Emphasized and explained the critical "first responder" role of the Division of Public Works and the big role it plans in emergency management.
2. Explained how the City's Infrastructure is the City's most valuable asset and the importance of regularly maintained the roads and sewers.
3. Challenged his staff to keep this year's capital requests to a 0% increase, but not achievable.
4. Regarding the sewer odor problem, Cascais advised that this has been an ongoing problem for as long as he has been working for the City and explained the steps that have been taken towards remediation.
5. Nine is the average number of projects per year.
6. Deferring projects just increases the costs later on.
7. Explained the criteria used in rating roads.
8. Regular maintenance of roads extends their longevity.
9. Roads last 10-12 years with City maintenance program.

Rita McNany, Parking Services Agency Manager, presented her slides and highlighted the revenue generated by the agency and what it gives back to the City's operating budget. She then responded to questions or commented as follows:

1. In response to a question regarding whether there was a "sunset" on the use of Ambassadors, McNany advised there was no sunset and explained the importance of having them.
2. Advised of the need for increased staffing and explained the reasons for same.
3. Explained the need for two vehicle replacements for Parking Enforcement and described the condition and age of the current vehicles.
4. Described the proposed entrance sign project for the Tier Parking Garage.
5. Described the request for funding for additional kiosks to complete the on-street program and the DeForest Lots.
6. Described her 2017 goal for an improved garage and parking lot maintenance program and referred to the recently approved Parking Assessment Report which recommended same.

ADJOURNMENT

On motion of Council President McTernan.

Respectfully submitted:

Rosalia M. Licatese
City Clerk

The official copy, as approved by the Common Council including any and all amendments, and signed by the City Clerk, is on permanent file in the City Clerk's Office.

CITY OF SUMMIT

2017 Preliminary Capital Budget & Staffing Requests

Common Council
Public Workshop Meeting

Whitman Community Room

December 14, 2016

AGENDA

- ❑ 2017 Budget Process & Timeline
- ❑ 2017 Capital Budget Summary & Prior Year Comparison
- ❑ 5-Year Capital Improvement Plan (2018-2022) & Prospective Projects
- ❑ Current Debt Position
- ❑ Prior Year Capital Authorizations Unfunded
- ❑ Debt Service Projections (2017-2022)
- ❑ Debt Service & Proposed CIP
- ❑ Community Center
- ❑ Department Capital Projects & Staffing Requests

2017 Budget Process & Timeline

Operating & Capital Budget Development	• August 2016 • All Departments commence process
Department Budgets	• October 21, 2016 • Submitted to City Administrator & CFO
Council Committee Review & Discussion	• November 1 – December 13, 2016 • Revisions provided to CA & CFO
Public Workshop #1	• December 14, 2016 • Review capital budget & staffing requests

2017 Budget Process & Timeline

Finance Committee Review & Discussion	• January – February 2017 • Operating & Capital budgets w/ Department Heads
Public Workshop #2	• Late February – early March 2017 • City Administrator budget overview presentation
City Budget Presentation & Introduction	• Mid/late March – early April 2017 • Common Council meeting
Budget Adoption	• Late April – early May 2017 • Public hearing – at least 28 Days after Introduction

2017 Capital Budget Summary

Current Fund

- *Total - $7,799,346*

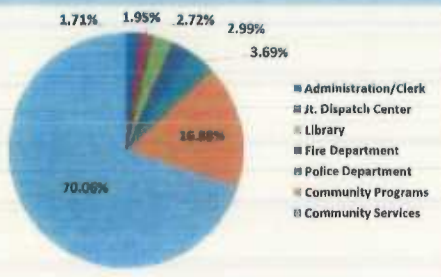
Parking Services Utility

- *Total - $400,000*

Sewer Utility

- *Total - $1,928,357*

2017 CAPITAL PLAN by DEPARTMENT



CAPITAL BUDGET COMPARISON
2017 vs. 2016

DEPARTMENT	2017	2016	% Change
Police	$ 283,846	$ 119,800	136.9%
Fire	230,000	309,500	(25.7%)
MVEC Jt. Dispatch	150,000	300,000	(50.0%)
DCS	5,394,000	4,296,000	25.6%
DCP	1,300,000	560,000	132.1%
Admin./Clerk	232,000	25,000	828.0%
Library	209,500	294,500	(28.9%)
TOTAL	$7,799,346	$5,904,800	32.1%

CAPITAL BUDGET COMPARISON
2017 vs. 2016

UTILITY	2017	2016	% Change
Parking Services	$ 400,000	$ 1,900,000	(79.0%)
Sewer	1,928,357	500,000	285.7%
TOTAL	$2,328,357	$2,400,000	(2.9%)

2018-2022 CIP & PROSPECTIVE PROJECTS

DEPT	2018	2019	2020	2021	2022	PP
Police	$ 116,500	$ 98,000	$98,000	$98,000	$98,000	$ 0
Fire	1,515,000	428,000	84,000	57,000	53,500	10,000,000
MVEC Jt. Dispatch	150,000	0	0	0	0	0
DCS	7,735,300	5,976,000	6,516,168	4,924,000	1,825,000	0
DCP	5,835,000	10,000	10,000	10,000	10,000	0
Admin./Clerk/Fin.	0	0	0	0	0	1,000,000
Library	79,500	69,500	69,500	69,500	69,500	0
TOTAL	$15,431,300	$6,581,500	$6,777,668	$5,158,500	$2,056,000	$11,000,000

CIP & PROSPECTIVE PROJECTS

UTILITY	2018	2019	2020	2021	2022	PP
Parking Services	$900,000	$10,000,000	$550,000	$75,000	$550,000	$300,000
Sewer	925,000	960,000	1,759,152	710,000	0	0
TOTAL	$1,825,000	$10,960,000	$2,309,152	$785,000	$550,000	$300,000

CURRENT DEBT POSITION

	As of December 31, 2015
Statutory Equalized Valuation	*$ 6,967,242,421*
Statutory Borrowing Power	*243,853,485*
Statutory Net Debt	*47,025,282*
Remaining Statutory Borrowing Power	196,828,203
Net Debt to Statutory Equalized Valuation	*0.675%*

CURRENT DEBT POSITION

- 2016 Principal Debt Paid Down – $ 2.26 million
- New Debt Incurred in 2016 – $ 1.56 million
  - Part of April 2016 Bond Issuance
- 2016 Authorizations BNI – $ 5.64 million
- Estimated Net Debt (12/31/16) – $52.07 million
- City Credit Rating - AAA
  - Moody's, S&P and Fitch

PRIOR YEAR CAPITAL AUTHORIZATIONS UNFUNDED

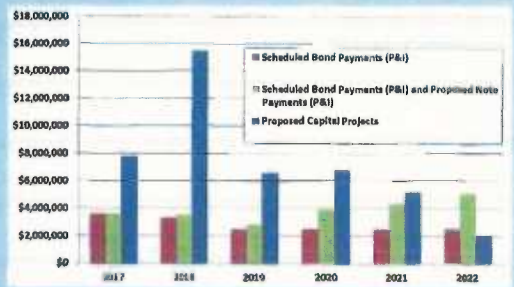
- 2014 Municipal Capital Budget – $ 4,715,000
- 2015 Municipal Capital Budget – 6,569,500
- 2016 Capital Budget
  - Municipal 5,642,000
  - Parking Utility 1,805,000
  - Sewer Utility 476,000

◆ 2017 TOTAL NOTES ISSUANCE – **$ 19,207,500**

PROJECTED DEBT SERVICE & PROPOSED CIP

	2017	2018	2019	2020	2021	2022
Scheduled Bond Payments (P)	$ 2,965,000	$ 2,785,000	$ 2,055,000	$ 2,090,000	$ 2,140,000	$ 2,190,000
Scheduled Bond Payments (I)	637,536	492,037	427,900	385,887	338,987	287,456
Scheduled Bond Payments (P&I)	*3,602,536*	*3,277,037*	*2,482,900*	*2,475,887*	*2,478,987*	*2,477,456*
Proposed Note Payments (P&I)		241,203	352,343	1,418,564	1,845,080	2,632,626
Scheduled Bond Payments (P&I) and Proposed Note Payments (P&I)	$ 3,602,536	$ 3,518,240	$ 2,835,243	$ 3,894,451	$ 4,324,067	$ 5,110,082
Proposed Capital Projects	$ 7,799,346	$ 15,491,300	$ 6,581,500	$ 6,777,668	$ 5,158,500	$ 2,056,000

PROJECTED DEBT SERVICE & 6-YEAR CIP



COMMUNITY CENTER PROJECT

- $5.7 million approved in 2014 Capital Budget
- No bonding authorization
- Revised projected cost: $6.5 million
- $1.2 million in corporate & private donation commitments
- 2017 construction start date
- Funding issue $6.5 million Note (March 2017)

CITY DEPARTMENTS

2017 Capital Budget & Staffing Requests

summit community programs

FIRE DEPARTMENT

2017 CAPITAL BUDGET

Eric Evers
Fire Chief

2017 CAPITAL BUDGET

INTRODUCTION

The majority of 2017 Fire Department capital requests relate to vehicles, equipment and apparatus – all critical to protecting personnel and Summit citizens.

FIRE DEPARTMENT
Five Year CAPITAL BUDGET

	2017	2018	2019	2020	2021
FD Rescue & FF Equipment	$30,000				
Warning Lights	$10,000				
All Terrain Vehicle	$18,000				
Modifications to Rescue 1	$13,000				
Firefighter Training Library	$20,000				
Firefighter Turnout Gear	$14,000	$14,500	$14,500	$15,000	$15,000
Recall Paper Replacement & Upgrade			$13,000		$14,000
Interior Painting of Fire Headquarters	$20,000				
Replacement of Computer Innovations	$13,000				
Replacement of Engine 4		$700,000			
Replacement of Breathing Air Cylinders	$29,000	$29,300	$27,000	$27,300	$28,000
Radio Equipment Replacement	$50,000	$75,000			
Replacement of Fire Headquarters		$650,000	$275,000	$10,000,000	
Hydrant Markers	$3,000		$3,500		
Small Equipment Replacement Program		$10,000		$10,500	
Replacement of Fire Hose		$17,000	$19,000		
Replacement of Office Furniture		$11,000		$12,000	
Replacement of Carpeting in Offices		$11,000			
Rescue Equipment Replacement			$40,000		
Replacement of Fire Prevention Vehicle			$55,000		
TOTAL	$217,000	$1,615,000	$447,000	$10,055,300	$57,000

2017 CAPITAL BUDGET

HIGHLIGHT: Vehicle & equipment replacement/repair

A critical safety issue on fire vehicles: warning lights must be replaced. All have significantly exceeded expected life cycle; some are 24 years old.
$10,000

Summit has multiple potential hazard locations inaccessible by existing fire apparatus (e.g. Bryant Park, Watchung Reservation, Transfer Station, and parking garages).
This vehicle will also aid in operational aspects of community events.
$18,000

2017 CAPITAL BUDGET

HIGHLIGHT: Vehicle & equipment replacement/repair

Turnout gear *$14,000*
SCBAs *$26,000*
Radios *$50,000*

FD equipment and vehicles suffer from intense use. Among the most versatile in the City, FD equipment benefits numerous other departments from Engineering to Technology.

It is utilized for all fire incidents, rescue ops, medical calls, car accidents, hazardous material incidents, flooding, natural disasters, and many special events.

Rescue & equipment
$30,000

2017 CAPITAL BUDGET

HIGHLIGHT: Training library

Video 1
Video 2
Video 3

With modern man-made material and construction processes in buildings, cars, and other areas, training is crucial to protect citizens and reduce exposure to new dangers. Firefighters must remain current on evolving techniques, use of tools, and information in order to save lives. An in-house training library reduces overall training costs.
$20,000

2017 CAPITAL BUDGET

Other 2017 Capital Expenses

Interior painting of fire headquarters	$20,000
Replacement of computer workstations	$13,500
Hydrant markers	$3,000
TOTAL 2017 CAPITAL BUDGET:	**$217,500**

2017 CAPITAL BUDGET

In 2018:

- Process continues to fund a new firehouse (amortized over 5 years)
- A modern, functional structure that will:
  - last more than 50 years
  - bring the Summit Fire Department to current national standards
  - serve as a back-up shared-services 911 center
  - function as a redundant, local Emergency Operations Center.

2017 STAFFING INCREASE

WILL POSITIVELY:

- Increase the overall safety for Summit citizens and firefighters
- Increase seven (7) fire crew members to eight (8) crew members
- Increase efficiency in department operations
- Meet federal and national standards
- Overcome challenges associated with modern building construction and furnishings
- Meet challenges associated with higher call volume, inspection demands, and demographic changes

Summit Fire Department Current Organizational Structure

- 32 full-time career members
- 12 volunteer firefighters
- Four (4) platoon system 24/72 *(each platoon has one (1) Battalion Chief, one (1) Lieutenant, five (5) firefighters)*
- Administration staff on day shift: one (1) Chief, one (1) Deputy Chief, two (2) Fire Prevention Inspectors
- *Average number of firefighters on duty per shift is 5.3 (vacation, sick, personal, medical leave)*

Services Provided

- Fire suppression
- Arson investigation
- Technical rescue such as vehicle extrications
- Emergency Medical Services (EMS)
- Fire prevention / fire inspections
- Fire education
- Hazardous materials handling
- Routine fire department responses

Comparison to Neighboring Communities

	Square Miles	Population	Total FF Staffing	Average Annual Call Volume	Calls Per 1,000 Residents	Calls Per Square Mile
Summit	6	21,988	32	2,200	100	367
Millburn	9.9	20,149	47	1,600	79	162
Westfield	6	30,000	35	1,400	47	233

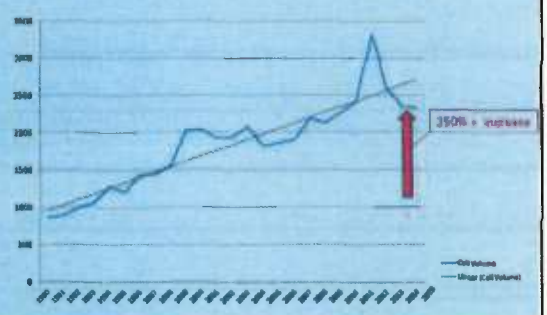
Evolution Over Past 25 Years

- Transit community with many new multi-family dwellings
- A senior living center and assisted living care complex
- Number of businesses spread from downtown area, increasing throughout city
- Overlook Hospital expanded to include two medical arts buildings, and new helipad
- Expansion in schools
- Summit Oaks Hospital expansion
- Recent expansion of Celgene east site and resurrection of Celgene west site, dismantling of fire brigade

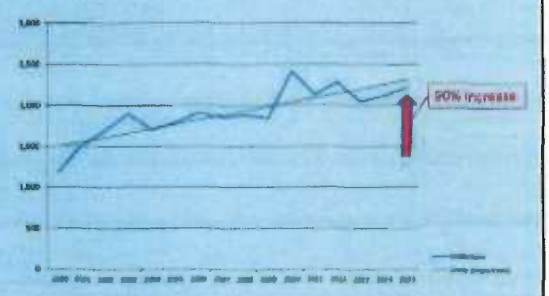
Increased Demands on Service

- Multiple simultaneous alarms → more risks
- Increase in code enforcement and inspections
- Increase in necessary pre-planning, specialized training for confined space, hazardous materials, technical rescue responsibilities and terrorism awareness
- Increase in transportation and commuter demands on major arteries, highways & railways
- Changes in building construction – fires burn hotter, faster and more dangerous

25-Year Call Volume Trend



15-Year Fire Inspections Trend



National Standard	Summit
One (1) Incident Commander	One (1) Incident Commander
Engine Company #1	**Engine Company #1**
Three (3) FFs	Two (2) FFs
One (1) Officer	One (1) Officer
	(minimum = 1:0)
Engine Company #2	**Engine Company #2**
Three (3) FFs	One (1) FFs
One (1) Officer	Zero (0) Officers (FP 2)
Truck Company #1	**Truck Company #1**
Three (3)- Four (4) FFs	Two (2) FFs
One (1) Officer	Zero (0) Officers
Total National FF: 12 -13	Total Summit FF: 5 -7
	Automatic Aid – Millburn
Engine Company #3	*Engine Company #3*
Three (3) FFs,	Three (3) FFs
One (1) Officer	One (1) Officer
Total 16-17	**Total 11-13**

Value Added

Through Increased Staffing

- Increased number of firefighters on-scene ensures safer operations for injured parties, firefighters and public
- Enables department to have four-person companies (NFPA 1710 standard)
- Enables fire crews to safely respond to multiple alarms simultaneously
- Reduction in overtime budget by 40% annually
- Enables more training and pre-planning
- Increase in the number of fire inspections conducted annually, LHU (revenue source) – NON LHU

Summary and Q & A

Summit Police Department
2017 Capital Budget
Robert K. Weck
Chief of Police

SHARE THE FUN !
SUMMIT DCP
Judith Leblein Josephs, Director
Mark Ozoroski, Assistant Director
Jamie Colucci, Program Supervisor
Maria Hughes, Secretary II
David Guida, Program Supervisor
Joanne McGhee, Office Manager
Gretchen Masterfano, Program Supervisor
summit community programs
Shark Diddy McMuni

2017 CAPITAL BUDGET
PRIORITIES
Priority 1: Community Center Project
• Complete design phase
• Bid by second quarter of 2017
• Continue fundraising campaign
Priority 2: Investors Bank Field Bleacher Replacement Project
• Complete project
Priority 3: Turf Replacement
• Develop plans and specifications for the replacement of artificial turf for Upper Tatlock Field
• Work with Union County toward the replacement of the artificial turf at Glenside Field
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2017 CAPITAL BUDGET

ADDITIONAL MAJOR CAPITAL IMPROVEMENT PROJECTS

- Complete Cornog Field House roof replacement project
- Report on the Cornog Field House re-development plan
  - Present it to the public through consensus building sessions and neighborhood meetings
- Report on the Tatlock Park re-development plan
  - Present to public through consensus building sessions and neighborhood meetings
- Moratorium on improvements to Wilson Park other than safety related fixes while researching possible land acquisition
- Ensure ADA plan for parks is implemented throughout all improvements

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2017 CAPITAL BUDGET

Park Furnishings

- Annual replenishment of park benches, tables, bike racks and furnishings to keep in good repair and available for use by residents.
  - This line item also includes funding for signage in parks and playgrounds.
- Guests need benches, tables, bike racks and shade to enjoy time in parks and playgrounds.
  - Annual replacement plan necessary to keep inventory available and in good repair.
  - Commercial grade amenities costly since they must be engineered for durability.

PROJECT COST: $10,000 ANNUALLY

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2017 CAPITAL BUDGET

Cornog Field House

- The Cornog Field House at Memorial Field houses public restrooms, a Recreation enrichment program and storage areas.
  - It is used during major special events and by BOE Athletics.
  - It is a beautiful piece of Summit history that has fallen into disrepair.
- Building in desperate need of protection while search for possible funding and/or suitable tenants underway.
  - Possible tenants include a snack bar and meeting locations.

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2017 CAPITAL BUDGET

Cornog Field House

- Possible leasing of the building is under consideration to help to fund its repairs and maintenance.
  - More extensive improvements to facilitate tenants and leasing include creation of a possible new polling location, restroom improvements, and making the facility ADA compliant.

PROJECT COST: $200,000 in 2017
$1,800,000 in 2018

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2017 CAPITAL BUDGET

Cornog Fire Code Updates

- The Cornog Field House must have full fire alarm system installed as soon as possible to allow for assembly and to protect the city asset.
- Building needed as a programming space during Community Center construction.

PROJECT COST: $50,000 in 2017

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2017 CAPITAL BUDGET

Glenside Field Turf

- Glenside Field was jointly funded project by City of Summit and County of Union on county-owned land.
  - Field dedicated in 2007 and heavily used by residents of Summit and Union County since.
  - Maintenance scheduled and performed by City of Summit.

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2017 CAPITAL BUDGET

Glenside Field Turf

- Glenside field will be due for replacement in 2017.
  - Scheduled as part of citywide overall turf field replacement program.
  - Essential to keep fields playable during the fall and spring seasons.
  - Field replacement would be funded in 2017 and planned for completion in 2018.
  - Negotiations to cover all or part of the expense are underway with Union County.

PROJECT COST: *$600,000* in 2017*

**Does not include $100,000 to be provided by Field User Fee Fund*

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2017 CAPITAL BUDGET

Memorial Park Tennis

- Memorial Tennis Courts were renovated and dedicated in 2007.
  - Built with a Premier Fabric Surface.
  - Courts 10 years old
  - Not "maintenance free" courts
  - Need seam repair, surface painting, fence repairs and updates.
  - If funding secured in 2017, courts will be renovated in late 2017 for 2018 spring play.

PROJECT COST: *$40,000 in 2017*

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2017 CAPITAL BUDGET

Investors Field Update

- Following turf repair and bleacher replacement in 2017, funding needed for fence, walkway/ADA repairs and landscaping.
  - Necessary to complete this portion of the project with additional improvements.

PROJECT COST: *$100,000 in 2017*

summit community program

2017 CAPITAL BUDGET

Summit Family Aquatic Center Improvements

- SFAC continues to serve public with most recent major improvements in 2004.
- Renovations to SFAC now 13 years old
  - Both pools need resurfacing and mechanical improvements.
  - Bathhouse needs improvements for ADA Compliance and restroom updates.

PROJECT COST: *$50,000 in 2017*
$350,000 in 2018

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2017 CAPITAL BUDGET

Tatlock Park Redevelopment

- The redevelopment of Tatlock Park has begun with improvements to Investors Bank Field bleachers and Tatlock tennis courts.
- Redevelopment plan includes but is not limited to:
  - Anderson Field House
  - Investors concession
  - Tatlock basketball court
  - Investors track
  - LAX Wall
  - Field lighting
  - Walkways, fences
  - Parking /ADA improvements

PROJECT COST: *$250,000 in 2017*
$2,500,000 in 2018

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2018 Projects

summit community programs

2018 CAPITAL BUDGET

Memorial Playground

- Playground at Memorial Field is a pre-school playground that does not fully serve needs of children over the age of seven (7).
  - Swings do fit that age group.
  - Playground now 11 years old and replacement parts are becoming harder to get.
  - Need to add playground pieces to better serve school aged children.
- Many adults, Summit High School students and recreation athletic program participants use Memorial Field for fitness routines
  - Would benefit from an outdoor fitness course located throughout park.

PROJECT COST: $150,000 in 2018

2018 CAPITAL BUDGET

Memorial Track

- Repairs are done annually to the Memorial Field track. Periodically, the track needs to be regraded, a corrective action for better drainage and new material added.
- The Memorial Field track is highly used by residents and athletic programs alike.

PROJECT COST: $250,000 in 2018

2018 CAPITAL BUDGET

Village Green Playground

- Large playground on Village Green originally a project of the Summit Junior League.
  - Has served community well and is often used.
  - Important part of the recreation opportunities on The Green.
- Manufacturer of equipment no longer in business and replacement parts are unavailable.
  - Several components need to be replaced in next year or removed from equipment.
- Commercial playground equipment prices continue to grow.
  - Requirements for playground surfacing meeting related codes causing an increase in cost of playground equipment.

PROJECT COST: $200,000 in 2018

2018 CAPITAL BUDGET

Muni Entrance

- Municipal Golf Course needs a major facelift at entrance and storage area with security and fencing.
- Members enter the course at the back of the house.
- It is an outstanding course but buildings and storage areas are unsightly.
- Grading issues at start of course are troublesome for senior golfers.

PROJECT COST: *$500,000 in 2018*

summit community programs

2018 CAPITAL BUDGET

Muni Entrance

- The Muni is a gem of the park system and needs to be well kept and senior friendly.
- Study done to apply for unsuccessful grant funding for flooding mitigation of dam and pond. This allocation would fund repairs and create a safer entrance.
- Changing grades between entrance and bridge to first tee creates tripping hazard and difficulty for senior golfers.
- Improvements could complement necessary drainage improvements to control flooding of course and immediate area.
  - Recent Americans With Disabilities Audit makes this request a high priority.
- This project complements DCS engineering project for drainage and storm water management

PROJECT COST: *$500,000 in 2018*

summit community programs

2018 CAPITAL BUDGET

Senior Bus

- Senior Connections bus is over 10 years old and not equipped with ADA approved lift.
- The Senior Connections LLC operates a bus through cooperative agreement with City of Summit. Small endowment started by Junior League used to cover short falls in operating budget.
- This capital funding would purchase a 20-passenger, ADA lift equipped bus for the program.

PROJECT COST: *$75,000 in 2018*

summit community programs

DEPARTMENT OF COMMUNITY SERVICES

2017 CAPITAL BUDGET

Paul Cascais, DCS Director

Code
Construction
Planning
Zoning
Engineering
Public Works

2017 CAPITAL BUDGET

DCS MISSION STATEMENT

To provide, design, maintain and upgrade critical City infrastructure, facilitate land development in the balanced environment of customer service, smart growth and safety, as well as to maintain community standards and quality of life through reasonable, effective education and enforcement.

2017 CAPITAL BUDGET

INTRODUCTION

Regularly responsible for implementing largest portion of city capital budget, infrastructure under jurisdiction of engineering and public works:

- Drainage
- 50 mi storm sewer
- 2,783 storm structures
- 82 mi sanitary sewer
- 2,256 sanitary structures
- Management of 4 million gallons of sanitary sewage flow daily
- 6 mi of force mains
- 4 pump stations
- Road projects: 83 miles & 269 streets
- Pedestrian safety
- Parks and public spaces
- Other essential services

2017 CAPITAL BUDGET

Infrastructure is Summit's **largest monetary asset**

2017 CAPITAL BUDGET

CAPITAL ROADS

DCS is responsible for safe, well-maintained roadways

A healthy capital roads program is critical for:

- Pedestrian & vehicular safety
- Maintaining property values
- Reduction in future infrastructure expenses
- Emergency services

Key capital projects:

- Pedestrian safety improvements
- Traffic signal upgrades
- Regulatory & warning signs replacement
- Road improvement projects

2017 CAPITAL BUDGET

ROADS HIGHLIGHTS

Roads capital work includes:

Traffic calming measures and sidewalk improvements for increased pedestrian safety

Storm sewer and inlet repairs and upgrades to reduce flooding, extend infrastructure life and decrease storm/sanitary sewer lines overload

Improve road conditions, ride-ability, and visibility, thereby maintaining and contributing to property values

2017 CAPITAL BUDGET

PEDESTRIAN SAFETY

Engineering is responsible for Summit's pedestrian safety improvements, including capital investments in, additions and retrofits to crosswalk beacons, crosswalks visibility, sidewalk repairs and lighting of intersections to ADA (American Disability Act) requirements.

2017 CAPITAL BUDGET

2017 ROADS FUNDING

- Eight (8) major roads projects
- One (1) drainage improvement project
- One (1) open space management project
- One (1) pedestrian safety improvement project
- One (1) regulatory & warning sign replacement project
- One (1) storm water requirements project
- One (1) traffic signal upgrade program

2017 CAPITAL BUDGET

Key Pending 2015/6 Projects

Ashwood Avenue (2015)
Bid Date: April 26, 2018; Award Date: June 16, 2016
Construction Dates: July 2016 – April 2017. Shutdown by TTF. Paving April 2017.

Ashwood Avenue (2015)
Bid Date: April 26, 2018; Award Date: June 16, 2016
Construction Dates: July 2016 – April 2017. Shutdown by TTF. Paving April 2017.

Springfield Avenue – Waldron to Morris (2015)
Bid Date: February 2017; Award Date: March 2017
Construction Dates: April 2017 – July 2017. Project held until downtown work completed.

Colt Road
Bid Date: September 27, 2016; Award Date: October 5, 2016
Construction Dates: November 1, 2016 – December 1, 2016.

Maple, Summit & Elm
Bid Date: February 2017; Award Date: March 2017
Construction Dates: April 2017 – June 2017

Whittredge Road
Bid Date: February 2017; Award Date: March 2017
Construction Dates: April 2017 – July 2017

Public Works Paving Program
Bid Date: NA; Award Date: NA
Construction Dates: Elm - Completed in June. Crescent – Spring 2017

Pedestrian Safety Improvement Project
Bid Date: March 2017; Award Date: April 2017
Construction Dates: June 2017 – August 2017

2017 CAPITAL BUDGET

Key Pending 2015/6 Projects

Drainage Improvement Project
Bid Date: TBD; Award Date: TBD
Construction Dates: Spring 2017

Edgemont Avenue
Bid Date: February 2017; Award Date: March 2017
Construction Dates: April 2017 – June 2017

Lenox Road
Bid Date: February 2017; Award Date: March 2017
Construction Dates: April 2017 – July 2017

Buildings & Facilities

Spillway – Municipal Golf Course
Bid Date: February 2017; Award Date: March 2017
Construction Dates: May 2017 – June 2017

UST – LSRP Program – Transfer Station
Update: Site may receive HDSRF Funding from NJEDA. Only completing mandatory tasks until grant update received.

2017 CAPITAL BUDGET

2017 Projects

Infrastructure		2017 Requested Capital
Annual Road Program	$	300,000
Blackburn Road (Prospect to Valley View)	$	250,000
Dorchester Road & Winchester Road	$	400,000
Drainage Improvement Projects [14]	$	150,000
Hobart Avenue - Section 1 (Franklin - Springfield)	$	300,000
Micro paving Program	$	150,000
Open Space Management	$	30,000
Pedestrian Safety Improvement Project	$	150,000
Pine Grove Avenue	$	600,000
Plymouth Road	$	500,000
Regulatory & Warning Sign Replacement	$	15,000
Silver Lake Drive & Tanglewood Road	$	400,000
Storm Water Requirements	$	5,000
Traffic Signal Upgrade Program	$	50,000
Whittredge Road Section 2 (Essex - Prospect)	$	350,000
Subtotal DCS Infrastructure	**$**	**3,650,000**

2017 CAPITAL BUDGET

Project Timeline for Approved 2017 Projects

1. Open House Meeting for projects included in the proposed capital budget – May 2017
2. Capital Budget Adopted – June 2017
3. Introduction & Approval of Funding Ordinances – July 2017
4. Funding Available – August 2017
5. Project Survey Work - August-September 2017
6. Project Design – September-December 2017
7. Bidding – January – February 2018
8. Award Contract – March 2018
9. Construction Period – April-November 2018

2017 CAPITAL BUDGET

CAPITAL VEHICLES & EQUIPMENT ANALYSIS

- DCS directly responsible for 750+ vehicles & equipment
- *DCS Maintenance Program* calculates useful expected life for capital purchases using objective/subjective factors:
  - ✓ Current worth (annually adjusted depreciation cost - U.S. appreciation, industry costs)
  - ✓ Actual performance
  - ✓ Original purchase cost/year
  - ✓ Manufacturers' expectations/reputation
  - ✓ Materials used
  - ✓ Construction used
  - ✓ Storage – exposure impact
  - ✓ Estimated replacement expense
  - ✓ Maintenance costs
  - ✓ Cost/time priority

2017 CAPITAL BUDGET

CAPITAL VEHICLES & EQUIPMENT

Requesting capital funding for 10 Public Works vehicles and equipment

Light and heavy-duty multi-use vehicles across five (5) DPW units:

- Recreation, parks & trees
- Roads
- Maintenance & sewer
- Garage
- Municipal Disposal Area (G&T, Compost, Recycling, DPW Facility)

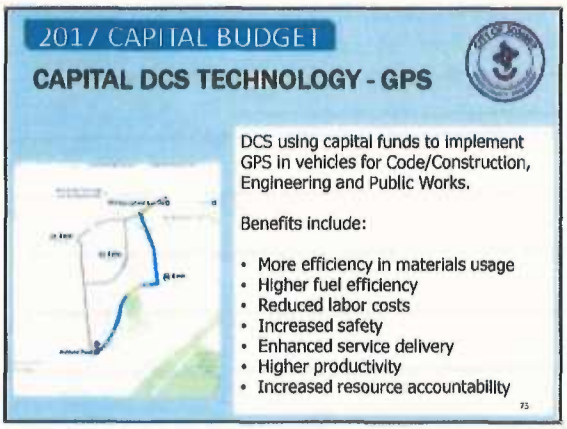
Main Functions:

- Snow plow/haul (Emergency Ops)
- Mowing
- Milling/paving
- Salt spreader (Emergency Ops)
- Light/heavy materials hauling

2017 CAPITAL BUDGET

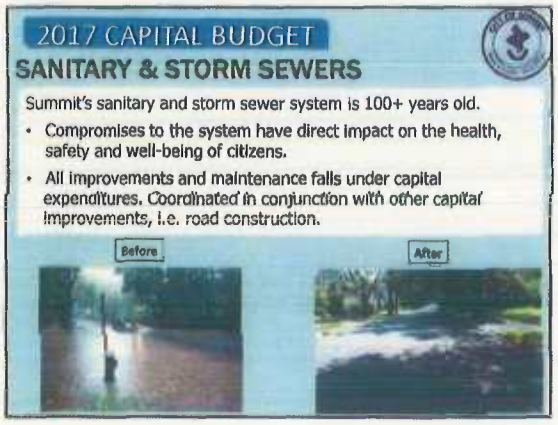
Video presentation

2017 CAPITAL BUDGET
EMERGENCY MANAGEMENT
DCS is key part of emergency management team and critical in weather emergencies.
• Winter Storm Season 2010 (7 ft. snow & 13 storms)
• Hurricane Irene 2011
• October Snow Storm 2011
• Superstorm Sandy 2012


2017 CAPITAL BUDGET
CAPITAL DCS TECHNOLOGY - GPS
DCS using capital funds to implement GPS in vehicles for Code/Construction, Engineering and Public Works.
Benefits include:
• More efficiency in materials usage
• Higher fuel efficiency
• Reduced labor costs
• Increased safety
• Enhanced service delivery
• Higher productivity
• Increased resource accountability

2017 CAPITAL BUDGET
CAPITAL DCS TECHNOLOGY – FLEET MAINTENANCE SOFTWARE

2017 CAPITAL BUDGET
CAPITAL CITY PROPERTY PROJECTS
DCS is requesting capital funding for six (6) property projects in 2017 at three (3) locations:
City Hall
DPW Garage
Transfer Station
2017 Project Highlights:
Replace HVAC System at City Hall
Create Master Plan for DPW Facility
Environmental site remediation at Transfer Station


2017 CAPITAL BUDGET
SANITARY & STORM SEWERS
Summit's sanitary and storm sewer system is 100+ years old.
• Compromises to the system have direct impact on the health, safety and well-being of citizens.
• All improvements and maintenance falls under capital expenditures. Coordinated in conjunction with other capital improvements, i.e. road construction.
Before
After

2017 CAPITAL BUDGET

CONCLUSION

- $3.65 million for infrastructure of roads, drainage, open space management, pedestrian safety, regulatory and warning sign replacement, storm water requirements, and traffic signal upgrades.
  - 13% increase over 2016's $3.22 M
- $634 K for equipment and vehicles
  - 56% increase over 2016's $406 K
- $770 K for City properties
  - 24% increase over 2016's $620 K

2017 CAPITAL BUDGET

CLOSING STATEMENT

CITY OF SUMMIT

2017 Parking Services Agency
Staffing Needs & Capital Budget

Rita M. McNany
Parking Services Manager

PARKING SERVICES AGENCY

2017 GOALS:

- Reorganization of Parking Services to create sufficient staffing levels
- Implement Pay-by-Plate at off-street facilities
- Resident Digital Permitting and Transfer Station access
- Add On-Street Kiosks (2015 funding for South side & new 2017 funding for North side)
- Complete Tier Garage improvements
- Consistent enforcement efforts for all areas
- Garage and Parking Lot maintenance program
- Produce an action plan for Parking Assessment Report

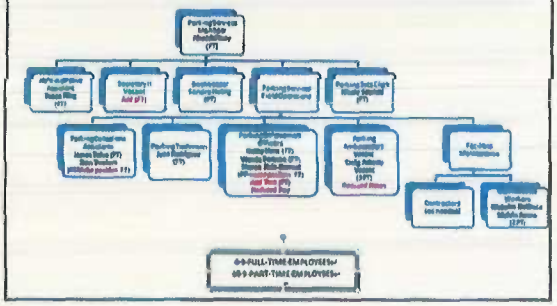
2017 PARKING SERVICES AGENCY STAFFING NEEDS

Staffing level increase request includes:

- Approve hiring of one (1) F/T parking enforcement officer (PEO)
- Fill the two (2) vacancies P/T (POEs) with reduced starting salary
- Make the PT maintenance worker F/T
- Hire one (1) full-time Secretary II for office – currently a F/T temp position
- Reduce number of hours for Ambassadors (87 hours/week to 57 hours)

Additional $33,975 annual cost included in 2017 operating budget.

2017 PROPOSED STAFFING LEVELS



2017 CAPITAL BUDGET

UNIFIED PARKING MANAGEMENT SYSTEM

PAY-BY-PLATE

2017

- $300,000 for 20 on-street kiosks for north side of downtown
- Transfer Station Equipment for ALPR entry
- Renew all resident parking/disposal area permits.
- Purchase and Install 2015 funded south-side on-street kiosks.
- Purchase and Install 2017 north-side on-street kiosks.

2018

- Capital request for $300,000 for additional kiosks to finish on street program and DeForest Lots (if approved)

2017 CAPITAL BUDGET

Two (2) Vehicle Replacements

Parking Enforcement

$50,000

- Parking currently has two enforcement vehicles in need of replacement.
  - 2006 Dodge Stratus — 11 YEARS OLD
  - 2007 Chevy Malibu — 10 YEARS OLD
- With increased enforcement comes increased mileage with additional wear and tear. One vehicle required a rebuilt engine and transmission

In the 2017 capital request is $50,000 to replace both vehicles

2017 OPERATING AND CAPITAL BUDGET

Springfield Avenue Tier Garage Improvements

Entrance Sign Examples

Elevator Replacement

2017 GOAL

Springfield Avenue Tier Garage New Signage

Illustrations of proposed signage for Springfield Ave Tier and Broad Street garages.

- Interchangeable wrap around panels where advertising could be captured.
- Each floor will have a different color scheme.
- Project will go out to bid early Spring of 2017.

2017 GOAL

Springfield Avenue Tier Garage New Signage

Floor and directional signage examples:

2017 GOAL

GARAGE AND PARKING LOT MAINTENANCE PROGRAMS

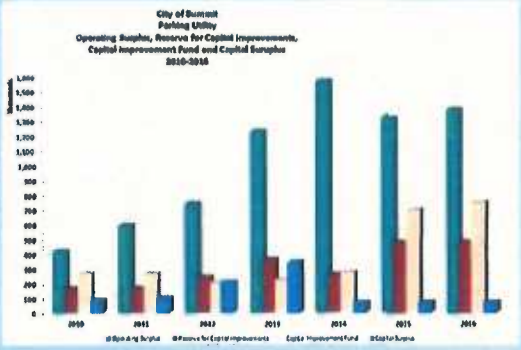
Maintenance program to maintain garage cleanliness

Snow plowing
Use of rubber tipped plows to protect garage coatings

Parking lot resurfacing

Bank Street lot
Elm Street lot

PARKING RESERVES



2017 CAPITAL BUDGET

CONCLUSION

Capital Requests: Parking Services Agency

2017 - $400,000	Payment Kiosks, Vehicles, Parking Lot Maintenance
2018 - $900,000	Down payment for Parking Garage, Payment Kiosks, Parking Lot Maintenance
2019 - $10,050,000	Bonding of new Parking Garage Parking Lot Maintenance (Broad Street Garage Debt Service is finished)
2020 - $550,000	Parking Lot Maintenance Garage Rehab Project

Down payment and garage rehab projects funding will come from reserves. Council should consider use of reserve funds to fund 2017 capital