



2022 MUNICIPAL BUDGET





Mayor

Nora G. Radest (2023)

Common Council

President

Marjorie Fox (2023)

President *Pro Tempore*

Gregory Vartan (2024)

Council Member-At-Large

Beth Little (2023)

First Ward

Susan Hairston (2023)

Andrew Minegar (2024)

Danny O' Sullivan (2022)

Second Ward

Lisa Allen (2022)



City Officials

City Administrator

Michael F. Rogers

Fire Chief

Eric Evers

Acting Police Chief

Steven Zagorski

City Treasurer/CFO

Tammie Baldwin

City Clerk

Rosemary Licatese

Director of Community Programs

Mark Ozoroski

Director of Community Services

Aaron Schrager

Director of Parking Services

Rita M. McNany

Chief Communications Officer

Amy Cairns

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MUNICIPAL GOALS



2022 Municipal Goals & Objectives

The Summit City Administrator sets the strategic vision for our municipality. During the budget development process, department directors formulate operational goals and objectives and work with Common Council to adopt priorities to reflect that vision, and guide decision-making at all levels of city government. The goal-setting process enables Common Council to build a consensus on policies and projects that will impact the Summit community. City administration uses established goals to set priorities, direct work activities and allocate staff and financial resources.

During the last two years through the impact of the COVID-19 health pandemic, the City of Summit continued its work to adapt and improve the capacity, delivery, and quality of city services. In 2022 as the effects of the health crisis lessen, our municipality will continue to transform the safe provision of essential city services to effectively manage changing constituent needs.

Goal 1: Operate a safe, responsive, and healthy city government as the COVID-19 NJ State health emergency is lifted

Strategic Objectives

- Continue to educate and support staff and members of the community on protocols for the safe provision of service and conducting business at City Hall and in other city facilities.
- Restore and expand existing city community programs for all constituencies.
- Continue to promote to employees how the COVID-19 vaccine is safe and an important step in protecting themselves and others from infection.
- Maintain local access for citizens to vaccinations.
- Investigate and pursue options for funding from federal, state and county government to further reduce the negative impact of revenue losses from pandemic closures and related economic restrictions.
- Sustain a healthy and balanced financial condition.

Key Actions

- Rescind face covering requirements at City Hall once the state health emergency is lifted.
- Maintain the Atlantic Health System vaccination site at the Community Center.
- Continue modified operation schedules for employees to minimize potential coronavirus spread, protect staff and their families, and ensure uninterrupted service to public.
- Expand the schedule of existing city programs (i.e., weekly gentle chair yoga and Tai Chi) and create new programs for adults with special needs at the Community Center.
- Return to in-person meetings in all city locations.
- Strengthen partnership with Bridgeway Behavioral Health Services that offers various programs that facilitate, promote, and foster recovery from mental illness and reoccurring individual and family problems.
- Continue to provide timely assistance and response to businesses seeking sidewalk cafes, expansion of liquor licenses and parklet/outdoor dining and non-dining spaces.
- Work with a grant consultant on creating a strategic plan to research and apply for all available governmental and non-profit grant opportunities that support the city's program and service priorities.



2022 Municipal Goals & Objectives

Goal 2: Demonstrate fiscal responsibility and sound financial management

Strategic Objectives

- Ensure stable city tax rates and fees.
- Maintain a fiscal model that effectively balances short-term and long-term needs.
- Apply strategies to reduce the cost of current and future city services.
- Identify new revenue sources and partners for collaboration.
- Maximize the efficacy of the Joint Insurance Fund liability and worker's compensation management. Provide employee training to minimize claims.

Key Actions

- Create and present the 2021 city operating budget with a municipal tax rate change at or under 2.0%.
- Maintain the city's 'AAA' credit rating, and secure short-term and long-term financing through general serial bonds and bond anticipation notes.
- Successfully negotiate a labor contract with the FMBA Local 54 with an annual cost of living increase and first responder stipend.
- Determine list of selected vendors that may benefit from implementation of ACH payments.
- Activate "positive-pay" ability for all checks issued by the city.
- Integrate Primepoint with Edmunds Financial System to have Primepoint generate a proper data file to auto update payroll totals to the Salary & Wage budget accounts.
- Complete the policies and procedures manual for the procurement card program and begin phase-in process.
- Implement auto feeds for time and attendance from public safety departments and Parking Services into Primepoint payroll system.
- Review banking solutions for escrow accounts and implement best practices.
- Lease the Municipal Golf Course to outside groups twice each season to increase revenue.
- Pursue additional sponsorship opportunities for the Municipal Golf Course and Summit Family Aquatic Center.
- Continue to establish policies, procedures, and associated fees for use of space at the Summit Community Center.
- Active collaboration between the municipal Human Resource Manager and Risk Manager to ensure all liability and worker's compensation claims are processed in a timely manner and managed to ensure cost minimization, and train employees in occupational safety and risk mitigation to reduce future claims.



2022 Municipal Goals & Objectives

Goal 3: Broad Street West Redevelopment

Strategic Objectives

- Continue our community-focused planning work on Broad Street West redevelopment area.
- Facilitate safe, compliant land development and economic growth in a balanced environment.
- Prioritize development of data, studies, guidelines, and policy priorities for all three subdistricts according to the goals and objectives of the Broad Street West Redevelopment Plan.
- Continue to encourage development that will incorporate environmentally sustainable practices and design.

Key Actions

- Negotiate terms with designated developers and finalize redevelopment and financial agreements.
- Continue to work with real estate consultant to serve as the municipal advisor on economic and financial feasibility of several development options being pursued in Broad Street West redevelopment subdistricts 1 and 2.
- In collaboration with city staff, professional planning consultants, Planning Board volunteers and elected officials, establish a community-focused process where citizens are given opportunities to provide feedback on redevelopment design concepts for subdistricts 1, 2 and 3.

Goal 4: Expand the application of technology to create business opportunity and increase customer convenience

Strategic Objectives

- Utilize technology to improve efficiency of city systems, including the timeliness and accuracy of service delivery from the entire city organization.
- Adopt a paperless policy to streamline delivery of essential city services and to conserve vital resources.
- Become a smarter city by creating a strategic planning approach to improve citizen quality of life and safety, facilitate economic growth, and advance environmental and fiscal resilience.
- Expand use of ridesharing program and enhance marketing to commuters and downtown employees.

Key Actions

- Implement new software module that will upgrade municipal volunteer/appointment management system that enable citizens to view available volunteer positions and process their applications more efficiently.
- Streamline use of paper through digital platforms, including agenda packets, application forms, internal and external correspondence, and licenses and permits.



2022 Municipal Goals & Objectives

- Further enhance record management technology platform (GovPilot) to improve efficiency of OPRA request tracking and document management.
- Implement a digital scheduling system solution.
- Enhance features and functionality of Spatial Data Logic (SDL) platform technology for processing of licenses, construction and zoning permits and tracking.
- Upgrade and maintain the city's Geographic Information System (GIS) and identify ways technology can be utilized to enhance service across departments.
- Work with IT Manager to select and implement technology and equipment upgrades in Council Chamber and the Whitman Community Room to enhance virtual/in-person meeting capabilities.
- Expand ability to process and promote online payments and use of the Parkmobile™ app.
- Research potential advantages of using a new registration platform instead of the DCP's current software program.
- Assess energy aggregation options, evaluate feasibility of renewable energy projects, and develop an electric vehicle purchasing policy and plan for the municipal transportation fleet.
- Expand ridesharing program to include partnerships with Lyft and Uber to increase availability of drivers during peak periods.
- Develop and implement an online platform for citizens to request certain police department services, such as overnight parking permissions, house checks, emergency contact information, filing non-crime related reports, and reporting of non-working streetlights.
- Enable and configure Office 365 geo-blocking and restrict access to locations in the United States and implement a management system to secure passwords.

Goal 5: Maintain and upgrade critical city assets and infrastructure

Strategic Objectives

- Identify areas for improvement throughout the city to enhance transportation and public safety options, including safe walking and biking routes.
- Ensure courteous, professional, and respectful interactions with, and response to, the community.
- Conduct routine, scheduled preventative maintenance to ensure safety and preserve value of city assets including city streets, parking lots and garages, parks and recreation areas, city buildings and properties, athletic fields and over 8,000 city trees.
- Reduce criminal activity and increase ability to respond in emergency situations.
- Ensure recommendations from the Master Plan Re-examination are accessed during decision-making across all departments and integrated into existing project work.
- Increase opportunities to partner with community corporations to develop programs, purchase equipment and develop infrastructure.

Key Actions

- Continue construction of new fire headquarters facility.
- Complete various infrastructure improvements related to sewers, drainage and roads that are approved capital budget projects.



2022 Municipal Goals & Objectives

- Execute the fleet maintenance and replacement program for all municipal and Summit Board of Education vehicles.
- Working together, police and engineering will further identify areas where traffic and pedestrian access improvements are needed.
- Develop and institute a citywide school emergency digital radio network to allow for intercommunication between public and private school communities during emergency events.
- Reorganize, inventory, and maximize storage space in City Hall records storage area.
- Initiate Americans with Disabilities compliance plan for all facilities and increase the number of participating TryCAN communities.
- Install additional security systems in the Community Center and other recreational facilities.
- Obtain needed equipment across departments, including:
 - Turnout gear, rescue equipment, air monitoring equipment, a fire hose and fire prevention vehicle.
 - Geo-fencing, body cameras, license plate recognition software, and upgrades to all in-vehicle camera systems.
 - Tools needed for City Hall maintenance projects.
- Complete approved capital budget projects, including various infrastructure improvements related to sewers, drainage, and roads, ameliorate flooding at the Municipal Golf Course, and various improvements at Tatlock and Memorial fields.
- Purchase a new show mobile that serves as a performance stage system on wheels at the city Village Green.

Goal 6: Build community connectedness and expand communications effort

Strategic Objectives

- Continue to enhance strong community relationships with police, fire, and all city departments.
- Enhance senior services and programs for residents of all ages with special needs.
- Reinforce messages that establish and promote the City of Summit as the official source for general and emergency information for our municipality.
- For each department, identify and promote specific brand value in all internal and external messaging.
- Further develop video capabilities on the city website and through social media channels highlighting service benefit.
- Promote the efforts of the governing body, appointed commissions and committees to better leverage council and volunteer contributions.
- Emphasize projects and events that promote cultural diversity.

Key Actions

- Using website analytics, update city website to reflect information site visitors are looking for, and best practices in information delivery.
- Improve ADA compliance on the city website.



2022 Municipal Goals & Objectives

- Working with the city communications office, create and reinforce key department brand messaging that is reinforced through a coordinated marketing effort.
- Review and enhance citywide communications protocol guidelines through the communications office for use in distributing public information and handling media inquiries.
- Develop, refine, and promote work being done by Mayor and Common Council, and other community volunteers.
- Initiate new TryCAN programs for teens and adults, with a focus on children aged three to five years, and 19+ years.
- Work with the Summit Board of Education and TryCAN to create work opportunities at the Community Center, Summit Family Aquatic Center, and Municipal Golf Course for individuals with special needs.
- Convert space in the Community Center into a sensory-friendly lounge for participants in mainstream programs.
- Augment website and social media strategy to best reach all segments of the Summit community and for the DCP specifically.
- Pursue mentoring, partnership, fundraising and grant opportunities for TryCAN, the Senior Connections bus and senior programs.
- Expand Community Programs internal and external outreach to employees and allied organizations through special events and targeted content development.
- Hold consensus building meetings with the public on potential capital improvements at Tatlock Park.
- Add cultural diversity events at the Community Center during Black History Month, Asian History Month, Disability Awareness Month, etc.

Goal 7: Leverage talent, ideas, and creativity of Summit's municipal workforce

Strategic Objectives

- Across departments and divisions, encourage city workers to share and develop ideas on how to improve services and proactively address the needs of constituency demands.
- Develop and implement specialized divisions to initiate public safety, education, and services.
- Build a culture of openness with a focus on mentoring and staff development and sharing of internal information.
- Continue to implement centralized human resources management plan.
- Seek out joint training and partnership opportunities for police and fire departments with nearby municipalities and local organizations.

Key Actions

- Further develop use of Microsoft SharePoint to assist city staff in sharing and managing content, knowledge and applications and allow for efficient search of information and seamlessly collaborate across the entire organization.
- Provide support for the effective management of active and archived records.



2022 Municipal Goals & Objectives

- Continue outreach of police traffic and patrol units dedicated to reducing crime, improving circulation, pedestrian, and bicycle safety in all areas throughout town.
- Enhance and refine existing Primepoint human resources program to better develop human resources functionality citywide.
- Share information being publicly distributed to keep internal staff informed.
- Create opportunities for staff development and training, particularly in the areas of technology and human resources management, with an emphasis on cross-training and mentoring.
- Finalize Summit Police Department Accreditation Certification.
- Evaluate additional joint training options with area fire departments.
- Continue Summit Police and Fire Department partnership agreements with Overlook Medical Center.
- Build the working relationship between public safety departments and Bristol Myers Squibb.

Goal 8: Offer innovative solutions to ongoing municipal challenges

Strategic Objectives

- Ensure that strategic branding goals reflect the needs, cultures and interests of diverse populations and are being supported in all collaborations, policy recommendations and public investment decisions.
- Reduce the incidence of crime, as well as traffic collisions, injuries, and fatalities.
- Enhance coordination efforts with Union County and other agency partners for routine service delivery and during emergency incidents.
- Coordinate with Union County to align long-term goals for county owned assets and infrastructure.
- Protect and enhance the quality of natural resources, parks, and public spaces.
- Develop more proficient technology management to mitigate cybersecurity risks.

Key Actions

- Unify and consolidate all branding, communications, and publicity efforts to the city Communications Office.
- Advance a community-based home surveillance network to allow residents to collaborate with the Summit Police Department in the deterrence, detection, and investigation of criminal activity.
- Increase public awareness of various emergency notification systems such as Swift Reach, Nixle and website notifications.
- Promote use of Parkmobile™ and availability of free parking in Broad Street and upper levels of Tier garages on weekends, as well as free parking in the downtown on Sundays.
- Promote use of See Click Fix to obtain necessary feedback for service and infrastructure-related (non-emergency) issues.
- Record, identify and secure sensitive data residing in the municipal network and cloud-based applications.
- Expand and improve the city's cybersecurity plan.
- Investigate further opportunities for shared services across all departments.



2022 Municipal Goals & Objectives

Goal 9: Retain and reinstate improved customer service and accessibility

Strategic Objectives

- Ensure courteous, professional, and respectful interactions with the community.
- Within each department, provide expanded and enhanced customer service training opportunities.
- Develop additional services and programming to meet the needs of seniors, young residents, and residents with disabilities.
- Manage public safety programs related to criminal activity and traffic safety.
- Further digitize public document retention and retrieval process.
- Improve new employee on-boarding process and current personnel interactions through a cloud-based platform for remote human resources functionality.

Key Actions

- Develop and implement a succession plan for various department head and key personnel retirements and resignations.
- Increase staff development and focus on customer service improvements.
- Hold monthly meetings with front-line personnel to discuss strategies for better service and problem solving, including specific examples of best practices.
- Enhance strong community relationships across departments through outreach efforts and sharing of information.
- Respond to public safety emergencies and calls for service quickly and efficiently.
- Transfer user documents and folders to a secure cloud-based storage system.
- Implement multi-factor authentication for all cloud-based applications.
- Complete phase two of the public record digital imaging system project to increase document retrieval efficiency and reduce physical storage needs.
- Launch Primepoint recruitment and on-boarding modules, and implement a new, secure e-document signature feature.

BUDGET REPORT



2022 MUNICIPAL BUDGET

TO: Citizens of the City of Summit
Mayor Nora Radest
Common Council Members

FROM: Michael F. Rogers
City Administrator

DATE: April 5, 2022

As mandated by New Jersey Local Budget Law, and in accordance with the City of Summit Code, I am submitting Summit's 2022 Municipal Budget to the Common Council for consideration, authorization and adoption.

Like every level of government in the United States, the City of Summit is still confronting lingering financial strain caused by the COVID-19 pandemic and related public health emergency decision making that disrupted our economy and daily lives for the last two years. While public health risk levels appear to be gradually improving, our economy continues to face strong inflationary pressures driven by high consumer goods demand and global supply chain issues, labor shortages, unprecedented monetary supply increases, and, now, geopolitical uncertainty caused by the Russian invasion of Ukraine that will negatively impact energy and commodity market prices. Understanding national and global complexities affect state and local economies, the Common Council Finance Committee carefully examined the 2022 annual operating budget and capital improvement project requests submitted by city department heads and division managers. After extensive review and discussion, the Finance Committee, Capital Projects Committee and key city staff formulated an annual financial plan that sufficiently balances operational needs with prudent stewardship of public monies.

To this end, the proposed Municipal Budget reflects the city's commitment to preserve its sound financial position and quality of life through efficient allocation and management of limited resources while being

mindful of its long-range fiscal capacity and strategic debt management practices. Further, the Municipal Budget reinforces the city's high level service delivery goals and provides significant funding for capital improvements to rebuild, repair and improve the city's infrastructure and facilities to meet community needs.

Therefore, I respectfully present the 2022 Municipal Budget as a policy document that establishes a strong operational plan to provide essential public services and responsibly meet other financial obligations. Budget preparation was particularly challenging this year given that various appropriation increases outweighed declining revenue sources. While competing interests and scarce resources always present challenges in balancing the city's annual budget, unfortunately, an increase in property tax revenues will be necessary to provide a more structurally sound financial plan in the future. Consequently, the 2022 municipal tax rate is \$0.881 (under two cents), which is higher than last year's rate.

The 2022 financial totals, which include the city's proposed Sewer utility and Parking Services Utility operating and capital budgets, balance revenues and appropriations of \$64.22 million compared with the 2021 financial total of \$64.26 million. This is a 0.06% total financial plan decrease. The 2022 municipal tax levy amount that provides revenues to support the city budget is estimated to increase by 3.16%. However, due to a \$37 million increase in the city's tax base, the actual net tax levy increase will be 1.98%.

Summary points of 2022 revenue projections are as follows:

- The municipal tax levy is \$875,438 more than last year.
- General Fund balance anticipated (surplus) revenue will be \$7.9 million, an increase of \$300,000 above the 2021 budget amount.
- Total local revenues will increase this year by \$324,793.
- State aid revenue amounts (energy receipts taxes and school debt service funds) mirror receipts from the State of New Jersey in 2021 except for a \$110,663 decline in school debt state aid.
- The federal American Rescue Plan Act fiscal recovery aid to local governments will significantly offset prior year revenue loss in both General Fund and Parking Services budgets. Even with \$850,000 revenue aid anticipated in this year's General Fund budget (\$1.145 million in aid distributed in 2022; \$2.29 million in total aid distributed), the enterprise fund and contribution revenue sources are down by approximately \$600,000.

Key appropriation highlights include:

- Total salary and wages will increase by \$249,024 in the General Fund (\$18.07 million total), which includes a 2.25% salary and wage increase for the Teamsters (public works employees), PBA (police officers), FMBA (firefighters) and non-union employees.
- Combined other expense appropriation line items for all municipal departments show a net increase of \$297,162, or 2.74%. The city's curbside recycling collection service contract will be expiring mid-year and inflationary market conditions indicate a new contract will likely double costs and increase the budget need by over \$190,000 in 2022.

- Pension obligations (PERS and PFRS) will increase this year by \$147,945, or 3.53%.
- Municipal debt service payments in the General Fund budget will increase by \$519,776, or 10.21%. In the Sewer utility budget, debt service payments are down \$8,832 from last year. Debt service obligations for the Parking Services Agency are up by \$2,794 from 2021.
- Healthcare insurance premium costs will stay the same as budgeted in 2021. Current city employees will contribute approximately \$1.19 million toward health insurance premium costs, approximately \$50,000 more than last year.
- General liability and workers compensation costs combine for a total increase of \$84,113 from what was budgeted last year.

The proposed 2022 Capital Improvement Plan (CIP) estimates \$4.28 million to be budgeted for various capital project needs, including those in the Sewer and Parking Services utilities. Approximately \$350,000 is budgeted for various city facility improvements, and \$855,000 of the total capital budget amount is for investment in infrastructure such as roads, sidewalks and streetscapes throughout the community. The city plans to invest \$2.14 million in capital improvement costs related to the sewer operations infrastructure and equipment. Despite challenges to meet increasing service delivery demands and community needs, the municipal budget will direct its constrained resources to achieve strategic operational priorities and investments in streets, sidewalks, buildings and park facilities while maintaining a stable fiscal position.

The budget report provides a brief overview of the city's profile and economic condition, with an assessment of where revenues come from and how money is spent. Additional details are included about city debt and pension obligations, insurance and tax base insight. Further, a more detailed and complete picture of each municipal service area, respective departmental goals, objectives and staff are contained within the municipal budget document. The comprehensive budget document was compiled with the assistance of the Chief Financial Officer, department heads, division managers and other key administrative staff. It is the goal of city administration for this financial and managerial document to provide transparency and guidance for the mayor, Common Council and Summit citizens to understand how past budget policies and decisions impacted the financial health of its municipality, and how the 2022 budget provides for a sufficient level of financial resources to meet spending obligations and service responsibilities this year.

CITY PROFILE & ECONOMIC CONDITION

SUMMIT DEMOGRAPHICS

Population (April 1, 2020 - Census)	22,719
Population % change from 2010	5.9%
Land area (square miles)	6.0
Housing units (April 1, 2010)	8,190
Owner-occupied housing unit rate, 2015-2019	69.9%
Median value of owner-occupied housing units, 2015-2019	\$890,100
Median gross rent, 2015-2019	\$1,880
Persons per household, 2015-2019	2.82
High school graduate or higher, percent of persons age 25 years+, 2015-2019	96.0%
Bachelor's degree or higher, percent of persons age 25 years+, 2015-2019	71.0%
In civilian labor force, total, percent of population age 16 years+, 2015-2019	68.5%
Median household income (in 2019 dollars), 2015-2019	\$157,835
Per capita income in past 12 months (in 2019 dollars), 2015-2019	\$90,561
Source: US Census Bureau https://www.census.gov/quickfacts/table/summitcitynew jersey/PST040221 2015-2019 American Community Survey five year estimates	

The City of Summit is a prominent, historic suburban community, consisting of six square miles in Union County, New Jersey. Twenty miles west of New York City, Summit is a 15-minute drive from Newark Liberty International Airport. Two major highways lie to the north and east of the municipal border, providing convenient access for people and commerce to circulate in and out of the city.

Summit is a thriving regional transportation hub with a centrally-located train station, an integral transfer point on the Morris & Essex line of the New Jersey Transit railway, providing direct service to New York Penn Station and Hoboken Station, NJ. The New Jersey Department of Transportation has designated Transit Village status to the city, creating incentives for economic development in areas adjacent to the train station and transit.

With an estimated 22,719 residents, Summit ranks 163 out of the 565 municipalities in the State of New Jersey in population density. It is a walkable community with a vibrant, pedestrian-friendly central business district. According to recent census figures, our pedestrian and bike-friendly city is ranked 16 in

the state for highest per capita income. In 2019, according to the U.S. Census Bureau, the median household income in Summit was \$157,835 compared with the rest of Union County at \$80,198 and the State of New Jersey at \$82,545.

Summit's corporate residents and their employees are an integral aspect of city life. In pre-pandemic times, Summit welcomed approximately 17,000 people to our city each day in more than 200 retail stores, restaurants, businesses, and corporate offices. As commuters begin to return to the workplace, economic activity continues to increase in Summit.

Summit is home to two major corporate employers: Atlantic Health System and Bristol Myers Squibb.

Atlantic Health System employs nearly 3,800 people in its Overlook Medical Center location, including 1,956 physicians. With 504 licensed beds, it admitted 19,971 patients and delivered 2,565 babies in 2021. Surgeons performed 4,684 inpatient and 10,107 same day surgeries. There were 87,496 emergency and 343,338 outpatient visits.

Overlook Medical Center is home to the Atlantic Neuroscience Institute, the region's leader in neuroscience care. It offers a range of advanced neurological, neurosurgical and neurodiagnostic services, is a designated Advanced Comprehensive Stroke Center and serves as a hub for the New Jersey Stroke Network. It is a certified level four epilepsy center and home to the Gerald J. Glasser Brain Tumor Center where the most brain tumor surgeries in New Jersey are performed. Overlook Medical Center has advanced certification from the Joint Commission for Perinatal Care and offers behavioral healthcare, spine surgery, wound care, and primary care medical home.

With headquarters in New York City, Bristol Myers Squibb (BMS) is a global biopharmaceutical company whose mission is to discover, develop and deliver innovative medicines to help patients recover from serious diseases. It employs 1,161 employees in its Summit East and 2,497 employees in its Summit West locations. At its research and development site in Summit, BMS focuses on nonclinical research and development, clinical pharmacology and early development and translational medicine for immunology, cardiovascular and fibrosis and hematology. A generous corporate partner, BMS works sustainably and responsibly to create a positive impact in Summit, supporting programs, initiatives and organizations that help improve health, expand research opportunities, promote, and expand STEM education and deliver basic human services.

Summit public schools are consistently rated superior, not only academically but also for their music, art, athletics and other cultural programs. The Summit Free Public Library is a valued community resource and enrichment center in New Jersey as well.

NET ASSETS

Net assets of the General Fund are the equivalent of unassigned fund balance, or surplus. Surplus is necessary for adequate cash flow to either anticipate a current year budget revenue and/or provide funds for emergencies and unforeseen events. In the State of New Jersey, certain amounts of surplus must be used for receivables such as taxes, interfunds and other revenues that have not yet been collected. Unassigned fund balance increases when these receivables are realized in cash.

GENERAL FUND					
	2017	2018	2019	2020	2021
Assets	\$39,282,110	\$16,706,944	\$16,833,897	\$17,797,124	\$17,941,102
Liabilities	29,156,026	6,155,049	6,646,515	7,477,742	7,461,777
Reserves	722,261	890,991	1,049,685	1,054,191	780,825
Net Assets	\$9,403,823	\$9,660,904	\$9,137,697	\$9,265,191	\$9,698,500

The city's sewer and parking services utilities are enterprise funds. Accounting in enterprise funds incorporates certain principles that are similar to commercial enterprises, such as accruing expenses. The most important aspect of enterprise funds is that they are required to be self-liquidating. In other words, each utility fund must realize sufficient revenues to cover operational costs.

SEWER UTILITY FUND					
	2017	2018	2019	2020	2021
Assets	\$1,171,102	\$1,415,531	\$1,669,172	\$2,091,787	\$2,092,818
Liabilities	248,363	198,493	274,489	303,025	403,025
Reserves	48,288	49,093	57,536	56,686	0
Net Assets	\$874,451	\$1,167,945	\$1,336,147	\$1,732,076	\$1,689,793

PARKING SERVICES UTILITY FUND					
	2017	2018	2019	2020	2021
Assets	\$2,640,938	\$2,924,199	\$2,777,369	\$2,174,686	\$2,581,558
Liabilities	1,080,560	1,142,214	994,863	1,245,827	1,569,715
Reserves	0	0	0	0	0
Net Assets	\$1,560,378	\$1,781,985	\$1,782,506	\$928,859	\$1,011,843

BUDGET REPORT

CAPITAL ASSETS

According to CBIZ Valuation and its property valuation report dated February 17, 2022, as of December 31, 2021, the city's investment in capital assets is \$109.79 million. This investment in capital assets includes land, outdoor improvements, buildings, machinery, equipment, furnishings and licensed vehicles. Assets such as equipment and furnishings were inventoried utilizing the capitalization threshold selected by the city at \$5000 per unit cost with the exception of computer equipment. Major expenditures for capital assets and improvements made in 2021 will be analyzed and reported later this year. Below is an account summary of city assets valued and owned at year end 2021.

Net Changes of City Asset Original Costs				
Asset (Number)	Beginning Year Original Cost	Additions	Disposals	Ending Year Original Cost
Land Parcels (54)	\$52,110,100	\$0	\$0	\$52,110,100
Outdoor Improv. (146)	5,009,564	38,444	0	5,048,008
Buildings (71)	30,962,202	806,064	0	31,768,266
Constr. in Progress (1)	1,133,428	0	778,791	354,637
Infrastructure (3)	68,932	0	0	68,932
Machinery & Equipment (712)	8,785,103	341,709	17,964	9,108,848
Licensed Vehicles (142)	10,674,618	904,150	244,989	11,333,779
TOTALS (1,129)	\$108,743,947	\$2,090,367	\$1,041,744	\$109,792,570

City Asset Depreciation & Net Valuation				
Asset (Number)	Beginning Year Accumulated Depreciation	Current Year Depreciation Net +/- Assets	Ending Year Accumulated Depreciation	Net Book Value (Original Cost - Depreciation)
Land Parcels (54)	\$0	\$0	\$0	\$52,110,100
Outdoor Improv. (146)	4,617,774	84,664	4,702,438	345,570
Buildings (71)	15,735,594	714,982	16,450,576	15,317,690
Constr. in Progress (1)	0	0	0	354,637
Infrastructure (3)	5,187	1,061	6,248	62,685
Machinery & Equipment (712)	6,477,552	379,810	6,839,398	2,269,450
Licensed Vehicles (142)	7,583,974	662,529	8,001,514	3,332,266
TOTALS (1,129)	\$34,420,081	\$1,843,046	\$36,000,174	\$73,792,398

The total number of city assets increased by 14, increasing the original cost of capital asset value by \$1.04 million from 2020. Asset category Licensed Vehicles grew last year by net \$659,161. The cost value of Buildings increased the most of any asset class by approximately \$806,064. The sole Construction in Progress asset, however, realized a net decline of \$778,791. Yearly net change in accumulated depreciation was \$1.58 million. Lastly, from 2020, the net book value of all city capital assets decreased by \$531,469.

BUDGET REPORT

2021 OPERATING RESULTS

Budget Funds Statement of Operations (Unaudited)	General Fund	Sewer Utility	Parking Services Utility
Revenues & Other Income Realized:			
Fund balance/operating surplus	\$7,600,000	\$520,280	\$928,859
Miscellaneous revenues anticipated	10,520,502		40,000
Receipts from delinquent taxes	419,772		
Receipts from current taxes	138,957,157		
User charges		4,465,973	1,645,902
Miscellaneous	183,420	134,688	44,571
Other*	1,849,256	120,793	531,133
SUBTOTAL	\$159,530,107	\$5,241,734	\$3,190,465
Expenditures:			
Operating	\$32,257,377	\$3,183,929	\$1,460,040
Capital improvements	200,000	74,780	
Debt service	5,091,796	669,468	645,582
Deferred charges & statutory expenditures	4,773,193	135,560	73,000
Surplus (to General Fund)		700,000	0
Local school district purposes	3,763,276		
Refund prior year revenue			
Interfunds advanced	108,169		
County tax	37,135,385		
Local school district tax levy	67,689,697		
Special district taxes	291,242		
SUBTOTAL	\$151,310,135	\$4,763,737	\$2,178,622
Statutory excess to surplus	\$8,219,972	\$477,997	\$1,011,843
Fund balance January 1, 2021	9,078,528	1,732,076	928,859
SUBTOTAL	\$17,298,500	\$2,210,073	\$1,940,702
Utilized as anticipated revenue	(7,600,000)	(520,280)	(928,859)
Fund Balance December 31, 2021	\$9,698,500	\$1,689,793	\$1,011,843
* Sewer - Joint Meeting Surplus; Parking - unexpended balance of appropriation reserves; General - Unexpended balance of appropriation reserves, accounts payable canceled, miscellaneous receivables returned, grant reserves canceled, interfunds returned.			

2022 FINANCIAL BUDGET OVERVIEW

City government accounts for all of its revenues and appropriations within a system of “funds” based on a modified accrual accounting method. Its main fund is the General Fund. The majority of financial resources for services provided by the city, such as police, fire and trash collection are received into, and spent from, this general fund. The city also maintains capital, trust and utility funds. To be in accordance with state budget laws, the city must ensure revenues from utility and trust use charges (fees) are spent on costs associated with providing sewer and parking services within its utility funds and Uniform Construction Code (building and construction) within its dedicated trust. Given that utility and trust funds are separate from the General Fund, any annual costs to provide these service activities are funded solely from respective user fees, and not from municipal property taxes.

The financial summary totals for 2022 approximates \$64.22 million and includes appropriations for the General Fund operations, Sewer and Parking Services Utility funds and its respective annual capital budgets. Compared with 2021, the total 2022 financial budget represents a \$36,498, or 0.06% decrease. The proposed 2022 municipal budget will increase by \$678,911, or 1.31%. The total combined capital budgets for all three funds will require \$4.28 million to fund various infrastructure, facility and equipment needs. The 2022 total capital budget request is 22.09% lower than the approved 2021 capital budget plan.

Financial Summary Totals			
	<i>2022</i>	<i>2021 (Adopted)</i>	<i>Variance</i>
<u>General Fund</u>			
Municipal Budget	\$52,466,658	\$51,787,748	1.31%
Capital Budget	<u>2,140,000</u>	<u>3,998,000</u>	<u>(46.47%)</u>
Subtotal	<u>\$54,606,658</u>	<u>\$55,785,748</u>	<u>(2.12%)</u>
<u>Sewer Utility Fund</u>			
Operations Budget	\$5,050,276	\$4,763,737	6.02%
Capital Budget	<u>2,140,000</u>	<u>1,495,573</u>	<u>43.09%</u>
Subtotal	<u>\$7,190,276</u>	<u>\$6,259,310</u>	<u>14.87%</u>
<u>Parking Services Utility Fund</u>			
Operations Budget	\$2,430,228	\$2,218,602	9.53%
Capital Budget	<u>0</u>	<u>0</u>	<u>0.00%</u>
Subtotal	<u>\$2,430,228</u>	<u>\$2,218,602</u>	<u>9.53%</u>
Total Financial Budgets	\$64,227,162	\$64,263,660	(0.06%)

GENERAL FUND (OPERATING BUDGET) – PROPERTY TAX IMPACT

Municipal Tax Rate: The estimated 2022 municipal tax rate is \$0.881, a \$0.017 increase above the 2021 rate. The formula to determine the municipal tax rate is as follows:

Total Appropriations is equal to the estimated total tax levies (county, local school district and library) plus the municipality's total appropriations amount (excluding reserve for uncollected taxes).

Municipal Tax Rate = **Step 1:**
$$\frac{\text{Total appropriations minus anticipated non-tax general revenues}}{\text{Anticipated tax collection rate}}$$

Step 2: Step 1 amount (total amount to be raised by taxes) minus total county, school and library tax levies

Step 3: Step 2 amount (municipal tax levy) divided by the municipality's net assessed valuation

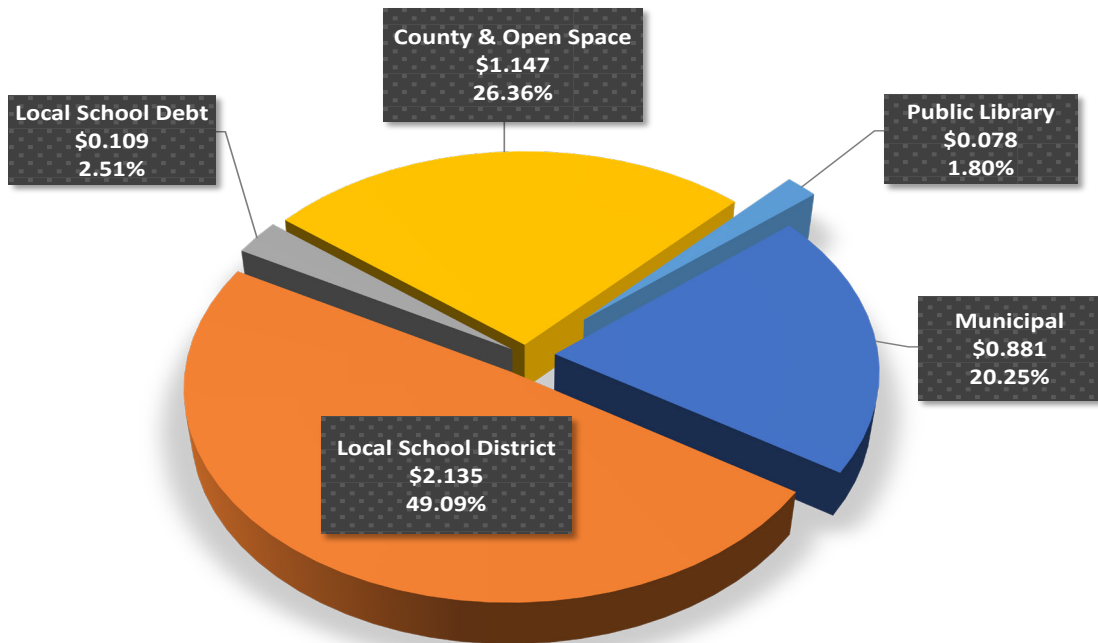
How the estimated Municipal Tax Rate for Summit property owners is calculated:

$$\begin{aligned}\text{2022 Summit Tax Rate} &= \$153,891,408 - \$17,835,916 / 0.9645 \\ &= \$141,056,764 - \$112,529,328 \\ &= \$28,527,436 / \$3,237,730,137 \\ &= \text{\textbf{\$0.881 per \$100 of Assessed Valuation}}\end{aligned}$$

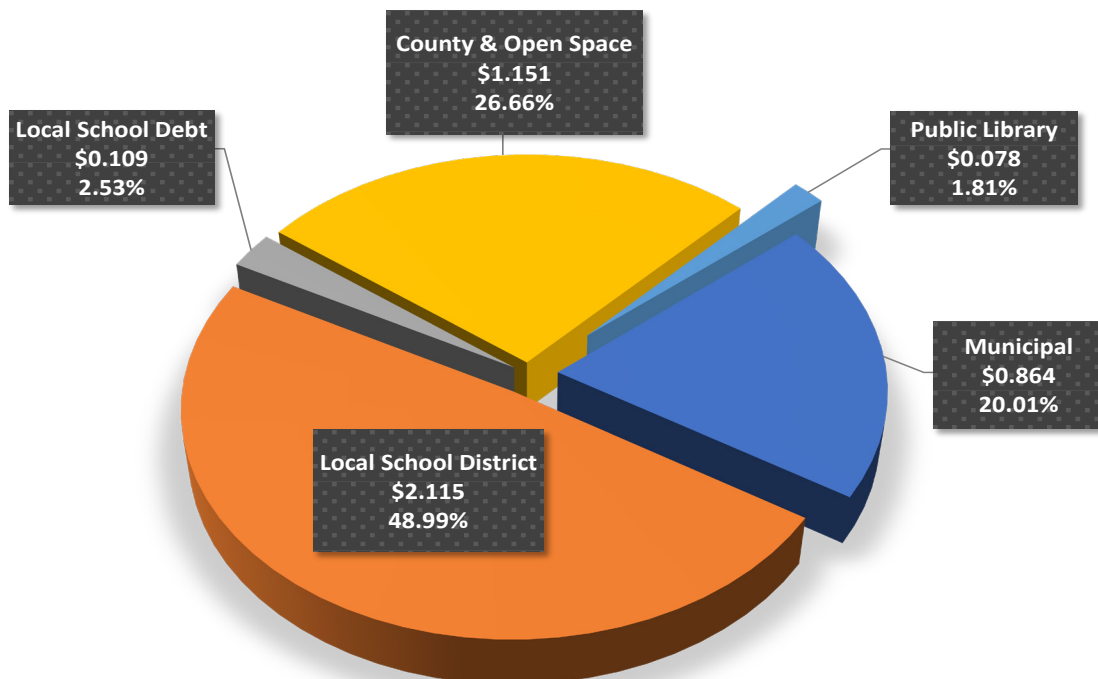
Municipal Tax Rate Comparison		
	2022	2021
Municipal budget appropriations	\$41,362,080	\$40,746,195
<i>Less: (General Revenues)</i>		
Fund balance (surplus)	7,900,000	7,600,000
Local revenues	3,165,698	2,840,905
State aid	3,176,628	3,287,291
Grants	155,887	328,838
Enterprise funds/contributions	3,077,703	3,677,263
Prior year tax receipts	<u>360,000</u>	<u>420,000</u>
<i>General Revenues total</i>	<i>(\$17,835,916)</i>	<i>(\$18,154,297)</i>
Sub-total	\$23,526,164	\$22,591,898
Add: Reserve for Uncollected Taxes	<u>5,001,272</u>	<u>5,060,100</u>
Amount to be raised by taxes	\$28,527,436	\$27,651,998
<i>Divided by net assessed valuation</i>	\$3,237,730,137	\$3,200,766,106
Municipal Tax Rate (per \$100 of AV)	\$0.881	\$0.864

The following pie charts depict each property tax rate and its respective percentage of the total tax rate amount compared with other applicable public entity tax rates estimated for 2022 and levied in 2021.

2022 PROPERTY TAX RATES (Estimated)



2021 PROPERTY TAX RATES



BUDGET REPORT

In 2022, one cent (\$0.01) of the municipal tax rate is equal to \$323,773 that is based on the city's net assessed valuation amount of \$3.23 billion. In the previous year, one cent was equal to \$320,076. Fortunately, the city's tax base increased by approximately \$37 million in 2021, which accounts for about \$1.59 million in total tax revenue gain. Using the 2021 municipal tax rate, the municipal tax revenue increase from the tax base valuation expansion is \$319,369. As a result, the \$319,369 of new municipal tax revenues reduces the city's tax levy need of \$875,438 to balance the budget. Overall, the impact to the municipal tax rate is 1.18%, or one cent (\$0.01).

Total Property Tax Rates: The chart below delineates each component of the total property tax rate amount for the last five years (plus estimated 2022).

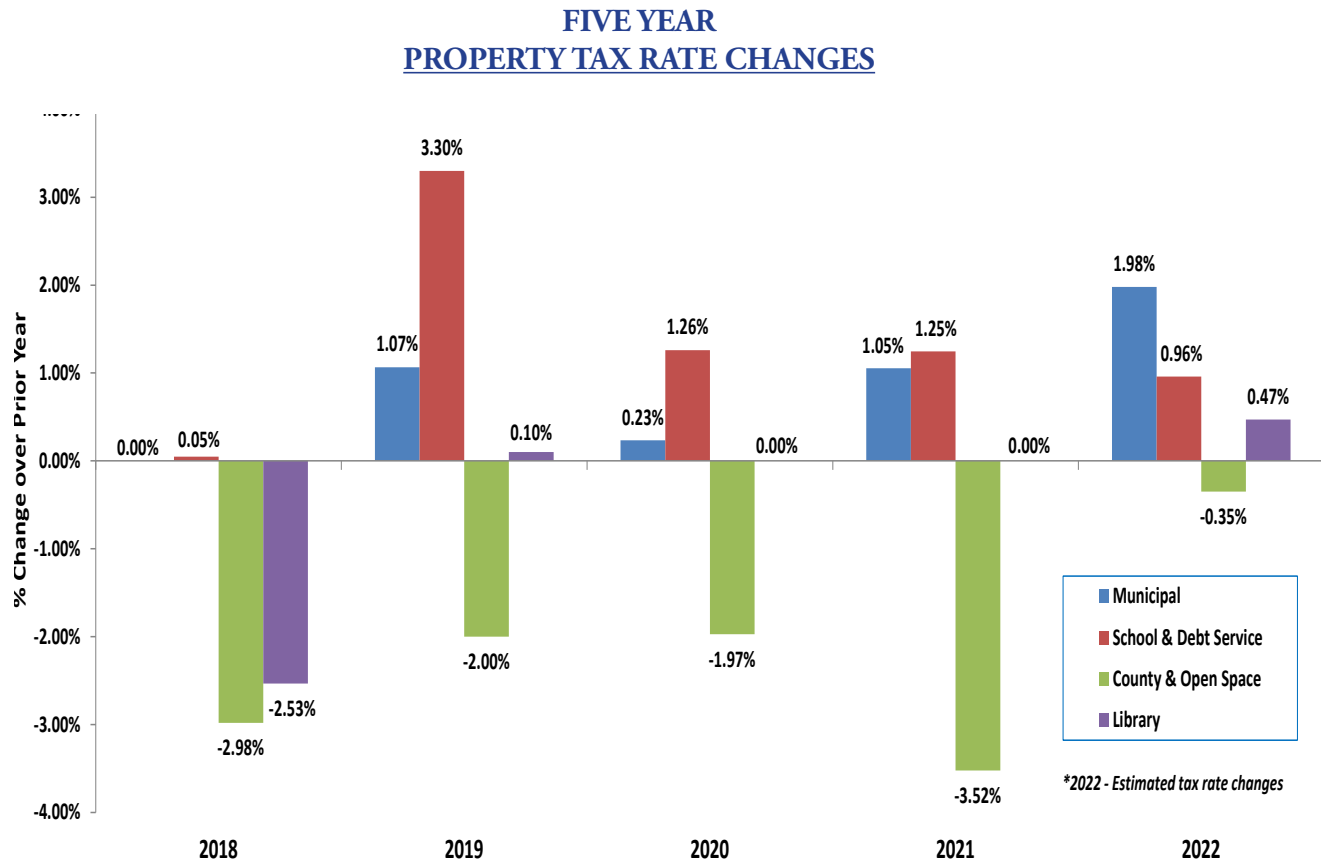
<i>2017 - 2022 PROPERTY TAX RATES</i>						
	2022*	2021	2020	2019	2018	2017
Municipal	\$0.881	\$0.864	\$0.855	\$0.853	\$0.844	\$0.844
Local School Debt Obligation to City	0.109	0.109	0.145	0.154	0.149	0.138
Local School District	2.135	2.115	2.089	2.063	2.030	2.029
County & Open Space	1.147	1.151	1.193	1.217	1.237	1.275
Public Library	0.078	0.078	0.078	0.078	0.077	0.079
TOTAL	\$4.350	\$4.317	\$4.360	\$4.365	\$4.337	\$4.365
<i>*2022 Estimated Tax Rates (thousandths place rounded up)</i>						

Since 2017, on average, the municipal tax rate has increased slightly by 0.84%. The public library rate has incrementally grown by 0.23%. As evidenced in the chart above, the local school district rate has risen, on average, by 1.02%. School debt obligations and its corresponding tax rate, however, have significantly declined over the past two years. County tax rates have steadily declined over this time period, on average, by 2.09%. Overall, during the 2017-2022* time period, Summit property owners have realized an average total property tax rate decrease of 0.06% per year. Moreover, the percentage change from 2017 to 2022* for all four tax rates is the following:

TAX RATE ENTITIES	% CHANGE FROM 2017 to 2022
Municipal	3.70%
Local School Debt Obligation to City	-2.30%
Local School District	10.80%
County & Open Space	-12.80%
Public Library	-0.10%
TOTAL	-0.70%

BUDGET REPORT

The following graph illustrates the percentage change in the tax rate year-to-year since 2018.



For Summit's average assessed residence of \$425,988, the following table shows a total tax bill breakdown comparison looking back at last year and what an estimated total tax bill might look like in 2022. Given 2022 estimates, Summit property owners will likely see their total tax bills increase 0.76% from last year.

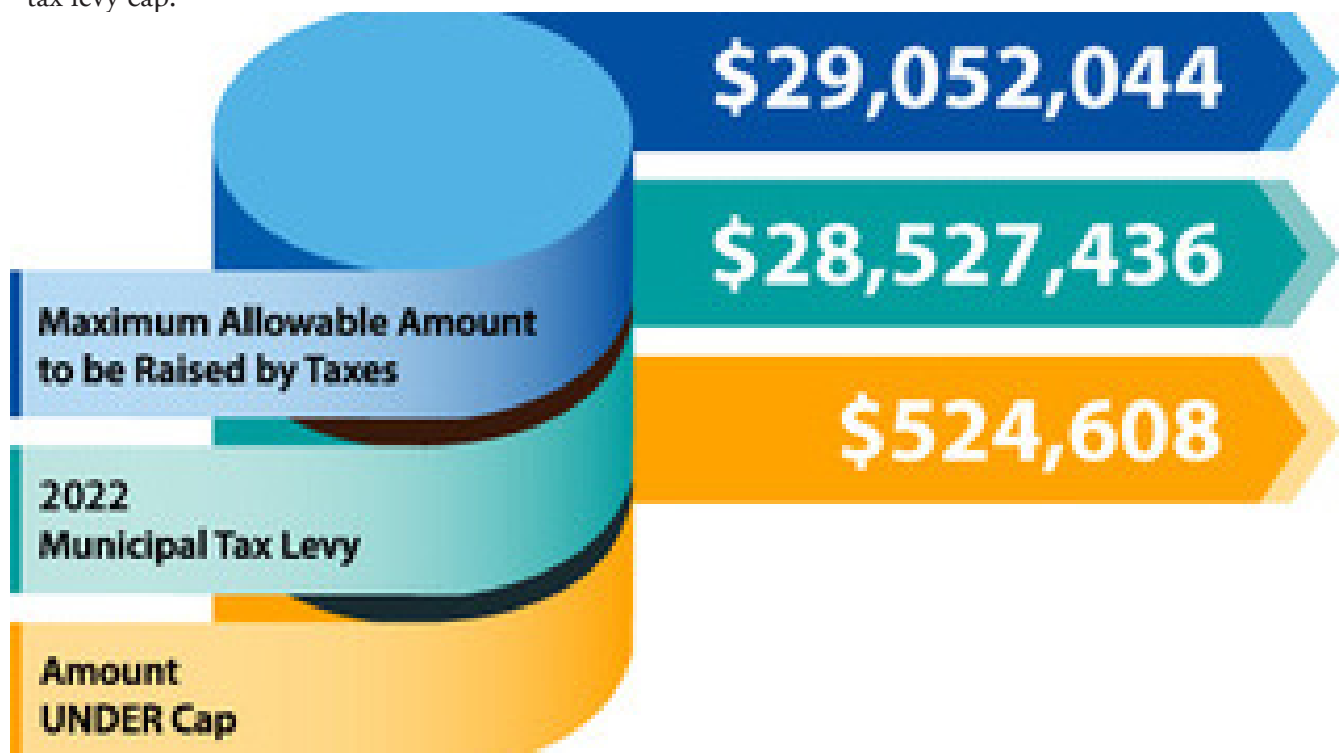
<i>Total Property Tax Bill Comparison Average Residential Assessment Valuation (\$425,988)</i>		
	2022*	2021
City of Summit Taxes	\$3,752.95	\$3,680.54
Local School District		
Debt Obligation to City Taxes	464.33	464.33
Local School District Taxes	9,094.84	9,009.65
Union County & Open Space Taxes	4,886.08	4,903.12
Public Library Taxes	<u>332.27</u>	<u>332.27</u>
TOTAL TAX BILL AMOUNT	\$18,530.47	\$18,389.91
2022 Estimated Total Property Tax Effect	\$140.56 for year or, 0.76% increase*	
* 2022 Estimated		

BUDGET REPORT

Another way to think about the tax impact is that for every \$100,000 of assessed valuation, a property owner should anticipate an estimated \$3.00 decrease in their total tax bill. The breakdown of this \$3.00 total tax decrease per \$100,000 assessed valuation is as follows:

TAX IMPACT (per \$100,000 AV)	2022 TAX RATE	2022 TAXES	DOLLAR CHANGE FROM 2021
Municipal	\$0.881	\$881.00	\$17.00
Local School Debt Obligation to City	\$0.109	\$109.00	\$0.00
Local School District	\$2.135	\$2,135.00	\$20.00
County & Open Space	\$1.147	\$1,147.00	-\$40.00
Public Library	\$0.078	\$78.00	\$0.00
TOTALS	\$4.350	\$4,350.00	-\$3.00

\$524,608 UNDER property tax levy cap: The 2022 municipal budget is well under the 2.0% property tax levy cap.



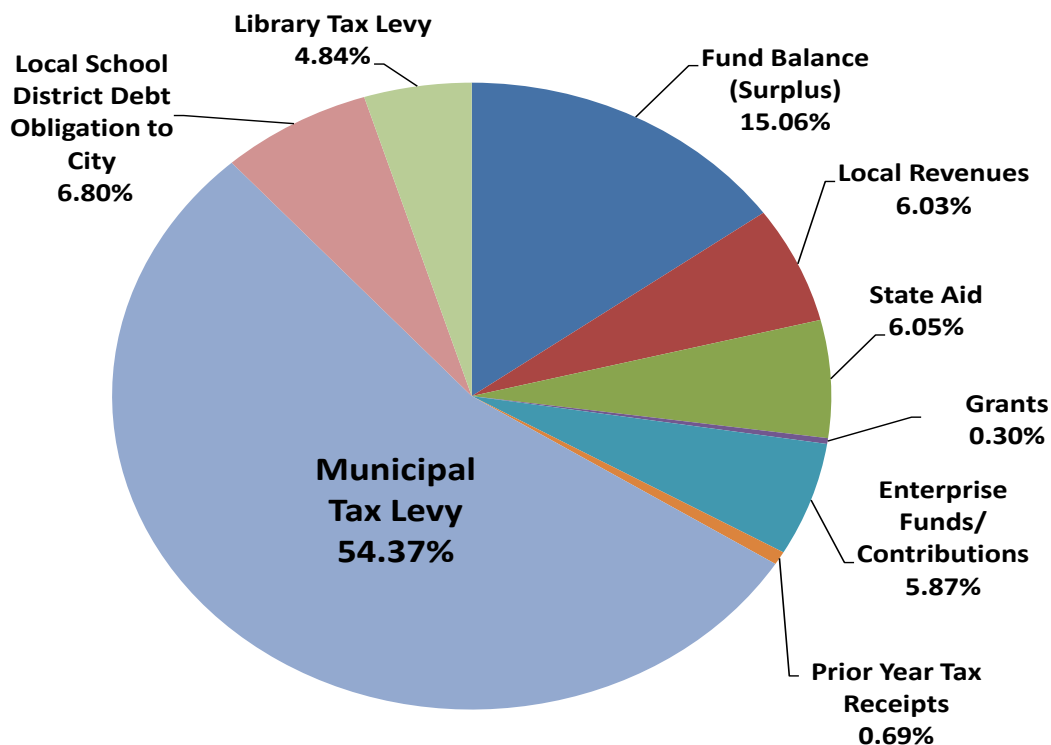
As calculated through the property tax levy cap formula, the maximum allowable amount to be raised through the city's municipal levy is \$29.05 million. However, the 2022 municipal budget requires \$28.52 million in property tax revenues this year to balance total appropriations proposed. In 2022, the city budget is \$524,608 under the tax levy cap. The 2022 tax levy cap amount is permitted under state law to "bank" for three budget years (2022-24). Given the 2022 municipal budget is under cap again this year, no prior year levy cap bank amounts are required. For the 2022 budget, over \$3.66 million of prior year amounts (2019-2021) under the levy cap will be banked and available, if necessary.

REVENUES

2022 GENERAL REVENUES SYNOPSIS

The municipal budget authorizes annual appropriations for service provision (staffing and other resources needed), programs and other financial obligations for Summit citizens. State and local laws authorize the city to raise revenues to fund these appropriations. There are several main revenue categories containing monetary sources for the city to support its operations. The following illustrates “where budget dollars come from” to fund city budget appropriations.

2022 ANTICIPATED REVENUES (%)
“WHERE BUDGET DOLLARS COME FROM”



Expenses paid from the General Fund are supported primarily from municipal taxes. As the 2022 Anticipated Revenues graph illustrates, the most significant budget revenue source is derived from taxes levied on real property assessed valuations. Municipal tax revenue accounts for 54.37% of total revenues this year, an increase of almost 1.0% (2021: 53.39%). In 2022, total projected non-tax levy revenues are \$17.54 million, which are lower by approximately \$1.20 million from 2021 realized revenues. State aid revenues are anticipated to be lower than 2021 anticipated aid numbers due to a slight decrease of approximately \$110,663 for school debt service. Municipal energy receipts tax revenues are expected to be the same as 2021 amounts. The COVID-19 pandemic continued to impact city revenue amounts realized last year. Nevertheless, local revenue sources did improve in 2021 compared with 2020 realized amounts, and are projected this year to be higher than 2021 anticipated amounts by approximately \$325,000. Anticipated enterprise funds and contributions, however, are expected to be \$600,000 lower than anticipated last year despite the second tranche of the federal American Rescue Plan Act fiscal recovery aid to local governments

that will amount to approximately \$1.145 million for Summit (\$2.29 million in total). In order to hedge against loss of this aid in 2023, the city will only anticipate \$850,000 in the 2022 budget. As a result, the city will have approximately \$365,000 to use in 2023 (\$70,000 from first tranche, and \$295,000 from second tranche). Overall, in 2022, city administration conservatively expects most of its revenue sources to remain stable and meet projections.

The Common Council Finance Committee and its municipal budget team recommend using \$7.9 million of General Fund balance (surplus) as a revenue source to stabilize the municipal budget. The General Fund balance amount anticipated in the 2022 municipal budget is \$300,000 more than budgeted in 2021 and is necessary to offset other declining revenue sources. By credit rating agency standards, the city's use of fund balance as a budget revenue source, which is approximately 15.06% of total operating appropriations this year, is considered low and qualifies as a 'very strong' financial indicator. The following comparative schedule of fund balances show all three fund balances for years 2012 to 2021 and the amounts utilized in succeeding years.

Comparative Schedule of Fund Balances						
	General Fund		Sewer Utility Fund		Parking Services Utility Fund	
	<i>Balance Ending December 31st</i>	<i>Utilized in Succeeding Year</i>	<i>Balance Ending December 31st</i>	<i>Utilized in Succeeding Year</i>	<i>Balance Ending December 31st</i>	<i>Utilized in Succeeding Year</i>
2021*	\$9,698,500	\$7,900,000	\$1,689,793	\$604,868	\$1,011,843	\$412,050
2020	9,265,192	7,600,000	1,732,076	520,280	928,859	928,859
2019	9,147,572	6,900,000	1,128,607	266,000	1,775,691	923,498
2018	9,660,903	6,900,000	1,167,944	280,000	1,781,985	662,705
2017	9,403,823	6,900,000	874,451	463,000	1,560,378	329,000
2016	8,083,571	7,100,000	993,674	630,000	1,870,167	193,148
2015	8,747,775	7,100,000	953,753	355,700	1,370,646	54,643
2014	10,071,282	7,600,000	926,849	325,000	1,556,371	386,000
2013	9,732,447	6,300,000	954,381	350,000	1,216,876	0
2012	8,072,954	6,300,000	1,251,482	346,000	731,436	0
* 2021 Unaudited Fund Balance amounts						

Some unassigned funds in the General Fund balance will be used to offset discretionary appropriation reserve line items such as \$25,000 in deferred charges for previous capital expenses unfunded and \$30,000 in the reserve for salary adjustments. Recognizing the need for additional non-tax revenues to keep pace with annual appropriation demands, city administration will continue to focus on developing new revenue options to stabilize or reduce the municipal tax levy amount. The following chart categorically outlines revenues with anticipated total amounts to fund the city's 2022 municipal budget (see general revenue section, page 4-1 for more details).

General Fund Revenues			
	2022 Anticipated	2021 Anticipated	Dollar Change from 2021
Fund balance	\$7,900,000	\$7,600,000	\$300,000
Local revenues	3,165,698	2,840,905	324,793
State aid	3,176,628	3,287,291	(110,663)
Grants	155,887	328,838	(172,951)
Enterprise funds/contributions	3,077,703	3,677,263	(599,560)
Prior year tax receipts	360,000	420,000	(60,000)
Municipal tax levy	28,527,436	27,651,998	875,438
School district debt obligation	3,566,110	3,489,367	76,743
Library tax levy	2,537,196	2,492,085	45,111
TOTAL REVENUES	\$52,466,658	\$51,787,747	\$678,911

Property taxes are the main source of financing for Summit's city services and public library as well as for the local school district and Union County government and open space. Even though the city bills and collects all property taxes levied during the calendar year, it retains only 20 cents of every tax dollar (\$1.00) collected. The chart below outlines what the city billed and collected during 2021.

2021 PROPERTY TAX BILLING & COLLECTION	
TAX BILLING	
Municipal	\$27,651,998
Local School District	71,179,064
County	35,718,867
County Open Space	1,134,743
Public Library	<u>2,492,085</u>
Total Levy	\$138,176,757
Excess Collections	\$316
Special Improvement District	267,878
Added & Omitted	1,056,384
Remitted, Abated or Canceled	<u>(165,250)</u>
Total Taxes Billed	\$139,336,085
TAX COLLECTION	
Collected in 2020	\$137,423,718
Prepaid in 2019	1,170,327
Senior & Veteran Deductions	51,000
Homestead Benefit Credit	<u>326,121</u>
Total Taxes Collected	\$138,971,166
Percentage of Taxes Collected	99.73%

BUDGET REPORT

The table below shows total property tax levy amounts for years 2018 through 2022 along with the percentage change from 2018 through 2021. Since 2018, the city has stabilized its municipal tax needs, averaging a 1.56% levy increase per year.

PROPERTY TAX LEVIES

	2022*	2021	2020	2019	2018	% Change from 2018
Municipal	\$28,527,436	\$27,651,998	\$27,103,871	\$26,792,506	\$26,456,806	7.83%
Local School Debt Obligation to City	3,719,481	3,763,276	4,588,290	4,838,824	4,664,313	(20.26%)
Local School District	69,137,266	67,689,697	66,270,750	64,837,224	63,579,792	8.74%
County	35,992,107	35,718,867	36,743,129	37,153,311	37,672,817	(4.46%)
County Open Space	1,143,278	1,134,742	1,129,932	1,105,258	1,096,984	4.22%
Library	2,537,196	2,492,085	2,479,745	2,479,745	2,410,620	5.25%
TOTAL	\$141,056,764	\$138,450,666	\$138,315,717	\$137,167,908	\$135,881,332	3.80%
* 2022 Estimated Tax Levies						

LOCAL & ENTERPRISE/CONTRIBUTION REVENUES

Revenue projections in the 2022 General Fund budget reflect a challenging scenario faced by the city in constructing its municipal budget. While a few anticipated local revenue sources remain consistent and stable this year, fortunately, a majority of revenue line-items such as community service and health fees, Family Aquatic Center fees, and utility income from cell tower leases are anticipated to increase a combined \$180,000 this year. Moreover, the city will be permitted by the State of New Jersey to anticipate a three-year average of past realized revenue (2019-2021), which will allow for the municipality to budget \$110,000 more in municipal court fines/costs, interest on investments and hotel/motel occupancy fees in 2022. Other revenue line-items expected to rise this year are drainage and grading fees, municipal golf course, zoning board fees, and sale of recyclable materials. In total, the projected revenue increases from these sources will be approximately \$26,000. On the downside, cable television franchise fees from both Verizon and Comcast will be down again by \$14,958 in 2022. Indeed, cable franchise fees have trended downward over the last several years by an average of \$14,296 per year. Lastly, as a result of an excellent collection rate last year (99.73%), interest and costs on taxes still uncollected will be approximately the same as realized in 2021 at \$160,000.

During the five year period of 2013 to 2017, total local revenues realized minimally fluctuated between \$2.56 and \$2.60 million. However, in 2018, local revenues jumped to \$3.89 million and can be directly attributed to two revenue sources: Atlantic Health System/Overlook Medical Center community support services (\$795,400) and utility income from cell tower leases (\$86,610). Attempting to balance declining contribution and reserve revenue sources, the 2022 municipal budget provides for estimated local revenue amounts (\$3.16 million) above 2021 anticipated revenues (\$2.84 million) in various line items (approximately \$325,000 higher).

In the enterprise/contribution revenue section, the municipal budget will be significantly impacted this year by depleted reserve sources of revenue and no contributions from the Parking Services utility. For example, the serious decline in Parking Services Utility revenue in 2020 reduced the contribution amount from \$800,000 in 2019 to \$0 in 2021. Even though the Parking Services Utility showed signs of adequate improvement in 2021, there will be no contributing funds to the General Fund operating budget in 2022. Fortunately, the Sewer Utility's financial condition is strong and allows for the same contribution amount of \$700,000 as last year.

Various reserve amounts are being used as revenue sources to offset municipal debt service payments, which includes donations for the Community Center construction project finished three years ago, past sale of municipal assets revenue and general capital surplus accumulated from capital project appropriations canceled. Total combined reserves amount to almost \$884,000, with the general capital surplus revenue up \$100,000. Additionally, the city will be using \$118,000 of FEMA reimbursement revenue that was reimbursed for COVID-19 pandemic costs incurred in 2020. Looking ahead, unfortunately some of reserve accounts will be depleted after this year. While the city has been responsibly using revenue reserves over the past several years to offset other declining revenue sources, the available reserve amounts are diminishing for future revenue use. To illustrate, in 2020, various reserves accounted for \$1.28 million in revenue. In 2021, it was about \$787,000. The municipal asset sale and Community Center donations reserves, which account for about \$84,000 in revenue this year, will be zero at year's end.

Lastly, and most importantly, the passing of the federal American Rescue Plan (ARP) Act in 2021 grants the city \$2.29 million in fiscal recovery funds, of which 50% was distributed in 2021 (\$1.145 million) and the other 50% tranche in 2022. The city intends to budget \$850,000 of the \$1.145 million that it anticipates to receive this year. As mentioned on a previous page, by not anticipating the full amount in aid received in 2022, the city can reduce the non-reoccurring revenue exposure of this aid and use \$365,000 next year as a revenue source. The ARP revenue aid provided a critical revenue source for the city's budget the last two years as the overall loss of other local revenue sources and contributions amounted to approximately \$1.5 million.

PRIOR YEAR TAXES

In 2021, the city exceeded its anticipated tax collection rate (96.36%) by 3.37% (99.73%). For the last five years, on average, the city's collection rate has been 99.65%. Thus, the city's collection rate in 2021 was above satisfactory and consistent with prior years.

Tax Collection				
Year	Total Tax Levy	Billed (includes SID and Added/Omitted Taxes)	Total Taxes Collected	% of Tax Levy Collected
2021	\$138,176,757	\$139,336,085	\$138,971,166	99.73%
2020	138,315,717	139,087,094	138,665,546	99.70%
2019	137,167,908	138,201,971	137,679,802	99.62%
2018	135,881,332	136,994,364	136,365,871	99.54%
2017	135,666,496	136,829,299	136,347,327	99.65%
2016	133,836,209	134,552,884	134,035,881	99.61%
2015	131,019,055	131,739,995	130,724,249	99.58%
2014	128,419,583	129,117,692	128,445,645	99.47%
2013	126,919,279	127,551,901	126,560,574	99.22%
2012	123,297,630	124,051,780	122,815,294	99.00%

The average quarterly delinquency rate percentage last year was 0.56%, down 0.10% from last year. Additionally, the average quarterly delinquency amount was \$374,224, down approximately \$92,858 from 2020. At the end of December 2021, delinquent taxes owed to the city were \$359,339. As a result, the city is budgeting \$360,000 as an anticipated revenue this year. As of February 28, 2022, outstanding property taxes billed in prior years but still uncollected are \$192,051. Furthermore, the first quarter 2022 taxes billed (\$34.93 million) but uncollected are \$765,777, or 2.19% of the total amount.

PROPERTY TAX LEVY CAP

The property tax levy cap law strictly limits a municipality to a 2.0% increase over the previous year's municipal tax levy. The levy cap law does provide for several exclusions to the formula, which are as follows: (1) change in debt service; (2) allowable increases in health care insurance; (3) pension costs; and (4) capital improvements. In addition, the property tax levy cap, similar to the total appropriations cap, has an allowable increase for new construction value (new values x the previous year municipal tax rate). In 2022, the municipal budget is \$524,608 under the 2.0% property tax levy cap (see the following levy cap calculation summary).

Prior year amount to be raised by taxation for municipal purposes	\$27,651,998
<i>Less: Prior year deferred charges to future taxation</i>	<i>(\$50,000)</i>
Plus: 2% cap increase	\$ 552,040
Plus: Exclusions	\$ 730,103
<i>Less: Canceled exclusions</i>	<i>(\$ 150,001)</i>
Plus: New ratable adjustment to levy	<u>\$ 317,904</u>
Maximum allowable amount to be raised by taxation	<u>\$29,052,044</u>
2022 amount to be raised by taxation for municipal purposes	<u>\$28,527,436</u>
2022 municipal levy amount UNDER 2.0% cap	<u>\$ 524,608</u>

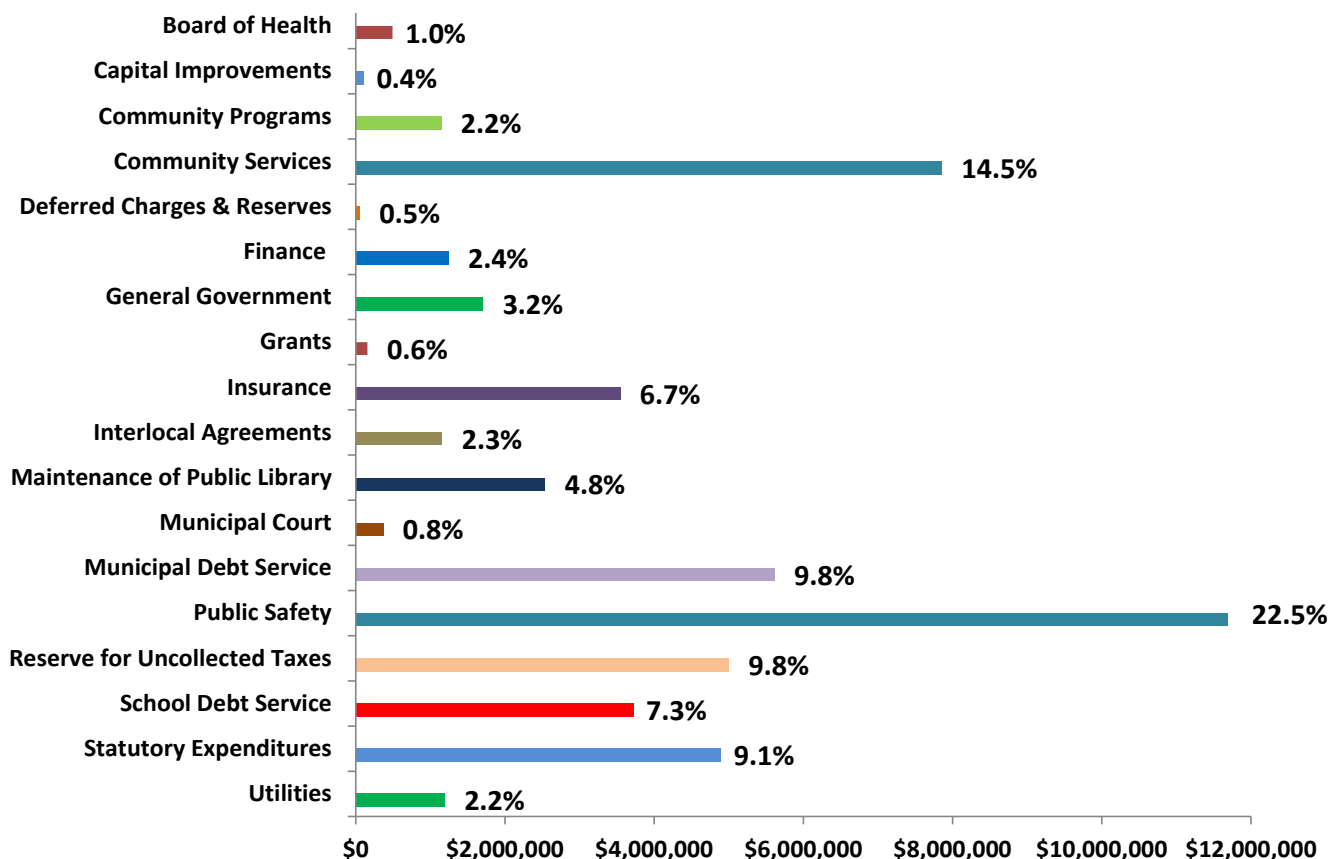
APPROPRIATIONS

2022 GENERAL APPROPRIATIONS SYNOPSIS

The 2022 municipal budget projects total appropriations to be \$52.46 million, approximately \$679,000 more than 2021 adopted budget appropriations. Total appropriations needed to fund municipal services are projected to rise by \$724,922, a 2.2% increase compared with 2021 municipal operation costs (\$33.39 million). Major cost drivers within General Fund municipal operations include salaries and wages (\$18.07 million), healthcare insurance premiums and pension obligations (\$6.51 million). Other appropriations, such as municipal debt service, interlocal agreements and deferred charges/reserves total \$6.82 million and account for 13.0% of total appropriations. Municipal operation appropriations are above 2021 appropriated amounts mainly due to a projected increase of \$190,400 in the city's recycling curbside collection contract, crossing guard wages (\$95,000 increase) and general liability/worker's compensation insurance (\$84,113 increase). Discretionary costs, such as salaries and wages and municipal operation other expenses, account for 34.46% and 21.25%, respectively, of total appropriations. The reserve for uncollected taxes line item represents 9.8% of total appropriations, the same percentage as last year.

The total percentage breakdown of 2022 municipal budget appropriations is shown in the following graph. A substantial part of each property tax dollar goes to pay public safety (22.5%) and community services such as public works, transfer station operations, and code enforcement (14.5%).

2022 PROPOSED APPROPRIATIONS (%) "HOW BUDGET REVENUES ARE ALLOCATED"



2022 Total Appropriations Breakdown - \$ 52,466,658			
Board of Health	\$491,411	Interlocal Agreements	\$1,156,432
Capital Improvements	107,000	Maintenance of Public Library	2,537,196
Community Programs	1,144,766	Municipal Court	367,988
Community Services	7,856,476	Municipal Debt Service	5,611,572
Deferred Charges & Reserves	55,000	Public Safety	11,688,549
Finance	1,241,342	Reserve for Uncollected Taxes	5,001,272
General Government	1,704,699	School Debt Service	3,719,481
Grants	155,887	Statutory Expenditures	4,893,420
Insurance	3,543,167	Utilities	1,191,000

MUNICIPAL SERVICE COSTS

Municipal service costs comprise 78.14% of total appropriations proposed in the city's 2022 municipal budget, which is up 1.09% from last year. Based on the average assessed Summit residential property valuation, the table below breaks down municipal service costs (excluding school debt service, public library, reserves and deferred charges) and how municipal property taxes are allocated for the provision of each service area and its respective budgetary cost.

Municipal Service Cost Breakdown 2022 Average Residential Home Assessment (\$425,988)						
	2022	% of Total	2021	% of Total	2020	% of Total
Municipal Service Cost Total	\$40,995,822		\$39,903,449		\$38,647,662	
Municipal Taxes	\$3,753		\$3,655		\$3,592	
Public Safety	\$1,070	29.0%	\$1,067	29.2%	\$1,072	29.8%
Community Services	719	19.2%	689	18.8%	683	19.0%
Municipal Debt Service	514	13.7%	466	12.8%	433	10.4%
Statutory Expenditures	448	11.9%	432	11.8%	398	11.1%
Insurance	324	8.6%	317	8.7%	330	9.2%

Municipal Service Cost Breakdown 2022 Average Residential Home Assessment (\$425,988)						
General Government	156	4.2%	152	4.2%	152	4.2%
Finance	114	3.0%	113	3.1%	117	3.2%
Utilities	109	2.9%	103	2.8%	106	3.0%
Interlocal Agreements	106	2.8%	111	3.0%	113	3.1%
Community Programs	105	2.8%	107	2.9%	98	2.7%
Board of Health	45	1.2%	44	1.2%	42	1.2%
Municipal Court	34	0.9%	36	1.0%	38	1.1%
Capital Improvements	10	0.3%	18	0.5%	10	0.3%

The following tables compare the top five largest projected 2022 municipal budget appropriation line items with 2021; the percentage change from 2018 in these same categories; and the five largest appropriation increases and decreases this year.

5 LARGEST APPROPRIATION LINE ITEMS				
	2022	% of Total Appropriations	2021	% of Total Appropriations
Salary & Wages (General Fund)	\$18,077,611	34.46%	\$17,828,587	34.39%
Debt Service				
* Municipal	\$5,611,572	10.70%	\$5,091,796	9.82%
* School	<u>3,719,481</u>	<u>7.09%</u>	<u>3,763,276</u>	<u>7.26%</u>
	\$9,331,053	17.79%	\$8,855,072	17.08%
Pension Obligations				
* PERS	\$1,172,242	2.23%	\$1,107,739	2.14%
* PFRS	<u>2,995,897</u>	<u>5.71%</u>	<u>2,914,530</u>	<u>5.62%</u>
	\$4,168,139	7.94%	\$4,022,269	7.76%
Health Insurance	\$2,346,000	4.47%	\$2,346,000	4.53%
General Liability/ Worker's Compensation	\$1,147,167	2.19%	\$1,063,504	2.05%
Total Appropriations	\$52,466,658		\$51,787,747	

5 LARGEST APPROPRIATION LINE ITEMS (2018 and 2022 Comparison)			
	2022	2018	% Change from 2018
Salary & Wages (General Fund)	\$18,077,611	\$17,485,340	3.39%
Debt Service * Municipal * School	\$5,611,572 <u>3,719,481</u> \$9,331,053	\$4,494,753 <u>5,154,313</u> \$9,649,066	24.85% (28.52%) (3.30%)
Pension Obligations * PERS * PFRS	\$1,172,242 <u>2,995,897</u> \$4,168,139	\$1,041,459 <u>2,342,567</u> \$3,384,026	12.56% 27.89% 23.17%
Health Insurance	\$2,346,000	\$2,650,000	(11.47%)
General Liability Insurance/ Worker's Compensation	\$1,147,167	\$1,033,761	10.97%

5 LARGEST APPROPRIATION INCREASES		
	2022 Appropriation Amount	Increase Over 2021 Appropriations
Municipal Debt Service	\$5,611,572	\$519,776
Recycling Curbside Collection	700,750	190,400
Crossing Guard - Salaries & Wages	300,000	95,000
General Liability Insurance/ Worker's Compensation	1,147,167	84,113
Pension Obligations - PFRS	2,995,897	81,367

5 LARGEST APPROPRIATION DECREASES		
	2022 Appropriation Amount	Decrease Under 2021 Appropriations
Fire Salaries & Wages	\$4,069,857	(\$136,688)
Reserve for Salary Adjustments	30,000	(160,000)
Capital Improvement Fund	107,000	(93,000)
Public Works Maintenance Salaries & Wages	210,193	(86,761)
Reserve for Uncollected Taxes	5,001,272	(58,828)

BUDGET REPORT

The tables below depict the projected 10 largest Other Expense category appropriations in 2022 compared with 2021 in addition to projected five largest professional service appropriation line items.

<i>10 LARGEST OTHER EXPENSES</i> <i>(Excludes Professional Service Line Items)</i> <i>2021 and 2022 Comparison</i>			
	2022	2021	DIFFERENCE
Transfer Station Disposal Charges	\$970,000	\$970,000	\$0
Recycling Curbside Collection	700,750	510,350	190,400
Police	449,300	449,300	0
Fire	413,200	386,700	26,500
Electricity	378,000	368,000	10,000
Fuel	364,000	324,000	40,000
Municipal Shared Court	325,436	350,900	(25,464)
Fire Hydrant Service	300,000	300,000	0
Fleet Maintenance	288,700	287,700	1,000
Board of Health	247,489	246,321	1,168

<i>5 LARGEST PROFESSIONAL SERVICE APPROPRIATIONS</i>			
	2022	2021	DIFFERENCE
Legal Services - General and Labor	\$250,000	\$250,000	\$0
Land Use Planning Services and Special Projects	175,000	185,000	(10,000)
Legal Services - Tax Appeals	135,000	135,000	0
Information Technology	98,000	96,000	2,000
Tax Assessor - Appraisal Services	80,000	80,000	0

SALARIES & WAGES

The total 2022 salaries and wages amount for all city employees, which includes base salary, longevity, and step increases for full-time and part-time union and non-union employees and temporary/seasonal appropriations, is \$19.99 million, or 38.11% of total appropriations in the 2022 Municipal Budget. Comparing years 2022 to 2021, the total salaries and wages increase within the General, Parking Services, Sewer and U.C.C. Funds is \$316,536, or 1.61%. For each respective fund, total salary and wages for this year and last are shown in the following chart.

<i>TOTAL SALARIES & WAGES</i> <i>(includes Temporary/Seasonal Employee Wages & Overtime)</i>			\$ <i>CHANGE</i>	% <i>CHANGE</i>
FUND	2022	2021	Y-O-Y	Y-O-Y
General	\$18,077,611	\$17,828,587	\$249,024	1.4%
Sewer Utility	402,938	383,841	19,097	4.9%
Parking Services Utility	635,141	628,627	6,514	1.0%
Uniform Construction Code (Dedicated Trust Fund)	876,231	834,330	41,901	5.0%
Totals	\$19,991,921	\$19,675,385	\$316,536	1.6%

Total overtime line items are projected to increase by \$4,000, or 0.46% above 2021 budget amounts (2022 total overtime budgeted is \$883,300). Overall, total overtime appropriations are 4.48% of the total salary and wages amount. Public safety overtime accounts for 68.04% (Police: 25.59%, Fire: 42.45%) of total overtime appropriations. Both fire and police department overtime budgets will remain the same as 2021. The entire \$4,000 increase projected is in the Compost Division of the Department of Community Services.

The chart below shows the impact from salary adjustments budgeted in 2022, which is broken down by non-union employees and collective negotiation units. The FMBA Local 54, Teamsters Local 469 and PBA Local 55 collective negotiation units are each contracted to receive a 2.25% cost-of-living adjustment (COLA) increase this year. For non-union employees, 2.25% is allocated in each respective department salary and wage budget. Total salary amounts vary from 2021 to 2022 due to retirements, resignations, new employees and/or annual salary step increases.

2022 SALARIES & WAGES ADJUSTMENT (excludes Overtime)

GROUPS	TOTAL FT & PT EMPLOYEES	2022 TOTAL SALARIES	2021 TOTAL SALARIES	S&W % Adjustment in 2022	COLA Increase	Step Increase	Longevity Increase
Non- Union Employees	78	\$4,676,270	\$4,631,231	2.25%	\$50,837	\$13,720	\$2,124
Teamsters Local 469	48	3,102,791	2,983,575	2.25%	120,946	30,070	376
PBA Local 55	46	4,930,303	4,870,454	2.25%	67,307	101,612	2,245
FMBA Local 54	30	3,233,156	3,390,637	2.25%	56,385	52,119	(44,712)
TOTAL	202	\$15,942,520	\$15,875,897		\$295,475	\$197,521	(\$39,967)

BUDGET REPORT

OTHER EXPENSES

For General Fund municipal operations, total Other Expenses (\$11.15 million) will increase this year by \$297,162. In addition to the various large appropriations previously mentioned, other notable appropriation increases are as follows:

- \$190,400 in Department of Community Services (Recycling unit) due to 2020 curbside recycling collection services contract expiration mid-year 2022, and anticipated 2022 bid increase.
- \$84,113 in Insurances for general liability and worker's compensation premium increases.
- \$65,000 in Utilities for a projected increase in all utility categories, particularly in fuel due to rising inflation and its impact on retail customer prices.
- \$32,868 in Social Security/Medicare for obligation increases related to change in organization salary and wages.
- \$22,500 in Fire Department for First Responder stipend amendment approved in recent FMBA collective negotiation unit contract.
- \$15,000 in Department of Community Services (Shade Trees unit) to cover increased costs related to de-icing materials.
- \$12,000 in Board of Health for services to codify health ordinances.
- \$10,000 in Department of Community Services (Buildings & Grounds unit) for maintenance contract for generators.
- \$10,000 in Clerk's Office to purchase special binders in order to properly archive older city records.

Some notable other expense line item decreases are as follows:

- \$50,000 in Department of Community Services (Shade Trees unit) tree purchase/planting reductions.
- \$25,464 in Municipal Court for the city's shared court agreement with the Borough of New Providence, which includes agreed upon costs for salaries, healthcare benefits, pension and social security, court security and other per diem needs.
- \$21,000 in Clerk's Office related to technology platform changes.
- \$19,600 in Board of Health for a decrease in contractual services with an outside agency for mental health services.
- \$17,000 in Clerk's Office for reduced equipment need.
- \$15,000 in Department of Community Services (Shade Trees unit) for ground maintenance material reductions.
- \$10,500 in Department of Community Services (Administration) due to maintenance service plan decrease for technology platforms.

INSURANCE

In 2022, the city's net healthcare insurance premium line item of \$2.34 million will remain the same as last year. The city participates in the state health benefit plan for the provision of medical/prescription drug insurance coverage. In 2021, the State of New Jersey ended its contractual relationship with Aetna to provide state health insurance to all public employee participants, and now the sole provider is Horizon Blue Cross/Blue Shield of NJ. For dental insurance, the city will continue to use Delta Dental as its provider and its annual premium will be approximately the same as in 2021 (\$200,000). Of the 185 eligible employees, 26 employees waived their insurance benefits for which there is no compensation to do so. As a result of 26 employees opting-out of healthcare insurance coverage, the estimated annual cost savings for the city is approximately \$456,711.

MEDICAL INSURANCE PLAN PREMIUMS

Insurance Plans	# of Employees	Category	2022	2021	\$ Total Annual Premium Increase (Decrease)	% Total Monthly Premium Increase (Decrease)
NJ Direct 10			Monthly	Monthly		
	15	Single Member & Spouse	\$977.12	\$939.22	\$40,633.92	4.04%
	8		1,954.23	1,878.44	(15,265.44)	4.03%
	8	Parent & Child	1,749.04	1,681.20	26,687.04	4.04%
	33	Family	2,726.15	2,620.42	41,869.08	4.03%
<i>Subtotal (Annual)</i>	<i>64</i>		<i>\$1,610,950.92</i>	<i>\$1,517,026.32</i>	<i>\$93,924.60</i>	<i>6.19%</i>
Horizon #11			Monthly	Monthly		
	1	Single Member & Spouse	\$926.16	\$908.68	\$(21,598.56)	1.92%
	3		1,852.32	1,817.36	(20,549.76)	1.92%
	1	Parent & Child	1,657.83	1,626.54	(19,143.00)	1.92%
	6	Family	2,583.99	2,525.22	(56,373.84)	2.33%
<i>Subtotal (Annual)</i>	<i>11</i>		<i>\$283,738.68</i>	<i>\$401,403.84</i>	<i>\$(117,665.16)</i>	<i>(29.31%)</i>
NJ Direct 15						
	22	Single Member & Spouse	\$934.05	\$894.36	\$21,210.48	4.44%
	16		1,868.09	1,788.72	101,097.60	4.44%
	7	Parent & Child	1,671.94	1,600.90	5,967.36	4.44%
	27	Family	2,605.99	2,495.26	35,876.52	4.44%
<i>Subtotal (Annual)</i>	<i>72</i>		<i>\$1,590,046.20</i>	<i>\$1,425,894.24</i>	<i>\$164,151.96</i>	<i>11.51%</i>
Horizon 2030 #52						
	2	Single Member & Spouse	\$853.84	\$818.04	\$35.80	4.38%
	1		1,707.67	1,636.08	71.59	4.38%

BUDGET REPORT

Insurance Plans	# of Employees	Category	2022	2021	\$ Total Annual Premium Increase (Decrease)	% Total Monthly Premium Increase (Decrease)
	0	Parent & Child	2,382.21	2,282.34	99.87	4.38%
	0	Family	1,528.37	1,464.30	64.07	4.38%
<i>Subtotal (Annual)</i>	3		<i>\$40,984.20</i>	<i>\$39,265.92</i>	<i>\$1,718.28</i>	<i>4.38%</i>
NJ Direct 1525 #51						
	1	Single Member & Spouse	\$899.61	\$864.24	\$35.37	4.09%
	0		1,799.22	1,728.48	70.74	4.09%
	1	Parent & Child	1,610.30	1,546.99	63.31	4.09%
	1	Family	2,509.91	2,411.23	98.68	4.09%
<i>Subtotal (Annual)</i>	3		<i>\$60,237.84</i>	<i>\$57,869.52</i>	<i>\$2,368</i>	<i>4.09%</i>
Horizon Omnia Health Plan						
	1	Single Member & Spouse	\$719.22	\$689.70	\$29.52	4.28%
	2		1,438.44	1,379.40	59.04	4.28%
	0	Parent & Child	1,287.41	1,234.57	52.84	4.28%
	3	Family	2,006.63	1,924.27	82.36	4.28%
<i>Subtotal (Annual)</i>	6		<i>\$115,391.88</i>	<i>\$95,840.88</i>	<i>\$19,551</i>	<i>20.40%</i>

Workers' compensation and general liability insurance policy coverage will increase by \$84,113 to the total premium amount of \$1.14 million. Unemployment insurance and other insurances total a combined \$50,000, the same amount as budgeted last year. Overall, the city's total cost for these insurance policies and potential unemployment claims is \$3.54 million, up \$84,113, or 2.4% this year.

BUDGET REPORT

PENSION OBLIGATIONS

The city's 2022 pension obligations will increase significantly this year by \$147,945. Gross total pension payments for PERS and PFRS will be \$4.34 million, or 3.53% above 2021 obligations. However, when the city Library's pension obligation (\$167,075) is deducted from the total PERS amount (\$1.33 million), the net increase is \$145,870, or 3.50% above the 2021 budgeted amount. The net total amount in the 2022 budget is \$4.16 million.

The following table depicts 10 years of PERS & PFRS pension obligations, and annual percentage change from the previous year. Since 2012, on average, total pension obligations have increased by 3.97%. Overall, the total percentage increase from 2012 to 2022 is 43.63%.

PENSION OBLIGATION PAYMENTS

Year	PERS	PFRS	Year-to-Year % Change
2022	\$1,339,317	\$2,995,897	3.53%
2021	1,272,739	2,914,530	9.49%
2020	1,211,605	2,612,719	0.21%
2019	1,274,378	2,541,918	6.99%
2018	1,224,459	2,342,567	5.45%
2017	1,176,696	2,206,006	2.96%
2016	1,151,400	2,134,000	6.25%
2015	1,074,137	2,018,053	6.31%
2014	1,020,821	1,887,969	(6.01%)
2013	1,027,957	2,066,877	2.54%
2012	1,040,526	1,977,771	(10.43%)

RESERVE FOR UNCOLLECTED TAXES

Last year's tax collection rate was 99.73%. Historically, the city takes a very conservative approach by anticipating a lower annual collection rate. In 2021, \$5.06 million was appropriated in the budget based on a 96.36% collection rate. Given the city's consistently high annual collection rate, the 2022 municipal budget reflects a 96.45% collection rate that, in turn, results in a reserve for uncollected taxes at \$5 million.

TOTAL APPROPRIATIONS CAP

Under the total appropriations cap law, the State of New Jersey allows exclusions, or cap base adjustments, to appropriation limits. Some of these exclusions are debt service, reserve for uncollected taxes and tax appeals, capital improvements, deferred charges and interlocal service agreements. The state has promulgated the cap index at 2.5% this year with the option to increase it another 1.0% to 3.5% with the adoption of a cap bank ordinance. Nevertheless, even if the city does not exercise this cap increase option, it will be well under the allowable total appropriation limit in 2022 by \$3,220,334.

APPROPRIATIONS CAP FORMULA

Total general appropriations for calendar year 2021	\$51,787,748
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<i>Less: Exclusions from "caps":</i>	<u>(18,199,853)</u>
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Amount on which 3.5% cap is applied:	\$33,587,895
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Allowable cost of living adjustment:

1.0% cap = \$335,879 added to above equals \$33,923,774

2.5% cap = \$839,697 added to above equals **\$34,427,592**

3.5% cap = \$1,175,576 added to above equals	\$34,763,471
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Add:

Value of new construction and improvements:	\$317,904
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(Assessed value of new construction x municipal tax rate per \$100 value)

(\$36,794,500 x 0.00864)

2020 cap bank:	\$1,476,123
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2021 cap bank:	<u>\$ 815,654</u>
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<i>Total cap bank</i>	\$2,609,681
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Total allowable 2022 appropriations within caps:	\$37,373,152
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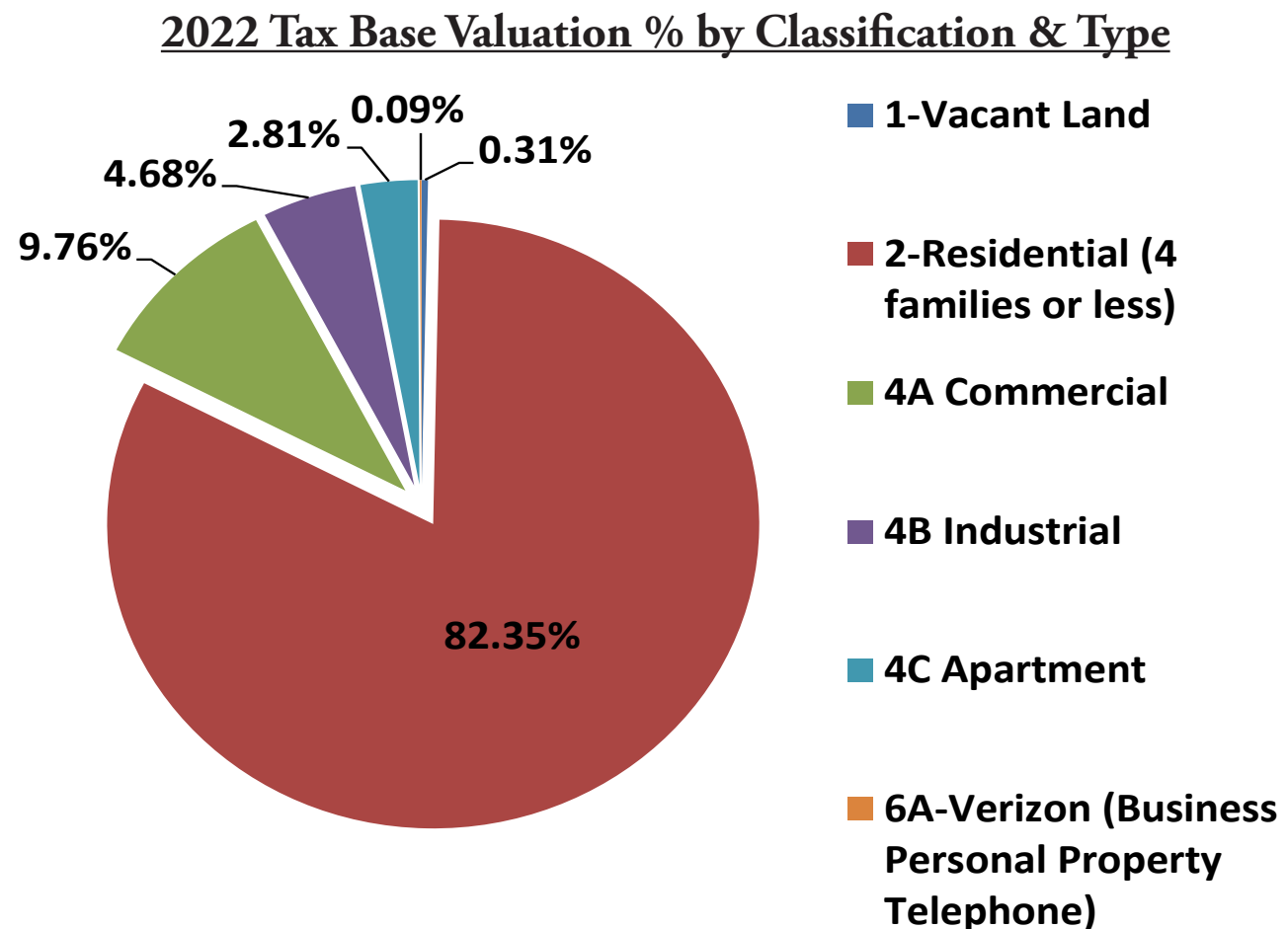
Total proposed 2022 appropriations within caps:	<u>34,152,818</u>
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Amount Under (Over) cap:	<u>\$3,220,334</u>
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TAX BASE

The city's operating position relies on its ability to: (1) balance its budget, (2) maintain emergency reserves, and (3) have adequate liquidity to pay its current liabilities in a timely manner. As statutorily mandated, the city must balance its budget every year. However, contending with a multitude of fiscal mandates and service demands with fluctuating tax base valuations, marginal revenue growth and ascending operational costs engenders a greater burden on property owners to balance the city budget each year. The city annually evaluates its reserve funds to ensure an adequate amount exists for emergency or unforeseen costs that may occur at any point in the year to avoid a potential operational budget deficit. Lastly, during any given budget year, the city often receives revenue in small or large installments, at infrequent periods of time. Therefore, for cash flow purposes, it is imperative the city makes every effort to stabilize and increase its taxable base, experience high, consistent tax collection rates and realize anticipated quarterly non-tax revenues to provide sufficient liquidity.

The city's property tax base generates approximately 54.37% of municipal budget revenues through its tax levy. As evident in the graph below, the city's residential properties, comprising of 82.35% of the total tax base this year, are the primary funding source of municipal tax revenues. While residential valuation amounts have trended upward the last several years, the percentage of residential assessment compared with total net assessed valuation has decreased because of commercial property valuation increasing as a percentage of the total tax base.



BUDGET REPORT

For this primary reason, it is essential for the city to make every effort to preserve existing real estate valuation, and intelligently plan new development to maximize economic utilization of its six square miles of land.

The following chart depicts the city's net assessed valuation (NAV) in 2022 and the previous four years.

ASSESSMENT VALUATIONS (LAND & IMPROVEMENTS BY CLASS)

Class & Type	2022	2021	2020	2019	2018
1-Vacant Land	\$9,928,300	\$9,361,300	\$9,476,200	\$10,383,500	\$12,040,500
2-Residential (4 families or fewer)	2,666,258,900	2,645,680,800	2,627,818,600	2,608,521,700	2,581,194,700
4A-Commercial	316,136,300	316,641,100	309,179,900	305,221,800	302,951,600
4B-Industrial	151,564,800	144,564,800	144,804,800	144,804,800	165,104,200
4C-Apartment	91,029,900	81,735,600	79,025,200	71,542,500	69,373,700
6A-Verizon Business Personal Property Telephone (BPPT)	2,811,937	2,782,506	2,653,093	2,645,524	2,593,126
TOTAL	\$3,237,730,137	\$3,200,766,106	\$3,172,957,793	\$3,143,119,824	\$3,133,257,826

Compared with 2021, the city's 2022 NAV rose by nearly \$37 million, or 1.15%. When comparing the 2021 and 2022 valuations, the city's residential, industrial, apartment and vacant land NAV's grew by \$37.4 million with gains offset only by a minimal loss of commercial valuation. The reason for the drop in commercial valuation was due to a single tax appeal adjustment that is atypical given this property classification has grown consistently over the last five years. Finally, total tax exempt properties (246) are valued at \$473.7 million, approximately 12.8% of the total properties in the city. Of the total tax exempt property valuation, over \$122 million is owned by Overlook Medical Center and nearly \$190 million is owned by either the city, county or state governments.

REAL ESTATE TREND & IMPACT ON CITY RATABLE BASE

In recent years, Summit's real estate property trend has seen a demand for significantly updated homes or new construction. Rising market prices and a shortage of vacant land to meet demand has produced a run on sub-market value homes. Typically, structures on donor properties are demolished, leaving a vacant lot for a new home to be brought to market. The short-term effect is that the land assessment may be moved to vacant (Class 1) for an interim time period. Once the home is complete, the property reverts back to residential (Class 2). In the long-term, this kind of development activity further solidifies the residential class as the driving force of ratable increase. The multi-family apartment market has been very strong over

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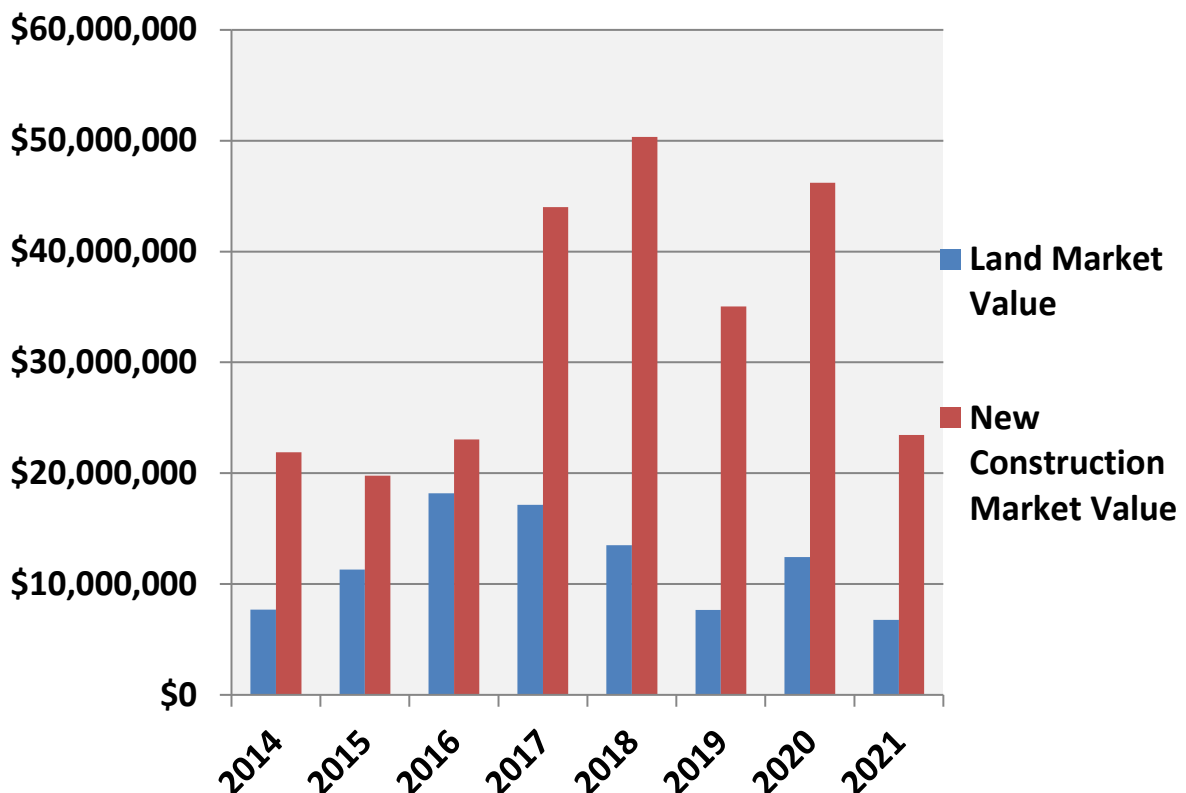
the last several years. The city is now seeing increased interest and capital investment in two to four family housing properties that is driving up real estate prices. Lastly, while commercial and mixed use properties are still recovering from the negative economic impacts from the Covid-19 pandemic, Class A office space appears to be in strong demand.

Focusing on residential properties, the following chart provides the number of parcels for assessed valuation ranges in years 2021 and 2022. This year, the average residential property assessment is \$425,988 or a market value of \$1,013,533.

Assessed Valuation Breakdown - Residential Homes (Includes up to Four Family Units)

	2022		2021	
<i>Valuation Range (\$)</i>	<i>Number of Parcels</i>	<i>Percent of Total</i>	<i>Number of Parcels</i>	<i>Percent of Total</i>
\$0 to \$400,000	3712	59.31%	3733	59.68%
\$400,001 to \$800,000	1968	31.44%	1947	31.13%
\$800,001 to \$1,200,000	399	6.37%	400	6.39%
\$1,200,001 to \$1,600,000	130	2.08%	125	2.00%
\$1,600,001 and Up	50	0.80%	50	0.80%
TOTAL	6259	100.00%	6255	100.00%

In the following graph and table, construction not yet completed is missing from new construction market value totals (count per year depicted below – 28 remain to be valued).



Year	Land Market Value	New Construction Market Value	Structures Demolished	Listed on Tax Record w/ New Valuation
2021	\$6,758,400	\$23,440,000	8	12
2020	12,439,800	46,207,000	10	28
2019	7,677,000	35,051,274	8	21
2018	13,510,500	50,339,900	14	21
2017	17,136,680	44,006,334	20	20
2016	18,199,800	23,038,000	21	10
2015	11,298,750	19,771,000	13	8
2014	7,691,200	21,886,999	11	11
Total	\$87,953,730	\$240,300,507	105	131

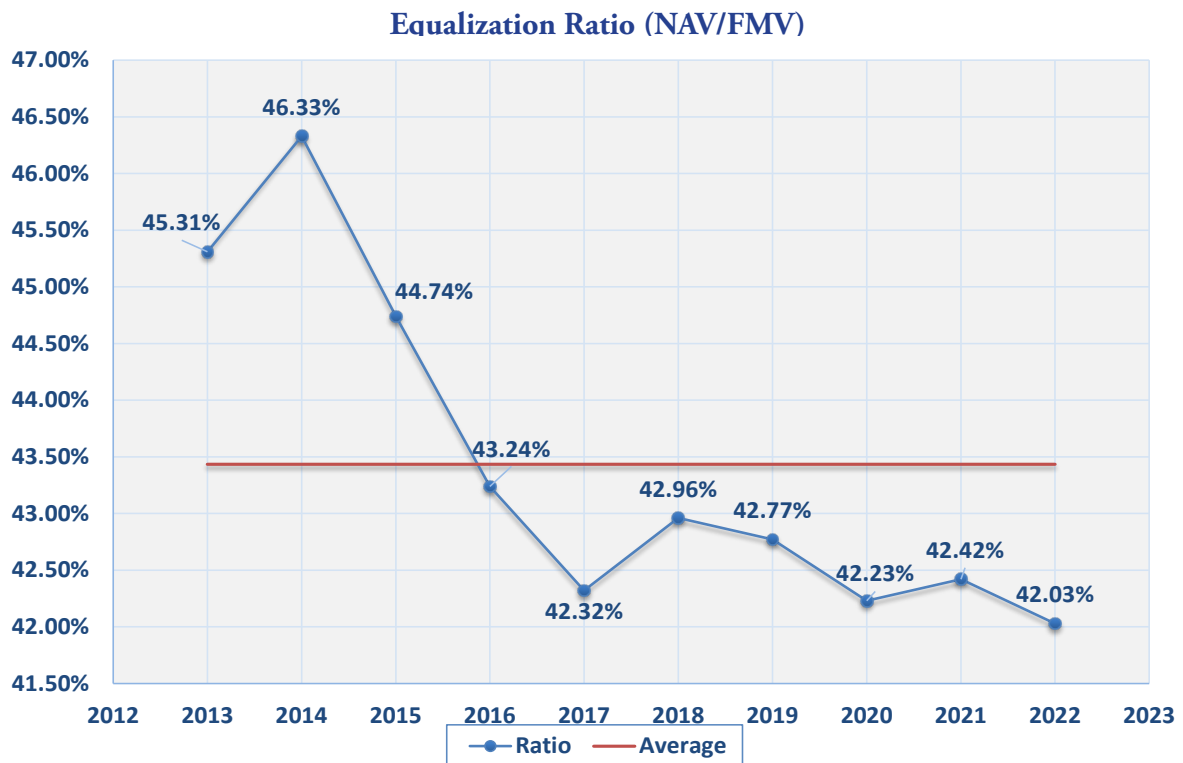
In 2021, over \$20 million in residential property assessment value was added to the city tax base. The Tax Assessor's office estimates that another \$20 million of new assessment valuation could be realized on the tax records this year from the type of residential work mentioned above as well as various other improvement work planned or in progress involving all real property classifications.

While an increasing residential tax base valuation provides for a more stable financial condition overall, there is a direct impact on what a homeowner ultimately pays in property taxes. The following chart sheds light on current market and assessed value for residential property owners and, on average, one pays in total property taxes annually. The 2021 total tax rate is used for demonstration purposes.

Number of Residential Properties	% of Total Number of Properties	Assessed Valuation Range	NAV-to-Fair Market Valuation Ratio	Fair Market Valuation Range Cap	Total Taxes by Valuation Range	Average Total Taxes per Property (2021 Total Tax Rate - \$4.317)
1,692	27.03%	\$0-\$229,000	42.03	\$544,849	\$12,289,143	\$7,263
2,020	32.27%	\$229,100 - \$400,000	42.03	\$951,701	\$26,364,044	\$13,052
1,968	31.44%	\$401,000 - \$800,000	42.03	\$1,903,402	\$47,786,393	\$24,282
399	6.37%	\$801,000 - \$1,200,000	42.03	\$2,855,103	\$16,465,250	\$41,266
130	2.08%	\$1,200,000 - \$1,600,000	42.03	\$3,806,805	\$7,625,937	\$58,661
50	0.80%	\$1,600,000+	42.03	\$8,585,772	\$4,571,630	\$91,433
Total: 6259	100.00%				\$115,102,397	Average \$18,390

TAX APPEALS

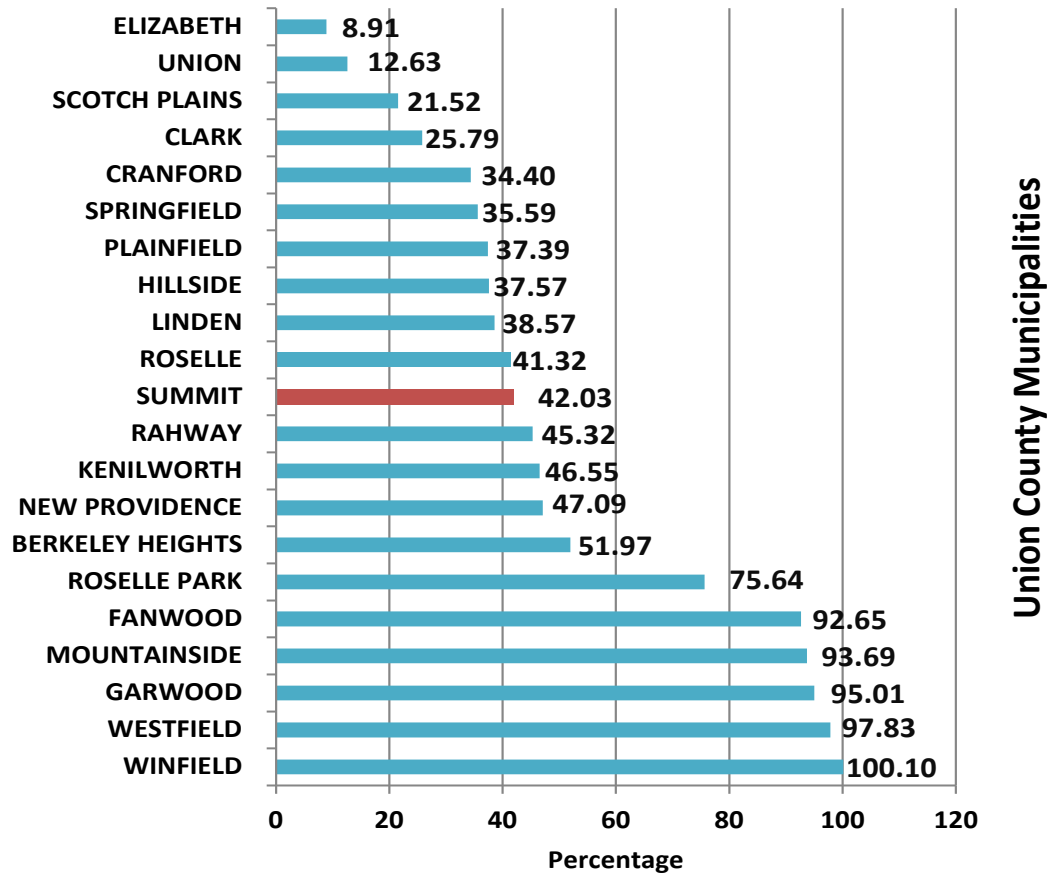
The city's NAV-to-Fair Market Valuation (FMV) ratio (or ratio) is a primary factor used in tax appeal litigation, and determines whether a property owner has a likelihood of success under state tax law. Annually, the county tax board issues a ratio for every municipality in the state by the month of October of the prior tax year. The ratio is a lagging indicator. Property sales data are used from a period dating back one year from when the annual ratio is issued. A weighted average of property sales data is also gathered for two years preceding the first year, and factored into a formula to produce a municipality's ratio. For example, the city's 2022 ratio is based on weighted sales data from July 2018 to June 2020, and from selected sales between July 2020 through June 2021. The following graph illustrates the city's ratio for 2022, and the preceding nine years.



As evidenced in the preceding graph, the city's ratio trended downward from 2014-2017 as FMV real estate sales data increased compared to NAV, then stabilized from 2018 to 2022. Since early 2020 with the advent of the COVID-19 pandemic, economic behavior changed that resulted in a higher demand for suburban housing in communities such as Summit. High levels of residential property transactions ensued, which ultimately led to a very low supply of housing availability. Consequently, housing prices rose, and will likely continue to increase, but at a slower growth rate that will keep the equalization rate at or below the current trend of the 10-year average.

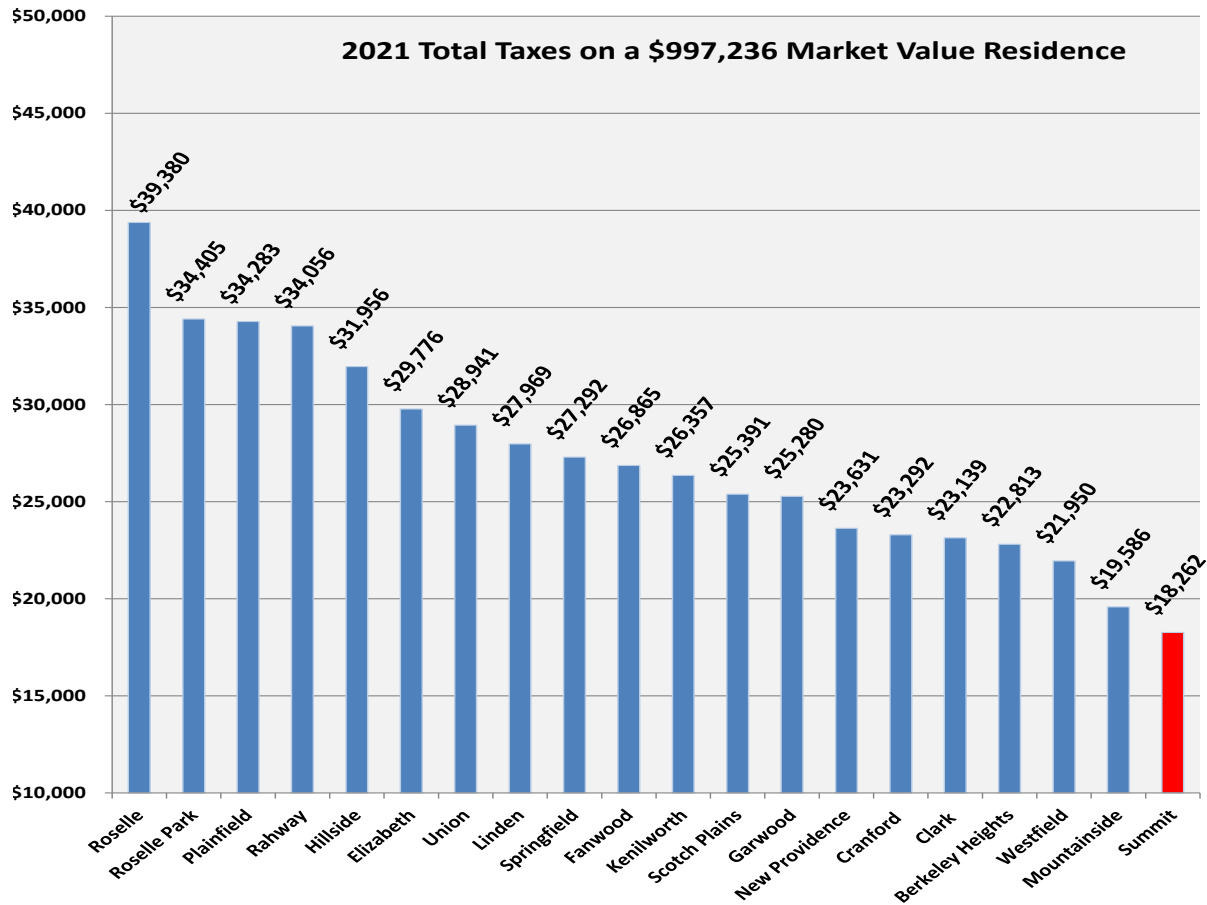
The following graph is a comparison of Summit's 2022 equalization ratio to all other Union County municipalities. In recent years, several Union County municipalities (Roselle Park, Fanwood, Mountainside, Garwood, Westfield and Winfield) have completed their respective revaluation process. Just recently, Clark and Springfield completed its municipal tax base revaluation. Given where Summit's equalization ratio is in 2022 (42.03%), it is likely the Union County Tax Board will order Summit to start its revaluation process within the next few years.

Comparison of Equalization Rates



For the comparative purpose of tax rates, the effective tax rate is used, which is a statistical study that enables the comparison of one municipal tax district to another district (based on the assumption that all districts are at 100% valuation). For example, in 2021, the average residential assessment value in Summit was \$423,027, which represents a market value of \$997,236. Even though 2022 equalization ratios are known, 2022 total tax rates are undetermined at this time. Thus, the following graph depicts what the average 2021 total tax bill for each Union County municipality (using 2021 tax rates) would be for a home valued at \$997,236 to determine comparable 2021 effective total tax amounts. In Summit, the total tax bill for its average residential property value was \$18,262, the lowest effective tax bill in Union County.

Effective Tax Rates & Union County Municipality Comparisons



The table below shows the highest and lowest effective tax rate municipalities along with two communities that represent the average within the county.

Effective Tax Rate & Tax Bill Comparison (2021 Equalization Ratios & 2021 Total Tax Rates - Average Residential Value of \$997,236)				
Municipality	2021 Tax Rate	2021 Ratio	Effective Tax Rate	Total Tax Bill
Roselle	\$8.49	46.54%	\$3.95	\$39,380
Springfield	\$7.45	36.76%	\$2.74	\$27,295
Fanwood	\$2.78	96.94%	\$2.69	\$26,865
Summit	\$4.32	42.42%	\$1.83	\$18,262

The tax year 2021 Union County Tax Board appeals showed a decrease in the number of cases filed (67) as compared to the previous year (119). In 2020, due to the COVID-19 public health emergency, Governor Murphy's executive order extending the tax appeal filing period deadline tax from April 1 to July 1 clearly led to an increased number of cases. However, in 2021, the total number of 67 filings was similar to the 2019 case count. Last year, tax appeal filings included 63 regular appeals and four added/omitted appeals. Only 14 of those cases moved forward to the State Tax Court, of which three are new cases and the remaining 11 cases were filed in previous years.

On the State Tax Court level, 54 cases were filed in 2021, which include 14 cases that moved up from the county tax board. Moreover, 48 cases were resolved last year related to 25 properties. There are currently 96 open cases with one cross appeal. This results in 91 cases to carry forward. As a result of the Tax Assessor's diligence, 14 cases have been resolved and await final judgment orders from the tax court. This tax appeal caseload reduction will bring the unresolved case number to the average typically outstanding in any given year.

With regard to total state court appeals carried for 2021, the following table shows the type of property classification under appeal, total number of appeals filed in that respective classification, the number of appeals adjudicated and/or settled, and pre- and post-adjudication/settled NAV amounts. Ultimately, of the 48 state court appeals settled and/or adjudicated last year, total NAV lost in 2021 was \$2,050,300 (post-adjudication NAV variance), or 2.50%.

<i>2021 Tax Appeal Summary</i> <i>State Court</i>					
Class	# of Appeals by Class	2021 NAV Under Appeal	# of Appeals Adjudicated/ Settled	Pre-Adjudication NAV	Post-Adjudication/ Settled NAV
Vacant Land	0	\$0	0	\$0	\$0
Residential	80	96,566,300	32	41,925,800	39,925,500
Commercial	58	145,185,600	13	31,925,700	31,875,700
Industrial	4	55,407,500	1	2,000,000	2,000,000
Apartment	2	6,339,000	2	6,339,000	6,339,000
TOTAL	144	\$303,498,400	48	\$82,190,500	\$80,140,200

RESERVES

City administration recommends reducing appropriations in its reserve for a tax appeal line item as the city continues to actively settle prior year tax appeals with property owners who may be entitled to tax refunds. Upon recommendation from city tax appeal professionals, the reserve amount requested in 2022 is zero dollars, the same as last year. There are 48 total pending residential property tax appeal cases (23 properties), including prior year cases and cross appeals, that could result in tax revenue refunds or credits to property owners. Total residential valuation under appeal amounts to \$54.6 million. Further, there are 45 total pending commercial cases under appeal (11 properties), including prior year and cross appeals, that have an assessed value of \$113.2 million. Last year, the city refunded \$88,882 to property owners as a result of tax appeal settlement/adjudications.

The municipal budget also includes a reserve for a salary adjustment line item that provides funding for any promotions and/or staffing hires that require dollars not anticipated in the General Fund budgets. An amount of \$30,000 is allocated for this reserve.

DEBT STRUCTURE

The city appropriates debt service funds for the principal and interest costs associated with capital projects approved annually by Common Council. Borrowing monies allows payments for major infrastructure improvements or large equipment purchases to be spread over multiple years in order to minimize annual budget impact and require future taxpayers that benefit from the use of this asset to pay a share of the cost. In any given budget year, capital budget costs authorized by Common Council are typically financed with 12 month short-term bond anticipation notes (BANs). The city will only incur interest costs at the end of the 12 month period in the following budget year unless a particular note has been rolled over more than two years. If such occurs, a principal payment will be required in the third year.

The city's statutory borrowing power (1) as of December 31, 2021 is as follows:

Statutory Equalized Valuation (2)	\$7,506,338,596
Statutory Borrowing Power (3)	262,721,851
Statutory Net Debt	69,017,771
<i>Remaining Statutory Borrowing Power</i>	<i>193,704,080</i>
Net Debt to Statutory Equalized Valuation	0.919%
(1) Unaudited; (2) Average of the immediately preceding three years (2019-2021) as calculated by state;	
(3) 3 1/2% of the equalized valuation.	

At the end of 2021, the city had a net debt total of \$69.02 million in municipal purpose bonds and notes outstanding. In 2022, the city's municipal debt service is \$5.61 million, an increase of \$519,748 (up 10.21%) compared with last year. Additionally, as of December 31, 2021, the outstanding debt for the sewer utility is \$12.08 million; parking services debt owed is \$4.02 million. Debt service payments for sewer will increase by \$13,198 and, for parking services, will decrease by \$509.

As a result of a near complete shut down of the New Jersey/New York economy and its transient workforce in 2020, the city's Parking Services utility saw a staggering loss of user fees because there was essentially no one using its parking infrastructure. Recognizing this severe economic hardship, the governing body implemented a four month moratorium on parking user fees. At the end of 2020, the Parking Services utility suffered its worst operating year since its inception with a \$1.1 million deficit. As a means of providing some legal mechanism to fill this significant loss of revenue, the State of New Jersey granted municipalities the authority to seek financing for its operating revenue shortfall. In December 2020, the Summit governing body approved short-term financing notes of \$850,000, which the Parking Services utility will appropriate \$170,000 annually to replenish its operating fund balance over a five year period starting in year 2022.

In the capital debt market, the city continues to benefit from its 'AAA' credit rating (highest and best) given by the three main credit rating agencies (Fitch, Moody's and Standard & Poors). Summit is considered to have a very strong economic base, management team, budgetary performance/flexibility and liquidity position. During a 2020 credit rating evaluation process, all three credit rating agencies provided a 'stable' outlook on Summit, reflecting an expectation that the city's tax base, finances and wealth will remain strong.

In October 2021, the city issued new short-term bond anticipation notes (BANs) totaling \$30.73 million, which includes a \$558,707 premium paid. The coupon rate of the BANs was 2.0%. The premium paid by

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the financial institution that purchased the city's BANs lowered the net interest rate to 1.8%. The \$30.73 million principal amount consists of \$26.68 million in general BANs, \$96,000 in parking utility BANs, \$2.65 million in sewer utility BANs, and \$1.30 million in curb and sidewalk assessment BANs.

The following chart presents a summary of the city's overall general obligation long-term bond issuances. Further, within this debt structure section, Municipal, Sewer and Parking Services Utility bond schedules are shown. While municipal debt service payments are funded by revenue sources (including tax levy dollars) in the General Fund budget, Sewer and Parking Services utility debt obligations are funded solely by user fees within its respective budgets.

SUMMARY OF LONG-TERM DEBT OBLIGATIONS

		Original Issuance Amount	Principal Outstanding 12/31/2021	2022 Principal Payment Due	2022 Interest Payment Due	Maturity Date
<i>Municipal Debt</i>						
2014	General Bonds	\$7,400,000	\$4,230,000	\$555,000	\$110,206	2028
2016	General Bonds	10,800,000	5,840,000	1,125,000	105,550	2026
2017	Refunding Bonds	2,320,000	2,185,000	535,000	33,345	2026
2019	General Bonds	24,995,000	23,215,000	1,615,000	797,750	2033
<i>Municipal Debt Service Totals</i>		<i>\$49,828,000</i>	<i>\$35,470,000</i>	<i>\$3,830,000</i>	<i>\$1,046,852</i>	
<i>Sewer Utility Debt</i>						
2016	Sewer Bonds	\$4,071,000	\$2,880,000	\$260,000	\$55,000	2031
2017	Sewer Bonds	2,200,000	855,000	165,000	13,434	2026
2019	Sewer Bonds	1,435,000	1,230,000	85,000	42,250	2033
<i>Sewer Utility Debt Service Totals</i>		<i>\$7,706,000</i>	<i>\$4,965,000</i>	<i>\$510,000</i>	<i>\$110,684</i>	
<i>Parking Services Utility Bonds</i>						
2014	Parking Bonds	\$2,200,000	\$1,195,000	\$155,000	\$31,166	2028
2016	Parking Bonds	1,161,000	795,000	80,000	15,100	2030
2019	Parking Bonds	2,120,000	1,850,000	125,000	63,350	2033
<i>Parking Utility Debt Service Totals</i>		<i>\$5,481,000</i>	<i>\$3,840,000</i>	<i>\$360,000</i>	<i>\$109,616</i>	

DEBT STRUCTURE TRENDS

Total Net Debt has risen steadily over the last five years from 0.77% to 0.92% (see debt structure analysis: page 2-22). As of December 31, 2021, the city's total net debt, which excludes local school, Sewer and Parking Services Utility debt but does include short-term bond anticipation notes (BAN's), is \$69,017,771. For the year 2021, the city's annual equalized valuation (EV) is \$7.60 billion. The annual EV amount is equal to the net assessed valuation (NAV) multiplied by the municipality's NAV-to-FMV ratio in its respective year. However, to calculate the EV basis, the city's total net debt is divided by the average amount of the city's last three (3) years of annual equalized valuations. At the end of last year, the percentage of the total net debt to equalized valuation basis amount over the years 2018 to 2020 (\$7.50 billion) is 0.92%.

In 2021, the city's net debt service expense (long-term general obligation municipal and school debt minus long-term utilities debt) as a percentage of total revenues decreased from 17.02% in 2020 to 15.24%. Except for 2019 and last year, the net debt service expense ratio indicator has trended upward due to increased spending on capital projects over the last decade. In fact, this year's municipal debt service amount is approximately \$2 million higher than what was appropriated in 2018. From the community fundraising efforts made in previous years, the city received \$50,133 in 2021 in donations to offset the new community center debt service in 2022. As the city continues to take in community center donation commitments, these monies will be annually applied to the reserve for debt service.

The data below sets forth the city's existing general bond debt service schedule from 2022 to 2033. As depicted in the general bond debt service schedule table, debt service payments will decrease by about \$16,253 next year and then drop off over subsequent years. However, future total municipal debt service obligations will increase above stated amounts in this schedule due to principal and interest owed on short-term notes issued to fund the city's 2019 and 2021 capital budgets and any subsequent capital projects. In 2022, principal and interest on 2021 short-term bond anticipation notes is almost \$735,000.

General Bond Debt Service Schedule

Budget Year	Total General Bond Debt Service	Principal	Interest	\$ Change from Prior Year
2022	\$4,876,852	\$3,830,000	\$1,046,852	\$5,581
2023	4,860,598	3,900,000	960,598	(16,253)
2024	4,859,795	4,005,000	854,795	(803)
2025	4,856,532	4,120,000	736,532	(3,263)
2026	4,292,708	3,675,000	617,708	(563,824)
2027	3,066,269	2,555,000	511,269	(1,226,438)
2028	3,053,565	2,640,000	413,565	(12,704)
2029	2,382,700	2,060,000	322,700	\$(670,865)
2030	2,334,600	2,095,000	239,600	(48,100)
2031	2,295,750	2,130,000	165,750	(38,850)
2032	2,290,950	2,190,000	100,950	(4,800)
2033	2,304,050	2,270,000	34,050	13,100
TOTAL	\$41,474,368	\$35,470,000	\$6,004,368	

Debt reduction will continue to be the city administration's top priority. The key to this effort will be to conservatively manage and limit new debt for capital expenditures through existing principal debt payments during that same year. In 2022, the city's proposed capital budget plan (\$2.14 million), which excludes the utility capital budgets (\$2.14 million), will be approximately \$1.86 million lower than principal debt service obligations scheduled for payment (\$4 million).

The table below provides a ten year look at the city's outstanding balance (excludes Sewer and Parking Services utility debt) at the beginning and end of each year, annual principal paydown, new capital budget dollars approved and debt authorized and issued during that year.

**10 YEAR
MUNICIPAL DEBT SNAPSHOT**

Budget Year	Net Debt January 1	Annual Principal Paid	Capital Budget Approved	Debt Authorized	New Debt Issued	Net Debt December 31
2021	\$54,618,424	\$3,745,000	\$4,030,000	\$3,835,000	\$18,144,347	\$69,017,771
2020	54,795,251	3,365,000	4,189,500	3,990,000	3,343,172	54,618,424
2019	55,217,303	2,496,450	15,417,500	5,040,000	1,902,231	54,795,251
2018	55,549,571	3,670,000	5,039,200	4,787,240	2,497,732	55,217,303
2017	47,733,211	2,965,000	4,785,546	10,077,000	10,781,360	55,549,571
2016	47,018,282	2,548,500	5,904,800	5,642,000	2,974,929	47,733,211
2015	41,376,286	2,470,300	11,025,000	8,650,000	360,404	47,018,282
2014	38,920,147	2,098,300	7,692,828	8,085,000	3,348,261	41,376,286
2013	36,898,235	2,302,800	8,653,000	6,634,800	2,152,788	38,920,147
2012	35,062,307	2,188,000	7,834,000	5,674,000	1,517,772	36,898,235

Despite the city's effort over the last several years to maintain capital budget amounts at a reasonable level vis-a-vis annual debt service payments, municipal debt obligations in the several years will create increasing budgetary pressures that will require difficult resource allocation decisions. Looking forward, the city will continue to manage its six year capital plan annually and take on new debt obligations only if level or higher debt service payments on principal can be made.

The following tables and graph depict scheduled annual principal and interest (P&I) payments on existing municipal and assessment debt service as well as debt level projections that factor in the approved new fire headquarters project and municipal capital project financing amounts over the next six years (2022-2027). Capital budget plans directly impact the city's annual debt service payment obligations. As the graph illustrates, future capital budget plans will need serious evaluation as to what the city deems absolutely necessary to preserve and maintain its existing infrastructure and provide adequate support of municipal services. If all future capital budget plans are approved, projected debt service payments will gradually increase over \$7 million annually after 2025 along with correlated net debt levels increasing as well.

**SIX YEAR
EXISTING MUNICIPAL DEBT SERVICE
PAYMENT SCHEDULE**

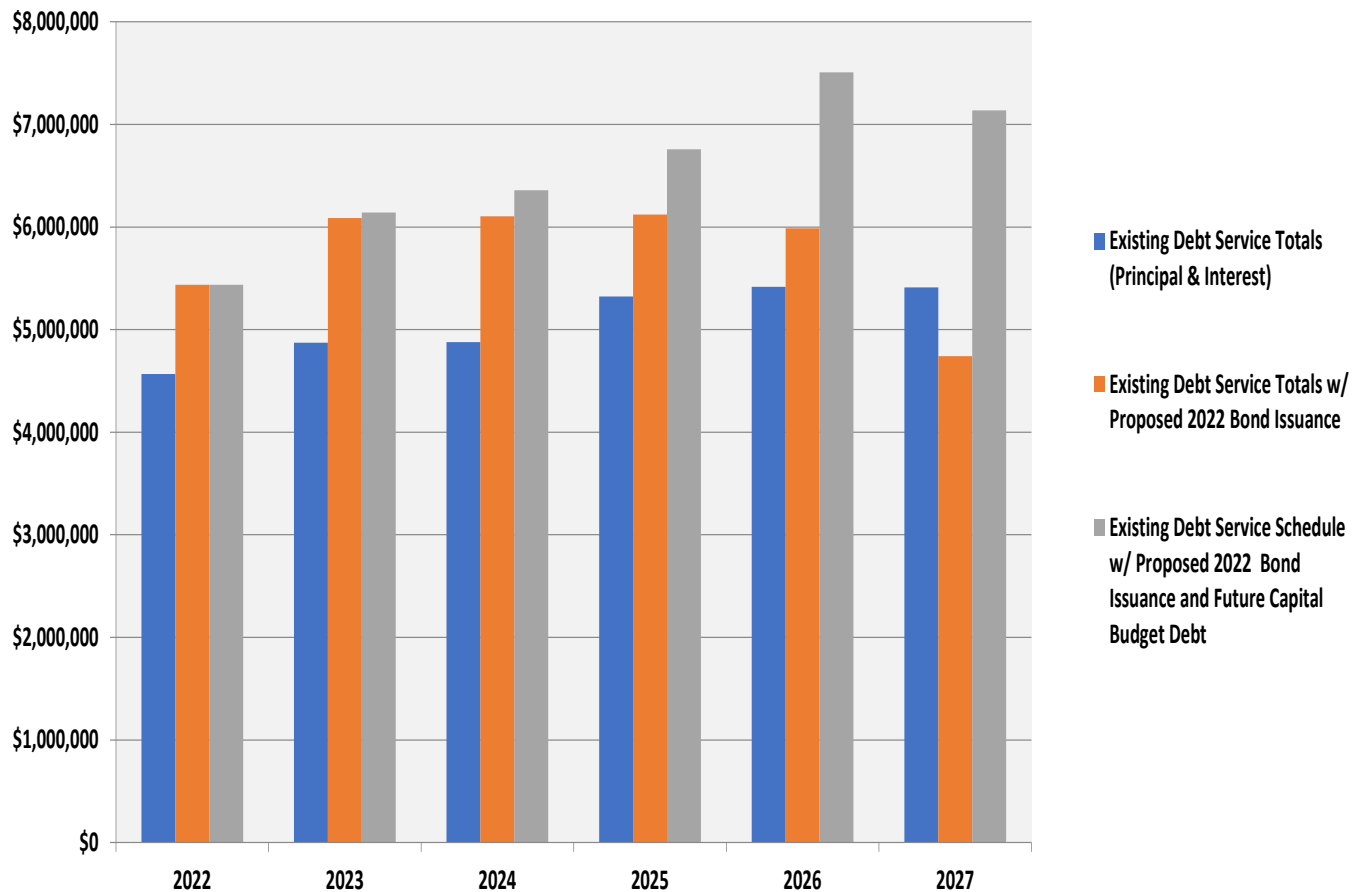
	2022	2023	2024	2025	2026	2027
Existing Bond Principal	\$3,830,000	\$3,900,000	\$4,005,000	\$4,120,000	\$3,675,000	\$2,555,000
Existing Bond Interest	\$1,046,852	\$960,598	\$854,794	\$736,532	\$617,708	\$511,269
Existing Note Principal	\$175,000					
Existing Note Interest	\$559,720					
2022 Bond Issuance (includes 2019-21 Notes)		\$1,226,750	\$1,244,850	\$1,265,575	\$1,695,775	\$1,675,775
Existing Debt Service Totals (Principal & Interest)	\$5,611,5472	\$6,087,348	\$6,104,644	\$6,122,107	\$5,988,483	\$4,742,044

**SIX YEAR
CAPITAL IMPROVEMENTS PLAN
ESTIMATED DEBT SERVICE IMPACT
(SHORT-TERM NOTE SCHEDULE)**

	2022	2023	2024	2025	2026	2027
Proposed Capital Projects Budget	\$2,140,000	\$8,046,250	\$7,725,000	\$6,996,500	\$7,761,235	\$2,808,000
Proposed Capital Projects Debt Service (Estimated 2.50% interest rate)	\$0	\$53,500	\$254,656	\$636,366	\$1,519,596	\$2,394,384

The following graph and table summarize the two preceding tables. While the projected total debt service schedule is concerning, it is important to note that the city expects to offset a healthy percentage of the new firehouse estimated project cost with monies received from selling off city property located in an existing redevelopment area where the current firehouse is located. Further, the city's existing five year capital improvements plan will need to be carefully prioritized to reduce future financing needs in order to keep debt service levels on a more manageable level to ensure annual budgetary stability.

SIX YEAR SUMMARY OF PROJECTED DEBT SERVICE TOTALS



	2022	2023	2024	2025	2026	2027
Existing Debt Service Totals (Principal & Interest)	\$5,611,572	\$6,087,348	\$6,104,644	\$6,122,107	\$5,988,483	\$4,742,044
Existing Debt Service Totals (w/2022 Bonds) (Principal & Interest)	\$5,436,572	\$6,087,348	\$6,104,644	\$6,122,107	\$5,988,483	\$4,742,044
Existing Debt Service Schedule w/ Proposed 2022 Bond Issuance and Future Capital Budget Debt	\$5,436,572	\$6,140,848	\$6,359,300	\$6,758,473	\$7,508,079	\$7,136,428

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The following two tables illustrate the Sewer and Parking Services utility debt service schedules until the final principal payments on respective long-term debt issuances are paid off.

Sewer Utility Debt Service Schedule (Long-term bonds)

Budget Year	Total Sewer Utility Debt Service	Principal	Interest	\$ Change from Prior Year
2022	\$620,684	\$510,000	\$110,684	\$(21,197)
2023	620,396	520,000	100,396	(288)
2024	619,015	530,000	89,015	(1,381)
2025	612,008	535,000	77,008	(7,006)
2026	619,715	555,000	64,715	7,707
2027	443,550	390,000	53,550	(176,165)
2028	443,600	400,000	43,600	50
2029	448,300	415,000	33,300	4,700
2030	452,600	430,000	22,600	4,300
2031	452,175	440,000	12,175	(425)
2032	125,400	120,000	5,400	(326,775)
2033	121,800	120,000	1,800	(3,600)
TOTAL	\$5,579,243	\$4,965,000	\$614,243	

Parking Services Utility Debt Service Schedule (Long-term bonds)

Budget Year	Total Parking Services Utility Debt Service	Principal	Interest	\$ Change from Prior Year
2022	<i>\$469,616</i>	\$360,000	\$109,616	\$(12,444)
2023	<i>466,148</i>	365,000	101,148	(3,469)
2024	<i>470,960</i>	380,000	90,960	4,813
2025	<i>469,560</i>	390,000	79,560	(1,400)
2026	<i>472,304</i>	405,000	67,304	2,744
2027	<i>474,290</i>	420,000	54,290	1,986
2028	<i>475,748</i>	435,000	40,748	1,458
2029	<i>284,700</i>	255,000	29,700	(191,048)
2030	<i>286,250</i>	265,000	21,250	1,550
2031	<i>199,175</i>	185,000	14,175	(87,075)
2032	<i>203,475</i>	195,000	8,475	4,300
2033	<i>187,775</i>	185,000	2,775	(15,700)
TOTAL	<i>\$4,460,000</i>	\$3,840,000	\$620,000	

MUNICIPAL PERSONNEL

In 2022, city organization staff total is up by four employees. The full-time and part-time employee sub-totals are both up by two employees with a net total 202 permanent positions (177 full-time and 25 part-time). Of the 202 total city employees, 12 full-time and eight part-time positions are located in the sewer utility and parking services utility, whose budgets are funded by user fees. The following table depicts all full-time and part-time municipal employees (excluding seasonal or temporary workers and elected officials), broken down by department, division and office for years 2019-2022.

MUNICIPAL EMPLOYEES (PERMANENT FULL-TIME & PART-TIME) 2019– 2022

Departments	2022		2021		2020		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
GENERAL GOVERNMENT								
City Administration	3	0	3	0	2	2	2	1
City Clerk	3	0	3	0	2	1	2	1
Legal	0	2	0	2	0	2	0	2
Sub-Total	6	2	6	2	4	5	4	4
FINANCE								
Financial Administration	5	0	5	0	5	0	5	0
Tax Collection	2	0	2	0	1	1	1	1
Tax Assessment	2	0	2	0	2	1	2	1
Sub-Total	9	0	9	0	8	2	8	2
PUBLIC SAFETY								
Police Department	51	0	51	0	51	0	52	0
Fire Department	32.5	0	32.5	0	32.5	0	32.5	0
Emergency Management	0	1	0	0	0	0	0	0
Sub-Total	83.5	1	83.5	0	83.5	0	84.5	0
COMMUNITY SERVICES								
DCS Administration	5	0	5	0	5	0	5	0
Engineering	2	1	2	1	2	1	2	1
Roads Unit	9	0	9	0	9	0	9	0
Public Works Maintenance	3	0	4	0	4	0	4	0
Sanitation	9	0	9	0	9	0	9	0
Recycling	1	0	1	0	1	0	1	0
Transfer Station	3	0	3	0	3	0	3	0
Compost Area	2	0	2	0	2	0	2	0

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Departments	2022		2021		2020		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
Fleet Maintenance	3	0	3	0	3	0	3	0
Buildings & Grounds/Shade Tree	12	7	11	7	11	6	11	3
Code Enforcement	2	1	2	1	2	1	2	1
Uniform Construction Code	6.5	4	6.5	4	6.5	5	6.5	4
Sub-Total	57.5	13	57.5	13	57.5	10	57.5	9
Community Programs								
Community Programs	6	0	6	0	5	1	6	1
Golf Course	1	0	1	0	1	0	1	0
Family Aquatic Center	0	0	0	0	0	0	0	0
Sub-Total	7	0	7	0	6	1	7	1
Board of Health	2	0	2	0	2	0	2	0
Sub-Total	2	0	2	0	2	0	2	0
Municipal Court	0	1	0	1	0	1	0	1
Sub-Total	0	1	0	1	0	1	0	1
Sewer Utility	5	1	4	2	4	1	4	0
Sub-Total	5	1	4	2	4	1	4	0
Parking Services Utility	7	7	6	5	7	7	6	8
Sub-Total	7	7	6	5	7	7	6	8

City Personnel	2022	2021	2020	2019
Full Time	177	175	172	173
Part Time	25	23	27	25
TOTAL	202	198	199	198

HEALTH CARE INSURANCE PLANS & COST SHARE

MEDICAL AND DENTAL PREMIUM COST SHARING

In accordance with the State Health Benefits Reform Law, Chapter 78, P.L. 2011, a city employee's health care insurance contribution is determined as a specified percentage of the medical and dental coverage plans premium within a salary range expressed in the law, but not less than 1.5% of an employee's current pensionable salary. Employees who were hired prior to the effective date of Chapter 78 were subject to a four year phase-in of the full contribution amount. Various circumstances prescribed in the law may affect whether the phase-in applies to certain employees. For example, an employee who is hired on or

BUDGET REPORT

after the effective date of the statute shall contribute at the highest level (year four) appropriate to their salary range, or at 1.5% of pensionable salary, whichever is greater. Currently, all city employees are now at year four, and will contribute approximately \$1.19 million toward healthcare insurance premium costs, approximately \$50,000 higher than last year.

In total, gross medical and dental insurance appropriations are \$3.85 million. For medical and prescription insurance coverage, the 2022 premium is \$3.83 million; and, the premium for dental insurance is approximately \$200,000.

As mentioned above, the net appropriation cost in the municipal budget is significantly lower because of other city agency cost allocations and employee cost sharing of annual healthcare premiums. The table below outlines all employee cost sharing reductions from gross healthcare insurance appropriations, including employer costs shared by the sewer and parking services utilities.

Healthcare Insurance Cost Share Breakdown

Group	2022	2021	% Change from 2021
Medical & Dental Gross Premium Costs	\$3,850,831	\$3,819,539	0.82%
<i>City Government</i>			
• Employer Healthcare Cost Share	\$2,394,648	\$2,398,070	-0.14%
• Employee Medical Premium Cost Share	<i>\$942,026</i>	<i>\$937,589</i>	<i>0.47%</i>
• Employee Dental Premium Cost Share	<i>\$99,786</i>	<i>\$103,145</i>	<i>-3.26%</i>
<i>Employee Cost Share Sub-Total</i>	<i>\$1,041,812</i>	<i>\$1,040,734</i>	<i>0.10%</i>
<i>Sewer Utility</i>			
• Employer Healthcare Cost Share	\$57,058	\$48,375	17.95%
• Employee Medical Premium Cost Share	<i>\$20,197</i>	<i>\$16,371</i>	<i>23.37%</i>
• Employee Dental Premium Cost Share	<i>\$3,282</i>	<i>\$1,702</i>	<i>92.83%</i>
<i>Employee Cost Share Sub-Total</i>	<i>\$23,479</i>	<i>\$18,073</i>	<i>29.91%</i>

Group	2022	2021	% Change from 2021
<i>Parking Services Utility</i>			
• Employer Healthcare Cost Share	\$91,026	\$70,787	28.59%
• Employee Medical Premium Cost Share	<i>\$19,918</i>	<i>\$22,471</i>	<i>-11.36%</i>
• Employee Dental Premium Cost Share	<i>\$3,443</i>	<i>\$3,411</i>	<i>0.94%</i>
<i>Sub-Total</i>	<i>\$23,361</i>	<i>\$25,882</i>	<i>-9.74%</i>
<i>Library</i>			
• Employer Healthcare Cost Share	\$156,817	\$159,471	-1.66%
• Employee Medical Premium Cost Share	<i>\$54,731</i>	<i>\$50,248</i>	<i>8.92%</i>
• Employee Dental Premium Cost Share	<i>\$7,899</i>	<i>\$7,899</i>	<i>0.00%</i>
<i>Sub-Total</i>	<i>\$62,630</i>	<i>\$58,147</i>	<i>7.71%</i>

Summary Totals	2022	2021	% Change from 2021
• Employer Healthcare Cost Share	\$2,699,549	\$2,676,703	0.85%
• Employee Medical Premium Cost Share	<i>\$1,036,872</i>	<i>\$1,026,679</i>	<i>0.99%</i>
• Employee Dental Premium Cost Share	<i>\$114,410</i>	<i>\$116,157</i>	<i>1.50%</i>
Medical & Dental Gross Premium Costs	\$3,850,831	\$3,819,539	0.82%

EMPLOYEE BENEFITS AS A PERCENTAGE OF SALARY

Employee wages and benefits can represent a significant cost to a municipality. Increasing benefits as a percent of salaries and wages is certainly a warning trend to carefully monitor. As shown below, total general fund benefits as a percent of salaries and wages have ranged from 43.03% to 45.39% from 2020-2022. The salaries and wages amount used in the following table covers only full-time and part-time employees who are eligible for healthcare insurance and pension contribution. Unfortunately, annual healthcare insurance premiums and pension contribution costs are mainly determined by outside entities. However, the city does control a primary factor of these cost drivers: employee staffing levels. The table below covers all 202 current city employees, including sewer, parking services and U.C.C. staff. However, given that utility and trust budget costs are outside the municipal operating budget, the city is permitted under local budget law to charge these budgets as an offset for their respective employee healthcare and pension-related costs within the Municipal Budget.

Total Benefits as a Percentage of Salaries and Wages (Permanent Full-Time & Part-Time Employees)			
	2022	2021	2020
Salaries and wages	\$18,077,611	\$17,828,587	\$17,498,628
Total benefits	\$8,205,545	\$8,026,308	\$7,529,224
% of benefits to Salaries and Wages	45.39%	45.02%	43.03%
% Annual Change	0.37%	1.99%	-1.09%
Total employees	202	198	199
Average cost of benefits per employee	\$40,622	\$40,537	\$37,835

5-YEAR TREND ANALYSIS

City of Summit Five Year Financial Trend Report

*For the five year period
2017 through 2021*



INTRODUCTION

Summit's annual Financial Trend Report (FTR) is adapted from the Financial Trend Monitoring System (FTMS) developed by the International City/County Management Association (ICMA), which "identifies the factors that affect financial condition and arranges them in a rational order so that they can be more easily analyzed and measured." The sound financial condition of the city depends on its ability to balance the demands for service with available financial resources. The FTR is a management tool that gathers pertinent information from the city's budgetary and financial reports, includes certain economic and demographic data, and creates city-specific financial indicators that, when graphed over a period of time, can be used to monitor changes in fiscal condition. Effective monitoring allows for city officials to identify existing and emerging financial problems and develop solutions in a timely manner. It also provides Common Council additional insight for the annual budget process, providing a broader context for decision making and setting financial policies.

FINANCIAL INDICATORS

The ICMA's FTMS provides for over 40 standard indicators that can be used to evaluate the financial condition of any municipality. For Summit's annual FTR, 17 indicators are used and organized as follows:

- Revenues
- Expenditures
- Operating position
- Debt structure

The financial indicators selected for use in Summit's FTR are graphically presented through the following pages to illustrate respective trends. Also shown is the formula for computing and interpreting the indicator, and some background and analysis of the five year trend.

METHODOLOGY

Summit's FTR covers the period of January 1, 2017 through December 31, 2021. Actual data is taken from the city's annual financial and debt statements as well as its audit reports unless otherwise indicated in the report. Further, the Consumer Price Index (CPI) is based on annual average price values obtained from the New York-Newark-Jersey City, NY-NJ-PA All Items, All Urban Consumers database of the United States Department of Labor, Bureau of Labor Statistics (BLS).

Constant dollars are nominal dollars adjusted for inflation using data from the BLS website. The conversion from actual dollars to constant dollars allows for considering the appearance of growth that may be due to inflation. The CPI base year is 2016 (263.4), which is also used for comparative purposes with year 2017.

Population data used in the per capita computations is sourced from the US Census Bureau (April 1, 2020).

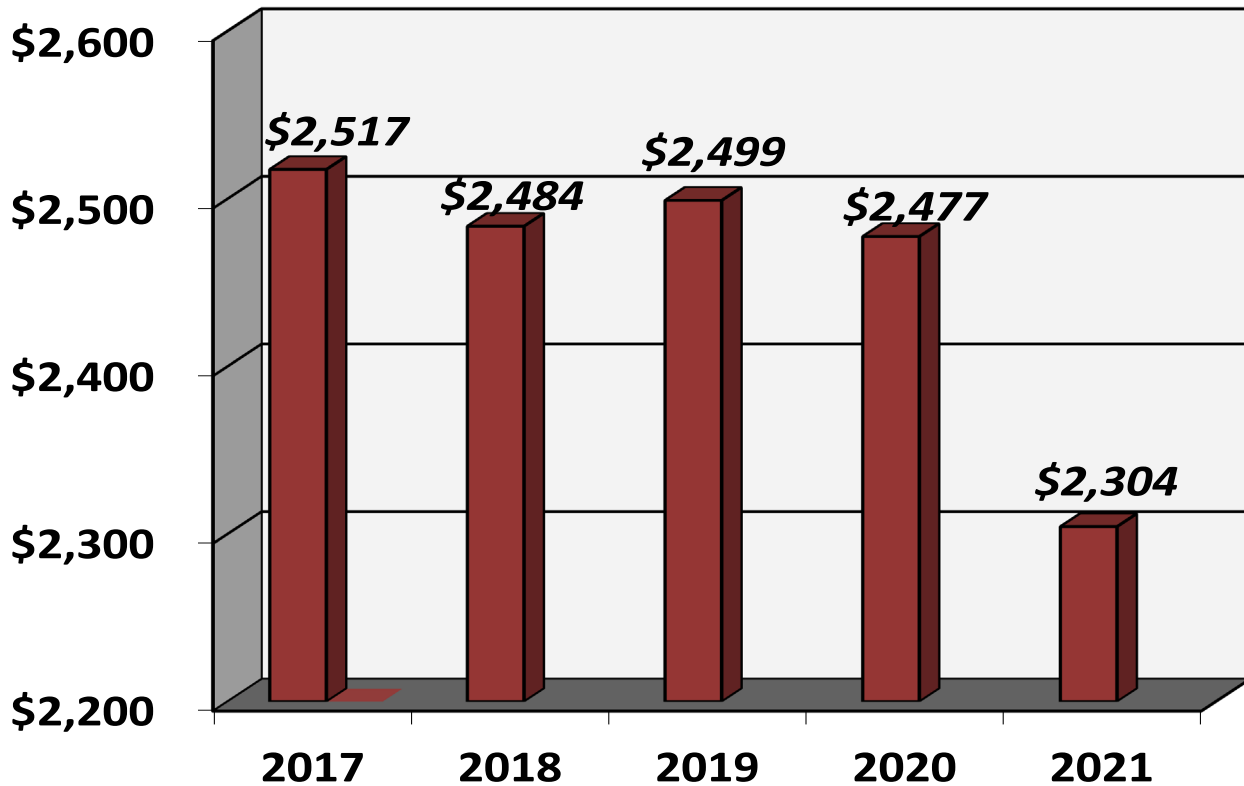
REVENUE INDICATORS

OPERATING REVENUE PER CAPITA

Warning Trend: Decreasing operating revenue per capita. (Summit: **NEGATIVE**)

Formula:

$$\frac{\text{Net Operating Revenue (constant dollars)}}{\text{Population}}$$



YEAR END	2017	2018	2019	2020	2021
Operating Revenue (realized)*	\$57,134,574	\$57,780,055	\$57,913,525	\$57,635,163	\$58,103,426
CPI Index	268.5	273.6	278.2	282.9	292.3
CPI (constant)	0.97	0.95	0.94	0.94	0.90
Net Operating Revenue (adjusted for inflation)	\$55,430,923	\$55,440,453	\$55,017,543	\$54,247,970	\$52,351,723
Population	22,019	22,323	22,016	21,897	22,719
Operating Revenue per capita	\$2,517	\$2,484	\$2,499	\$2,477	\$2,304
Dollar Change	\$(21)	\$(34)	\$15	\$(22)	\$(173)
Percentage Change	-0.82%	-1.34%	0.62%	-0.86%	-6.99%

*Audited figures that include miscellaneous revenues not anticipated (MRNA).

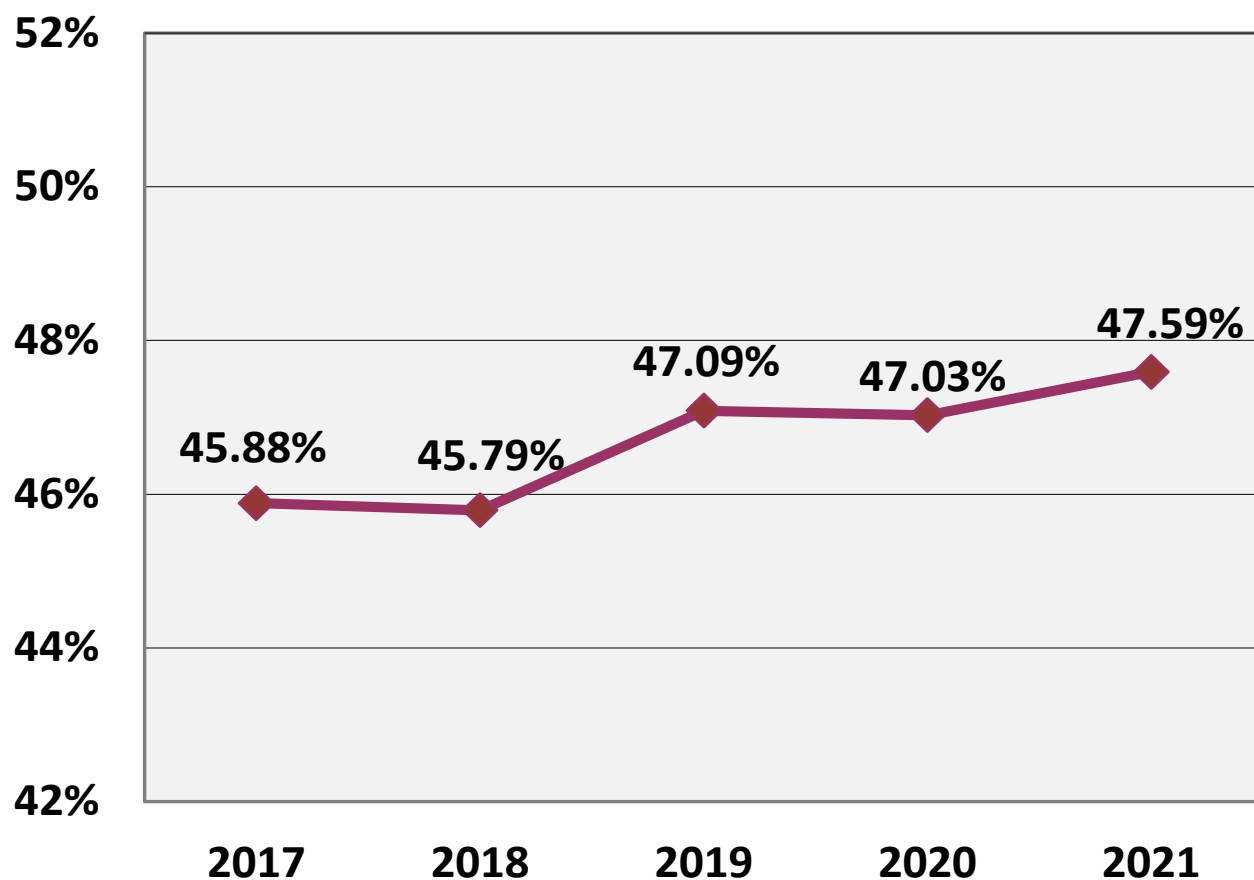
As population increases, it is expected that revenue and the need for service would increase proportionately. Per capita revenue shows changes in revenue relative to population. For a municipality to remain financially stable, revenue per capita should remain at least constant and be relative to expenditure per capita.

PROPERTY TAX REVENUE AS A PERCENTAGE OF TOTAL OPERATING REVENUE

Warning Trend: Steady increase in the reliance of property tax revenue to balance the municipal budget.
(Summit: **NEGATIVE**)

Formula:

$$\frac{\text{Property Tax Revenue}}{\text{Total Operating Revenue}}$$



YEAR END	2017	2018	2019	2020	2021
Operating Revenue (realized)*	\$57,134,574	\$57,780,055	\$57,913,525	\$57,635,163	\$58,103,426
Property Tax Revenue	\$26,214,106	\$26,456,806	\$27,268,892	\$27,103,871	\$27,651,998
Percentage of total	45.88%	45.79%	47.09%	47.03%	47.59%

* Audited figures that include miscellaneous revenues not anticipated (MRNA).

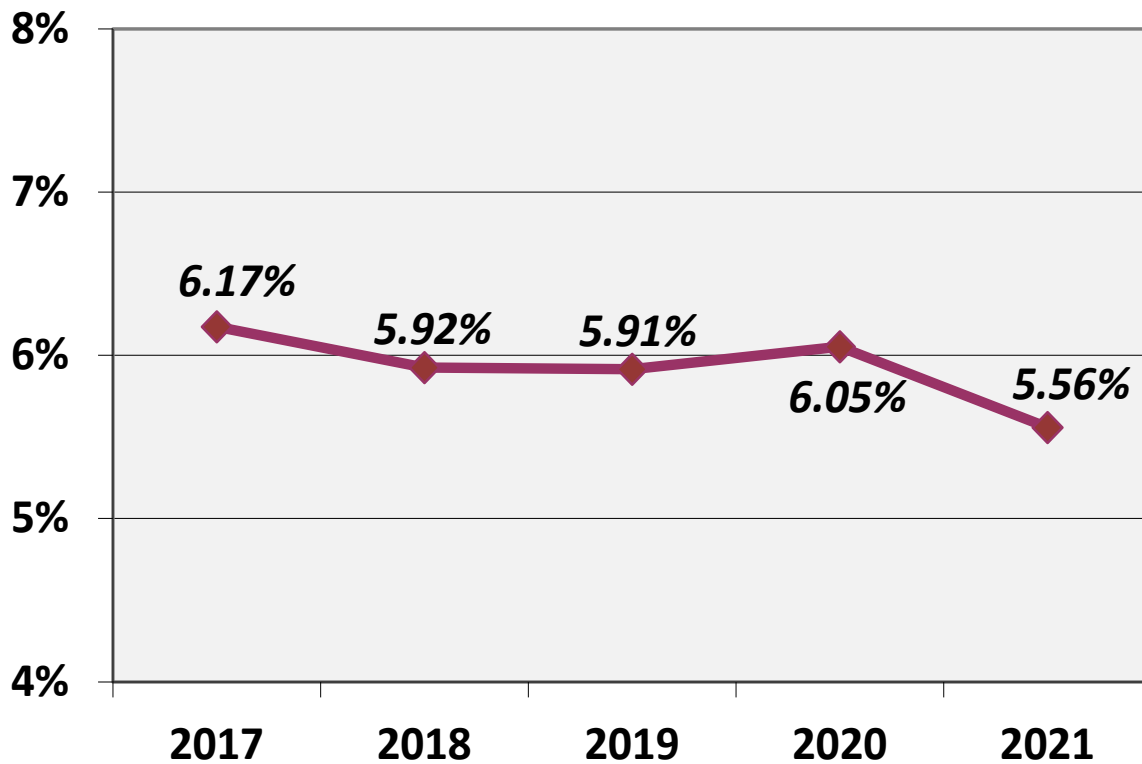
This indicator shows changes in revenue structure. Strong shifts in the percentage of any revenue source may be a warning of financial problems.

STATE AID REVENUE AS A PERCENTAGE OF TOTAL OPERATING REVENUE

Warning Trend: Decreasing amount of state aid revenue as a percentage of total operating revenue.
(Summit: **NEGATIVE**)

Formula:

$$\frac{\text{State Aid Revenue}}{\text{Total Operating Revenue}}$$



YEAR END	2017	2018	2019	2020	2021
Operating Revenue (realized)*	\$57,134,574	\$57,780,055	\$57,913,525	\$57,635,163	\$58,103,426
State Aid Revenue	\$3,527,887	\$3,423,000	\$3,424,850	\$3,488,186	\$3,228,737
Percentage of total	6.17%	5.92%	5.91%	6.05%	5.56%

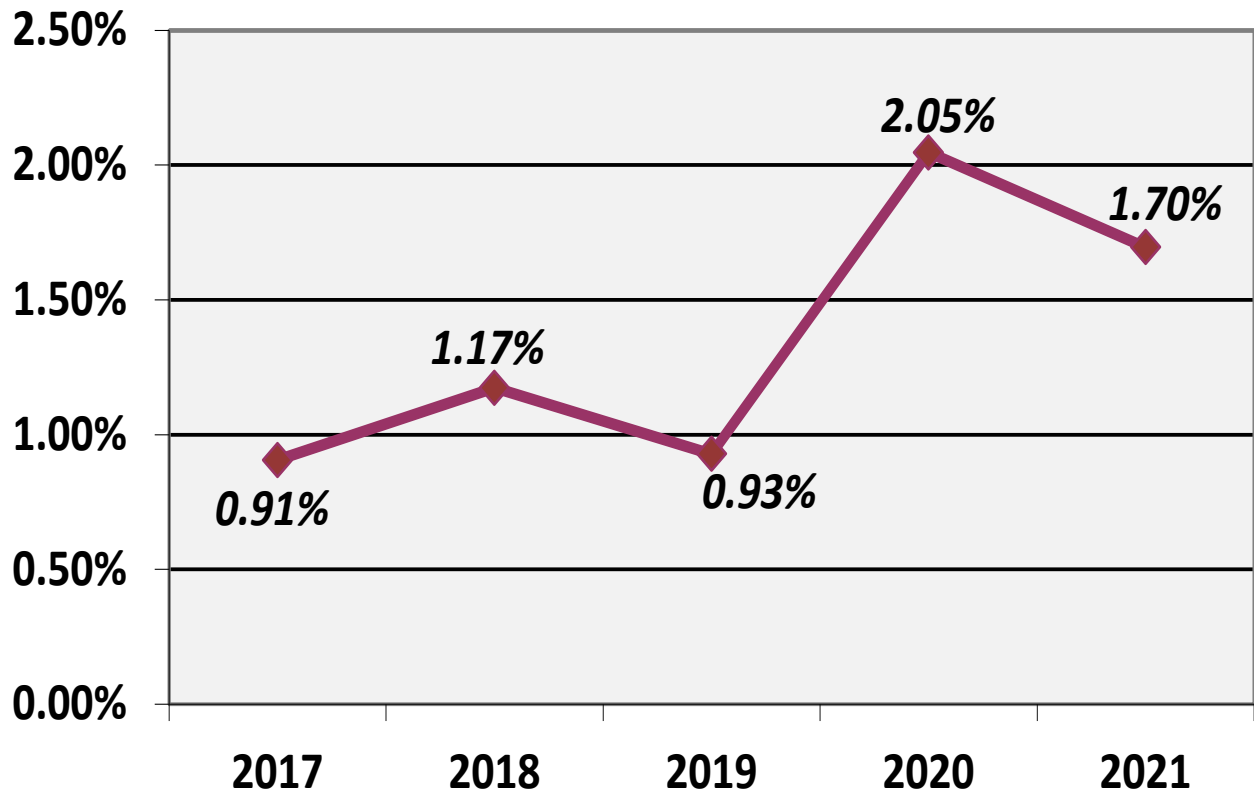
* Audited figures that include miscellaneous revenues not anticipated (MRNA).

State aid includes: Energy receipts tax (ERT) and school debt aid. ERT revenue is not earmarked and may be allocated towards any purpose. Decreasing State of New Jersey (State) aid revenue and over-dependence on its use to balance budget may create financial inflexibility and signal immediate financial vulnerability. Summit, like all other NJ municipalities, is highly dependent on State aid as an essential revenue source to reduce its municipal tax burden. Fortunately, municipal State aid has remained steady over the last several years.

GRANT REVENUE AS A PERCENTAGE OF TOTAL OPERATING REVENUE

Warning Trend: Decreasing amount of grant revenue as a percentage of total operating revenue.
(Summit: **NEGATIVE**)

Formula:
$$\frac{\text{Grant Revenue}}{\text{Total Operating Revenue}}$$



YEAR END	2017	2018	2019	2020	2021
Operating Revenue (realized)*	\$57,134,574	\$57,780,055	\$57,913,525	\$57,635,163	\$58,103,426
Grant Revenue (realized)	\$517,545	\$678,052	\$537,629	\$1,179,530	\$984,880
Percentage of total	0.91%	1.17%	0.93%	2.05%	1.70%

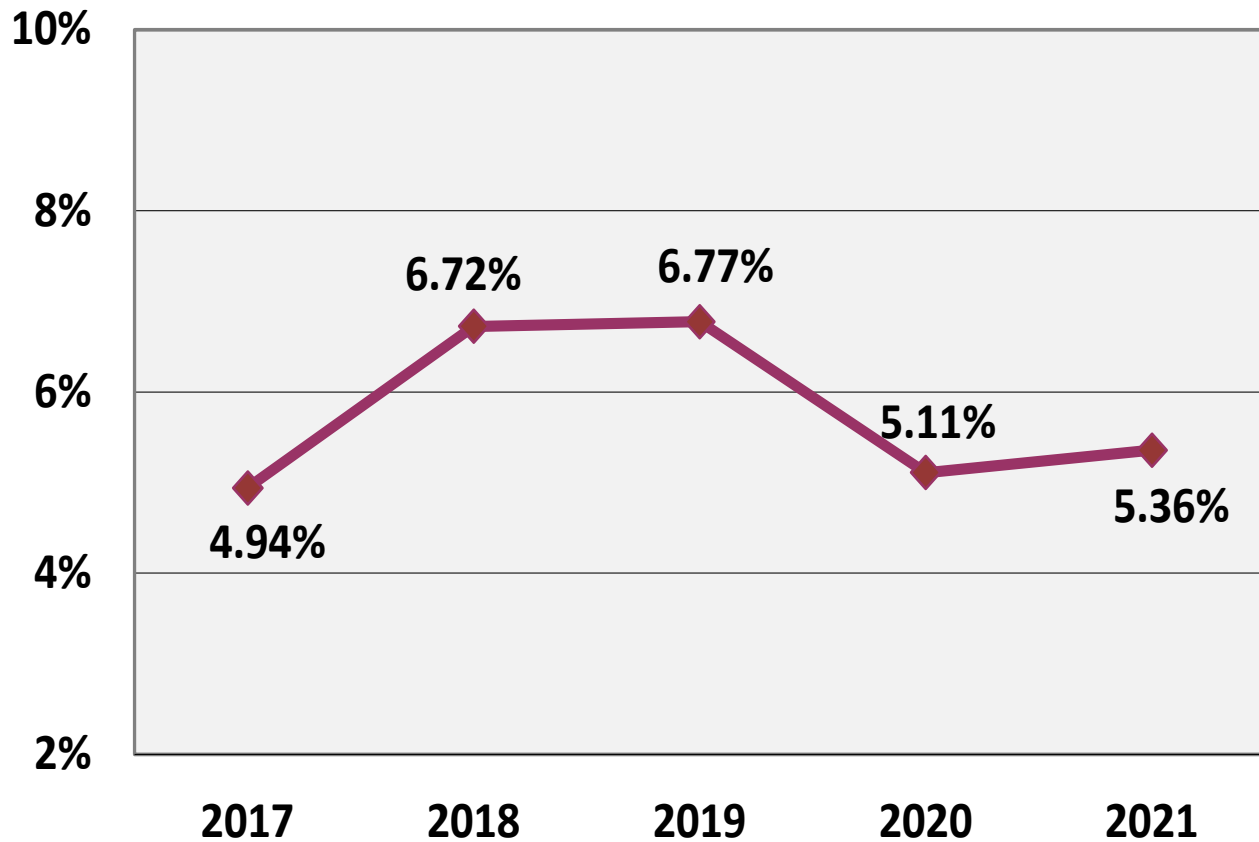
* Audited figures that include miscellaneous revenues not anticipated (MRNA).

Grants include NJ DOT municipal aid, Greening Union County, Clean Communities, Recycling Tonnage, Drunk Driving, and Body Armor Replacement program. The grants are earmarked for specific purposes, often to implement state or federal programs. Decreasing grant revenue places a greater burden on municipal resources to fund operating expenditures or capital projects.

LOCAL REVENUE AS A PERCENTAGE OF TOTAL OPERATING REVENUE

Warning Trend: Decreasing amount of local revenue as a percentage of total operating revenue.
(Summit: **POSITIVE**)

Formula:
$$\frac{\text{Local Revenue}}{\text{Total Operating Revenue}}$$



<u>YEAR END</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating Revenue (realized)*	\$57,134,574	\$57,780,055	\$57,913,525	\$57,635,163	\$58,103,426
Local Revenue	\$2,822,003	\$3,885,392	\$3,923,216	\$2,944,723	\$3,112,779
Percentage of total	4.94%	6.72%	6.77%	5.11%	5.36%

* Audited figures that include miscellaneous revenues not anticipated (MRNA).

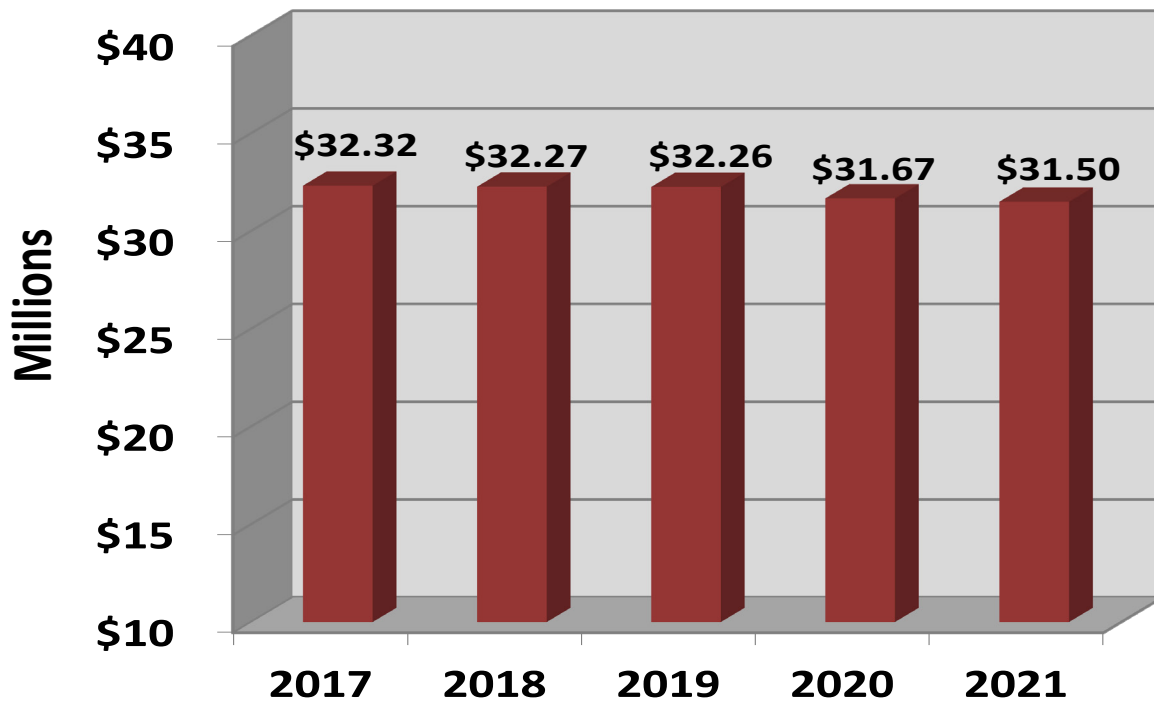
Local revenues have been consistently flat over the last three years, shifting more reliance on enterprise contributions and other special revenue items to balance the municipal budget. In 2017, the city entered into a community support service agreement with Overlook Medical Center that provides approximately \$795,400 in additional revenue each year through 2023. This annual revenue amount was not anticipated in the municipal budget and was recognized as MRNA, which accounted for the significant increase in local revenue.

PROPERTY TAX REVENUE

Warning Trend: Decline in property tax revenue (in CPI constant dollars).
(Summit: **NEGATIVE**)

Formula:

$$\frac{\text{Property Tax Revenue (constant)}}{\text{CPI (in decimals)}}$$



<u>YEAR END</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Property Tax Revenue (realized)*	\$32,957,569	\$33,531,739	\$34,072,115	\$34,022,027	\$33,840,833
CPI Index	268.5	273.6	278.2	282.9	282.9
CPI (constant)	0.98	0.96	0.95	0.93	0.93
Property Tax Revenue (adjusted for inflation)	\$32,324,855	\$32,272,527	\$32,259,396	\$31,670,476	\$31,501,806
Dollar Change	\$1,384,029	\$(52,329)	\$(13,131)	\$(588,920)	\$(168,670)
Percentage Change	4.47%	-0.16%	-0.04%	-1.83%	-0.53%

* Property tax revenues are audited figures that include prior year delinquencies.

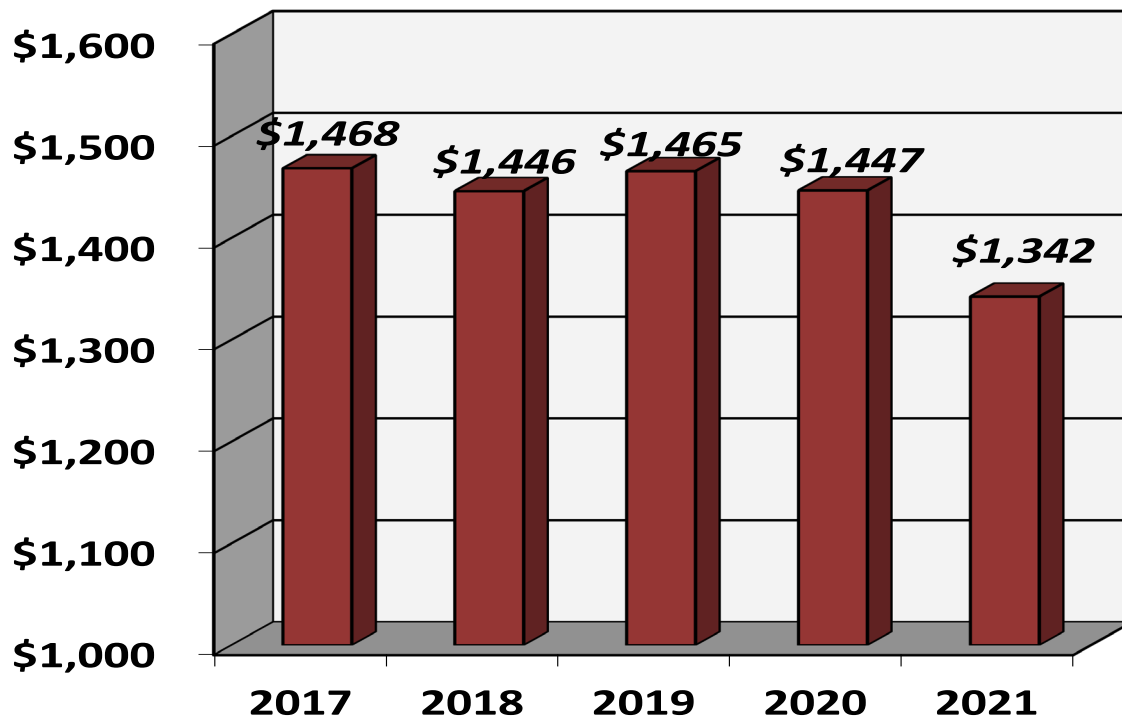
Fluctuations in property tax revenue can be caused by many factors including new development, decline or rise in property values, age of property or a general decline in the regional economy. Cities that rely heavily on property tax revenue are susceptible to serious economic disruption. For Summit's municipal budget purposes, the property tax levy amount required to balance total revenue with total appropriation needs has increased annually by 1.5% since 2017.

PROPERTY TAX REVENUE PER CAPITA

Warning Trend: Decreasing property tax revenue per capita. (Summit: **NEGATIVE**)

Formula:

$$\frac{\text{Property Tax Revenue (constant)}}{\text{Population}}$$



YEAR END	2017	2018	2019	2020	2021
Property Tax Revenue (realized)*	\$32,957,569	\$33,531,739	\$34,072,115	34,022,027	\$33,840,833
CPI Index	268.5	273.6	278.2	282.9	292.3
CPI (constant)	0.98	0.96	0.95	0.93	0.90
Property Tax Revenue (adjusted for inflation)	\$32,329,151	\$32,276,815	\$32,263,683	\$31,674,685	\$30,494,955
Population	22,019	22,323	22,016	21,897	22,719
Property Tax Revenue per capita	\$1,468	\$1,446	\$1,465	\$1,447	\$1,342
Dollar Change	\$67	\$(22)	\$20	\$(19)	\$(104)
Percentage Change	4.75%	-1.52%	1.35%	-1.29%	-7.21%

* Property tax revenues are audited figures that include prior year delinquencies.

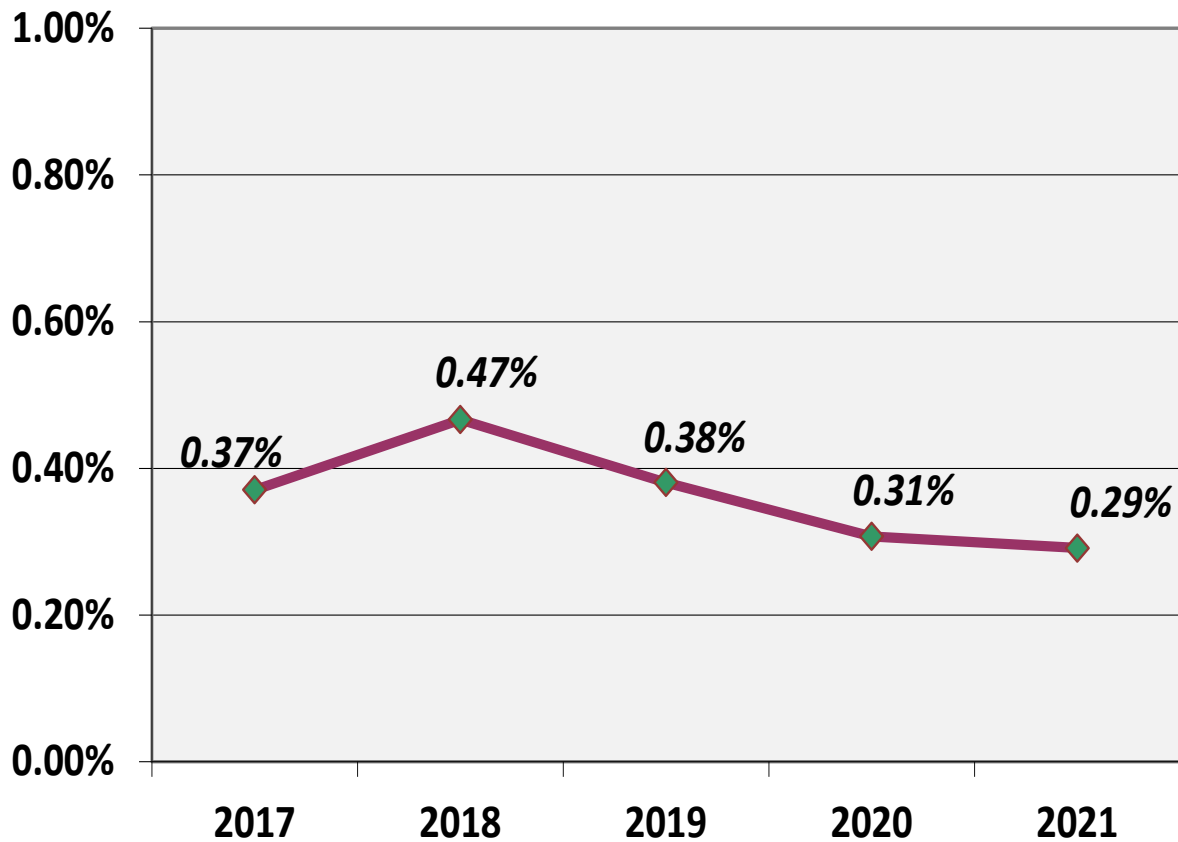
As population increases, it is expected that revenue and the need for service would increase proportionately. Per capita property tax shows changes relative to population. For the city to remain financially stable, losses in property tax should be offset by increases in other forms of revenue.

OUTSTANDING PROPERTY TAXES

Warning Trend: Increasing outstanding property tax revenue as a percentage of property tax levy. (Summit: **POSITIVE**)

Formula:

$$\frac{\text{Outstanding Property Taxes}}{\text{Total Tax Levy}}$$



<u>YEAR END</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Total Tax Levy	\$135,935,313	\$135,889,392	\$137,679,801	\$139,397,602	\$144,017,257
Outstanding Property Taxes*	\$503,945	\$634,134	\$524,185	\$428,321	\$419,772
Percentage of total	0.37%	0.47%	0.38%	0.31%	0.29%

* Includes added and/or omitted tax assessed billings made in the fourth quarter of 2021 and not due until first quarter 2022.

Increases in the percentage of property tax not collected indicates a serious financial problem. High levels of outstanding uncollected property tax decreases liquidity and the ability for the city to meet its current bills and liabilities. Historically, Summit has an exceedingly high tax collection rate and, as a result, outstanding property tax revenue is very low compared with the annual total tax levy.

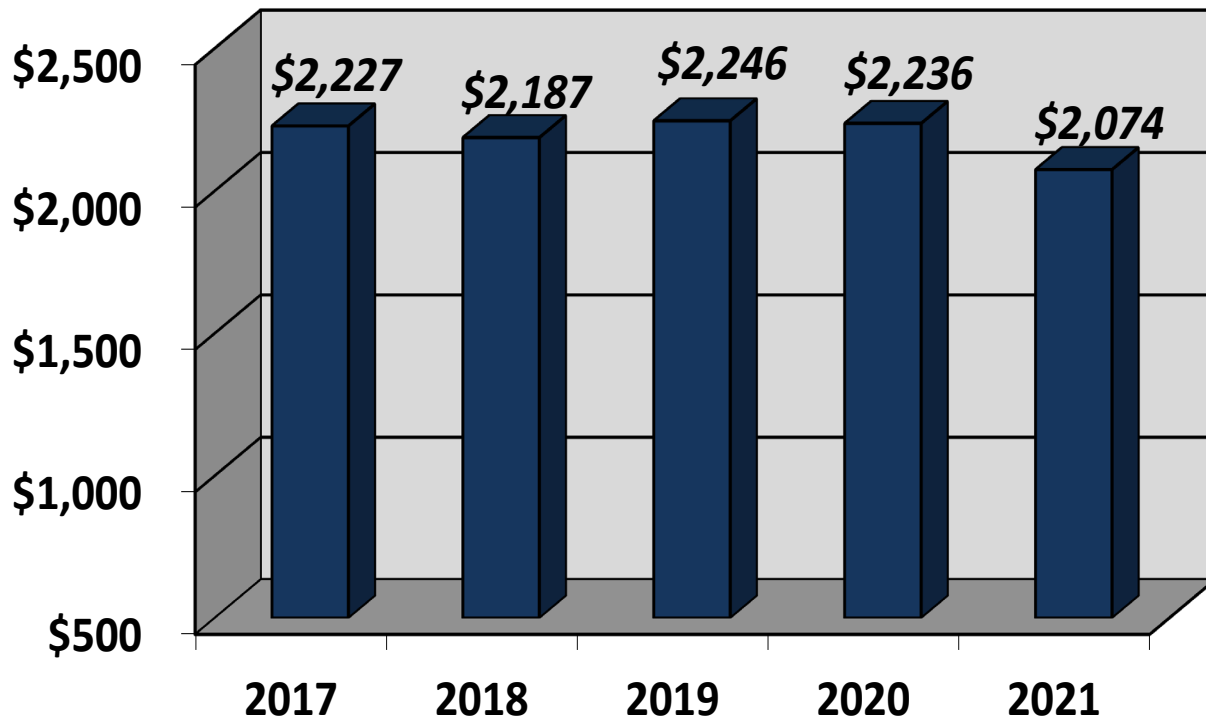
EXPENDITURE INDICATORS

EXPENDITURE PER CAPITA

Warning Trend: Increase in expenditures per capita. (Summit: **POSITIVE**)

Formula:

$$\frac{\text{Total Expenditures (Constant)}}{\text{Population}}$$

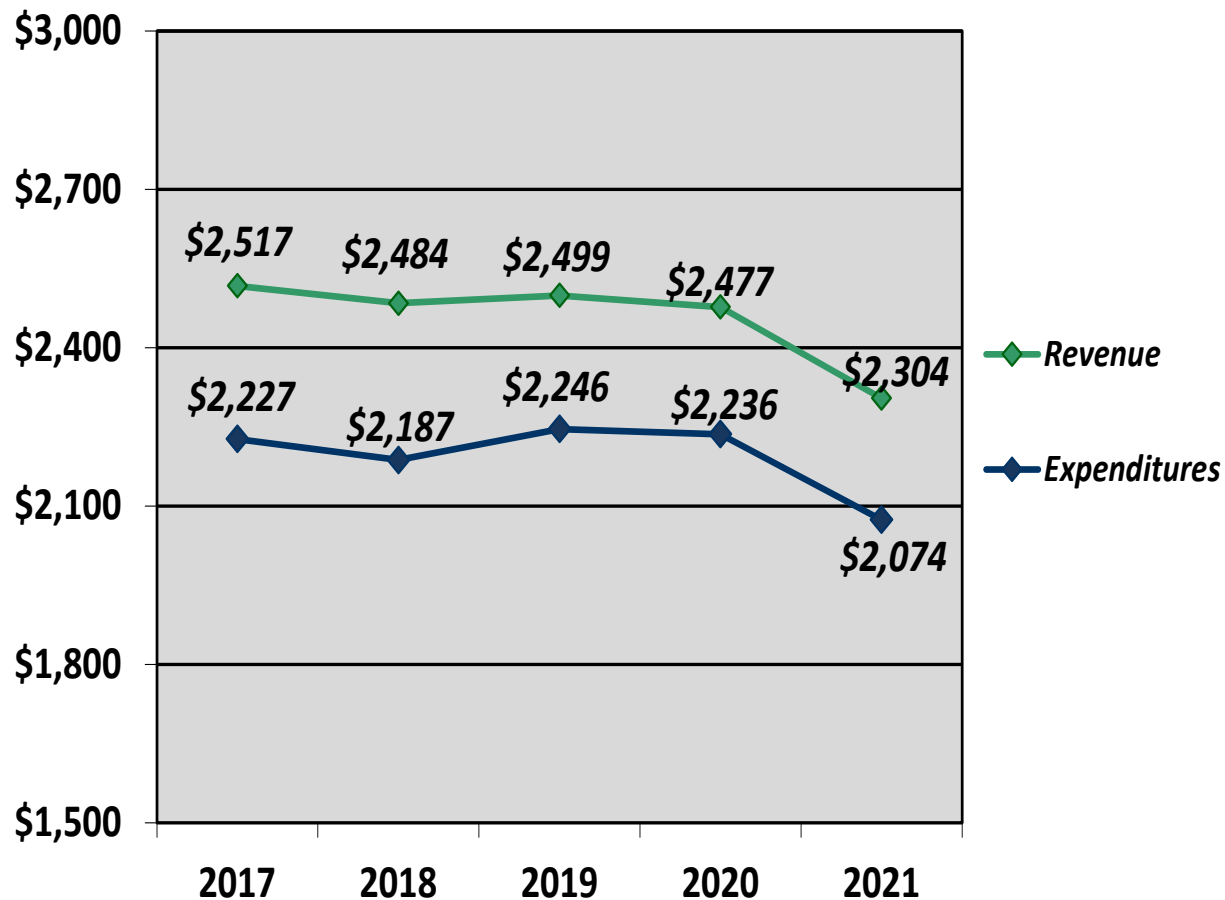


YEAR END	2017	2018	2019	2020	2021
Total Expenditures (actual)*	\$50,006,897	\$50,713,907	\$52,216,663	\$52,602,234	\$52,299,965
CPI Index	268.5	273.6	278.2	282.9	292.3
CPI (constant)	0.98	0.96	0.95	0.93	0.90
Total Expenditures (adjusted for inflation)	\$49,046,873	\$48,809,455	\$49,438,610	\$48,966,448	\$47,122,752
Population	22,019	22,323	22,016	21,897	22,719
Expenditure per capita	\$2,227	\$2,187	\$2,246	\$2,236	\$2,074
Percent Change	-1.15%	-1.84%	2.70%	-0.42%	-7.25%

* Final budget amounts spent in respective municipal budget years differ from adopted budget amounts because of Chapter 159 grant approvals. Fluctuations in expenditures can be caused by factors such as personnel costs, debt service, contractual obligations, changes in health and/or liability insurance. Summit's expenditure per capita continues to fluctuate, which last year trended upward. Summit will monitor this indicator closely to ensure the cost of providing services and funding its municipal budget does not exceed the community's ability to pay.

REVENUE & EXPENDITURE PER CAPITA

Warning Trend: Expenditure per capita greater than revenue per capita. (Summit: **POSITIVE**)



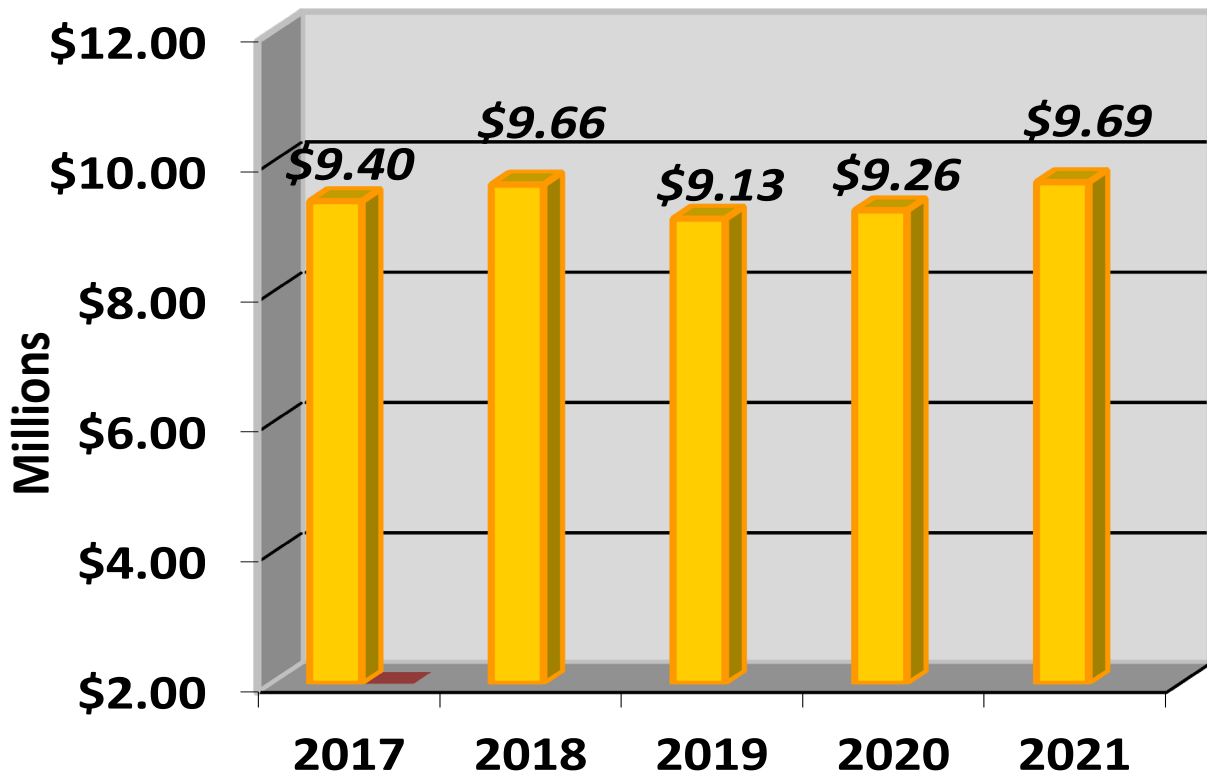
<u>YEAR END</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Operating Revenue per capita	\$2,517	\$2,484	\$2,499	\$2,477	\$2,304
Expenditures per capita	\$2,227	\$2,187	\$2,246	\$2,236	\$2,074

Revenues and expenditures per capita show changes relative to population. For further analysis, revenues and expenditures per capita charted together provide a method to measure both sides of the municipal budget. As population increases it might be expected that revenues and the need for services would increase proportionately and therefore the level of per capita revenues would remain constant. If per capita revenues are decreasing, the municipality may not be able to maintain existing service levels unless cost savings or new revenue sources are found. Changes in per capita expenditures that reflect an increase may indicate that the cost of providing municipal services is outpacing the community's ability to pay for those services, especially if spending is greater than can be counted for by inflation or the addition of new services.

OPERATING POSITION

CHANGE IN FUND BALANCE

Warning Trend: Decreasing year-end fund balance amounts. (Summit: **POSITIVE**)

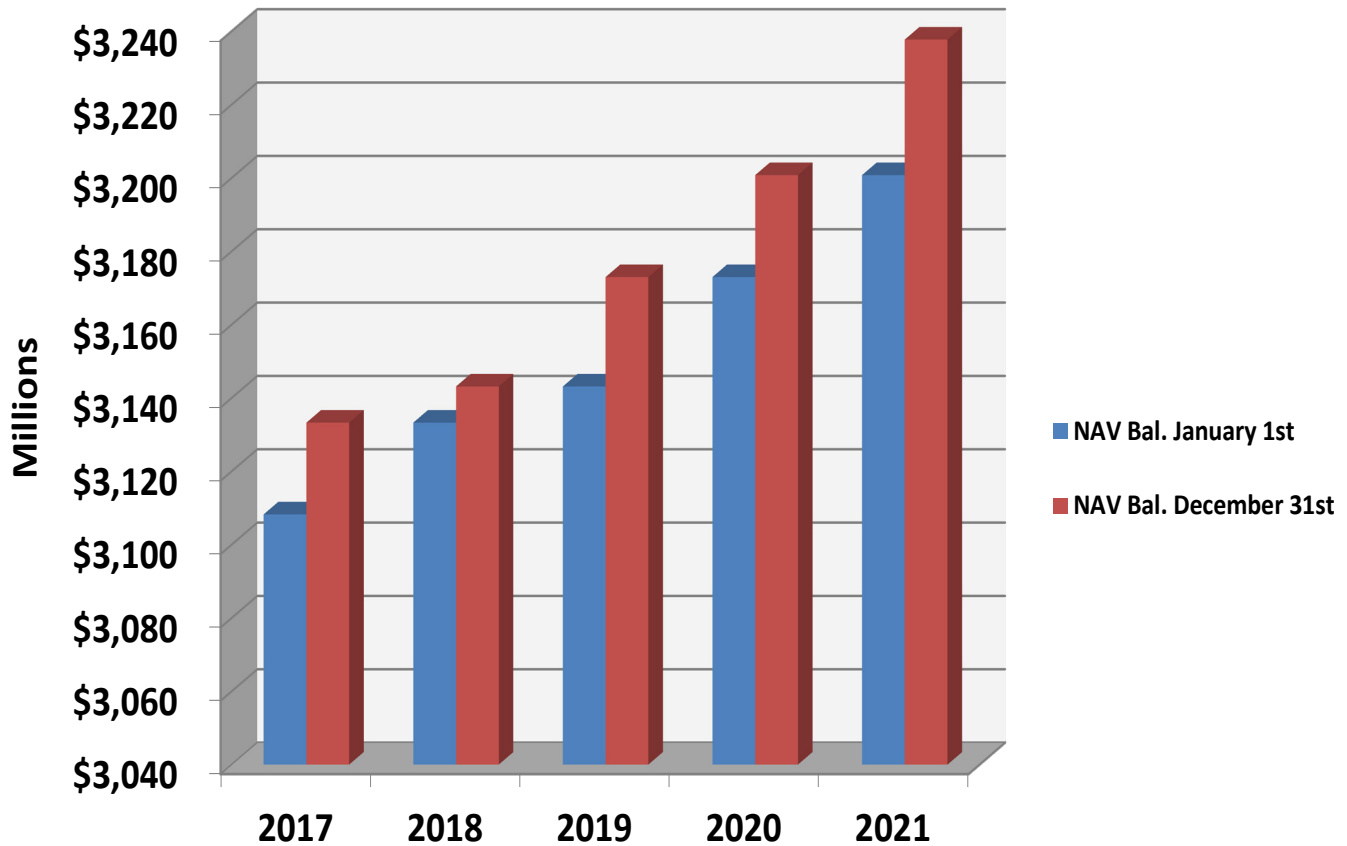


YEAR END	2017	2018	2019	2020	2021
Fund Balance (January 1)	\$8,083,571	\$9,406,135	\$9,660,904	\$9,137,697	\$9,265,192
Fund Balance (December 31)	\$9,406,135	\$9,660,904	\$9,137,697	9,265,192	9,698,500
Change in Fund Balance	\$1,322,564	\$254,769	\$(513,332)	\$127,495	\$433,308
Percentage Change	16.36%	2.71%	-5.31%	1.40%	4.68%

The financial health of the city is partly determined by the level of fund balance available to cushion revenue shortfalls caused by economic downturns, emergencies, or uneven cash flows. A declining or insufficient level of fund balance is a warning trend. In 2017, the city's community service support agreement with Overlook Medical Center provided an unanticipated revenue source that contributed significantly to the \$1.3 million increase in its fund balance. Except for 2019, the city's end of year fund balance has been trending up. The city increased its use of fund balance as a revenue anticipated from \$6.9 million in 2020 to \$7.6 million in 2021. Thus, it is important the city monitor this trend and seek to stabilize its current fund balance level by generating new revenue sources and cost saving strategies to increase its future fund balance.

CHANGE IN NET ASSESSED VALUATION

Warning Trend: Decrease in net assessed valuation (NAV).
(Summit: **POSITIVE**)

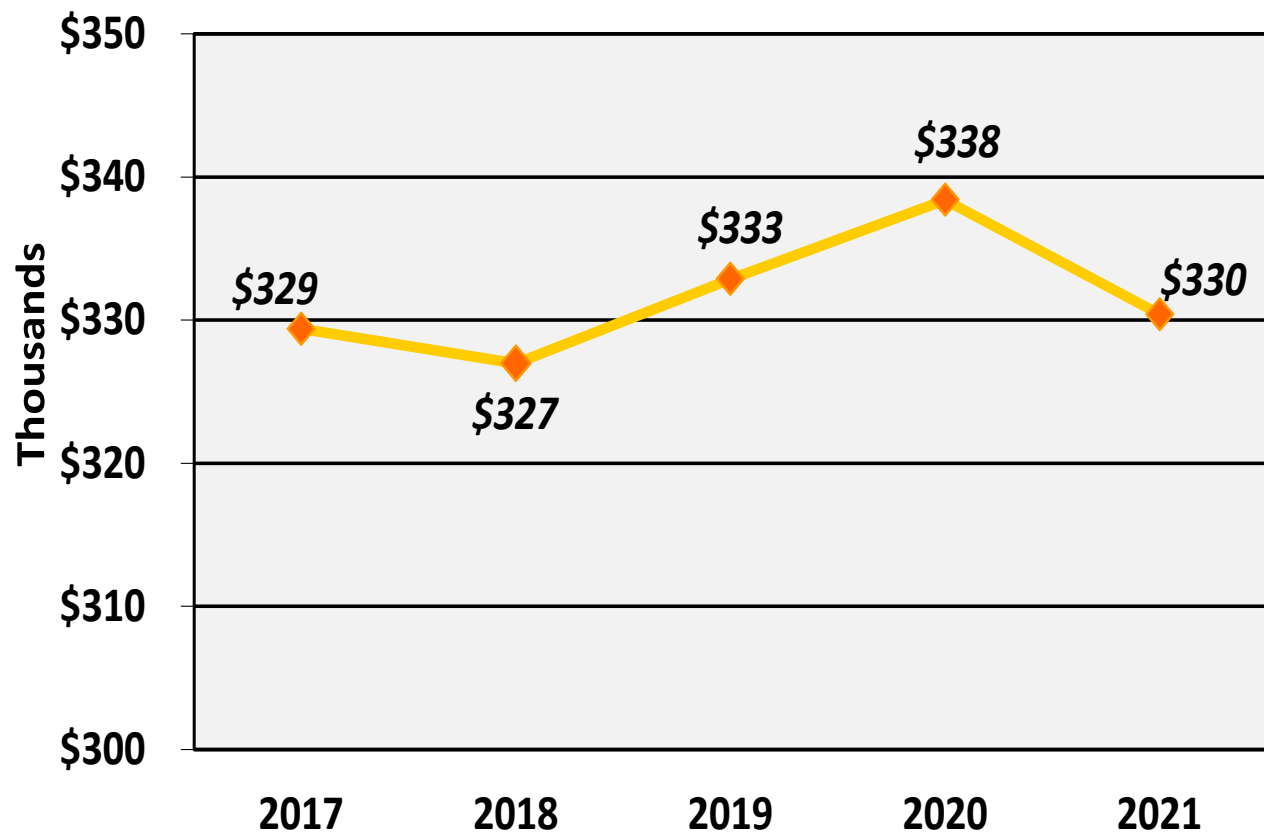


YEAR END	2017	2018	2019	2020	2021
NAV Balance (Jan. 1)	\$3,108,245,396	\$3,133,257,826	\$3,143,119,824	\$3,172,957,793	\$3,200,766,106
NAV Balance (Dec. 31)	\$3,133,257,826	\$3,143,119,824	\$3,172,957,793	\$3,200,766,106	\$3,237,730,137
Change in NAV (\$)	\$25,012,430	\$9,861,998	\$29,837,969	\$27,808,313	\$36,964,031
Percentage Change	0.80%	0.31%	0.95%	0.88%	1.15%

The residential portion of the city's total net assessed valuation (NAV) is approximately 82.66%. Since 2015, the city's residential tax base has increased by roughly 3.00%, or approximately \$130 million. Despite the sizeable industrial valuation decreases on the former Merck property (nearly \$100 million from 2013-2019), now the Bristol Myers Squibb property, the city's total NAV has been increasing, on average, by \$25.9 million over the last five years. Overall, the five year NAV net gain is a modest \$129.48 million.

EQUALIZED VALUE PER CAPITA

This indicator is used for comparison purposes only.
(Summit: **NEGATIVE**)



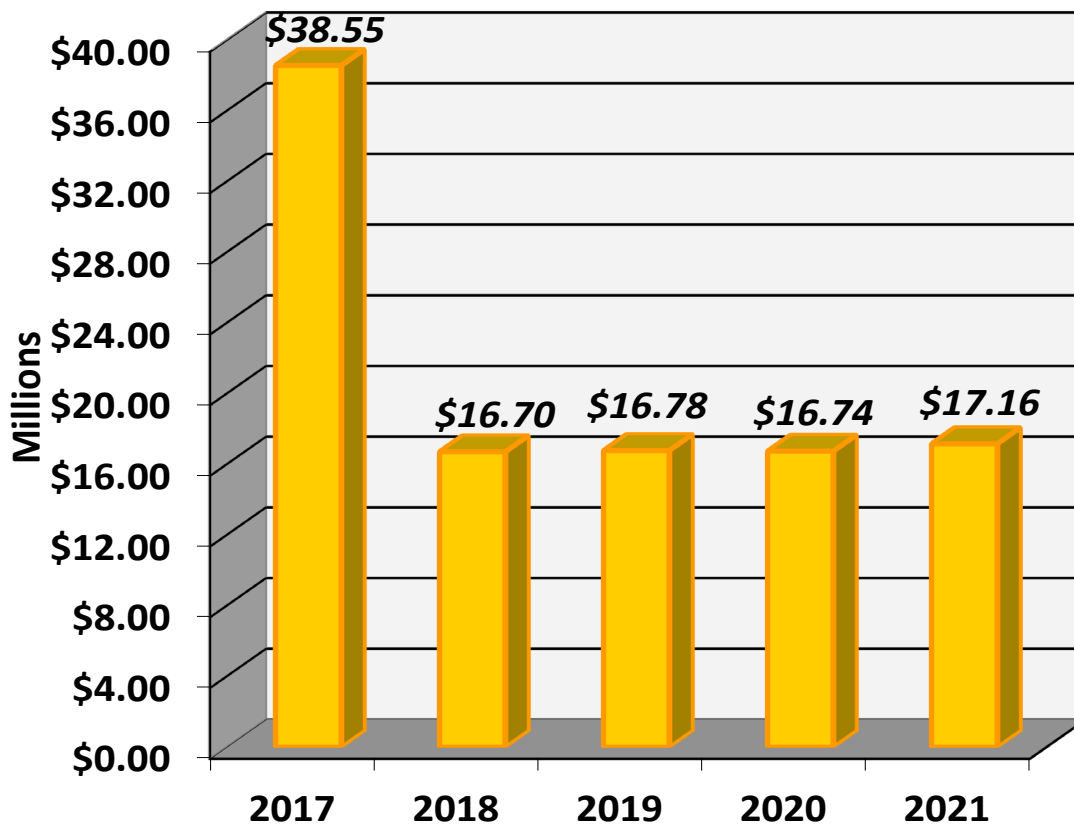
YEAR END	2017	2018	2019	2020	2021
Equalized Valuation (Three year average)	\$7,252,863,172	\$7,299,193,043	\$7,328,570,749	\$7,409,990,605	\$7,506,338,596
Population	22,019	22,323	22,016	21,897	22,719
Equalized Value Per Capita	\$329,391	\$326,981	\$332,875	\$338,402	\$330,399

Property values reflect the overall strength of a community's real estate market. Changes in property value are important because the city depends on property tax revenue to help support core services such as police, fire and public works. Fortunately, Summit's equalized property valuation (the ratio of assessed valuation to market value) is very strong with an equalized ratio of 42.42% in 2021.

CASH FLOW

Warning Trend: Decline in cash balance.
(Summit: **POSITIVE**)

Formula:
Cash Balance as of December 31



YEAR END	2017	2018	2019	2020	2021
Cash Balance (Jan. 1)	\$14,103,860	\$38,559,849	\$16,706,944	\$16,780,007	\$16,743,134
Cash Balance (Dec. 31)	\$38,559,849	\$16,706,944	\$16,780,007	\$16,743,134	\$17,160,277
Change in Cash Balance	\$24,455,989	\$(21,852,905)	\$73,063	\$(36,873)	\$417,143
Percentage Change	173.40%	-56.67%	0.44%	-0.22%	2.49%

One measure of a municipality's short-term financial condition is its cash position. Cash position includes cash, as well as other assets such as short-term investments that can be easily converted to cash. The level of this type of cash position, referred to as liquidity, measures a municipality's ability to pay its short-term obligations. Low or declining liquidity can indicate that the city has overextended itself in the long term.

*Due to major revisions in the 2017 federal tax reform law, the city experienced a vast influx of prepaid tax revenues, resulting in over \$24 million in additional cash inflow at the end of 2017. Therefore, cash flow results in December 2018 (\$16.70 million) were above average and positive compared with previous and subsequent years.

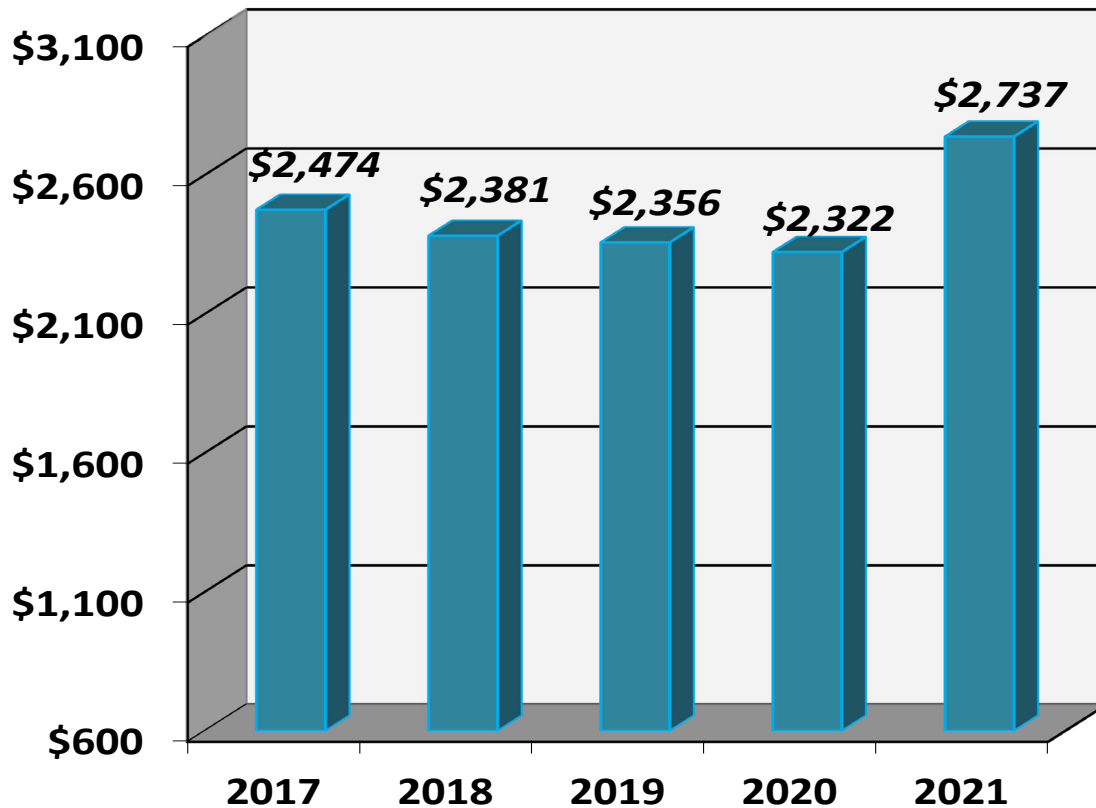
DEBT STRUCTURE

NET DEBT PER CAPITA

Warning Trend: Increasing bonded long-term debt per capita. (Summit: **NEGATIVE**)

Formula:

$$\frac{\text{Net Debt (Constant)}}{\text{Population}}$$



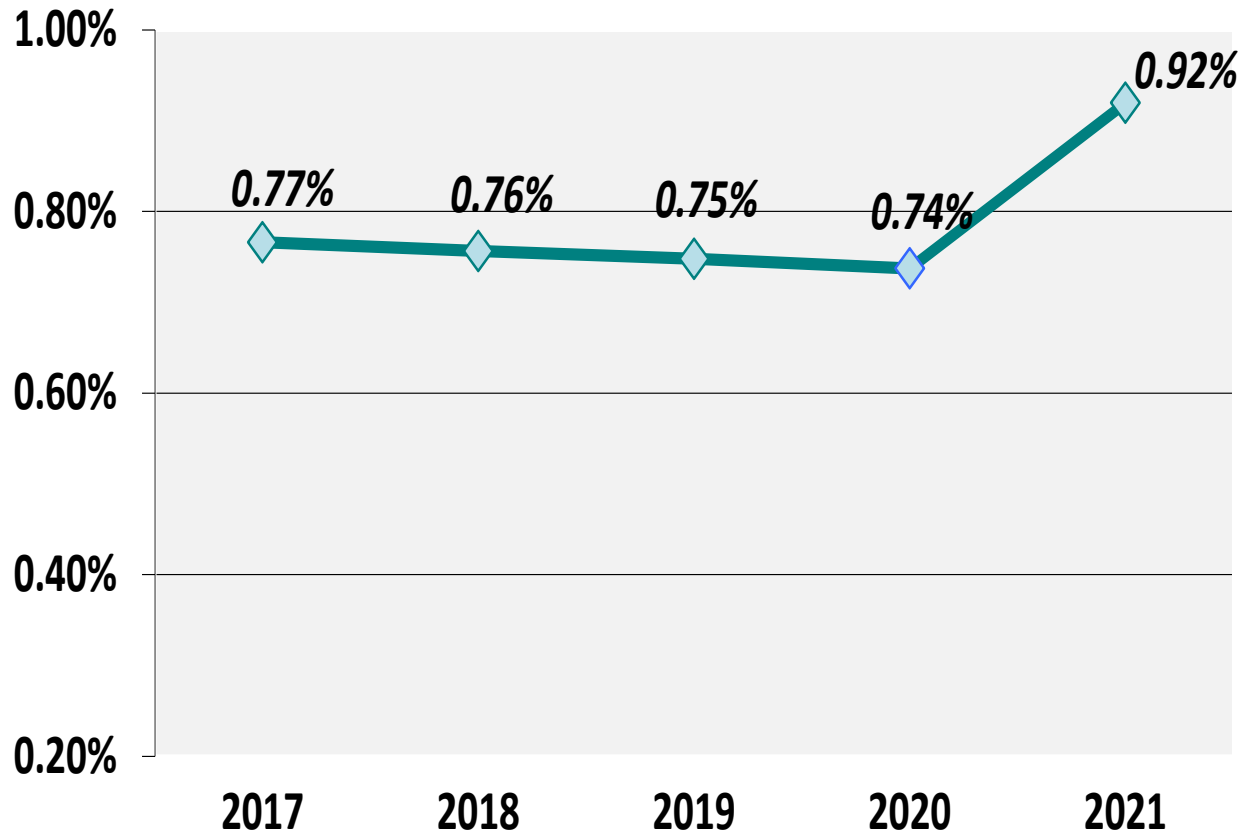
YEAR END	2017	2018	2019	2020	2021
Total Net Debt	\$55,549,571	\$55,217,303	\$54,795,251	\$54,618,423	\$69,017,771
CPI Index	268.5	273.6	278.2	282.9	292.3
CPI (constant)	0.98	0.96	0.95	0.93	0.90
Net Debt (adjusted for inflation)	\$54,483,140	\$53,143,736	\$51,880,011	\$50,843,281	\$62,185,649
Population	22,019	22,323	22,016	21,897	22,719
Net Debt per capita	\$2,474	\$2,381	\$2,356	\$2,322	\$2,737
Dollar Change	\$312	\$(93)	\$(24)	\$(35)	\$415
Percent Change	14.43%	-3.75%	-1.02%	-1.47%	17.88%

Summit has a 'AAA' bond rating from three major credit rating agencies. Similar to total debt service, rating agencies look at long-term debt per capita. Increased debt per capita presents a threat to the ability of property owners to pay taxes. This may lead to increasing pressure on the municipal property tax burden that, in turn, could negatively impact its credit rating.

NET DEBT AS A PERCENTAGE OF EQUALIZED VALUATION

Warning Trend: Increasing net debt as a percentage of average equalized valuation.
(Summit: **NEGATIVE**)

Formula:
$$\frac{\text{Net Debt}}{\text{Equalized Valuation}}$$

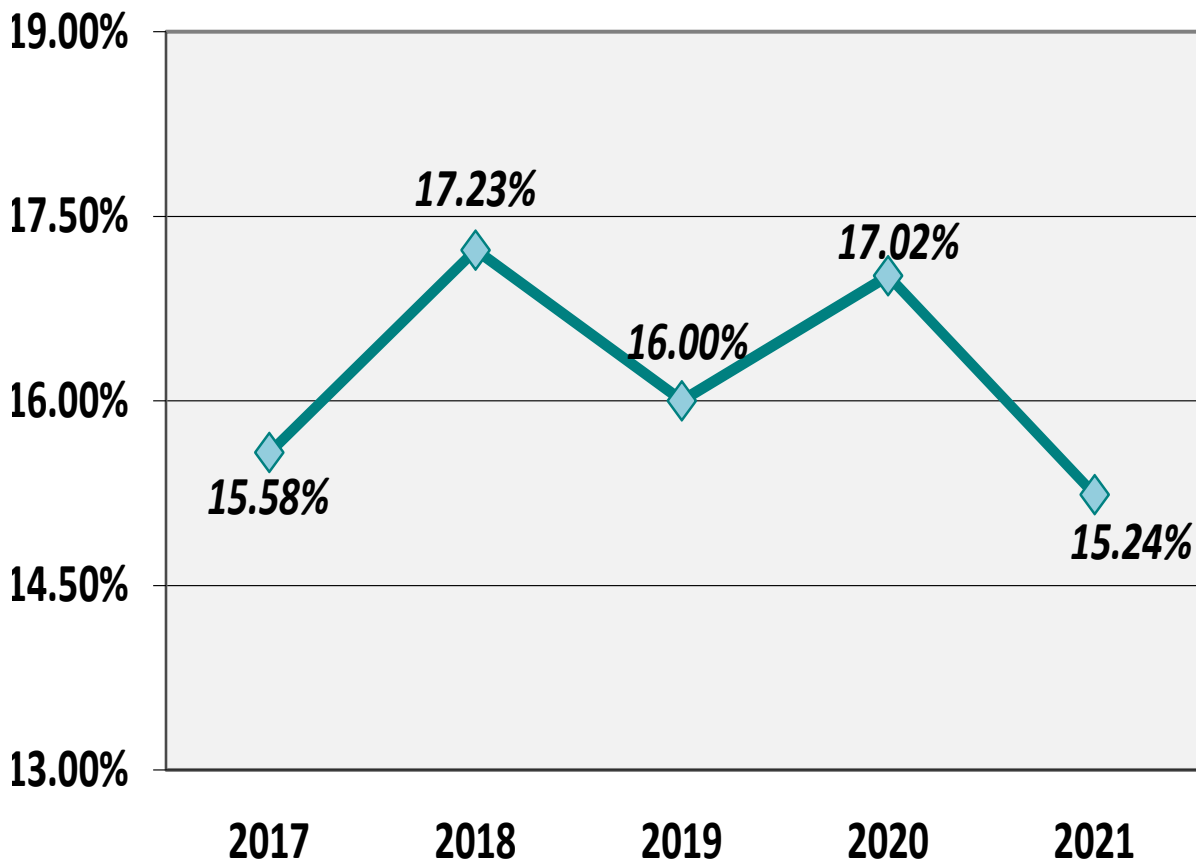


YEAR END	2017	2018	2019	2020	2021
Equalized Valuation (Three-year average)	\$7,252,863,172	\$7,299,193,043	\$7,328,570,749	\$7,409,990,605	\$7,506,338,596
Net Debt per Annual Debt Statement	\$55,549,571	\$55,217,303	\$54,795,251	\$54,618,423	\$69,017,771
Percentage Change	0.77%	0.76%	0.75%	0.74%	0.92%

DEBT SERVICE EXPENSE AS A PERCENTAGE OF TOTAL OPERATING REVENUE

Warning Trend: Increasing debt service expense as a percentage of operating revenue.
(Summit: **POSITIVE**)

Formula:
$$\frac{\text{Debt Service Expense}}{\text{Total Operating Revenue}}$$



YEAR END	2017	2018	2019	2020	2021
Operating Revenue (realized)*	\$57,134,574	\$57,780,055	\$57,913,525	\$57,635,163	\$58,103,426
Debt Service Expense**	\$8,901,466	\$9,953,511	\$9,267,127	9,807,455	\$8,855,071
TREND	15.58%	17.23%	16.00%	17.02%	15.24%

* Audited figures that include miscellaneous revenues not anticipated (MRNA).

**Increasing debt service decreases expenditure flexibility by adding to the city's fixed cost obligations (including interest on BANs). For Summit, annual debt service expense equals the combined total municipal and school debt payments. When debt service reaches 20% of operating revenue, credit rating agencies will likely raise it as a concern.

BUDGET SNAPSHOT

BUDGET SNAPSHOT

REVENUES

General Revenues

Fund Balance (Surplus)	\$ 7,900,000	\$ 7,600,000	\$ 7,600,000	3.9%
Local Revenues	3,165,698	2,840,905	3,112,778	11.4%
State Aid	3,176,628	3,287,291	3,228,737	-3.4%
Grants	155,887	328,838	984,880	-52.6%
Enterprise Funds/ Contributions	3,077,703	3,677,263	3,814,999	-16.3%
Prior Year Tax Receipts	360,000	420,000	420,000	-14.3%
<i>General Revenues Sub-Total</i>	\$ 17,835,916	\$ 18,154,297	\$ 19,161,394	-1.8%

Tax Levy Revenues

Municipal Tax Levy	\$ 28,527,436	\$ 27,651,998	\$ 27,651,998	3.2%
Local School District Debt Obligation to City	3,566,110	3,489,367	3,489,367	2.2%
Library Tax Levy	2,537,196	2,492,085	2,492,085	1.8%
<i>Tax Levy Sub-Total</i>	\$ 34,630,742	\$ 33,633,450	\$ 33,633,450	3.0%

Total Revenues

\$ 52,466,658	\$ 51,787,747	\$ 52,794,844	1.3%
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APPROPRIATIONS

Municipal Operations

General Government	\$ 1,704,699	\$ 1,663,788	\$ 1,492,637	2.5%
Finance	1,241,342	1,230,673	1,143,701	0.9%
Public Safety	11,688,549	11,650,201	11,322,535	0.3%
Community Services	7,856,476	7,518,112	6,981,454	4.5%
Community Programs	1,144,766	1,163,394	1,112,026	-1.6%
Board of Health	491,411	483,290	462,107	1.7%
Municipal Court	367,988	391,700	336,930	-6.1%
Utilities	1,191,000	1,123,000	1,089,018	6.1%
Insurance	3,543,167	3,459,054	3,459,054	2.4%
Statutory Expenditures	4,893,420	4,714,683	4,721,923	3.8%
<i>Municipal Operations Sub-Total</i>	\$ 34,122,818	\$ 33,397,895	\$ 32,121,386	2.2%

Other Appropriations

Maintenance of Free Public Library	\$ 2,537,196	\$ 2,492,084	\$ 2,336,939	1.8%
Grants	155,887	328,838	768,189	-52.6%
Interlocal Agreements	1,156,432	1,213,758	1,213,758	-4.7%
Capital Improvements	107,000	200,000	200,000	-46.5%
Municipal Debt Service	5,611,572	5,091,796	5,091,975	10.2%
School Debt Service	3,719,481	3,763,276	3,763,276	-1.2%
Deferred Charges & Reserves	55,000	240,000	100,122	-77.1%
<i>Other Appropriations Sub-Total</i>	\$ 13,342,568	\$ 13,329,753	\$ 13,474,259	0.1%

Reserve for Uncollected Taxes

\$ 5,001,272	\$ 5,060,100	\$ 5,060,100	-1.2%
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Total Appropriations

\$ 52,466,658	\$ 51,787,747	\$ 50,655,745	1.3%
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BUDGET OVERVIEW

BUDGET OVERVIEW

GENERAL REVENUES 1 OF 2

GENERAL REVENUES

Fund Balance

Fund Balance (Surplus)

Local Revenues

Alcoholic Beverage Control Licenses
Other Licenses
Municipal Court
Interest & Costs on Taxes
Interest on Investments
Community Services Fees
Drainage & Grading Fees
Briant Park - Emergency Services
Health Fees
Zoning Board Fees
Municipal Golf Course Fees
Family Aquatic Center Fees
Cable TV Franchise Fees (Verizon)
Cable TV Franchise Fees (Comcast)
Sale of Recyclable Materials
Police Off Duty Administration Fees
Hotel/Motel Occupancy Fees
AHS/Overlook Community Support Services
Utility Income Cell Tower

TOTAL LOCAL REVENUES

State Aid

School Debt Service Aid
Energy Receipts Tax

TOTAL STATE AID

Grants Revenues - Offset by Appropriations

NJ Recycling Tonnage Grant (2018)
NJ Body Armor Replacement Fund
NJ Body Armor Replacement Fund (2019-2020)
NJAW Environmental Grant
NJ DEP Clean Communities (2021)
NJ ROID Grant
Investors Foundation for Community Center
Greening Union County (2018)
Greening Union County (2015,17,19)
Greening Union County (2020)
Union County Kids Recreation Grant
Union County Kids Recreation Grant (2019)
Union County Infrastructure & Municipal Aid
NJ DOT Safe Streets to Transit (2018)
NJ DOT Safe Streets Summit Station
NJ DOT Transit Village - Village Green Pedestrian Safety Grant
NJ DOT Pine Grove Ave Project (2019)
NJ DOT Butler Pkwy Improvement Project
NJDHTS Pedestrian Safety Grant (2020)
NJDHTS Pedestrian Safety Grant (2021)
Sustainable Jersey Small Grants
NJ Air Quality Regulation Grant - Electric Charge Station Installation

TOTAL GRANTS REVENUES

Anticipated 2022	Anticipated 2021	Realized as of 12/31/2021
\$ 7,900,000	\$ 7,600,000	\$ 7,600,000

\$ 39,253	\$ 39,250	\$ 40,158
57,000	60,000	57,771
265,000	200,000	188,362
160,000	130,000	163,558
84,749	75,000	31,726
140,000	130,000	147,407
30,000	25,000	35,950
12,000	12,000	12,000
160,000	130,000	162,380
20,000	14,000	20,114
200,000	195,000	215,226
540,000	415,000	562,252
189,155	199,837	199,837
101,141	105,418	105,418
30,000	20,000	35,640
142,000	145,000	142,744
85,000	50,000	81,114
795,400	795,400	795,400
115,000	100,000	115,722
\$ 3,165,698	\$ 2,840,905	\$ 3,112,778

\$ 153,371	\$ 264,034	\$ 205,480
3,023,257	3,023,257	3,023,257
\$ 3,176,628	\$ 3,287,291	\$ 3,228,737

\$ 0	\$ 0	\$ 32,176
2,243	3,446	3,446
0	0	3,231
0	0	9,000
0	0	42,310
700	18,000	18,000
0	0	30,000
0	0	10,800
0	0	28,050
0	0	10,000
0	0	25,451
0	0	36,549
0	90,000	90,000
0	217,391	217,391
71,944	0	0
0	0	57,824
0	0	22,252
75,000	0	337,500
0	0	8,700
0	0	2,200
0	0	0
6,000	0	0
\$ 155,887	\$ 328,838	\$ 984,880

Enterprise Funds/ Contributions

Summit Housing P.I.L.O.T.
Parking Utility Share of Various Services
Parking Utility Share of Pension Costs
Parking Utility Contribution
Sewer Utility Share of Pension Costs
Sewer Utility Share of Various Services
Sewer Utility Contribution
U.C.C. Share of Pension & Health/Dental Costs
General Capital Surplus
Uniform Safety Act
FEMA Reimbursement - Covid 19 Pandemic Costs
Reserve for Municipal Debt Service
Reserve for School Debt Service
Reserve to Pay General Capital Debt (Community Center)
Reserve for Sale Of Municipal Assets
American Rescue Plan Act
TOTAL ENTERPRISE FUNDS/ CONTRIBUTIONS

Anticipated 2022	Anticipated 2021	Realized as of 12/31/2021
\$ 35,000	\$ 32,000	\$ 35,501
50,000	50,000	50,000
70,000	60,000	60,000
0	0	0
40,000	38,000	40,000
180,000	125,000	180,000
700,000	700,000	700,000
105,000	70,000	70,000
800,000	700,000	700,000
46,000	40,000	46,766
118,000	0	0
0	46,283	46,283
0	9,875	9,875
50,133	80,610	80,610
33,570	650,000	650,000
850,000	1,075,495	1,145,964
\$ 3,077,703	\$ 3,677,263	\$ 3,814,999

PRIOR YEAR TAX RECEIPTS

\$ 360,000	\$ 420,000	\$ 420,000
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General Revenues Subtotal

\$ 17,835,916	\$ 18,154,297	\$ 19,161,394
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<i>Amount To Be Raised By Taxes (Municipal Tax Levy)</i>
<i>Local School District Debt Obligation to City (School District Levy)</i>
<i>Amount to Be Raised By Taxes (Library Tax Levy)</i>
TAX LEVY TOTAL

\$ 28,527,436	\$ 27,651,998	\$ 27,651,998
3,566,110	3,489,367	3,489,367
2,537,196	2,492,085	2,492,085
\$ 34,630,742	\$ 33,633,450	\$ 33,633,450

TOTAL GENERAL REVENUES

\$ 52,466,658	\$ 51,787,747	\$ 52,794,844
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BUDGET OVERVIEW

GENERAL APPROPRIATIONS 1 OF 7

GENERAL APPROPRIATIONS

OPERATIONS WITHIN "CAPS"

Proposed 2022	Adopted Budget 2021	Final w/ Transfers 2021 as of 12/31/2021	Paid or Charged as of 12/31/2021	Appropriation Reserves
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General Government

Administrative & Executive

Salaries & Wages
Other Expenses

Subtotal

\$ 437,468	\$ 421,047	\$ 421,047	\$ 419,129	\$ 1,918
80,000	80,250	80,250	54,339	25,911
\$ 517,468	\$ 501,297	\$ 501,297	\$ 473,468	\$ 27,829

Employee Assistance Program

Other Expenses

Subtotal

\$ 5,600	\$ 5,600	\$ 5,600	\$ 5,600	\$ 0
\$ 5,600	\$ 5,600	\$ 5,600	\$ 5,600	\$ 0

Postage

Other Expenses

Subtotal

\$ 57,750	\$ 54,600	\$ 54,600	\$ 51,317	\$ 3,283
\$ 57,750	\$ 54,600	\$ 54,600	\$ 51,317	\$ 3,283

Physical Examinations - Municipal Employees

Other Expenses

Subtotal

\$ 24,000	\$ 24,000	\$ 24,000	\$ 23,300	\$ 700
\$ 24,000	\$ 24,000	\$ 24,000	\$ 23,300	\$ 700

Technology - Other Expenses

Other Expenses

Subtotal

\$ 255,000	\$ 247,500	\$ 247,500	\$ 192,481	\$ 55,019
\$ 255,000	\$ 247,500	\$ 247,500	\$ 192,481	\$ 55,019

HomeTowne TV Service Agreement

Other Expenses

Subtotal

\$ 83,000	\$ 83,000	\$ 83,000	\$ 83,000	\$ 0
\$ 83,000	\$ 83,000	\$ 83,000	\$ 83,000	\$ 0

Employee Appreciation Events

Other Expenses

Subtotal

\$ 3,000	\$ 3,000	\$ 3,000	\$ 0	\$ 3,000
\$ 3,000	\$ 3,000	\$ 3,000	\$ 0	\$ 3,000

Clerk's Office

Salaries & Wages
Other Expenses
Codification of Ordinances

Subtotal

\$ 307,916	265,641	265,641	\$ 248,816	\$ 16,825
141,550	171,050	171,050	97,954	73,096
12,000	12,000	12,000	4,901	7,099
\$ 461,466	\$ 448,691	\$ 448,691	\$ 351,671	\$ 97,020

Legal Services

Municipal Prosecutor - Salaries & Wages
Other Expenses - Legal Professional Contracts
Public Defender

Subtotal

\$ 38,915	\$ 37,600	\$ 37,600	\$ 36,193	\$ 1,407
250,000	250,000	250,000	250,000	0
8,500	8,500	14,000	14,000	0
\$ 297,415	\$ 296,100	\$ 301,600	\$ 300,193	\$ 1,407

GENERAL GOVERNMENT TOTAL

\$ 1,704,699	\$ 1,663,788	\$ 1,669,288	\$ 1,481,030	\$ 188,258
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BUDGET OVERVIEW

GENERAL APPROPRIATIONS 2 OF 7

Department of Finance

Financial Administration

Salaries & Wages
Other Expenses
Subtotal

\$	476,482	\$	458,573	\$	453,794	\$	440,019	\$	13,775
	80,050		79,740		79,740		34,871		44,869
\$	556,532	\$	538,313	\$	533,534	\$	474,890	\$	58,644

Municipal Purchasing

Other Expenses
Subtotal

\$	11,800	\$	11,800	\$	11,800	\$	11,607	\$	193
\$	11,800	\$	11,800	\$	11,800	\$	11,607	\$	193

Audit Services

Other Expenses
Subtotal

\$	48,600	\$	47,200	\$	47,200	\$	47,200	\$	0
\$	48,600	\$	47,200	\$	47,200	\$	47,200	\$	0

Contingent

Other Expenses
Subtotal

\$	1,500	\$	1,500	\$	1,500	\$	0	\$	1,500
\$	1,500	\$	1,500	\$	1,500	\$	0	\$	1,500

Tax Collection

Salaries & Wages
Other Expenses
Subtotal

\$	170,891	\$	191,714	\$	196,514	\$	196,377	\$	137
	19,355		19,370		19,370		13,737		5,633
\$	190,246	\$	211,084	\$	215,884	\$	210,114	\$	5,770

Tax Assessment

Salaries & Wages
Other Expenses
Subtotal

\$	202,614	\$	190,476	\$	191,876	\$	191,871	\$	5
	230,050		230,300		230,300		219,627		10,673
\$	432,664	\$	420,776	\$	422,176	\$	411,497	\$	10,679

FINANCE DEPARTMENT TOTAL

\$	1,241,342	\$	1,230,673	\$	1,232,094	\$	1,155,309	\$	76,593
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Public Safety

Police

Salaries & Wages
Other Expenses
Crossing Guards - Salaries & Wages
Crossing Guards - Other Expenses
Police Vehicles
Subtotal

\$	6,077,447	\$	6,048,911	\$	6,023,911	\$	5,947,091	\$	76,820
	449,300		449,300		449,300		367,460		81,840
	300,000		205,000		205,000		173,570		31,430
	4,000		4,000		4,000		1,640		2,360
	0		0		0		0		0
\$	6,830,747	\$	6,707,211	\$	6,682,211	\$	6,489,761	\$	192,450

Fire

Salaries & Wages
Other Expenses
Uniform Fire Safety Act - Salaries & Wages
Fire Hydrant Service
Subtotal

\$	4,069,857	\$	4,206,545	\$	4,209,418	\$	4,163,797	\$	45,621
	413,200		386,700		386,700		349,346		37,354
	36,545		36,545		0		0		0
	300,000		300,000		314,000		313,636		364
\$	4,819,602	\$	4,929,790	\$	4,910,118	\$	4,826,779	\$	83,339

Emergency Management

Salaries & Wages
Other Expenses
Subtotal

\$	25,000	\$	0	\$	0	\$	0	\$	0
	13,200		13,200		13,200		5,995		7,205
\$	38,200	\$	13,200	\$	13,200	\$	5,995	\$	7,205

PUBLIC SAFETY TOTAL

\$	11,688,549	\$	11,650,201	\$	11,605,529	\$	11,322,535	\$	282,994
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BUDGET OVERVIEW

GENERAL APPROPRIATIONS 3 OF 7

Department of Community Services

Community Services Administration

Salaries & Wages

Other Expenses

Downtown Maintenance

Subtotal

Proposed 2022	Adopted Budget 2021	Final w/ Transfers 2021 as of 12/31/2021	Paid or Charged as of 12/31/2021	Appropriation Reserves
\$ 530,288	\$ 505,983	\$ 495,983	\$ 475,366	\$ 20,617
83,300	93,800	93,800	80,159	13,641
8,500	8,500	8,500	8,376	124
\$ 622,088	\$ 608,283	\$ 598,283	\$ 563,901	\$ 34,382

Engineering

Salaries & Wages

Other Expenses

Subtotal

\$ 387,073	\$ 336,543	\$ 311,543	\$ 297,000	\$ 14,543
27,500	26,500	26,500	21,117	5,383
\$ 414,573	\$ 363,043	\$ 338,043	\$ 318,117	\$ 19,926

Roads Unit

Salaries & Wages

Other Expenses

Subtotal

\$ 902,129	\$ 913,479	\$ 903,479	\$ 864,901	\$ 38,578
149,000	149,000	159,000	135,235	23,765
\$ 1,051,129	\$ 1,062,479	\$ 1,062,479	\$ 1,000,136	\$ 62,343

Public Works Maintenance Unit

Salaries & Wages

Other Expenses

Subtotal

\$ 210,193	\$ 296,954	\$ 296,954	\$ 285,112	\$ 11,842
65,850	62,550	72,550	54,648	17,902
\$ 276,043	\$ 359,504	\$ 369,504	\$ 339,760	\$ 29,744

Sanitation Unit

Salaries & Wages

Other Expenses

Subtotal

\$ 708,903	\$ 682,146	\$ 672,146	\$ 584,772	\$ 87,374
4,000	4,000	4,000	3,020	980
\$ 712,903	\$ 686,146	\$ 676,146	\$ 587,792	\$ 88,354

Recycling Unit

Salaries & Wages

Other Expenses

Subtotal

\$ 88,827	\$ 81,639	\$ 81,639	\$ 84,758	(3,119)
700,750	510,350	510,350	455,155	55,195
\$ 789,577	\$ 591,989	\$ 591,989	\$ 539,913	\$ 52,076

Transfer Station

Salaries & Wages

Other Expenses

Disposal Charges

Subtotal

\$ 269,367	\$ 255,056	\$ 258,056	\$ 254,531	\$ 3,525
86,750	84,750	86,750	82,091	4,659
970,000	970,000	970,000	876,190	93,810
\$ 1,326,117	\$ 1,309,806	\$ 1,314,806	\$ 1,212,812	\$ 101,994

Compost Area

Salaries & Wages

Other Expenses

Subtotal

\$ 179,884	\$ 172,278	\$ 183,278	\$ 182,560	\$ 718
4,200	4,200	4,200	4,022	178
\$ 184,084	\$ 176,478	\$ 187,478	\$ 186,582	\$ 896

BUDGET OVERVIEW

GENERAL APPROPRIATIONS

	Proposed 2022	Adopted Budget 2021	Final w/ Transfers 2021 as of 12/31/2021	Paid or Charged as of 12/31/2021	Appropriation Reserves
Buildings & Grounds Unit					
Salaries & Wages	\$ 303,143	\$ 245,365	\$ 251,455	\$ 244,988	\$ 6,467
Other Expenses	164,750	153,750	164,750	151,428	13,322
Subtotal	\$ 467,893	\$ 399,115	\$ 416,205	\$ 396,416	\$ 19,789
Fleet Maintenance Unit					
Salaries & Wages	\$ 272,408	\$ 261,990	\$ 261,990	\$ 251,294	\$ 10,696
Other Expenses	288,700	287,700	287,700	269,651	18,049
Subtotal	\$ 561,108	\$ 549,690	\$ 549,690	\$ 520,945	\$ 28,745
Shade Trees Unit					
Salaries & Wages	\$ 733,110	\$ 686,353	\$ 693,853	\$ 692,599	\$ 1,254
Other Expenses	232,500	282,500	282,500	279,107	3,393
Subtotal	\$ 965,610	\$ 968,853	\$ 976,353	\$ 971,706	\$ 4,647
Land Use					
Salaries & Wages	\$ 16,500	\$ 16,500	\$ 16,500	\$ 13,000	\$ 3,500
Other Expenses	182,200	182,250	182,250	97,624	84,626
Subtotal	\$ 198,700	\$ 198,750	\$ 198,750	\$ 110,624	\$ 88,126
Board of Adjustment					
Salaries & Wages	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 0
Other Expenses	26,300	26,300	26,300	24,186	2,114
Subtotal	\$ 31,300	\$ 31,300	\$ 31,300	\$ 29,186	\$ 2,114
Code Enforcement					
Salaries & Wages	\$ 251,351	\$ 209,926	\$ 212,326	\$ 201,316	\$ 11,010
Other Expenses	4,000	2,750	2,750	2,246	504
Subtotal	\$ 255,351	\$ 212,676	\$ 215,076	\$ 203,562	\$ 11,514
DEPARTMENT OF COMMUNITY SERVICES TOTAL	\$ 7,856,476	\$ 7,518,112	\$ 7,526,102	\$ 6,981,454	\$ 544,648
Department of Community Programs					
Community Programs					
Salaries & Wages	\$ 565,189	\$ 604,839	\$ 604,839	\$ 599,403	\$ 5,436
Other Expenses	64,200	64,000	64,000	59,918	4,082
Subtotal	\$ 629,389	\$ 668,839	\$ 668,839	\$ 659,321	\$ 9,518
Golf Course					
Salaries & Wages	\$ 139,327	\$ 134,405	\$ 135,405	\$ 130,452	\$ 4,953
Other Expenses	72,000	70,000	70,000	51,427	18,573
Subtotal	\$ 211,327	\$ 204,405	\$ 205,405	\$ 181,879	\$ 23,526
Family Aquatic Center					
Salaries & Wages	\$ 161,000	\$ 156,000	\$ 145,000	\$ 143,817	\$ 1,183
Other Expenses	143,050	134,150	134,150	127,010	7,140
Subtotal	\$ 304,050	\$ 290,150	\$ 279,150	\$ 270,827	\$ 8,323
DEPARTMENT OF COMMUNITY PROGRAMS TOTAL	\$ 1,144,766	\$ 1,163,394	\$ 1,153,394	\$ 1,112,026	\$ 41,368

BUDGET OVERVIEW

GENERAL APPROPRIATIONS 5 OF 7

Board of Health

Salaries & Wages
Other Expenses
Dog Regulation
Social Services - S.A.G.E.
Prevention of Drug & Alcohol Abuse
Subtotal

Proposed 2022	Adopted Budget 2021	Final w/ Transfers 2021 as of 12/31/2021	Paid or Charged as of 12/31/2021	Appropriation Reserves
\$ 159,732	\$ 152,779	\$ 154,779	\$ 154,779	\$ 0
247,489	246,321	246,321	223,138	23,183
40,000	40,000	40,000	40,000	0
36,300	36,300	36,300	36,300	0
7,890	7,890	7,890	7,890	0
\$ 491,411	\$ 483,290	\$ 485,290	\$ 462,107	\$ 23,183

Municipal Court

Salaries & Wages
Other Expenses
Subtotal

\$ 42,552	\$ 40,800	\$ 40,800	\$ 40,800	\$ 0
325,436	350,900	350,900	296,130	54,770
\$ 367,988	\$ 391,700	\$ 391,700	\$ 336,930	\$ 54,770

Utilities

Electricity
Street Lighting
Telephone
Water
Fuel
Subtotal

\$ 378,000	\$ 368,000	\$ 368,000	\$ 329,510	\$ 38,490
162,000	160,000	166,440	166,439	1
207,000	194,000	219,000	213,272	5,728
80,000	77,000	77,000	72,350	4,650
364,000	324,000	349,000	307,447	41,553
\$ 1,191,000	\$ 1,123,000	\$ 1,179,440	\$ 1,089,018	\$ 90,422

Insurance

General Liability
Workers Compensation
Employee Group Health
Unemployment Insurance
Other Insurance
Subtotal

\$ 584,390	\$ 509,616	\$ 509,616	\$ 509,616	\$ 0
562,777	553,438	553,438	553,438	0
2,346,000	2,346,000	2,346,000	2,346,000	0
25,000	25,000	25,000	25,000	0
25,000	25,000	25,000	25,000	0
\$ 3,543,167	\$ 3,459,054	\$ 3,459,054	\$ 3,459,054	\$ 0

Summary Details:

Salaries & Wages
Other Expenses

\$ 18,077,611	\$ 17,828,587	\$ 17,743,826	\$ 17,337,312	\$ 406,514
\$ 11,151,787	\$ 10,854,625	\$ 10,958,065	\$ 10,062,150	\$ 895,915

Total Operations within "CAPS"

\$ 29,229,398	\$ 28,683,212	\$ 28,701,891	\$ 27,399,462	\$ 1,302,429
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BUDGET OVERVIEW

GENERAL APPROPRIATIONS 6 OF 7

Statutory Expenditures within "CAPS"

Proposed 2022	Adopted Budget 2021	Final w/ Transfers 2021 as of 12/31/2021	Paid or Charged as of 12/31/2021	Appropriation Reserves
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Pensions/ Social Security

Public Employees Retirement System (PERS)
Police Fire Retirement System (PFRS)
Defined Contribution Retirement System (DCRP)
Social Security

\$ 1,172,242	\$ 1,107,739	\$ 1,107,739	\$ 1,119,297	\$ (11,558)
2,995,897	2,914,530	2,919,202	2,919,201	1
19,500	19,500	28,010	13,209	14,801
705,781	672,914	672,914	670,216	2,698
\$ 4,893,420	\$ 4,714,683	\$ 4,727,865	\$ 4,721,923	\$ 5,942

Subtotal

Total General Appropriations within "CAPS"

\$ 34,122,818	\$ 33,397,896	\$ 33,429,757	\$ 32,121,386	\$ 1,308,371
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GENERAL APPROPRIATIONS

OPERATIONS & DEBT SERVICE EXCLUDED FROM "CAPS"

Maintenance of Free Public Library

Salaries & Wages
Other Expenses

\$ 1,593,715	\$ 1,538,250	\$ 1,538,250	\$ 1,432,171	\$ 106,079
943,481	953,835	953,835	904,768	49,067
\$ 2,537,196	\$ 2,492,084	\$ 2,492,084	\$ 2,336,939	\$ 155,146

Subtotal

Grants Appropriations - Offset by Revenues

NJ Recycling Tonnage Grant (2018)
NJ Body Armor Replacement Fund
NJ Body Armor Replacement Fund (2019-2020)
NJAW Environmental Grant
NJ DEP Clean Communities (2021)
NJ ROID Grant
Investors Foundation for Community Center
Greening Union County (2018)
Greening Union County (2015,17,19)
Greening Union County (2020)
Union County Kids Recreation Grant
Union County Kids Recreation Grant (2019)
Union County Infrastructure & Municipal Aid
NJ DOT Safe Streets to Transit (2018)
NJ DOT Safe Streets Summit Station
NJ DOT Transit Village - Village Green Pedestrian Safety Grant
NJ DOT Pine Grove Ave Project (2019)
NJ DOT Butler Pkwy Improvement Project
NJDHTS Pedestrian Safety Grant (2020)
NJDHTS Pedestrian Safety Grant (2021)
Sustainable Jersey Small Grants
NJ Air Quality Regulation Grant - Electric Charge Station Installation

\$ 0	\$ 0	\$ 32,176	\$ 32,176	\$ 0
2,243	3,446	3,446	3,446	0
0	0	3,231	3,231	0
0	0	9,000	9,000	0
0	0	42,310	42,310	0
700	18,000	18,000	18,700	(700)
0	0	30,000	30,000	0
0	0	10,800	10,800	0
0	0	28,050	28,050	0
0	0	10,000	10,000	0
0	0	25,451	25,451	0
0	0	36,549	36,549	0
0	90,000	90,000	90,000	0
0	217,391	217,391	0	217,391
71,944	0	0	0	0
0	0	57,824	57,824	0
0	0	22,252	22,252	0
75,000	0	337,500	337,500	0
0	0	8,700	8,700	0
0	0	2,200	2,200	0
0	0	0	0	0
6,000	0	0	0	0
\$ 155,887	\$ 328,838	\$ 984,880	\$ 768,189	\$ 216,692

Subtotal

Interlocal Agreements

Joint Meeting - NPSM Emergency Dispatch Center
Subtotal

\$ 1,156,432	\$ 1,213,758	\$ 1,213,758	\$ 1,213,758	\$ 0
\$ 1,156,432	\$ 1,213,758	\$ 1,213,758	\$ 1,213,758	\$ 0

Capital Improvements

Capital Improvement Fund
Subtotal

\$ 107,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 0
\$ 107,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 0

BUDGET OVERVIEW

GENERAL APPROPRIATIONS 7 OF 7

	Proposed 2022	Adopted Budget 2021	Final w/ Transfers 2021 as of 12/31/2021	Paid or Charged as of 12/31/2021	Appropriation Reserves
<u>Municipal Debt Service</u>					
Bond Principal	\$ 3,830,000	\$ 3,745,000	\$ 3,745,000	\$ 3,745,000	\$ 0
Bond Anticipation Notes Principal	175,000	0	0	0	0
Interest on Bonds	1,046,852	1,126,271	1,126,271	1,126,271	0
Interest on Bond Anticipation Notes	559,720	220,525	220,525	220,704	(179)
Downtown Business Improvement Loan	0	0	0	0	0
Subtotal	\$ 5,611,572	\$ 5,091,796	\$ 5,091,796	\$ 5,091,975	\$ (179)
<u>School Debt Service</u>					
Bond Principal	\$ 3,255,000	\$ 3,205,000	\$ 3,205,000	\$ 3,205,000	\$ 0
Bond Anticipation Notes Principal	0	0	0	0	0
Interest on Bonds	464,481	558,276	558,276	558,276	0
Interest on Bond Anticipation Notes	0	0	0	0	0
Subtotal	\$ 3,719,481	\$ 3,763,276	\$ 3,763,276	\$ 3,763,276	\$ 0
<u>Deferred Charges & Reserves</u>					
Deficit in Dedicated Assessment Budget	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Deferred Charges (Capital Expenses Unfunded)	25,000	50,000	50,000	50,000	0
Reserve for Tax Appeals	0	0	0	0	0
Reserve for Salary Adjustments	30,000	190,000	81,700	50,122	0
Reserve for Municipal Debt Service	0	0	0	0	0
Subtotal	\$ 55,000	\$ 240,000	\$ 131,700	\$ 100,122	\$ 0
Total General Appropriations excluded from "CAPS" Subtotal	\$ 13,342,568	\$ 13,329,753	\$ 13,877,495	\$ 13,474,259	\$ 403,236
<i>Reserve for Uncollected Taxes</i>	<i>\$ 5,001,272</i>	<i>\$ 5,060,100</i>	<i>\$ 5,060,100</i>	<i>\$ 5,060,100</i>	<i>\$ 0</i>
TOTAL GENERAL APPROPRIATIONS	\$ 52,466,658	\$ 51,787,748	\$ 52,367,351	\$ 50,655,745	\$ 1,711,607

TAX LEVIES & RATES

TAX LEVIES & RATES

2021-2022 COMPARISONS

<i>Tax Levies and Rates</i>	2022 Amounts	2022 Estimated Tax Rates	Estimated % of Total Tax Rate	2021-2022 % Tax Rate Change	2021 Amounts	2021 Tax Rates	2021 % of Total Tax Rate
Local School Tax Levy	\$ 69,137,266	\$ 2.135	49.09%	0.96%	\$ 67,689,697	\$ 2.115	48.99%
Local School Debt Obligation to City	3,719,481	0.109	2.51%	0.00%	3,763,276	0.109	2.52%
County Tax Levy	35,992,107	1.112	25.56%	-0.35%	35,718,867	1.116	25.85%
County Open Space Levy	1,143,278	0.035	0.81%	0.89%	1,134,743	0.035	0.81%
Library Tax Levy	2,537,196	0.078	1.80%	0.47%	2,492,085	0.078	1.81%
Municipal Appropriations (excludes R.U.T.)	41,362,080				40,746,195		
TOTAL APPROPRIATIONS	\$ 153,891,408				\$ 151,544,863		
Less : Anticipated General Revenues	17,835,916				18,154,297		
CASH REQUIRED TO SUPPORT BUDGET	\$ 136,055,492				\$ 133,390,566		
/ Anticipated Tax Collection Rate	0.9645				0.9636		
TOTAL AMOUNT TO BE RAISED BY TAXES	\$ 141,056,764				\$ 138,450,666		
Less: Total School, County & Library Tax Levies	112,529,328				110,798,669		
MUNICIPAL PURPOSE TAX LEVY	\$ 28,527,436				\$ 27,651,998		
MUNICIPAL TAX RATE		\$ 0.881	20.26%	1.98%		\$ 0.864	20.01%
Total Tax Rate (per \$100 assessment)		\$ 4.350	100.02%	0.76%		\$ 4.317	100.00%
Municipal Net Assessed Valuation (Total Land & Improvements)	\$ 3,237,730,137				\$ 3,200,766,106		

TAX LEVIES & RATES

FIVE YEAR PROJECTIONS

	Adopted 2021	Proposed 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Annual Avg. % Change
TAX LEVY PROJECTIONS								
Appropriations								
Municipal Operations	\$ 33,397,895	\$ 34,122,818	\$ 34,805,274	\$ 35,501,380	\$ 36,211,407	\$ 36,935,636	\$ 37,424,348	2.00%
Other Appropriations	13,329,753	13,342,568	13,609,419	13,881,607	14,159,239	14,442,424	14,481,273	2.00%
Less: Library Appropriations	(2,492,085)	(2,537,196)	(2,587,940)	(2,639,699)	(2,692,493)	(2,746,343)	(2,801,269)	2.00%
Less: School District Debt Obligations	(3,489,367)	(3,566,110)	(3,566,110)	(3,483,480)	(3,162,820)	(3,133,287)	(3,108,656)	0.00%
Municipal Appropriations	\$ 40,746,195	\$ 41,362,079	\$ 42,260,643	\$ 43,259,808	\$ 44,515,334	\$ 45,498,430	\$ 45,995,696	1.50%
Tax Levy Totals	\$ 110,798,668	\$ 112,529,328	\$ 110,989,559	\$ 113,212,935	\$ 115,480,851	\$ 117,794,198	\$ 120,753,887	0.00%
TOTAL APPROPRIATIONS	\$ 151,544,863	\$ 153,891,407	\$ 153,250,202	\$ 156,472,743	\$ 159,996,185	\$ 163,292,628	\$ 166,749,582	0.75%
Non-Tax General Revenues	\$ (18,154,297)	\$ (17,835,916)	\$ (17,844,834)	\$ (17,853,757)	\$ (17,862,683)	\$ (17,871,615)	\$ (17,880,551)	0.05%
Cash Needed to Support Budget	\$ 133,390,566	\$ 136,055,491	\$ 135,405,368	\$ 138,618,987	\$ 142,133,501	\$ 145,421,013	\$ 148,869,032	0.40%
Reserve for Uncollected Taxes	\$ 5,060,100	\$ 5,001,272	\$ 5,101,297	\$ 5,203,323	\$ 5,307,390	\$ 5,413,538	\$ 5,521,808	2.00%
Total Tax Levy	\$ 138,450,666	\$ 141,056,763	\$ 140,506,665	\$ 143,822,310	\$ 147,440,891	\$ 150,834,551	\$ 154,390,840	2.20%
TAX LEVY BREAKDOWN								
Municipal Tax Levy	\$ 27,651,998	\$ 28,527,436	\$ 29,099,382	\$ 29,682,796	\$ 30,277,906	\$ 30,884,948	\$ 32,004,160	2.00%
Local School District Tax Levy	67,689,697	69,137,266	70,523,399	71,937,323	73,379,594	74,850,782	76,651,465	2.00%
Local School District Debt Obligation	3,763,276	3,719,481	3,794,053	3,870,120	3,947,712	4,026,860	4,407,594	2.00%
County Tax Levy	35,718,867	35,992,107	36,711,950	37,446,189	38,195,112	38,959,015	39,938,195	2.00%
County Open Space Tax Levy	1,134,743	1,143,278	1,166,143	1,189,466	1,213,256	1,237,521	1,362,271	2.00%
Library Tax Levy	2,492,085	2,537,196	2,588,067	2,639,958	2,692,889	2,746,881	2,801,956	2.00%
Total Tax Levy	\$ 138,450,666	\$ 141,056,764	\$ 143,882,994	\$ 146,765,851	\$ 149,706,469	\$ 152,706,005	\$ 157,165,641	2.00%
TAX RATE BREAKDOWN								
Municipal Tax Rate	\$ 0.864	\$ 0.881	\$ 0.899	\$ 0.917	\$ 0.935	\$ 0.954	\$ 0.973	2.00%
Local School District Tax Rate	2.115	2.135	2.178	2.222	2.266	2.312	2.358	2.00%
Local School District Debt Obligation	0.109	0.109	0.111	0.113	0.116	0.118	0.120	2.00%
County Tax Rate	1.116	1.112	1.134	1.157	1.180	1.203	1.227	2.00%
County Open Space Tax Rate	0.035	0.035	0.036	0.037	0.037	0.038	0.039	2.00%
Library Tax Rate	0.078	0.078	0.080	0.082	0.083	0.085	0.087	2.00%
Total Tax Rate	\$ 4.317	\$ 4.351	\$ 4.438	\$ 4.527	\$ 4.618	\$ 4.710	\$ 4.804	2.00%
NET VALUATION TAXABLE	\$ 3,200,766,106	\$ 3,237,730,137	\$ 3,237,730,137	\$ 3,237,730,137	\$ 3,237,730,137	\$ 3,237,730,137	\$ 3,237,730,137	0.00%
MUNICIPAL TAX POINT INCREASE	\$ 0.000	\$ 0.017	\$ 0.018	\$ 0.018	\$ 0.018	\$ 0.019	\$ 0.019	
MUNICIPAL TAX % INCREASE	0.00%	1.98%	2.00%	2.00%	2.00%	2.00%	2.00%	

**RESERVE FOR
UNCOLLECTED
TAXES
(R.U.T.)**

2022 Reserve for Uncollected Taxes	
Local School Taxes (estimated)	\$ 69,137,266
Local School Debt Obligation to City	3,719,481
County Taxes (estimated)	35,992,107
County Open Space Levy (estimated)	1,143,278
Library Taxes	2,537,196
Municipal Appropriations (excludes R.U.T.)	41,362,080
TOTAL APPROPRIATIONS	\$ 153,891,408
<i>Less: Anticipated General Revenues</i>	17,835,916
CASH REQUIRED TO SUPPORT BUDGET	\$ 136,055,492
<i>Anticipated Tax Collection Rate</i>	0.96454426
TOTAL AMOUNT TO BE RAISED BY TAXES	\$ 141,056,764
<i>Less: Cash Required to Support Budget</i>	136,055,492
RESERVE FOR UNCOLLECTED TAXES (R.U.T.)	\$ 5,001,272

REVENUES
&
APPROPRIATIONS

REVENUES & APPROPRIATIONS

FIVE YEAR HISTORICAL DATA

GENERAL REVENUES

Realized 2018	Realized 2019	Realized 2020	Realized 2021	Anticipated 2022	Annual % Change From 2021
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Fund Balance

Fund Balance (Surplus)

\$ 6,900,000	\$ 6,900,000	\$ 6,900,000	\$ 7,600,000	\$ 7,900,000	3.9%
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Local Revenues

Alcoholic Beverage Control Licenses	\$ 40,200	\$ 39,978	\$ 40,356	\$ 40,158	\$ 39,253	-2.3%
Other Licenses	103,474	93,278	60,758	57,771	57,000	-1.3%
Municipal Court	497,181	491,878	239,440	188,362	265,000	40.7%
Interest & Costs on Taxes	181,404	207,699	176,597	163,558	160,000	-2.2%
Interest on Investments	507,033	522,075	107,654	31,726	84,749	167.1%
Old Town Hall Rent	34,583	42,167	6,984	0	0	0.0%
Community Services Fees	103,436	117,511	134,890	147,407	140,000	-5.0%
Drainage & Grading Fees	22,050	23,800	29,355	35,950	30,000	-16.6%
Briant Park - Emergency Services	12,000	12,000	12,000	12,000	12,000	0.0%
Health Fees	163,741	180,220	130,175	162,380	160,000	-1.5%
Zoning Board Fees	26,531	37,227	14,354	20,114	20,000	-0.6%
Municipal Golf Course Fees	154,029	161,268	199,373	215,226	200,000	-7.1%
Family Aquatic Center Fees	489,097	521,449	282,398	562,252	540,000	-4.0%
Cable TV Franchise Fees (Verizon)	221,408	214,177	209,617	199,837	189,155	-5.3%
Cable TV Franchise Fees (Comcast)	126,073	115,768	112,748	105,418	101,141	-4.1%
Sale of Recyclable Materials	78,838	48,386	23,144	35,640	30,000	-15.8%
Police Off Duty Administration Fees	85,143	103,320	148,201	142,744	142,000	-0.5%
Hotel/Motel Occupancy Fees	157,161	120,991	58,597	81,114	85,000	4.8%
AHS/Overlook Community Support Services	795,400	795,400	795,400	795,400	795,400	0.0%
Utility Income Cell Tower	86,610	74,625	162,681	\$ 115,722	115,000	-0.6%
TOTAL LOCAL REVENUES	\$ 3,885,392	\$ 3,923,216	\$ 2,944,723	\$ 3,112,778	\$ 3,165,698	1.7%

State Aid

School Debt Service Aid	\$ 409,338	\$ 409,875	\$ 464,929	\$ 205,480	\$ 153,371	-25.4%
Energy Receipts Tax	3,023,257	3,023,257	3,023,257	\$ 3,023,257	\$ 3,023,257	0.0%
TOTAL STATE AID	\$ 3,432,595	\$ 3,433,132	\$ 3,488,186	\$ 3,228,737	\$ 3,176,628	-1.6%

Grants

Grants	\$ 678,052	\$ 537,629	\$ 1,179,530	\$ 984,880	\$ 155,887	-84.2%
TOTAL GRANT REVENUES	\$ 678,052	\$ 537,629	\$ 1,179,530	\$ 984,880	\$ 155,887	-84.2%

REVENUES & APPROPRIATIONS

FIVE YEAR HISTORICAL DATA

	Realized 2018	Realized 2019	Realized 2020	Realized 2021	Anticipated 2022	Annual % Change From 2021
Enterprise Funds/ Contributions						
Summit Housing P.I.L.O.T.	\$ 52,988	\$ 42,938	\$ 32,623	\$ 35,501	\$ 35,000	-1.4%
Parking Utility Share of Debt Service	408,154	0	0	0	0	0.0%
Parking Utility Share of Various Services	250,000	250,000	250,000	50,000	50,000	0.0%
Parking Utility Share of Pension Costs	55,000	60,000	60,000	60,000	70,000	16.7%
Parking Utility Contribution	360,000	800,000	550,000	0	0	0.0%
Sewer Utility Share of Pension Costs	40,000	38,000	40,000	40,000	40,000	0.0%
Sewer Utility Share of Various Services	115,000	120,000	175,000	180,000	180,000	0.0%
Sewer Utility Contribution	200,000	490,000	490,000	700,000	700,000	0.0%
U.C.C. Share of Pension & Health/Dental Costs	49,000	70,000	70,000	70,000	105,000	50.0%
General Capital Surplus	324,524	328,000	380,000	700,000	800,000	14.3%
SDI Share of Debt Service	10,188	0	0	0	0	0.0%
Uniform Safety Act	51,682	60,160	40,910	46,766	46,000	-1.6%
FEMA Reimbursement - Covid 19 Pandemic Costs	0	0	0	0	118,000	100.0%
Reserve for Municipal Debt Service	0	210,000	193,000	46,283	0	-100.0%
Reserve for School Debt Service	0	26,199	91,784	9,875	0	-100.0%
Reserve for Regional Environmental Health (Current Fund)	0	18,123	0	0	0	0.0%
Reserve to pay General Capital Debt (Community Center)	0	0	148,000	80,610	50,133	-37.8%
Reserve Insurance Settlement General Capital	0	836	0	0	0	0.0%
Rebate Liability (General Capital)	0	3,133	0	0	0	0.0%
Prepaid Assessment Morris/Kent (General Capital)	0	5,000	0	0	0	0.0%
Bond Sale Costs (General Capital)	0	604	0	0	0	0.0%
Reserve for Public Defender Trust	0	0	0	0	0	0.0%
Reserve Refunding Bond Costs	39,343	0	0	0	0	0.0%
Reserve for Sale of Municipal Assets	375,000	541,000	850,000	650,000	33,570	-94.8%
American Rescue Plan Act	0	0	0	1,145,964	850,000	100.0%
TOTAL ENTERPRISE FUNDS/ CONTRIBUTIONS	\$ 2,330,879	\$ 3,063,993	\$ 3,371,317	\$ 3,814,999	\$ 3,077,703	-19.3%
Prior Year Tax Receipts						
Prior Year Tax Receipts	\$ 495,148	\$ 638,803	\$ 483,163	\$ 420,000	\$ 360,000	-14.3%
TOTAL PRIOR YEAR TAX RECEIPTS	\$ 495,148	\$ 638,803	\$ 483,163	\$ 420,000	\$ 360,000	-14.3%
GENERAL REVENUES SUBTOTAL	\$ 17,722,066	\$ 18,496,773	\$ 18,366,919	\$ 19,161,394	\$ 17,835,916	-6.9%
<i>Amount To Be Raised By Taxes (Municipal Tax Levy)</i>	\$ 26,456,806	\$ 26,792,506	\$ 27,103,871	\$ 27,651,998	\$ 28,527,436	3.2%
<i>Local School District Obligation to City (School District Levy)</i>	4,664,313	4,838,824	4,588,290	3,489,367	3,566,110	2.2%
<i>Amount to Be Raised By Taxes (Library Tax Levy)</i>	2,410,620	2,440,785	2,479,745	2,492,085	2,537,196	1.8%
TAX LEVY TOTAL	\$ 33,531,739	\$ 34,072,115	\$ 34,171,906	\$ 33,633,450	\$ 34,630,742	3.0%
TOTAL GENERAL REVENUES	\$ 51,253,805	\$ 52,568,888	\$ 52,538,825	\$ 52,794,844	\$ 52,466,658	-0.6%

REVENUES & APPROPRIATIONS

FIVE YEAR HISTORICAL DATA

GENERAL APPROPRIATIONS OPERATIONS WITHIN "CAPS"

General Government

Administrative & Executive

Salaries & Wages

Other Expenses

Subtotal

Adopted 2018	Adopted 2019	Adopted 2020	Adopted 2021	Proposed 2022	Annual % Change From 2021
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\$	364,800	\$	364,150	\$	393,474	\$	421,047	\$	437,468		3.9%
	75,500		80,250		84,250		80,250		80,000		-0.3%
\$	440,300	\$	444,400	\$	477,724	\$	501,297	\$	517,468		3.2%

Employee Assistance Program

Other Expenses

Subtotal

\$	5,600	\$	5,600	\$	5,600	\$	5,600	\$	5,600		0.0%
\$	5,600	\$	5,600	\$	5,600	\$	5,600	\$	5,600		0.0%

Postage

Other Expenses

Subtotal

\$	57,200	\$	45,600	\$	47,600	\$	54,600	\$	57,750		5.8%
\$	57,200	\$	45,600	\$	47,600	\$	54,600	\$	57,750		5.8%

Physical Examinations - Municipal Employees

Other Expenses

Subtotal

\$	10,000	\$	10,000	\$	24,500	\$	24,000	\$	24,000		0.0%
\$	10,000	\$	10,000	\$	24,500	\$	24,000	\$	24,000		0.0%

Technology - Other Expenses

Other Expenses

Subtotal

\$	239,500	\$	247,000	\$	239,000	\$	247,500	\$	255,000		3.0%
\$	239,500	\$	247,000	\$	239,000	\$	247,500	\$	255,000		3.0%

HomeTowne TV Service Agreement

Other Expenses

Subtotal

\$	86,750	\$	82,486	\$	80,591	\$	83,000	\$	83,000		0.0%
\$	86,750	\$	82,486	\$	80,591	\$	83,000	\$	83,000		0.0%

Employee Appreciation Events

Other Expenses

Subtotal

\$	5,000	\$	5,000	\$	3,000	\$	3,000	\$	3,000		0.0%
\$	5,000	\$	5,000	\$	3,000	\$	3,000	\$	3,000		0.0%

Clerk's Office

Salaries & Wages

Other Expenses

Codification of Ordinances

Subtotal

\$	220,000	\$	247,650	\$	288,525	\$	265,641	\$	307,916		15.9%
	151,800		174,150		164,350		171,050		141,550		-17.2%
	10,000		10,000		12,000		12,000		12,000		0.0%
\$	381,800	\$	431,800	\$	464,875	\$	448,691	\$	461,466		2.8%

Legal Services

Municipal Prosecutor - Salaries & Wages

Other Expenses - Legal Professional Contracts

Public Defender

Subtotal

\$	35,200	\$	35,900	\$	35,900	\$	37,600	\$	38,915		3.5%
	220,000		220,000		240,000		250,000		250,000		0.0%
	8,500		8,500		8,500		8,500		8,500		0.0%
\$	263,700	\$	264,400	\$	284,400	\$	296,100	\$	297,415		0.4%

GENERAL GOVERNMENT TOTAL

\$	1,489,850	\$	1,536,286	\$	1,627,290	\$	1,663,788	\$	1,704,699		2.5%
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REVENUES & APPROPRIATIONS

FIVE YEAR HISTORICAL DATA

	Adopted 2018	Adopted 2019	Adopted 2020	Adopted 2021	Proposed 2022	Annual % Change From 2021
Department of Finance						
Financial Administration						
Salaries & Wages	\$ 403,100	\$ 399,100	\$ 442,459	\$ 458,573	\$ 476,482	3.9%
Other Expenses	79,420	83,620	83,622	79,740	80,050	0.4%
Subtotal	\$ 482,520	\$ 482,720	\$ 526,081	\$ 538,313	\$ 556,532	3.4%
Municipal Purchasing						
Other Expenses	\$ 16,000	\$ 14,000	\$ 12,800	\$ 11,800	\$ 11,800	0.0%
Subtotal	\$ 16,000	\$ 14,000	\$ 12,800	\$ 11,800	\$ 11,800	0.0%
Audit Services						
Other Expenses	\$ 42,000	\$ 45,000	\$ 46,000	\$ 47,200	\$ 48,600	3.0%
Subtotal	\$ 42,000	\$ 45,000	\$ 46,000	\$ 47,200	\$ 48,600	3.0%
Contingent						
Other Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%
Subtotal	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%
Tax Collection						
Salaries & Wages	\$ 158,100	\$ 167,500	\$ 171,800	\$ 191,714	\$ 170,891	-10.9%
Other Expenses	18,790	19,945	19,145	19,370	19,355	-0.1%
Subtotal	\$ 176,890	\$ 187,445	\$ 190,945	\$ 211,084	\$ 190,246	-9.9%
Tax Assessment						
Salaries & Wages	\$ 226,400	\$ 233,550	\$ 240,825	\$ 190,476	\$ 202,614	6.4%
Other Expenses	319,400	283,400	233,400	230,300	230,050	-0.1%
Subtotal	\$ 545,800	\$ 516,950	\$ 474,225	\$ 420,776	\$ 432,664	2.8%
FINANCE DEPARTMENT TOTAL	\$ 1,264,710	\$ 1,247,615	\$ 1,251,551	\$ 1,230,673	\$ 1,241,342	0.9%
Public Safety						
Police						
Salaries & Wages	\$ 5,862,185	\$ 5,814,050	\$ 5,914,270	\$ 6,048,911	\$ 6,077,447	0.5%
Other Expenses	373,800	427,800	448,800	449,300	449,300	0.0%
Crossing Guards - Salaries & Wages	236,300	240,000	205,000	205,000	300,000	46.3%
Crossing Guards - Other Expenses	4,000	4,000	4,000	4,000	4,000	0.0%
Police Vehicles	0	0	0	0	0	0.0%
Subtotal	\$ 6,476,285	\$ 6,485,850	\$ 6,572,070	\$ 6,707,211	\$ 6,830,747	1.8%
Fire						
Salaries & Wages	\$ 3,990,300	\$ 4,185,806	\$ 4,272,243	\$ 4,206,545	\$ 4,069,857	-3.2%
Other Expenses	290,200	301,700	304,700	386,700	413,200	6.9%
Uniform Fire Safety Act - Salaries & Wages	36,545	36,545	36,545	36,545	36,545	0.0%
Fire Hydrant Service	280,000	300,000	300,000	300,000	300,000	0.0%
Subtotal	\$ 4,597,045	\$ 4,824,051	\$ 4,913,488	\$ 4,929,790	\$ 4,819,602	-2.2%
Emergency Management						
Other Expenses	\$ 13,500	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	0.0%
Subtotal	\$ 13,500	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	0.0%
PUBLIC SAFETY TOTAL	\$ 11,086,830	\$ 11,323,101	\$ 11,498,758	\$ 11,650,201	\$ 11,663,549	0.1%

REVENUES & APPROPRIATIONS

FIVE YEAR HISTORICAL DATA

Department of Community Services

Community Services Administration

Salaries & Wages	\$ 557,000	\$ 473,637	\$ 495,483	\$ 505,983	\$ 530,288	4.8%
Other Expenses	90,000	91,300	86,800	93,800	83,300	-11.2%
Downtown Maintenance	8,500	8,500	8,500	8,500	8,500	0.0%
Subtotal	\$ 655,500	\$ 573,437	\$ 590,783	\$ 608,283	\$ 622,088	2.3%

Engineering

Salaries & Wages	\$ 357,300	\$ 365,725	\$ 373,509	\$ 336,543	\$ 387,073	15.0%
Other Expenses	25,700	26,150	26,000	26,500	27,500	3.8%
Subtotal	\$ 383,000	\$ 391,875	\$ 399,509	\$ 363,043	\$ 414,573	14.2%

Roads Unit

Salaries & Wages	\$ 920,000	\$ 939,050	\$ 880,401	\$ 913,479	\$ 902,129	-1.2%
Other Expenses	224,600	212,000	149,000	149,000	149,000	0.0%
Subtotal	\$ 1,144,600	\$ 1,151,050	\$ 1,029,401	\$ 1,062,479	\$ 1,051,129	-1.1%

Public Works Maintenance Unit

Salaries & Wages	\$ 354,310	\$ 293,400	\$ 286,326	\$ 296,954	\$ 210,193	-29.2%
Other Expenses	62,500	61,750	61,750	62,550	65,850	5.3%
Subtotal	\$ 416,810	\$ 355,150	\$ 348,076	\$ 359,504	\$ 276,043	-23.2%

Sanitation Unit

Salaries & Wages	\$ 724,000	\$ 737,000	\$ 660,185	\$ 682,146	\$ 708,903	3.9%
Other Expenses	10,100	4,000	4,000	4,000	4,000	0.0%
Subtotal	\$ 734,100	\$ 741,000	\$ 664,185	\$ 686,146	\$ 712,903	3.9%

Recycling Unit

Salaries & Wages	\$ 76,900	\$ 78,100	\$ 78,100	\$ 81,639	\$ 88,827	8.8%
Other Expenses	252,900	252,750	370,750	510,350	700,750	37.3%
Subtotal	\$ 329,800	\$ 330,850	\$ 448,850	\$ 591,989	\$ 789,577	33.4%

Transfer Station

Salaries & Wages	\$ 285,200	\$ 294,000	\$ 232,019	\$ 255,056	\$ 269,367	5.6%
Other Expenses	55,075	54,750	54,750	84,750	86,750	2.4%
Disposal Charges	875,000	875,000	1,070,000	970,000	970,000	0.0%
Subtotal	\$ 1,215,275	\$ 1,223,750	\$ 1,356,769	\$ 1,309,806	\$ 1,326,117	1.2%

Compost Area

Salaries & Wages	\$ 160,800	\$ 175,950	\$ 161,304	\$ 172,278	\$ 179,884	4.4%
Other Expenses	5,075	4,200	4,200	4,200	4,200	0.0%
Subtotal	\$ 165,875	\$ 180,150	\$ 165,504	\$ 176,478	\$ 184,084	4.3%

REVENUES & APPROPRIATIONS

FIVE YEAR HISTORICAL DATA

	Adopted 2018	Adopted 2019	Adopted 2020	Adopted 2021	Proposed 2022	Annual % Change From 2021
Buildings & Grounds Unit						
Salaries & Wages	\$ 264,000	\$ 317,300	\$ 236,770	\$ 245,365	\$ 303,143	23.5%
Other Expenses	143,850	138,500	152,000	153,750	164,750	7.2%
Subtotal	\$ 407,850	\$ 455,800	\$ 388,770	\$ 399,115	\$ 467,893	17.2%
Fleet Maintenance Unit						
Salaries & Wages	\$ 278,400	\$ 275,425	\$ 253,038	\$ 261,990	\$ 272,408	4.0%
Other Expenses	225,950	250,485	274,150	287,700	288,700	0.3%
Subtotal	\$ 504,350	\$ 525,910	\$ 527,188	\$ 549,690	\$ 561,108	2.1%
Shade Trees Unit						
Salaries & Wages	\$ 558,000	\$ 572,000	\$ 651,379	\$ 686,353	\$ 733,110	6.8%
Other Expenses	219,250	219,500	277,500	282,500	232,500	-17.7%
Subtotal	\$ 777,250	\$ 791,500	\$ 928,879	\$ 968,853	\$ 965,610	-0.3%
Land Use						
Salaries & Wages	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	0.0%
Other Expenses	196,750	199,750	164,250	182,250	182,200	0.0%
Subtotal	\$ 213,250	\$ 216,250	\$ 180,750	\$ 198,750	\$ 198,700	0.0%
Board of Adjustment						
Salaries & Wages	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Other Expenses	33,300	33,300	26,500	26,300	26,300	0.0%
Subtotal	\$ 38,300	\$ 38,300	\$ 31,500	\$ 31,300	\$ 31,300	0.0%
Code Enforcement						
Salaries & Wages	\$ 197,900	\$ 221,774	\$ 210,810	\$ 209,926	\$ 251,351	19.7%
Other Expenses	3,250	3,750	2,750	2,750	4,000	45.5%
Subtotal	\$ 201,150	\$ 225,524	\$ 213,560	\$ 212,676	\$ 255,351	20.1%
DEPARTMENT OF COMMUNITY SERVICES TOTAL	\$ 7,187,110	\$ 7,200,546	\$ 7,273,724	\$ 7,518,112	\$ 7,856,476	4.5%

REVENUES & APPROPRIATIONS

FIVE YEAR HISTORICAL DATA

Adopted 2018	Adopted 2019	Adopted 2020	Adopted 2021	Proposed 2022	Annual % Change From 2021
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Department of Community Programs

Community Programs

Salaries & Wages	\$ 602,000	\$ 633,060	\$ 496,197	\$ 604,839	\$ 565,189	-6.6%
Other Expenses	74,700	76,000	64,000	64,000	64,200	0.3%
Subtotal	\$ 676,700	\$ 709,060	\$ 560,197	\$ 668,839	\$ 629,389	-5.9%

Golf Course

Salaries & Wages	\$ 129,900	\$ 131,100	\$ 131,100	\$ 134,405	\$ 139,327	3.7%
Other Expenses	61,000	61,000	70,000	70,000	72,000	2.9%
Subtotal	\$ 190,900	\$ 192,100	\$ 201,100	\$ 204,405	\$ 211,327	3.4%

Family Aquatic Center

Salaries & Wages	\$ 158,000	\$ 157,000	\$ 134,000	\$ 156,000	\$ 161,000	3.2%
Other Expenses	131,350	133,450	134,150	134,150	143,050	6.6%
Subtotal	\$ 289,350	\$ 290,450	\$ 268,150	\$ 290,150	\$ 304,050	4.8%

DEPARTMENT OF COMMUNITY PROGRAMS TOTAL

\$ 1,156,950	\$ 1,191,610	\$ 1,029,447	\$ 1,163,394	\$ 1,144,766	-1.6%
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Board of Health

Salaries & Wages	\$ 242,400	\$ 144,000	\$ 146,966	\$ 152,779	\$ 159,732	4.6%
Other Expenses	121,400	214,855	219,254	246,321	247,489	0.5%
Dog Regulation	40,000	40,000	40,000	40,000	40,000	0.0%
Social Services - S.A.G.E.	35,600	36,300	36,300	36,300	36,300	0.0%
Prevention of Drug & Alcohol Abuse	7,890	7,890	7,890	7,890	7,890	0.0%
Subtotal	\$ 447,290	\$ 443,045	\$ 450,410	\$ 483,290	\$ 491,411	1.7%

Municipal Court

Salaries & Wages	\$ 56,300	\$ 56,300	\$ 40,000	\$ 40,800	\$ 42,552	4.3%
Other Expenses	268,655	343,000	364,128	350,900	325,436	-7.3%
Subtotal	\$ 324,955	\$ 399,300	\$ 404,128	\$ 391,700	\$ 367,988	-6.1%

Utilities

Electricity	\$ 345,000	\$ 353,000	\$ 368,000	\$ 368,000	\$ 378,000	2.7%
Street Lighting	162,000	160,000	160,000	160,000	162,000	1.3%
Telephone	200,000	194,000	194,000	194,000	207,000	6.7%
Water	66,500	67,000	77,000	77,000	80,000	3.9%
Fuel	361,000	347,000	344,000	324,000	364,000	12.3%
Subtotal	\$ 1,134,500	\$ 1,121,000	\$ 1,143,000	\$ 1,123,000	\$ 1,191,000	6.1%

REVENUES & APPROPRIATIONS

FIVE YEAR HISTORICAL DATA

Adopted 2018	Adopted 2019	Adopted 2020	Adopted 2021	Proposed 2022	Annual % Change From 2021
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Insurance

General Liability	\$ 471,928	\$ 486,086	\$ 517,536	\$ 509,616	\$ 584,390	14.7%
Workers Compensation	561,833	578,688	547,554	553,438	562,777	1.7%
Employee Group Health	2,650,000	2,600,000	2,415,000	2,346,000	2,346,000	0.0%
Unemployment Insurance	50,000	50,000	50,000	25,000	25,000	0.0%
Other Insurance	52,000	25,000	25,000	25,000	25,000	0.0%
Subtotal	\$ 3,785,761	\$ 3,739,774	\$ 3,555,090	\$ 3,459,054	\$ 3,543,167	2.4%

Summary Details:

Salaries & Wages	\$ 17,485,340	\$ 17,619,072	\$ 17,498,628	\$ 17,828,587	\$ 18,077,611	1.4%
Other Expenses	10,392,616	10,583,205	10,734,770	10,854,625	11,151,787	2.7%

Total Operations within "CAPS"

\$ 27,877,956	\$ 28,202,277	\$ 28,233,398	\$ 28,683,212	\$ 29,229,398	1.9%
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Statutory Expenditures within "CAPS"

Pensions/ Social Security

Public Employees Retirement System (PERS)	\$ 1,041,459	\$ 1,117,378	\$ 1,038,605	\$ 1,107,739	\$ 1,172,242	5.8%
Police Fire Retirement System (PFRS)	2,342,567	2,541,918	2,612,719	2,914,530	2,995,897	2.8%
Defined Contribution Retirement System (DCRP)	15,000	15,000	17,500	19,500	19,500	0.0%
Social Security	800,000	596,424	613,956	672,914	705,781	4.9%
Subtotal	\$ 4,199,026	\$ 4,270,720	\$ 4,282,780	\$ 4,714,683	\$ 4,893,420	3.8%

Total General Appropriations within "CAPS"

\$ 32,076,982	\$ 32,472,997	\$ 32,516,178	\$ 33,397,896	\$ 34,122,818	2.2%
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GENERAL APPROPRIATIONS

OPERATIONS & DEBT SERVICE EXCLUDED FROM "CAPS"

Maintenance of Free Public Library

Salaries & Wages	\$ 1,546,477	\$ 1,498,429	\$ 1,556,126	\$ 1,538,250	\$ 1,593,715	3.6%
Other Expenses	864,143	942,356	923,620	953,835	943,481	-1.1%
Subtotal	\$ 2,410,620	\$ 2,440,785	\$ 2,479,746	\$ 2,492,085	\$ 2,537,196	1.8%

Grants Appropriations - Offset by Revenues

Grants	\$ 193,812	\$ 144,315	\$ 148,806	\$ 328,838	\$ 155,887	-52.6%
Subtotal	\$ 193,812	\$ 144,315	\$ 148,806	\$ 328,838	\$ 155,887	-52.6%

REVENUES & APPROPRIATIONS

FIVE YEAR HISTORICAL DATA

	Adopted 2018	Adopted 2019	Adopted 2020	Adopted 2021	Proposed 2022	Annual % Change From 2021
<u>Interlocal Agreements</u>						
Joint Meeting - NPSM Emergency Dispatch Center	\$ 981,640	\$ 1,232,049	\$ 1,213,758	\$ 1,213,758	\$ 1,156,432	-4.7%
Subtotal	\$ 981,640	\$ 1,232,049	\$ 1,213,758	\$ 1,213,758	\$ 1,156,432	-4.7%
<u>Capital Improvements</u>						
Capital Improvement Fund	\$ 210,000	\$ 735,275	\$ 109,475	\$ 200,000	\$ 107,000	-46.5%
Subtotal	\$ 210,000	\$ 735,275	\$ 109,475	\$ 200,000	\$ 107,000	-46.5%
<u>Municipal Debt Service</u>						
Bond Principal	\$ 2,785,000	\$ 2,085,000	\$ 3,365,000	\$ 3,745,000	\$ 3,830,000	2.3%
Bond Anticipation Notes Principal	885,000	411,450	0	0	175,000	0.0%
Interest on Bonds	411,413	795,134	1,201,892	1,126,271	1,046,852	-7.1%
Interest on Bond Anticipation Notes	413,340	710,520	95,560	220,525	559,720	153.8%
Downtown Business Improvement Loan	0	0	0	0	0	0.0%
Subtotal	\$ 4,494,753	\$ 4,002,104	\$ 4,662,452	\$ 5,091,796	\$ 5,611,572	10.2%
<u>School Debt Service</u>						
Bond Principal	\$ 4,255,000	\$ 4,435,000	\$ 4,460,000	\$ 3,205,000	\$ 3,255,000	1.6%
Bond Anticipation Notes Principal	41,800	0	0	0	0	0.0%
Interest on Bonds	824,913	830,023	685,003	558,276	464,481	-16.8%
Interest on Bond Anticipation Notes	32,600	0	0	0	0	0.0%
Subtotal	\$ 5,154,313	\$ 5,265,023	\$ 5,145,003	\$ 3,763,276	\$ 3,719,481	-1.2%
<u>Deferred Charges & Reserves</u>						
Prospective Assessments Canceled	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.0%
Deferred Charges (Capital Expenses Unfunded)	75,000	75,000	50,000	50,000	25,000	-50.0%
Reserve for Tax Appeals	300,000	140,000	25,000	0	0	900.0%
Reserve for Salary Adjustments	90,000	190,000	110,000	190,000	30,000	-84.2%
Subtotal	\$ 465,000	\$ 405,000	\$ 185,000	\$ 240,000	\$ 55,000	-77.1%
Total General Appropriations excluded from "CAPS" Subtotal	\$ 13,910,138	\$ 14,224,551	\$ 13,944,240	\$ 13,329,753	\$ 13,342,568	0.1%
<i>Reserve for Uncollected Taxes</i>	\$ 5,386,796	\$ 5,287,251	\$ 5,294,145	\$ 5,060,100	\$ 5,001,272	-1.2%
TOTAL GENERAL APPROPRIATIONS	\$ 51,373,916	\$ 51,984,799	\$ 51,754,562	\$ 51,787,748	\$ 52,466,658	1.3%

REVENUES & APPROPRIATIONS

FIVE YEAR PROJECTIONS

	Adopted Budget 2021	Realized 2021 as of 12/31/2021	Anticipated 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Annual Average % Change
General Revenues									
Fund Balance									
Fund Balance (Surplus)	\$ 7,600,000	\$ 7,600,000	\$ 7,900,000	\$ 7,860,500	\$ 7,821,198	\$ 7,782,092	\$ 7,743,181	\$ 7,704,465	-0.50%
TOTAL FUND BALANCE	\$ 7,600,000	\$ 7,600,000	\$ 7,900,000	\$ 7,860,500	\$ 7,821,198	\$ 7,782,092	\$ 7,743,181	\$ 7,704,465	-0.50%
Local Revenue									
Alcoholic Beverage Control Licenses	\$ 39,250	\$ 40,158	\$ 39,253	\$ 39,253	\$ 39,253	\$ 39,253	\$ 39,253	\$ 39,253	0.00%
Other Licenses	60,000	57,771	57,000	57,570	58,146	58,727	59,314	59,908	1.00%
Municipal Court	200,000	188,362	265,000	267,650	270,327	273,030	275,760	278,518	1.00%
Interest & Costs on Taxes	130,000	163,558	160,000	161,600	163,216	164,848	166,497	168,162	1.00%
Interest on Investments	75,000	31,726	84,749	85,596	86,452	87,317	88,190	89,072	1.00%
Community Services Fees	130,000	147,407	140,000	141,400	142,814	144,242	145,685	147,141	1.00%
Drainage & Grading Fees	25,000	35,950	30,000	30,300	30,603	30,909	31,218	31,530	1.00%
Briant Park - Emergency Services	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	0.00%
Health Fees	130,000	162,380	160,000	161,600	163,216	164,848	166,497	168,162	1.00%
Zoning Board Fees	14,000	20,114	20,000	20,200	20,402	20,606	20,812	21,020	1.00%
Municipal Golf Course Fees	195,000	215,226	200,000	202,000	204,020	206,060	208,121	210,202	1.00%
Family Aquatic Center Fees	415,000	562,252	540,000	545,400	550,854	556,363	561,926	567,545	1.00%
Cable TV Franchise Fees (Verizon)	199,837	199,837	189,155	189,060	188,966	188,871	188,777	188,683	-0.05%
Cable TV Franchise Fees (Comcast)	105,418	105,418	101,141	101,090	101,040	100,989	100,939	100,888	-0.05%
Sale of Recyclable Materials	20,000	35,640	30,000	30,000	30,000	30,000	30,000	30,000	0.00%
Police Off Duty Administration Fees	145,000	142,744	142,000	143,420	144,854	146,303	147,766	149,243	1.00%
Hotel/Motel Occupancy Fees	50,000	81,114	85,000	85,850	86,709	87,576	88,451	89,336	1.00%
AHS/Overlook Community Support Services	795,400	795,400	795,400	795,400	795,400	500,000	500,000	500,000	1.00%
Utility Income Cell Tower	100,000	115,722	115,000	116,150	117,312	118,485	119,669	120,866	1.00%
TOTAL LOCAL REVENUE	\$ 2,840,905	\$ 3,112,778	\$ 3,165,698	\$ 3,185,540	\$ 3,205,583	\$ 2,930,427	\$ 2,950,875	\$ 2,971,529	-1.19%
State Aid									
School Debt Service Aid	\$ 264,034	\$ 205,480	\$ 153,371	\$ 153,371	\$ 153,371	\$ 153,371	\$ 153,371	\$ 153,371	0.00%
Energy Receipts Tax	3,023,257	3,023,257	3,023,257	3,023,257	3,023,257	3,023,257	3,023,257	3,023,257	0.00%
TOTAL STATE AID	\$ 3,287,291	\$ 3,228,737	\$ 3,176,628	\$ 3,176,628	\$ 3,176,628	\$ 3,176,628	\$ 3,176,628	\$ 3,176,628	0.00%
Grants									
Grants	\$ 328,838	\$ 984,880	\$ 155,887	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
TOTAL GRANT REVENUES	\$ 328,838	\$ 984,880	\$ 155,887	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%

REVENUES & APPROPRIATIONS

FIVE YEAR PROJECTIONS

	Adopted Budget 2021	Realized 2021 as of 12/31/2021	Anticipated 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Annual Avg. % Change
Enterprise Funds/ Contributions									
Summit Housing P.I.L.O.T.	\$ 32,000	\$ 35,501	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
Parking Utility Share of Various Services	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0.00%
Parking Utility Share of Pension Costs	60,000	60,000	70,000	70,000	70,000	70,000	70,000	70,000	0.00%
Parking Utility Contribution	0	0	0	0	0	0	0	0	0.00%
Sewer Utility Share of Pension Costs	38,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	0.00%
Sewer Utility Share of Various Services	125,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	0.00%
Sewer Utility Contribution	700,000	700,000	700,000	500,000	500,000	500,000	500,000	500,000	0.00%
U.C.C. Share of Pension & Health/Dental Costs	70,000	70,000	105,000	105,000	105,000	105,000	105,000	105,000	0.00%
General Capital Surplus	700,000	700,000	800,000	200,000	200,000	200,000	200,000	200,000	0.00%
Uniform Safety Act	40,000	46,766	46,000	200,000	200,000	200,000	200,000	200,000	0.00%
FEMA Reimbursement - Covid 19 Pandemic Costs	0	0	118,000	0	0	0	0	0	0.00%
Reserve for Municipal Debt Service	46,283	46,283	0	0	0	0	0	0	0.00%
Reserve for School Debt Service	9,875	9,875	0	0	0	0	0	0	0.00%
Reserve for Regional Environmental Health (Current Fund)	0	0	0	0	0	0	0	0	0.00%
Reserve for Snow Removal	0	0	0	0	0	0	0	0	0.00%
Reserve Insurance Settlement (General Capital)	0	0	0	0	0	0	0	0	0.00%
Rebate Liability (Genral Capital)	0	0	0	0	0	0	0	0	0.00%
Prepaid Assessment Morris/Kent (General Capital)	0	0	0	0	0	0	0	0	0.00%
Reserve to Pay General Capital Debt (Community Center)	80,610	80,610	50,133	0	0	0	0	0	0.00%
Reserve for Public Defender (Trust)	0	0	0	0	0	0	0	0	0.00%
Sale of Municipal Assets	850,000	650,000	33,570	0	0	0	0	0	0.00%
American Rescue Plan Act	1,075,495	1,145,964	850,000	366,433	0	0	0	0	0.00%
TOTAL ENTERPRISE FUNDS/CONTRIBUTIONS	\$ 3,877,263	\$ 3,814,999	\$ 3,077,703	\$ 1,746,433	\$ 1,380,000	\$ 1,380,000	\$ 1,380,000	\$ 1,380,000	-12.85%
Prior Year Tax Receipts									
	\$ 420,000	\$ 420,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	0.00%
TOTAL PRIOR YEAR TAX RECEIPTS	\$ 420,000	\$ 420,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	0.00%
General Revenues Subtotal	\$ 18,354,297	\$ 19,161,394	\$ 17,835,916	\$ 16,329,101	\$ 15,943,408	\$ 15,629,146	\$ 15,610,684	\$ 15,592,622	-2.60%
Amount To Be Raised By Taxes (Municipal Tax Levy)									
	\$ 27,651,998	\$ 27,651,998	\$ 28,527,436	\$ 28,812,710	\$ 29,100,837	\$ 29,391,846	\$ 29,685,764	\$ 29,982,622	1.00%
Local School District Obligation to City (School District Levy)									
	3,489,367	3,489,367	3,566,110	3,637,433	3,710,181	3,784,385	3,860,073	3,937,274	2.00%
Amount to Be Raised By Taxes (Library Tax Levy)									
	2,492,085	2,492,085	2,537,196	2,562,568	2,588,194	2,614,076	2,640,216	2,666,618	1.00%
TAX LEVY TOTAL	\$ 33,633,450	\$ 33,633,450	\$ 34,630,742	\$ 35,012,711	\$ 35,399,212	\$ 35,790,306	\$ 36,186,053	\$ 36,586,514	1.10%
TOTAL GENERAL REVENUES	\$ 51,987,747	\$ 52,794,844	\$ 52,466,658	\$ 51,341,812	\$ 51,342,620	\$ 51,419,452	\$ 51,796,737	\$ 52,179,136	-0.10%

REVENUES & APPROPRIATIONS

FIVE YEAR PROJECTIONS

OPERATIONS WITHIN "CAPS"	Adopted 2021	Final w/ Transfers 2021 as of 12/31/2021	Proposed 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Annual Average % Change
General Government									
Administrative & Executive									
Salaries & Wages	\$ 421,047	\$ 421,047	\$ 437,468	\$ 446,217	\$ 455,142	\$ 464,245	\$ 473,529	\$ 483,000	2.00%
Other Expenses	80,250	80,250	80,000	81,600	83,232	84,897	86,595	88,326	2.00%
Subtotal	\$ 501,297	\$ 501,297	\$ 517,468	\$ 527,817	\$ 538,374	\$ 549,141	\$ 560,124	\$ 571,326	2.00%
Employee Assistance Program									
Other Expenses	\$ 5,600	\$ 5,600	\$ 5,600	\$ 5,712	\$ 5,826	\$ 5,943	\$ 6,062	\$ 6,183	2.00%
Subtotal	\$ 5,600	\$ 5,600	\$ 5,600	\$ 5,712	\$ 5,826	\$ 5,943	\$ 6,062	\$ 6,183	2.00%
Postage									
Other Expenses	\$ 54,600	\$ 54,600	\$ 57,750	\$ 58,905	\$ 60,083	\$ 61,285	\$ 62,510	\$ 63,761	2.00%
Subtotal	\$ 54,600	\$ 54,600	\$ 57,750	\$ 58,905	\$ 60,083	\$ 61,285	\$ 62,510	\$ 63,761	2.00%
Physical Examinations - Municipal Employees									
Other Expenses	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,480	\$ 24,970	\$ 25,469	\$ 25,978	\$ 26,498	2.00%
Subtotal	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,480	\$ 24,970	\$ 25,469	\$ 25,978	\$ 26,498	2.00%
Technology - Other Expenses									
Other Expenses	\$ 247,500	\$ 247,500	\$ 255,000	\$ 260,100	\$ 265,302	\$ 270,608	\$ 276,020	\$ 281,541	2.00%
Subtotal	\$ 247,500	\$ 247,500	\$ 255,000	\$ 260,100	\$ 265,302	\$ 270,608	\$ 276,020	\$ 281,541	2.00%
HomeTowne TV Service Agreement									
Other Expenses	\$ 83,000	\$ 83,000	\$ 83,000	\$ 82,585	\$ 82,172	\$ 81,761	\$ 81,352	\$ 80,946	-0.50%
Subtotal	\$ 83,000	\$ 83,000	\$ 83,000	\$ 82,585	\$ 82,172	\$ 81,761	\$ 81,352	\$ 80,946	-0.50%
Employee Appreciation Events									
Other Expenses	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,060	\$ 3,121	\$ 3,184	\$ 3,247	\$ 3,312	2.00%
Subtotal	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,060	\$ 3,121	\$ 3,184	\$ 3,247	\$ 3,312	2.00%
Clerk's Office									
Salaries & Wages	\$ 265,641	\$ 265,641	\$ 307,916	\$ 314,074	\$ 320,356	\$ 326,763	\$ 333,298	\$ 339,964	2.00%
Other Expenses	171,050	171,050	141,550	144,381	147,269	150,214	153,218	156,283	2.00%
Codification of Ordinances	12,000	12,000	12,000	12,240	12,485	12,734	12,989	13,249	2.00%
Subtotal	\$ 448,691	\$ 448,691	\$ 461,466	\$ 470,695	\$ 480,109	\$ 489,711	\$ 499,506	\$ 509,496	2.00%
Legal Services									
Municipal Prosecutor - Salaries & Wages	\$ 37,600	\$ 37,600	\$ 38,915	\$ 39,693	\$ 40,487	\$ 41,297	\$ 42,123	\$ 42,965	2.00%
Other Expenses - Legal Professional Contracts	250,000	250,000	250,000	255,000	260,100	265,302	270,608	276,020	2.00%
Public Defender	8,500	14,000	8,500	8,670	8,843	9,020	9,201	9,385	2.00%
Subtotal	\$ 296,100	\$ 301,600	\$ 297,415	\$ 303,363	\$ 309,431	\$ 315,619	\$ 321,932	\$ 328,370	2.00%
GENERAL GOVERNMENT TOTAL	\$ 1,663,788	\$ 1,669,288	\$ 1,704,699	\$ 1,736,718	\$ 1,769,388	\$ 1,802,721	\$ 1,836,732	\$ 1,871,432	1.88%

REVENUES & APPROPRIATIONS

FIVE YEAR PROJECTIONS

	Adopted 2021	Final w/ Transfers 2021 as of 12/31/2021	Proposed 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Annual Average % Change
Department of Finance									
Financial Administration									
Salaries & Wages	\$ 458,573	\$ 453,794	\$ 476,482	\$ 486,012	\$ 495,732	\$ 505,647	\$ 515,759	\$ 526,075	2.00%
Other Expenses	79,740	79,740	80,050	81,651	83,284	84,950	86,649	88,382	2.00%
Subtotal	\$ 538,313	\$ 533,534	\$ 556,532	\$ 567,663	\$ 579,016	\$ 590,596	\$ 602,408	\$ 614,456	2.00%
Municipal Purchasing									
Other Expenses	\$ 11,800	\$ 11,800	\$ 11,800	\$ 12,036	\$ 12,277	\$ 12,522	\$ 12,773	\$ 13,028	2.00%
Subtotal	\$ 11,800	\$ 11,800	\$ 11,800	\$ 12,036	\$ 12,277	\$ 12,522	\$ 12,773	\$ 13,028	2.00%
Audit Services									
Other Expenses	\$ 47,200	\$ 47,200	\$ 48,600	\$ 49,572	\$ 50,563	\$ 51,575	\$ 52,606	\$ 53,658	2.00%
Subtotal	\$ 47,200	\$ 47,200	\$ 48,600	\$ 49,572	\$ 50,563	\$ 51,575	\$ 52,606	\$ 53,658	2.00%
Contingent									
Other Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,530	\$ 1,561	\$ 1,592	\$ 1,624	\$ 1,656	2.00%
Subtotal	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,530	\$ 1,561	\$ 1,592	\$ 1,624	\$ 1,656	2.00%
Tax Collection									
Salaries & Wages	\$ 191,714	\$ 196,514	\$ 170,891	\$ 174,309	\$ 177,795	\$ 181,351	\$ 184,978	\$ 188,677	2.00%
Other Expenses	19,370	19,370	19,355	19,742	20,137	20,540	20,950	21,369	2.00%
Subtotal	\$ 211,084	\$ 215,884	\$ 190,246	\$ 194,051	\$ 197,932	\$ 201,891	\$ 205,928	\$ 210,047	2.00%
Tax Assessment									
Salaries & Wages	\$ 190,476	\$ 191,876	\$ 202,614	\$ 206,666	\$ 210,800	\$ 215,016	\$ 219,316	\$ 223,702	2.00%
Other Expenses	230,300	230,300	230,050	234,651	239,344	244,131	249,014	253,994	2.00%
Subtotal	\$ 420,776	\$ 422,176	\$ 432,664	\$ 441,317	\$ 450,144	\$ 459,146	\$ 468,329	\$ 477,696	2.00%
FINANCE DEPARTMENT TOTAL	\$ 1,230,673	\$ 1,232,094	\$ 1,241,342	\$ 1,266,169	\$ 1,291,492	\$ 1,317,322	\$ 1,343,669	\$ 1,370,542	2.00%
Public Safety									
Police									
Salaries & Wages	\$ 6,048,911	\$ 6,023,911	\$ 6,077,447	\$ 6,198,996	\$ 6,322,976	\$ 6,449,435	\$ 6,578,424	\$ 6,709,993	2.00%
Other Expenses	449,300	449,300	449,300	458,286	467,452	476,801	486,337	496,064	2.00%
Crossing Guards - Salaries & Wages	205,000	205,000	300,000	300,000	300,000	300,000	300,000	300,000	0.00%
Crossing Guards - Other Expenses	4,000	4,000	4,000	4,080	4,162	4,245	4,330	4,416	2.00%
Police Vehicles	0	0	0	0	0	0	0	0	0.00%
Subtotal	\$ 6,707,211	\$ 6,682,211	\$ 6,830,747	\$ 6,961,362	\$ 7,094,589	\$ 7,230,481	\$ 7,369,091	\$ 7,510,472	1.92%
Fire									
Salaries & Wages	\$ 4,206,545	\$ 4,209,418	\$ 4,069,857	\$ 4,151,254	\$ 4,234,279	\$ 4,318,965	\$ 4,405,344	\$ 4,493,451	2.00%
Other Expenses	386,700	386,700	413,200	421,464	429,893	438,491	447,261	456,206	2.00%
Uniform Fire Safety Act - Salaries & Wages	36,545	0	36,545	37,093	37,650	38,214	38,788	39,369	1.50%
Fire Hydrant Service	300,000	314,000	300,000	306,000	312,120	318,362	324,730	331,224	2.00%
Subtotal	\$ 4,929,790	\$ 4,910,118	\$ 4,819,602	\$ 4,915,811	\$ 5,013,942	\$ 5,114,033	\$ 5,216,122	\$ 5,320,251	2.00%
Emergency Management									
Salaries & Wages	\$ 0	\$ 0	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061	\$ 27,602	2.00%
Other Expenses	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,464	\$ 13,733	\$ 14,008	\$ 14,288	\$ 14,574	2.00%
Subtotal	\$ 13,200	\$ 13,200	\$ 38,200	\$ 38,964	\$ 39,743	\$ 40,538	\$ 41,349	\$ 42,176	2.00%
PUBLIC SAFETY TOTAL	\$ 11,650,201	\$ 11,605,529	\$ 11,688,549	\$ 11,916,137	\$ 12,148,275	\$ 12,385,052	\$ 12,626,562	\$ 12,872,899	1.97%

REVENUES & APPROPRIATIONS

FIVE YEAR PROJECTIONS

Department of Community Services

Community Services Administration

	Adopted 2021	Final w/ Transfers 2021 as of 12/31/2021	Proposed 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Annual Average % Change
Salaries & Wages	\$ 505,983	\$ 495,983	\$ 530,288	\$ 540,894	\$ 551,712	\$ 562,746	\$ 574,001	\$ 585,481	2.00%
Other Expenses	93,800	93,800	83,300	84,966	86,665	88,399	90,167	91,970	2.00%
Downtown Maintenance	8,500	8,500	8,500	8,670	8,843	9,020	9,201	9,385	2.00%
Subtotal	\$ 608,283	\$ 598,283	\$ 622,088	\$ 634,530	\$ 647,220	\$ 660,165	\$ 673,368	\$ 686,835	2.00%

Engineering

Salaries & Wages	\$ 336,543	\$ 311,543	\$ 387,073	\$ 394,814	\$ 402,711	\$ 410,765	\$ 418,980	\$ 427,360	2.00%
Other Expenses	26,500	26,500	27,500	28,050	28,611	29,183	29,767	30,362	2.00%
Subtotal	\$ 363,043	\$ 338,043	\$ 414,573	\$ 422,864	\$ 431,322	\$ 439,948	\$ 448,747	\$ 457,722	2.00%

Roads Unit

Salaries & Wages	\$ 913,479	\$ 903,479	\$ 902,129	\$ 920,172	\$ 938,575	\$ 957,347	\$ 976,493	\$ 996,023	2.00%
Other Expenses	149,000	159,000	149,000	151,980	155,020	158,120	161,282	164,508	2.00%
Subtotal	\$ 1,062,479	\$ 1,062,479	\$ 1,051,129	\$ 1,072,152	\$ 1,093,595	\$ 1,115,467	\$ 1,137,776	\$ 1,160,531	2.00%

Public Works Maintenance Unit

Salaries & Wages	\$ 296,954	\$ 296,954	\$ 210,193	\$ 214,397	\$ 218,685	\$ 223,058	\$ 227,520	\$ 232,070	2.00%
Other Expenses	62,550	72,550	65,850	67,167	68,510	69,881	71,278	72,704	2.00%
Subtotal	\$ 359,504	\$ 369,504	\$ 276,043	\$ 281,564	\$ 287,195	\$ 292,939	\$ 298,798	\$ 304,774	2.00%

Sanitation Unit

Salaries & Wages	\$ 682,146	\$ 672,146	\$ 708,903	\$ 723,081	\$ 737,543	\$ 752,294	\$ 767,339	\$ 782,686	2.00%
Other Expenses	4,000	4,000	4,000	4,080	4,162	4,245	4,330	4,416	2.00%
Subtotal	\$ 686,146	\$ 676,146	\$ 712,903	\$ 727,161	\$ 741,704	\$ 756,538	\$ 771,669	\$ 787,103	2.00%

Recycling Unit

Salaries & Wages	\$ 81,639	\$ 81,639	\$ 88,827	\$ 90,604	\$ 92,416	\$ 94,264	\$ 96,149	\$ 98,072	2.00%
Other Expenses	510,350	510,350	700,750	714,765	729,060	743,642	758,514	773,685	2.00%
Subtotal	\$ 591,989	\$ 591,989	\$ 789,577	\$ 805,369	\$ 821,476	\$ 837,905	\$ 854,664	\$ 871,757	2.00%

Transfer Station

Salaries & Wages	\$ 255,056	\$ 258,056	\$ 269,367	\$ 274,754	\$ 280,249	\$ 285,854	\$ 291,572	\$ 297,403	2.00%
Other Expenses	84,750	86,750	86,750	88,485	90,255	92,060	93,901	95,779	2.00%
Disposal Charges	970,000	970,000	970,000	989,400	1,009,188	1,029,372	1,049,959	1,070,958	2.00%
Subtotal	\$ 1,309,806	\$ 1,314,806	\$ 1,326,117	\$ 1,352,639	\$ 1,379,692	\$ 1,407,286	\$ 1,435,432	\$ 1,464,140	2.00%

Compost Area

Salaries & Wages	\$ 172,278	\$ 183,278	\$ 179,884	\$ 183,482	\$ 187,151	\$ 190,894	\$ 194,712	\$ 198,606	2.00%
Other Expenses	4,200	4,200	4,200	4,284	4,370	4,457	4,546	4,637	2.00%
Subtotal	\$ 176,478	\$ 187,478	\$ 184,084	\$ 187,766	\$ 191,521	\$ 195,351	\$ 199,258	\$ 203,244	2.00%

REVENUES & APPROPRIATIONS

FIVE YEAR PROJECTIONS

	Adopted 2021	Final w/ Transfers 2021 as of 12/31/2021	Proposed 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Annual Average % Change
Buildings & Grounds Unit									
Salaries & Wages	\$ 245,365	\$ 251,455	\$ 303,143	\$ 309,206	\$ 315,390	\$ 321,698	\$ 328,132	\$ 334,694	2.00%
Other Expenses	153,750	164,750	164,750	167,221	169,730	172,276	174,860	177,483	1.50%
Subtotal	\$ 399,115	\$ 416,205	\$ 467,893	\$ 476,427	\$ 485,120	\$ 493,973	\$ 502,991	\$ 512,177	1.83%
Fleet Maintenance Unit									
Salaries & Wages	\$ 261,990	\$ 261,990	\$ 272,408	\$ 277,856	\$ 283,413	\$ 289,082	\$ 294,863	\$ 300,760	2.00%
Other Expenses	287,700	287,700	288,700	294,474	300,363	306,371	312,498	318,748	2.00%
Subtotal	\$ 549,690	\$ 549,690	\$ 561,108	\$ 572,330	\$ 583,777	\$ 595,452	\$ 607,361	\$ 619,509	2.00%
Shade Trees Unit									
Salaries & Wages	\$ 686,353	\$ 693,853	\$ 733,110	\$ 747,772	\$ 762,728	\$ 777,982	\$ 793,542	\$ 809,413	2.00%
Other Expenses	282,500	282,500	232,500	237,150	241,893	246,731	251,665	256,699	2.00%
Subtotal	\$ 968,853	\$ 976,353	\$ 965,610	\$ 984,922	\$ 1,004,621	\$ 1,024,713	\$ 1,045,207	\$ 1,066,111	2.00%
Land Use									
Salaries & Wages	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,830	\$ 17,167	\$ 17,510	\$ 17,860	\$ 18,217	2.00%
Other Expenses	182,250	182,250	182,200	185,844	189,561	193,352	197,219	201,164	2.00%
Subtotal	\$ 198,750	\$ 198,750	\$ 198,700	\$ 202,674	\$ 206,727	\$ 210,862	\$ 215,079	\$ 219,381	2.00%
Board of Adjustment									
Salaries & Wages	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
Other Expenses	26,300	26,300	26,300	26,826	27,363	27,910	28,468	29,037	2.00%
Subtotal	\$ 31,300	\$ 31,300	\$ 31,300	\$ 31,826	\$ 32,363	\$ 32,910	\$ 33,468	\$ 34,037	1.69%
Code Enforcement									
Salaries & Wages	\$ 209,926	\$ 212,326	\$ 251,351	\$ 256,378	\$ 261,506	\$ 266,736	\$ 272,070	\$ 277,512	2.00%
Other Expenses	2,750	2,750	4,000	4,080	4,162	4,245	4,330	4,416	2.00%
Subtotal	\$ 212,676	\$ 215,076	\$ 255,351	\$ 260,458	\$ 265,667	\$ 270,981	\$ 276,400	\$ 281,928	2.00%
DEPARTMENT OF COMMUNITY SERVICES TOTAL	\$ 7,518,112	\$ 7,526,102	\$ 7,856,476	\$ 8,012,682	\$ 8,171,999	\$ 8,334,491	\$ 8,500,219	\$ 8,669,249	1.99%
Department of Community Programs									
Community Programs									
Salaries & Wages	\$ 604,839	\$ 604,839	\$ 565,189	\$ 576,493	\$ 588,023	\$ 599,783	\$ 611,779	\$ 624,014	2.00%
Other Expenses	64,000	64,000	64,200	65,484	66,794	68,130	69,492	70,882	2.00%
Subtotal	\$ 668,839	\$ 668,839	\$ 629,389	\$ 641,977	\$ 654,816	\$ 667,913	\$ 681,271	\$ 694,896	2.00%
Golf Course									
Salaries & Wages	\$ 134,405	\$ 135,405	\$ 139,327	\$ 142,114	\$ 144,956	\$ 147,855	\$ 150,812	\$ 153,828	2.00%
Other Expenses	70,000	70,000	72,000	73,440	74,909	76,407	77,935	79,494	2.00%
Subtotal	\$ 204,405	\$ 205,405	\$ 211,327	\$ 215,554	\$ 219,865	\$ 224,262	\$ 228,747	\$ 233,322	2.00%
Family Aquatic Center									
Salaries & Wages	\$ 156,000	\$ 145,000	\$ 161,000	\$ 164,220	\$ 167,504	\$ 170,854	\$ 174,272	\$ 177,757	2.00%
Other Expenses	134,150	134,150	143,050	145,911	148,829	151,806	154,842	157,939	2.00%
Subtotal	\$ 290,150	\$ 279,150	\$ 304,050	\$ 310,131	\$ 316,334	\$ 322,660	\$ 329,113	\$ 335,696	2.00%
DEPARTMENT OF COMMUNITY PROGRAMS TOTAL	\$ 1,163,394	\$ 1,153,394	\$ 1,144,766	\$ 1,167,661	\$ 1,191,015	\$ 1,214,835	\$ 1,239,132	\$ 1,263,914	2.00%

REVENUES & APPROPRIATIONS

FIVE YEAR PROJECTIONS

	Adopted 2021	Final w/ Transfers 2021 as of 12/31/2021	Proposed 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Annual Average % Change
Board of Health									
Salaries & Wages	\$ 152,779	\$ 154,779	\$ 159,732	\$ 162,927	\$ 166,185	\$ 169,509	\$ 172,899	\$ 176,357	2.00%
Other Expenses	246,321	246,321	247,489	252,439	257,488	262,637	267,890	273,248	2.00%
Dog Regulation	40,000	40,000	40,000	40,800	41,616	42,448	43,297	44,163	2.00%
Social Services - S.A.G.E.	36,300	36,300	36,300	37,026	37,767	38,522	39,292	40,078	2.00%
Prevention of Drug & Alcohol Abuse	7,890	7,890	7,890	8,048	8,209	8,373	8,540	8,711	2.00%
Subtotal	\$ 483,290	\$ 485,290	\$ 491,411	\$ 501,239	\$ 511,264	\$ 521,489	\$ 531,919	\$ 542,557	2.00%
Municipal Court									
Salaries & Wages	\$ 40,800	\$ 40,800	\$ 42,552	\$ 43,403	\$ 44,271	\$ 45,157	\$ 46,060	\$ 46,981	2.00%
Other Expenses	350,900	350,900	325,436	331,945	338,584	345,355	352,262	359,308	2.00%
Subtotal	\$ 391,700	\$ 391,700	\$ 367,988	\$ 375,348	\$ 382,855	\$ 390,512	\$ 398,322	\$ 406,288	2.00%
Utilities									
Electricity	\$ 368,000	\$ 368,000	\$ 378,000	\$ 385,560	\$ 393,271	\$ 401,137	\$ 409,159	\$ 417,343	2.00%
Street Lighting	160,000	166,440	162,000	165,240	168,545	171,916	175,354	178,861	2.00%
Telephone	194,000	219,000	207,000	211,140	215,363	219,670	224,063	228,545	2.00%
Water	77,000	77,000	80,000	81,600	83,232	84,897	86,595	88,326	2.00%
Fuel	324,000	349,000	364,000	371,280	378,706	386,280	394,005	401,885	2.00%
Subtotal	\$ 1,123,000	\$ 1,179,440	\$ 1,191,000	\$ 1,214,820	\$ 1,239,116	\$ 1,263,899	\$ 1,289,177	\$ 1,314,960	2.00%
Insurance									
General Liability	\$ 509,616	\$ 509,616	\$ 584,390	\$ 596,078	\$ 607,999	\$ 620,159	\$ 632,563	\$ 645,214	2.00%
Workers Compensation	553,438	553,438	562,777	574,033	585,513	597,223	609,168	621,351	2.00%
Employee Group Health	2,346,000	2,346,000	2,346,000	2,475,030	2,611,157	2,754,770	2,906,283	3,066,128	5.50%
Unemployment Insurance	25,000	25,000	25,000	25,250	25,503	25,758	26,015	26,275	1.00%
Other Insurance	25,000	25,000	25,000	25,500	26,010	26,530	27,061	27,602	2.00%
Subtotal	\$ 3,459,054	\$ 3,459,054	\$ 3,543,167	\$ 3,695,890	\$ 3,856,182	\$ 4,024,441	\$ 4,201,089	\$ 4,386,571	4.36%
Summary Details:									
Salaries & Wages	\$ 17,828,587	\$ 17,743,826	\$ 18,052,611	\$ 18,407,380	\$ 18,769,243	\$ 19,138,339	\$ 19,514,815	\$ 19,898,817	1.97%
Other Expenses	\$ 10,854,625	\$ 10,958,065	\$ 11,176,787	\$ 11,447,358	\$ 11,759,778	\$ 12,083,206	\$ 12,418,124	\$ 12,765,038	2.69%
Total Operations within "CAPS"	\$ 28,683,212	\$ 28,701,891	\$ 29,229,398	\$ 29,854,738	\$ 30,529,021	\$ 31,221,545	\$ 31,932,939	\$ 32,663,856	2.25%

REVENUES & APPROPRIATIONS

FIVE YEAR PROJECTIONS

<u>Statutory Expenditures within "CAPS"</u>	Adopted 2021	Final w/ Transfers 2021 as of 12/31/2021	Proposed 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Annual Average % Change
<u>Pensions/ Social Security</u>									
Public Employees Retirement System (PERS)	\$ 1,107,739	\$ 1,107,739	\$ 1,172,242	\$ 1,230,854	\$ 1,292,397	\$ 1,357,017	\$ 1,424,867	\$ 1,496,111	5.00%
Police Fire Retirement System (PFRS)	2,914,530	2,919,202	2,995,897	3,145,692	3,302,976	3,468,125	3,641,532	3,823,608	5.00%
Defined Contribution Retirement System (DCRP)	19,500	28,010	19,500	20,475	21,499	22,574	23,702	24,887	5.00%
Social Security	672,914	672,914	705,781	719,897	734,295	748,980	763,960	779,239	2.00%
Subtotal	\$ 4,714,683	\$ 4,727,865	\$ 4,893,420	\$ 5,116,918	\$ 5,351,167	\$ 5,596,696	\$ 5,854,061	\$ 6,123,846	4.59%
Total General Appropriations within "CAPS"	\$ 33,397,896	\$ 33,429,757	\$ 34,122,818	\$ 34,971,656	\$ 35,880,187	\$ 36,818,241	\$ 37,787,001	\$ 38,787,701	2.60%
GENERAL APPROPRIATIONS OPERATIONS & DEBT SERVICE EXCLUDED FROM "CAPS"									
<u>Maintenance of Free Public Library</u>									
Salaries & Wages	\$ 1,538,250	\$ 1,538,250	\$ 1,593,715	\$ 1,617,621	\$ 1,641,885	\$ 1,666,513	\$ 1,691,511	\$ 1,716,884	1.50%
Other Expenses	953,835	953,835	943,481	962,350	981,597	1,001,229	1,021,254	1,041,679	2.00%
Subtotal	\$ 2,492,085	\$ 2,492,085	\$ 2,537,196	\$ 2,579,971	\$ 2,623,482	\$ 2,667,743	\$ 2,712,765	\$ 2,758,563	1.69%
<u>Grants Appropriations - Offset by Revenues</u>									
Grants	\$ 328,838	\$ 984,880	\$ 155,887	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Subtotal	\$ 328,838	\$ 984,880	\$ 155,887	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
<u>Interlocal Agreements</u>									
Joint Meeting - NPSM Emergency Dispatch Center	\$ 1,213,758	\$ 1,213,758	\$ 1,156,432	\$ 1,167,996	\$ 1,179,676	\$ 1,191,473	\$ 1,203,388	\$ 1,215,422	1.00%
Subtotal	\$ 1,213,758	\$ 1,213,758	\$ 1,156,432	\$ 1,167,996	\$ 1,179,676	\$ 1,191,473	\$ 1,203,388	\$ 1,215,422	1.00%
<u>Capital Improvements</u>									
Capital Improvement Fund	\$ 200,000	\$ 200,000	\$ 107,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	0.00%
Subtotal	\$ 200,000	\$ 200,000	\$ 107,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	17.38%
<u>Municipal Debt Service</u>									
Bond Principal	\$ 3,745,000	\$ 3,745,000	\$ 3,830,000	\$ 3,830,000	\$ 3,900,000	\$ 4,005,000	\$ 4,120,000	\$ 3,675,000	-0.68%
Bond Anticipation Notes Principal	0	0	175,000	520,258	1,086,816	1,523,039	2,742,777	908,767	100.00%
Interest on Bonds	1,126,271	1,126,271	1,046,852	1,046,852	960,598	854,795	736,532	617,707	-9.84%
Interest on Bond Anticipation Notes	220,525	220,525	559,720	40,230	64,212	123,672	107,880	89,250	5.87%
Downtown Business Improvement Loan	0	0	0	0	0	0	0	0	-15.40%
Subtotal	\$ 5,091,796	\$ 5,091,796	\$ 5,611,572	\$ 5,437,340	\$ 6,011,626	\$ 6,506,506	\$ 7,707,189	\$ 5,290,724	0.56%

REVENUES & APPROPRIATIONS

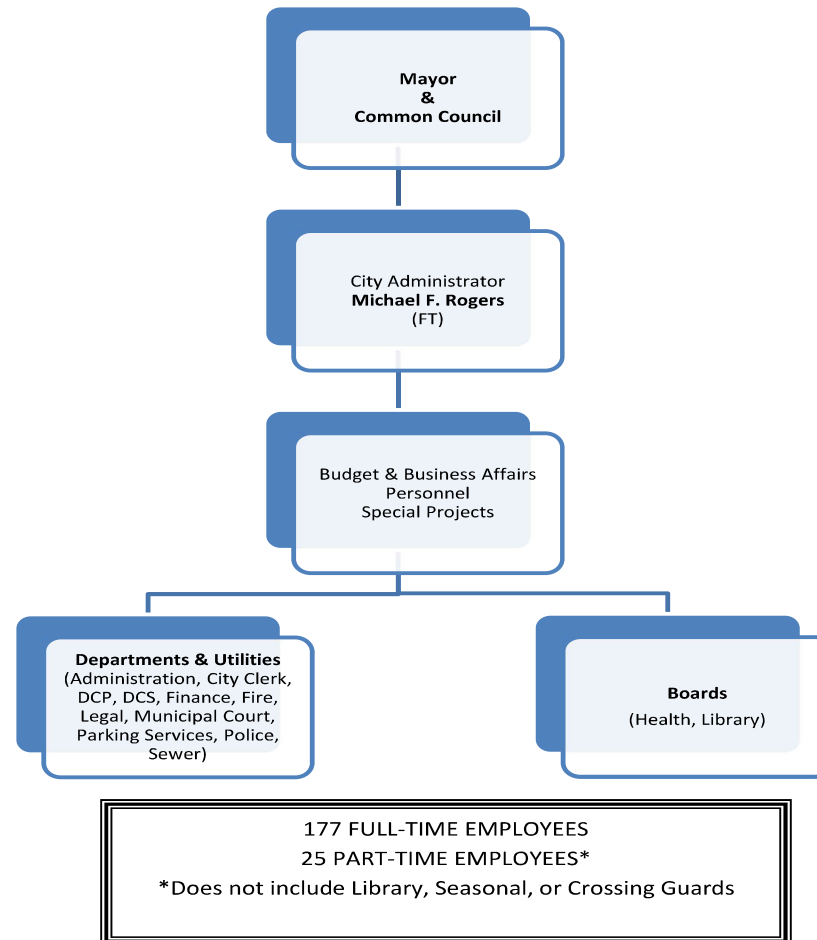
FIVE YEAR

	Adopted 2021	Final w/ Transfers 2021 as of 12/31/2021	Proposed 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Annual Average % Change
School Debt Service									
Bond Principal	\$ 3,205,000	\$ 3,205,000	\$ 3,255,000	\$ 3,255,000	\$ 3,260,000	\$ 3,020,000	\$ 3,065,000	\$ 3,110,000	-0.85%
Bond Anticipation Notes Principal	0	0	0	0	0	0	0	0	0.00%
Interest on Bonds	558,276	558,276	464,481	464,481	376,851	296,191	221,658	152,027	-19.37%
Interest on Bond Anticipation Notes	0	0	0	0	0	0	0	0	0.00%
Subtotal	\$ 3,763,276	\$ 3,763,276	\$ 3,719,481	\$ 3,719,481	\$ 3,636,851	\$ 3,316,191	\$ 3,286,658	\$ 3,262,027	-2.54%
Deferred Charges & Reserves									
Deficit in Dedicated Assessment Budget	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Deferred Charges (Capital Expenses Unfunded)	50,000	50,000	25,000	25,000	25,000	25,000	25,000	25,000	0.00%
Reserve for Tax Appeals	0	0	0	50,000	50,000	50,000	50,000	50,000	0.00%
Reserve for Salary Adjustments	190,000	81,700	30,000	100,000	100,000	100,000	100,000	100,000	0.00%
Reserve for Municipal Debt Service	0	0	0	0	0	0	0	0	0.00%
Subtotal	\$ 240,000	\$ 131,700	\$ 55,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	43.64%
Total General Appropriations excluded from "CAPS" Subtotal	\$ 13,329,753	\$ 13,877,495	\$ 13,342,568	\$ 13,279,788	\$ 13,826,636	\$ 14,056,913	\$ 15,285,000	\$ 12,901,735	-0.31%
<i>Reserve for Uncollected Taxes</i>	\$ 5,060,100	\$ 5,060,100	\$ 5,001,272	\$ 5,101,298	\$ 5,203,324	\$ 5,307,390	\$ 5,413,538	\$ 5,521,809	2.00%
TOTAL GENERAL APPROPRIATIONS	\$ 51,787,748	\$ 52,367,351	\$ 52,466,658	\$ 53,352,742	\$ 54,910,146	\$ 56,182,544	\$ 58,485,538	\$ 57,211,245	1.77%

ORGANIZATIONAL STRUCTURE

CITY ORGANIZATIONAL STRUCTURE

CITY OF SUMMIT



ADMINISTRATION

Office of the City Administrator

Michael F. Rogers, City Administrator



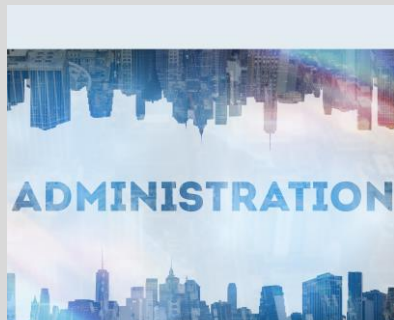
WHAT WE DO

The Office of the Administrator is responsible for the overall management of the municipal workforce and the development and oversight of the operating and capital budgets.

We manage personnel administration, public communications, and marketing, as well as the development and management of special projects.

The City Administrator is appointed by the Mayor and Common Council to implement the policies established by the governing body.

Administration supports municipal staff by providing technology to enhance efficiency.



OUR MISSION

Administration supports the efficient delivery of municipal services to meet the vital health, safety and general welfare needs of citizens, and improve quality of life for all.

We strive to create mutual trust and understanding between the municipality and the community and apply good and transparent corporate governance to promote continued prosperity.

We employ a motivated and representative municipal workforce that is empowered to render optimal services to the community.

As city administration works to achieve this mission, we will demonstrate fiscal discipline, outstanding customer service, directed communications and continuous improvement.



2021 ACCOMPLISHMENTS

The COVID-19 pandemic forced organizations to quickly pivot to function effectively with a remote workforce. Summit's government demonstrated tremendous flexibility in managing necessary safety precautions in work locations and facilities. Over the past two years, work schedules were modified to ensure a portion of the workforce remained healthy and was able to balance family challenges created by school closings. Considerable progress was made toward helping city agencies and departments fill workforce needs and more effectively manage resources and operations.

Additionally, city administration achieved the following:

- Assisted the Common Council in developing a 2021 municipal budget resulting in a 1.05% city tax rate for property owners.
- Negotiated an agreement with Atlantic Health System/Overlook Medical Center for use of the Summit Community Center to serve as an essential COVID-19 vaccination clinic in the Union County area.
- Worked with the Broad Street West steering committee and Common Council to source a financial advisor for real estate advisory services on the economic and financial feasibility of Broad Street West project development options. The advisor provided findings and recommendations on financial terms of the redevelopment agreement.
- Negotiated a Letter of Intent with the United States Postal Service (USPS) for the purpose of performing a needs assessment by the Postal Service and the identification by the city of one or more potential replacement facilities for the relocation of the Postal Services' business operations. Negotiated a detailed Purchase and Sale Agreement to address the Postal Services' vacation of the USPS parcel, the relocation of Postal Services' business operations, and the city's acquisition of title to the USPS parcel to advance municipal redevelopment objectives in the Broad Street West redevelopment area.
- Initiated the Broad Street West (BSW) redevelopment planning process, and ensured timelines were met on project tasks. This included the Letter of Intent with the United States Postal Service for potential acquisition of the USPS parcel located within the BSW redevelopment area, an analysis by the city's parking consultant on anticipated parking use needs in proposed redevelopment subdistricts, development of a conceptual design of subdistricts 1, 2 and 3 with the designated redevelopers, and negotiated financial and other agreement terms to inform the framework of a Letter of Intent with redevelopers.

- Coordinated discussions and collaborative meetings with representatives of various local and county agencies and non-profit organizations to identify services and resources to evaluate and strengthen mental health and social services for Summit residents. This resulted in a negotiated agreement with Bridgeway Behavioral Health Services to provide, at no cost to the city, available outreach, assessment, and case management services, including homeless outreach, supportive housing, partial care, and supportive employment services.

2022 PERFORMANCE GOALS

Goal 1 *Oversee the Broad Street West redevelopment process to ensure timelines are met.*

- Negotiate terms with designated developers and finalize redevelopment and financial agreements.
 - On February 15, 2022, Common Council approved a Letter of Intent with Broad Street West Managers I LLC (“BSWM”), a joint venture between L+M Developers and Toll Brothers, Inc. that forms the basis of an understanding between the city and BSWM regarding, among other things, the purchase of all city properties within the subdistrict 3 area. It reflects a general framework for the negotiation of a Redevelopment Agreement with BSWM that would include all detailed terms and conditions governing the redevelopment of subdistrict 3. It establishes a timeframe for the submission of a more detailed proposal for the redevelopment of subdistricts 1 and 2.
- Continue to work with real estate consultant to serve as the municipal advisor on economic and financial feasibility of several development options being pursued in Broad Street West redevelopment subdistricts 1 and 2.
- In collaboration with city staff, professional planning consultants, Planning Board volunteers and elected officials, establish a community-focused process where citizens are given opportunities to provide feedback on redevelopment design concepts for subdistricts 1, 2 and 3.

Goal 2 *Create and present the 2022 city budget with a municipal tax rate change at or under 2.0%.*

Goal 3 *Successfully negotiate a labor contract with the Firefighters’ Mutual Benevolent Association (FMBA), Local 54.*

- On February 15, 2022, the Common Council approved a five-year agreement with the FMBA that provides for a cost-of-living adjustment of 2.25% each year for firefighters at top step, and an annual first responder stipend. Overall, the net total increase of the contract is approximately 2.0%.

Goal 4 *Ensure employees are provided with technology (hardware and software) to enhance efficiency in job performance with an increased level of satisfaction.*

Goal 5 *Work with Common Council and relevant city commissions and advisory committees to create a strategic approach to a framework for smart city planning. This will improve quality of life for citizens and facilitate safety, economic growth, and environmental and fiscal resilience.*

- Identify issues and opportunities with key internal constituents to put forward a vision that best serves the interests of the community, particularly in assessing energy aggregation options, feasibility of renewable energy projects, and an electric vehicle purchasing policy and plan for the municipal transportation fleet.

Goal 6 *Partner with a grant consultant to create a strategic plan to research and apply for all available government and non-profit grant opportunities to support municipal operational priorities.*

Information Technology

Ajay Rangu, Information Technology Specialist



The city organization uses various software platforms and systems to provide employees with the technological tools needed to increase service delivery effectiveness, external accessibility, and efficiency in interactions with the public. A critical component that underlies all these software platforms is security. Cybersecurity encompasses everything that pertains to protecting our sensitive data, personally identifiable information (PII), protected health information (PHI), personal information, intellectual property, data, and governmental and industry information systems from theft and damage attempted by criminals and adversaries. Cybersecurity risk is increasing, driven by global connectivity and usage of cloud services to store sensitive data and personal information. Widespread poor configuration of cloud services paired with increasingly sophisticated cyber criminals increases the risk that organizations will suffer from a successful cyberattack, or data breach in the future. Cyber threats can impact any level of an organization. Educating staff about simple social engineering scams like phishing and more sophisticated cybersecurity attacks like ransomware attacks and malware designed to steal intellectual property or personal data is more important than ever.

2022 PERFORMANCE GOALS

- Goal 1** Enable and configure Office 365 geo-blocking and restrict access only to locations in United States.
- Goal 2** Evaluate on-premises applications migration to the cloud, enhance security and improve business continuity.
- Goal 3** Implement a management system to secure passwords.
- Goal 4** Upgrade network security to include 24x7x365 Security Fabric Monitoring.
- Goal 5** Continue employee training and testing to ensure high level security.

Megan L. Champney Kweselait, Human Resources Manager



Functional areas of Human Resources are staffing and workforce planning, compensation, benefits administration, diversity, equity and inclusion, labor relations, policy development, succession planning, training and development, HR system administration, compliance reporting, safety/risk management and personnel management.



Staffing and Workforce Planning

In 2021, 117 new hires and 104 separations (resignations/retirements/completion of assignments) were processed. These numbers include seasonal, temporary, volunteer, and per diem employees in addition to regular full-time and part-time employees.



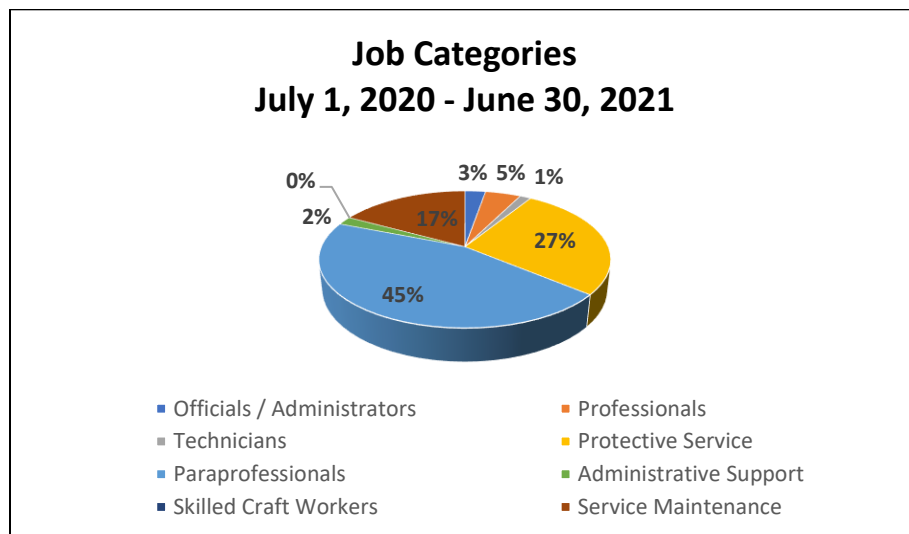
Federal/State Reporting Requirements

The Equal Employment Opportunity Commission (EEOC) requires biannual reporting to indicate workforce composition by sex and race/ethnic category. In state and local government, the report is referred to as an EEO-4 report. The EEO-4 survey is conducted in every odd-numbered year.

The statistics below comply with state and federal reporting requirements and are a voluntary option for employees to disclose and therefore may not accurately reflect the makeup of the workforce (protected classes). The following numbers are inclusive of all city departments including Summit Free Public Library, seasonal, per diem, and temporary employees.

Protected Class – July 1, 2020 – June 30, 2021	
Race	# As Reported of Total Workforce
Asian	1
Black / African American	18
Hispanic / Latino	38
Native Hawaiian / Pacific Islander	1
Two or more races	0
White / Not Hispanic or Latino	244
Not Reported	102

Job categories are reported on as officials/administrators, professionals, technicians, protected services workers, paraprofessionals, administration support, skilled craft workers and service maintenance.



In addition, Human Resources and the Finance Department are responsible for OSHA and ACA compliance requirements annually.

Training and Development

The city is committed to a staff development program that creates opportunities for employee growth that benefits the city and the individual employee.

Human Resources oversees various compliance and best practice training for all employees. Our risk manager manages safety/risk management compliance and best practice training. Specific units such as Police, Fire, Parking Services and Sewer Utility, and Public Works manage other compliance and license required trainings within their respective areas.

2021 Training Courses Completed	
Course	Number of Employees Trained
Webinar - Designated Employer Representative (DER) Training [MEL_2268]	1
Webinar - CDL: Supervisors Reasonable Suspicion [MEL_2308]	1
Webinar - Protecting Children From Abuse - For Managers/Supervisors/Elected Officials [MEL_2198]	23
Webinar - Introduction to Understanding Conflict [MEL_2477]	1
Webinar - Chipper Safety [MEL_2248]	2
Webinar - Leaf Collection Safety [MEL_2250]	5
Webinar - Chain Saw Safety [MEL_2249]	3
Webinar - Work Zone: Temporary Traffic Controls [MEL_2294]	4
In-Person Sensitivity Training	33
Bloodborne Pathogens [ME12]	29
Cyber Security [ME32]	1
Camp Counselors - Bullying Prevention at Camp [ME17]	1
Camp Counselors - Child Sexual Abuse Prevention at Camp [ME15]	1
Camp Counselors - Playground Safety [ME19]	1
COVID-19: A Pandemic Response [SG54]	1
Bloodborne Pathogens Refresher [MEL_2457]	2
HazCom / RTK Refresher [MEL_2460]	3
2020-2021 Elected Official Risk Management Seminar: Employment Practices Liability [ME44]	1
Hazard Communication in Cleaning & Maintenance Operations; English/Spanish [MEL_2051]	2

Safety and Risk Management

Risk management is a process, not an outcome. It is a method of identifying risks and developing and implementing programs to protect against those risks. It is a practical approach to meeting the needs of safety education. It helps to prepare for the future, enhances professionalism, and increases awareness of safety issues and injury trends.

The city has a contracted relationship for risk management services through Acrisure. We are a member municipality of the Suburban Municipal Joint Insurance Fund. The Suburban Municipal Joint Insurance Fund Safety Incentive Program is used to improve workplace safety, raise employee awareness, and reduce accidents by encouraging participation in JIF safety-related activities and training programs. As part of the Safety Incentive Program, the city earns points for the following: (i) reducing the lost time accident frequency by 5% over the previous three -year average; (ii) holding quarterly safety committee meetings; (iii) completing employee safety training courses, (iv) conducting in-house job safety observations in an effort to identify ways to improve the efficiency and safety of jobs being performed, (v) inspecting facilities, equipment and vehicles for minimum levels of safety, (vi) completing a law enforcement initiative activity that includes a police chief consultation with the JIF law enforcement risk control consultant, or attending a law enforcement seminar, and (vii) conducting annual motor vehicle record checks for all employees who drive on municipal business.

We strive to assure a safe and healthy work environment for all employees. We continue to develop and implement programs, policies and procedures for the recognition and identification of hazards and to ensure compliance with applicable state and federal health, safety, and environmental regulations.

The city has an internal Risk Management Committee, which meets on a quarterly basis to review claims and discuss safety matters.

In 2021, we processed the following claims:

2021 Insurance Claims	
General Liability Claims	22
Tort Claim Notices - 11	
Motor Vehicle Claims	20
Workers Compensation Claims	50
COVID-related - 23	
Lost Time Accidents - 17	
Total Claims Managed:	92

2021 Accomplishments

- Amended the City of Summit Personnel Policies and Procedures Manual.
- Coordinated sensitivity training for city staff.
- HR Manager received Designated Employee Representative certification. The DER is the person responsible for the workplace drug and alcohol testing program. The DER is the employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties, make decisions required in the testing process, and receive test results.
- Continued implementation of Human Resources software solution (Primepoint) to better develop HR functionality citywide. Primepoint offers applicant tracking, payroll and benefits administration, time and attendance tracking and performance management functionality. The recruitment module proves to be a critical tool allowing online applications for open positions. Staff were able to hire and onboard chosen candidates remotely. During the onboarding process, candidates were able to securely enter proof of identification and key documentation into the system. Interviews were conducted using the Zoom virtual meeting platform.
- The City of Summit achieved a perfect score and Gold Status in the 2021 Safety Incentive Program for the Suburban Municipal Joint Insurance Fund. All Gold Status members received a certificate of participation and completion of the Safety Incentive Program and earned \$1,600 for a perfect score. This money will be used toward additional safety-related functions throughout the city.

2022 Goals

Goal 1 Continue implementation of centralized Human Resources management plan.

- Administration staff will continue implementation of a software-focused Human Resources program to better develop HR functionality citywide.
- Roll out Primepoint recruitment and on-boarding modules to additional city departments.
- Continue the implementation of a paperless workflow for HR-related matters, including use of electronic signatures. Anticipated completion by June 30, 2022.
- Increase staff development and focus on customer service improvements.

Goal 2 Get back to the “human” side of Human Resources. .

- Leverage the power of human connections to build resilient, high performing employees.

Goal 3 Develop and implement a succession plan for department head and key personnel retirements.

Goal 4 Maximize the efficacy of the Joint Insurance Fund liability and worker’s compensation management, providing training to improve service and minimize claims.

- Work closely with the Risk Manager to make city processes more efficient and effective.

COMMUNICATIONS OFFICE

AMY CAIRNS
CHIEF COMMUNICATIONS OFFICER



2021 Accomplishments

As COVID-19 continued globally and locally, the Communications Office generated an increased number of general and emergency communications. Confirmed cases for the state, county and municipality were shared in media advisories and on the city website until the health emergency was lifted on March 7, 2022.

The Communications Office consistently conveyed information on city projects, events, initiatives, and incidents, including service interruptions, power outages, and inclement weather.

- Used data analytics to guide decisions on updating information on the city website and to generate strategy for social media channel posts increasing the frequency of site visits;
- Created content to support key marketing initiatives and delivery of essential information for city departments including video PSAs, speeches for elected officials, public meetings, and live social media channel broadcasts;
- Monitoring of multiple news outlets, zoom meetings and website to obtain the most relevant and updated information on COVID-19 transmission and guidance as possible.

The Communications Office also successfully met its goals to:

- Support departments and divisions in delivery of essential messaging with emphasis on Police Department communications.
- Develop increased opportunities for Mayor Radest and Common Council to share information on city initiatives and outreach with media, on city website and social media channels; and
- Provide guidance and support to volunteer committee and commission members.
- Participate in industry events by presenting on effective COVID-19 crisis communications at the New Jersey League of Municipalities conference.

...

"Striving for new and enhanced forms of citizen engagement"



The Communications Office supports the City Administrator, Mayor, and members of Common Council in cultivating, building, and nurturing strategic relationships and alliances that are essential for advancing and successfully achieving established City of Summit communications goals.

Ensure implementation of marketing programs and publicity of priority messages and activities.

Monitor and analyze current events, public opinion, and press, identify issues and trends, and advise on appropriate action and responses.

Provide ongoing strategy, recommendations, and support.

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ANALYTICS

News Releases, media advisories and website notifications

- 128 news releases in 2021 (166 in 2020).
- 163 media advisories (216 in 2020)
- 15,129 Civic Send subscribers for targeted website content by category (14,738 subscribers in 2020). Number of push notifications sent = 89 (104 in 2020)
- 150+ key stakeholder contacts in email distribution channels includes civic groups, non-profits, businesses, and other organizations.
- 29,795 Swift Reach users for distribution of emergency information (27,315 registered in 2020).

Website Statistics 2021

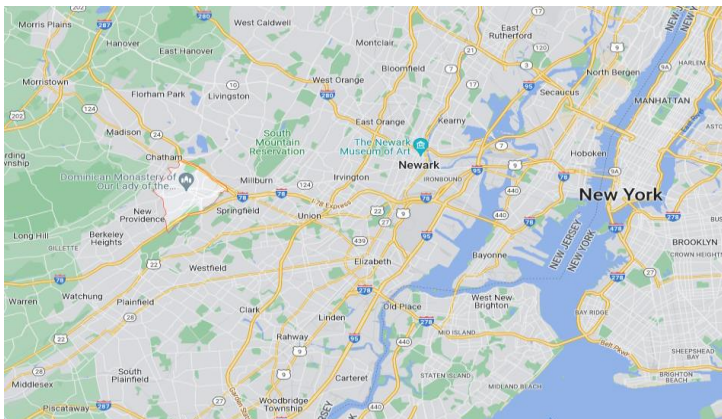
- 403,705 visits
- 2:24 average visit duration
- 2.7 actions per visit
- 672,543 page views
- 25,752 total searches
- 281,763 downloads

Devices used to access

- Smartphone: 43.2%
- Desktop: 53.1%
- Tablet: 2.7%
- Other: 1.0%

Top Location of Visitors

Unknown: 339,229	New York, NY: 2,129	Springfield, NJ: 933
Summit, NJ: 11,008	Union, NJ: 1,483	Irvington, NY: 771
Chatham, NJ: 9,503	Rahway, NJ: 1,453	Boardman, OR: 752
Brooklyn, NY: 2,507	Manville, NJ: 1,342	Westfield, NJ: 706



Site Search

Keywords

Birth certificates: 652
Reg-37a: 550
Transfer Station: 294
Overnight parking: 287
Parking: 263
Permits: 215
Summit Free Market: 144
Zoning: 132
True: 130
Jobs: 112
OPRA: 98
Recycling and trash: 93
Dog park: 91
Taxes: 90
Parking permit: 84
Transfer Station permit: 80
Pool: 78



Top pages viewed

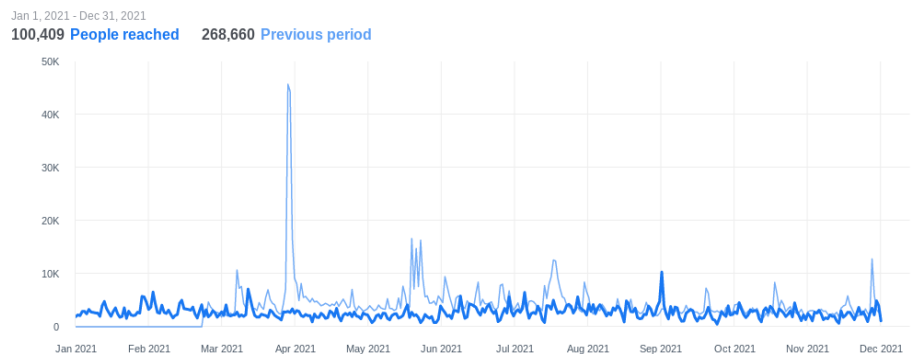
- Homepage: 86,228 views
 - www.cityofsummit.org
- Tax payments: 78,339 views
 - https://www.cit-e.net/summit-nj/cit-e-access/taxbill_std/?tid=135&tpid=12862
- COVID-19 page: 25,189 views
 - <https://www.cityofsummit.org/660/COVID-19>
- COVID-19 Vaccine page: 19,661 views
 - <https://www.cityofsummit.org/760/COVID-19-Vaccine>
- Trash and Recycling: 17,610 views
 - <https://www.cityofsummit.org/186/Trash-Recycling>
- Parking Services: 17,202 views
 - <https://www.cityofsummit.org/206/Parking-Services>
- Online Payments: 16,443 views
 - <https://www.cityofsummit.org/131/Online-Payments>
- Transfer Station: 13,303 views
 - <https://www.cityofsummit.org/184/Transfer-Station>
- Non-Resident Parking: 9,951 views
 - <https://www.cityofsummit.org/366/Non-Resident-Parking>
- Disposal and Parking Permits: 9,245 views
 - <https://www.cityofsummit.org/370/Disposal-Parking-Permits>
- Police Department: 9,203 views
 - <https://www.cityofsummit.org/231/Police-Department>

Top Pages

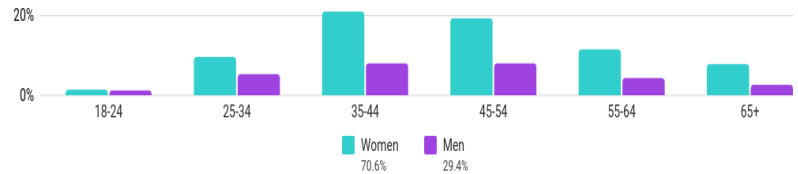
- ✓ Homepage
- ✓ Tax payments
- ✓ COVID-19 information
- ✓ Trash and Recycling
- ✓ Parking Services
- ✓ Online payments
- ✓ Transfer Station
- ✓ Non-Resident Parking
- ✓ Disposal and Parking Permits
- ✓ Police Department

Facebook Statistics 2021

- 100,409 people reached
- 171,380 engagements (reach, likes, clicks, shares, comments)
- 27,701 reactions (like, sad face, love, mad)
- 15,187 link clicks
- 3,681 comments
- 2,862 shares



FACEBOOK FOLLOWERS
70% Women 29% Men



Twitter Statistics 2021

- Total tweets: 547
- Tweet impressions: 302,501
- Profile visits: 35,110
- Mentions: 358
- New followers: 132



Instagram Statistics 2021

255 posts
679 new followers (total 4,382)



YouTube Statistics 2021

- Total views: 110,136 (32,509 in 2020); total watch time: 4,723.30 hours (1,923.8 hours in 2020); new subscribers: 85 (total 470)

Top videos in 2021 (by views)

- Summit Police Department holiday package safety video starring the Grinch: uploaded on 12/2/19
 - Views during 2021: 95,147 (out of total 107,072)
 - <https://www.youtube.com/watch?v=piJLtqsW-wA>
 - Average view duration: 1:44 minutes (439.2%)
- Summit Police Department video on personal safety for young people: uploaded on 4/22/21
 - Views during 2021: 1,191
 - <https://www.youtube.com/watch?v=XW7nTf4Z1pw>
 - Average view duration: 1:40 (65.1%)
- Summit Police Department video on Teen Safety: uploaded on 5/4/21
 - Views during 2021: 673
 - <https://www.youtube.com/watch?v=gkZaMfl-qCo>
 - Average view duration: 1:58 minutes (56.3%)
- Summit Common Council Meeting, Tuesday, April 6, 2021, via Zoom: uploaded on 4/6/21
 - Views during 2021: 531
 - <https://www.youtube.com/watch?v=5fAhUfHshkA>
 - Average view duration: 26:06 minutes (11.3%)
- Broad Street West Redevelopment Area Virtual Meeting – Thursday, May 20, 2021, 7:00 pm, Via Zoom: uploaded on 5/20/21
 - Views during 2021: 515
 - <https://www.youtube.com/watch?v=GTHdMIUKCVO>
 - Average view duration: 2:45 minutes (44.6%)
- Summit Common Council Meeting, June 1, 2021: uploaded on 6/2/21
 - Views during 2021: 417
 - <https://www.youtube.com/watch?v=4Dir6yJN0XA>
 - Average view duration: 13:40 minutes (9.3%)

COMMUNICATIONS OFFICE

AMY CAIRNS
CHIEF COMMUNICATIONS OFFICER



2022 Performance Goals

Goal one: *Use data to make informed decisions about marketing strategy and content development*

- Better understand what site visitors are looking for and enhance website pages to highlight useful information more effectively.
- Use website analytics to develop targeted social media strategy and content creation. Whenever possible, drive followers to the city website for more detailed information.
- Continue to prioritize distribution of information on COVID-19 testing, variants, and vaccines as well as federal, state, county and municipal advisories, guidance and assistance programs.

Goal two: *Improve ADA Compliance on the city website*

- Work to reduce the 5000+ ADA compliance violations on the city website by including alternate text for all graphic images and photographs.
- Reduce the number of PDF forms on the website through use of the Civic Optimize platform.

Goal three: *Support major public initiatives with strategic vision and clear, consistent communications.*

- Make recommendations for website department page updates and enhancements.
- Develop opportunities for video and print media to deliver key messaging.

Goal four: *Increase interaction with Mayor, Common Council, and department heads to better convey ongoing work and issues being handled by elected and city officials.*

- Inform council on communications protocols and function of communications office.
- Initiate periodic meetings with Common Council President to facilitate delivery of key messages.
- Enhance website to include Common Council information on key priorities and initiatives.

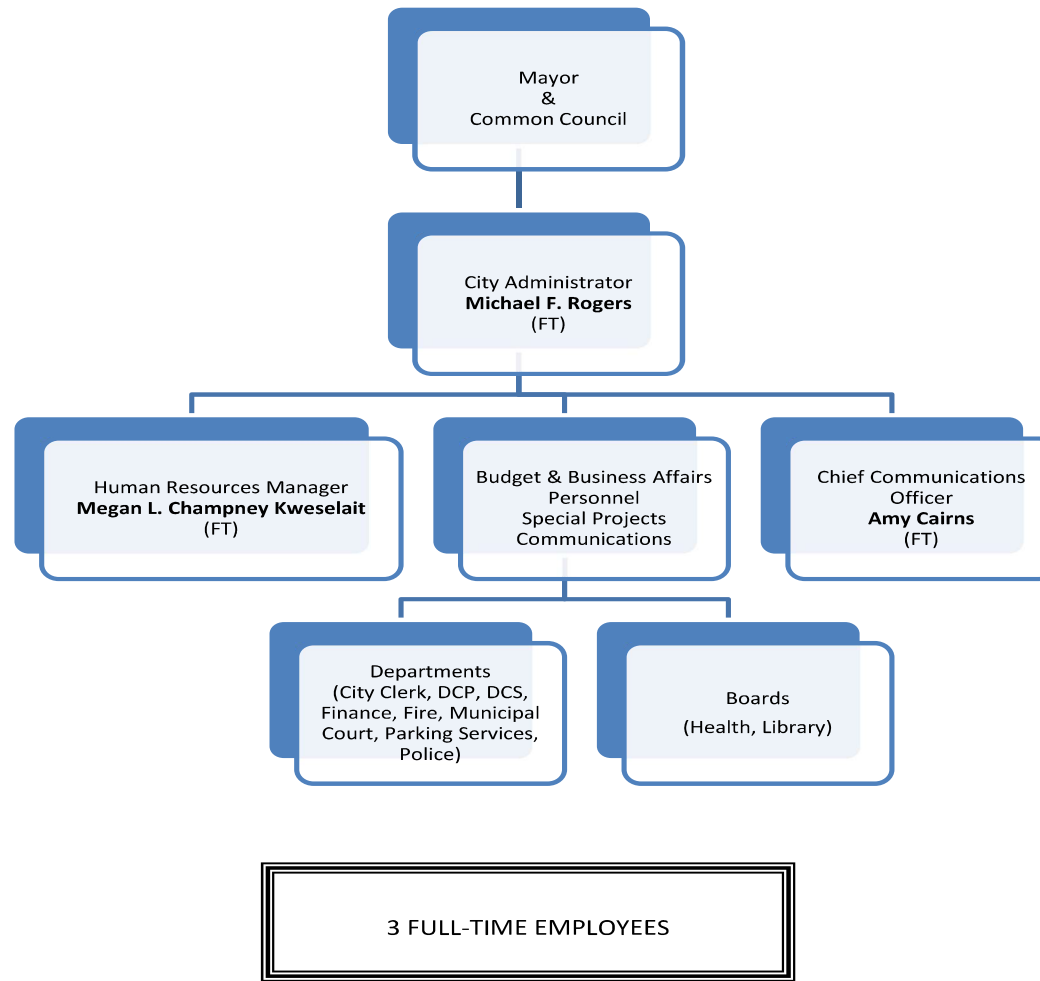
Goal five: *When possible, represent the city and its interests at various professional, industry and community associations to further enhance positive relationships and partnerships.*

- Participate in county-wide PIO Facebook group of communications professionals as a resource for sharing of information and professional development.
- Accept invitation to present as part of a panel discussion on effective government marketing at the CivicPlus annual convention in Orlando, Florida on May 3 to 5, 2022.
- Communicate through email updates on city services and initiatives to key community contacts.

Goal six: *Ongoing development of communications department staff.*

- Identify workshops and/or onsite development opportunities for communications team members and OEM training.

OFFICE OF THE CITY ADMINISTRATOR



100-000 ADMINISTRATION & EXECUTIVE

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 398,007	\$ 398,007	\$ 399,662	\$ (1,655)	\$ 414,428	\$ 414,428	\$ 16,421	4.13%
102	Part-Time	0	0	0	0	0	0	0	1.00%
103	Temporary Part-Time	23,040	23,040	19,468	3,573	23,040	23,040	0	0.00%
Total Salary & Wages		\$ 421,047	\$ 421,047	\$ 419,129	\$ 1,918	\$ 437,468	\$ 437,468	\$ 16,421	3.90%
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 9,000	\$ 9,000	\$ 3,578	\$ 5,422	\$ 10,000	\$ 9,000	\$ 0	0.00%
301	Printing	7,000	7,000	3,395	3,605	7,000	7,000	0	0.00%
309	Miscellaneous Services	1,500	1,500	2,200	(700)	1,500	1,500	0	0.00%
500	Contract Services	42,000	42,000	42,000	0	42,000	42,000	0	0.00%
804	Training & Seminars	8,000	8,000	1,044	6,956	7,500	7,500	(500)	-6.25%
806	Memberships	3,000	3,000	290	2,710	3,000	3,000	0	0.00%
807	Subscriptions	750	750	370	380	1,000	1,000	250	33.33%
809	Conference & Meetings	5,000	5,000	858	4,142	6,000	5,000	0	0.00%
901	Muni Employee Background Checks	4,000	4,000	603	3,397	5,000	4,000	0	0.00%
Total Other Expenses		\$ 80,250	\$ 80,250	\$ 54,339	\$ 25,911	\$ 83,000	\$ 80,000	\$ (250)	-0.31%
* \$6,440 transferred to Street Lighting									
Department Total		\$ 501,297	\$ 501,297	\$ 473,468	\$ 27,829	\$ 520,468	\$ 517,468	\$ 16,171	3.23%

100-000 ADMINISTRATION & EXECUTIVE

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
100-001									
200	<u>Employee Assistance Program</u>	\$ 5,600	\$ 5,600	\$ 5,600	\$ 0	\$ 5,600	\$ 5,600	\$ 0	0.00%
100-002	<u>Postage - Other Expenses</u>								
201	Postage	\$ 40,000	\$ 40,000	\$ 39,832	\$ 168	\$ 43,000	\$ 43,000	\$ 3,000	7.50%
202	Postage Meter	1,000	1,000	429	571	1,000	1,000	0	0.00%
203	Postage Machine	13,000	13,000	10,375	2,625	13,000	13,000	0	0.00%
204	Postage Fedex	600	600	681	(81)	750	750	150	25.00%
	Total Other Expenses	\$ 54,600	\$ 54,600	\$ 51,317	\$ 3,283	\$ 57,750	\$ 57,750	\$ 3,150	5.77%
100-003									
200	<u>Physical Exams - Municipal Employees</u>	\$ 24,000	\$ 24,000	\$ 23,300	\$ 700	\$ 24,000	\$ 24,000	\$ 0	0.00%
20-100-000 ADMINISTRATIVE & EXECUTIVE									
100-000	Administrative & Executive								
100-004	<u>Technology - Other Expenses</u>								
200	Other Expenses	\$ 500	\$ 500	\$ 0	\$ 500	\$ 500	\$ 500	\$ 0	0.00%
210	Operation Support (Shared Svcs Agreement)	98,000	98,000	97,800	200	100,000	100,000	2,000	2.04%
230	Equipment & Hardware	15,000	15,000	4,564	10,436	15,000	15,000	0	0.00%
240	Supplies & Materials	2,500	2,500	184	2,316	2,500	2,500	0	0.00%
250	Tech & Software Licenses	107,500	107,500	73,883	33,617	112,000	112,000	4,500	4.19%
500	Contract Services	20,000	20,000	16,050	3,950	20,000	20,000	0	0.00%
804	Training & Seminars	4,000	4,000	0	4,000	5,000	5,000	1,000	25.00%
	Total Other Expenses	\$ 247,500	\$ 247,500	\$ 192,481	\$ 55,019	\$ 255,000	\$ 255,000	\$ 7,500	3.03%
100-005									
200	<u>HomeTowne TV Service Agreement</u>	\$ 83,000	\$ 83,000	\$ 83,000	\$ 0	\$ 83,000	\$ 83,000	\$ 0	0.00%
30-420-000									
210	<u>Employee Appreciation Events</u>	\$ 3,000	\$ 3,000	\$ 0	\$ 3,000	\$ 3,000	\$ 3,000	\$ 0	0.00%
	Overall Admin. & Exec. Total	\$ 918,997	\$ 918,997	\$ 829,166	\$ 89,831	\$ 948,818	\$ 945,818	\$ 26,821	2.92%

100-000 ADMINISTRATION & EXECUTIVE

EMPLOYEE SALARY & WAGES

		2021		2022				2022
Status	Title	Base + Longevity		Base	Grade	Step	Longevity	Total
Cairns, Amy	Full-Time Chief Communications Officer	\$ 108,036		\$ 112,002	16	13-15	\$ 0	\$ 112,002
Champney Kweselait, Megan	Full-Time Human Resources Manager	97,288		101,467	13	19	0	101,467
Rogers, Michael	Full-Time City Administrator	192,683		200,959	21	19	0	200,959
Salaries & Wages Total		\$ 398,007		\$ 414,428			\$ 0	\$ 414,428

CITY CLERK

OFFICE OF THE CITY CLERK

Rosemary Licatese, City Clerk



WHAT WE DO

The City Clerk serves as the secretary to the municipal corporation and the governing body. The office administers local elections and provides a number of administrative and community relations services.

As secretary to the governing body, the City Clerk coordinates and attends all meetings of the Common Council, prepares agendas and minutes and most of the ordinances and resolutions, and maintains official city files and records. The office is the keeper of the official city seal.

The City Clerk receives, distributes, and assigns all correspondence on behalf of the Mayor and Common Council.

The Office of the City Clerk processes, and issues licenses and permits including, but not limited to, restaurants, raffles, liquor, taxi/limo, peddlers, etc.

The City Clerk also acts as general liaison to all city volunteer boards.

OUR FOCUS

The City Clerk's Office is diverse in its responsibilities, from preparing and processing ordinances and resolutions of the governing body, coordinating regular and special meetings for council, processing and issuing permits and licenses, complying with state mandates, to overseeing local elections. It serves as the hub of municipal government, working with all city departments in the day-to-day operation of the city.

OUR OBJECTIVES

OBJECTIVE 1 Assist City Departments with Operational Needs

OBJECTIVE 2 Provide Exemplary Customer Service

OBJECTIVE 3 Reduce Paper

OBJECTIVE 4 Records Management/Access to Public Records

OBJECTIVE 5 Technology Use Upgrades



Performance Goals Review

OBJECTIVE 1 Assist City Departments with Operational Needs

Goal 1A *Assist departments in obtaining the necessary permissions, authorizations and approvals needed for purchasing, contracting and regulatory purposes through ordinances and resolutions.*

Goal 1B *Ensure timely response to requests for information and provide efficient retrieval of archived records.*

While the number of ordinances and resolutions varies from year to year, in 2021, the City Clerk's Office processed 489 resolutions, 19 regulatory ordinances, four bond ordinances, and 45 non-purchasing-related contracts. Writing resolutions and ordinances requires creative composition skills and significant follow-up by City Clerk staff. We work with municipal, county and state agencies, place legal advertisements, process signatures, and conduct research on state and local regulations when necessary.

The Clerk's Office will continue to work with all departments in the processing of requests for regulation through resolutions and ordinances. All bid-related processes and documents are managed by the Qualified Purchasing Agent (QPA) in the Finance Department since January 2018.

Since the beginning of the COVID-19 pandemic in March 2020, the Office of the City Clerk has adjusted to changes brought on by the state-wide lockdown, social distancing, and mask mandates. With the declaration of the State of Emergency that remains in effect, the City Clerk's Office immediately responded by modifying various processes with the understanding that maintaining continuity of operations was vital to taxpayers as well as downtown merchants. City Clerk staff continues to work with all departments to process permissions for council action through resolutions and ordinances.

OBJECTIVE 2 Provide Exemplary Customer Service

Goal 2A *Provide timely assistance and response to the public, including applicants who need to obtain licenses or permits issued by the City Clerk's Office.*

In 2021, the City Clerk's Office processed over 20 property use applications for 44 events scheduled on city property; four filming permits; approximately 270 licenses, consisting of restaurant/food establishment licenses; sidewalk café permits, peddler's licenses, taxi, and limousine operator licenses; taxi and limousine vehicle licenses, raffles, and liquor licenses. All applicants are treated with respect and courteousness. Understanding that many of these licenses impact the livelihood of businesses, the City Clerk staff goes to great lengths to process applications as efficiently and expeditiously as possible, often requiring multiple follow-ups with the applicant and/or city departments.

Even as Executive Orders issued by Governor Murphy were revised to permit indoor dining, outdoor dining in Summit continues to be a very popular. During the ongoing pandemic, outdoor dining has been a successful way of helping downtown restaurants to survive. To further support downtown businesses,

council has renewed temporary outdoor dining, which includes temporary parklets and sidewalk cafés, not only in the downtown area, but within city limits. The City Clerk’s Office processed applications and supervised the review processes for a total of 25 sidewalk cafés, nine additional agreements associated with restaurant liquor licenses, as well as 15 parklet/outdoor dining and non-dining outdoor spaces.

While the COVID-19 State of Emergency continues to impact community events, the City Clerk’s Office processed all property use applications to successful completion.

The City Clerk’s Office will continue to explore ways to streamline processes and provide exemplary services to the public.

OBJECTIVE 3 Reduce Paper

Goal 3A *Streamline use of paper when an equal or more efficient way of disseminating information, including agenda packets, application forms, internal and external correspondence, and licenses and permits, is identified.*

Goal 3B *Expand use of existing software to process paperless license and permit applications.*

The City Clerk’s Office is proud of its achievements in reducing the amount of paper in council meeting agenda packets from approximately 30 to three. Originally, packets used several different paper colors and were provided to each member of the governing body, department heads, and the press; copies were also made available for public inspection at City Hall and at the Summit Public Library. Due to a staff reduction in 1998, the City Clerk’s Office had to look for alternate ways to maintain its high level of service delivery which the governing body, city staff and the public are accustomed to and expect, with fewer resources. Reducing the number of paper agenda packets that were produced was a successful efficiency. Since 2018, three agenda packets have been produced for each meeting (one file copy and two public copies). The full public packet is available on the city website. While posting the full agenda in pdf format has been a practice for at least 16 years, the commitment to providing a paperless packet was fully realized in 2018.

Not only has this reduction significantly reduced the amount of paper being consumed, it also has created more time for staff to attend to other duties, increasing employee productivity in areas such as archive scanning and customer service.

The City Clerk’s Office continues to significantly reduce paper consumption by sharing and forwarding documents to elected officials and department staff by email rather than providing paper copies.

The City Clerk’s Office will continue to explore ways to implement more paperless applications through existing software.

OBJECTIVE 4 Records Management/Access to Public Records

Goal 4A *Continue to assist city departments in best practices for the management of active and archived records.*

Goal 4B *Continue the process of reorganizing, digitizing, and maximizing storage space in the records storage area in the basement at City Hall.*

Records Management - As the Custodian of Records, the City Clerk manages both active and archived records. The City Clerk is responsible for maintaining public records and scheduling the purging of records. We adhere to the procedure for obtaining necessary permission from the State of New Jersey once certain records reach the end of the retention period.

One way the City Clerk's Office continually strives to optimize its limited physical storage space is through the regular purging of records. Since 1999, the Clerk's Office routinely scans all permanent council-related records – agendas, minutes, resolutions and ordinances – into a digital imaging system certified by the State of New Jersey.

To further reinforce the importance of good records management, the City Clerk's office virtually meets with city departments to discuss, implement and maintain best practices for proper records management, a critical component of efficient storage and successful retrieval of records. This is especially important when responding to OPRA requests.

In 2020, a multi-phase project to archive records in the City Hall basement storage space was implemented. In 2021, with the cooperation of city departments, the process of digitizing various records and properly disposing of others occurred with significant positive results. The next step in the project began in early 2022 with the submission of a grant application for funding to purchase and install permanent mobile shelving in the basement. The application was submitted by the City Clerk's Office, with the assistance of the Department of Community Services and the city's grant writer. Permanent shelving will be installed in an effort to organize archived records in a manner which will allow for easy and efficient access and, in some cases, eventual purging. As part of the multi-phase project, the City Clerk's Office will continue to assist city departments in managing record inventory and implement best practices in the use of standardized labeling of records to ensure that all containers are properly and easily identified, and are accessible for disposal when they have reached full retention. In 2022, the City Clerk's Office will continue to assist departments in identifying records that have reached retention and assist in proper disposal of those records. The City Clerk's Office will strive to complete the next phase of this project in 2022, which is subject to approved Capital Budget funding and receipt of grant funding. In the meantime, the City Clerk's Office continues to develop a standard operating procedure to provide guidelines for the proper management of newly organized archives.

Access to Public Records - OPRA Requests – In its effort to centralize, manage and track all OPRA requests, the City Clerk's Office implemented a new software application in March 2019. The software provides paperless processing of requests for public records, which has proven to be user-friendly for both staff and the public. Since implementation of this software, the City Clerk's Office continues to see

a significant increase in the number of OPRA requests received and processed. In 2019, the City Clerk's Office processed approximately 700 OPRA requests. This process has allowed for better management and tracking of progress and disposition for all records requests received by the city. In 2021, over 1,343 OPRA requests were received and processed.

Archiving – Since 1999, the City Clerk's Office has been archiving permanent documents, such as resolutions, ordinances, agendas and minutes, into its state-certified imaging system. In 2022, the goal of the City Clerk's Office is to continue scanning archived documents into the the imaging system. The City Clerk's Office is currently working with the Department of Community Services to implement a similar scanning procedure for its Planning and Zoning records. Archiving has played a complex and critical role in the retrieval of records and has contributed to efficient and timely responses to OPRA requests.

OBJECTIVE 5 Technology Use Upgrades

Goal 5A *Replace existing audio/visual (AV) equipment in Council Chamber, using state-of-the-art technology, and explore options for the accommodation of a hybrid virtual/in-person meeting capability.*

In April of 2020, Common Council began meeting virtually in compliance with the governor's executive orders related to the COVID-19 pandemic. They returned to in-person council meetings on June 1, 2021, when the governor's executive order lifted or relaxed certain indoor restrictions.

Since returning to in-person council meetings, the public has indicated its desire to have the option to attend and participate in council meetings virtually. While the State of New Jersey has not yet opined or issued guidance on virtual meetings, at the direction of Common Council, the City Clerk was tasked with exploring technology that would potentially allow a hybrid meeting model.

The challenge was to implement new technology with an aging AV system. While council currently has limited ability to implement a hybrid model to accommodate members of the governing body to attend virtually, it is not without its frequent technological issues. The current unreliable AV system is approximately 15 years old and requires frequent service. The recommendation from the city's IT manager and outside contractors is to replace the existing equipment completely. The City Clerk, with the assistance of the IT manager, has obtained pricing for a new system which will include the capability of a hybrid model, which could be implemented once guidance is issued by the State of New Jersey regarding the conduct of a hybrid format for public meetings.

The City Clerk has requested Capital Budget funding for the replacement of the existing AV equipment with state-of-the-art technology in Council Chamber and expects to have a new system in place by fall 2022, subject to the approval of Capital Budget funding requests.

Goal 5B *Implement Paperless Conference Room Schedules, Mayor's Office Schedule, and City Hall Calendar Management*

The City Clerk's Office continues to explore a more efficient, paperless solution for sharing the City Hall conference room meeting schedules. Currently, outside each conference room there is a paper list showing scheduled meetings for the week. The challenge lies with constant changes to the meeting schedules, due to cancellations or addition of new meetings. The City Clerk's Office proposed solution that would replace paper lists with 10" monitors showing the list of meetings in digital format.

This goal was temporarily put on hold due to the COVID-19 pandemic. However, with the indication that current restrictions continue to be relaxed or lifted, the City Clerk can resume efforts to address the implementation of new technology. The City Clerk plans to consult with the Technology Advisory Committee to find a cost-effective digital scheduling system solution that will be compatible with existing technology.

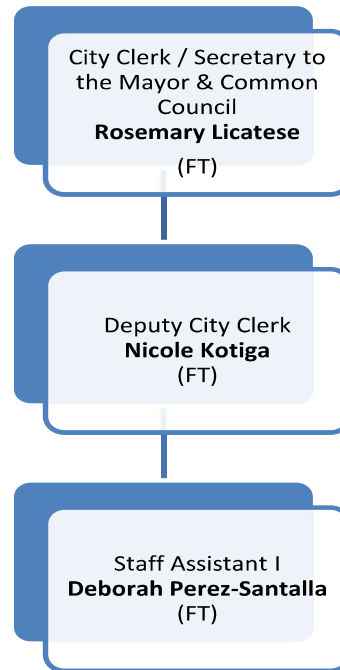
Implementation of this technology will reduce the use of paper, provide a more efficient way of updating conference room meeting schedules in real time and share the most up-to-date information for staff and visitors of City Hall.

Goal 5C *Implement new volunteer and appointment management software*

The City Clerk acquired a new volunteer and appointment management software in late 2021 to maintain a database of volunteer applications and appointments to city boards and commissions. The City Clerk is currently working with the software provider to prepare and implement the application. New software will enable citizens to search for available volunteer positions and apply through a portal application. This functionality will reduce the need to manually enter each application into the current appointments database. The new program will allow for multiple users and access by staff, elected officials and the community.

The City Clerk will continue to work with the software provider to launch the new system by late summer 2022.

OFFICE OF THE CITY CLERK



3 FULL-TIME EMPLOYEES

120-000 CITY CLERK

LINE ITEM BUDGET

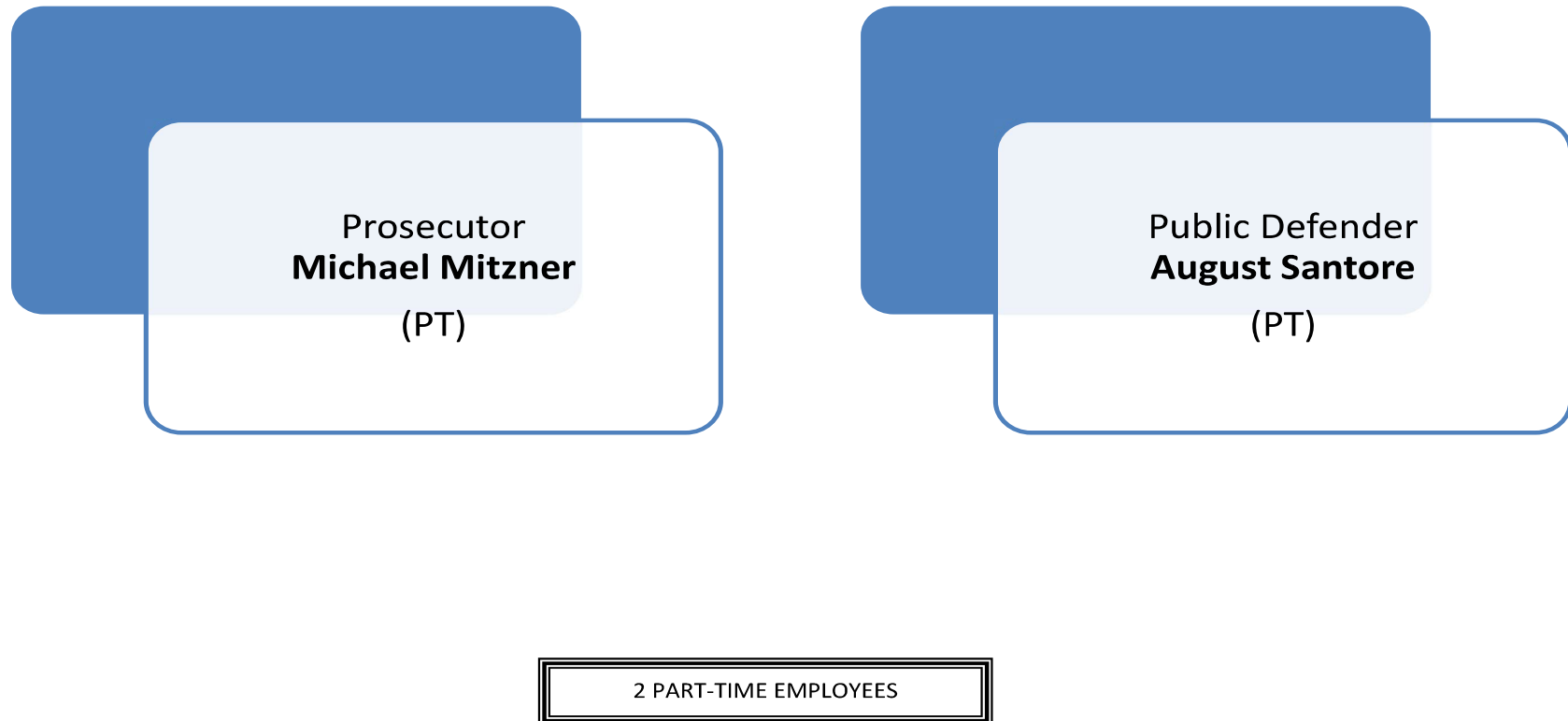
		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 245,141	\$ 245,141	\$ 245,116	\$ 25	\$ 257,916	\$ 257,916	\$ 12,775	5.21%
102	Part-Time	0	0	0	0	35,000	20,000	20,000	100.00%
103	Temporary	15,000	15,000	0	15,000	15,000	15,000	0	0.00%
114-115	Election Expenses	5,500	5,500	3,700	1,800	15,000	15,000	9,500	172.73%
Total Salary & Wages		\$ 265,641	\$ 265,641	\$ 248,816	\$ 16,825	\$ 322,916	\$ 307,916	\$ 42,275	15.91%
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 14,000	\$ 14,000	\$ 7,475	\$ 6,525	\$ 44,000	\$ 24,000	\$ 10,000	71.43%
202	Mayor Expenses	2,000	2,000	1,120	880	2,000	2,000	0	0.00%
209	Miscellaneous Services	3,000	3,000	197	2,803	3,000	3,000	0	0.00%
210	Legal Advertising	8,000	8,000	7,000	1,000	8,000	8,000	0	0.00%
212	Dues	2,600	2,600	1,606	994	2,600	2,600	0	0.00%
213	Miscellaneous Boards	500	500	0	500	500	500	0	0.00%
214	Election Expense	30,000	30,000	26,882	3,118	26,500	26,500	(3,500)	-11.67%
403	Equipment Service	17,500	17,500	11,058	6,442	17,500	17,500	0	0.00%
429	Lease Equipment	8,700	8,700	7,288	1,412	8,200	8,200	(500)	-5.75%
500	Contract Service	51,000	51,000	30,695	20,305	45,000	30,000	(21,000)	-41.18%
700	Equipment	20,000	20,000	0	20,000	3,000	3,000	(17,000)	-85.00%
808	Travel/Personal Expenses	750	750	0	750	750	750	0	0.00%
809	Conference & Meetings	8,500	8,500	115	8,385	7,000	7,000	(1,500)	-17.65%
810	Temporary Staffing	0	0	0	0	0	0	0	10.00%
811	Conference & Meetings Elected Officials	4,500	4,500	4,518	(18)	8,500	8,500	4,000	88.89%
Total Other Expenses		\$ 171,050	\$ 171,050	\$ 97,954	\$ 73,096	\$ 176,550	\$ 141,550	\$ (29,500)	-17.25%
Department Total		\$ 436,691	\$ 436,691	\$ 346,770	\$ 89,921	\$ 499,466	\$ 449,466	\$ 12,775	2.93%
120-001									
200	<u>Codification of Ordinances</u>	\$ 12,000	\$ 12,000	\$ 4,901	\$ 7,099	\$ 12,000	\$ 12,000	\$ 0	0.00%
Overall City Clerk Total		\$ 448,691	\$ 448,691	\$ 351,671	\$ 97,020	\$ 511,466	\$ 461,466	\$ 12,775	2.85%

120-000 CITY CLERK**EMPLOYEE SALARY & WAGES**

		2021	2022				2022
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Licatese, Rosalia	Full-Time City Clerk/Sec. to Mayor & Council	\$ 140,429	\$ 133,146	17	19	\$ 13,315	\$ 146,461
Perez-Santalla, Debbie	Full-Time Staff Assistant I	40,793	42,078	4	5	0	42,078
Kotiga, Nicole	Full-Time Deputy City Clerk	63,919	69,377	12	2	0	69,377
Vacant	Part-Time Staff Assistant II	0	0	4	1	0	0
Salaries & Wages Total		\$ 245,141	\$ 244,601			\$ 13,315	\$ 257,916

LEGAL SERVICES

LEGAL SERVICES



155-000 LEGAL SERVICES

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Payroll	\$ 37,600	\$ 37,600	\$ 36,193	\$ 1,407	\$ 38,915	\$ 38,915	\$ 0	0.00%
	Total Salary & Wages	\$ 37,600	\$ 37,600	\$ 36,193	\$ 1,407	\$ 38,915	\$ 38,915	\$ 0	0.00%
<u>Other Expenses</u>									
500	Contract Services	\$ 240,000	\$ 240,000	\$ 240,000	\$ 0	\$ 240,000	\$ 240,000	\$ 0	0.00%
509	Miscellaneous Services	10,000	10,000	10,000	0	10,000	10,000	0	0.00%
	Total Other Expenses	\$ 250,000	\$ 250,000	\$ 250,000	\$ 0	\$ 250,000	\$ 250,000	\$ 0	0.00%
	Department Total	\$ 287,600	\$ 287,600	\$ 286,193	\$ 1,407	\$ 288,915	\$ 288,915	\$ 0	0.00%
43-495-000									
101	<u>Public Defender</u>	\$ 8,500	\$ 14,000 *	\$ 14,000	\$ 0	\$ 8,500	\$ 8,500	\$ 0	0.00%
	Overall Legal Services Total	\$ 296,100	\$ 301,600	\$ 300,193	\$ 1,407	\$ 297,415	\$ 297,415	\$ 1,315	0.44%

* \$5,500 transferred from Public Defender Trust

155-000 LEGAL SERVICES

EMPLOYEE SALARY & WAGES

			2021		2022				2022
	Status	Title	Base + Longevity		Base	Grade	Step	Longevity	Total
Mitzner, Michael	Part-Time	Prosecutor	\$ 37,600		\$ 38,915			\$ 0	\$ 38,915
	Salaries & Wages Total		\$ 37,600	\$ 38,915	\$ 0	\$ 38,915			
Santore, August	Part-Time	Public Defender	\$ 14,000		\$ 14,000 *			\$ 0	\$ 8,500
	Salaries & Wages Total		\$ 14,000	\$ 14,000	\$ 0	\$ 8,500			

* \$5,500 of Public Defender salary to be paid from Public Defender Trust

FINANCE

FINANCE DEPARTMENT

Tammie L. Baldwin, City Treasurer/CFO



WHAT WE DO

The Finance Department consists of four offices:

The Office of the Tax Collector is responsible for collection of city tax levies. In 2021, the total tax levy was over \$138 million, with an additional sewer utility levy of over \$4.3 million. The office consistently maintains a collection rate of over 99%.

The Office of the Tax Assessor maintains the property assessment records and is responsible for the fair valuation of all properties within the city. The assessor also handles appeals on property assessed values, interacting with property owners and county and state tax courts as needed.

The Office of the Purchasing Agent ensures that municipal purchasing functions follow current procurement laws and assists staff and vendors with purchasing-related issues.

The Office of the City Treasurer maintains the financial records for the city. It manages cash flow, issues payroll, reconciles all bank accounts, records, deposits, assists in budget preparation, and pays bills. Interfacing with all other departments, it assists and

OUR FOCUS

The Finance Department oversees all fiscal activities of the city. The office is charged with ensuring compliance with all statutes, rules, regulations, and directives. The office administers city tax and revenue laws fairly, transparently, and efficiently to instill public confidence while providing exceptional customer service.

OUR SERVICES & GOALS

Provide Excellent Service

All four divisions of the department strive to consistently provide information, assistance and support to residents, businesses, and all city employees.

Fiscal Responsibility

- Provide a stable municipal tax rate and secure existing AAA rating.
- Examine bank accounts daily to ensure adequate balances are maintained.
- Reconcile accounts monthly, verifying department deposit reports and accounting for issued payments.
- Prepare and file fiscal reports as required by statute.
- Maintain the city's internal control system.

Financial Management

Maintain a flexible financial model that balances long and short-term needs. With input from bond counsel and financial managers, and with advice from municipal auditors, financial plans are prepared and submitted to Common Council for approval. These plans, and any debt service associated with them, are reviewed, and evaluated. Resulting decisions take into consideration both the effect on the municipal budget and the needs, welfare, and safety of the community.

Performance Goals Review

Office of the Tax Collector

The Office of the Tax Collector is committed to providing outstanding customer service. Taxpayers are treated with patience and respect in interactions with staff at City Hall and on the phone. The primary responsibility of this office is the timely billing and collection of property taxes, processing of delinquent notices as needed, daily recording and depositing of funds, and timely filing of all statutory reports to the governing body and the state of New Jersey. The tax collector also researches tax payments for attorneys and title/tax search companies.

2021

- *Tax Levy - **\$138,444,703***
- *Added & Omitted - **\$1,056,384***
- *Tax Collection Rate - **99.73%***

- Domestic sewer utility billing resulted in a levy of \$3,409,580 for Summit, and a levy of \$848,280 for New Providence.
- Special assessments were billed and recorded for 26 confirmed open assessments.
- Tax sale had two parcels sold with a premium collected of \$101,000.
- Processed 13 tax court and 25 county board judgments.

Office of the Tax Assessor

The Tax Assessor is responsible for the fair assessment of all real estate within the municipality to ensure the tax burden may be equally distributed.

In 2021, the Office of the Tax Assessor processed over 2,100 permits received from the building department. More than 700 permits were evaluated with approximately half receiving an additional assessment.

In tax year 2021, the number of tax appeals filed with Union County dropped to 67 as compared to 119 in previous year. These included 63 regular appeals and four added or omitted appeals. Impressively, only 14 cases chose to continue to State Tax Court with only three newly appealed properties. The remaining 11 cases have appeals pending from previous years.

At the State Tax Court level, 54 cases were filed in 2021 which includes the 14 continuing cases from Union County. 48 cases encompassing 25 properties were resolved this year. Currently, there are 96 open cases, and one cross appeal. Fortunately, there are 14 cases that are resolved and waiting on final judgements. These judgements will lower the carry forward case load.

Office of the Purchasing Agent

The Purchasing Agent is responsible for overseeing municipal purchasing activities in accordance with applicable laws. They assist staff in identifying the most efficient, cost-effective purchasing solutions, and help vendors to navigate the complexities of public procurement laws. By maintaining open communication and conducting regular meetings with each department, the purchasing agent meets individual department needs and evaluates city-wide needs on an ongoing basis. A standard pricing system has been established that allows departments to obtain quotes without conducting formal bids each time goods or services are needed. This saves staff significant time and resources as several multi-year goods and services contracts have been awarded.

With a Qualified Purchasing Agent, the city raised its bid threshold to \$44,000, the maximum currently allowed by state law. The purchasing agent ensures all purchases that fall under this threshold follow applicable laws. This results in a cost savings for the city when purchases proceed without delay, need for formal action, preparation of formal specifications or Request for Proposals (RFP), or paid legal advertisements.

Lastly, the purchasing agent maintains the purchasing page of the city website, adding bid summaries and notifications of award, bid opportunities, and RFPs. Making frequently requested information more readily available to the public eliminates the need for staff to address individual requests.

Office of the City Treasurer

The Office of the City Treasurer oversees and coordinates the financial management of the city. Its internal goal is to assist all departments as they interface with the financial processing system. The treasurer's office strives to provide requested information and assistance to city residents and businesses, as well as the public.

The annual debt statement, supplemental debt statements, annual financial statement, budget document, user-friendly budget and best practices worksheet were filed in a timely manner in 2021, and as required by the State of New Jersey.

The annual audit for the fiscal year 2020 (received in 2021) contained no recommendations or repeat comments. This is a notable accomplishment for the Finance Department. As a result, there is no need for a Corrective Action Plan (CAP) for 2020 as there were no recommendations for 2020. All recommendations from previous years have been addressed.

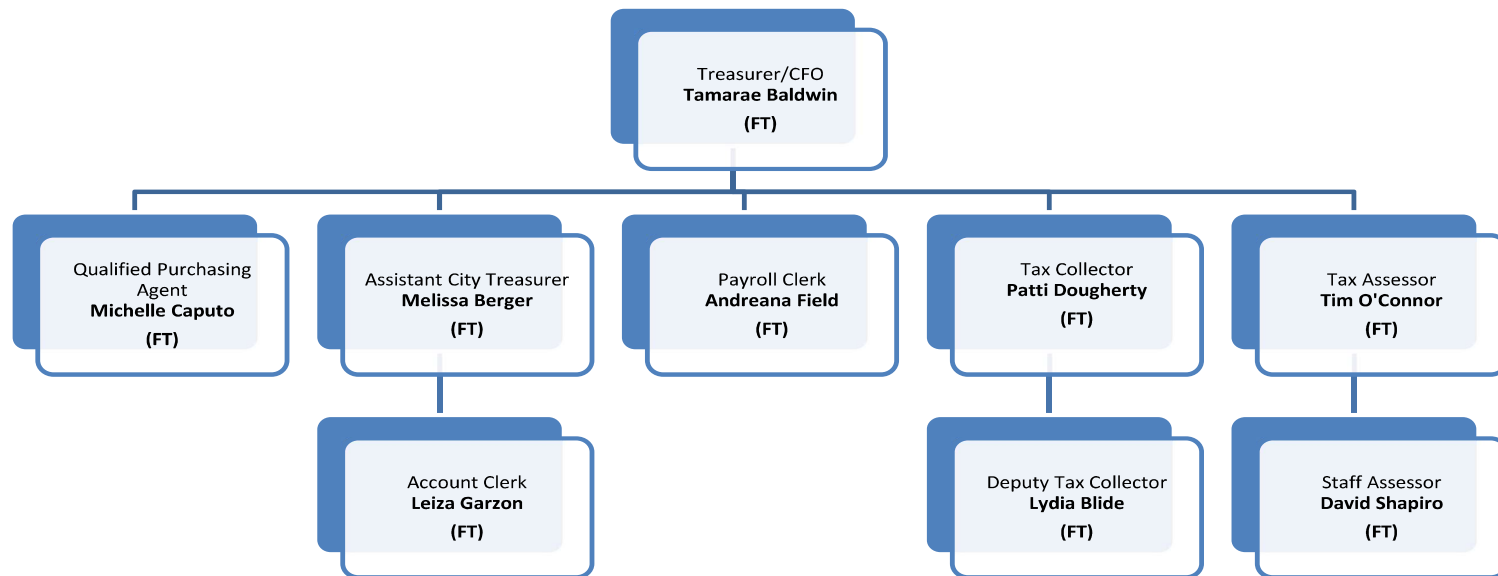
In 2021, the Treasurer's Office issued bond anticipation notes in the amount of \$30,732,000 with a coupon interest rate of 2.0% and a premium of \$558,707.76, bringing net interest cost to 0.182%.

In 2022, and in consultation with the financial advisor and bond counsel and based on market conditions, the city plans to issue serial bonds for the outstanding bond anticipation note and its 2022 approved capital projects, which will be determined during the municipal budget process.

2022 Objectives

- Maintain a stable municipal tax rate, AAA credit rating, and secure long- and short-term financing through issuance of general serial bonds and bond anticipation notes.
- Revise and update the Finance Department processing and procedures manual.
- Complete activation of positive-pay ability for all checks issued by the city.
- Implement auto feeds for time and attendance from public safety departments and Parking Services Agency into the Primepoint payroll system.
- Finalize the policies and procedures manual for the procurement card program, authorize agreements with financial institutions and begin the phase-in process.
- Establish additional city-wide contracts for goods or services to maximize the potential of contracted services.
- Review banking solutions for escrow accounts and implement best practices.
- Research feasibility and efficiency of instituting a mobile tablet system for tax assessor data collection in field work.
- Scan and archive revaluation preparedness documents.
- Begin comprehensive review and revision of city purchasing manual, policies, and procedures.
- Continue development of monthly cash flow report.

FINANCE DEPARTMENT



9 FULL-TIME EMPLOYEES

130-000 FINANCIAL ADMINISTRATION

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 458,573	\$ 453,794	* \$ 440,019	\$ 13,775	\$ 476,482	\$ 476,482	\$ 17,909	3.91%
102	Part-Time	0	0	0	0	0	0	0	0.00%
110	Overtime	0	0	0	0	0	0	0	0.00%
Total Salary & Wages		\$ 458,573	\$ 453,794	\$ 440,019	\$ 13,775	\$ 476,482	\$ 476,482	\$ 17,909	3.91%
<u>Other Expenses</u>				* \$4,779.10 transferred to DCRP					
201	Supplies and Materials	\$ 3,500	\$ 3,500	\$ 2,585	\$ 915	\$ 3,500	\$ 3,500	\$ 0	0.00%
403	Financial Software Maintenance	8,500	8,500	7,955	545	8,500	8,500	0	0.00%
450	Financial Advisor Services	13,000	13,000	13,000	0	13,000	13,000	0	0.00%
500	Fixed Assets/OPEB Report	3,500	3,500	5,500	(2,000)	4,000	4,000	500	14.29%
501	Payroll Services (Clearing Acct)	20,000	20,000	(3,500)	23,500	20,000	20,000	0	0.00%
502	Alarm Registration Merchant Fees	1,500	1,500	832	668	2,200	2,200	700	46.67%
503	Court Merchant Fees (Fees Acct)	2,500	3,500	1,359	2,141	2,500	2,500	0	0.00%
505	Additional Financial Services	18,000	18,000	4,050	13,950	18,000	18,000	0	0.00%
506	Flex Account Fees	840	840	730	110	850	850	10	1.19%
808	Travel Expenses	1,200	200	0	200	200	200	(1,000)	-83.33%
809	Conferences/Meetings/Dues/Training	7,000	7,000	2,040	4,960	7,000	7,000	0	0.00%
840	Miscellaneous	200	200	320	(120)	300	300	100	50.00%
Total Other Expenses		\$ 79,740	\$ 79,740	\$ 34,871	\$ 44,869	\$ 80,050	\$ 80,050	\$ 310	0.39%
Department Total		\$ 538,313	\$ 533,534	\$ 474,890	\$ 58,644	\$ 556,532	\$ 556,532	\$ 18,219	3.38%
100-006	<u>Municipal Purchasing</u>								
201	Office Supplies	\$ 200	\$ 200	\$ 181	\$ 19	\$ 200	\$ 200	\$ 0	0.00%
202	Copier Paper	8,000	8,000	5,987	2,013	6,000	6,000	(2,000)	-25.00%
203	Medical Supplies	100	100	92	8	100	100	0	0.00%
204	Office Water	3,500	3,500	5,347	(1,847)	5,500	5,500	2,000	57.14%
Total Other Expenses		\$ 11,800	\$ 11,800	\$ 11,607	\$ 193	\$ 11,800	\$ 11,800	\$ 0	0.00%
20-135-000									
200	<u>Audit Services</u>	\$ 47,200	\$ 47,200	\$ 47,200	\$ 0	\$ 48,600	\$ 48,600	\$ 1,400	2.97%
35-470-000									
10	<u>Contingent</u>	\$ 1,500	\$ 1,500	\$ 0	\$ 1,500	\$ 1,500	\$ 1,500	\$ 0	0.00%
Overall Financial Admin. Total		\$ 598,813	\$ 594,034	\$ 533,697	\$ 60,337	\$ 618,432	\$ 618,432	\$ 19,619	3.28%

		2021	2022				2022
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Baldwin, Tamarae	Full-Time Chief Financial Officer/Treasurer	\$ 158,100	\$ 169,325	18	19	\$ 0	\$ 169,325
Berger, Melissa	Full-Time Assistant City Treasurer	95,380	105,054	14	19	0	105,054
Caputo, Michelle	Full-Time Qualified Purchasing Agent	88,108	91,307	12	19	0	91,307
Field, Andreana	Full-Time Payroll Clerk	51,985	61,296	10	6	0	61,296
Garzon, Leiza	Full-Time Finance Account Clerk	0	49,500	6	5	0	49,500
Resignation (9/1/2021)	Full-Time Sr. Finance Account Clerk	65,000	0			0	0
Salaries & Wages Total		\$ 458,573	\$ 476,482			\$ 0	\$ 476,482

145-000 TAX COLLECTION

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 191,714	\$ 196,514 *	\$ 196,332	\$ 182	\$ 170,891	\$ 170,891	\$ (20,823)	-10.86%
102	Part-Time	0	0	45	(45)	0	0	(0)	-90.00%
Total Salary & Wages		\$ 191,714	\$ 196,514	\$ 196,377	\$ 137	\$ 170,891	\$ 170,891	\$ (20,823)	-10.86%
<u>Other Expenses</u>									
		* \$4,800.00 transferred from Reserve for Salary Adjustments							
201	Supplies and Materials	\$ 4,080	\$ 4,080	\$ 1,414	\$ 2,666	\$ 4,000	\$ 3,500	(580)	-14.22%
300	Printing Costs	4,000	4,000	3,408	592	5,000	5,000	1,000	25.00%
500	Collection Software Fees	5,920	5,920	5,845	75	5,965	5,965	45	0.76%
501	Credit Card Set-up Costs	620	620	620	0	640	640	20	3.23%
502	Collector Services	2,250	2,250	2,250	0	2,250	2,250	0	0.00%
808	Travel Expenses	500	500	0	500	500	500	0	100.00%
809	Conferences/Meetings & Dues	2,000	2,000	200	1,800	2,000	1,500	(500)	-25.00%
Total Other Expenses		\$ 19,370	\$ 19,370	\$ 13,737	\$ 5,633	\$ 20,355	\$ 19,355	\$ (15)	-0.08%
Division Total		\$ 211,084	\$ 215,884	\$ 210,114	\$ 5,770	\$ 191,246	\$ 190,246	\$ (20,838)	-9.87%

		2021	2022				2022
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Blide, Lydia	Full-Time Deputy Tax Collector	\$ 0	\$ 75,000	12	8	\$ 0	\$ 75,000
Dougherty, Patricia	Full-Time Tax Collector	86,917	95,891	14	14	0	95,891
Retired (11/01/01)	Full-Time Tax Collector	104,797	0	14	19	0	0
Salaries & Wages Total		\$ 191,714	\$ 170,891			\$ 0	\$ 170,891

150-000 TAX ASSESSMENT

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 190,476	\$ 190,476	\$ 189,943	\$ 533	\$ 201,114	\$ 201,114	\$ 10,638	5.58%
102	Part-Time	0	1,400 *	1,928	(528)	1,500	1,500	1,500	100.00%
Total Salary & Wages		\$ 190,476	\$ 191,876	\$ 191,871	\$ 5	\$ 202,614	\$ 202,614	\$ 12,138	6.37%
		* Transferred in \$1,400 from Res for Salary Adj.							
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 3,000	\$ 3,000	\$ 217	\$ 2,783	\$ 2,500	\$ 2,500	\$ (500)	-16.67%
300	Office Services Quick Base	1,800	1,800	1,500	300	1,800	1,800	0	0.00%
350	Field Inspections	5,000	5,000	0	5,000	5,000	5,000	0	0.00%
500	Contract Services Appraisers	80,000	80,000	80,000	0	80,000	80,000	0	0.00%
503	Contract Services Legal	0	0	0	0	0	0	0	0.00%
504	Tax Appeals Legal Services	135,000	135,000	135,000	0	135,000	135,000	0	0.00%
804	Appraisal Conference	1,500	1,500	1,163	337	2,500	2,500	1,000	66.67%
807	Subscriptions MLS	500	500	88	413	250	250	(250)	-50.00%
808	Transportation	2,000	2,000	161	1,839	1,500	1,500	(500)	-25.00%
809	Assessor Conference	1,500	1,500	1,498	2	1,500	1,500	0	0.00%
Total Other Expenses		\$ 230,300	\$ 230,300	\$ 219,627	\$ 10,674	\$ 230,050	\$ 230,050	\$ (250)	-0.11%
Division Total		\$ 420,776	\$ 422,176	\$ 411,497	\$ 10,679	\$ 432,664	\$ 432,664	\$ 11,888	2.83%

		2021	2022				2022	
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total	
O'Connor, Timothy	Full-Time	Tax Assessor	\$ 115,976	\$ 124,268	16	19	\$ 0	\$ 124,268
Shapiro, David	Full-Time	Staff Assessor	74,500	76,846	11	16	0	76,846
Salaries & Wages Total		\$ 190,477	\$ 201,114			\$ 0	\$ 201,114	

POLICE



SUMMIT POLICE DEPARTMENT

Steven G. Zagorski, Acting Chief of Police

WHAT WE DO

The Summit Police Department (SPD) is committed to providing, with the utmost integrity and respect, a safe and secure community environment. The personnel assigned to the police department patrol bureau and other investigative and specialized units protect life and deter crime while responding to emergency calls and impartially enforcing the law.

The Summit Police Department serves all residents and visitors to the City of Summit, maintaining a safe environment and delivering a wide array of public services.

MISSION STATEMENT

The mission of the Summit Police Department is to maintain order and to preserve and protect the lives, peace and property of the citizens of Summit, and enforce the laws within the framework of the United States Constitution. The department and its individual members will, without favor or prejudice, work cooperatively with the public to maintain a safe community and enhance the quality of life for all citizens.

VALUE STATEMENT

The Summit Police Department's core values, inscribed on our seal, signify our role as leaders and role models in the Summit community. All members of the department, both sworn and civilian, understand that we will be measured against these ideals and are expected to rise to these standards of *integrity, personal courage, duty, loyalty, respect and honor*.

The Summit Police Department is comprised of 82 employees, consisting of 49 sworn officers, 4 civilian support staff, and 29 part-time civilian crossing guards. Each day, we commit to providing high-quality police services that are accessible to all members of our community.

The City of Summit covers six square miles of land area and over 84 miles of roadway. It is home to more than 22,000 residents across 8,190 housing units. Each day more than 17,000 people commute into Summit, working in our 200 retail stores, restaurants, businesses and corporate offices. The women and men of the Summit Police Department are called upon daily to provide services to all who live, work, and visit our community.

In 2021, the Summit Police Department responded to 42,318 incidents, inclusive of over 21,000 public services, requiring dedicated officers to work tirelessly in response to the many challenges our community has faced over the last two years. The greatest challenges continue to stem from the effects of the COVID-19 health pandemic and the new territory our residents, businesses, and emergency services personnel learn to navigate through collectively.

On September 7, 2021, Chief Andrew Bartolotti announced his upcoming retirement from the Summit Police Department. Mayor Nora Radest announced the appointment of Captain Steven Zagorski to resume command of the agency in the capacity of Acting Chief of Police, effective December 18, 2021. With the subsequent change in agency command, Sergeant Ryan Peters was promoted to the rank of Captain, Sergeant Michael Treiber was promoted to the rank of Lieutenant, and Officers Christopher Medina and Christian Eriksen were promoted to the rank of Sergeant. The agency also hired four new police officers to replace additional personnel that had retired throughout the year.

Departmental Response to COVID-19

On March 9, 2020, New Jersey Governor Philip Murphy issued Executive Order 103, declaring a statewide public health emergency from the COVID-19 pandemic. To date, this executive order is still in effect, totaling an operational period of over 720 days.



With continued operation of strategic plans and the tactical implementation of operational policies and procedures, administration continued to ensure the safety and wellness of front-line personnel and their families, as well as the members of the public met during calls for service. One of the most notable operational changes in the police department during the COVID-19 pandemic that continued into 2021 was the reallocation of resources and methods of handling calls for service. Protective measures ensured effective delivery of police assistance to the community.

As we enter 2022, some of the public health emergency declarations are still in place, but many have also been lifted. The Summit Police Department continues to follow public health safety guidelines to safeguard the health and safety of our members to maintain necessary police responses and services to our community.

2022 CAPITAL FUNDING REQUESTS

Police Vehicle Replacement Program

The vehicle replacement model in use by the police department is based on a two-pronged approach: (1) to maximize the lifespan of each vehicle while keeping the frontline fleet operational at all times, and (2) to maximize purchasing power within budget.

Since 2014 the police department has been able to maximize its purchasing power by acquiring vehicles under Ford Motor Credit's lease/purchase option where costs associated with a new vehicle is spread equally over three years with an end of term buyout of one dollar. This allows the department to acquire three vehicles on the lease/purchase program, compared to only one if purchased outright.

The requested funding of \$110,000 takes into consideration the contractual annual lease/purchase payment that will be due in 2021 based on vehicles acquired in 2019, as well as the acquisition of replacement vehicles for the patrol fleet, which will cover the replacement cycle for vehicles due in 2021-2022.

2022 DEPARTMENTAL GOALS

Comprehensive Policy and Procedure Review

The police department's policy and procedures are the foundation for all agency operations. With the ever-changing landscape of policing, administration has committed to ensuring that the department operates under best practices in law enforcement and that policies and procedures accurately reflect changes in legislation, case law and fair and impartial policing within our community.

Obtain Agency Accreditation Certification

At the beginning of 2021 the department began a year-long process of becoming an Accredited Law Enforcement Agency. This certification is awarded to law enforcement agencies that demonstrate voluntary commitment to law enforcement excellence by embodying standards deemed essential to protect the life, health, safety, and rights of the citizens served, as well as exemplification of best professional practices in the conduct of its responsibilities. The final phase of the accreditation process was executed on February 21, 2022 which resulted in a successful recommendation from state assessors to achieve the certification on March 10, 2022 at the New Jersey State Chiefs of Police Association's Commission Review Hearing.

During the accreditation process, the Summit Police Department revised and issued 62 Standard Operating Procedures (SOP). Many of the revised and new SOP's replaced older versions, which were archived. There are approximately 85 additional SOPs in need of review for either revision or removal. It will be the goal of the Office of Professional Standards to execute that initiative for the upcoming year.

Network Server Replacement / Hardware and Software Upgrades

The department's network server infrastructure, which was brought online in 2014, has performed beyond industry standards of four to five years. While maintenance services performed by IT support have prolonged the life of the servers, replacement was recommended in 2021.

Funding in the amount of \$30,000 was requested as a capital project, and subsequently authorized to support the acquisition and installation of new servers and replacement of aging networking switches. This upgrade, which was completed in December 2021 will allow us to increase storage allocation and upgrade operating systems to newer versions.

School Security

Continue to enhance the safety and security within schools by strengthening interoperability between public and private school facilities, police department, and emergency communications center.

Develop and institute a citywide school emergency digital radio network to allow for intercommunication between public and private school communities during emergency events. This inform all school facilities during an emergency event and allow them to take appropriate safety precautions. Additionally, this new communications network will directly connect law enforcement and the emergency communications center with each school facility in the city.

Educational Safety Programs

The Community Policing Unit aims to increase the execution of educational safety programs to the public. This process will be carried out through a variety of different avenues, including but not limited to, working with schools, local community groups (PTO, PAL, PEP, etc.), and faith-based organizations. Topics the unit intends to address are Traffic and Pedestrian Safety, Cyber Security, Drug and Alcohol Awareness (including vaping), Social Media Safety, etc.

The Community Policing Unit was expanded to include members of the Patrol Bureau. Supervised by the Community Services Bureau Lieutenant, members of patrol will plan and execute community engagement activities with more flexibility and independence. Additionally, it will provide a career building opportunity for younger officers looking to increase their professional experience while establishing community relationships.

Establishment of a Training Unit

In 2022, there will be new use of force policy guidelines enacted by the Office of the New Jersey State Attorney General. In preparation for this change, all sworn personnel received more than 30-hours of extensive training on de-escalation techniques.

The agency is seeking to establish a formal Training Unit to help personnel exceed standards set forth by the Office of the New Jersey State Attorney General. The preliminary thought process is to provide officers with skills and expertise in specific areas with resources to conduct in-service training. This proposal will increase the frequency and level of training officers receive and expand professional development for members of the unit.

Improve Administrative Services to the Community

Develop and implement an online platform for residents to request certain administrative services from the police department. Services would include house checks, emergency contact information, filing non-crime related reports, and reporting of non-working street lights.

Implement Overnight Parking Platform

In cooperation with the Mountain Valley Emergency Communications Center, the Summit Police Department implemented a platform for residents and visitors to the City of Summit to access for overnight parking permissions. The utilization of Frontline Public Safety Solutions, an online portal, provides a virtual means to request overnight parking permission. The application was designed to provide residents with an easier and more convenient way to register their vehicles to park on the street overnight. The portal is designed to be accessed on any cell phone, tablet, computer, or device with access to the internet.

Emergency Notification System

Increase public awareness of the city's various emergency notification systems to improve communications during emergency incidents.

Increase Crime Prevention Measures

Develop strategies for increasing public awareness of crime prevention measures in an effort to prevent and deter criminal activity in the community.

Develop a community-based home surveillance network to allow residents to collaborate with the police in the deterrence, detection, and investigation of criminal activity.

Enhance Pedestrian, Cyclist and Vehicular Traffic Safety Measures

The agency was recognized as the recipient of the 2021 AAA Community Traffic Safety Gold Award for actions taken to create a safer environment for all roadway users in the City of Summit. This award comes from the AAA Northeast branch, and reflects our continued commitment to enforcing laws surrounding violations and providing education to the community surrounding traffic safe.

To meet demands generated by the high volume of motor vehicle, pedestrian and cyclist traffic, and to strive towards enhancing traffic safety throughout the city, new administration reworked the existing Traffic Unit into a fully functioning Traffic Safety Bureau to improve education and enforcement, engineering and roadway safety, pedestrian safety, school crossing safety and reduce distracted driving.

Variable Message Board Replacement

As part of the police department's continuing goal to maintain traffic safety throughout the city, the use of a variable message board (VMB) has become a vital piece of equipment in daily operations. Deployment of VMB's provides the Traffic Safety Bureau with the ability to redirect traffic around known hazards, alert the public to crucial safety messages and enhance traffic calming measures throughout the city.

Funding in the amount of \$17,000 had been requested to replace the current VMB that was acquired in 2001 and is no longer functional. With advancements in technology, the newest VMB models incorporate

cloud-based computing, Wi-Fi programming and system health monitoring. This necessary upgrade will afford the police department the ability to accurately deploy time sensitive messaging.

ORGANIZATIONAL STRUCTURE

Office of the Chief of Police

The Office of the Chief is responsible for the overall leadership and delivery of public safety services within the City of Summit. Strategic and fiscal planning, policy development, labor relations, community relations, intergovernmental relations and coordination with local, state, and federal agencies are among the responsibilities of the Office of the Chief.



Administrative Services Section

The Administrative Services Section aids the Chief of Police in all administrative areas in support of overall police services within the City of Summit. Areas of responsibility include:

Fiscal and Budget Management Section

The Fiscal and Budget Management Section oversees day-to-day budget issues for the entire Department and manages the budgeting in the city's annual process.

Human Resources Section

The Human Resources Section completes police department payroll operations, manages employee attendance records, maintains personnel files and handles personnel issues. Responsibilities include serving as liaison to the city's Human Resources and Finance Department in matters such as FMLA, Accident/Property Loss reports, and Workers' Compensation.

Public Information / Media Relations

The Public Information Officer (PIO) serves as the point of contact for news media representative and is responsible for creating and enabling communication between the police department and the public. The PIO ensures any statements released to the press and the public follow agency guidelines, are accurate, and are in keeping with official policy or laws.

Open Public Records Section (OPRA)

The OPRA Section is also responsible for the filling of all Open Public Record Act requests (OPRA).

	2021	2020	2019
OPRA Requests Processed	444	329	226

Cellblock Management Section

The Cellblock Management Section is responsible for maintaining and ensuring that the Summit Police Department's jail structure meets New Jersey Department of Correction standards.

Asset Forfeiture Section

The Asset Forfeiture Section works in conjunction with the Union County Prosecutor's Office to ensure that all seized property resulting from criminal activity is accurately recorded in accordance with state law. Additionally, the Asset Forfeiture Section is responsible for quarterly reporting to the State's Division of Criminal Justice and annually to the United States Department of Justice.

Office of Professional Standards

The Office of Professional Standards establishes the mission and core beliefs for the Summit Police Department. The primary focus for this office is dedicated to protecting the integrity of the department through ensuring adherence to ethical standards, performance criteria and commitment to public service.

The Office of Professional Standards performs its function by conducting a variety of investigations, including internal affairs matters, research for accreditation, pre-employment background, and the development of protocols for all in-service training.

The office is overseen by the Chief of Police and includes Commanders of the Operations and Support Services divisions, along with support supervisory personnel from throughout the agency. The operational components of the office include:

Internal Affairs Section

The Internal Affairs Section tracks and maintains records on all department allegations of employee misconduct, use of force, and vehicle pursuits. This section is responsible for investigating serious allegations of employee misconduct and handles internal investigations at the direction of the Police Chief.

Policy and Procedure Section

The Policy and Procedure Section is responsible for ensuring agency policies and procedures are in line with best practice and current state, federal and local laws. Members of this section work in partnership with the accreditation section.

Accreditation Section

Accreditation is a voluntary, progressive and time-proven process whereby a law enforcement agency enters into an agreement with an accrediting body to have their practices and policies reviewed, and to demonstrate agency compliance with established professional law enforcement standards and best

practices. The Accreditation Section is responsible for managing the department's international and state accreditation efforts, and conducts policy review.

Recruitment and Background Investigation Section

The Recruitment and Background Investigations Section is responsible for finding eligible candidates for police department recruits, and assisting them through the hiring process. Members of this section conduct thorough background investigations to ensure only the most qualified applicants are selected to join the department.

Training Section

The Training Section is responsible for planning, development, administration, and documentation of all police training programs for all sworn and civilian personnel. The goal of this section is to develop the knowledge, skills, and abilities of each officer to meet the challenges of contemporary policing.

Operations Division

The Operations Division is the largest complement of sworn personnel within the department. The division, which is commanded by a Police Captain, is comprised of the Patrol Bureau and the Traffic Safety Bureau; each bureau is managed by a Police Lieutenant and Police Sergeants who supervise the individual units, sections, programs, and officers. The supervisory personnel and uniformed officers within the division are considered frontline personnel, fulfilling our goal of protecting and serving the City of Summit.



Patrol Bureau

The primary mission of the Patrol Bureau is to maintain the welfare and safety of those that live, work, and visit the City of Summit. Members of the Patrol Bureau are responsible for responding to calls for service, including all public assistance, EMS and fire calls, burglar alarms, and other criminal, motor vehicle, or quality of life issues. They patrol over 84 miles of Summit roadways, conducting residential and commercial property checks and directed patrols in response to identified trends. The Patrol Bureau assists the Traffic Safety Bureau with traffic control, traffic enforcement, motor vehicle crashes and traffic and pedestrian safety initiatives.

In 2021, the Department handled 42,318 calls for service, averaging out to more than 115 calls per day.

Requests for Service	2021	2020
All calls for service	42,318	43,401
Public service	21,337	23,311
Traffic enforcement details	7,178	7,688
Motor vehicle enforcement	4,746	5,422
9-1-1 call response	2,035	1,541
Medical assistance	1,518	1,211
Parking services	1,616	898
Missing persons	17	18

Traffic Safety Bureau

To meet demands generated by the high volume of motor vehicle and pedestrian traffic, and to strive towards enhancing pedestrian and vehicular safety throughout the city, the new administration reworked the existing traffic unit into a fully functioning Traffic Safety Bureau.



The Traffic Safety Bureau is highly responsive to the needs of individuals and community groups expressing concerns about traffic safety. Under the command of a Lieutenant and supervising Sergeant, the newly formed bureau is divided into the following operational sections:

Education and Enforcement Section

Officers assigned to traffic enforcement details are responsible for conducting traffic enforcement and education throughout the city. Under the direction of bureau supervisors, areas requiring enhanced enforcement are identified through a variety of methods. Resident reported traffic concerns, including parking problems, speed violations, pedestrian safety, and other safety concerns are analyzed and addressed by the officers within the bureau to provide the safest possible traveling environment.

The police department employs a fleet of electronic traffic message boards (VBMs). These environmentally friendly, solar-powered boards allow the department to communicate traffic pattern changes, upcoming events, roadway safety hazards and other targeted messages to motorists and pedestrians.

Engineering / Roadway Safety Section

In cooperation with the City of Summit Engineering Division, members of the Traffic Safety Bureau evaluate roadway engineering to ensure that intersections, traffic sign placement, and pedestrian pathways are established in compliance with State and Federal Department of Transportation Guidelines. The bureau also evaluates, reviews, and monitors activity in high-

volume traffic areas for pedestrians and motorists to travel the safest possible roadways in Summit.

Members of the bureau conduct surveys of roadways throughout the city to ensure traffic is able to flow freely and safely. Additionally, vehicle speed concerns are addressed in neighborhoods to create the safest possible environment for both residents and motorists. Using advanced computer technology, personnel are able to assess the continuing evolving needs of the city's roadway system.

Pedestrian Safety Campaigns

Annually, Summit is host to thousands of people who come to the city to enjoy the many different entertainment and social opportunities the city has to offer. Summit also hosts a vibrant corporate community that attracts employees from throughout the Tri-State Area. The high level of interest in city activities gives rise to an increased number of pedestrians using sidewalks and street crossings to reach destinations. In striving to ensure the safety of all who travel on Summit roadways, the Traffic Safety Bureau organizes pedestrian and bicycle safety campaigns throughout the year. By conducting motor vehicle enforcement at high traffic intersections and roadways, and through distribution of educational material encouraging pedestrians and motorists to "Put Down the Phone" and "Share the Road," the Traffic Safety Bureau is able to address important safety concerns.

School Safety Section

The main focus of the school safety section is to work collaboratively with administration and staff throughout the Summit public school district, private educational institutions, and many childcare centers throughout the city to ensure traffic and pedestrian safety for the school community. To assist in this mission, the Traffic Safety Bureau oversees all designated school crossings and manages crossing guards.



Additionally, the school safety section partners with school administrators to deliver traffic, pedestrian, and bicycle safety education to young citizens.

Extra Duty Assignment Section

The extra duty assignment section manages requests from outside persons and entities that seek to employ "extra duty" police services on a contractual basis beyond the scope of police department regular service duty to the city.

Administrative / Records Section

In support of the overall operational mission of the Traffic Safety Bureau, the administrative and records section reviews all motor vehicle crashes that occur within the city. Using data

collected from crash reports, detailed statistics are analyzed to target specific areas that present safety concerns and make recommendations for roadway enhancements.

Grant opportunities are also pursued by the administrative and records section of the bureau. The acquisition of both state and federal grant funding has afforded the police department the ability to deliver a number of traffic safety campaigns at no cost to the city.

TRAFFIC SAFETY BUREAU STATISTICAL REPORT

Motor Vehicle Accidents			
<i>Type of Accident</i>	2021	2020	2019
Reportable accidents	381	337	565
Non-reportable accidents	194	157	248
Fatal accidents	0	0	1
Total Accidents	575	494	814

Pedestrian Involved Accidents*			
	2021	2020	2019
Intersection	4	6	9
<i>No injuries</i>	2	0	1
<i>Injuries</i>	2	6	8
<i>Fatalities</i>	0	0	0
Non-Intersection	4	2	4
<i>No injuries</i>	0	2	0
<i>Injuries</i>	4	0	4
<i>Fatalities</i>	0	0	0
Total Accidents	8	8	13

Driving Under the Influence (DUI)			
	2021	2020	2019
Total Incidents	22	8	19

*NJTR-1 Report Guidelines were used for all pedestrian accidents.

Support Services Division

The Support Division, commanded by a Police Captain, is comprised of the Detective Bureau and the Community Services Bureau. It operates in a support capacity to the Operations Division to accomplish the overall mission of the department.

Additional support sections are housed within the Support Services Division. They handle the daily services that are instrumental to police department operations. These sections include:

Fleet Services Section

The Fleet Services Section is responsible for ensuring frontline readiness of all departmental vehicles. Members of this section work in conjunction with the city's Department of Public Works to ensure all vehicles remain in a safe operating condition.

Technical Services Section

The Technical Services Section is responsible for all forms of technology utilized throughout the department to ensure operational readiness and compliance with county, state, and federal requirements.

Detective Bureau

The Detective Bureau is managed by a Police Lieutenant and a Police Sergeant who supervise the individual units, sections, programs, and detectives. The bureau is primarily responsible for the prevention, detection, and investigation of crime within the city. Its work often complements the work of police officers assigned to the Patrol Bureau.



Members of the Detective Bureau receive enhanced training for highly specialized work, usually encompassing the examination and evaluation of evidence and witness statements to apprehend suspects. Command personnel are charged with ensuring that each investigation is handled and conducted efficiently with the highest quality, and with dedication and professionalism.

Criminal Investigations Section

The Criminal Investigations Section is responsible for conducting investigations into crimes that are committed within the city. The incidents range from minor disorderly conduct offenses to major criminal investigations. These responsibilities include, but are not limited to, managing a number of cases at one time, developing leads, recovering stolen property, tracking, and arresting suspects. Detectives also assist victims in navigating the criminal justice system from the reporting of a crime through trial.

Additionally, this section has responsibility for the investigation and enforcement of animal cruelty violations, animal welfare statutes, and related local ordinances in accordance with the New Jersey Attorney General and Union County Prosecutor's Office guidelines and directives.

Property, Evidence & Crime Scene Processing Section

The Property, Evidence and Crime Scene Processing Section has responsibility for maintaining, storing, cataloging, and disposing of all property taken into police custody and for processing crime scenes for evidentiary purposes. Property taken as evidence must be carefully safeguarded to prevent contamination and ensure its value at court. Found property is held in trust for its rightful owner. The integrity of property held for safekeeping by the Police Department cannot be compromised. An equally important function is the proper and timely disposal of property. This includes the return of property to its rightful owner or the destruction of items as prescribed by law.

The Property, Evidence and Crime Scene Processing Section is also responsible for managing the *Project Medicine Drop* prescription drug recycling that allows residents to dispose of unused and expired medications anonymously, seven days a week, 365 days a year.



	2021	2020	2019
Pounds Collected	400	361	765

Intelligence Section

The primary responsibility of the Intelligence Section is to work collaboratively with our federal, state, county, and local law enforcement partners in a combined effort, safeguarding the residents of our city, county and state.

Megan's Law Section

The Megan's Law Section is responsible for the monitoring and enforcement of "Megan's Law" which was passed on October 31, 1994. The law established a registration and notification procedure to alert law enforcement, schools, day care providers, organizations, and neighborhoods to the presence of convicted sex offenders.

Firearms Application Section

The Firearms Application Section is responsible for assisting Summit residents with the application, processing, and registering of firearms in accordance with state law.

	2021	2020	2019
Total Applications Processed	139	294	93

ABC Licensing Section

The ABC Licensing Section is responsible for the background investigations of all local liquor license applications received by the City Clerk. Additional responsibilities include providing a supporting role to the State Department of Law & Public Safety/Division of Alcohol Beverage Control in the investigation of criminal and administrative violations of the New Jersey Alcoholic Beverage Control Act.

Administrative/Records Section

The Administrative/Records Section oversees and manages criminal investigatory files and assists the Union County Prosecutor's Office and Summit Municipal Prosecutor in case preparation for criminal proceedings. Additionally, in an ongoing effort of promoting community awareness, detectives within the bureau often collaborate and partner with the department's Community Policing Unit to deliver educational and informational outreach programs on various crime trends and scams.

State of New Jersey - Uniform Crime Reporting Statistics

Classification of Part I Offenses	2021	2020	2019
Homicide	0	0	0
Rape	6	2	1
Robbery	3	0	2
Assault	60	36	39
Burglary	16	15	9
Larceny	107	156	118
Motor Vehicle Theft	25	31	10
Arson	0	0	0
Total	217	240	179

Adult Arrests/Charges

(criminal, motor vehicle and municipal)

	2021	2020	2019
Adult Arrests	53	50	188
Charges Filed	124	107	375

Community Services Bureau

The Summit Police Department is proud of the relationships it builds with the people who live, work, visit, and learn within the City of Summit. To successfully accomplish its mission, leadership maintains a philosophy that the police and members of the community must work together as partners to identify and proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder and fear. This partnership allows the department to proactively respond to public safety needs and develop progressive strategies for providing the highest possible quality of life for its inhabitants.



Managed by a Police Lieutenant who supervises the individual units, programs and officers, the Community Services Bureau is comprised of the Juvenile Unit and the Community Policing Unit, working collaboratively to address the needs and concerns of the community on school safety, quality of life issues, community partnerships, and crime prevention.

Juvenile Unit

The Juvenile Unit's primary mission is to foster and build positive relationships with the young people of Summit to reinforce responsible decision-making. The members of this unit accomplish this important mission through maintenance of strong partnerships with Summit's public and private educational institutions, community groups and local, county and state resources.

Criminal Investigations Section

The Criminal Investigations Section of the Juvenile Unit investigates and manages all incidents occurring with a juvenile as a victim or suspect of a crime. Additionally, the Juvenile Unit traditionally assumes the role as the primary investigator for situations that occur on school property. During investigations, detectives regularly work collaboratively with representatives from the Union County Prosecutor's Office, Juvenile Conference Committee, school administrators, and parents.

Juvenile Conference Committee Section

The Juvenile Conference Committees Section works collaboratively with members of the local Juvenile Conference Committee that is comprised of trained court volunteers from the Summit community. The primary purpose of the committee is to deal with the vast "middle ground" of deviant juvenile behavior, which does not require adjudication of delinquency but cannot be overlooked by the community. This group meets locally with juvenile offenders and their parents to address the offense and resolutions. These actions can range from writing a letter of apology, restitution or performing community service.

Family / Social Services Section

Many offenses committed by juveniles (such as running away from home, truancy, or serious conflicts over issues of parental authority) are considered juvenile-family crises rather than delinquent acts. In such cases, members of the Juvenile Unit, school administration, the Division of Child Protection and Permanency agency (DCP&P, formerly known as DYFS) and parents will meet with representatives of the Union County Juvenile Unit, and Union County Family Crisis Intervention Unit to mediate during the immediate crisis and make recommendations to prevent involvement or further involvement with the court. The entire family participates since the behavior of the juvenile may often be a symptom of other problems within the family.

Administrative / Records Section

The Administrative / Records Section oversees and manages the juvenile records in accordance with state law and works collaboratively with the Union County Prosecutor's Office.

Juvenile Justice Reform

In December 2020, Attorney General Gurbir Grewal released Directive No. 2020-12 which established policies, practices, and procedures to reduce the number of juveniles held in detention facilities and state custody. Furthermore, the directive outlined five mechanisms available to police officers and prosecutors to divert youth from being officially entered into the juvenile justice system, which would inherently reduce the likelihood of unnecessary detention. As a result, all juvenile-involved cases since then have been handled by the Juvenile Unit in compliance with this directive resulting in less statistical data for formal complaints. Additionally, the decriminalization of marijuana and alcohol for persons of all ages has contributed to a reduction in charges, as seen below.

Juvenile Arrests/ Charges Filed/Stationhouse Adjustments

(criminal, motor vehicle, and municipal)

	2021	2020	2019
Juvenile arrests	1	22	8
Juvenile charges filed	3	37	36
Stationhouse adjustments	14	11	5
Associated complaints	1	11	5

Community Policing Unit

The Community Policing Unit is responsible for organizing many educational and outreach programs throughout the year for the agency. These programs allow the department to further educate Summit residents on traffic safety awareness, senior citizen safety, school safety and security, and school-based curricular enhancements, including D.A.R.E., driver's education, and seasonal safety presentations.

The unit enjoys a close working relationship with the Department of Community Programs, participating in the planning of events year-round, including the annual Independence Day celebration, movies and concerts on the Village Green, and parades held throughout the year.

Additionally, the Community Policing Unit enjoys a dynamic working relationship with other branches of city government, the Summit Board of Education, and Police Athletic League.

While many annual events over the prior two years have been impacted by the COVID-19 health pandemic, officers throughout the department maintained their commitment to fostering positive relationships within the community. The women and men of the Summit Police Department have been committed to assisting members of our community, and anticipate the return of many events in 2022.

School Safety / Security Section

The School Safety and Security Section's primary focus is on collaborating with school administrators to create and maintain a safe environment for the school community. To accomplish this goal, members of the unit participate in emergency drills across the district and at several of the private schools, providing feedback on improving procedures and addressing other school security concerns.

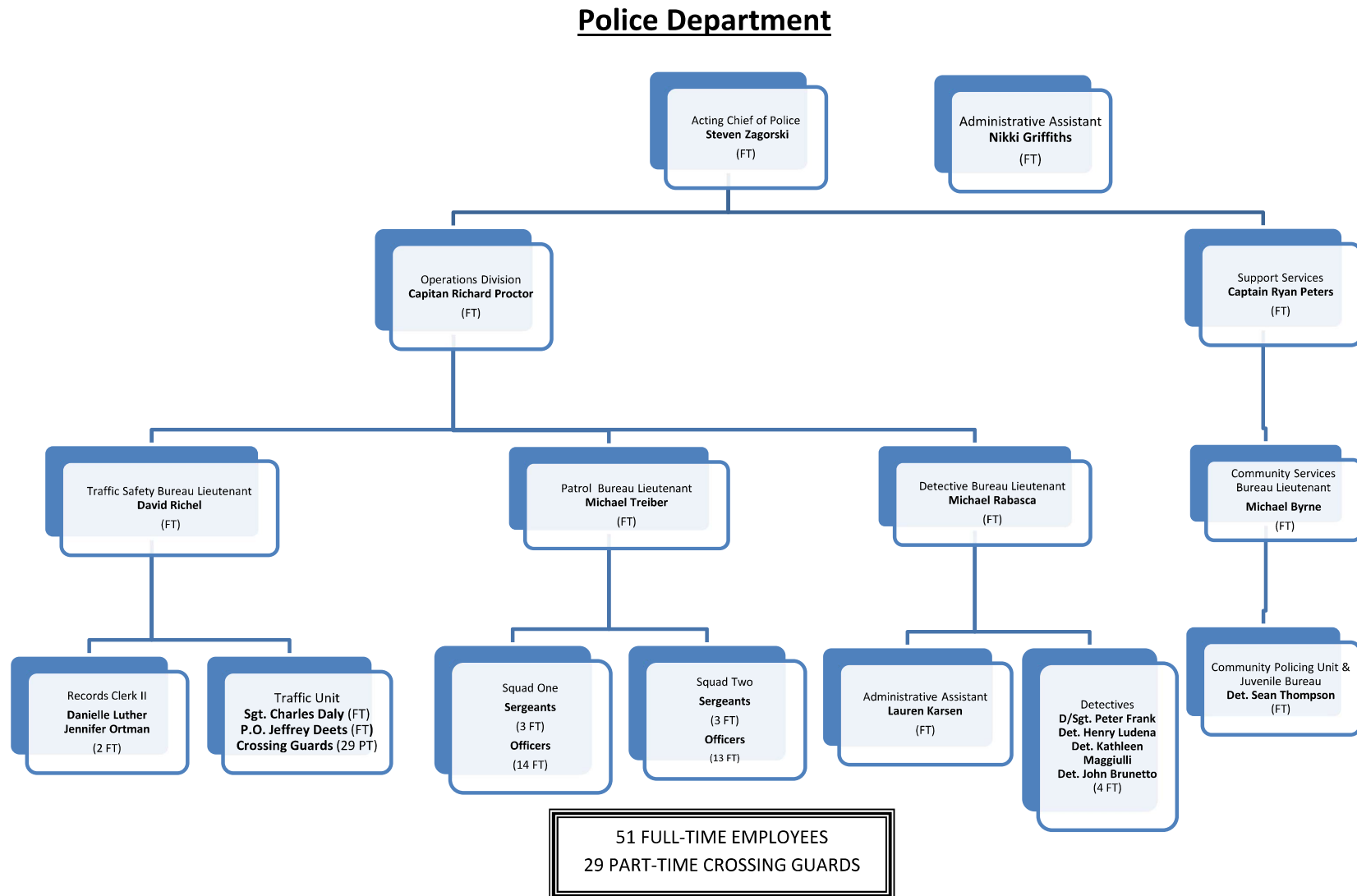
Every school building in the district is continually evaluated on its physical safety and security with advice and recommendations for improvements provided to school administrators. Through monthly security meetings with district administrators, school safety is kept a top priority.

In coordination with the Operations Division and Community Policing Unit, uniformed officers are deployed to each school for arrival and dismissal during the first week of school. Additional police presence in schools was facilitated during other high-profile events throughout the year.

Additionally, all sworn personnel within the Summit Police Department are provided annual training in responding to emergency situations in schools, with onsite familiarization training conducted year-round.

SUMMARY

The men and women of the Summit Police Department continue to better serve the City of Summit in a more efficient and effective manner year after year. It is with a commitment of service to others that we strive to strengthen and build on our strong relationships in the community. Each day, we commit ourselves to providing professional law enforcement services with the highest levels of honor, integrity, courage, respect, loyalty, and duty.



240-000 POLICE DEPARTMENT

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 5,397,568	\$ 5,372,568 *	\$ 5,285,216	\$ 87,352	\$ 5,413,453	\$ 5,413,453	\$ 15,885	0.29%
104	Overtime	220,000	220,000	222,826	(2,826)	220,000	220,000	0	0.00%
106	Sick Leave Incentive	52,250	52,250	52,250	0	53,000	53,000	750	1.44%
108	Special Law Enforcement Officer 1	0	0	0	0	0	0	0	0.00%
109	Other Pay - Court Overtime	10,000	10,000	17,362	(7,362)	10,000	10,000	0	0.00%
111	Auxiliary Police Chief	2,000	2,000	0	2,000	2,000	2,000	0	0.00%
114	Off Duty (Clearing Acct)	20,000	20,000	20,000	0	20,000	20,000	0	0.00%
121	Civilian Administration	277,093	277,093	279,437	(2,344)	288,994	288,994	11,901	4.29%
141	Rabbi Trust Contribution	64,000	64,000	64,000	0	64,000	64,000	0	0.00%
194	OT July 4th	6,000	6,000	6,000	0	6,000	6,000	0	0.00%
Total Salary & Wages		\$ 6,048,911	\$ 6,023,911	\$ 5,947,091	\$ 76,820	\$ 6,077,447	\$ 6,077,447	\$ 28,536	0.47%

* \$25,000 transferred to Telephone

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 11,000	\$ 11,000	\$ 6,109	\$ 4,891	\$ 11,000	\$ 11,000	\$ 0	0.00%
206	Street Signs	11,000	11,000	11,000	0	11,000	11,000	0	0.00%
224	Ordinance & Range	24,000	24,000	22,537	1,463	24,000	24,000	0	0.00%
225	Detective Bureau/Photo Equip	1,000	1,000	815	185	1,000	1,000	0	0.00%
301	Printing	1,000	1,000	992	8	1,000	1,000	0	0.00%
500	Contract Services	130,000	130,000	103,116	26,884	130,000	130,000	0	0.00%
501	Revision Program	3,000	3,000	2,055	945	3,000	3,000	0	0.00%
502	Community Policing	5,000	5,000	4,916	84	5,000	5,000	0	0.00%
505	E-Ticketing	30,000	30,000	4,500	25,500	30,000	30,000	0	0.00%
700	Equipment	26,000	26,000	20,208	5,792	26,000	26,000	0	0.00%
701	City Hall Security Systems	9,000	9,000	9,595	(595)	9,000	9,000	0	0.00%
703	Vehicle Maintenance	45,000	45,000	36,316	8,684	45,000	45,000	0	0.00%
800	Employee Support	3,000	3,000	1,989	1,011	3,000	3,000	0	0.00%
802	Body Armor	10,000	10,000	7,580	2,420	10,000	10,000	0	0.00%
803	Clothing Allowance	17,000	17,000	15,821	1,179	17,000	17,000	0	0.00%
804	Training & Seminars	15,000	15,000	14,183	817	15,000	15,000	0	0.00%
805	Tuition Reimbursement	20,000	20,000	20,172	(172)	20,000	20,000	0	0.00%
806	Memberships	3,000	3,000	1,500	1,500	3,000	3,000	0	0.00%
809	Clothing Allowance (Payroll Acct.)	76,000	76,000	75,025	975	76,000	76,000	0	0.00%
841	Rabbi Trust Administration fees	3,500	3,500	3,305	195	3,500	3,500	0	0.00%
900	Miscellaneous (Promo. Exams)	5,800	5,800	5,725	75	5,800	5,800	0	0.00%
Total Other Expenses		\$ 449,300	\$ 449,300	\$ 367,460	\$ 81,840	\$ 449,300	\$ 449,300	\$ 0	0.00%

240-000 POLICE DEPARTMENT

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
240-001 Crossing Guards									
<u>Salaries and Wages</u>									
100	Crossing Guards	\$ 190,000	\$ 190,000	\$ 158,570	\$ 31,430	\$ 285,000	\$ 285,000	\$ 95,000	50.00%
110	Off Duty Coverage	15,000	15,000	15,000	0	15,000	15,000	0	0.00%
		<u>\$ 205,000</u>	<u>\$ 205,000</u>	<u>\$ 173,570</u>	<u>\$ 31,430</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 95,000</u>	<u>46.34%</u>
200	<u>Other Expenses</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ 1,640</u>	<u>\$ 2,360</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ 0</u>	<u>0.00%</u>
240-002	Police Vehicles	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0.00%</u>
Overall Police Department Total		<u>\$ 6,707,211</u>	<u>\$ 6,682,211</u>	<u>\$ 6,489,761</u>	<u>\$ 192,450</u>	<u>\$ 6,830,747</u>	<u>\$ 6,830,747</u>	<u>\$ 123,536</u>	<u>1.84%</u>

240-000 POLICE DEPARTMENT

EMPLOYEE SALARY & WAGES

Status	Title	2021 Base + Longevity	2022 Base	2022 Stipend	Long %	Grade	Step	Longevity	2022 Total
Zagorski, Steven	Full-Time	Chief	\$ 175,666	\$ 178,702	10%	19	4	\$ 17,870	\$ 196,572
Proctor, Richard	Full-Time	Captain	159,696	166,555		18	4	0	166,555
Peters, Ryan	Full-Time	Captain	136,156	159,696		18	4	0	159,696
Byrne, Michael	Full-Time	Lieutenant	165,880	154,193	10%	3	2	15,419	169,612
Rabasca, Michael	Full-Time	Detective Lieutenant	165,880	154,193	10%	3	2	15,419	169,612
Richel, David	Full-Time	Traffic Lieutenant	165,880	154,193	10%	3	2	15,419	169,612
Treiber, Michael	Full-Time	Lieutenant	146,292	145,429	8%	3	1	11,634	157,063
Buntin, Matthew	Full-Time	Sergeant	135,456	138,503		2	2	0	138,503
Daly, Charles	Full-Time	Traffic Sergeant	137,456	138,503		2	2	0	138,503
Eriksen, Christian	Full-Time	Sergeant	119,454	127,336		2	1-2	0	127,336
Frank, Peter	Full-Time	Detective Sergeant	149,702	138,503	700 10%	2	2	13,850	153,053
Garcia, Jonathan	Full-Time	Sergeant	135,456	138,503		2	2	0	138,503
Medina, Christopher	Full-Time	Sergeant	120,154	127,336		2	1-2	0	127,336
Rich, Thomas	Full-Time	Sergeant	146,292	138,503	8%	2	2	11,080	149,583
Rutkowski, Sam	Full-Time	Sergeant	135,456	138,503		2	2	0	138,503
Bartolotti, Andrew (Retirement 7/31/22)	Full-Time	Chief	191,752	109,113	8%	19	4	8,729	117,842
Retirement	Full-Time	Sergeant	149,002	0				0	0
Superior Officers Subtotal		\$ 2,535,630	\$ 2,307,764	\$ 700				\$ 109,422	\$ 2,417,886

240-000 POLICE DEPARTMENT

EMPLOYEE SALARY & WAGES

	Status	Title	2021 Base + Longevity	2022 Base	2022 Stipend	Long %	Grade	Step	Longevity	2022 Total
Alesandro, Michael	Full-Time	Patrol Officer	\$ 66,222	\$ 71,849			1	4-5	\$ 0	\$ 71,849
Brunetto, John	Full-Time	Patrol Officer	99,986	121,272	\$ 1,550		1	10-11	0	122,822
Deets, Jeffrey	Full-Time	Patrol Officer	84,803	88,730	850		1	8	0	89,580
DeFilippis, Donald	Full-Time	Patrol Officer	118,604	121,272			1	11	0	121,272
DeMetro, Mark	Full-Time	Patrol Officer	66,222	71,849			1	5	0	71,849
Franchino, Leonard	Full-Time	Patrol Officer	71,849	77,476			1	5-6	0	77,476
Freeman, R. Michael	Full-Time	Detective/Patrol Officer	132,014	121,272	1,550	10%	1	11	12,127	134,949
PBA Reimbursement			(132,014)	(121,272)	(1,550)				(12,127)	(134,949)
Garita, Ruddy	Full-Time	Patrol Officer	71,849	77,476			1	5-6	0	74,663
Gram, Billy	Full-Time	Patrol Officer	52,895	56,952			1	1	0	56,952
Kotiga, David	Full-Time	Patrol Officer	118,604	121,272			1	11	0	121,272
Kwiatek, Keith	Full-Time	CPU/Patrol Officer	100,836	121,272	850		1	10	0	122,122
Lawal, Babatunda	Full-Time	Patrol Officer	0	66,023			1	3-4		66,023
Lukacsko, Dennis	Full-Time	Patrol Officer	0	52,895			1	1	0	52,895
Ludena, Henry	Full-Time	Patrol Officer	99,986	121,272			1	10-11	0	121,272
Maggiulli, Kathleen	Full-Time	Patrol Officer	118,604	121,272	1,550		1	11	0	122,822
McDermott, Gerald	Full-Time	Patrol Officer	118,604	121,272			1	11	0	121,272
Peer, Jeffrey	Full-Time	Patrol Officer	129,593	121,272	1,500	8%	1	11	9,702	132,474
Pyzik, Anthony	Full-Time	Patrol Officer	66,222	71,849			1	4-5	0	71,849
Reinecke, Jeffrey	Full-Time	Patrol Officer	0	52,895			1	1	0	52,895
Richards, Theo	Full-Time	Patrol Officer	0	56,952			1	1-2	0	56,952
Robertson, Charles	Full-Time	Detective/Patrol Officer	120,154	121,272	1,500		1	11	0	122,772
Santos, Paulo	Full-Time	Patrol Officer	118,604	121,272			1	11	0	121,272
Sauers, Jonathan	Full-Time	Patrol Officer	128,093	121,272		8%	1	11	9,702	130,974
Sauers, Karen	Full-Time	Patrol Officer	118,604	121,272			1	11	0	121,272
Scarpello, Collin	Full-Time	Patrol Officer	60,595	66,222			1	3-4	0	66,222
Sliker, Darin	Full-Time	Patrol Officer	0	52,895			1	1	0	52,895
Stanek, Ryan	Full-Time	Patrol Officer	118,604	121,272			1	11	0	121,272
Tesorio, AJ	Full-Time	Patrol Officer	60,595	66,222			1	4	0	66,222
Thompson, Sean	Full-Time	Patrol Officer	71,849	77,476			1	5-6	0	77,476
Uanis, Adam	Full-Time	Patrol Officer	52,895	66,023			1	4	0	66,023
Watson, Rodney	Full-Time	Patrol Officer	130,465	121,272		10%	1	11	12,128	133,400
Werthmann, Brian	Full-Time	Detective/Patrol Officer	129,593	121,272	1,500	8%	1	11	9,702	132,474
Walsh, Christopher	Full-Time	Patrol Officer	56,952	61,320			1	2-3	0	61,320
Retirement 12/1/21	Full-Time	Patrol Officer	130,465	0					0	0
Retirement 6/1/21	Full-Time	Patrol Officer	130,465	0					0	0
Vacancy	Full-Time	Patrol Officer	49,126	0					0	0
Patrol Officers Subtotal			\$ 2,861,938	\$ 2,954,184	\$ 9,300				\$ 41,234	\$ 3,001,905

240-000 POLICE DEPARTMENT

EMPLOYEE SALARY & WAGES

Status	Title	2021 Base + Longevity	2022 Base	2022 Stipend	Long %	Grade	Step	Longevity	2022 Total
Griffiths, Nicole	Full-Time Office Manager	\$ 74,466	\$ 77,664			8	19	\$ 0	\$ 77,664
Luther, Danielle	Full-Time Records Clerk II	68,008	70,929			7	19	0	70,929
Karsen, Lauren	Full-Time Administrative Assistant	70,783	73,823			8	19	0	73,823
Ortman, Jennifer	Full-Time Records Clerk II	63,836	66,578			7	19	0	66,578
Civilian Administration Total		\$ 277,093	\$ 288,994					\$ 0	\$ 288,994
Salaries & Wages Total		\$ 5,674,661	\$ 5,550,942					\$ 150,656	\$ 5,708,785

FIRE

Summit Fire Department

Eric Evers, Fire Chief



What We Do

The Summit Fire Department provides the highest level of fire protection and emergency services to the public.

We respond to over 2,200 calls per year and are responsible for providing fire protection and emergency services, including first responder emergency medical care.

MISSION STATEMENT

The Summit Fire Department is a highly skilled and trained organization, providing a full range of emergency services, public fire protection and fire safety education. The department is viewed as a premier fire department in the delivery of fire suppression, prevention, training, emergency medical services, and regional dispatch services.

KEY VALUES

People are our most valuable resource

As an organization, we are committed to being responsive to emerging needs of the community.

Fire protection is our critical mission

We will seek opportunities to provide shared services and develop partnerships that will strengthen our ability to deliver services to the citizens of Summit.

Excellence is our performance standard in delivery of customer service.

OVERVIEW

Prevention and suppression of fire is the primary mission, and the underlying reason for the existence of the Summit Fire Department. Our response jurisdiction includes more than six square miles with a population of approximately 22,000 residents. The response area includes a central business district with smaller outlying commercial areas. One general service medical hospital and one residential psychiatric facility are also located in the city along with one pharmaceutical research firm that currently sustains two business campuses. Senior centers assisted living care facilities, and the Summit Housing Authority complexes are spread throughout the city.

The balance of the city's land use is primarily residential consisting of a mix of single-family detached homes and several large garden apartment-style complexes. Additionally, Summit serves as a main transportation corridor with sections of Interstate Highway Route 78 and State Highway Route 24 framing the eastern and southern borders of the city.

A New Jersey Transit railroad station, located in the central business district, is the busiest station on the Morris & Essex Midtown Direct line that provides direct commuter rail service to New York City.

DEPARTMENTAL GOALS FOR 2022

Operations

- Increase staffing levels for safe, effective operations for the public and to meet regional and national standards.
- Continue to monitor the COVID-19 situation and adjust operations accordingly.
- Continue phase two pre-planning of all commercial properties.

Facilities

- New Firehouse Project: Broke ground October of 2021. Work with contractor and architects to ensure completion of project in late spring 2023.
- Develop a transition plan to move fire department operations to new building.

Fire Department Shared Services

- Continue automatic engine company coverage with Millburn Fire Department and Springfield Fire Department.
- Evaluate additional joint training with area departments.
- Continue partnership agreements with Overlook Medical Center and Bristol Myers Squibb.

SERVICES PROVIDED

- Fire Suppression
- Arson Investigation
- Special Operations
- Emergency Medical
- Fire Prevention
- Fire Inspection
- Fire Education
- Hazardous Materials
- Routine FD Responses



FIRE DEPARTMENT SHARED SERVICES

- Automatic engine company coverage with Millburn and Springfield Fire Department.
- Shared standby coverage with Millburn and Springfield when vehicles are out of service.
- Joint onsite and offsite training with Millburn and Springfield fire departments.
- Annual two-day officer training and safety conference with Millburn and Springfield fire departments.
- Continued partnership agreements with Overlook Medical Center and Bristol Myers Squibb.

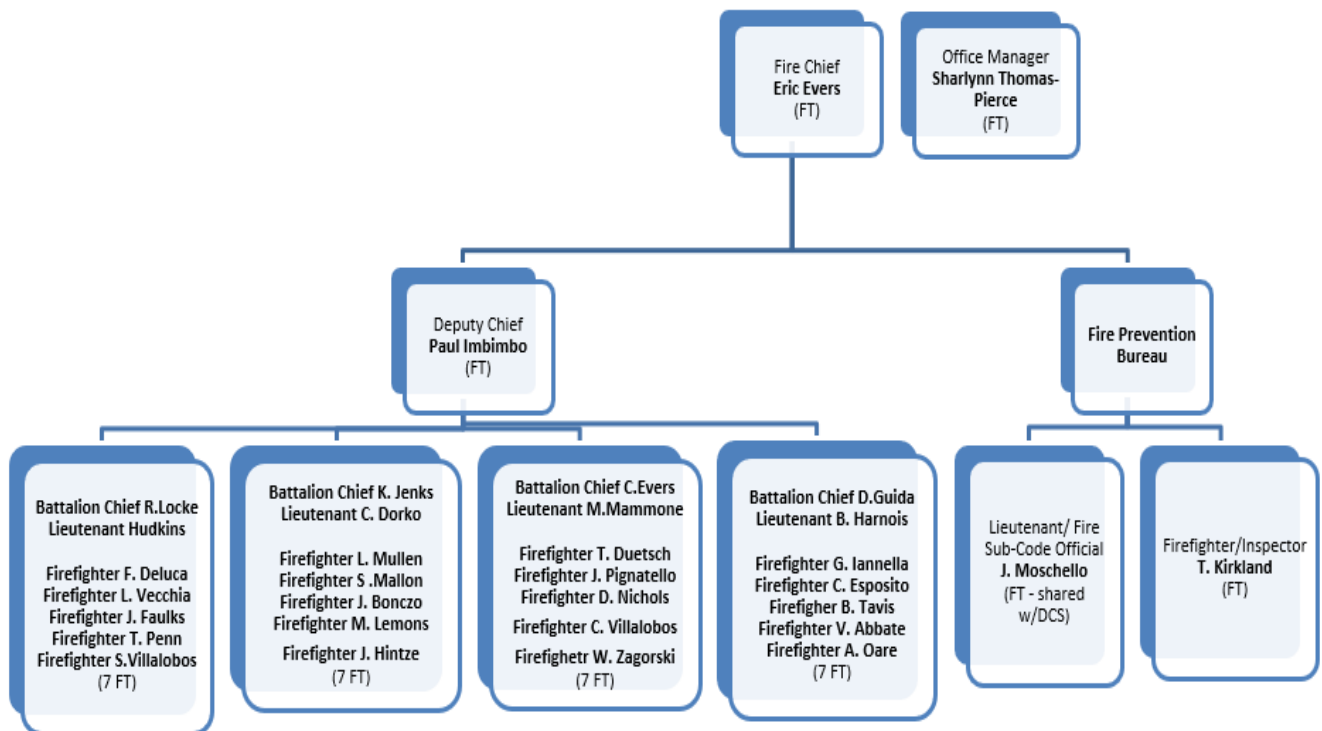


ORGANIZATIONAL STRUCTURE

Career Fire Department 32 full-time career members, 10 volunteer firefighters; four (4) Platoon systems 24/72: Each platoon has one (1) Battalion Chief, one (1) Lieutenant, five (5) Firefighters.

Administration Staff on days

One (1) Chief, one (1) Deputy Chief, one (1) Office Manager and two (2) Fire Prevention Inspectors.



32 FULL-TIME EMPLOYEES

RESPONSE ACTIVITY - 2021

Summit Fire Department continues to contribute data to the National Fire Incident Reporting System (NFIRS). For each Fire Department response, the officer in charge fills out an incident report. Reports are submitted electronically at the end of each month to the New Jersey Division of Fire Safety. The data gathered from around the state is used to track changing trends in the fire service.

The responses are broken down into different categories of response.

FIRES: This category includes all indoor and outdoor structure fires, statistics also include vehicle, hazardous materials, brush, and other types of fires.

RESCUES: This category includes motor vehicle extractions, technical rescue, and elevator extractions. This does not include removal of victims from fires.

MOTOR VEHICLE ACCIDENTS: This includes all types of assistance at vehicle accidents except for extractions and accidents where the fire department performs EMS.

HAZARDOUS CONDITIONS: These include hazardous materials incidents, downed power lines, gas leaks, electrical equipment problems and carbon monoxide calls.

EMERGENCY MEDICAL (First Responder): These are backup calls to the first aid squad to provide patient care until an ambulance crew becomes available. The Fire Department does not currently provide for patient transport to a hospital.

SERVICE CALLS: Service calls include water removal and water emergencies, house and vehicle lockouts and lock-ins, securing damaged property and calls for public assistance.

GOOD INTENT CALLS: This category includes calls where a caller believes something to be an emergency, investigation finds no need for an immediate emergency. Fire personnel will arrange to get the right service for the situation to avoid potential future safety issues.

ALARM ACTIVATIONS: This category includes alarm malfunctions, accidental activations, and malicious false alarms.

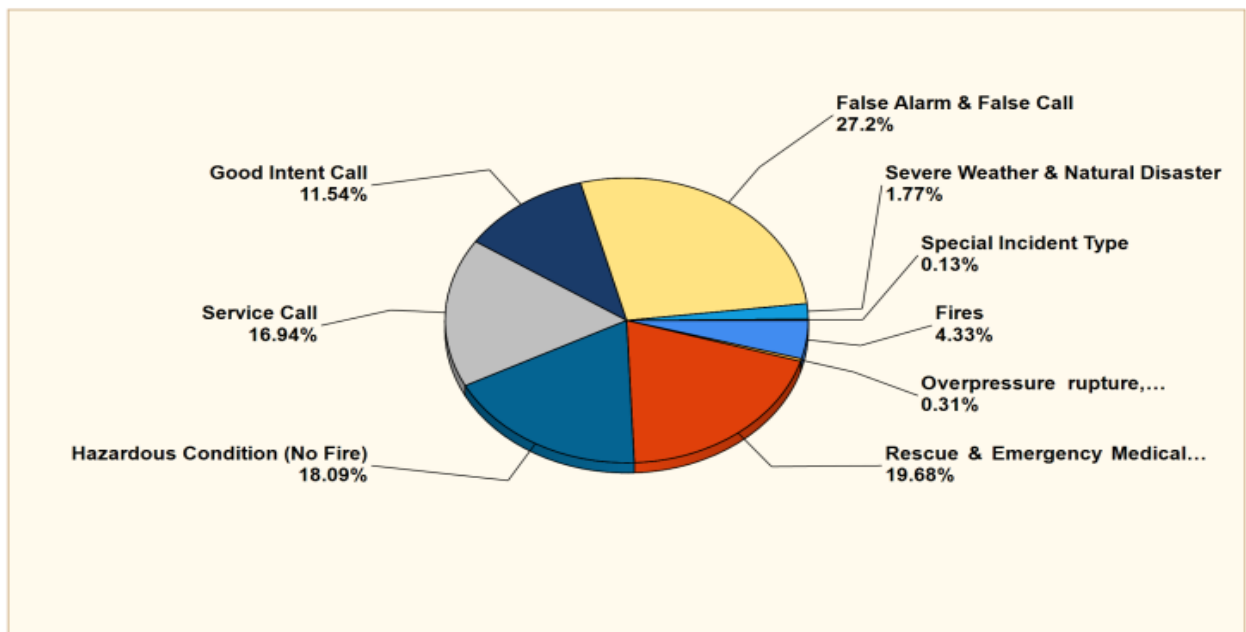
OTHER CALLS: These include mutual aid responses, police assist, first aid assists, aircraft standby, and to provide emergency protection at various function.

STANDARD OF COVER (Start Date: 01/01/2021 | End Date: 12/31/2021)

MUTUAL AID		
Aid Type		Total
Aid Given		108
Aid Received		38
OVERLAPPING CALLS		
# OVERLAPPING		% OVERLAPPING
654		28.93
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	EMS	FIRE
Fire Headquarters	0:06:49	0:06:04
AVERAGE FOR ALL CALLS		0:06:11

BREAKDOWN BY MAJOR INCIDENT TYPES

Start Date: 01/01/2021 | End Date: 12/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	98	4.33%
Overpressure rupture, explosion, overheating - no fire	7	0.31%
Rescue & Emergency Medical Service	445	19.68%
Hazardous Condition (No Fire)	409	18.09%
Service Call	383	16.94%
Good Intent Call	261	11.54%
False Alarm & False Call	615	27.2%
Severe Weather & Natural Disaster	40	1.77%
Special Incident Type	3	0.13%
TOTAL	2261	100%

FIRE SAFETY EDUCATION & PREVENTION

EDUCATION and PREVENTION

Public fire safety education continues to be an important function of the Fire Department and is often the only contact many people have with the department.

By educating the public about the dangers of fire, and the proper methods to prevent fire from occurring in the first place, we are teaching the public to assist Summit firefighters in protecting their lives and property. The Fire Department makes safety presentations in the fire station and in other locations to all segments of the population.

These presentations include:

- School visits to the fire station, where we discuss the firefighting equipment.
- Demonstrations on how to put out fires on clothing by practicing "Stop, Drop & Roll."
- Instructions on the importance of smoke detectors and how to test to ensure that a smoke detector is in working order.
- How to create emergency evacuation plans
- How to look for fire hazards in their own home.



Specialized talks to various groups in the community:

- Senior citizen groups learn the unique risks that face them as their abilities to escape a fire diminish.
- Small businesses are instructed in fire extinguisher training.
- Larger businesses are given guidance to develop large-scale evacuation plans.

On average, the Fire Department conducts over **170** safety presentations annually.

The Summit Fire Department continues its long-standing involvement in National Fire Prevention Week, senior citizen fire safety, and Prevent the Unthinkable fire safety for babies and toddlers. Through these campaigns and the numerous press releases to target specific fire hazards, the Summit Fire Department educates the community on the dangers of fire and ways to prevent a fire from occurring.

Through continued effort, public fire safety education will help firefighters achieve our goal to protect life and property, by enabling the public to recognize and correct fire hazards, and properly prepare for them in case a fire should occur.

CODE ENFORCEMENT

Within our community, the Summit Fire Department is required to inspect all buildings and structures, except for owner occupied one- and two-family dwellings - done on a voluntary basis at the homeowner's request. The department's Bureau of Fire Prevention maintains records of over **1000** buildings, structures, and occupancies that need inspection. The inspection program is comprised of Platoon In-Service Inspectors (four platoons) and the staff of the Fire Prevention Bureau (two inspectors). All required inspections are divided among the platoons in the department. Our inspectors conducted over **600** inspections in 2021. The Bureau is also responsible for complaint investigations, fire safety permits, site-plan review, and fire investigations.

COMMUNITY RISK ASSESSMENT/ FIRE PRE-PLAN

Part of any valid assessment of a community's fire and non-fire risks includes a comprehensive survey of the type and number of structures that are located within the response area.

All properties located in the city are surveyed and analyzed annually as part risk assessment. Data is obtained from several sources including on-site building pre-planning activities by in-service fire companies, records available from the fire department record management system including inspection records, NFIRS reports, building information data made available by the Insurance Service Office (ISO), and the city's building records.



Data is collected and input into a scoring software tool called VISION that helps the fire department to better assess risks in local communities. The resulting numeric scoring, known as the Occupancy Vulnerability Assessment Profile (OVAP), is generated for all commercial, institutional, and large multi-family occupancies.

The community risk assessment is performed at three levels:

Community - the overall profile of the community based on the unique mix of individual occupancy risks, planning zone risk levels, and the level of service provided to mitigate those risks.

Fire Planning Zones - areas used to measure the management of fire and non-fire risks in a geographic section of the community.

Target Hazards - individual buildings and properties that, by construction or occupancy characteristics, may pose an increased or extraordinary risk hazard to the community.

Each structure is analyzed using the following criteria:

- Age of the structure
- Construction type
- Area of the structure
- Height of the structure
- Density of structure (separation distance between buildings and the type of exterior finish)
- Built-in protection systems (fire sprinklers, standpipes, alarm systems, etc.)
- Fire flow requirements (amount of water necessary to control the emergency, based on structure, contents and exposures)
- Occupancy and use of the structure
- Building access issues
- Life safety considerations
- Economic impact (dollar losses in property value, income, or irreplaceable assets)



Information gathered from this assessment process plays a critical role in reducing loss of life and property by providing our fighters with vital pre-arrival building intelligence

APPARATUS & EQUIPMENT DIVISION

Purchase of apparatus involves extensive research, including an assessment of the department needs, determination of an acceptable quality standard, and development of specifications to encourage a competitive bid process.

Preventive maintenance includes scheduling and performing all manufacturer-recommended service and maintenance, completing all repairs in a timely manner and assuring all personnel are adequately trained in the proper operation and maintenance of equipment.

On-duty personnel provide testing and maintenance of apparatus and staff vehicles. Daily, at the beginning of each shift, vehicles are checked and scheduled maintenance, such as pump and ladder tests, oil changes and lubrication are performed monthly. Annually, factory-certified mechanics inspect and service each piece of fire apparatus to identify potential problems early and decrease the risk of catastrophic failure. The department maintains a four-year purchasing cycle for major fire apparatus with a maximum replacement age of 25 years. The replacement schedule for staff and support vehicles is based on a nine-year life expectancy.

Fire Apparatus	Year	Replacement Date	Age at Replacement
Engine 1	2020	2040	20
Engine 2	2013	2033	20
Engine 3	2010	2030	20
Engine 4	1992	2020	26
Truck 1	2016	2036	20
Rescue 1	2002	2024	22
Special Operations	1998	2022	24

Support Vehicles	Year	Replacement Date	Age at Replacement
Incident Command	2013	2021	8
Special Services	2012	2023	11
Fire Prevention Car 1	2006	2016	10
Fire Prevention Car 2	2010	2019	9
Car 1	2014	2023	9
Car 2	2008	2017	9

2022 CAPITAL EQUIPMENT REQUESTS

RESCUE EQUIPMENT REPLACEMENT

This program continues an upgrade of the department's rescue equipment. Improved technology of modern equipment increases the efficiency and speed of rescue operations. Major repairs to older hydraulic power units are not cost effective due to improved efficiency of new units.

SMALL EQUIPMENT REPLACEMENT

Due to age, some gas-powered equipment becomes more difficult to repair and maintain since parts are harder to find. Reliability of older air monitoring equipment is questionable and maintaining these older units is not cost effective. The compliment of small hand tools available in the fire station for use in making minor repairs to apparatus and equipment needs to be upgraded to match the more complex nature of modern firefighting equipment.

MULTI-YEAR REPLACEMENT PROGRAM OF FIREFIGHTER TURN-OUT GEAR

This is a continuation of an existing program to replace personal protective clothing for firefighting at a rate of approximately six sets per year. Maintaining a scheduled replacement program will avoid a large capital expenditure in the future to replace many turn out gear sets at one time. This program will also provide backup sets when a firefighter's gear becomes damaged or contaminated.

REPLACEMENT OF FIRE HOSE

NFPA regulations require that fire hoses be removed from service and replaced 10 years after purchase. This replacement schedule is phased in over three years.

STATION ALERTING SYSTEM

Is an IP-based alerting solution designed to automate the process of alerting fire personnel. The system enhances communications and decreases responses times.

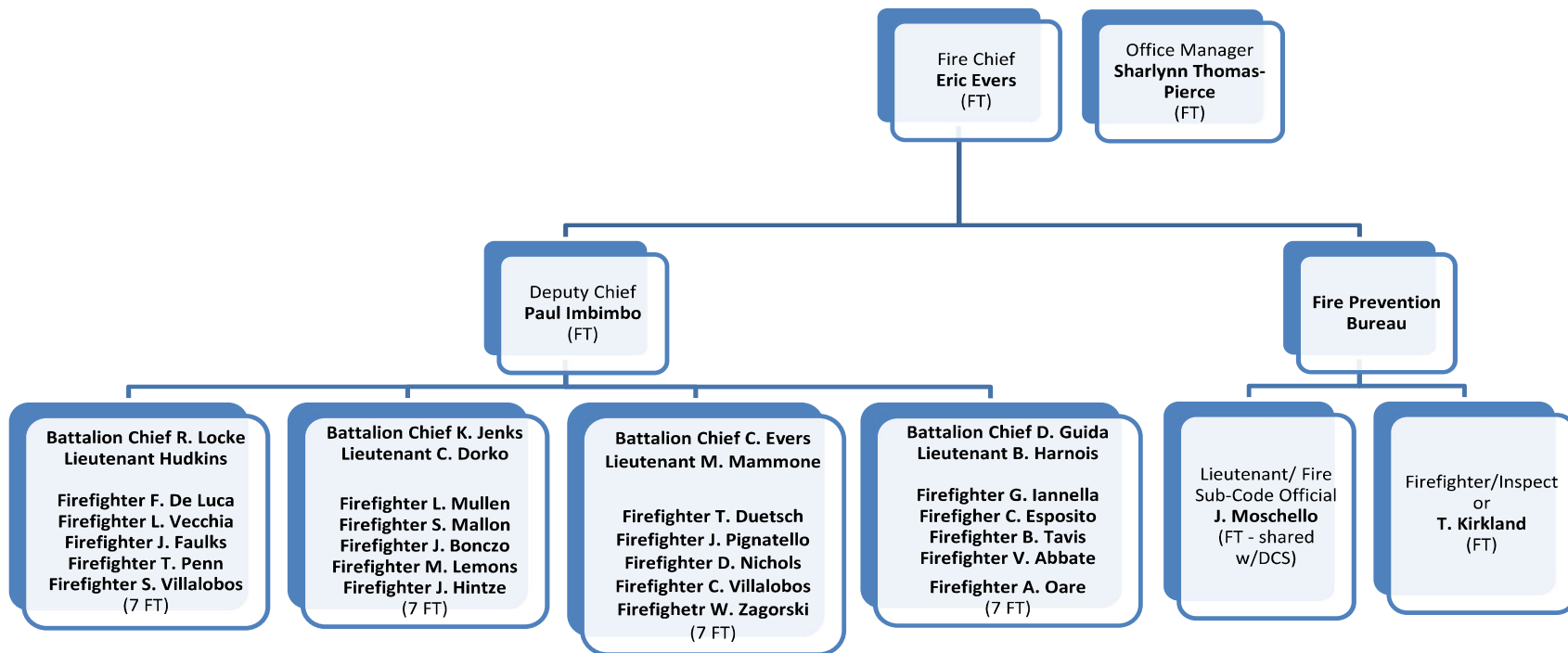
SUMMARY

The Summit Fire Department plays an instrumental role in providing emergency service and protection to the citizens of Summit, protecting vital businesses in the downtown and throughout the municipality, and ensuring all commercial properties are safe. The ability of the Summit Fire Department to respond anywhere in Summit in less than eight minutes is a major factor in reducing the loss of life and property in the 2,261 emergency incidents the department responded to in 2021.

Over the past 25 years, the City of Summit and the fire service have gone through some major changes. Summit has evolved from a primarily single-family residence town to a densely populated, transit community with many new multi-family dwellings and commercial properties. The number of businesses has increased in locations spread throughout the city. Today's fires burn hotter and faster due to the makeup of interior furnishings and changes in building material used in construction. Terrorism remains a real threat with pre-planning, building intelligence, and developing Incident Action Plans a critical function in daily operations.

Along with expansions and change come increased expectations and a need for Summit Fire Department services. The Summit Fire Department is committed to meeting these challenges through use of new training techniques and innovative ways to promote public safety. We will maintain a focus on education, efficiency, and dependability with public and first responder safety as our number one priority.

SUMMIT FIRE DEPARTMENT



32.5 FULL-TIME EMPLOYEES

265-000 FIRE DEPARTMENT

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 3,761,954	\$ 3,728,282 *	\$ 3,685,203	\$ 43,079	\$ 3,599,280	\$ 3,599,280	\$ (162,674)	-4.32%
104	Overtime	375,000	411,545 **	401,772	9,773	375,000	375,000	0	0.00%
108	Volunteer FF's Allowance	4,000	4,000	2,840	1,160	4,000	4,000	0	0.00%
111	Emergency Management Coordinator	6,000	6,000	0	6,000	0	0	(6,000)	-100.00%
121	Civilian Administration	55,591	55,591	53,982	1,609	55,577	55,577	(14)	-0.03%
141	Rabbi Trust Contribution	0	0	16,000	(16,000)	32,000	32,000	32,000	100.00%
194	OT July 4th	4,000	4,000	4,000	0	4,000	4,000	0	0.00%
Total Salary & Wages		\$ 4,206,545	\$ 4,209,418	\$ 4,163,797	\$ 45,621	\$ 4,069,857	\$ 4,069,857	\$ (136,688)	-3.25%
<u>Other Expenses</u> * \$33,672 transferred to PFRS, Diesel Fuel and Hydrants ** \$36,545 transferred in from Uniform Fire Safety Act									
201	Supplies and Materials	\$ 22,000	\$ 22,000	\$ 18,181	\$ 3,819	\$ 24,000	\$ 24,000	\$ 2,000	9.09%
402	Building Maintenance	20,000	20,000	14,631	5,369	20,000	20,000	0	0.00%
500	Contract Services	47,000	47,000	43,397	3,603	47,000	47,000	0	0.00%
700	Equipment	30,000	30,000	29,002	998	30,000	30,000	0	0.00%
702	Fire Truck Lease Acquisition	72,000	72,000	71,124	876	72,000	72,000	0	100.00%
705	Vehicle Maintenance	70,000	70,000	64,486	5,514	70,000	70,000	0	0.00%
800	Employee Support	8,000	8,000	8,000	0	8,000	8,000	0	0.00%
803	Clothing Allowance	10,000	10,000	10,000	0	12,000	12,000	2,000	20.00%
804	Training & Seminars	25,000	25,000	15,033	9,967	25,000	25,000	0	0.00%
805	Tuition Reimbursement	15,000	15,000	10,656	4,344	15,000	15,000	0	0.00%
808	Personal Expenses	2,000	2,000	461	1,539	2,000	2,000	0	0.00%
809	Clothing Allowance (Payroll Acct)	63,000	63,000	61,700	1,300	63,000	63,000	0	0.00%
810	First Responder Stipend	0	0	0	0	22,500	22,500	22,500	100.00%
841	Rabbi Trust Administration Fee	2,700	2,700	2,675	25	2,700	2,700	0	0.00%
Total Other Expenses		\$ 386,700	\$ 386,700	\$ 349,346	\$ 37,354	\$ 413,200	\$ 413,200	\$ 26,500	6.85%
265-001	Uniform Fire Safety Act								
<u>Salary & Wages</u>		\$ 36,545	\$ 0 ***	\$ 0	\$ 0	\$ 36,545	\$ 36,545	\$ 0	0.00%
*** \$36,545 Transferred to Fire FT Salaries									
265-002	Fire Hydrant Service	\$ 300,000	\$ 314,000 ****	\$ 313,636	\$ 364	\$ 300,000	\$ 300,000	\$ 0	0.00%
**** \$14,000 transferred in from Fire FT Salaries									
Overall Fire Department Total		\$ 4,929,790	\$ 4,910,118	\$ 4,826,779	\$ 83,339	\$ 4,819,602	\$ 4,819,602	\$ (110,188)	-2.24%

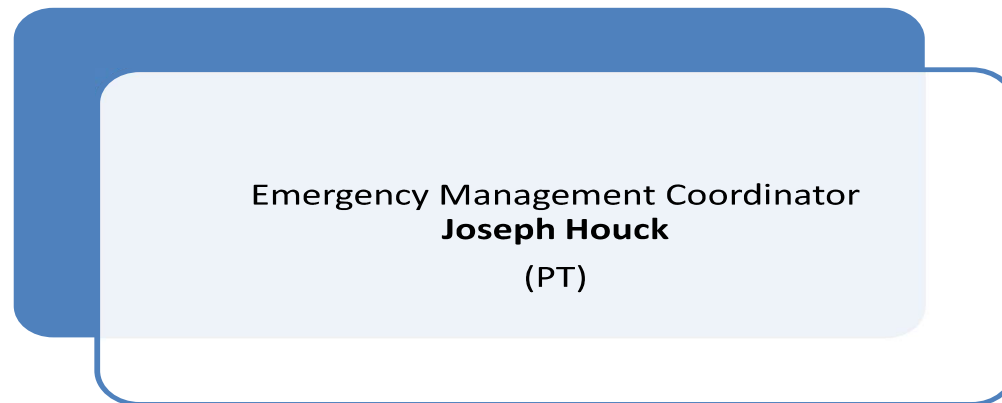
265-000 FIRE DEPARTMENT

EMPLOYEE SALARY & WAGES

Status	Title	2021 Base + Longevity	2022 Base	2022 Stipend	Grade	Step	Long %	Longevity	2022 Total
Evers, Eric	Full-Time Chief	\$ 195,247	\$ 182,276	\$ 3,000	19	4	10%	\$ 18,228	\$ 203,504
Imbimbo, Paul	Full-Time Deputy Chief	151,148	150,574		17	3	8%	12,046	162,620
Evers, Henry Clint	Full-Time Battalion Chief	153,947	146,321		3	3	10%	14,632	160,953
Guida, David	Full-Time Battalion Chief	153,947	146,321		3	3	10%	14,632	160,953
Jenks, Kenneth	Full-Time Battalion Chief	121,949	141,436		3	2		0	141,436
Locke, Richard	Full-Time Battalion Chief	153,947	146,321		3	3	10%	14,632	160,953
Dorko, Christopher	Full-Time Lieutenant	124,388	130,049		2	3		0	130,049
Harnois, Brian	Full-Time Lieutenant	124,388	130,049		2	3		0	130,049
Hudkins, Jeffrey	Full-Time Lieutenant	136,827	130,049		2	3	10%	13,005	143,054
Mammone, Michael	Full-Time Lieutenant	110,557	125,708		2	2		0	125,708
Abbate, Vincent	Full-Time Firefighter	51,576	58,152		1	2-3		0	58,152
Bonczo, John	Full-Time Firefighter	91,032	97,608		1	8-9		0	97,608
Cook, Michael (Retire 5/22)	Full-Time Firefighter	121,613	38,529		1	7	10%	3,853	42,382
DeLuca, Frank (Retire 4/22)	Full-Time Firefighter	121,613	28,897		1	7	10%	2,890	31,787
Duetsch, Timothy	Full-Time Firefighter	119,402	115,589		1	7	10%	11,559	127,148
Esposito, Christopher	Full-Time Firefighter	110,557	115,589		1	7		0	115,589
Faulks, Jessica	Full-Time Firefighter	110,557	115,589		1	7		0	115,589
Hintze, James	Full-Time Firefighter	0	45,000		1	1		0	45,000
Iannella, Gabriel	Full-Time Firefighter	119,402	115,589		1	7	8%	9,247	124,836
Kirkland, Thomas	Full-Time FF/Inspector	113,045	115,589	2,488	1	7		0	118,077
Lemons, Matthew	Full-Time Firefighter	84,456	91,032		1	7-8		0	91,032
Mallon, Scott	Full-Time Firefighter	119,402	115,589		1	7	8%	9,247	124,836
Moschello, Joseph (50% charged to UCC)	Full-Time LT/Fire Sub-Code Official	68,606	130,049	12,824	2	2		0	71,436
Mullen, Lonn	Full-Time Firefighter	121,613	115,589		1	7	10%	11,559	127,148
Nichols, Dwight	Full-Time Firefighter	110,557	115,589		1	7		0	115,589
Oare, Adam	Full-Time Firefighter	0	45,000		1	1		0	45,000
Penn, Thomas	Full-Time Firefighter	84,456	91,032		1	7-8		0	91,032
Pignatello, James	Full-Time Firefighter	110,557	115,589		1	7		0	115,589
Tavis, Brian	Full-Time Firefighter	84,456	91,032		1	8		0	91,032
Vecchia, Louis	Full-Time Firefighter	119,402	115,589		1	7	8%	9,247	124,836
Villalobos, Carlos	Full-Time Firefighter	51,576	58,152		1	2-3		0	58,152
Villalobos, Sergio	Full-Time Firefighter	0	51,576		1	1-2		0	51,576
Zagorski, William	Full-Time Firefighter	0	51,576		1	1-2		0	51,576
Vacancy	Full-Time Firefighter	0	45,000					0	45,000
Retirement (12/31/2021)	Full-Time Firefighter	119,402	0		1	7		0	0
Retirement (7/31/2021)	Full-Time Firefighter	121,613	0		1	7		0	0
Fire Department Subtotal		\$ 3,581,238	\$ 3,507,629	\$ 18,311				\$ 144,776	\$ 3,599,280
Fire Administration									
Thomas-Pierce, Sharlynn	Full-Time Office Manager	\$ 53,982	55,577	0	9	4		0	55,577
Salaries & Wages Total		\$ 3,635,220	\$ 3,563,206	\$ 18,311				\$ 144,776	\$ 3,654,857

EMERGENCY MANAGEMENT

OFFICE OF EMERGENCY MANAGEMENT



252-000 EMERGENCY MANAGEMENT

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries & Wages</u>									
101	Emergency Management Coordinator	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 25,000	\$ 25,000	100.00%
	Total Other Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 25,000	\$ 25,000	100.00%
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 200	\$ 200	\$ 0	\$ 200	\$ 200	\$ 200	\$ 0	0.00%
500	Contract Services	6,000	6,000	5,995	5	6,000	6,000	0	0.00%
801	Clothing/Cleaning	6,000	6,000	0	6,000	6,000	6,000	0	0.00%
804	Training & Seminars	1,000	1,000	0	1,000	1,000	1,000	0	0.00%
	Total Other Expenses	\$ 13,200	\$ 13,200	\$ 5,995	\$ 7,205	\$ 13,200	\$ 13,200	\$ 0	0.00%
	Division Total	\$ 13,200	\$ 13,200	\$ 5,995	\$ 7,205	\$ 38,200	\$ 38,200	\$ 25,000	189.39%

		2021	2022				2022
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Houck, Joseph	Part-time Emergency Management Coordinator	\$ 0	\$ 25,000			\$ 0	\$ 25,000
Salaries & Wages Total		\$ 0	\$ 25,000			\$ 0	\$ 25,000

COMMUNITY SERVICES (DCS)

Department of Community Services (DCS)

Aaron Schrager, Director & City Engineer



WHAT WE DO

The Department of Community Services (DCS) is responsible for implementing and overseeing the largest number of capital projects within the City of Summit. DCS responsibilities include code administration and construction, planning, zoning and property maintenance, engineering, public works, and oversight of the city's environmental initiatives. Functional areas are led by a division head with all divisions working together to provide a single point of contact for property and land development operations and issues.

OUR FOCUS

The Department of Community Services (DCS) manages day-to-day operations within the City of Summit and is one of the city's largest and most diverse departments.

DCS oversees Summit's largest monetary asset: *City infrastructure*

Annually, DCS handles tens of thousands of calls from and communications with the public. Through these points of contact the department handle safety and emergency management issues, property maintenance concerns, and drainage questions to name a few. Further, DCS is the first point of contact for new residents and businesses.

MISSION STATEMENT

To provide, design, maintain and upgrade critical city infrastructure, facilitate balanced, intelligent land development in an environment that promotes customer service, smart growth, and safety. We maintain community standards and quality of life through reasonable, effective education and enforcement.

OVERVIEW

In the engineering and public works divisions, responsibilities include capital improvements and maintenance to drainage systems. There are 50 miles of storm sewer, 2,800 storm structures, 82 miles of sanitary sewer, and 2,300 sanitary structures. Each day they manage five million gallons of sanitary sewage flow and six miles of force mains. These divisions also maintain four pump stations and 47 structures. They manage projects involving 63 miles of roadways, including 269 streets. Work involves pedestrian and public safety initiatives, emergency management and maintenance of parks, public spaces, and infrastructure, as well as support to other departments and boards and other essential services.

In the code administration and construction division, staff is responsible for administering the statewide New Jersey uniform construction code, issuing construction permits and conducting mandated inspections for building, electrical, plumbing, fire, and mechanical work. The office issues approximately 2,500 permits annually, representing more than \$100 million of construction work each year. They complete an annual average of 9,000 inspections. Also, within this division, the Land Use/Zoning Office is responsible for administering city zoning regulations through the Summit development regulations ordinance. Further, property maintenance, planning, zoning, and *Safe Homes* responsibilities also fall under this division.

A key goal for DCS is to support city infrastructure and deliver exceptional services to residents, property and business owners and the local and surrounding communities. From Municipal Transfer Station operation, waste collection and sewer services to downtown beautification, athletic field maintenance, pedestrian safety and emergency services, DCS enriches the quality of life in Summit, and promotes an attractive, diverse and balanced community.

In 2021, the Engineering Division reviewed 271 engineering permits and performed over 300 inspections. They responded to over 1,000 calls from residents, contractors, agents, etc. During Ida, engineering responded to 50 + calls about flooding from residents.



Stormwater Management



Department of Community Services (DCS)

sewer. The city's sanitary sewer system includes a network of various sized pipes, four pumping stations, and a main trunk line that conveys all city sewage to a sewage treatment plant in Elizabeth, NJ. Engineering partners with public works to identify sewer infrastructure projects using closed-circuit camera inspections and visual field inspections. In addition to emergency repairs and sewer upgrades completed in conjunction with roadway improvement projects, engineering completes approximately three sanitary sewer improvement projects from design through construction each year. In addition, the city also receives sewage from New Providence and works closely with the New Providence DPW to monitor flow volumes. In 2021, the city performed 27,000 LF of storm and sanitary video inspections.

Road Maintenance and Projects

Each year, the city approves capital funding for infrastructure projects with the largest portion being dedicated to roadway improvements. Engineering is responsible for maintaining an ongoing inventory of 63 miles of city-owned roadways and schedules these roads for improvements in a six-year Capital Plan through the annual Pavement Rating System (PRS). DCS completes the design and conducts an annual inspection of several roadway improvement projects. Public works is responsible for roadway and infrastructure maintenance and repair, including paving of specific streets, micro-surfacing, pothole repair, curb work, thermoplastic applications, and seasonal work such as snow and ice control, removal and plowing. Public works also ensures compliance with NJ state storm water regulations. Additionally, proposals for qualifying roads are submitted annually to the NJDOT for potential grant funding; engineering has secured at close to \$4,000,000 in funding since 2008.

In 2021, the city also paved 2.5 miles of city roads and performed micro paving on 13 streets for a total of 38,000 square yards.

Pedestrian Safety

Pedestrian safety remains a top priority for DCS. Through technical analysis and studies, the engineering division works with public works and safety committees to identify and oversee projects from conceptual design through construction, including labor-intensive monitoring, evaluation, and implementation. Projects are completed annually and often include sidewalk installation and improvements, implementation of ADA requirements, flashing beacons, speed humps, signage, upgrade of pedestrian traffic signals and striping. Public works executes sidewalk installations and repairs as needed on city property, along with the proper operation of more than 460 traffic and pedestrian signal light heads and 121 Central Retail Business District (CRBD) decorative (street, pedestrian, etc.) lights. Pedestrian safety is also addressed within roads projects annually. In 2019, the *City's Sidewalk Installation and Maintenance Plan* was formally adopted by the City Council. In 2021, Engineering installed 3,500 linear feet of sidewalks on Butler Parkway.

Parks and Recreation

Upgrading and maintaining the city's recreation facilities requires the cooperation of engineering, public works, and the Department of Community Programs. For construction projects, engineering assumes the lead design and a project management role. Throughout the year, the engineering division is relied upon for assistance with design, maintenance, and minor upgrades. Public works is responsible for the maintenance and improvements of 15 athletic fields, the municipal golf course, and the Summit Family Aquatic Center. This infrastructure is often accessed by the public, and the Division of Public Works maintains it daily.

GIS (Geographic Information System)

Engineering is responsible for the upgrade and maintenance of the city's GIS system. Data is continually added and revised with the goal of having key city infrastructure mapped and readily accessible for staff. A portal with more general information will be launched for public use soon. This tool will provide an exceptional method of tracking city assets including storm and sanitary sewer structures, signage, and regulatory striping. In 2021,

engineering completed the GIS overhaul of the city layers and launched an online web map for residents and a staff only web map for city employees

Fleet Maintenance

Public Works handles oversight of the fleet maintenance program, managing more than 250 city vehicles and equipment (police, fire, code and construction, parking, engineering, public works, Board of Education, etc.). Public works mechanics provide professional expertise in emergency vehicle lighting, electrical, hydraulic brake systems, and engine components. Fleet mechanics also provide emergency operation support 24/7 through storm events.

City Infrastructure/Properties Maintenance

Public Works is responsible for the daily care and maintenance of over 8,000 city trees, numerous parking lots and garages, parks and recreation areas, art installations, playgrounds, the CRBD, public spaces, and city buildings and properties. They maintain athletic fields using integrated pest management (IPM) where applicable. Public works contracts with a licensed forester who assists in maintaining the city's urban forest and works with the Shade Tree Advisory Committee and the Environmental Commission to promote environmental best practices.

Sanitation and Solid Waste Management

Public Works oversees the solid waste stream, including residential and commercial trash, bulky waste, and recyclables. The public works fleet includes specialized trailers for the transport of solid waste. Public works manages the Municipal Transfer Station, which handles community recycling needs and leaf collection and composting. Annually, the transfer station processes approximately 10,000 tons of municipal solid and bulky waste, 5,000 tons of recyclables, and 9,500 cubic yards of leaf compost. The Public Works Division works with Summit's Recycling Advisory Committee (RAC) to identify ways to divert tonnage from Summit's waste stream.

	<u>2020 YTD</u>	<u>2021 YTD</u>	<u>% Change Annual</u>	<u>Monthly Avg. 2020</u>	<u>Monthly Avg. 2021</u>
ENGINEERING					
Grading permits	71	94	32%	6	8
Public utilities	178	134	-25%	15	11
Storm and sanitary sewers	9	14	56%	1	1
Road opening	8	7	-13%	1	0.5
Curbs and sidewalks	41	41	0%	3	3
Total Engineering Permits	306	290	-5%	26	24
Linear feet of cleaned and video inspected sewer mains	20,000	27,000	35%		
Potholes	500	500	0%		
Micro surfacing (square yardage)	53,533	38,000	-29%		

Performance Goals Review

SERVICE GOAL

Facilitate safe, compliant land development and economic growth in a balanced environment.

Construction

The construction office is responsible for administering the statewide New Jersey uniform construction code, issuing construction permits and conducting mandated inspections for building, electrical, plumbing, fire, and mechanical work. The office issues approximately 2,500 permits annually with 94% released on schedule or ahead of schedule. This represents from \$60 to \$100 million dollars of construction work each year and an annual average of 9,000 inspections completed. DCS and UCC total revenues increased almost 100% in 2021.

Land Use & Zoning

The land use and zoning office is responsible for administering the Summit Development Regulations Ordinance (DRO) for city zoning regulations. This includes prior approval review of approximately 600 construction projects for zoning compliance with more than 67% being reviewed and decided on-time. The office issues more than 600 zoning certificates of occupancy each year, comprising more than 1,100 inspections for home resales and tenant changes. Technical and administrative assistance is provided to Summit's two land use boards.

Planning and Zoning Boards

The New Jersey Municipal Land Use Law requires Summit to have both a Planning Board and a Zoning Board of Adjustment. The planning board typically considers major commercial and large residential developments and subdivisions, while the zoning board considers requests for relief (variances) from the city's DRO. In 2020, Round II revisions to the City's DRO were adopted.

	<u>2020 YTD</u>	<u>2021 YTD</u>	<u>% Change Annual</u>	<u>Monthly Avg. 2020</u>	<u>Monthly Avg. 2021</u>
UCC					
Total UCC Inspections	8,703	8799	1%	728	733
Construction Permit Rev.	\$869,876	\$1,807,079	108%	\$64,776.50	\$150,589.92
Total Construction Value	\$121,401,510	\$164,809,094	36%	\$10,111,900	\$13,734,091
Total Permits Issued	1,966	2,187	11%	164	182
PLANNING & ZONING					
# of zoning board applications submitted	34	83	144%	3	7
# of zoning board applications decided	34	66	94%	3	6
ZB Application Fees Collected	\$7,500.00	\$24,937.50	233%	\$625.00	\$2,078.13
ZB Escrow Deposits	\$70,613.44	\$142,756.89	102%	\$5,884.45	\$11,896.41
ZB Inspection Fees Collected	\$29,464.83	\$23,623.15	-20%	\$2,455.40	\$1,968.60
Planning board applications submitted	4	5	25%	0	0
# of planning board applications decided	0	5	100%	0	0
PB Application Fees Collected	\$20,987.50	\$2,250	-89%	\$1,748.96	\$187.50
PB Escrow Deposits	\$45,864.01	\$27,756.86	-39%	\$3,822.00	\$2,313.07
PB Inspection Fees Collected	\$62,789.60	\$187,598	0%	\$5,232.47	\$15,633.17

SERVICE GOAL

Provide an exemplary level of service while maintaining high community standards and quality of life. Promote safety and emergency management through reasonable, effective education, enforcement, and citizen participation.

Affordable Housing

In October 2016, the city executed an agreement with Fair Share Housing Center (FSHC) to settle litigation between the city and the FSHC to establish the fair share of the regional need for low- and moderate-income housing. The settlement agreement also delineates actions that Summit must take to satisfy its legal requirement of fair share housing. Following endorsement, the city began creating and implementing zoning ordinances to support the plan. Summit's affordable housing multi-family set-aside ordinance was amended to include language to address a compensatory benefit for the imposition of affordable housing set aside. The city also established an Affordable Housing Ordinance, and new Chapter VIII affordable housing section of the municipal code.

On January 22, 2019, by consent of Fair Share Housing Center and Special Master Caton, Judge Kenny entered the city's Final Round 3 Judgment of Compliance and Repose. The Round 3 Fair Share Plan was approved, and has repose (i.e., immunity) from all Mount Laurel lawsuits through July 2, 2025.

Progress continued in 2021 with affordable housing initiatives, including but not limited to the following:

- Several additional 30-year affordable deed restrictions were filed for various locations throughout the city.
- One new affordable rental unit was occupied, and several were re-rented.
- More than \$1.4 million was spent from the city's affordable housing trust fund for Morris Habitat's 12-unit all affordable housing project at 146 Morris Avenue.
- Planning for the Broad Street West Redevelopment project continued in 2021. This expansive project will yield new construction units towards the city's 50-unit goal.
- The city's affordable housing webpage was redesigned and now includes an income qualifying table, an online prequalification form and a new affordable housing-specific email address and phone number for easy contact for inquiries.
- With the retirement of Summit Housing Authority Director/Administrative Agent Joe Billy, Common Council appointed Marc Leckington of Leckington Advisors, LLC, as the new Administrative Agent.
- The Administrative Agent continues to qualify applicants for affordable housing units that will be completed or re-rented in 2022 and beyond.

The Affordable Housing Committee met in February of 2021 to discuss the status of affordable housing activity in the community. The detailed 2021 annual report and all prior annual reports as well as meeting information can be found at <https://www.cityofsummit.org/628/Affordable-Housing>.

Property Maintenance

Enforcement of the city's property maintenance and housing code are critical to maintaining Summit's excellent property values and quality of life. Proactive field work and prompt complaint response are hallmarks of the program. With the addition of a part-time inspector in this area, public complaints are at an all-time low.

Safe Homes

The city's *Safe Homes* program was created in the mid-1990's to address the growing issue of overcrowding and illegal or unsafe living arrangements. The program has a hotline with 24-hour call support and works closely with the city's emergency responders to investigate and correct unsafe housing conditions, respond promptly to complaints and issue fines to landlords or tenants for violations.

Resident Assistance

Each day, every DCS staffer provides direct assistance to city residents through phone calls, emails, site visits, preparation of maps, service calls, reviewing, issuing, and inspecting engineering permits, public works emergencies, new resident or business information and scheduling inspections (building, plumbing, electrical, mechanical and fire). The city's online service request system, SeeClickFix, enables citizens to report issues 24/7. In 2021, DCS processed more than 6,043 SeeClickFix requests, an increase of approximately 17% over 2020. Another avenue of resident communications and transparency is the city's online OPRA platform. DCS processed over 726 OPRA's in 2021, an increase of more than a 50% over last year.

Emergency Operations

DCS plays an integral role on the city's emergency management team, providing on-call, immediate response for emergencies including first response in storm events, accident response assistance efforts and building infrastructure damage. Responses range from establishing access to critical medical and first-responder facility locations during weather-related emergencies to determining the integrity and safety of a building in event of damage.

Environmental/Arts Initiatives

DCS manages and administers the city's arts and environmental programs. We support economic sustainability wherever possible in all city practices. In 2009, DCS pursued Sustainable Jersey certification, a prestigious designation for municipal governments in New Jersey. Municipalities that achieve the certification are considered for grant funding and other benefits. The city achieved champion status in 2009 and for the next six years, including again in 2019. DCS oversees the Summit Free Market freecycle initiative, a student-run environmental program that facilitates exchange of free, yard-sale quality reusable items among residents. 2020 was the first year of a four-year initiative to plant 1,000 trees in the city. In year two, over 780 trees were planted towards our goal.

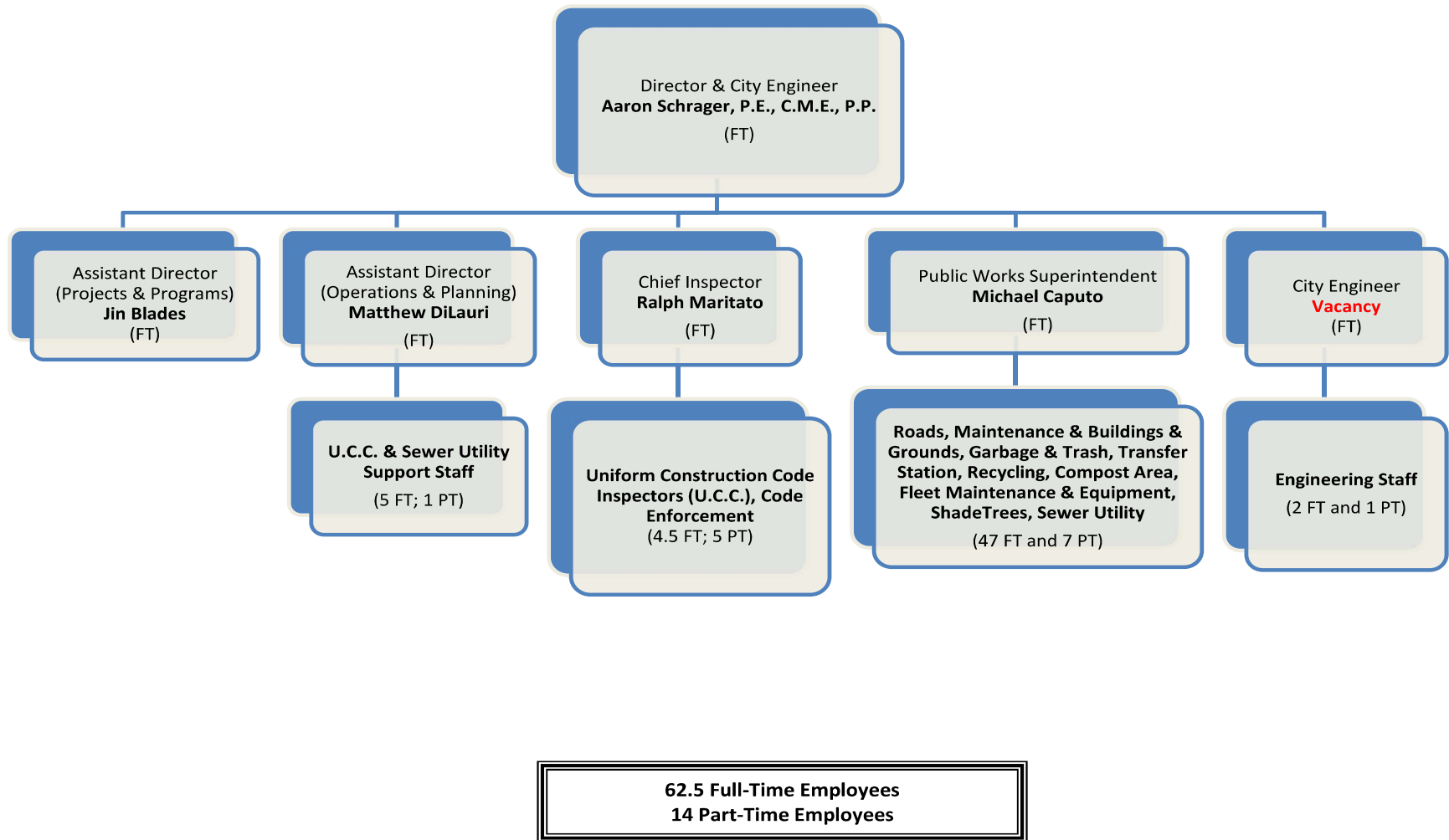
Agency Coordination

Coordination with the various federal, state, and county agencies with jurisdiction over some infrastructure within city limits is a vital responsibility of DCS. Open communication assures conformance to all current regulations and maintains a working relationship to ensure efficient projects. In 2021, DCS received \$528,000 from county and state grants.

SUMMARY

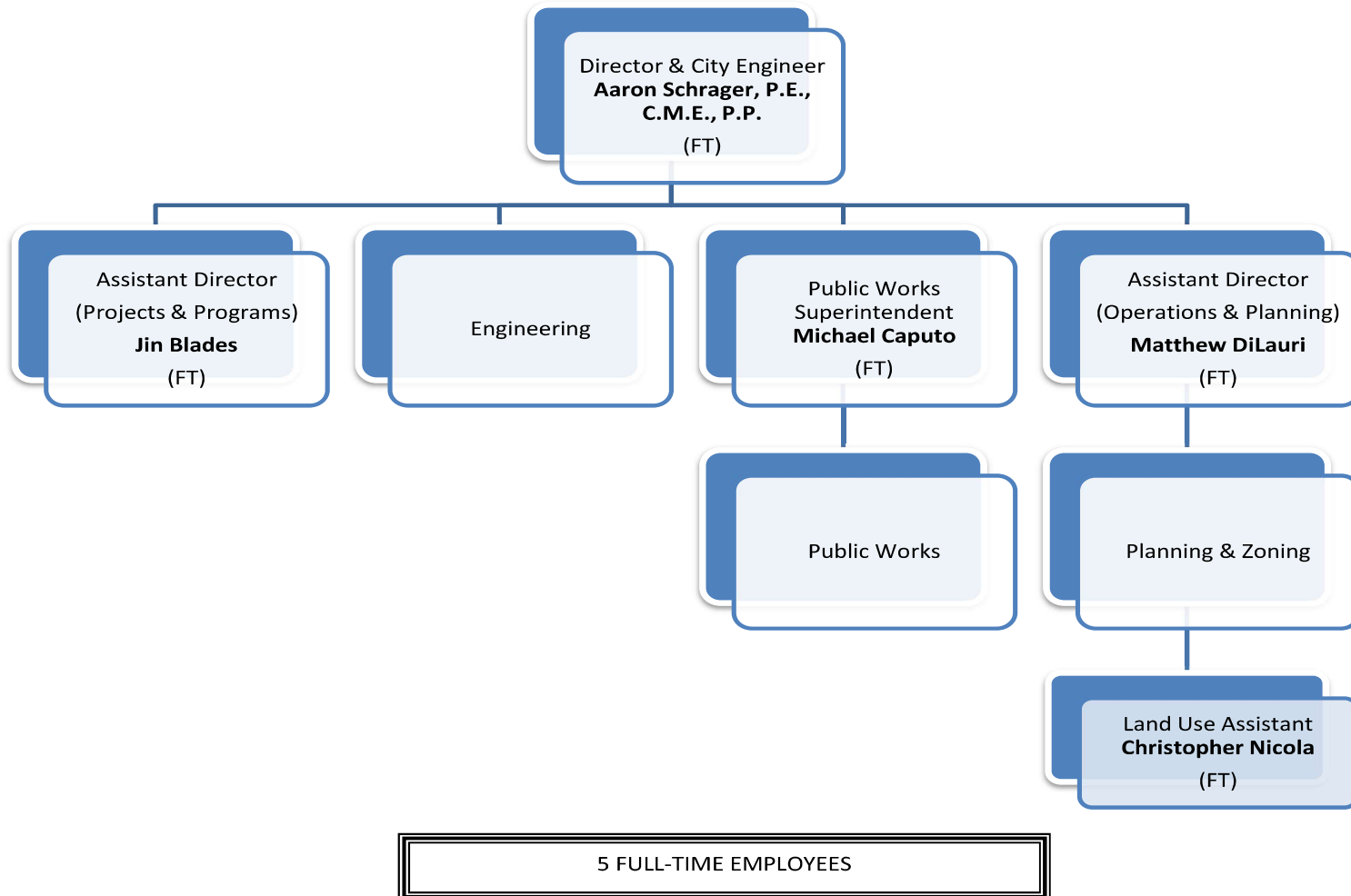
As the City of Summit's largest department with the broadest jurisdiction, DCS continuously strives to improve operations for a better the quality of life for Summit citizens. Our goal is to make the city one of the most attractive places to live in New Jersey. We maintain the highest-level of community standards, from sustaining and upgrading robust infrastructure to implementing city-wide environmental best practices and facilitating safe, compliant land development and smart economic growth.

DEPARTMENT OF COMMUNITY SERVICES



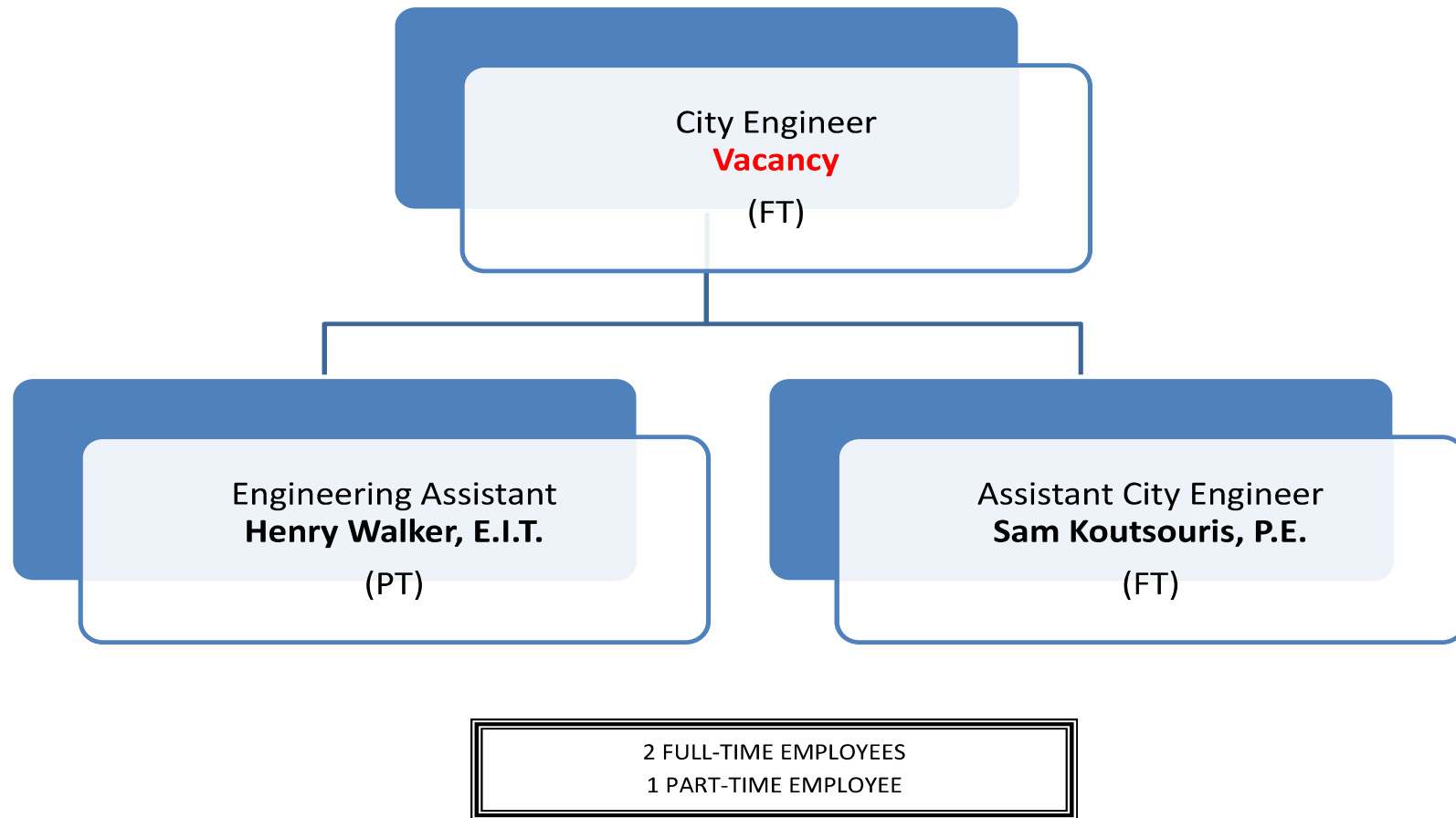
DEPARTMENT OF COMMUNITY SERVICES

DCS ADMINISTRATION

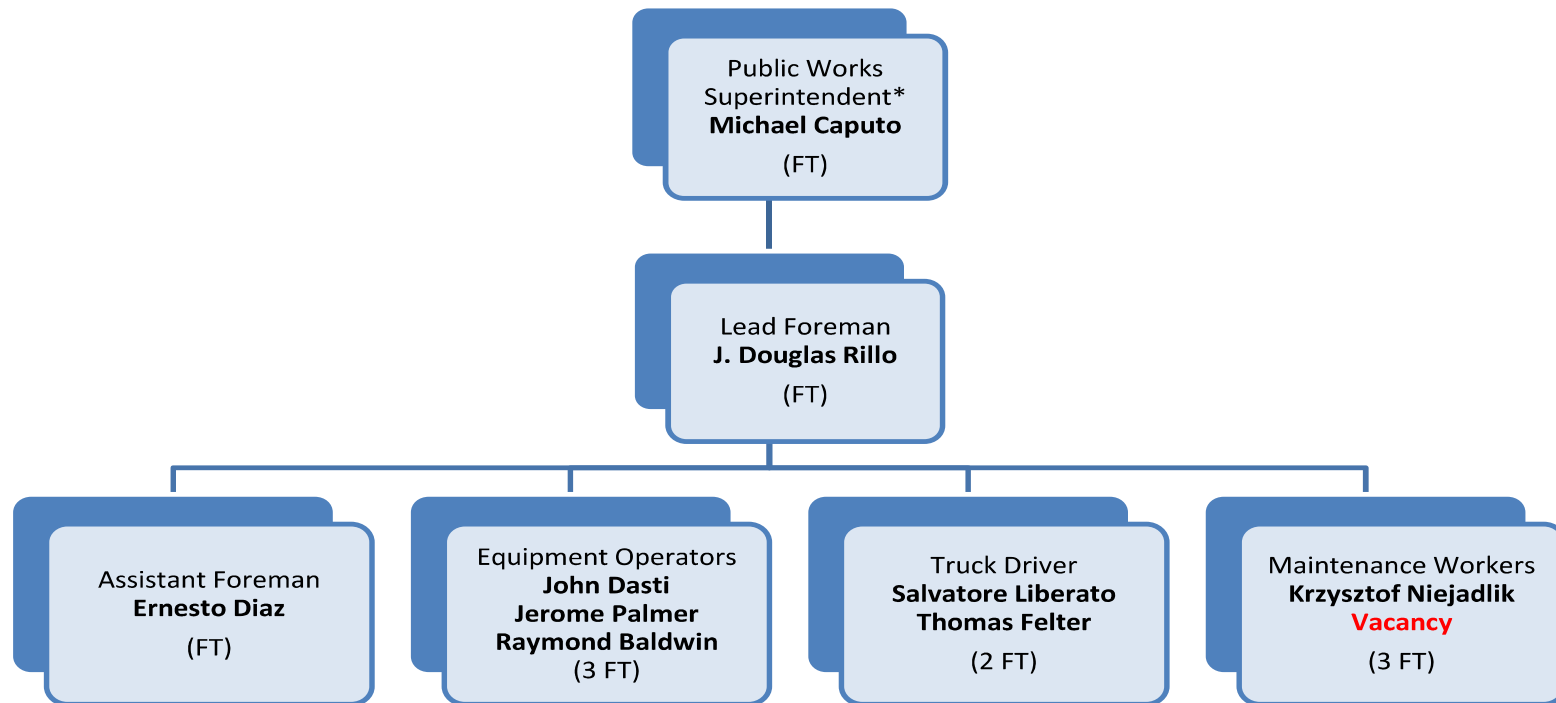


DEPARTMENT OF COMMUNITY SERVICES

ENGINEERING DIVISION



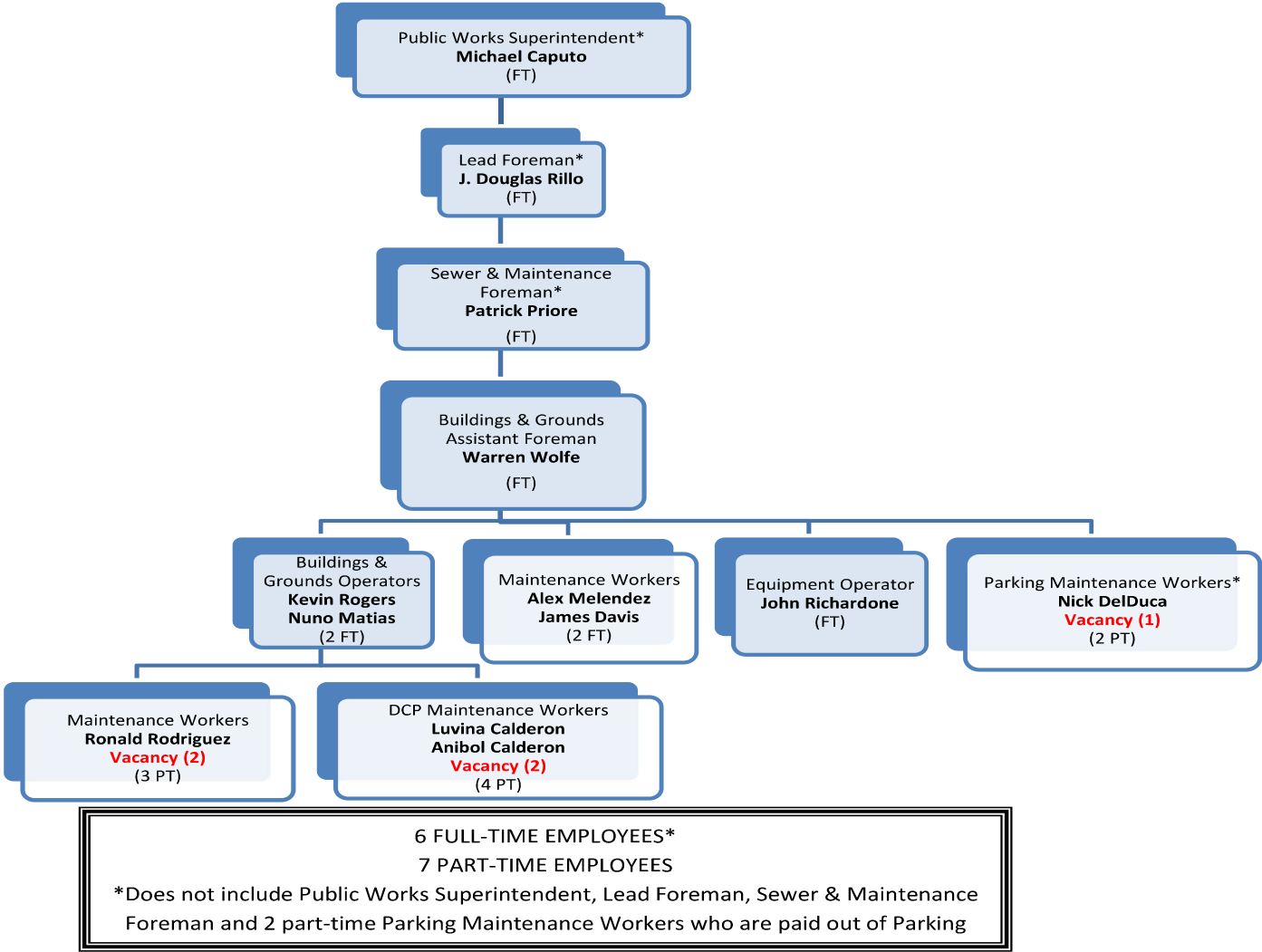
DEPARTMENT OF COMMUNITY SERVICES
DIVISION OF PUBLIC WORKS
ROADS UNIT



9 FULL-TIME EMPLOYEES*
*Does not include Public Works Superintendent

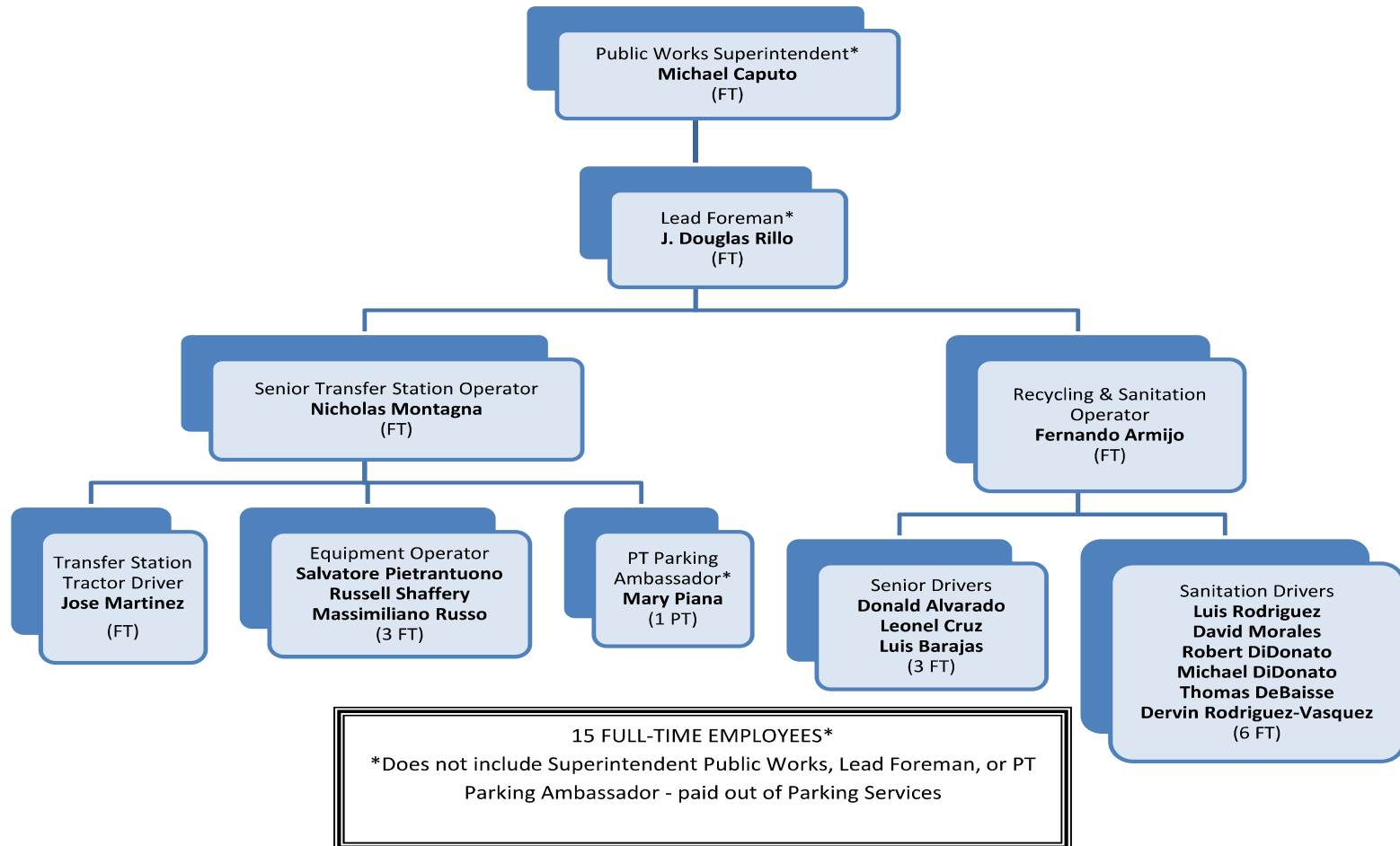
DEPARTMENT OF COMMUNITY SERVICES - DIVISION OF PUBLIC WORKS

MAINTENANCE UNIT / BUILDINGS & GROUNDS

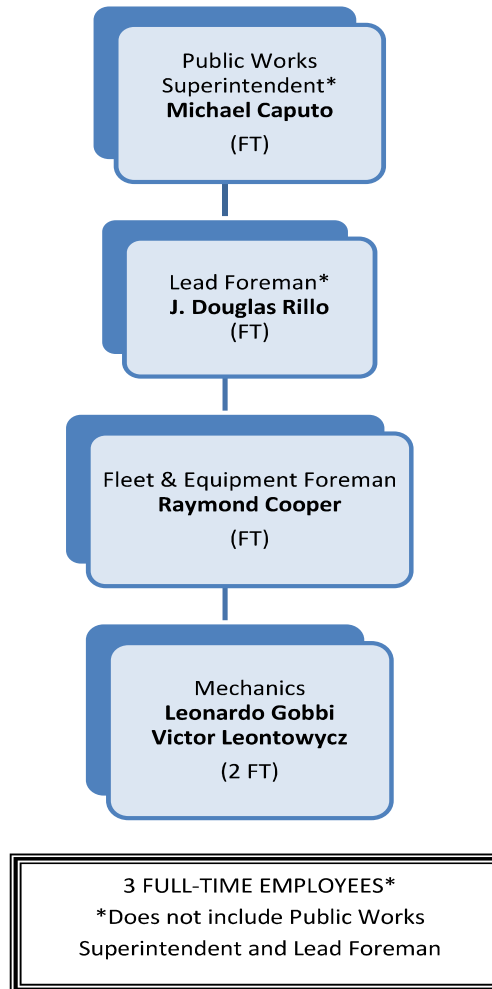


DEPARTMENT OF COMMUNITY SERVICES - DIVISION OF PUBLIC WORKS

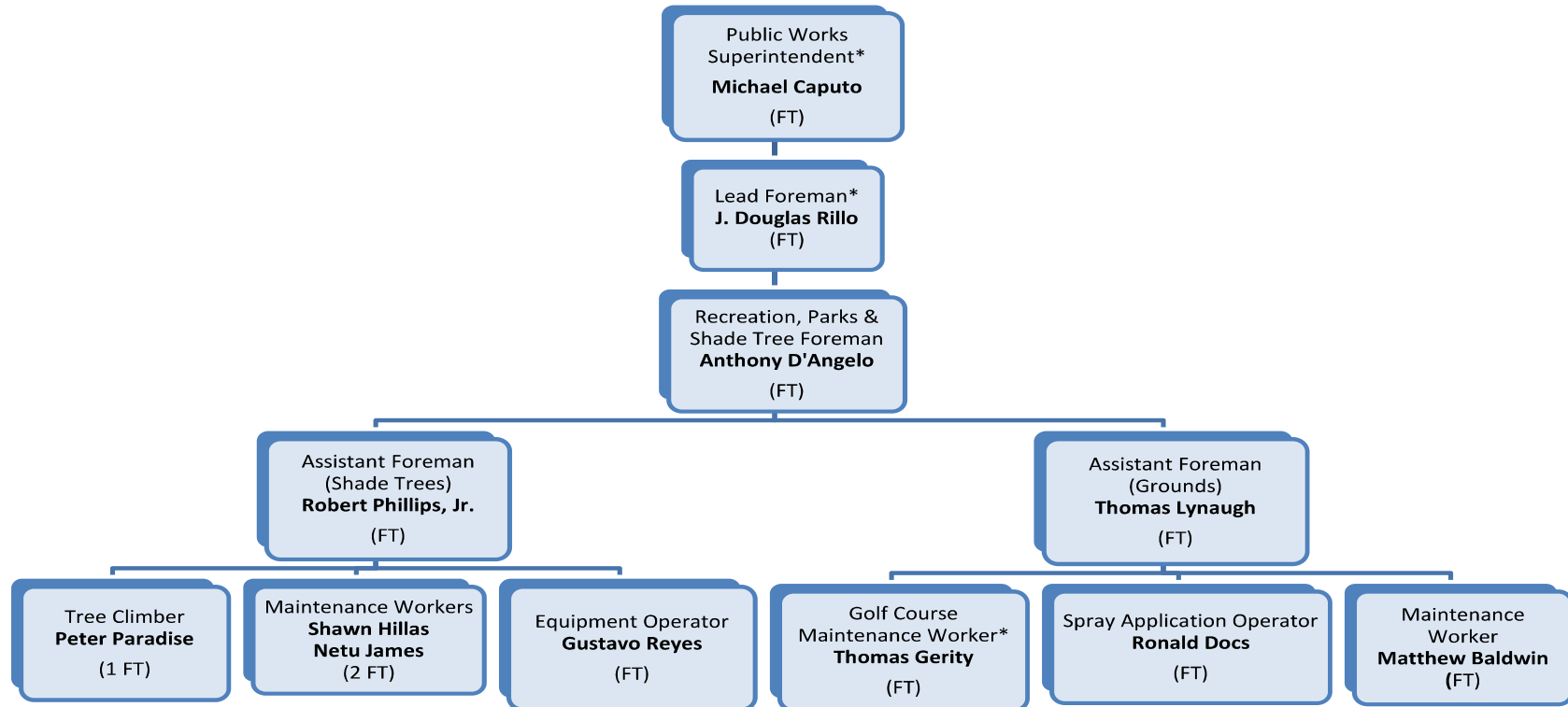
SANITATION/TRANSFER STATION/RECYCLING/COMPOST AREA



DEPARTMENT OF COMMUNITY SERVICES - DIVISION OF PUBLIC WORKS
FLEET MAINTENANCE & EQUIPMENT UNIT



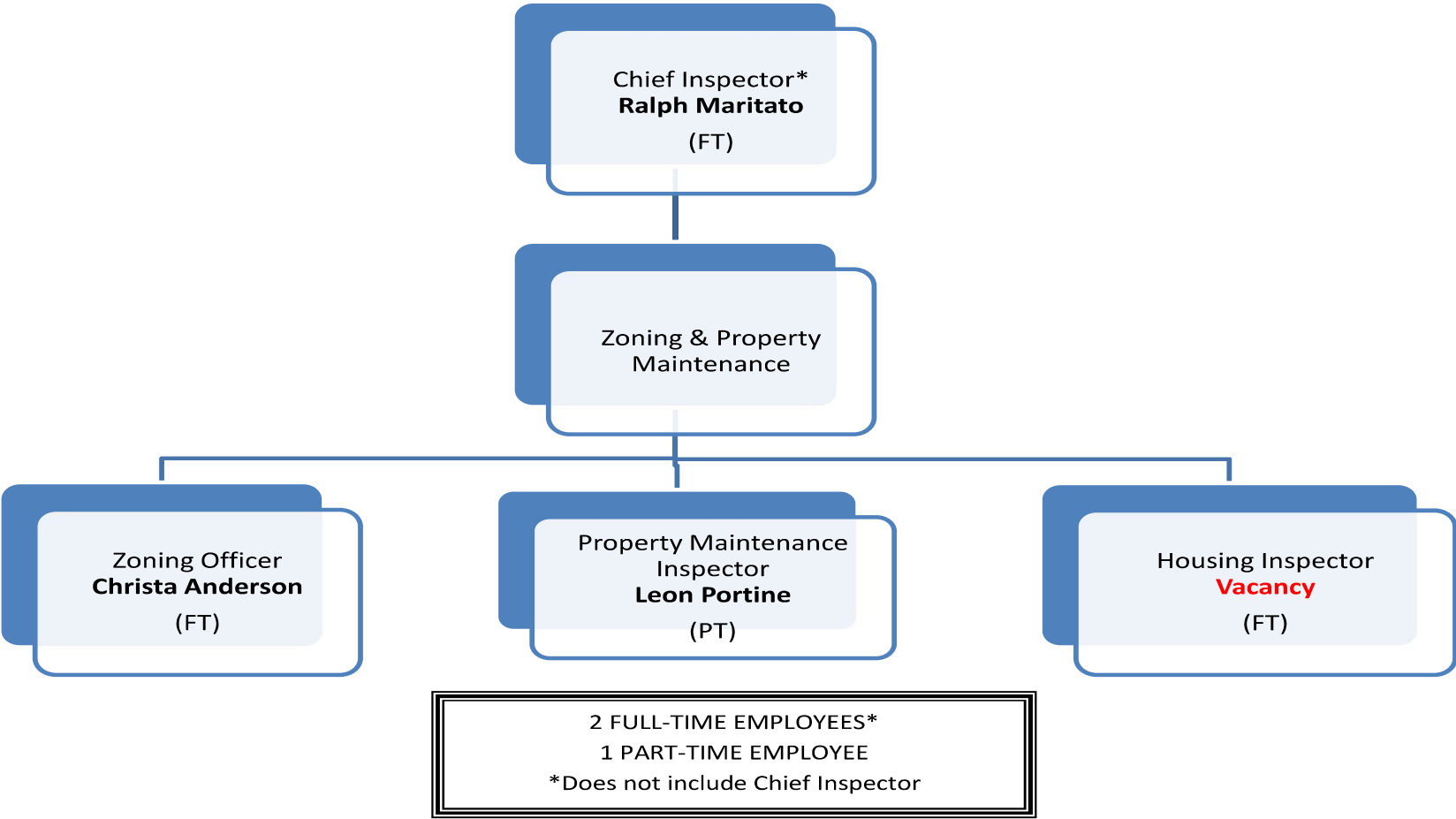
DEPARTMENT OF COMMUNITY SERVICES - DIVISION OF PUBLIC WORKS
RECREATION, PARKS, AND SHADE TREES UNIT



9 FULL-TIME EMPLOYEES*
 *Does not include Public Works Superintendent, Lead Foreman, or
 Golf Course Maintenance Worker

DEPARTMENT OF COMMUNITY SERVICES

CODE ENFORCEMENT



465-000 DEPARTMENT OF COMMUNITY SERVICES (DCS)

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 494,483	\$ 484,483 *	\$ 469,967	\$ 14,516	\$ 513,288	\$ 513,288	\$ 18,805	3.80%
102	Temps/Part Time	0	0	0	0	0	0	0	0.00%
130	DCS Staff Support	1,000	1,000	0	1,000	1,000	1,000	0	0.00%
194	Overtime - 4th July	5,000	5,000	3,019	1,981	5,000	5,000	0	0.00%
195	National Night Out	5,500	5,500	2,380	3,120	5,500	5,500	0	0.00%
196	Overtime - Summit Free Market	0	0	0	0	5,500	5,500		
Total Salary & Wages		\$ 505,983	\$ 495,983	\$ 475,366	\$ 20,617	\$ 530,288	\$ 530,288	\$ 18,805	3.72%
* \$10,000 transferred to various DCS salary accounts									
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 15,000	\$ 15,000	\$ 13,339	\$ 1,661	\$ 14,000	\$ 14,000	\$ (1,000)	-6.67%
202	Marketing & Advertising	2,000	2,000	2,742	(742)	3,000	3,000	1,000	50.00%
205	Nat'l Night Out & 4th July Materials	1,000	1,000	926	74	1,000	1,000	0	0.00%
505	Condo/Apts Snow & Lighting	5,000	5,000	0	5,000	5,000	5,000	0	0.00%
509	Cell Services	2,000	2,000	0	2,000	2,000	2,000	0	0.00%
701	Equipment	10,500	11,500	11,163	337	10,500	10,500	0	0.00%
804	Training & Seminars	6,500	6,500	6,500	0	6,500	6,500	0	0.00%
806	Memberships	3,500	3,500	2,320	1,180	3,500	3,500	0	0.00%
808	Personal Expenses	1,600	1,600	0	1,600	1,600	1,600	0	0.00%
809	Conferences & Meetings	4,700	4,700	4,700	0	4,700	4,700	0	0.00%
810	Software Maintenance	40,000	39,000	36,772	2,228	40,000	29,500	(10,500)	-26.25%
812	Licenses & Certifications	2,000	2,000	1,697	303	2,000	2,000	0	0.00%
Total Other Expenses		\$ 93,800	\$ 93,800	\$ 80,159	\$ 13,641	\$ 93,800	\$ 83,300	\$ (10,500)	-11.19%
Division Total		\$ 599,783	\$ 589,783	\$ 555,525	\$ 34,258	\$ 624,088	\$ 613,588	\$ 13,805	2.30%
29-401-000									
200	<u>Downtown Maintenance</u>	\$ 8,500	\$ 8,500	\$ 8,376	\$ 124	\$ 8,500	\$ 8,500	\$ 0	0.00%
Overall Community Services Total		\$ 608,283	\$ 598,283	\$ 563,901	\$ 34,382	\$ 632,588	\$ 622,088	\$ 13,805	2.27%

Status	Title	2021 Base + Longevity	2022 Base	Grade	Step	Stipend	Longevity	2022 Total
Blades, Jin	Full-Time Assistant Director	\$ 99,234	\$ 103,496	13	19		\$ 0	\$ 103,496
Caputo, Michael	Full-Time Superintendent of Public Works	110,443	112,796	16	15		2,000	114,796
DiLauri, Matthew (75%)	Full-Time Assistant Director	50,429	68,400	13	12		0	68,400
Nicola, Christopher	Full-Time Land Use Assistant	59,956	52,368	6	7	10,000	0	62,368
Schrager, Aaron	Full-Time DCS Director	146,039	164,228	19	19		0	164,228
Retirement (3/1/21)	Full-Time DCS Director	28,382	0	19	19		0	0
Salaries & Wages Total		\$ 494,483	\$ 501,288			\$ 10,000	\$ 2,000	\$ 513,288

165-000 DCS - ENGINEERING DIVISION

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full Time	\$ 225,907	\$ 200,907	\$ 191,113	\$ 9,794	\$ 302,213	\$ 302,213	\$ 76,306	33.78%
102	Interns	17,000	17,000	16,211	789	17,000	17,000	0	0.00%
106	Part Time	93,636	93,636	89,676	3,960	67,860	67,860	(25,776)	-37.98%
Total Salary & Wages		\$ 336,543	\$ 311,543	\$ 297,000	\$ 14,543	\$ 387,073	\$ 387,073	\$ 50,530	15.01%
		* \$25,000 transferred to Fuel							
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 1,500	\$ 1,500	\$ 1,758	\$ (258)	\$ 1,500	\$ 1,500	\$ 0	0.00%
405	Vehicle Maintenance	1,500	1,500	1,138	362	1,500	1,500	0	0.00%
503	Contract Services	7,500	7,500	7,500	0	7,500	7,500	0	0.00%
504	GIS CAD Software License	8,000	8,000	7,084	916	9,000	9,000	1,000	12.50%
505	Printing	2,000	2,000	750	1,250	2,000	2,000	0	0.00%
709	Miscellaneous Equipment	1,000	1,000	676	324	1,000	1,000	0	0.00%
809	Conferences/Meetings & Training	5,000	5,000	2,211	2,789	5,000	5,000	0	0.00%
Total Other Expenses		\$ 26,500	\$ 26,500	\$ 21,117	\$ 5,383	\$ 27,500	\$ 27,500	\$ 1,000	3.77%
Division Total		\$ 363,043	\$ 338,043	\$ 318,117	\$ 19,926	\$ 414,573	\$ 414,573	\$ 51,530	14.19%

			2021	2022				2022
Status	Title		Base + Longevity	Base	Grade	Step	Longevity	Total
Resignation 12/31/21	Full-Time	City Engineer	\$ 123,964	\$ 0	17	19	\$ 0	\$ 0
Vacancy	Full-Time	City Engineer	0	132,765	17	19	0	132,765
Koutsouris, Sam	Full-Time	Assistant City Engineer	0	101,588	15	12	0	101,588
Vacancy	full-Time	Assistant City Engineer	101,943	0	15	12	0	0
Retirement 11/1/21	Part-Time	Assistant Engineer	93,636	0	13	19	0	0
Walker, Henry (temporary)	Part-Time	Assistant Engineer	0	67,860	13	19	0	67,860
Salaries & Wages Total			\$ 319,543	\$ 302,213			\$ 0	\$ 302,213

290-000 DCS - ROADS UNIT

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 675,479	\$ 665,479 *	\$ 660,082	\$ 5,397	\$ 664,129	\$ 664,129	\$ (11,350)	-1.68%
103	Seasonal	8,000	8,000	7,440	560	8,000	8,000	0	0.00%
104	Overtime	75,000	75,000	66,715	8,285	75,000	75,000	0	0.00%
107	Snow Removal	155,000	155,000	130,664	24,336	155,000	155,000	0	0.00%
Total Salary & Wages		\$ 913,479	\$ 903,479	\$ 864,901	\$ 38,578	\$ 902,129	\$ 902,129	\$ (11,350)	-1.24%
* \$10,000 transferred to PW Roads OE - Snow Removal									
<u>Other Expenses</u>									
201	Supplies	\$ 5,000	\$ 5,000	\$ 3,780	\$ 1,220	\$ 5,000	\$ 5,000	\$ 0	0.00%
205	Tools	2,000	2,000	1,764	236	2,000	2,000	0	0.00%
211	Road Materials	60,000	60,000	52,370	7,630	60,000	60,000	0	0.00%
407	Snow Removal Services	25,000	35,000 **	25,891	9,109	25,000	25,000	0	0.00%
408	Snow Removal Materials	57,000	57,000	51,430	5,570	57,000	57,000	0	0.00%
801	Clothing Purchase/Cleaning	0	0	0	0	0	0	0	0.00%
Total Other Expenses		\$ 149,000	\$ 159,000	\$ 135,235	\$ 23,765	\$ 149,000	\$ 149,000	\$ 0	0.00%
** \$10,000 transferred from PW Roads Salaries - FT									
Division Total		\$ 1,062,479	\$ 1,062,479	\$ 1,000,136	\$ 62,343	\$ 1,051,129	\$ 1,051,129	\$ (11,350)	-1.07%

290-000 DCS - ROADS UNIT

EMPLOYEE SALARY & WAGES

	Status	Title	2021 Base + Longevity	2022 Base	Grade	Step	Stipend	Longevity	2022 Total
Baldwin, Raymond	Full-Time	Equipment Operator	\$ 81,139	\$ 81,942	8	19		\$ 1,500	\$ 83,442
Dasti, John	Full-Time	Equipment Operator	81,139	81,942	6	14		1,000	82,942
Diaz, Ernesto Jr.	Full-Time	Assistant Foreman	87,405	87,327	9	19		2,000	89,327
Felter, Thomas	Full-Time	Truck Driver	54,453	55,814	6	4-6		0	55,814
Liberato, Salvatore	Full-Time	Truck Driver	53,125	58,639	6	6-8		0	58,639
Palmer, Jerome	Full-Time	Equipment Operator	82,139	81,942	8	19		2,000	83,942
Rillo, J. Douglas	Full-Time	Lead Foreman	113,515	100,870	11	19	\$ 5,000	10,087	115,957
Niedjadlik, Krzysztof	Full-Time	Maintenance Worker	0	48,194	5	1-3		0	48,194
Vacancy	Full-Time	Maintenance Worker	0	45,872	5	3		0	45,872
Rodriguez, Luis *	Full-Time	Truck Driver	75,554	0	6	14		0	0
Russo, Massamiliano **	Full-Time	Maintenance Worker	47,019	0	5	2		0	0
Salaries & Wages Total			\$ 675,488	\$ 642,542			\$ 5,000	\$ 16,587	\$ 664,129

*Transferred to Sanitation

** Transferred to Transfer Station

300-000 DCS - PUBLIC WORKS MAINTENANCE

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 246,954	\$ 246,954	\$ 254,556	\$ (7,602)	\$ 160,193	\$ 160,193	\$ (86,761)	-35.13%
104	Overtime	25,000	25,000	9,780	15,220	25,000	25,000	0	0.00%
106	Sick Leave Incentive	25,000	25,000	20,776	4,224	25,000	25,000	0	0.00%
Total Salary & Wages		\$ 296,954	\$ 296,954	\$ 285,112	\$ 11,842	\$ 210,193	\$ 210,193	\$ (86,761)	-29.22%
<u>Other Expenses</u>									
201	Supplies	\$ 5,000	\$ 5,000	\$ 587	\$ 4,413	\$ 5,000	\$ 5,000	\$ 0	0.00%
205	Tools	1,100	1,100	353	747	1,100	1,100	0	0.00%
211	Road Materials	5,200	5,200	3,220	1,980	6,000	6,000	800	15.38%
212	Sewer Materials	2,500	2,500	7,777	(5,277)	5,000	5,000	2,500	100.00%
215	Street Name Signs	3,000	3,000	4,886	(1,886)	3,000	3,000	0	0.00%
216	Storm Water Licenses	5,750	5,750	122	5,628	5,750	5,750	0	0.00%
408	Traffic Signal Maintenance	25,000	25,000	25,832	(832)	25,000	25,000	0	0.00%
409	Street Light Maintenance	5,000	15,000 *	11,871	3,129	5,000	5,000	0	0.00%
502	Road Striping Contract Services	10,000	10,000	0	10,000	10,000	10,000	0	0.00%
801	Clothing Purchase/Cleaning	0	0	0	0	0	0	0	0.00%
Total Other Expenses		\$ 62,550	\$ 72,550	\$ 54,648	\$ 17,902	\$ 65,850	\$ 65,850	\$ 3,300	5.28%
		* \$10,000 transferred from PW Sanitation							
Division Total		\$ 359,504	\$ 369,504	\$ 339,760	\$ 29,744	\$ 276,043	\$ 276,043	\$ (83,461)	-23.22%

300-000 DCS - PUBLIC WORKS MAINTENANCE

EMPLOYEE SALARY & WAGES

Status	Title	2021 Base + Longevity	2022 Base	Long %	Grade	Step	Longevity	2022 Total
Davis, James	Full-Time Maintenance Worker	\$ 0	\$ 45,872		5	1	\$ 0	\$ 45,872
Matias, Nuno *	Full-Time Maintenance Worker	48,194	0		5	3	0	0
Melendez, Alexander	Full-Time Maintenance Worker	49,399	51,900		5	6	0	51,900
Priore, Patrick **	Full-Time Foreman	90,423	0		11	13	0	0
Richardone, John	Full-Time Equipment Operator	58,938	61,921		8	7	500	62,421
Salaries & Wages Total		\$ 246,954	\$ 159,693				\$ 500	\$ 160,193

* Transferred to Buildings & Grounds

** Transferred to Sewer Utility

305-000 DCS - SANITATION

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 482,146	\$ 472,146 *	\$ 358,869	\$ 113,277	\$ 528,903	\$ 528,903	\$ 46,757	9.70%
102	Per Diem	120,000	120,000	176,863	(56,863)	120,000	100,000	(20,000)	-16.67%
104	Overtime	20,000	20,000	7,924	12,076	20,000	20,000	0	0.00%
105	Holiday Pay	30,000	30,000	18,914	11,086	30,000	30,000	0	0.00%
109	Leaf Pay	30,000	30,000	22,202	7,798	30,000	30,000	0	0.00%
Total Salary & Wages		\$ 682,146	\$ 672,146	\$ 584,772	\$ 87,374	\$ 728,903	\$ 708,903	\$ 26,757	3.92%
				*\$10,000 transferred to PW Maintenance					
<u>Other Expenses</u>									
209	Supplies & Materials	\$ 2,500	\$ 2,500	\$ 1,911	\$ 589	\$ 2,500	\$ 2,500	\$ 0	0.00%
404	Ground Maintenance	1,500	1,500	1,109	391	1,500	1,500	0	0.00%
801	Clothing Maintenance/ Cleaning	0	0	0	0	0	0	0	0.00%
Total Other Expenses		\$ 4,000	\$ 4,000	\$ 3,020	\$ 980	\$ 4,000	\$ 4,000	\$ 0	0.00%
Division Total		\$ 686,146	\$ 676,146	\$ 587,792	\$ 88,354	\$ 732,903	\$ 712,903	\$ 26,757	3.90%

Status	Title	2021 Base + Longevity	2022 Base	Grade	Step	Longevity	2022 Total
Alvarado, Donald	Full-Time Truck Driver	\$ 75,054	\$ 75,720	6	14	\$ 1,500	\$ 77,220
Barajas, Luis	Full-Time Truck Driver	51,829	57,209	6	5-7	0	57,209
Cruz, Leonel	Full-Time Truck Driver	57,209	60,105	6	9	500	60,605
DeBiasse, Thomas	Full-Time Truck Driver	0	51,829	6	1-3	0	51,829
DiDonato, Michael	Full-Time Truck Driver	0	51,829	6	1-3	0	51,829
DiDonato Robert	Full-Time Truck Driver	0	49,332	6	1	0	49,332
Morales, David	Full-Time Truck Driver	49,332	51,829	6	3	0	51,829
Rodriguez, Luis	Full-Time Truck Driver	0	75,720	6	14	1,500	77,220
Rodriguez-Vasquez, Dervin	Full-Time Truck Driver	0	51,829	6	3	0	51,829
Resignation (1/20/21)	Full-Time Maintenance Worker	4,324	0	5	19	0	0
Resignation (1/20/21)	Full-Time Maintenance Worker	47,019	0	5	1	0	0
Vacancy	Full-Time Maintenance Worker	34,404	0	5	1	0	0
Vacancy	Full-Time Maintenance Worker	45,872	0	5	1	0	0
Vacancy	Full-Time Maintenance Worker	42,049	0	5	1	0	0
Vacancy	Full-Time Truck Driver	75,054	0	6	14	0	0
Salaries & Wages Total		\$ 482,146	\$ 525,403			\$ 3,500	\$ 528,903

305-001 DCS - RECYCLING

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 81,639	\$ 81,639	\$ 84,758	\$ (3,119)	\$ 88,827	\$ 88,827	\$ 7,188	8.80%
	Total Salary & Wages	\$ 81,639	\$ 81,639	\$ 84,758	\$ (3,119)	\$ 88,827	\$ 88,827	\$ 7,188	8.80%
<u>Other Expenses</u>									
203	Supplies	\$ 2,250	\$ 2,250	\$ 2,052	\$ 198	\$ 2,250	\$ 2,250	\$ 0	0.00%
205	Tools	500	500	468	32	500	500	0	0.00%
512	Curbside Collection	507,600	507,600	452,635	54,965	698,000	698,000	190,400	37.51%
	Total Other Expenses	\$ 510,350	\$ 510,350	\$ 455,155	\$ 55,195	\$ 700,750	\$ 700,750	\$ 190,400	37.31%
	Division Total	\$ 591,989	\$ 591,989	\$ 539,913	\$ 52,076	\$ 789,577	\$ 789,577	\$ 197,588	33.38%

305-001 DCS - RECYCLING

EMPLOYEE SALARY & WAGES

		2021	2022				2022
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Armijo, Fernando	Full-Time Sanitation/Recycling Assistant Foreman	\$ 81,639	\$ 87,327	9	14	\$ 1,500	\$ 88,827
Salaries & Wages Total		\$ 81,639	\$ 87,327			\$ 1,500	\$ 88,827

306-000 DCS - TRANSFER STATION

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 215,056	\$ 213,056 *	\$ 211,865	\$ 1,191	\$ 229,367	\$ 229,367	\$ 14,311	6.65%
104	Overtime	40,000	45,000 **	42,666	2,334	40,000	40,000	0	0.00%
109	Other Pay - Holiday Pay	0	0	0	0	0	0	0	0.00%
Total Salary & Wages		\$ 255,056	\$ 258,056	\$ 254,531	\$ 3,525	\$ 269,367	\$ 269,367	\$ 14,311	5.61%
		* \$5,000 transferred from DCS Salaries							
<u>Other Expenses</u>									
		** \$2,000 transferred to Transfer Station Bldg Maintenance							
202	Supplies & Materials	\$ 5,000	\$ 5,000	\$ 2,276	\$ 2,724	\$ 5,000	\$ 5,000	\$ 0	0.00%
216	Facility Licenses	64,000	64,000	62,136	1,864	64,000	64,000	0	0.00%
223	Tolls	250	250	308	(58)	250	250	0	0.00%
402	Building Maintenance	10,000	12,000 ***	13,371	(1,371)	12,000	12,000	2,000	20.00%
511	Computer Service	4,000	4,000	4,000	0	4,000	4,000	0	0.00%
801	Clothing Maintenance/ Cleaning	0	0	0	(0)	0	0	0	0.00%
809	Conferences & Meetings	1,500	1,500	0	1,500	1,500	1,500	0	0.00%
Total Other Expenses		\$ 84,750	\$ 86,750	\$ 82,091	\$ 4,659	\$ 86,750	\$ 86,750	\$ 2,000	2.36%
Division Total		\$ 339,806	\$ 344,806	\$ 336,622	\$ 8,184	\$ 356,117	\$ 356,117	\$ 16,311	4.80%
		*** \$2,000 transferred from Transfer Station Salaries FT							
308-000 Disposal Charges									
200	Disposal Charges	\$ 970,000	\$ 970,000	\$ 876,190	\$ 93,810	\$ 970,000	\$ 970,000	\$ 0	0.00%
201	Disposal Charges-Vegatative	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	100.00%
Overall Transfer Station Total		\$ 1,309,806	\$ 1,314,806	\$ 1,212,812	\$ 101,994	\$ 1,326,117	\$ 1,326,117	\$ 16,311	1.25%

		2021		2022				2022
Status	Title	Base + Longevity		Base	Grade	Step	Longevity	Total
Martinez, Jose	Full-Time	Transfer Station Tractor Driver	\$ 82,139	\$ 81,942	8	19	\$ 2,000	\$ 83,942
Montagna, Nicholas	Full-Time	Sr. Transfer Station Operator	87,045	87,327	9	19	2,000	89,327
Russo, Massimiliano	Full-Time	Maintenance Worker	0	56,098	8	1-3	0	56,098
Vacancy	Full-Time	Maintenance Worker	45,872	0	5	1	0	0
Salaries & Wages Total		\$ 215,056		\$ 225,367			\$ 4,000	\$ 229,367

307-000 DCS - COMPOST AREA

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 164,278	\$ 164,278	\$ 159,084	\$ 5,194	\$ 167,884	\$ 167,884	\$ 3,606	2.20%
104	Overtime	8,000	19,000 *	23,477	(4,477)	12,000	12,000	4,000	50.00%
	Total Salary & Wages	\$ 172,278	\$ 183,278	\$ 182,560	\$ 718	\$ 179,884	\$ 179,884	\$ 7,606	4.41%
		* \$11,000 transferred in from Reserve for Salary Adjustments							
<u>Other Expenses</u>									
205	Tools	\$ 200	\$ 200	\$ 119	\$ 81	\$ 200	\$ 200	\$ 0	0.00%
402	Compost Station Maintenance	4,000	4,000	3,903	97	4,000	4,000	0	0.00%
	Total Other Expenses	\$ 4,200	\$ 4,200	\$ 4,022	\$ 178	\$ 4,200	\$ 4,200	\$ 0	0.00%
	Division Total	\$ 176,478	\$ 187,478	\$ 186,582	\$ 896	\$ 184,084	\$ 184,084	\$ 7,606	4.31%

307-000 DCS - COMPOST AREA

EMPLOYEE SALARY & WAGES

		2021	2022				2022
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Pietrantuono, Salvatore	Full-Time Equipment Operator	\$ 82,139	\$ 81,942	8	19	\$ 2,000	\$ 83,942
Shaffery, Russell	Full-Time Equipment Operator	82,139	81,942	8	14	2,000	83,942
Salaries & Wages Total		\$ 164,278	\$ 163,884			\$ 4,000	\$ 167,884

310-000 DCS - BUILDINGS & GROUNDS UNIT

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 137,865	\$ 143,955 *	\$ 143,467	\$ 488	\$ 205,643	\$ 205,643	\$ 67,778	49.16%
102	Part-Time	100,000	100,000	94,283	5,717	90,000	90,000	(10,000)	-10.00%
104	Overtime	7,500	7,500	7,238	262	7,500	7,500	0	0.00%
Total Salary & Wages		\$ 245,365	\$ 251,455	\$ 244,988	\$ 6,467	\$ 303,143	\$ 303,143	\$ 57,778	23.55%
		*\$6,990 transfered in from Reserve for Salary Adjustments							
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 30,000	\$ 30,000	\$ 20,729	\$ 9,271	\$ 30,000	\$ 30,000	\$ 0	0.00%
205	Tools	1,500	1,500	1,097	403	1,500	1,500	0	0.00%
411	Repairs - 41 Chatham Rd City Garage	12,500	12,500	16,287	(3,787)	12,500	12,500	0	0.00%
412	Repairs - 512 Springfield City Hall	25,000	25,000	46,015	(21,015)	25,000	25,000	0	0.00%
418	Repairs - 100 Morris Ave Comm Center	10,000	10,000	10,641	(641)	10,000	10,000	0	0.00%
419	Repairs - 5 Myrtle Ave Cornog Building	2,500	13,500 **	2,625	10,875	2,500	2,500	0	0.00%
420	Repairs - ButlerPkwy/Tatlock Fieldhouse	3,000	3,000	3,304	(304)	3,000	3,000	0	0.00%
421	Repairs - Wilson Park Pavilion	500	500	0	500	500	500	0	0.00%
422	Repairs - Free Market	1,000	1,000	545	455	1,000	1,000	0	100.00%
501	Pest Control Contract Services	500	500	3,380	(2,880)	500	500	0	0.00%
502	City Hall Maintenance Contracts	52,000	52,000	37,442	14,558	52,000	52,000	0	0.00%
503	Community Center Maintenance Contracts	13,822	13,822	3,275	10,547	14,250	14,250	428	3.10%
504	Cornog Bldg Maintenance Contracts	1,000	1,000	6,088	(5,088)	1,000	1,000	0	0.00%
505	Other DCS Building Contracts	428	428	0	428	1,000	1,000	572	133.64%
506	PB&G Generators	0	0	0	0	10,000	10,000	10,000	100.00%
Total Other Expenses		\$ 153,750	\$ 164,750	\$ 151,428	\$ 13,322	\$ 164,750	\$ 164,750	\$ 11,000	7.15%
		** \$11,000 transferred from DCP FAC							
Division Total		\$ 399,115	\$ 416,205	\$ 396,416	\$ 19,789	\$ 467,893	\$ 467,893	\$ 68,778	17.23%

310-000 DCS - BUILDINGS & GROUNDS UNIT

EMPLOYEE SALARY & WAGES

	2021			2022				2022
	Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Matias, Nuno	Full-Time	Buildings & Grounds Operator	\$ 0	\$ 53,395	8	1	\$ 0	\$ 53,395
Rogers, Kevin	Full-Time	Buildings & Grounds Operator	72,309	81,924	8	14	500	82,424
Wolfe, Warren	Full-Time	Asst Foreman	65,556	69,324	9	9	500	69,824
Salaries & Wages Total			\$ 137,865	\$ 204,643			\$ 1,000	\$ 205,643
Calderon, Anibol	Part-Time	Maintenance Worker - DCP	11,000	11,000			0	11,000
Calderon, Luvina	Part-Time	Maintenance Worker - DCP	11,000	11,000			0	11,000
Rodriquez, Ronald	Part-Time	Maintenance Worker	12,000	16,000			0	16,000
Resignation	Part-Time	Maintenance Worker	12,000	0			0	0
Resignation	Part-Time	Maintenance Worker	12,000	0			0	0
Resignation	Part-Time	Maintenance Worker - DCP	25,000	0			0	0
Resignation	Part-Time	Maintenance Worker - DCP	17,000	0			0	0
Vacancy	Part-Time	Maintenance Worker	0	16,000			0	16,000
Vacancy	Part-Time	Maintenance Worker	0	16,000			0	16,000
Vacancy	Part-Time	Maintenance Worker - DCP	0	25,000			0	25,000
Vacancy	Part-Time	Maintenance Worker - DCP	0	17,000			0	17,000
Salaries & Wages Total			\$ 78,000	\$ 90,000			\$ 0	\$ 90,000

315-000 DCS - FLEET MAINTENANCE

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 253,990	\$ 253,990	\$ 250,660	\$ 3,330	\$ 264,408	\$ 264,408	\$ 10,418	4.10%
104	Overtime	8,000	8,000	635	7,365	8,000	8,000	0	0.00%
Total Salary & Wages		\$ 261,990	\$ 261,990	\$ 251,294	\$ 10,696	\$ 272,408	\$ 272,408	\$ 10,418	3.98%
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 3,000	\$ 3,000	\$ 8,505	\$ (5,505)	\$ 3,000	\$ 3,000	\$ 0	0.00%
205	Tools	1,500	1,500	1,549	(49)	1,500	1,500	0	0.00%
209	Safety Gear	5,000	5,000	4,830	170	5,000	5,000	0	0.00%
210	First Aid Supplies	1,500	1,500	267	1,233	1,500	1,500	0	0.00%
214	Vehicle Supplies	9,000	9,000	10,907	(1,907)	9,000	9,000	0	0.00%
601	Roads Equipment Maintenance	27,500	27,500	24,131	3,369	27,500	27,500	0	0.00%
602	Public Works Equipment Maintenance	3,000	3,000	118	2,882	3,000	3,000	0	0.00%
603	Sanitation Equipment Maintenance	0	0	0	0	0	0	0	10.00%
604	Recycling Equipment Maintenance	1,000	1,000	4	996	1,000	1,000	0	0.00%
605	Transfer Station Equipment Maintenance	7,500	7,500	26,948	(19,448)	7,500	7,500	0	0.00%
606	Compost Equipment Maintenance	10,000	10,000	10,943	(943)	10,000	10,000	0	0.00%
607	PB&G Equipment Maintenance	1,000	1,000	0	1,000	1,000	1,000	0	0.00%
608	Garage Equipment Maintenance	10,000	10,000	3,631	6,369	10,000	10,000	0	0.00%
609	Parks Equipment Maintenance	20,000	20,000	15,987	4,013	20,000	20,000	0	0.00%
611	Roads Vehicle Maintenance	30,000	30,000	21,042	8,958	30,000	30,000	0	0.00%
612	Public Works Vehicle Maintenance	14,000	14,000	10,974	3,026	14,000	14,000	0	0.00%
613	Sanitation Vehicle Maintenance	30,000	30,000	33,143	(3,143)	30,000	30,000	0	0.00%
614	Recycling Vehicle Maintenance	7,500	7,500	8,479	(979)	7,500	7,500	0	0.00%
615	Transfer Station Vehicle Maintenance	22,000	22,000	14,254	7,746	22,000	22,000	0	0.00%
616	Compost Vehicle Maintenance	5,000	5,000	5,041	(41)	5,000	5,000	0	0.00%
617	PB&G Vehicle Maintenance	1,000	1,000	42	958	1,000	1,000	0	0.00%
618	Garage Vehicle Maintenance	4,000	4,000	4,136	(136)	4,000	4,000	0	0.00%
619	Parks Vehicle Maintenance	20,000	20,000	10,481	9,519	20,000	20,000	0	0.00%
699	Diesel Vehicle Maintenance	2,500	2,500	1,795	705	2,500	2,500	0	0.00%
700	Fuel System Equipment Maintenance	11,150	11,150	6,444	4,706	11,150	11,150	0	0.00%
701	Licensing Requirements	17,050	17,050	10,771	6,279	17,050	17,050	0	0.00%
801	DPW Uniform Purchase	20,000	20,000	29,931	(9,931)	20,000	20,000	0	0.00%
802	DPW Uniform Cleaning	3,500	3,500	5,298	(1,798)	4,500	4,500	1,000	28.57%
Total Other Expenses		\$ 287,700	\$ 287,700	\$ 269,651	\$ 18,049	\$ 288,700	\$ 288,700	\$ 1,000	0.35%
Division Total		\$ 549,690	\$ 549,690	\$ 520,945	\$ 28,745	\$ 561,108	\$ 561,108	\$ 11,418	2.08%

		2021	2022	Stipend				2022
Status	Title	Base + Longevity	Base	Grade	Step	Longevity		Total
Cooper, Raymond	Full-Time Foreman	\$ 108,765	\$ 100,870	11	19	\$ 250	\$ 10,087	\$ 111,207
Gobbi, Leonardo	Full-Time Mechanic	58,570	64,374	9	4-6	250	0	64,624
Leontowycz, Victor	Full-Time Mechanic	86,655	87,327	9	19	250	1,000	88,577
Salaries & Wages Total		\$ 253,990	\$ 252,571			\$ 750	\$ 11,087	\$ 264,408

375-000 DCS - SHADE TREES UNIT

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 658,853	\$ 666,353 *	\$ 667,749	\$ (1,396)	\$ 704,110	\$ 704,110	\$ 45,257	6.87%
103	Seasonal	7,500	7,500	9,360	(1,860)	9,000	9,000	1,500	20.00%
104	Overtime	20,000	20,000	15,490	4,510	20,000	20,000	0	0.00%
Total Salary & Wages		\$ 686,353	\$ 693,853	\$ 692,599	\$ 1,254	\$ 733,110	\$ 733,110	\$ 46,757	6.81%
		* \$7,500 transferred in from DCS Salaries							
<u>Other Expenses</u>									
204	Grounds Maintenance Materials	\$ 35,000	\$ 35,000	\$ 42,520	\$ (7,520)	\$ 20,000	\$ 20,000	\$ (15,000)	-42.86%
205	Tools	4,000	4,000	4,138	(138)	4,000	4,000	0	0.00%
206	De-Icing Materials	0	0	0	0	15,000	15,000	15,000	100.00%
226	Tree Planting	75,000	75,000	75,000	0	75,000	25,000	(50,000)	-66.67%
504	Grounds Maintenance	80,000	80,000	82,032	(2,032)	80,000	80,000	0	0.00%
514	Tree Pruning Services Contracts	35,000	35,000	34,859	141	35,000	35,000	0	0.00%
515	Forester Services Contracts	50,000	50,000	38,988	11,012	50,000	50,000	0	0.00%
709	Equipment	1,500	1,500	1,165	335	1,500	1,500	0	0.00%
809	Conferences & Meetings	2,000	2,000	405	1,595	2,000	2,000	0	0.00%
Total Other Expenses		\$ 282,500	\$ 282,500	\$ 279,107	\$ 3,393	\$ 282,500	\$ 232,500	\$ (50,000)	-17.70%
Division Total		\$ 968,853	\$ 976,353	\$ 971,706	\$ 4,647	\$ 1,015,610	\$ 965,610	\$ (3,243)	-0.33%

375-000 DCS - SHADE TREES UNIT

EMPLOYEE SALARY & WAGES

		2021	2022				2022
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Baldwin, Matthew	Full-Time Tree Climber	\$ 57,788	\$ 63,469	8	6-8	\$ 500	\$ 63,969
D'Angelo, Anthony	Full-Time Foreman	88,266	100,870	11	14	2,000	102,870
Docs, Ronald	Full-Time Spray App Operator	81,139	81,942	8	14	1,500	83,442
Hillas, Shawn	Full-Time Maintenance Worker	48,194	53,198	5	5-7	0	53,198
Lynaugh, Thomas	Full-Time Assistant Foreman	87,405	87,327	9	19	2,000	89,327
James, Netu	Full-Time Maintenance Worker	48,194	49,399	5	4	0	49,399
Paradise, Peter	Full-Time Tree Climber	72,309	81,942	8	14	500	82,442
Phillips, Robert Jr.	Full-Time Assistant Foreman	87,405	87,327	9	19	2,000	89,327
Reyes, Gustavo	Full-Time Senior Maintenance Worker	88,153	81,942	8	19	8,194	90,136
Salaries & Wages Total		\$ 658,853	\$ 687,416			\$ 16,694	\$ 704,110

180-000 DCS - LAND USE

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Board Meetings	\$ 5,000	\$ 5,000	\$ 5,000	\$ 0	\$ 5,000	\$ 5,000	\$ 0	0.00%
199	Planning Board - Legal	11,500	11,500	8,000	3,500	11,500	11,500	0	0.00%
	Total Salary & Wages	\$ 16,500	\$ 16,500	\$ 13,000	\$ 3,500	\$ 16,500	\$ 16,500	\$ 0	0.00%
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 1,100	\$ 1,100	\$ 979	\$ 121	\$ 1,200	\$ 1,200	\$ 100	9.09%
210	Advertising	1,500	1,500	1,250	250	1,000	1,000	(500)	-33.33%
301	Printing	2,500	2,500	1,575	925	2,000	2,000	(500)	-20.00%
499	Planning Reporting Services	1,500	1,500	300	1,200	1,500	1,500	0	0.00%
500	Planning Legal Services	30,000	30,000	(4,263)	34,263	30,000	30,000	0	0.00%
510	Planning Services	85,000	85,000	50,537	34,463	85,000	85,000	0	0.00%
511	Special Projects	60,000	60,000	46,151	13,849	60,000	60,000	0	0.00%
809	Conferences/Meetings & Training	650	650	1,095	(445)	1,500	1,500	850	130.77%
	Total Other Expenses	\$ 182,250	\$ 182,250	\$ 97,624	\$ 84,626	\$ 182,200	\$ 182,200	\$ (50)	-0.03%
	Division Total	\$ 198,750	\$ 198,750	\$ 110,624	\$ 88,126	\$ 198,700	\$ 198,700	\$ (50)	-0.03%

185-000 DCS - BOARD OF ADJUSTMENT

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Board Meetings	\$ 5,000	\$ 5,000	\$ 5,000	\$ 0	\$ 5,000	\$ 5,000	\$ 0	0.00%
	Total Salary & Wages	\$ 5,000	\$ 5,000	\$ 5,000	\$ 0	\$ 5,000	\$ 5,000	\$ 0	0.00%
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 500	\$ 500	\$ 97	\$ 403	\$ 500	\$ 500	\$ 0	0.00%
210	Advertising	700	700	200	500	700	700	0	0.00%
499	Reporting	4,000	4,000	3,889	111	4,000	4,000	0	0.00%
500	Contract Services - Legal	20,000	20,000	20,000	0	20,000	20,000	0	0.00%
809	Conferences/Meetings & Training	1,100	1,100	0	1,100	1,100	1,100	0	0.00%
	Total Other Expenses	\$ 26,300	\$ 26,300	\$ 24,186	\$ 2,114	\$ 26,300	\$ 26,300	\$ 0	0.00%
	Division Total	\$ 31,300	\$ 31,300	\$ 29,186	\$ 2,114	\$ 31,300	\$ 31,300	\$ 0	0.00%

195-000 DCS - CODE ENFORCEMENT

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over)/ Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 174,564	\$ 176,964	* \$ 165,655	\$ 11,309	\$ 215,989	\$ 215,989	\$ 41,425	23.73%
102	Part-Time	35,362	35,362	35,661	(299)	35,362	35,362	0	0.00%
130	DCS Staff Support	0	0	0	0	0	0	0	100.00%
Total Salary & Wages		\$ 209,926	\$ 212,326	\$ 201,316	\$ 11,009	\$ 251,351	\$ 251,351	\$ 41,425	19.73%
* \$2,400 transferred from Reserve for Salary Adjustments									
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 750	\$ 750	\$ 200	\$ 550	\$ 750	\$ 750	\$ 0	0.00%
301	Printing	500	500	1,315	(815)	750	750	250	50.00%
405	Vehicle Maintenance	1,000	1,000	596	404	1,000	1,000	0	0.00%
804	Training & Seminars	500	500	135	365	1,500	1,500	1,000	200.00%
Total Other Expenses		\$ 2,750	\$ 2,750	\$ 2,246	\$ 504	\$ 4,000	\$ 4,000	\$ 1,250	45.45%
Division Total		\$ 212,676	\$ 215,076	\$ 203,562	\$ 11,513	\$ 255,351	\$ 255,351	\$ 42,675	20.07%

195-000 DCS - CODE ENFORCEMENT

EMPLOYEE SALARY & WAGES

		2021		2022				2022
Status	Title	Base + Longevity		Base	Grade	Step	Longevity	Total
Anderson, Christa	Full-Time Zoning Officer	\$ 105,804		\$ 100,316	12	19	\$ 10,032	\$ 110,348
Retirement	Full-Time Safe Homes Inspector	68,760		0	7	19	0	0
Portine, Leon	Part-Time Property Maintenance Inspector	35,362		36,881	7	19	0	36,881
Vacant	Full-Time Housing Inspector	0		68,760			0	68,760
Salaries & Wages Total		\$ 209,926		\$ 205,957			\$ 10,032	\$ 215,989

COMMUNITY PROGRAMS (DCP)

DEPARTMENT OF COMMUNITY PROGRAMS

The Summit Community Center, 100 Morris Ave



Mark Ozoroski, Director

WHAT WE DO

The Department of Community Programs:

- ! Provides recreation programs, facilities and leisure services that are accessible to all segments of the community.
- ! Serves as a community resource for information and referral among organizations serving youth, recreation, and senior services, both public and private.
- ! Provides the city with a wide variety of programs involving social, cultural, educational, physical, health and wellness needs of Summit.
- ! Schedules and requests maintenance for all city athletic fields, playgrounds and park properties for city departments, allied organizations, and BOE athletics.
- ! Facilitates improvements to city parks and recreation properties and maintains the Field Restoration Fund.
- ! Produces all city special events by working with other city agencies.
- ! Provides morale-boosting and educational programs for city employees.

MISSION

Provide recreation and other related programs and services that meet the needs of the community with a special emphasis on senior and youth programs.

VISION

Serve as the prime source for members of the community for excellent recreation, youth and senior programs, facilities, services, and information.

VALUES

Affordability Character Development Communication Excellence
Friendliness Health/Wellness Inclusiveness Learning
Partnerships Responsiveness

Service Area 1: Projects and facility/park maintenance

Service Area 2: Community partnerships

Service Area 3: Quality programming and special events

Service Area 4: Communications with the Public

Service Area 5: Summit Family Aquatic Center and Municipal Golf Course

Overview of 2021 for the DCP

2021 was a very successful year for the Department of Community Programs. By the end of the year, we were able to restore all programming to pre-pandemic levels.

Not only has the department been able to rebound from the effects of the pandemic on programming, but the staff has continued to add new programs, activities, and initiatives to serve the residents of Summit.

Recreational services were adapted during the pandemic and proven to be a vital service to community members.

Adapting offerings to become more inclusive, equitable and diverse remains a common service theme.

Service Area 1: Projects & Facility/Park Maintenance



Performance Report for 2021:

The Department of Community Programs oversees several City of Summit parks and fields in addition to the Summit Municipal Golf Course, and Summit Family Aquatic Center. The DCP works with the Division of Public Works to complete routine maintenance on these properties. Capital and other major projects are completed annually to ensure facilities meet the highest operational standards. This year the following was accomplished:

Summit Community Center: The restroom system that was installed in the new Community Center was insufficient to handle the amount of use in a building of this size and activity. The piping and toilet system was redesigned in both the new restrooms and the previously existing bathrooms.

Additionally, the baseball field at Long Field was renovated to improve edging on the field, fix grading issues, re-sod the field, make irrigation repairs and create a new infield mix.

Work began on the installation of a tiny forest by Summit's Environmental Commission at the lower field behind Long Field.

The Department of Community Programs continued to work with the Department of Community Services and Engineering Division to redesign an ADA walkway from the parking lot to Long Field.

Summit Family Aquatic Center: New large umbrella covers were purchased to replace the existing discolored and tattered covers giving the facility a brighter and refreshed look.

Cornog Field House: While the exterior of the Cornog Field House was renovated in 2016, the interior remained outdated. Using RAP funds, the interior of the Field House was painted, and the floors were fully covered with laminate.

The possibility of opening a small concession stand in the existing coaches' room on the side of the Cornog Field House continues to be explored.

Summit Municipal Golf Course: Aerators in the pond at the course were replaced to improve the water condition of the pond. Additionally, work continued with the city's Engineering Division to replace the golf course spillway/dam and bridge. Plans to improve the pedestrian walkway and ADA access from the parking lot into the golf course were incorporated.

Tatlock Field: The existing Investors Bank track was fully replaced. An additional triple jump runway and pit were added along with a new pole vault pit.

The Community Programs Advisory Board formed a subcommittee to explore lighting options at Investors Bank Field and Upper Tatlock Field. This work has been proposed in the Tatlock Redevelopment Plan.

A new football storage shed was installed.

City playgrounds: The city bid out services to complete a Master Plan for city playgrounds. This contract was awarded to Suburban Consulting Engineers.

Show mobile: Different models of show mobiles have been researched to identify desired amenities. A bid to replace the show mobile will go out in the first quarter of 2022.

Major Goals for 2022:

- Order new show mobile.
- Complete work at Tatlock and Memorial basketball courts.
- Complete concept design and costs for all playgrounds to become fully ADA compliant and wheelchair accessible.
- Work with DCP subcommittee on potential lighting options for Tatlock.
- Continue engineering study to improve access to Walter Long Field behind the Community Center.
- Continue with environmental initiatives to help control storm water runoff behind the Community Center.
- Complete evaluation/master plan of the Wilson School paddle tennis courts.
- Install dog waste stations throughout the park system.
- Work with the city's grant manager to discover new sources of funding for programs and capital improvements with a focus on grants for city playgrounds.

Service Area 2: Community Partnerships

Performance Report for 2021:



The Summit Department of Community Programs works with many different community partners. During 2021 as we returned to normal operations during COVID-19 pandemic recovery, these partnerships became even more important, particularly with Atlantic Health System. Highlights of how the DCP performed are listed below:

Atlantic Health System: In February of 2021, the Summit Community Center opened its doors as host for an Atlantic Health System vaccination site. In early months when demand for the vaccine often exceeded supply, over 800 people were vaccinated each day at the site. DCP staff were instrumental in the setup of the site, working with Atlantic Health staff to coordinate logistics for the Guida Gymnasium to be converted into a 14-station vaccination clinic. Registration took place in the DCP professional staff offices. At many times, DCP and AHS staff worked together to ensure smooth operations. DCP staff fielded over 100 calls each day when the vaccination site first opened and secured appointments for eligible Summit seniors. DCP staff continues to receive daily calls about the vaccine clinic. During the summer, as vaccine demand dwindled, the location of the clinic was shifted from the Guida Gymnasium to the Youth Lounge allowing the gym to be used for DCP programs. Currently, the vaccination site is slated to remain open through May of 2022. This partnership allowed for easy access to the vaccine and boosters for all Summit residents.

Sports Leagues and Organizations: The Summit Department of Community Programs works with all of Summit's sports organizations to ensure effective scheduling of fields and adherence to city policy. The Department of Community Programs worked very closely with the organizations in 2021 to ensure adherence to the constantly evolving COVID-19 guidelines and restrictions for youth sports. The DCP also worked with Summit Junior Baseball to explore the feasibility of a snack stand at Soldier's Memorial Field and with Summit Lacrosse Club on

the installation of a lacrosse wall at Tatlock Field. Additionally, the Summit Tennis Association worked with the Summit High School Boosters Association to secure funding for new wind screens at the Memorial Field tennis courts. We also worked with Summit Football Alumni Association to fund new storage shed at Tatlock Field.

Summit Board of Education: The DCP schedules all Board of Education sports fields. Additionally, the 18 to 21 transition program is in the Summit Community Center. This year, students in the program were offered the opportunity to develop real life work skills by completing maintenance and set up tasks around the Community Center. Additionally, they assisted with routine maintenance at the Summit Golf Municipal Course. Students were also employed to assist in the setup of the Summit Family Aquatic Center for its season opening. The Summit Department of Community Programs also continued to work closely with the Summit Board of Education to ensure that there were no gaps during the remote learning process for Summit children. While instruction remained online each afternoon in the spring of 2021, the Community Center opened its doors each day to provide a place for any student to come to complete their work under staff supervision.

G.R.A.C.E.: Following the transition from a Junior League of Summit program to an independent non-profit organization, the operations of G.R.A.C.E. remain a key partnership focus for the DCP. Recognizing the importance of combatting food insecurity in Summit, DCP staff continues to assist with the weekly pickup of large orders from the Central Farmer's Market for distribution at Cornog Field House. The Community Center also serves as an auxiliary location for food pick up and drop off. This year, in partnership with G.R.A.C.E. the Department of Community Programs was able to hold our first annual community Thanksgiving meal. Over 300 community members attended this event.

Sponsorships: None of the events produced by the Department of Community Programs for the City of Summit receive municipal budget funding, and sponsorships are necessary to fund them. Except in 2020 when reserve funds were used to produce most events, over \$40,000 in corporate sponsorships were used to fund every event in 2021. Further, Celgene's sponsorship of the Fourth of July Celebration was successfully transitioned to Bristol Myers Squibb.

Other Area Local Non-Profits: A department representative continued to serve on Shaping Summit Together, Mayor's Forum on Diversity, GRACE, and Junior League community boards. Additionally, the DCP produces all Summit PAL events. The DCP also provides meeting spaces for area non-profits. Renovations to Cornog Field House have made the location more desirable as a meeting space and many non-profit organizations have been using it.

Major Goals for 2022:

- Allow for the vaccination site to remain open through May 2022.
- Continue to provide employment opportunities for the Summit Public Schools students in the 18 to 21 program.
- Partner with G.R.A.C.E. to further meet the needs of clients and work to ameliorate food insecurity in Summit.
- Launch a vigorous campaign to bring corporate sponsorships back to a pre-pandemic level.
- Seek out new and enhanced partnerships with community organizations for increased public benefit.
- Actively partner with cultural groups in Summit to ensure that the diverse needs of the community are being met through city events and programs.

- Transition sponsorship of the Hot Summer Nights Concert series from Investors Bank to Citizen's Bank once the merger is complete.
- Promote the Cornog Field House as an available meeting space for non-profits serving the Summit area.



Service Area 3: Quality Programming and Special Events

Performance Report for 2021:

A primary goal of the Summit Department of Community Programs is to provide programming that meets the needs of all Summit residents. Our community is diverse and evolving, and the composition of our programs needs to be revised to meet these ever-changing needs. In 2021 as the COVID-19 situation evolved, program implementation was delayed or transferred online temporarily. Throughout this challenging time, the department had to rebuild and reestablish programs that were paused during the pandemic. Overall, 2021 was an extremely successful year for DCP programs.

Summit Seniors: For the first half of 2021, a few programs were held by Zoom video conference and over Facebook Live to keep the seniors involved and active in their homes. DCP staff were instrumental in transporting seniors to the Community Center to receive vaccinations. The Senior Connections Bus provided transport to local stores three times per week throughout the year. Once the Summit Family Aquatic Center opened, daily Aquacise and weekly yoga and tai chi classes were held in person outdoors. Our SFAC membership for senior residents and non-residents increased from 2019. By September all programs resumed at the Community Center and a new fitness class and pickleball were added to the schedule.

TryCAN/Special Needs Programming: TryCAN program attendance continues to increase each year. We have added new classes including reading, CommuniPlay, and multi sports to meet the demands of our special needs' population. Over the last several years, we have worked to develop additional programming for children who were about to age out of the general program; we expanded to include programs for 18- to 21-year-olds. In 2022, we will further expand TryCAN programs to include adults aged 21 and older. We have already launched a 21+ game club and look forward to developing more offerings for adults with special needs. The summer camp inclusion program had 19 participants. In 2021, fees to surrounding towns were waived, but fees will resume in 2022. Family events including the TryCAN Thanksgiving received positive reviews. Once again, we applied for the ROID Grant for continued funding through the State of New Jersey and await the result of that application.

Youth Programming: For the first half of 2021, youth programming helped to fill the learning and childcare gap for parents due to remote learning for Summit public school students after 12PM each day. The Community Center supervised and facilitated online learning for over 40 students each day. In September 2021, we reopened the Share the Fun Club for afterschool 3PM to 5:30PM hours. The Share the Fun club has been open during every school closure to provide consistent access for families.

Additionally, all enrichment programs returned to pre-pandemic participation levels by the end of 2021. The Community Center hosts all special needs programs in the Benson Room. All sports and open gym take place in the Guida Gymnasium and Investors Gym. Senior areas remain reserved for seniors only. Cornog Field House was repainted, and new floors were installed to give the inside of the building a new, inviting feel; all youth enrichment programs are now held there.

In 2021, the DCP held seasons for football, soccer, and basketball. While it was a challenge to navigate COVID-19 guideline compliance, Summit was one of only a few towns to hold all major recreation sporting seasons with no gaps.

This year, the CIT summer camp program was rebranded to include a service aspect. It also provided older the campers with one day each week to have lunch downtown supervised by counselors.

Open Gym Programming: Open gym times have been resumed at pre-pandemic frequency. This year, the badminton group expanded and has become one of the most popular new programs on the open gym program schedule. New badminton and pickleball nets were purchased to meet demand for these activities. Men's basketball and volleyball groups and such as Zumba and yoga have all been reinstated and are operating at pre-pandemic levels.

Events: The Department of Community Programs held all regularly scheduled events during the 2021 calendar year. In March, the format of the PAL Egg Hunt was revised as an egg scavenger hunt around town to reduce prohibited large crowd gathering. The DCP cultural diversity event series returned with the annual Pride event and Fiesta Latina. Also, to increase inclusivity, the holiday tree and menorah lighting were held together at Miracle on Elm Street event. The event drew a record number of participants this year. Finally, timing of the Fourth of July Celebration changed to begin at noon and continue until the end of the fireworks display. This was met with great enthusiasm from the community.

Major Goals for 2022:

- Continue to increase the number of events that promote inclusivity and diversity. This will include the first Juneteenth event at the Summit Family Aquatic Center, and a Dragon Boat Festival organized with the Summit Free Public Library during Asian American and Pacific Islander Heritage month.
- Expand TryCAN programming to include sections for adults 18+ and focus on adding more programs for children ages three to five, and their parents.
- Survey and engage community members to ensure that we are meeting their needs with our open gym program schedule.
- Focus on developing more programs for pre-school aged youth and families
- Work with existing participants to grow the pickleball program
- Find creative ways to increase engagement at the Share the Fun Club
- Identify ways to expand and accommodate more residents in the recreation summer camp.
- Hold more field trips for CIT summer camp program participants.
- Establish the Community Center as the heart of acceptance, tolerance, and celebration for all individuals.
- Launch a field hockey program with surrounding towns.
- Increase disc golf programming.
- Work to ensure that no child is unable to participate in any recreational program due to their economic status.
- Continue to add more programs and events to the schedule such as bingo, painting classes and guest speakers. Reach more seniors in the community through HTTV, local newspapers and working with local agencies such as the library and Housing Authority.

Service Area 4: Communications with the Public



Performance Report for 2021:

Communication with the public is important in promoting DCP programs and events. Further, engaging with members of the community provides essential feedback on programs, events, facilities, and activities to understand what best meets their diverse needs.

Brand recognition is an important part of marketing and advertising. Over the last few years, the department has been transitioning from purple to maroon to match city colors. New maroon barricades have been ordered to enhance brand recognition at all DCP events on the Village Green.

The DCP continues to use Constant Contact, Facebook, and Instagram to market and promote all events and programs. This year, we rebranded the annual Fourth of July mailer as a brochure. For the first time, it included a listing of all DCP summer events.

A survey was completed among open gym participants and feedback has been utilized in putting together a cohesive schedule to better meet the needs of Summit residents.

Major Goals for 2022:

- Continue to refine and add content to summitcommunityprograms.com.
- Develop new interactive content and begin to use dynamic content on social media platforms.
- Increase use of Instagram.
- Research ways to engage children using Snapchat and TikTok.
- Work with the Technology Committee on researching the advantages of using Civic Rec as our registration platform in lieu of Community Pass for increased usability.
- Use social media to bring new members to the Community Center, Summit Family Aquatic Center, and Municipal Golf Course.
- Facebook Live with Gretchen and David continues to grow in viewers/likes.
- Continue engagement of residents on social media.
- Collaborate with the City of Summit Communications Office to extend outreach and enhance marketing efforts.
- Conduct more post program and event surveys to solicit feedback and create better future experiences.

Service Area 5: Summit Family Aquatic Center and Muni



After an abbreviated 2020 season, the Summit Municipal Golf Course and Summit Family Aquatic Center operated at full capacity for the 2021 season. The Summit Family Aquatic Center and Summit Municipal Golf Course are considered jewels of the community, offering beautiful amenities and fun right in our backyard.

Summit Family Aquatic Center: This year was a record year at the SFAC with the highest revenue to date. Total revenue amounted to over \$550,000. This figure represents both membership and guest fees. Approximately \$500,000 came in through membership and just under \$50,000 was generated in guest fees.

No programming was held at the SFAC in 2020 due to COVID-19 concerns, but all programming was successfully reinstated in 2021. Senior Aquacise, yoga and tai chi resumed. Just under 200 children participated in the swim lesson program, 100 children joined the swim team and approximately 75 private swim lessons were given.

This year, two drive-in movies were held in the Summit Family Aquatic Center parking lot – a first here in Summit.

SFAC Membership	Registered
Individual Summit BOE	3
Associate Members	35
Associate - Half Season	3
Family	3,446
Family - Half Season	202
Family - Subsidized - ADM	166
Family - Employee/Taxpayer	9
Family Non-Resident	149
Family Non-Resident - Half Season	8
Family Summit BOE - ADM	11
Individual	325
Individual - Half Season	38
Individual - Employee/Taxpayer	2
Individual - Subsidized	32
Individual - Subsidized - Half Season	2
Individual Non-Resident	20
Individual Non-Resident - Half Season	4
Senior 62+ - Half Season	15
Senior 62+	304
Senior 62+ Non-Resident (SNR)	69
Senior 62+ Non-Resident - Half Season	1

Summit Municipal Golf Course: As with the Summit Family Aquatic Center, this year also generated the highest revenue for the Summit Muni with a total of over \$216,000. There were over 1550 members with 15,857 rounds of golf played at the course.

Golf clinics resumed for the spring season for ladies and youth.

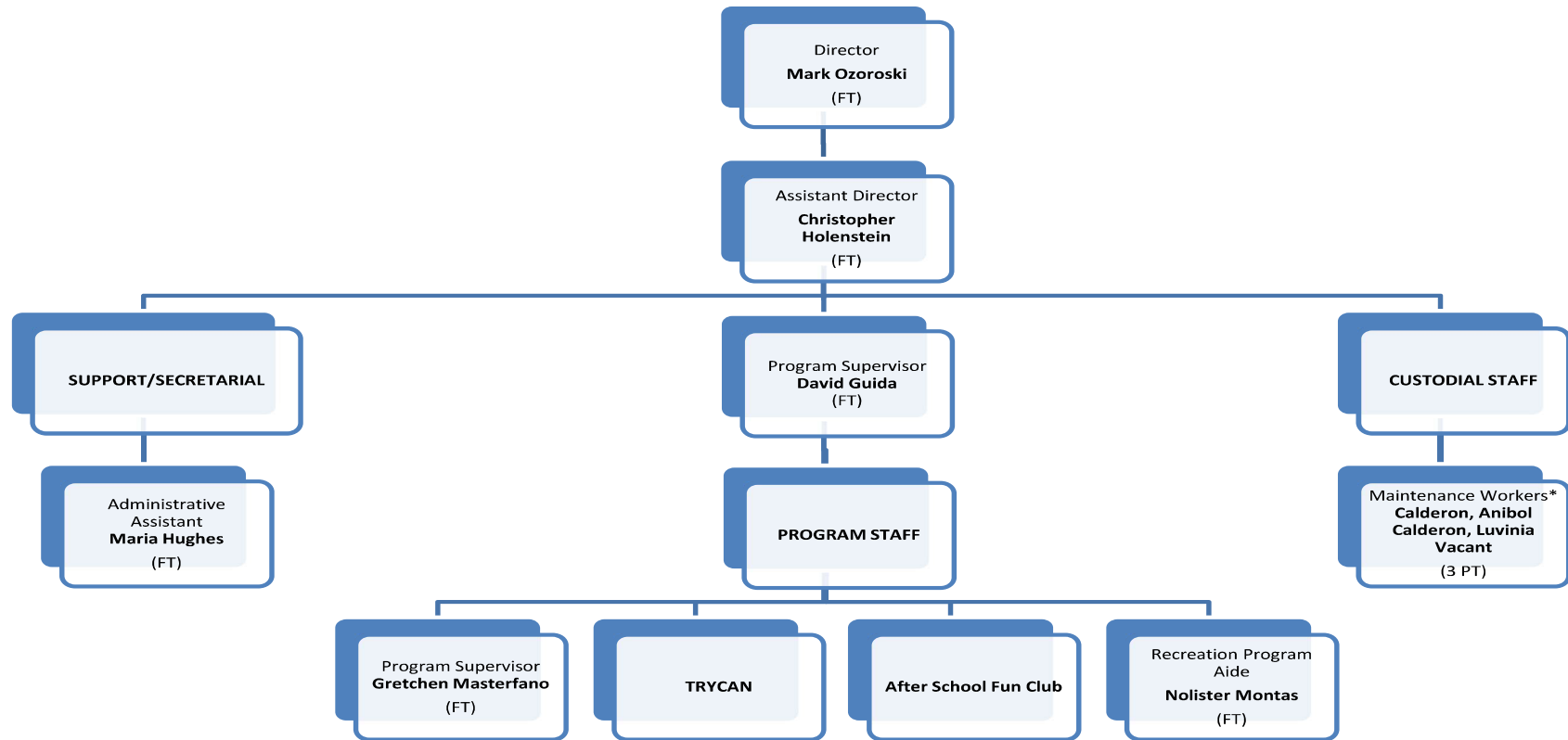
MUNI Membership	Registered
Business Lessee Adult 18+	4
Business Lessee Junior 11 - 17	2
Business Lessee Senior 62+	0
Employee/Taxpayer Adult 18 - 61	3
Employee/Taxpayer Senior 62+	4
Non-resident Senior 62+	108
Non-resident Adult 18 - 61	227
Non-resident Junior 10 - 17	90
Resident Junior 6 - 9	38
Resident Adult 18 - 61	671
Resident Corporate ADM	0
Resident Junior 10 - 17	245
Resident Senior 62+	147
BOE Junior 10 - 17 ADM	1
BOE Retired Senior 62+ ADM	1
BOE Senior 62+ ADM	2
BOE Adult 18 - 61 -ADM	5

Major Goals for 2022:

- Maintain membership levels and facility attendance.
- Increase disc golf programming, golf tournaments and lessons.
- Increase the number of Summit Family Aquatic Center programs and entertainment for adults and kids.

DEPARTMENT OF COMMUNITY PROGRAMS

ADMINISTRATION

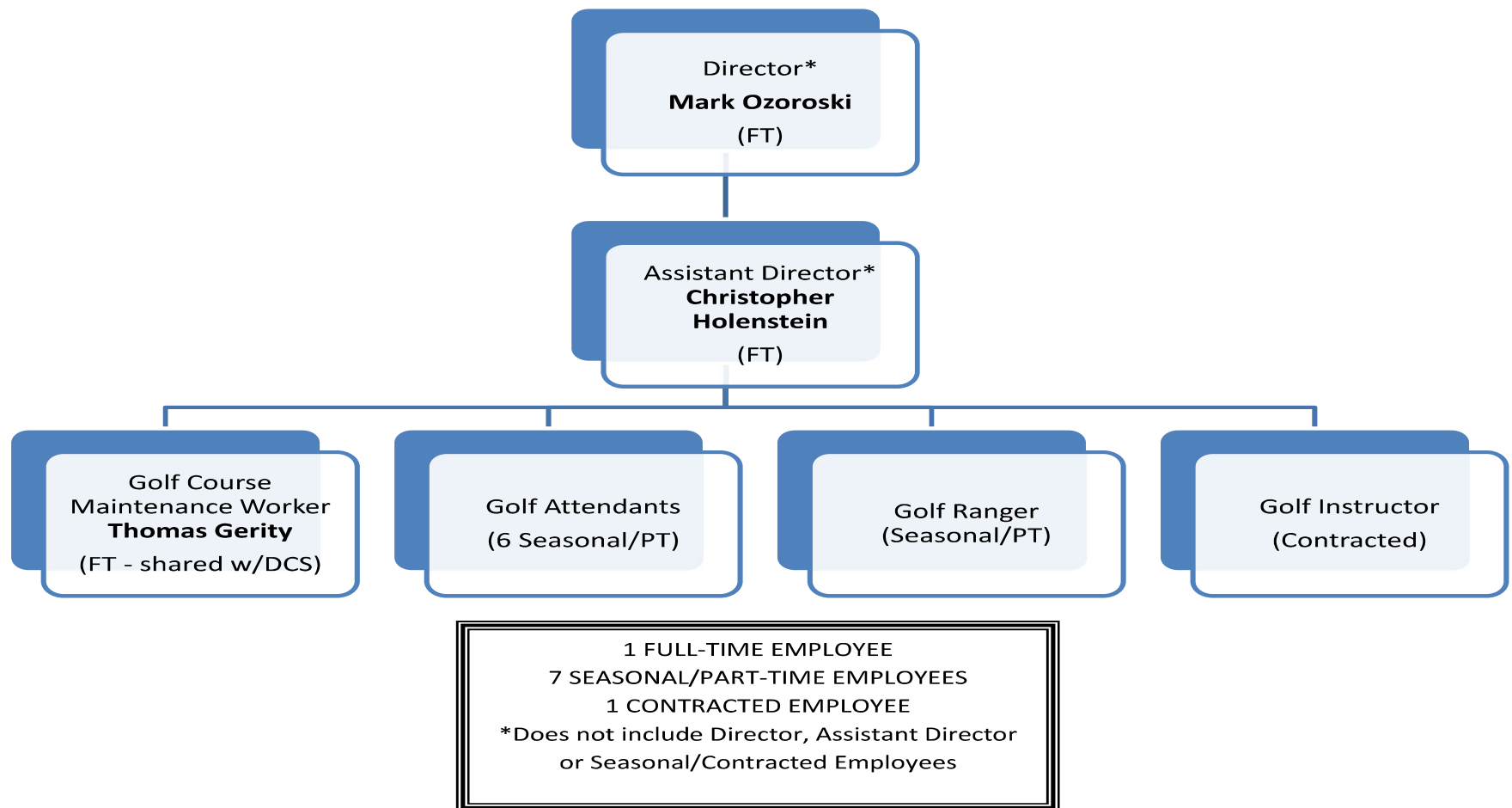


6 Full-Time Employees
 *Does not include Maintenance Workers paid out of DCS Buildings & Grounds

DEPARTMENT OF COMMUNITY PROGRAMS

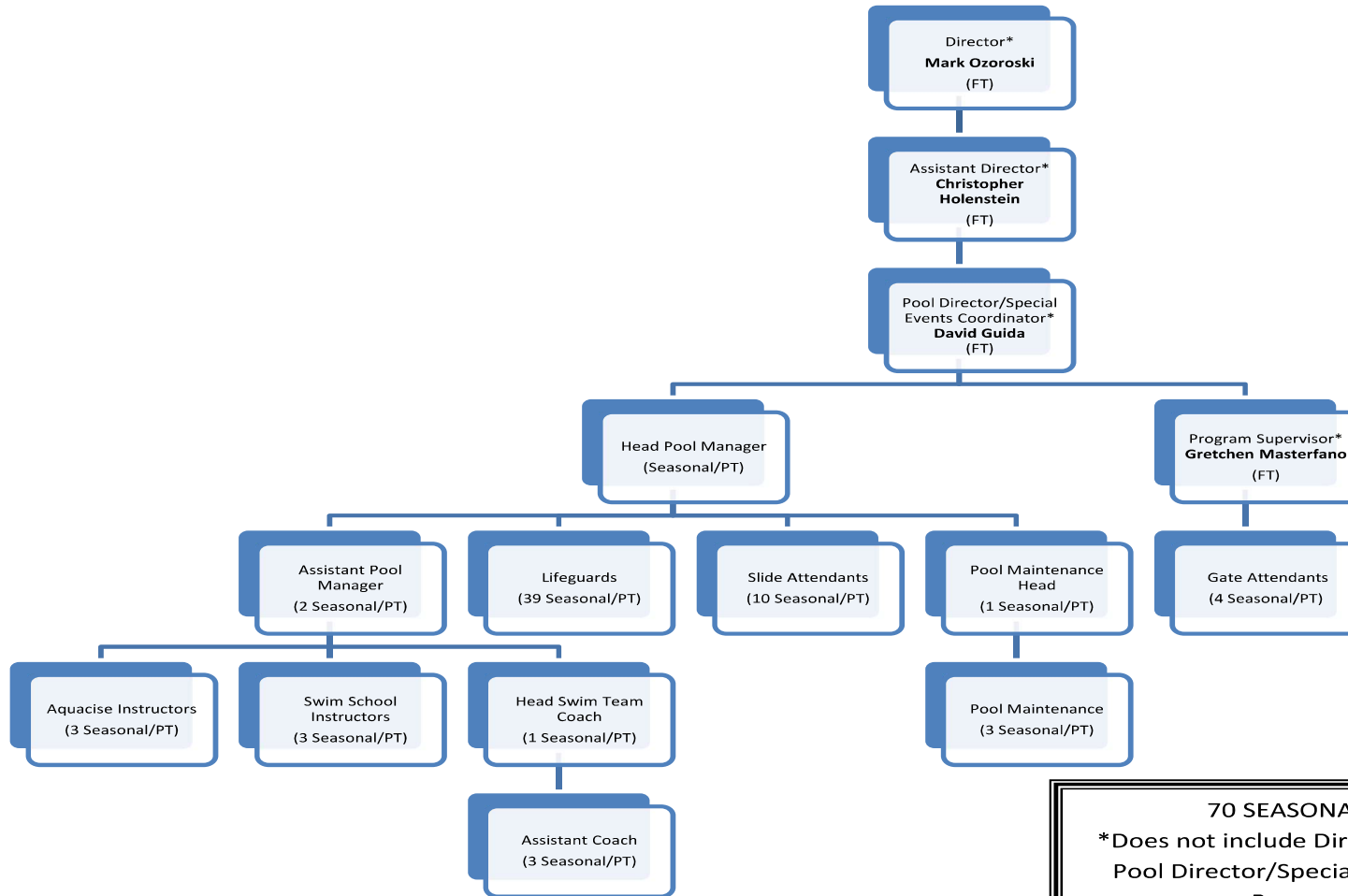
MUNICIPAL GOLF COURSE

“MUNI”



DEPARTMENT OF COMMUNITY PROGRAMS

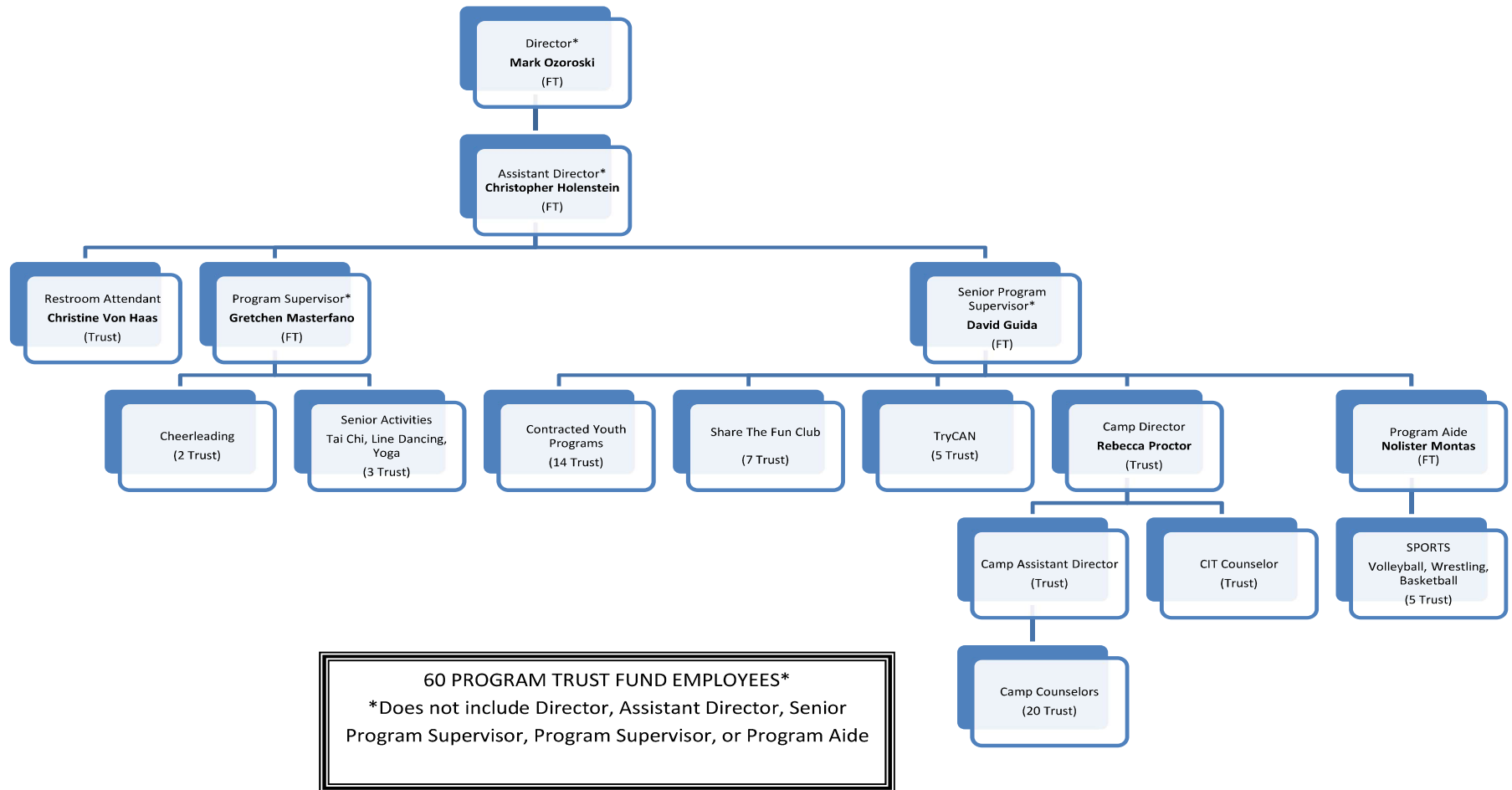
FAMILY AQUATIC CENTER



70 SEASONAL EMPLOYEES*
 *Does not include Director, Assistant Director,
 Pool Director/Special Events Coordinator or
 Program Supervisor

DEPARTMENT OF COMMUNITY PROGRAMS

PROGRAM TRUST FUND



370-000 DEPARTMENT OF COMMUNITY PROGRAMS (DCP)

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 533,839	\$ 533,839	\$ 534,779	\$ (940)	\$ 558,689	\$ 558,689	\$ 24,850	4.65%
102	Part-Time	46,000	46,000	38,094	7,906	46,000	46,000	0	0.00%
104	Over-Time	0	0	0	0	0	0	0	0.00%
105	After School Fun	21,000	21,000	15,927	5,073	26,500	26,500	5,500	73.81%
194	OT July 4th	4,000	4,000	3,568	432	4,000	4,000	0	0.00%
199	Recreation Trust S&W	0	0	7,035	0	0	0	0	0.00%
	Reserve for Recreation Trust	0	0	0	0	(70,000)	(70,000)	(70,000)	-100.00%
Total Salary & Wages		\$ 604,839	\$ 604,839	\$ 599,403	\$ 5,436	\$ 565,189	\$ 565,189	\$ (39,650)	-6.56%
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 5,000	\$ 5,000	\$ 4,775	\$ 225	\$ 5,000	\$ 5,000	\$ 0	0.00%
301	Printing	4,500	4,500	3,027	1,473	4,500	4,500	0	0.00%
302	Postage	500	500	137	363	500	500	0	0.00%
309	Senior Services	13,000	13,000	13,000	0	13,000	13,000	0	0.00%
402	Building Maintenance	3,000	3,000	2,569	431	3,000	3,000	0	0.00%
405	Vehicle Maintenance	1,600	1,600	740	860	1,800	1,800	200	12.50%
500	Contract Services	5,000	5,000	5,410	(410)	5,000	5,000	0	0.00%
501	Senior Bus	18,200	18,200	18,200	0	18,200	18,200	0	0.00%
700	Equipment	2,000	2,000	1,907	93	2,000	2,000	0	0.00%
801	Clothing Purchase/ Cleaning	1,000	1,000	1,000	0	1,000	1,000	0	0.00%
804	Training & Seminars	7,500	7,500	6,453	1,047	7,500	7,500	0	0.00%
808	Personal Expenses	2,700	2,700	2,700	0	2,700	2,700	0	0.00%
905	Employee Appreciation	0	0	0	0	0	0	0	0.00%
Total Other Expenses		\$ 64,000	\$ 64,000	\$ 59,918	\$ 4,082	\$ 64,200	\$ 64,200	\$ 200	0.31%
Division Total		\$ 668,839	\$ 668,839	\$ 659,321	\$ 9,518	\$ 629,389	\$ 629,389	\$ (39,450)	-5.90%

		2021	2022				2022
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Guida, David	Full-Time Sr. Program Supervisor	\$ 79,776	\$ 84,536	12	13	\$ 0	\$ 84,536
Holenstein, Christopher	Full-Time Assistant Director	110,666	115,757	14	14	0	115,757
Hughes, Maria	Full-Time Administrative Assistant	83,549	79,216	9	19	7,922	87,138
Masterfano, Gretchen	Full-Time Program Supervisor	73,277	76,979	10	19	0	76,979
Montas, Nolister	Full-Time Recreation Program Aide	45,839	47,340	5	5-7	0	47,340
Ozoroski, Mark	Full-Time Director	140,732	136,055	19	12-15	10,884	146,939
Salaries & Wages Total		\$ 533,839	\$ 539,883			\$ 18,806	\$ 558,689

370-002 DCP - GOLF COURSE

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 87,405	\$ 88,405	\$ 87,405	\$ 1,000	\$ 89,327	\$ 89,327	\$ 1,922	2.20%
102	Part-Time	37,000	37,000	33,845	3,155	40,000	40,000	3,000	8.11%
104	Overtime	10,000	10,000	9,202	798	10,000	10,000	0	0.00%
Total Salary & Wages		\$ 134,405	\$ 135,405	\$ 130,452	\$ 4,953	\$ 139,327	\$ 139,327	\$ 4,922	3.66%
* \$1,000 Transferred in from DCS Salaries									
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 2,700	\$ 2,700	\$ 2,689	\$ 11	\$ 2,700	\$ 2,700	\$ 0	0.00%
203	Equipment Maintenance Supplies	7,500	7,500	1,393	6,107	7,500	7,500	0	0.00%
204	Grounds Maintenance Supplies	32,000	32,000	31,812	188	32,000	32,000	0	0.00%
302	Postage	300	300	0	300	300	300	0	0.00%
402	Building Maintenance	4,200	4,200	107	4,093	4,200	4,200	0	0.00%
405	Vehicle Maintenance	1,000	1,000	110	890	1,000	1,000	0	0.00%
500	Contract Services	16,100	16,100	9,268	6,832	16,100	16,100	0	0.00%
700	Equipment	1,500	1,500	1,500	0	1,500	1,500	0	0.00%
801	Clothing Purchase/ Cleaning	500	500	500	0	500	500	0	0.00%
804	Registration Fees	200	200	0	200	200	200	0	0.00%
900	Rec Credit Card Fees	4,000	4,000	4,048	(48)	6,000	6,000	2,000	50.00%
Total Other Expenses		\$ 70,000	\$ 70,000	\$ 51,427	\$ 18,573	\$ 72,000	\$ 72,000	\$ 2,000	2.86%
Division Total		\$ 204,405	\$ 205,405	\$ 181,879	\$ 23,526	\$ 211,327	\$ 211,327	\$ 6,922	3.39%

370-002 DCP - GOLF COURSE

EMPLOYEE SALARY & WAGES

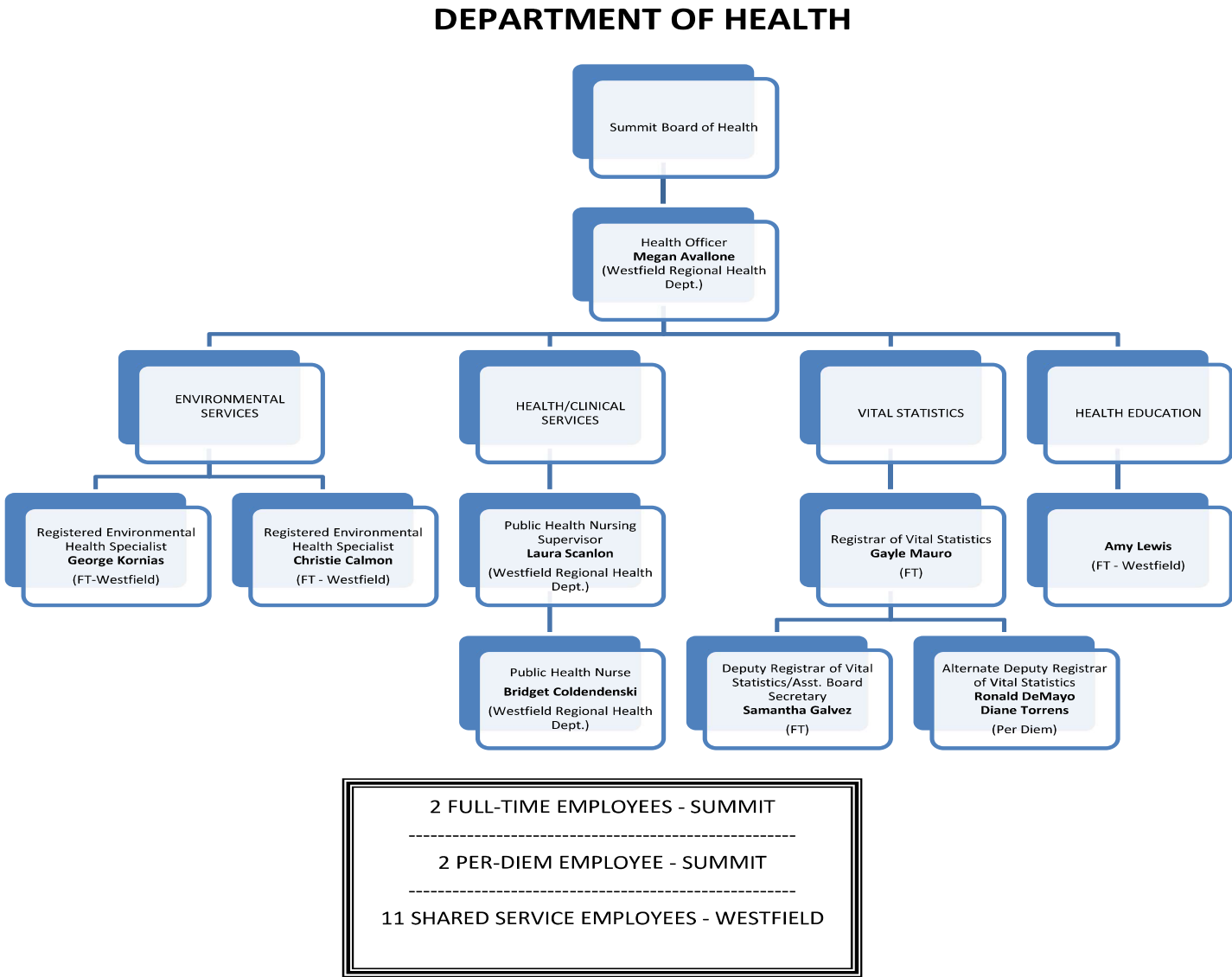
Status	Title	2021 Base + Longevity	2022 Base	Grade	Step	Longevity	2022 Total
Gerity, Thomas	Full-Time Golf Course Maintenance Worker	\$ 87,405	\$ 87,327	9	19	\$ 2,000	\$ 89,327
Salaries & Wages Total		\$ 87,405	\$ 87,327			\$ 2,000	\$ 89,327

370-002 DCP - FAMILY AQUATIC CENTER

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
102	Part-Time	155,000	144,000	143,817 *	183	160,000	160,000	5,000	3.23%
104	Overtime	1,000	1,000	0	1,000	1,000	1,000	0	100.00%
Total Salary & Wages		\$ 156,000	\$ 145,000	\$ 143,817	\$ 1,183	\$ 161,000	\$ 161,000	\$ 5,000	3.21%
		* \$11,000.00 Transferred out to DCS PB&G							
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 42,100	\$ 42,100	\$ 39,221	\$ 2,879	\$ 43,500	\$ 43,500	\$ 1,400	3.33%
203	Equipment Maintenance Supplies	7,000	7,000	6,967	33	7,000	7,000	0	0.00%
204	Grounds Maintenance Materials	8,100	8,100	8,014	86	8,100	8,100	0	0.00%
301	Printing	1,000	1,000	1,000	0	1,000	1,000	0	0.00%
302	Postage	150	150	150	0	150	150	0	0.00%
400	Maintenance Services	16,000	16,000	10,338	5,662	11,000	11,000	(5,000)	-31.25%
402	Building Maintenance	10,000	10,000	8,444	1,556	10,000	10,000	0	0.00%
500	Contract Services	19,500	19,500	23,300	(3,800)	24,500	24,500	5,000	25.64%
700	Equipment	9,500	9,500	6,288	3,212	9,500	9,500	0	0.00%
801	Clothing Purchase/ Cleaning	6,300	6,300	6,203	97	6,300	6,300	0	0.00%
804	Training & Seminars	1,500	1,500	193	1,307	1,000	1,000	(500)	-33.33%
900	Rec Credit Card Fees	13,000	13,000	16,891	(3,891)	21,000	21,000	8,000	61.54%
Total Other Expenses		\$ 134,150	\$ 134,150	\$ 127,010	\$ 7,140	\$ 143,050	\$ 143,050	\$ 8,900	6.63%
Division Total		\$ 290,150	\$ 279,150	\$ 270,827	\$ 8,323	\$ 304,050	\$ 304,050	\$ 13,900	4.79%

HEALTH DEPARTMENT



330-000 BOARD OF HEALTH

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 145,579	\$ 145,579	\$ 149,813	\$ (4,234)	\$ 154,510	\$ 152,532	\$ 6,953	4.78%
102	Part-Time	4,000	6,000 *	4,967	1,034	4,000	4,000	0	0.00%
109	Inspectors	3,200	3,200	0	3,200	3,200	3,200	0	0.00%
Total Salary & Wages		\$ 152,779	\$ 154,779	\$ 154,779	\$ (0)	\$ 161,710	\$ 159,732	\$ 6,953	4.55%
		* \$2000 transfered in from Res for Salary Adj							
<u>Other Expenses</u>									
300	Office Services	\$ 4,820	\$ 4,820	\$ 2,737	\$ 2,083	\$ 4,820	\$ 4,820	\$ 0	0.00%
302	Postage	350	350	350	0	600	600	250	71.43%
500	Contract Services	21,800	21,800	2,200	19,600	2,200	2,200	(19,600)	-89.91%
501/502	Westfield Shared Service Agreement	217,851	217,851	217,851	0	226,569	226,569	8,718	4.00%
506	Management Services	100	100	0	100	0	0	(100)	-100.00%
804	Training & Seminars	500	500	0	500	500	500	0	0.00%
806	Memberships	300	300	0	300	300	300	0	0.00%
809	Conferences & Meetings	500	500	0	500	500	500	0	0.00%
900	Miscellaneous	100	100	0	100	0	0	(100)	-100.00%
901	Codification	0	0	0	0	12,000	12,000	12,000	100.00%
Total Other Expenses		\$ 246,321	\$ 246,321	\$ 223,138	\$ 23,183	\$ 247,489	\$ 247,489	\$ 1,168	0.47%
Division Total		\$ 399,100	\$ 401,100	\$ 377,917	\$ 23,183	\$ 409,199	\$ 407,221	\$ 8,121	2.03%
340-000									
200	<u>Doq Regulation</u>	\$ 40,000	\$ 40,000	\$ 40,000	\$ 0	\$ 40,000	\$ 40,000	\$ 0	0.00%
350-000									
10	<u>Social Services - S.A.G.E.</u>	\$ 36,300	\$ 36,300	\$ 36,300	\$ 0	\$ 36,300	\$ 36,300	\$ 0	0.00%
351-000									
200	<u>Prevention of Drug & Alcohol Abuse</u>	\$ 7,890	\$ 7,890	\$ 7,890	\$ 0	\$ 7,890	\$ 7,890	\$ 0	\$ 0
Overall Health Total		\$ 483,290	\$ 485,290	\$ 462,107	\$ 23,183	\$ 493,389	\$ 491,411	\$ 8,121	1.68%

330-000 BOARD OF HEALTH

EMPLOYEE SALARY & WAGES

		2021		2022				2022
Status	Title	Base + Longevity		Base	Grade	Step	Longevity	Total
Galvez, Samantha	Full-Time Deputy Registrar	\$ 61,109		\$ 64,649	8	17	\$ 0	\$ 64,649
Mauro, Gayle	Full-Time Registrar of Vital Statistics	76,791		81,692	10	19	8,169	89,861
Salaries & Wages Total		\$ 137,900		\$ 146,341			\$ 8,169	\$ 154,510

MUNICIPAL COURT

MUNICIPAL COURT / VIOLATIONS BUREAU



Municipal Court Judge
John DeMassi
(PT)

1 PART-TIME EMPLOYEE

490-002 MUNICIPAL COURT

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
103	Part-Time	\$ 40,800	\$ 40,800	\$ 40,800	\$ 0	\$ 42,552	\$ 42,552	\$ 1,752	4.29%
	Total Salary & Wages	\$ 40,800	\$ 40,800	\$ 40,800	\$ 0	\$ 42,552	\$ 42,552	\$ 1,752	4.29%
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 10,000	\$ 10,000	\$ 1,062	\$ 8,938	\$ 10,000	\$ 10,000	\$ 0	0.00%
500	Contract Services	1,000	1,000	0	1,000	1,000	1,000	0	0.00%
501	Legal Services	1,900	1,900	0	1,900	1,900	1,900	0	0.00%
502	Shared Court Agreement	333,000	333,000	295,068	37,932	307,536	307,536	(25,464)	-7.65%
509	Miscellaneous Svcs (Interpreters)	5,000	5,000	0	5,000	5,000	5,000	0	0.00%
	Total Other Expenses	\$ 350,900	\$ 350,900	\$ 296,130	\$ 54,770	\$ 325,436	\$ 325,436	\$ (25,464)	-7.26%
	Division Total	\$ 391,700	\$ 391,700	\$ 336,930	\$ 54,770	\$ 367,988	\$ 367,988	\$ (23,712)	-6.05%

490-002 MUNICIPAL COURT

EMPLOYEE SALARY & WAGES

Status	Title	2021 Base + Longevity	2022 Base	Grade	Step	Longevity	2022 Total
DeMassi, John	Part-Time Municipal Court Judge	\$ 40,800	\$ 42,552			\$ 0	\$ 42,552
Salaries & Wages Total		\$ 40,800	\$ 42,552			\$ 0	\$ 42,552

UTILITIES

UTILITIES

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
430-000	Electricity								
100	Electricity	\$ 350,000	\$ 350,000	\$ 329,510	\$ 20,490	\$ 360,000	\$ 360,000	\$ 10,000	2.86%
FAC	Family Aquatic Center	15,000	15,000	0	15,000	15,000	15,000	0	0.00%
GLF	Golf Course	3,000	3,000	0	3,000	3,000	3,000	0	0.00%
	Subtotal	\$ 368,000	\$ 368,000	\$ 329,510	\$ 38,490	\$ 378,000	\$ 378,000	\$ 10,000	2.72%
435-000	Street Lighting								
	Street Lighting	\$ 160,000	\$ 166,440 *	\$ 166,439	\$ 1	\$ 162,000	\$ 162,000	\$ 2,000	1.25%
	Subtotal	\$ 160,000	\$ 166,440	\$ 166,439	\$ 1	\$ 162,000	\$ 162,000	\$ 2,000	1.25%
440-00	Telephone								
	Telephone	\$ 194,000	\$ 219,000 **	\$ 213,272	\$ 5,728	\$ 207,000	\$ 207,000	\$ 13,000	6.70%
	Subtotal	\$ 194,000	\$ 219,000	\$ 213,272	\$ 5,728	\$ 207,000	\$ 207,000	\$ 13,000	6.70%
		* \$6,040 transferred in from Admin& Executive							
		** \$25,000 transferred in from Police S&W							
445-000	Water								
100	Water	\$ 55,000	\$ 55,000	\$ 53,645	\$ 1,355	\$ 58,000	\$ 58,000	\$ 3,000	5.45%
FAC	Family Aquatic Center	20,000	20,000	17,549	2,451	20,000	20,000	0	0.00%
GLF	Golf Course	2,000	2,000	1,156	844	2,000	2,000	0	0.00%
	Subtotal	\$ 77,000	\$ 77,000	\$ 72,350	\$ 4,650	\$ 80,000	\$ 80,000	\$ 0	0.00%
446-461	Fuel								
446	Natural Gas	\$ 64,000	\$ 64,000	\$ 59,537	\$ 4,463	\$ 69,000	\$ 69,000	\$ 5,000	7.81%
447	Heating Oil	15,000	15,000	6,560	8,440	10,000	10,000	(5,000)	-33.33%
460	Gasoline	115,000	140,000 ***	115,855	24,145	135,000	135,000	20,000	17.39%
461	Diesel	130,000	130,000	125,495	4,505	150,000	150,000	20,000	15.38%
	Subtotal	\$ 324,000	\$ 349,000	\$ 307,447	\$ 41,553	\$ 364,000	\$ 364,000	\$ 40,000	12.35%
		*** \$25,000 transferred in from Engineering S&W							
	Utilities Total	\$ 1,123,000	\$ 1,179,440	\$ 1,089,018	\$ 90,422	\$ 1,191,000	\$ 1,191,000	\$ 65,000	5.79%

INSURANCE

INSURANCE

LINE ITEM BUDGET

	2021				2022		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
210-000 General Liability								
General Liability	\$ 509,616	\$ 509,616	\$ 509,616	\$ 0	\$ 584,390	\$ 584,390	\$ 74,774	14.67%
Subtotal	\$ 509,616	\$ 509,616	\$ 509,616	\$ 0	\$ 584,390	\$ 584,390	\$ 74,774	14.67%
215-000 Workers Compensation								
Workers Compensation	\$ 553,438	\$ 553,438	\$ 553,438	\$ 0	\$ 562,777	\$ 562,777	\$ 9,339	1.69%
Subtotal	\$ 553,438	\$ 553,438	\$ 553,438	\$ 0	\$ 562,777	\$ 562,777	\$ 9,339	1.69%
220-000 Employee Group Health								
Medical and Dental	\$ 2,346,000	\$ 2,346,000	\$ 2,346,000	\$ 0	\$ 2,346,000	\$ 2,346,000	\$ 0	0.00%
Subtotal	\$ 2,346,000	\$ 2,346,000	\$ 2,346,000	\$ 0	\$ 2,346,000	\$ 2,346,000	\$ 0	0.00%
225-000 Unemployment								
Unemployment	\$ 25,000	\$ 25,000	\$ 25,000	\$ 0	\$ 25,000	\$ 25,000	\$ 0	0.00%
Subtotal	\$ 25,000	\$ 25,000	\$ 25,000	\$ 0	\$ 25,000	\$ 25,000	\$ 0	0.00%
230-000 Other Insurances								
Other Insurances	\$ 25,000	\$ 25,000	\$ 25,000	\$ 0	\$ 25,000	\$ 25,000	\$ 0	0.00%
Subtotal	\$ 25,000	\$ 25,000	\$ 25,000	\$ 0	\$ 25,000	\$ 25,000	\$ 0	0.00%
Insurance Total	\$ 3,459,054	\$ 3,459,054	\$ 3,459,054	\$ 0	\$ 3,543,167	\$ 3,543,167	\$ 84,113	2.43%

PENSIONS / SOCIAL SECURITY

PENSIONS/SOCIAL SECURITY

LINE ITEM BUDGET

	2021				2022		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
471-000 Public Employees Retirement System								
PERS	\$ 1,272,739	\$ 1,272,739	1,284,297	\$ (11,558)	\$ 1,339,317	\$ 1,339,317	\$ 66,578	5.23%
Less : Library Contribution	(165,000)	(165,000)	(165,000)	\$ 0	(167,075)	(167,075)	(2,075)	1.26%
Subtotal	\$ 1,107,739	\$ 1,107,739	\$ 1,119,297	\$ (11,558)	\$ 1,172,242	\$ 1,172,242	\$ 64,503	5.82%
475-000 Police Fire Retirement System								
PFRS	\$ 2,914,530	\$ 2,919,202 *	\$ 2,919,201	\$ 1	\$ 2,995,897	\$ 2,995,897	\$ 81,367	2.79%
Subtotal	\$ 2,914,530	\$ 2,919,202	\$ 2,919,201	\$ 1	\$ 2,995,897	\$ 2,995,897	\$ 81,367	2.79%
*\$ 4,672 transferred in from Fire FT S&W								
471-000 Defined Contribution Retirement Plan								
DCRP	\$ 19,500	\$ 28,010	\$ 13,209	\$ 14,801	\$ 19,500	\$ 19,500	\$ 0	0.00%
Subtotal	\$ 19,500	\$ 28,010	\$ 13,209	\$ 14,801	\$ 19,500	\$ 19,500	\$ 0	0.00%
472-000 Social Security/Medicare								
Social Security/Medicare	\$ 960,000	\$ 960,000	\$ 709,552	\$ 250,448	\$ 1,000,000	\$ 1,000,000	\$ 40,000	4.17%
Less : Library Contribution	(120,086)	(120,086)	0	(120,086)	(121,219)	(121,219)	(1,133)	0.94%
Less : Sewer Contribution	(39,000)	(39,000)	(14,864)	(24,136)	(45,000)	(45,000)	(6,000)	15.38%
Less : Parking Contribution	(63,000)	(63,000)	(16,707)	(46,293)	(63,000)	(63,000)	0	0.00%
Less : UCC Contribution	(65,000)	(65,000)	(7,766)	(57,234)	(65,000)	(65,000)	0	0.00%
Subtotal	\$ 672,914	\$ 672,914	\$ 670,216	\$ 2,698	\$ 705,781	\$ 705,781	\$ 32,867	4.88%
Pension/ Social Security Total	\$ 4,714,683	\$ 4,727,865	\$ 4,721,923	\$ 5,942	\$ 4,893,420	\$ 4,893,420	\$ 178,737	3.79%

INTERLOCAL AGREEMENTS / GRANTS

INTERLOCAL AGREEMENTS & GRANTS

LINE ITEM BUDGET

	2021				2022		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
25-265-003 INTERLOCAL AGREEMENTS								
<u>Interlocal Agreements</u>								
Joint Meeting - NPSM Emergency Dispatch Center	\$ 1,213,758	\$ 1,213,758	\$ 1,213,758	0	\$ 1,156,432	\$ 1,156,432	\$ (57,326)	-4.72%
Interlocal Agreements Total	\$ 1,213,758	\$ 1,213,758	\$ 1,213,758	\$ 0	\$ 1,156,432	\$ 1,156,432	\$ (57,326)	-4.72%
41-000-000 STATE AND FEDERAL GRANT APPROPRIATIONS								
<u>Grants</u>								
NJ Recycling Tonnage Grant (2018)	\$ 0	\$ 32,176	\$ 32,176	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
NJ Body Armor Replacement Fund	3,446	3,446	3,446	0	2,243	2,243	(1,203)	-34.91%
NJ Body Armor Replacement Fund (2019-2020)	0	3,231	3,231	(0)	0	0	0	0.00%
NJAW Environmental Grant	0	9,000	9,000	0	0	0	0	0.00%
NJ DEP Clean Communities (2021)	0	42,310	42,310	0	0	0	0	0.00%
NJ ROID Grant	18,000	18,000	18,700	(700)	700	700	(17,300)	100.00%
Investors Foundation for Community Center	0	30,000	30,000	0	0	0	0	0.00%
Greening Union County (2018)	0	10,800	10,800	0	0	0	0	0.00%
Greening Union County (2015,17,19)	0	28,050	28,050	0	0	0	0	0.00%
Greening Union County (2020)	0	10,000	10,000	0	0	0	0	0.00%
Union County Kids Recreation Grant	0	25,451	25,451	0	0	0	0	0.00%
Union County Kids Recreation Grant (2019)	0	36,549	36,549	(0)	0	0	0	0.00%
Union County Infrastructure & Municipal Aid	90,000	90,000	90,000	0	0	0	(90,000)	-100.00%
NJ DOT Safe Streets to Transit (2018)	217,391	217,391	0	217,391	0	0	(217,391)	100.00%
NJ DOT Safe Streets Summit Station	0	0	0	0	71,944	71,944	71,944	100.00%
NJ DOT Transit Village - Village Green Ped	0	57,824	57,824	(0)	0	0	0	0.00%
NJ DOT Pine Grove Ave Project (2019)	0	22,252	22,252	0	0	0	0	0.00%
NJ DOT Butler Pkwy Improvement Project	0	337,500	337,500	0	75,000	75,000	75,000	0.00%
NJDHTS Pedestrian Safety Grant (2020)	0	8,700	8,700	0	0	0	0	0.00%
NJDHTS Pedestrian Safety Grant (2021)	0	2,200	2,200	0	0	0	0	0.00%
Sustainable Jersey Small Grants	0	0	0	0	0	0	(0)	0.00%
NJ Air Quality Regulation Grant - chg stn install	0	0	0	0	6,000	6,000	6,000	100.00%
Grants Total	\$ 328,838	\$ 984,880	\$ 768,189	\$ 216,691	\$ 155,887	\$ 155,887	\$ (172,950)	-52.59%

DEBT SERVICE

DEBT SERVICE

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
44-901-000 Capital Improvement Fund		\$ 200,000	\$ 200,000	\$ 200,000	\$ 0	\$ 107,000	\$ 107,000	\$ (93,000)	-46.50%
<u>Municipal Debt Service</u>									
45-920	Bond Principal	\$ 3,745,000	\$ 3,745,000	\$ 3,745,000	\$ 0	\$ 3,830,000	\$ 3,830,000	\$ 85,000	2.27%
45-925	Bond Anticipation Note Principal	0	0	0	0	175,000	175,000	175,000	0.00%
45-930	Interest on Bonds	1,126,271	1,126,271	1,126,271	0	1,046,852	1,046,852	(79,419)	-7.05%
45-935	Interest on Bond Anticipation Notes	220,525	220,525 *	220,704	(179)	559,720	559,720	339,195	153.81%
	Downtown Business Improvement Loan	0	0	0	0	0	0	0	0.00%
<u>Municipal Debt Service Total</u>		\$ 5,091,796	\$ 5,091,796	\$ 5,091,975	\$ (179)	\$ 5,611,572	\$ 5,611,572	\$ 519,776	10.21%
* \$179.10 transferred from various line items									
<u>School Debt Service</u>									
48-920	Bond Principal	\$ 3,205,000	\$ 3,205,000	\$ 3,205,000	\$ 0	\$ 3,255,000	\$ 3,255,000	\$ 50,000	1.56%
48-925	Bond Anticipation Note Principal	0	0	0	0	0	0	0	0.00%
48-930	Interest on Bonds	558,276	558,276	558,276	0	464,481	464,481	(93,795)	-16.80%
48-935	Interest on Bond Anticipation Notes	0	0	0	0	0	0	0	0.01%
<u>School Debt Service Total</u>		\$ 3,763,276	\$ 3,763,276	\$ 3,763,276	\$ 0	\$ 3,719,481	\$ 3,719,481	\$ (43,795)	-1.16%

DEFERRED CHARGES & RESERVES

DEFERRED CHARGES & RESERVES

LINE ITEM BUDGET

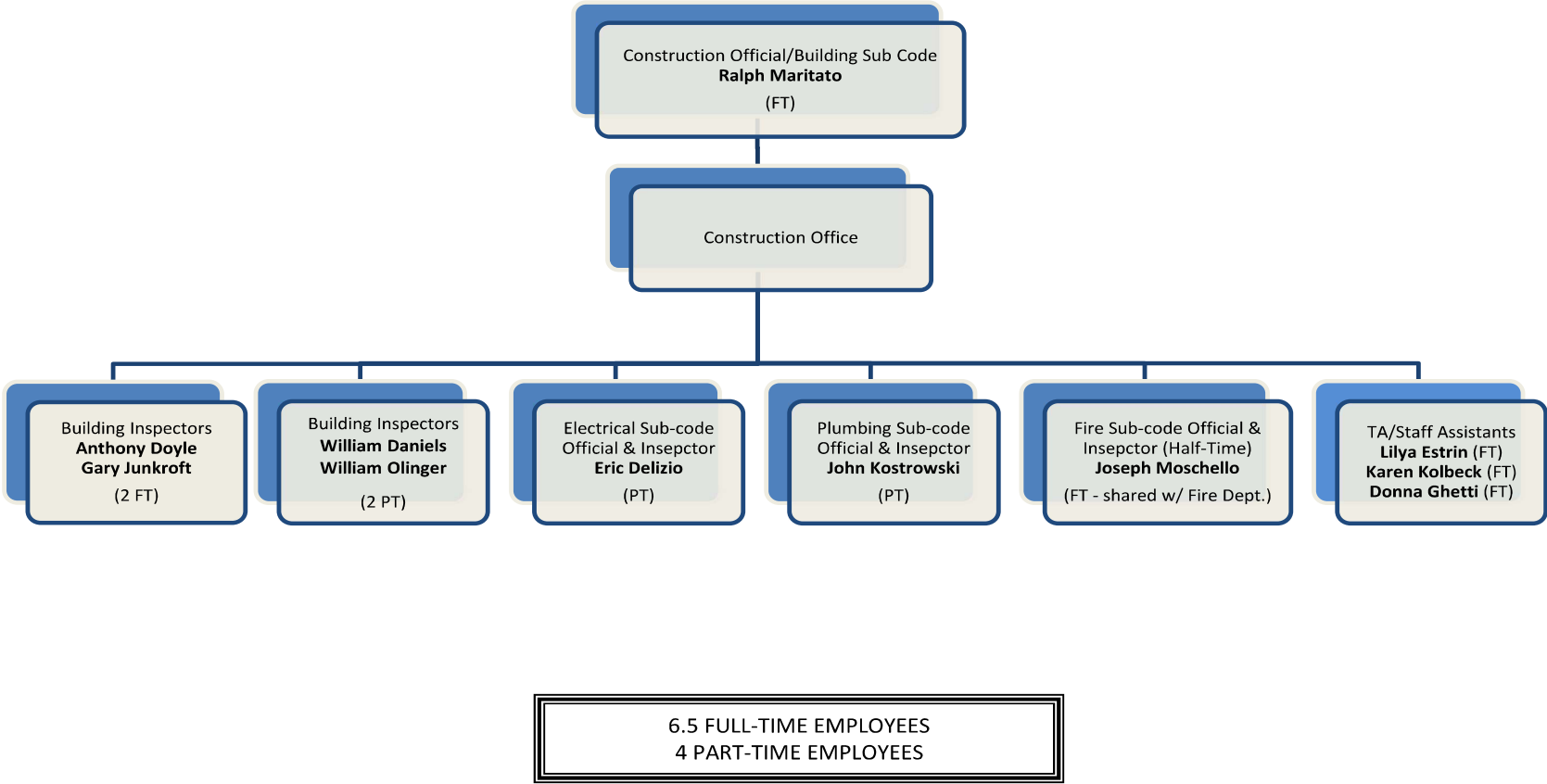
	2021				2022		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
Deferred Charges								
876-000 Deficit in Dedicated Assessment Budget	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
877-000 Deferred Charges (Capital Expenses Unfunded)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 0	\$ 25,000	\$ 25,000	\$ (25,000)	-50.00%
Reserves								
899-001 Reserve for Tax Appeals	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
899-002 Reserve for Salary Adjustments	\$ 190,000	\$ 81,700 *	\$ 50,122	\$ 31,578	\$ 30,000	\$ 30,000	\$ (160,000)	-84.21%
899-003 Reserve for Municipal Debt Service	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
899-000 Reserve for Uncollected Taxes	\$ 5,060,100	\$ 5,060,100	\$ 5,060,100	\$ 0	\$ 5,001,272	\$ 5,001,272	\$ (58,828)	-1.16%

* Transferred to various salary line items

**UNIFORM
CONSTRUCTION
CODE
(U.C.C.)**

DEPARTMENT OF COMMUNITY SERVICES

UNIFORM CONSTRUCTION CODE (U.C.C.)



701-000 DCS - UNIFORM CONSTRUCTION CODE (DEDICATED TRUST FUND)

LINE ITEM BUDGET

REVENUES

	2021				2022	Adopted/Proposed Budget Variance	
	ANTICIPATED	ANTICIPATED	ACTUAL as of 12/31/2021	Amount Over/(Under)	ANTICIPATED	\$	%
U.C.C. Fees	\$ 777,258	\$ 777,258	\$ 1,613,638	\$ 836,380	\$ 909,413	\$ 132,155	17.00%
Interest on Investments	2,420	2,420	744	(1,676)	744	(1,676)	-69.26%
Fund Balance	285,351	285,351	285,351	0	277,553	(7,798)	-2.73%
Total U.C.C. Revenues	\$ 1,065,029	\$ 1,065,029	\$ 1,899,733	\$ 834,704	\$ 1,187,710	\$ 122,681	11.52%

APPROPRIATIONS

	2021				2022	Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Proposed Budget	\$	%
Salaries and Wages							
101 Full-Time	\$ 545,638	\$ 555,638 *	\$ 631,935	\$ (76,297)	\$ 579,619	\$ 33,981	6.23%
102 Part-Time	288,691	288,691	202,968	85,723	296,611	7,920	2.74%
104 Overtime	27,300	27,300	8,325	18,975	27,300	0	0.00%
Total Salary & Wages	\$ 861,629	\$ 871,629	\$ 843,228	\$ 28,401	\$ 903,530	\$ 41,901	4.86%

* \$10,000 transferred in from UCC Res for Salary Adj

Other Expenses

201 Supplies & Materials	\$ 5,600	\$ 5,600	\$ 748	\$ 4,852	\$ 5,600	\$ 0	0.00%
301 Printing	5,000	5,000	3,486	1,514	5,000	0	0.00%
405 Vehicle Maintenance	2,000	2,000	754	1,246	2,000	0	0.00%
500 Contract Services	12,000	12,000	6,420	5,580	12,000	0	0.00%
607 Telephone	4,000	4,000	3,602	398	4,000	0	0.00%
700 Equipment	8,400	8,400	1,799	6,601	50,000	41,600	495.24%
703 Automobiles	0	0	0	0	0	0	0.00%
801 Clothing Purchases	3,500	3,500	0	3,500	4,500	1,000	28.57%
804 Training & Seminars	2,000	2,000	0	2,000	2,000	0	0.00%
806 Memberships	700	700	627	73	700	0	0.00%
807 Personal Expenses (Non-Payroll)	500	500	182	318	500	0	0.00%
808 Personal Expenses (Payroll)	8,700	8,700	6,900	1,800	8,700	0	0.00%
809 Conference & Meetings	6,000	6,000	2,567	3,433	5,000	(1,000)	-16.67%
900 Share of Social Security & Medicare	65,000	65,000	65,000	0	65,000	0	0.00%
901 Share of Pension & Health/Dental Costs	70,000	70,000	70,000	0	105,000	35,000	50.00%
50-899 Reserve for Salary Adjustments	10,000	0 **	0	0	14,180	4,180	41.80%
55-271 Refunds of Payments	0	0	0	0	0	0	0.00%
Total Other Expenses	\$ 203,400	\$ 193,400	\$ 162,085	\$ 31,320	\$ 284,180	\$ 80,780	39.71%
U.C.C. Total Appropriations	\$ 1,065,029	\$ 1,065,029	\$ 1,005,313	\$ 59,721	\$ 1,187,710	\$ 122,681	11.52%

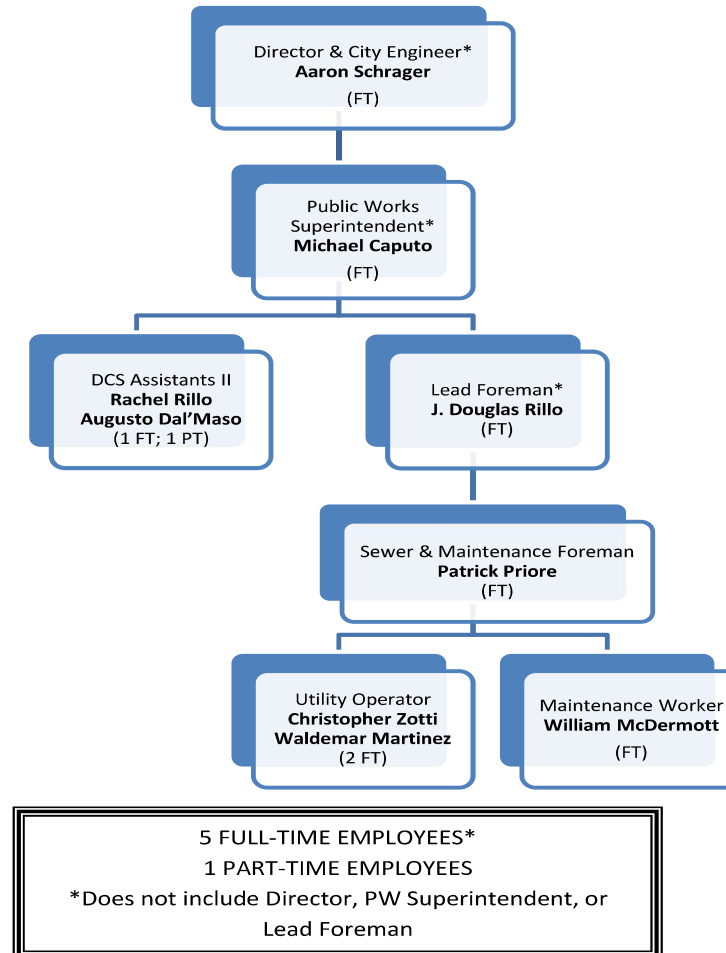
**\$10,000 transferred in to UCC Salaries

	Status	Title	2021 Base + Longevity	2022 Base	Grade	Step	Longevity	2022 Total
Doyle, Anthony	Full-Time	Building Inspector	\$ 96,185	\$ 98,109	12	19	\$ 0	\$ 98,109
Estrin, Lilya	Full-Time	Staff Assistant III	66,065	67,386	6	19	0	67,386
Ghetti, Donna	Full-Time	Staff Assistant III	66,065	67,386	6	19	0	67,386
Kolbeck, Karen	Full-Time	Staff Assistant II	62,621	62,853	5	19	0	62,853
Lewis, Gary (Retired 2/1/22)	Full-Time	Construction Official/Chief Inspector	141,174	12,000	16	19	1,200	40,000
Maritato, Ralph	Full-Time	Construction Official/Chief Inspector	96,185	124,900	12	19	0	124,900
DiLauri, Matthew (25%)	Full-Time	Assistant Director	17,344	22,800	13	9	0	22,800
Vacancy	Full-Time	Building Inspector	0	96,185	12		0	96,185
Daniels, William	Part-Time	Building Inspector	51,027	52,048	12	19	0	52,048
Delizio, Eric	Part-Time	Electrical Inspector	71,566	72,977	12	19	0	72,977
Kostrowski, John	Part-Time	Plumbing Inspector	76,979	78,519	12	19	0	78,519
Moschello, Joseph	Half-Time	Fire Sub-code Official	68,606	71,728			0	71,728
Olinger, William	Part-Time	Building Inspector	20,513	21,339	12	19	0	21,339
Salaries & Wages Total			\$ 834,330	\$ 848,230			\$ 1,200	\$ 876,231

SEWER UTILITY

DEPARTMENT OF COMMUNITY SERVICES - DIVISION OF PUBLIC WORKS

SEWER UTILITY



501-000 DCS - SEWER UTILITY (SEWER ADMINISTRATION)

REVENUES & LINE ITEM BUDGET

REVENUES		2021				2022		Adopted/Proposed Budget Variance	
		Anticipated Budget	Final Adopted	Actual as of 12/31/2021	Amount Over/(Under)	Anticipated		\$	%
	Fund Balance Anticipated (Surplus)	\$ 520,280	\$ 520,280	\$ 520,280	\$ 0	\$ 604,868		\$ 84,588	16.26%
	Domestic User Charges	3,187,457	3,187,457	3,417,416	229,959	3,415,000		227,543	7.14%
	Industrial User Charges (includes New Providence)	1,050,000	1,050,000	1,022,391	(27,609)	1,020,000		(30,000)	-2.86%
	Interest on Sewer	6,000	6,000	11,169	5,169	10,408		4,408	0.0%
	Total Sewer Utility Revenues	\$ 4,763,737	\$ 4,763,737	\$ 4,971,256	\$ 207,519	\$ 5,050,276		\$ 286,539	6.02%
APPROPRIATIONS		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
SEWER ADMINISTRATION									
<u>Salaries and Wages</u>									
101	Full-Time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
109	Share of Various Salaries - Current Fund	130,000	130,000	130,000	0	135,000	135,000	5,000	3.85%
	Total Salary & Wages	\$ 130,000	\$ 130,000	\$ 130,000	\$ 0	\$ 135,000	\$ 135,000	\$ 5,000	3.85%
<u>Other Expenses</u>									
55-205	Overpayments	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
201	Supplies & Materials	500	500	176	324	500	500	0	0.00%
210	Advertising, Printing & Postage	2,000	2,000	0	2,000	2,000	2,000	0	0.00%
401	TC Edmunds System	2,400	2,400	2,390	10	5,000	5,000	2,600	108.33%
402	TC WIPP	1,200	1,200	620	580	640	640	(560)	-46.67%
403	TC Sewer Bills	1,500	1,500	652	848	800	800	(700)	-46.67%
404	TC Envelopes	200	200	200	0	325	325	125	62.50%
504	Audit Services	12,500	12,500	12,000	500	13,000	13,000	500	4.00%
804	Training & Seminars	1,000	1,000	0	1,000	1,000	1,000	0	0.00%
	Total Other Expenses	\$ 21,300	\$ 21,300	\$ 16,038	\$ 5,262	\$ 23,265	\$ 23,265	\$ 1,965	9.23%
	Sewer Utility Administration Subtotal	\$ 151,300	\$ 151,300	\$ 146,038	\$ 5,262	\$ 158,265	\$ 158,265	\$ 6,965	4.60%

501-000 DCS - SEWER UTILITY (SEWER OPERATIONS)

LINE ITEM BUDGET

APPROPRIATIONS		2021				2022		Adopted/Proposed Budget Variance	
SEWER OPERATIONS		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 299,527	\$ 299,526 *	\$ 240,624	\$ 58,902	\$ 368,385	\$ 368,385	\$ 68,858	22.99%
102	Part Time	64,314	64,314	66,746	(2,432)	34,553	34,553	(29,761)	-46.27%
103	Seasonal	7,500	7,500	0	7,500	7,500	7,500	0	0.00%
104	Overtime	12,500	12,500	8,089	4,411	12,500	12,500	0	0.00%
Total Salary & Wages		\$ 383,841	\$ 383,840	\$ 315,459	\$ 68,381	\$ 422,938	\$ 422,938	\$ 39,097	10.19%
		* \$1 transferred to Note Interest							
<u>Other Expenses</u>									
201	Supplies	\$ 2,000	\$ 2,000	\$ 2,367	\$ (367)	\$ 2,000	\$ 2,000	\$ 0	0.00%
205	Tools	2,000	2,000	1,742	258	2,000	2,000	0	0.00%
212	Materials	5,000	5,000	590	4,410	5,000	5,000	0	0.00%
402	Building Maintenance	10,000	10,000	3,833	6,167	10,000	10,000	0	0.00%
403	Equipment Maintenance	10,000	10,000	2,289	7,711	10,000	10,000	0	0.00%
405	Truck Maintenance	10,000	10,000	4,751	4,787	10,000	10,000	0	0.00%
460	Fuel	11,000	11,000	0	11,000	11,000	11,000	0	0.00%
490	Collection System Maintenance	0	0	0	0	0	0	0	0.00%
491	Odor Control	70,000	70,000	68,217	1,783	86,015	86,015	16,015	22.88%
492	Pumps Maintenance	20,000	20,000	1,939	18,061	20,000	20,000	0	0.00%
493	Sanitary Sewer	5,000	5,000	0	5,000	5,000	5,000	0	0.00%
494	TV Sewer Inspection	5,000	5,000	0	5,000	5,000	5,000	0	0.00%
495	Force Main Repairs	4,000	4,000	0	4,000	2,000	2,000	(2,000)	-50.00%
496	Grease Disposal	5,000	5,000	0	5,000	5,000	5,000	0	0.00%
500	Contract Services	55,000	55,000	36,735	18,265	69,200	69,200	14,200	25.82%
509	Mobile Devices	2,200	2,200	773	1,427	2,200	2,200	0	0.00%
513	Sewer Service	195,000	195,000	199,870	(4,870)	206,015	206,015	11,015	5.65%
601	Pumps Electricity	80,000	80,000	69,972	10,028	80,000	80,000	0	0.00%
605	Water	1,000	1,000	568	432	1,000	1,000	0	0.00%
801	Clothing Purchase/Clean	2,080	2,080	2,181	(101)	3,425	3,425	1,345	64.66%
804	Training & Seminars	1,500	1,500	0	1,500	1,500	1,500	0	0.00%
Total Other Expenses		\$ 495,780	\$ 495,780	\$ 395,827	\$ 99,491	\$ 536,355	\$ 536,355	\$ 40,575	8.18%
Sewer Utility Operations Subtotal		\$ 1,030,921	\$ 1,030,920	\$ 857,324	\$ 173,134	\$ 1,117,558	\$ 1,117,558	\$ 86,637	8.40%

501-000 DCS - SEWER UTILITY (SEWER OPERATIONS)

LINE ITEM BUDGET

APPROPRIATIONS	2021				2022		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
SEWER OPERATIONS								
<u>Joint Meeting Charges</u>								
Joint Meeting Maintenance	\$ 2,103,008	\$ 2,103,088	\$ 2,103,088	\$ 0	\$ 2,259,522	\$ 2,259,522	\$ 156,514	7.44%
Joint Meeting Maintenance (Additional)	0	0	0	0	0	0	0	0.00%
Total Joint Meeting	\$ 2,103,008	\$ 2,103,088	\$ 2,103,088	\$ 0	\$ 2,259,522	\$ 2,259,522	\$ 156,514	7.44%
<u>Health & Dental Insurances</u>	\$ 50,000	\$ 50,000	\$ 50,000	\$ 0	\$ 60,000	\$ 60,000	\$ 10,000	20.00%
<u>Capital Improvement Fund</u>	\$ 74,780	\$ 74,780	\$ 74,780	\$ 0	\$ 107,000	\$ 107,000	\$ 32,220	43.09%
<u>Deferred Charges</u>	\$ 56,560	\$ 56,560	\$ 56,560	\$ 0	\$ 56,560	\$ 56,560	\$ 0	0.00%
<u>Debt Service</u>								
Bond Principal	\$ 520,000	\$ 520,000	\$ 520,000	\$ 0	\$ 510,000	\$ 510,000	\$ (10,000)	-1.92%
Bond Anticipation Notes Principal	0	0	0	0	9,000	9,000	9,000	0.00%
Interest on Bonds	121,880	121,881 *	121,880	1	83,386	83,386	(38,494)	-31.58%
Interest on Bond Anticipation Notes	27,588	27,588	27,558	30	58,250	58,250	30,662	111.14%
Reserve for Debt Service	0	0	0	0	0	0	0	0.00%
Total Debt Service	\$ 669,468	\$ 669,469	\$ 669,438	\$ 31	\$ 660,636	\$ 660,636	\$ (8,832)	-1.32%
*\$1 transferred in from Sewer Salaries								
<u>Statutory Expenditures</u>								
Social Security & Medicare	\$ 39,000	\$ 39,000	\$ 39,000	\$ 0	\$ 45,000	\$ 45,000	\$ 6,000	15.38%
Contribution to PERS	40,000	40,000	40,000	0	44,000	44,000	4,000	10.00%
Total Statutory Expenditures	\$ 79,000	\$ 79,000	\$ 79,000	\$ 0	\$ 89,000	\$ 89,000	\$ 10,000	12.66%
<u>Contribution to Current Fund</u>	\$ 700,000	\$ 700,000	\$ 700,000	\$ 0	\$ 700,000	\$ 700,000	\$ 0	0.00%
Overall Sewer Utility Totals	\$ 4,763,737	\$ 4,763,817	\$ 4,590,190	\$ 173,165	\$ 5,050,276	\$ 5,050,276	\$ 286,539	6.02%

		2021	2022				2022
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Martinez, Waldemar	Full-Time Operator	\$ 68,849	\$ 71,809	8	11-13	\$ 500	\$ 72,309
McDermott, William	Full-Time Maintenance Worker	50,634	53,198	5	5-7	0	53,198
Priore, Patrick	Full-Time Foreman	0	100,870	11	14	2,000	102,870
Zotti, Christopher	Full-Time Utility Operator	82,139	81,942	8	14	2,000	83,942
Dal'Maso, Augusto	Part-Time Staff Assistant II	0	34,533	5	3	0	34,533
Rillo, Rachel	Full-Time Staff Assistant II	34,539	45,086	5	4	0	45,086
Resigned 2/1/2022	Part-Time Staff Assistant II	29,775	0	5	3	0	0
Vacancy	Full-Time Assistant Forman	86,905	0	9	14	0	0
Reserve for Salary Adjustments		6,000	11,000			0	11,000
Salaries & Wages Total		\$ 358,841	\$ 398,438			\$ 4,500	\$ 402,938

PARKING SERVICES UTILITY

Parking Services Agency

Rita M. McNany, Parking Services Director



WHAT WE DO

The Parking Services Agency was established in 2000 as a separate utility to oversee municipal parking operations.

Parking Services manages all metered locations in downtown Summit and recently assumed the enforcement of time-limited zones citywide.

Parking Services collects all parking revenues, excluding parking tickets, to fully cover its operating expenses and parking debt service while maintaining a sufficient surplus for future snow removal and capital improvements.

Parking enforcement is a vital tool in providing equitable parking and generating the highest turnover of parking spaces.

Parking Services facilitates special events and construction project parking in the downtown. It also promotes alternate modes of transportation to improve circulation of vehicles in downtown Summit.

OUR FOCUS ON EQUITY

The Parking Services Agency manages the city's municipal parking operation in support of Summit's downtown business district. Our mission is to offer a simple, convenient, and pleasant parking experience. Parking Services strives to provide equitable parking for all users, offering a variety of simple payment and permit options based on individual or group parking needs. Parking Services continually strives to simplify the parking experience with the use of trending technologies, and to promote alternate modes of transportation.



2021 – THE PANDEMIC CONTINUES

While COVID-19 affected the world, its effects also reached every community in New Jersey in 2020 and 2021. Lockdowns temporarily closed businesses and schools, and suspended transportation. Life as we knew it became dramatically different. While protecting the community, Parking Services continued its services to the public. City staff continued to assist downtown businesses and members of the public throughout the pandemic.

Summit is a regional transportation hub and was hard hit by the pandemic. Many businesses in the greater New York area have employees working from home and, therefore, commuter parking revenues are down. This has had a direct effect on Parking Services operations. Parking Services revenue continues to rebuild slowly but Summit is still feeling the effects the pandemic has caused. Parking Services will continue to research different modes of transportation as supply and demand occur.

OUR SERVICES & GOALS

SERVICE 1 Customer convenience and satisfaction

Goal 1a The redesigned online permit systems allows customers to purchase permits, make a prepayment and sign up for recurring billing mostly without having to visit City Hall.

Parking Services provides customer convenience with the on-line permit system but also continue to be in our office, ready to assist anyone's parking needs.

SERVICE 2 Curbside Pickup Spaces Only

Goal 2a The city continues to offer some 15-minute curbside parking spaces.

The city will review each location and determine if more 15-minute express parking spaces are needed for quick turnover of parking spaces.

Currently, inside dining is open for only 35% of the establishment's seating capacity. Curbside pickup spaces continue to offer an integral option for downtown businesses.

SERVICE 3 Expanding Food Establishment Outdoors

Goal 3a In 2016, the city installed its first parklet which essentially allows inside dining to be expanded outdoors using parking spaces.

The pandemic presented a unique challenge for businesses and restaurants. The Governor's Office instituted an executive order allowing for additional on-street dining. Summit officials worked tirelessly with local establishments to offer curbside dining with the use of city streets, parking lots and street parking spaces.

A portion of the Bank Street Lot was transformed into an outside café. The city authorized parklets to assist local businesses and restaurants. The parklet program will continue in 2022. A new program for use of public property will be introduced for 2023.



Goal 3b The city obtained permission from the Department of Transportation to close Maple Street for outdoor dining for multiple restaurants in 2020, 2021 and for 2022. It is the example of an excellent collaboration between the City of Summit, Summit Downtown Inc., local restaurants, and the federal, state, and local government.



SERVICE 4 Summit's Farmers Market move to Lot 1 was a great success.

Goal 4a Summit Downtown Inc. realized early in the pandemic, the downtown needed to continue to provide Summit's legendary farmers market; the challenge was how to do so while keeping the community safe and following social distancing guidelines.

The farmers market moved from Lot 2 on Deforest Avenue to new home in Lot 1. This allowed for farmer and purveyor tents be adequately spaced while allowing for safe pedestrian flow through the market. The season was a huge success continuing tradition of Sundays at the farmers market for residents to enjoy.



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SERVICE 5 Form an interim parking and/or relocation plan during Redevelopment Project

Goal 5a The Broad Street West Redevelopment Project has begun, including the building of a new fire headquarters on the current Broad Street East municipal parking lot next to the Broad Street Garage. Parking will be displaced temporarily and permanently after the new fire headquarters is complete. Parking Services is working with the redevelopment steering committee and the city's parking consultant to establish supplemental parking during this important project.

Agency Transactions by Quantity

DESCRIPTION	2014	2015	2016	2017	2018	2019	2020	2021	%
Permit sales	2,350	2,407	2,974	5,474	8,856	8,630	6,831	9,031	27.73%
Bag meters	1,599	2,876	1,786	789	1,346	964	882	1,352	42.07%
Dumpster permits	55	98	311	61	252	239	72	107	39.10%
Daily visitor passes at counter	9,172	9,278	12,357	16,868	16,390	20,357	4,166	128	-188.07%
Corporate codes	0	0	4,697	228	181	145	53	38	-32.96%
Smart cards	1,679	477	139	77	21	0	2	0	-100.00%
Total Sales-Permits, Dumpster, & Daily Passes	14,855	15,136	22,264	23,497	27,046	30,335	12,006	10,656	-11.91
Prepays (Month, Quarter & Annual) at counter	2,361	2,397	2,822	1,598	785	711	41	320	154..6%
Prepays (Month, Quarter & Annual) online	2,440	1,849	545	2,270	4,263	4,695	1,804	1603	-11.79%
Total Prepays (New recurring billing 2017)	4,801	4,246	3,367	3,868	5,048	5,406	1,845	1,923	4.14%
Parkmobile off-street	141,740	173,496	152,509	207,783	229,014	266,203	94,453	141,478	39.86%
Parkmobile on-street	53,308	86,908	107,172	119,750	151,446	232,516	113,482	171,906	40.94%
Total Field - Parkmobile	195,048	260,404	259,681	327,533	380,460	498,719	207,935	313,384	40.25%
Credit Card off-street	107,723	124,470	125,972	196,262	191,022	183,220	67,906	184,566	92.41%
Credit Card on-street**				14,923	76,249	139,413	59,399	101,788	52.59%
Total Field - Credit Card Transactions	107,723	124,470	125,972	211,185	267,271	322,633	127,305	286,354	76.89%
Cash * off-street	N/A	162,757	137,757	129,099	105,577	74,377	22,553	27,003	17.95%
Cash * on-street				24,852	111,805	157,863	51,593	62,827	19.63%
Cash Deforest only	60,893	52,878	48,668	41,704	35,774	35,292	12,401	16,852	30.43%
Total Field - Cash Transaction	60,893	215,635	184,425	195,655	253,156	267,532	86,550	106,682	20.83%
Total Field Transactions off-street	310,356	513,601	464,906	574,848	561,387	559,092	310,795	287,121	-7.91%
Total Field Transactions on-street	53,308	86,908	107,172	159,525	339,500	529,792	224,474	336,521	39.94%
Total Field Transactions	362,219	600,509	572,078	734,473	900,887	1,088,884	535,269	623,642	15.25%
Total Operations Transactions					932,981	1,124,625	770,910	1,342,641	54.10%

2022 Tactical Implementation

SERVICE GOAL #1

Continue to offer parking services and cover expenses despite decreasing revenues resulting from the health pandemic

The Parking Services Agency is a self-funded municipal government utility and solely reliant on parking revenues and permit fees. Revenues for 2021 are up 13.96% from 2020, yet 2020 revenues were down 68% from 2019. Despite the drastic decrease in operating funds, Parking Services was able to continue to provide all services without interruption while we slowly recover from the pandemic.

Throughout the continuing pandemic, the City of Summit supported downtown businesses by establishing curbside pickup spaces and new parklets for outdoor dining. In addition parking fees were waived from March 15 through July 15, 2020. All services continued throughout the pandemic.

With approval from the State of New Jersey and the city governing body, the Parking Services utility was authorized to seek short-term financing to cover the \$1.1 million deficit it experienced in 2020. Repayment will start in year 2022 with an installment payment of \$170,000 per annum for five years. The loan combined with federal aid will allow Parking Services to remain self-liquidated and funded in 2022 without raising parking fees. As the COVID-19 vaccine becomes widely available and life begins to return to normal, Parking Services will work with businesses and organizations in the downtown to promote events that will encourage visitors to safely enjoy the many restaurants, services and stores in Summit.

SERVICE GOAL #2

Development of an alternative parking plan during the Broad Street Redevelopment Project

In early 2021, preparations began for an interim parking and relocation plan for parking spots that will be unavailable for commuters in the Broad Street east lot during construction of the new fire headquarters and the Broad Street west redevelopment project. As the health pandemic continues, the number of people commuting in and out of Summit daily has dropped significantly. Decreased demand for parking will provide some relief during the construction projects. Nevertheless, parking alternatives will be needed, including the possible use of private parking locations, shuttle services, county-wide transportation assistance and continued expansion of the ridesharing program.

The redevelopment committee is currently working on different parking alternatives. Parking Services looks forward to continuing to work with the redevelopment committee to find the best parking solutions for downtown Summit. Other modes of transportation are being considered such as electric scooters, electric and non-electric bike rental programs as well as our continued rideshare program.

SERVICE GOAL #3

Expand contactless payment options by promoting use of ParkMobile for parking transactions

At the onset of the COVID-19 pandemic, contactless payment options became more desirable for people wanting to park in downtown Summit. While the city has offered a contactless payment option through ParkMobile since 2013, use of ParkMobile payments (currently 32% of all payments) continues to grow.

ParkMobile has announced new features to allow people to pay for parking by scanning a code or text without creating an account. Several new features for contactless payments will be implemented in Summit in 2021, including:

- The new **ParkMobile app** will allow for parking payment from a smartphone without downloading the app.
- **QR Code and text to park** will allow quick access to parking payment by scanning a QR Code or by texting "PARK" to 77223.
- **Guest Checkout** in the ParkMobile app will allow people to pay for parking without creating an account.
- Pay for parking in the **Google Pay app** without creating a ParkMobile account.

SERVICE GOAL #4

Deforest parking lots gated system was removed

The current gated equipment in the Deforest lots exceeded its lifespan and was replaced. In August of 2021, the Deforest shopper parking lots were converted to a gateless system for payment options. The system works like all other payment kiosks downtown. To park, customers must start their transaction immediately by entering license plate information into the payment kiosk or through Parkmobile. Customers will get one hour of parking free and can park in the lots for a total of five hours.

Downtown employees are reminded that the Deforest Avenue parking lots are for visitors and shoppers. Employees have specific long-term parking locations where they can park daily to leave spaces for customers and visitors.

2016											
Month	Pre-Paid Trips	Daily Trips	Pre-Paid Downtown Trips	Daily Downtown Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total \$ per Ride	Avg. City \$ per Ride
2016 Totals	395	2,410	0	0	2,805	0	\$19,133	\$4,820	\$14,313	\$6.82	\$5.10

2017											
Month	Pre-Paid Trips	Daily Trips	Pre-Paid Downtown Trips	Daily Downtown Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total \$ per Ride	Avg. City \$ per Ride
2017 Totals	1,386	9,709	0	0	11,095	0	\$87,490	\$19,418	\$68,072	\$7.89	\$6.14

2018											
Month	Pre-Paid Trips	Daily Trips	Pre-Paid Downtown Trips	Daily Downtown Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total \$ per Ride	Avg. City \$ per Ride
January	150	1,237			1,387		\$10,096	\$2,474	\$7,622	\$7.28	\$5.50
February	117	1,184			1,301		\$9,267	\$2,368	\$6,899	\$7.12	\$5.30
March	154	1,306			1,460	36	\$10,507	\$2,612	\$7,895	\$7.20	\$5.41
April	148	1,199	0	0	1,347	34	\$8,684	\$2,403	\$6,280	\$6.45	\$4.66
May	156	1,447	28	0	1,631	40	\$10,838	\$2,916	\$7,922	\$6.65	\$4.86
June	126	1,399	32	47	1,604	40	\$12,012	\$3,080	\$8,932	\$7.49	\$5.57
July	181	1,465	5	66	1,717	43	\$12,496	\$3,062	\$9,434	\$7.28	\$5.49
August	198	1,547	0	66	1,811	42	\$13,288	\$3,222	\$10,066	\$7.34	\$5.56
September	200	1,445	0	43	1,688	43	\$12,509	\$2,974	\$9,535	\$7.41	\$5.65
October	283	1,937	0	32	2,252	54	\$15,677	\$3,938	\$13,744	\$6.96	\$6.10
November	257	1,579	0	13	1,849	48	\$14,560	\$3,158	\$11,402	\$7.87	\$6.17
December	203	1,538	0	24	1,765	51	\$13,797	\$3,124	\$10,173	\$7.82	\$5.76
2018 Totals	2,173	17,283	65	291	19,812	431	\$143,731	\$35,332	\$109,905	\$7.25	\$5.55

2019											
Month	Pre-Paid Trips	Daily Trips	Pre-Paid Downtown Trips	Daily Downtown Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total \$ per Ride	Avg. City \$ per Ride
January	255	2,265	0	37	2,557	56	\$20,220	\$4,596	\$15,624	\$7.91	\$6.11
February	259	1,971	0	27	2,257	62	\$17,338	\$3,996	\$13,342	\$7.68	\$5.91
March	207	2,037	8	18	2,270	55	\$17,497	\$4,108	\$13,389	\$7.71	\$5.90
April	224	1,816	11	30	2,081	53	\$16,608	\$3,674	\$12,934	\$7.98	\$6.22
May	247	1,898	17	35	2,197	53	\$18,056	\$3,866	\$14,190	\$8.22	\$6.46
June	258	1,818	4	39	2,119	56	\$17,184	\$3,704	\$13,480	\$8.11	\$6.36
July	265	1,924	11	10	2,210	57	\$18,450	\$3,868	\$14,582	\$8.35	\$6.60
August	236	1,766	4	21	2,027	52	\$16,474	\$3,571	\$12,902	\$8.13	\$6.37
September	239	1,927	12	30	2,208	59	\$18,780	\$3,914	\$14,865	\$8.51	\$6.73
October	275	2,261	7	26	2,569	60	\$24,037	\$4,576	\$19,502	\$9.36	\$7.59
November	205	1,843	10	25	2,083	61	\$20,533	\$3,736	\$16,797	\$9.86	\$8.06
December	179	1,696	4	32	1,911	45	\$16,435	\$3,288	\$13,147	\$8.60	\$6.88
2019 Totals	2,849	23,222	88	330	26,489	669	\$221,609	\$46,898	\$174,753	\$8.37	\$6.60

2020											
Month	Pre-Paid Trips	Daily Trips	Pre-Paid Downtown Trips	Daily Downtown Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total \$ per Ride	Avg. City \$ per Ride
January	229	2,493	19	41	2,782	69	\$21,831	\$5,009	\$16,822	\$7.85	\$6.05
February	210	2,377	13	31	2,631	65	\$21,730	\$4,818	\$16,912	\$8.26	\$6.43
March											
April											
May											
June	0	4	1	0	5	0	\$39	\$8	\$31	\$7.84	\$6.24
July	0	12	0	0	12	0	\$93	\$24	\$69	\$7.76	\$5.76
August	0	22	0	2	24	1	\$188	\$48	\$140	\$7.82	\$5.82
September	0	40	0	0	40	1	\$320	\$80	\$240	\$8.01	\$6.01
October	0	67	0	0	67	2	\$589	\$132	\$457	\$8.79	\$6.82
November	0	39	0	0	39	1	\$347	\$80	\$267	\$8.89	\$6.84
December	0	57	0	0	57	2	\$490	\$114	\$376	\$8.60	\$6.60
2020 Totals	439	5,111	33	74	5,657	141	\$45,627	\$10,313	\$35,314	\$9.23	\$6.28

2021											
Month	Pre-Paid Trips	Daily Trips	Pre-Paid Downtown Trips	Daily Downtown Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total \$ per Ride	Avg. City \$ per Ride
January	0	23	0	0	23	1	\$198	\$46	\$152	\$8.60	\$6.60
February	0	25	0	0	25	1	\$216	\$50	\$166	\$8.64	\$6.64
March	0	52	0	0	52	2	\$606	\$104	\$502	\$11.65	\$9.65
April	0	44	0	0	44	2	\$553	\$88	\$465	\$12.57	\$10.57
May	0	93	0	0	93	3	\$1,062	\$186	\$876	\$11.42	\$9.42
June	2	171	0	1	174	6	\$1,967	\$340	\$1,627	\$11.31	\$9.35
July	0	187	3	1	191	6	\$2,214	\$372	\$1,842	\$11.59	\$9.64
August	2	157	0	1	160	5	\$1,868	\$312	\$1,556	\$11.67	\$9.72
September	0	256	0	1	257	8	\$3,114	\$512	\$2,602	\$12.12	\$10.13
October	0	331	0	0	331	10	\$3,589	\$662	\$2,927	\$10.84	\$8.84
November	0	300	0	0	300	12	\$3,301	\$600	\$2,701	\$11.00	\$9.00
December	0	273	0	0	273	4	\$3,003	\$546	\$2,457	\$11.00	\$9.00
2021 Totals	4	1,912	3	4	1,923	60	\$21,691	\$3,818	\$17,873	\$11.28	\$9.29

2016 - 2021											
	Pre-Paid Trips	Daily Trips	Pre-Paid Downtown Trips	Daily Downtown Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total \$ per Ride	Avg. City \$ per Ride
TOTALS	7,246	59,647	189	699	67,781	1,301	\$539,282	\$120,599	\$420,230	\$7.96	\$6.20

**SERVICE
GOAL #5**

Summit's Rideshare Program is being extended and enhanced. The city has partnered with both Lyft and Uber

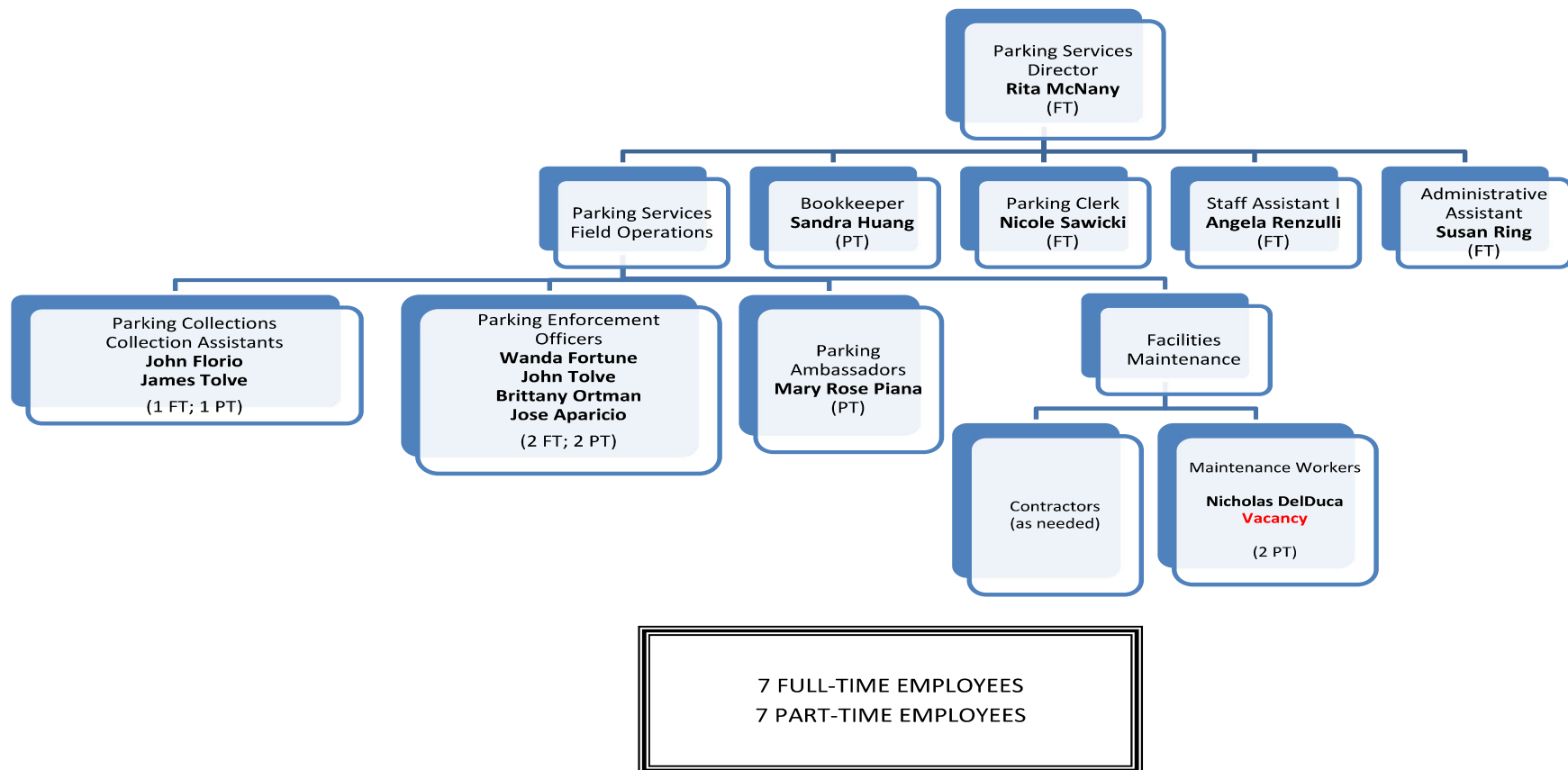
In December of 2021, the city sought out Request for Proposals to continue its ridesharing program. When the pandemic first hit, many people would not go to work, and some were reluctant to use the ridesharing program.

Now many Summit residents are participating in the program. To ensure there are enough drivers to meet participant demand, the city is partnering with both Lyft and Uber. In 2021, Lyft gave drivers an incentive to provide better service to Summit. With the increased driver incentive and increasing gas prices, the average cost per ride is \$3. This is due to off-peak ridership and many residents taking an early train to work.

Therefore, the Common Council approved an increase from \$2 per ride to \$3 per ride effective April 1, 2022. The following chart highlights ridership since its inception.

PARKING SERVICES AGENCY

2022



PARKING SERVICES UTILITY

REVENUES

REVENUES	2021				2022	Adopted/Proposed Budget Variance	
	Anticipated	Amended Adopted	ACTUAL as of 12/31/2021	Amount Over/(Under)	Anticipated	\$	%
Lots & Garages - Cash, CC & Parkmobile							
Garage - Broad Street	\$ 88,725	\$ 88,725	\$ 100,537	\$ 11,812	\$ 130,000	\$ 41,275	46.52%
Garage - Tier Upper Level	110,558	110,558	121,107	10,549	140,000	29,442	26.63%
Garage - Tier Ground Level	34,512	34,512	49,700	15,188	55,000	20,488	59.36%
Parking Lots (excludes DeForest Lots)	78,682	78,682	110,104	31,422	134,350	55,668	70.75%
DeForest Lots	232,496	232,496	224,260	(8,236)	284,000	51,504	22.15%
Bank Street Lot	28,636	28,636	37,653	9,017	37,000	8,364	29.21%
Library Lot	7,719	7,719	22,725	15,006	22,000	14,281	29.21%
Total Lots & Garages	\$ 580,242	\$ 580,242	\$ 666,086	\$ 84,758	\$ 802,350	\$ 221,022	38.09%
On-Street Meters							
Cash Only	\$ 80,000	\$ 80,000	\$ 90,500	\$ 10,500	\$ 116,000	\$ 36,000	45.00%
Kiosks	70,544	70,544	112,555	42,011	132,000	61,456	87.12%
Parkmobile	150,545	150,545	179,253	28,708	195,000	44,455	29.53%
Total On-Street Meters	\$ 301,089	\$ 301,089	\$ 382,308	\$ 81,219	\$ 443,000	\$ 141,911	47.13%
Smart Card Sales							
Initial Sales - Counter	\$ 0	\$ 0	\$ 0	\$ (0)	\$ 0	\$ 0	0.00%
Recharge Sales - Counter	0	0	0	0	0	0	0.00%
Total Smart Card Sales	\$ 0	\$ 0	\$ 0	\$ (0)	\$ 0	\$ 0	0.00%
Bar-Code Permit Sales							
Resident	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Resident Renewal	25,000	25,000	60,350	35,350	60,300	35,300	141.20%
Resident - Seniors	4,400	4,400	7,965	3,565	7,900	3,500	79.55%
Employee Renewal	6,700	6,700	13,150	6,450	13,000	6,300	94.03%
Employee - Seniors	260	260	440	180	400	140	53.85%
Total Bar-Code Permit Sales	\$ 36,360	\$ 36,360	\$ 81,905	\$ 45,545	\$ 81,600	\$ 45,240	124.42%

PARKING SERVICES UTILITY

REVENUES

REVENUES	2021				2022		Adopted/Proposed Budget Variance	
			ACTUAL	Amount				
	Anticipated	Amended Adopted	as of 12/31/2021	Over/(Under)	Anticipated		\$	%
Pre-Paid Parking								
Resident - Monthly and Daily	\$ 3,840	\$ 3,840	\$ 15,612	\$ 11,772	\$ 15,000	\$ 11,160	290.63%	
Resident - Quarterly	6,384	6,384	10,606	4,222	10,000	3,616	56.64%	
Resident - Annual	7,776	7,776	17,280	9,504	10,000	2,224	28.60%	
Resident - Overnight	36,748	36,748	52,189	15,441	50,000	13,252	100.00%	
Resident - Pre-paid Prior Year for Current Year	0	0	0	0	0	0	0.00%	
Resident - Pre-paid Current Year for Next Year	0	0	0	0	0	0	0.00%	
Less: Pre-paid Current Year for Next Year	0	0	0	0	0	0	0.00%	
Resident Pre-Paid Sub-Total	\$ 54,748	\$ 54,748	\$ 95,687	\$ 40,939	\$ 85,000	\$ 30,252	55.26%	
Corporate Codes - Employer Paid Parking	\$ 9,000	\$ 9,000	\$ 3,780	\$ (5,220)	\$ 3,500	\$ (5,500)	-61.11%	
Employee - Monthly and Daily	2,652	2,652	56,672	54,020	56,000	53,348	2011.61%	
Employee - Quarterly	27,360	27,360	34,930	7,570	34,000	6,640	24.27%	
Employee - Annual	28,512	28,512	53,568	25,056	53,000	24,488	85.89%	
Employee - Pre-paid Prior Year for Current Year	0	0	0	0	0	0	0.00%	
Employee - Pre-paid Current Year for Next Year	0	0	0	0	23,328	0	0.00%	
Less: Pre-paid Current Year for Next Year	0	0	(49,385)	(49,385)	49,385	0	0.00%	
Employee Pre-Paid Sub-Total	\$ 67,524	\$ 67,524	\$ 99,565	\$ 32,041	\$ 219,213	\$ 151,689	224.64%	
Refund	(5,150)	(5,150)						
Total Pre-Paid Parking	\$ 117,122	\$ 117,122	\$ 195,252	\$ 72,980	\$ 304,213	\$ 187,091	159.74%	
Daily Visitor Passes								
Bulk (Pack of 10 - \$50.00)	\$ 7,000	\$ 7,000	\$ 5,250	\$ (1,750)	\$ 5,200	\$ (1,800)	-25.71%	
Single (One Time - Atlantic Health)	0	0	0	0	0	0	100.00%	
Single (1 for \$6.00)	0	0	270	270	270	270	100.00%	
Total Daily Visitor Passes	\$ 7,000	\$ 7,000	\$ 5,520	\$ (1,480)	\$ 5,470	\$ (1,530)	-21.86%	
Non-Resident Lot								
Broad Street Garage	\$ 13,680	\$ 13,680	\$ 87,669	\$ 73,989	\$ 125,000	\$ 111,320	813.74%	
Total Non-Resident Parking	\$ 13,680	\$ 13,680	\$ 87,669	\$ 73,989	\$ 125,000	\$ 111,320	813.74%	
Overnight Parking								
Quarterly	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	901.00%	
Pre-paid Prior Year for Current Year	0	0	0	0	0	0	0.00%	
Pre-paid Current Year for Next Year	0	0	0	0	0	0	0.00%	
Less: Pre-paid Current Year for Next Year	0	0	0	0	0	0	0.00%	
Total Overnight Parking	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.37%	

PARKING SERVICES UTILITY

REVENUES

REVENUES	2021				2022		Adopted/Proposed Budget Variance	
	Anticipated	Amended Adopted	ACTUAL as of 12/31/2021	Amount Over/(Under)	Anticipated		\$	%
Other Revenues								
Dumpster Permit/Bagged Meters	\$ 15,502	\$ 15,502	\$ 26,235	\$ 10,733	\$ 14,000	\$ (1,502)	-9.69%	
Bid Specs	0	0	0	0	0	0	0.00%	
Bagged Meters - Developer Agreement	0	0	0	0	0	0	0.00%	
Misc-ChargePoint, etc.	250	250	283	533	250	0	0.00%	
Leased Spaces	57,600	57,600	72,250	14,650	60,000	2,400	4.17%	
Total Other Revenues	\$ 73,352	\$ 73,352	\$ 98,768	\$ 25,916	\$ 74,250	\$ 898	1.22%	
Park & Ride (DOT Rt. 24 Lot)								
Cash Receipts	\$ 0	\$ 0	\$ 141	\$ 141	\$ 140	\$ 140	100.00%	
Credit Card Usage and Daily CC	0	0	0	0	0	0	0.00%	
Parkmobile	0	0	213	213	200	200	100.00%	
Permit Monthly, Quarterly or Annually	0	0	1,784	1,784	1,655	1,655	100.00%	
Pre-paid Prior Year for Current Year	0	0	0	0	0	0	0.00%	
Pre-paid Current Year for Next Year	0	0	0	0	0	0	0.00%	
Less: Pre-paid Current Year for Next Year	0	0	0	0	0	0	0.00%	
Total NJDOT Park & Ride	\$ 0	\$ 0	\$ 2,138	\$ 2,138	\$ 1,995	\$ 1,995	100.00%	
Park & Rail (NJ Transit Lot)								
Cash Receipts	\$ 1,000	\$ 1,000	\$ 1,887	\$ 887	\$ 1,850	\$ 850	85.00%	
Smart Card Usage	0	0	0	0	0	0	100.00%	
Parkmobile	5,615	5,615	54,478	48,863	52,450	46,835	834.11%	
Credit Card Usage & CC Daily	59,535	59,535	30,143	(29,392)	30,000	(29,535)	-49.61%	
Less: Refunds,Transit Tax					(9,000)			
Total NJT Park & Rail	\$ 66,150	\$ 66,150	\$ 86,508	\$ 20,358	\$ 75,300	\$ 18,150	27.44%	
Parking Services Revenues Subtotal	\$ 1,249,743	\$ 1,249,743	\$ 1,606,154	\$ 405,423	\$ 1,998,178	\$ 748,435	59.89%	

PARKING SERVICES UTILITY

REVENUES

REVENUES	2021				2022	Adopted/Proposed Budget Variance	
	Anticipated	Amended Adopted	ACTUAL as of 12/31/2021	Amount Over/(Under)		\$	%
					Anticipated		
Other Anticipated Revenues							
Anticipated from Capital Surplus for Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	100.00%
Anticipated from Operating Surplus	928,859	928,859	928,859	0	412,050	(516,809)	-55.64%
Miscellaneous Revenue	0	0	3,298	3,298	0	0	0.00%
Budget Appropriation Vehicles and Other Improvements	0	0	0	0	0	0	0.00%
Snow Reserve	40,000	40,000	40,000	0	20,000	(20,000)	100.00%
					0		
Total Miscellaneous Revenues	\$ 968,859	\$ 968,859	\$ 972,157	\$ 3,298	\$ 432,050	\$ (516,809)	-53.34%
TOTAL PARKING SERVICE UTILITY REVENUES	\$ 2,218,602	\$ 2,218,602	\$ 2,578,311	\$ 408,721	\$ 2,430,228	\$ 211,626	9.54%

PARKING SERVICES UTILITY

LINE ITEM BUDGET

		2021				2022		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
55-501-000 <u>Salaries and Wages</u>									
101	Full-Time	\$ 434,208	\$ 434,208	\$ 442,166	\$ (7,958)	\$ 459,553	\$ 459,553	\$ 25,345	5.84%
102	Part-Time	140,131	140,131	143,928	(3,797)	154,001	154,001	13,870	9.90%
103	Overtime	5,000	5,000	4,270	730	5,000	5,000	0	0.00%
132	Parking Ambassadors/Temps	64,288	64,288	37,298	26,990	21,587	21,587	(42,701)	-66.42%
	Temporary Office Support Staff	0	0	0	0	0	0	0	100.00%
Total Salary & Wages		\$ 643,627	\$ 643,627	\$ 627,662	\$ 15,965	\$ 640,141	\$ 640,141	\$ (3,486)	-0.54%
55-502-001 <u>Other Expenses</u>									
201	Supplies & Materials	\$ 18,500	\$ 18,500	\$ 18,375	\$ 125	\$ 18,500	\$ 18,500	\$ 0	0.00%
204	Deforest Lots	64,000	54,000 *	53,020	980	11,500	11,500	(52,500)	-82.03%
205-215	Credit Card Charges	161,000	153,500 *	72,236	81,264	200,000	200,000	39,000	24.22%
310	Electronic Costs	243,600	236,600 *	196,957	39,643	282,150	282,150	38,550	15.83%
402	Building Maintenance	20,000	15,000 *	13,245	1,755	15,000	15,000	(5,000)	-25.00%
403	Equipment Maintenance	99,000	99,000	97,886	1,114	108,744	108,744	9,744	9.84%
405	Vehicle Maintenance	4,500	4,500	4,434	66	4,500	4,500	0	0.00%
417	Snow Removal	40,000	40,000	20,630	19,370	40,000	40,000	0	0.00%
501	Legal Services	1,000	892	0	892	1,000	1,000	0	0.00%
502	Financial Services	0	0	0	0	1,840	1,840	1,840	100.00%
504	Audit services	7,000	7,000	7,000	0	7,000	7,000	0	0.00%
505	Non-Resident Valet	0	0	0	0	0	0	0	100.00%
507	NJT Park & Rail Lots - Rents	45,000	41,000 *	41,000	0	45,000	45,000	0	0.00%
509	Parking Share of Other Services	50,000	50,000	50,000	0	50,000	50,000	0	0.00%
510	Parking Share of Pensions	60,000	60,000	60,000	0	70,000	70,000	10,000	16.67%
700	Equipment	5,500	5,500	5,500	0	8,000	8,000	2,500	45.45%
801	Clothing (Uniforms)	3,000	3,000	674	2,326	3,000	3,000	0	0.00%
804	Training & Seminars	3,000	3,000	878	2,122	3,000	3,000	0	0.00%
806	Memberships	1,500	1,500	0	1,500	1,500	1,500	0	0.00%
942	Parking Lot Maintenance	3,500	3,500	3,000	500	3,500	3,500	0	0.00%
943	Maintenance - NJ Transit & NJDOT Lots	2,000	0 *	0	0	0	0	(2,000)	0.00%
946	Reserved for Salary Adjustments	15,315	15,315	0	15,315	12,000	12,000	(3,315)	-21.65%
Total Other Expenses		\$ 847,415	\$ 811,807	\$ 644,835	\$ 166,972	\$ 886,234	\$ 886,234	\$ 38,819	4.58%
Parking Appropriations Subtotal		\$ 1,491,042	\$ 1,455,434	\$ 1,272,497	\$ 182,937	\$ 1,526,375	\$ 1,526,375	\$ 35,333	2.37%

* \$35,500 canceled to fund balance

PARKING SERVICES UTILITY

LINE ITEM BUDGET

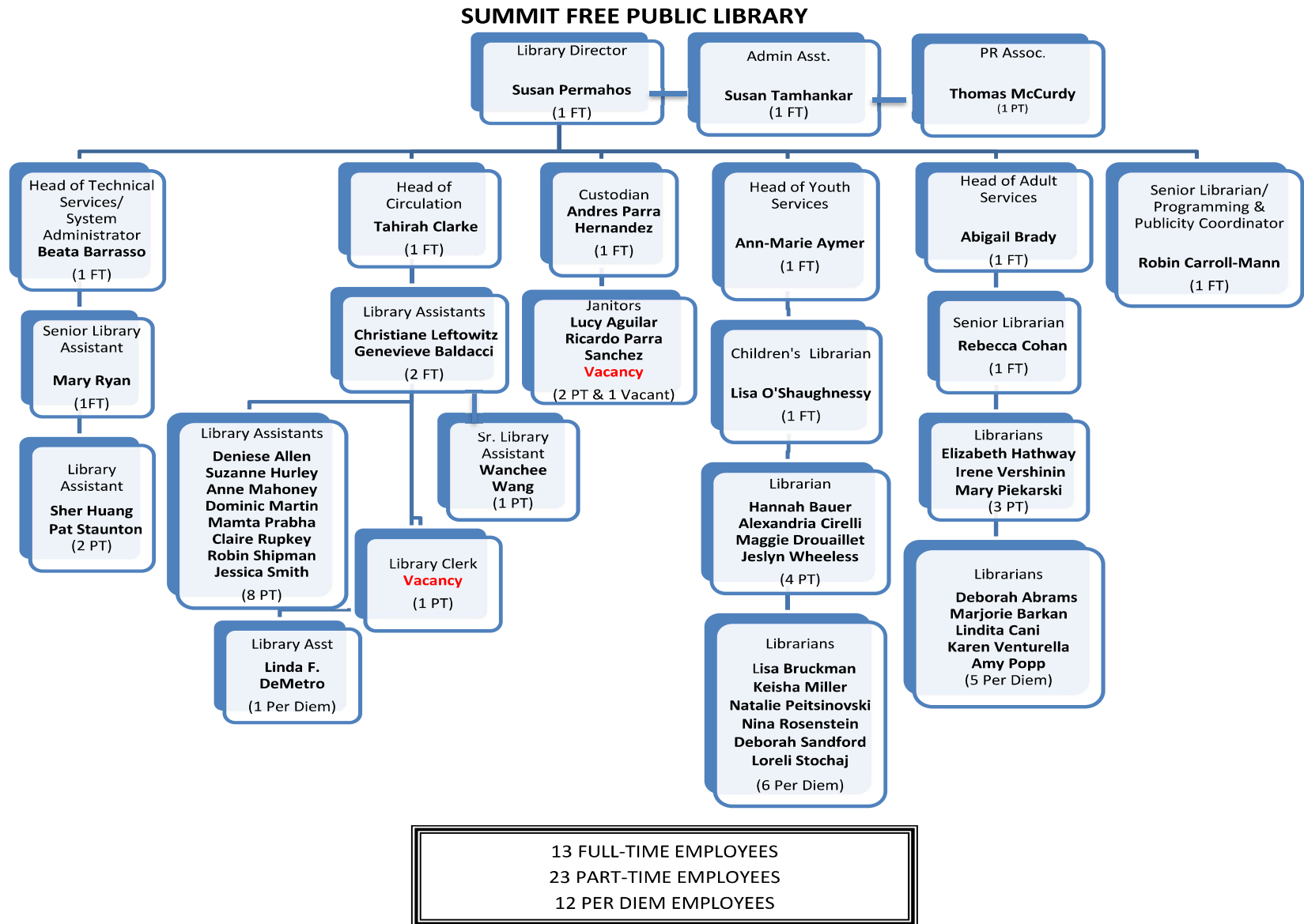
	2021				2022		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Capital Improvement Fund</u>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
<u>Acquisition of Vehicles and Other Capital Outlay</u>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	10.00%
<u>Deferred Charges</u>	\$ 7,600	\$ 7,600	\$ 7,600	\$ 0	\$ 10,000	\$ 10,000	\$ 2,400	31.58%
<u>Insurance</u>	\$ 135,000	\$ 135,000	\$ 135,000	\$ 0	\$ 135,000	\$ 135,000	\$ 0	0.00%
<u>Special Emergency - 5 year</u>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 170,000	\$ 170,000	\$ 170,000	100.00%
<u>Debt Service</u>								
Bond Principal	\$ 365,000	\$ 365,000	\$ 365,000	\$ 0	\$ 360,000	\$ 360,000	\$ (5,000)	-1.37%
Bond Anticipation Notes Principal	0	0	0	0	4,000	4,000	4,000	0.00%
Interest on Bonds	117,060	117,060	117,060	0	112,856	112,856	(4,204)	-3.59%
Interest on Bond Anticipation Notes	2,400	2,508	2,508	0	1,920	1,920	(480)	0.00%
Interest on Special Emergency Note	0	0	0	0	8,477	8,477	8,477	100.00%
Debt Service Broad Street Garage	0	0	0	0	0	0	0	0.00%
Reserve for Debt Service	0	0	0	0	0	0	0	0.00%
Total Other Expenses	\$ 484,460	\$ 484,568	\$ 484,568	\$ 0	\$ 487,253	\$ 487,253	\$ 2,793	0.58%
<u>Statutory Expenditures</u>								
Social Security & Medicare	\$ 63,000	\$ 63,000	\$ 63,000	\$ 0	\$ 63,000	\$ 63,000	\$ 0	0.00%
	\$ 63,000	\$ 63,000	\$ 63,000	\$ 0	\$ 63,000	\$ 63,000	\$ 0	0.00%
<u>Utilities</u>								
Electricity	\$ 30,000	\$ 30,000	\$ 25,074	\$ 4,926	\$ 25,000	\$ 25,000	(5,000)	-16.67%
Mobile Phones & Data Lines	6,000	6,000	7,932	(1,932)	7,000	7,000	1,000	16.67%
Telephone (Garages)	1,000	1,000	0	1,000	1,000	1,000	0	0.00%
Water	500	500	605	(105)	600	600	100	20.00%
Total Other Expenses	\$ 37,500	\$ 37,500	\$ 33,611	\$ 3,889	\$ 33,600	\$ 33,600	\$ (3,900)	-10.40%
<u>Sales Tax</u>								
NJ Sales Tax for NJ Transit Lot	\$ 6,000	\$ 6,000	\$ 4,979	\$ 0	\$ 5,000	\$ 5,000	\$ (1,000)	-16.66%
Total Other Expenses	\$ 6,000	\$ 6,000	\$ 4,979	\$ 0	\$ 5,000	\$ 5,000	\$ (1,000)	-16.67%
<u>Contribution to Current Fund</u>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	310.00%
Overall Parking Utility Totals	\$ 2,224,602	\$ 2,189,102	\$ 2,001,254	\$ 186,826	\$ 2,430,228	\$ 2,430,228	\$ 205,626	9.24%

PARKING SERVICES UTILITY

EMPLOYEE SALARY & WAGES

Status	Title	2021 Base + Longevity	2022 Base	Grade	Step	Longevity	2022 Total
Florio, John	Full-Time Collections Assistant	\$ 0	\$ 41,685	5	1	\$ 0	\$ 41,685
Fortune, Wanda	Full-Time Parking Enforcement Officer	61,621	64,267	5	19	0	64,267
McNany, Rita	Full-Time Parking Services Manager	117,662	117,451	17	11	9,396	126,847
Renzulli, Angela	Full-Time Secretary I	38,270	42,078	4	3-5	0	42,078
Ring, Susan	Full-Time Administrative Assistant	71,543	74,616	8	19	0	74,616
Retirement 2021	Full-Time Parking Technician	78,697	0	8	19	0	0
Sawicki, Nicole	Full-Time Parking Services Clerk	66,415	69,267	7	19	0	69,267
Tolve, John	Full-Time Parking Enforcement Officer	0	40,793			0	40,793
Vacancy	PT-Hrly Maintenance Worker	0	23,993	5	4	0	23,993
Huang, Sandra	Part-Time Bookkeeper	30,007	31,293	4	19	0	31,293
DeDuca, Nicholas	PT-Hrly Maintenance Worker	34,940	23,061			0	23,061
Tolve, James	PT-Hrly Parking Collections Assistant	20,896	21,366			0	21,366
Aparicio, Jose	Part-Time Parking Enforcement Officer	27,144	27,144			0	27,144
Ortman, Brittany	Part-Time Parking Enforcement Officer	27,144	27,144			0	27,144
Vacancy	Temporary Ambassador	18,096	0			0	0
Vacancy	Temporary Ambassador	18,096	0			0	0
Piana, Mary Rose	Temporary Ambassador	18,096	21,587			0	21,587
Permit Renewals-Temp Supp Staff	Temporary Office Support Staff	10,000	0			0	0
Salaries & Wages Total		\$ 638,627	\$ 584,060			\$ 9,396	\$ 635,141

LIBRARY



390-000 MUNICIPAL LIBRARY

LINE ITEM BUDGET

		2021			2022		Adopted/Proposed Budget Variance	
		Final Budget	Paid or Charged as of 12/31/2021	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>								
101	Full-Time	\$ 1,080,376	\$ 1,077,451	\$ 2,925	\$ 1,117,715	\$ 1,117,715	\$ 37,339	3.46%
102	Part-Time	398,824	311,277	87,547	395,000	395,000	(3,824)	-0.96%
104	Per Diem	25,000 *	22,717	2,283	27,000	27,000	2,000	100.00%
105	Sundays	25,900 *	13,936	11,964	44,000	44,000	18,100	100.00%
106	Sick Leave	8,150 *	6,789	1,361	10,000	10,000	1,850	100.00%
Total Salary & Wages		\$ 1,538,250	\$ 1,432,171	\$ 106,079	\$ 1,593,715	\$ 1,593,715	\$ 55,465	3.61%
<u>Other Expenses</u>		* \$31,500 transferred to Library Operating Expenses						
217	Books	\$ 115,249	\$ 116,555	\$ (1,306)	\$ 0	\$ 0	\$ (115,249)	-100.00%
218	Periodicals	14,500	13,095	1,405	0	0	(14,500)	-100.00%
219	Audio Visual	55,000	53,851	1,149	0	0	(55,000)	-100.00%
220	Other Materials	500	0	500	0	0	(500)	-100.00%
221	Machine Readable	81,500 *	67,263	14,237	0	0	(81,500)	-100.00%
222	Other Operating Expenses	35,000	36,100	(1,100)	442,487	442,487	407,487	1164.25%
223	Library of Things	1,500	1,286	214	0	0	(1,500)	100.00%
224	Replacement	0	0	0	0	0	0	100.00%
225	Delivery	1,000	0	1,000	0	0	(1,000)	-100.00%
227	Programming	0	0	0	0	0	(0)	-100.00%
228	Copy/Fax Supplies/Cartridges	0	0	0	0	0	(0)	-100.00%
229	Equipment Maintenance Contracts	0	0	0	0	0	(0)	-100.00%
415	Plant Operation & Maintenance	105,000 *	98,609	6,391	0	0	(105,000)	-100.00%
517	Computer Costs	43,000 *	35,480	7,520	0	0	(43,000)	-100.00%
812	Fringe Benefits - SS/Medicare	120,086	104,072	16,014	121,919	121,919	1,833	1.53%
813	Fringe Benefits - Pension	165,000	165,000	0	167,075	167,075	2,075	1.26%
814	Fringe Benefits - Health/Dental	160,000	160,000	0	156,000	156,000	(4,000)	-2.50%
815	Building Insurance	42,000	42,000	0	42,000	42,000	0	0.00%
816	DCRP/Group Life/Disability	7,000	4,932	2,068	7,500	7,500	500	7.14%
817	Library Other Municipal Expenses	3,500	3,500	0	3,500	3,500	0	0.00%
818	Accident Insurance	3,000	3,000	0	3,000	3,000	0	0.00%
899	Miscellaneous	1,000	0	1,000	0	0	(1,000)	-100.00%
900	Library Credit Card Fees	0	25	(25)	0	0	0	100.00%
Total Other Expenses		\$ 953,835	\$ 904,768	\$ 49,067	\$ 943,481	\$ 943,481	\$ (10,354)	-1.09%
Library Total Appropriations		\$ 2,492,085	\$ 2,336,939	\$ 155,146	\$ 2,537,196	\$ 2,537,196	\$ 45,111	1.81%

[illegible]

*R. Carroll-Mann - longevity frozen at \$7,624 in 2009 CWA agreement

CAPITAL

2022 Capital Budget & 5-Year Plan



PURPOSE

The mission of the annual Capital Plan is to maintain and improve the capital assets of the city over time. Under New Jersey Local Budget law, the governing body shall prepare, approve, and adopt a budget for the expenditure of public funds for capital expenditures to give effect to general improvement programs. Useful life of any given capital project must be at least five years. Cities with a population of more than 10,000 citizens are required to provide a six-year capital plan as well.

Overview

The primary challenge of the annual capital budget is to balance priorities with fiscal constraints. Similar to an annual operating budget, a capital budget and multi-year capital project plan can require difficult decisions. The nature and importance of individual capital requests will likely determine those that will be accomplished in the respective budget year and those that can be deferred to future years. The 2022 capital budget reflects projects that were developed and reviewed from the functional level given the familiarity of respective department heads with particular capital projects and needs. Additional evaluation was conducted at a fiscal level with the Administrator and municipal CFO to assess budgetary parameters, debt affordability, long-term debt expense and operating costs once the project is complete. Lastly, Common Council committees evaluated all capital requests in the context of established broader community objectives.

Total project requests from department heads amounted to over \$6.23 million. However, after careful re-assessment of all capital requests, the recommended 2022 capital budget plan, which includes city, sewer utility and parking services utility projects, amounts to \$4.28 million.

CAPITAL PROJECT ASSESSMENT

The proposed 2022 capital improvement plan includes projects that were evaluated using various factors to identify current capital asset needs. These factors, or objectives, are listed below.

Objective 1: Health and safety concerns

Objective 2: Legal mandates

Objective 3: Economic, environmental, or social value to the community

Objective 4: Operational benefits to city organization

Objective 5: Specific needs or demands for improved service, timeliness, or cost savings

Objective 6: Investment return

Objective 7: Capacity to leverage other resources

Objective 8: Project feasibility (cost, time frames, management capacity)

2022 CAPITAL PROJECTS SUMMARY: \$4.28 million

Functional Area	Total Capital Request	Brief Description
Public Safety		
<i>Fire Department</i>	\$ 230,000	<ul style="list-style-type: none">▪ Firefighter turnout gear replacement▪ Small and rescue equipment replacement▪ Fire hose replacement▪ Tablets for frontline vehicles▪ Station alerting system – New Fire Headquarters
<i>Police Department</i>	\$ 110,000	<ul style="list-style-type: none">• Vehicle replacement
<i>MVEC Joint Dispatch</i>	\$ 0	
Administration/ Clerk/Finance	\$ 100,000	<ul style="list-style-type: none">• Storage/shelving/lighting including basement repairs• Council Chamber AV equipment replacements
Community Programs	\$ 310,000	<ul style="list-style-type: none">▪ Mabie playground (50% funding)▪ Park furnishings

Functional Area	Total Capital Request	Brief Description
Community Services	\$ 1,390,000	<ul style="list-style-type: none"> ▪ <u>Infrastructure</u>: Various road, sidewalk, and pedestrian safety improvement projects ▪ <u>Vehicle/Equipment</u>: Replace Packer garbage truck 20CY; purchase snow tractors; and purchase log splitter/mill ▪ <u>Buildings</u>: City Hall HVAC upgrades and file storage improvements; DCP Community Center building upgrades; Transfer Station and City Hall building maintenance projects; Transfer Station remediation LSRP; and Transfer Station packer and HVAC upgrades
Technology	\$ 0	
Parking Services Agency	\$ 0	
Sewer Utility	\$ 2,140,000	<ul style="list-style-type: none"> ▪ <u>Infrastructure</u>: TV inspection and line cleaning project; sewer lining and spot repairs; DPW 41 Chatham Road sewer utility complex facility and HVAC upgrades; DPW 41 Chatham Road building upgrades; and DPW 41 Chatham Road garage door replacement ▪ <u>Capital Projects</u>: Sewer replacement (Oxbow Lane and Wildwood Lane) and (Rowan Road); priority spot repairs and investigation; and collection system upgrades ▪ <u>Equipment</u>: Sewer camera inspection and truck; and purchase VMS messaging boards ▪ <u>Pump Stations</u>: Work projects at Chatham Road and Constantine pump stations; general pump upgrades; and grinder replacement program

2022 CAPITAL BUDGET

2022-2027 CAPITAL PLAN

2022 Capital Budget	Approved	Requested	Future Years					
PROJECT SUMMARY	2021	2022	2023	2024	2025	2026	2027	Prospective Projects
								2022-2027 Total

Fire Department

Equipment

Special Operations/ Rescue Replacement	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 650,000	\$ 0	\$ 0	\$ 650,000
SCBA Breathing Air Packs Replacement					50,000				50,000
Firefighter Turnout Gear	30,000	30,000	15,000	15,000	18,000	18,000	18,000		114,000
Rescue One Replacement					700,000				700,000
Engine 4 Replacement				800,000					800,000
Special Services Vehicle Replacement				80,000					80,000
Incident Command Vehicle Replacement	80,000								0
Small Equipment Replacement Program	10,000	10,000		8,000					18,000
Fire Hose Replacement	50,000	15,000	15,000		15,000		15,000		60,000
Rescue Equipment Replacement	40,000	15,000		20,000					35,000
Fire Prevention Vehicle Replacement									0
Tablets for Frontline Vehicles	55,000								0
Fire Equipment Subtotal	\$ 265,000	\$ 70,000	\$ 30,000	\$ 923,000	\$ 783,000	\$ 668,000	\$ 33,000	\$ 0	\$ 2,507,000

Fire Headquarters

Furniture - New Fire Headquarters	\$ 0	\$ 0	\$ 260,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 260,000
IT for - New Fire Headquarters			85,000						85,000
Radio System - New Fire Headquarters			35,000						35,000
Station Alerting System - New Fire Headquarters		160,000							160,000
Fire Headquarters Subtotal	\$ 0	\$ 160,000	\$ 380,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 540,000

FIRE DEPARTMENT TOTAL

\$ 265,000	\$ 230,000	\$ 410,000	\$ 923,000	\$ 783,000	\$ 668,000	\$ 33,000	\$ 0	\$ 3,047,000
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Police Department

Police Network Server Replacement	\$ 30,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 30,000	\$ 0	\$ 0	\$ 30,000
In Car Video/ALPR System			35,000						35,000
Automatic External Defibrillator					30,000				30,000
Alcotest Breathalyzer Machine				20,000					20,000
Vehicle Replacement	110,000	110,000	115,000	115,000	120,000	120,000	120,000		700,000
City Hall/ Police Dept Camera System Upgrades			100,000						100,000
Unmanned Aerial Vehicle (Thermal Imaging Aerial Drone)			15,000						15,000
Variable Message Board	17,000				18,000				18,000
POLICE DEPARTMENT TOTAL	\$ 157,000	\$ 110,000	\$ 265,000	\$ 135,000	\$ 168,000	\$ 150,000	\$ 120,000	\$ 0	\$ 948,000

MVEC Dispatch Center

Call Taking/Dispatch Workstations & Computer Equipment	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
MVEC DISPATCH CENTER TOTAL	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

2022 CAPITAL BUDGET

2022-2027 CAPITAL PLAN

2022 Capital Budget	Approved	Requested	Future Years						
PROJECT SUMMARY	2021	2022	2023	2024	2025	2026	2027	Prospective Projects	2022-2027 Total
Library									
Computer Hardware	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Library Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Administration/Clerk/Finance									
Reduction of Storage/Shelving/Lighting incl. Basement Repairs	\$ 0	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000
Council Chamber AV Equipment Replacement		\$ 50,000							
Citywide Property Revaluation								1,000,000	0
ADMINISTRATION/CLERK/FINANCE TOTAL	\$ 0	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,000,000	\$ 50,000
Department of Community Programs									
Facility Repair/Maintenance									
Municipal Golf Course ADA/Parking Lot	\$ 0	\$ 0	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000
Community Center Grading	125,000								0
Community Center New Playground/Basketball Court					500,000				500,000
Paddle Tennis Courts Repairs	75,000								0
Tatlock Tennis Court Restriped					50,000				50,000
Upper Tatlock Lights			276,250						276,250
Upper Tatlock Playground			500,000						500,000
Mabie Playground/Basketball		300,000	300,000						600,000
Family Aquatic Center Slide Repairs/Replacement				500,000					500,000
Family Aquatic Center Improvements ADA Updates/Bathhouse Roof				320,000					320,000
Citywide Playground Master Plan & Equipment Upgrades	200,000								0
Tatlock Park - New stadium bathroom (Masterplan Area 4)						460,000			460,000
Tatlock Prk - General Purpose Area (Masterplan Area 7)						360,000			360,000
Tatlock Prk - Southerly Open Area (Masterplan Area 10)						16,735			16,735
Tatlock Prk - Cow Pasture Area (Masterplan Area 10)						6,500			6,500
Tatlock Parking Lot and Accessibility (Master Plan Area 2,3,4a,8)					1,025,500				1,025,500
Investor Bank Stadium Upgrades (Masterplan Area 1)			490,000	253,000					743,000
Investor Bank Stadium - Turf Replacement						600,000			600,000
Memorial Playground Equipment				500,000					500,000
Memorial Basketball									0
Subtotal Community Programs Facility Repair/Maintenance	\$ 400,000	\$ 300,000	\$ 1,616,250	\$ 1,573,000	\$ 1,575,500	\$ 1,443,235	\$ 0	\$ 0	\$ 6,507,985
Community Programs Vehicles & Equipment									
Park Furnishing	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000
Showmobile Replacement	\$ 175,000								0
Subtotal Community Programs Vehicles & Equipment	\$ 185,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000
DEPARTMENT OF COMMUNITY PROGRAMS TOTAL	\$ 585,000	\$ 310,000	\$ 1,626,250	\$ 1,583,000	\$ 1,585,500	\$ 1,453,235	\$ 10,000	\$ 10,000	\$ 6,567,985

2022 CAPITAL BUDGET

2022-2027 CAPITAL PLAN

2022 Capital Budget	Approved	Requested	Future Years					
PROJECT SUMMARY	2021	2022	2023	2024	2025	2026	2027	Prospective Projects
								2022-2027 Total

Department of Community Services

Infrastructure

Annual Road Program	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Arden, Brantwood & Woodfern			475,000					475,000
Ashland Road						350,000		350,000
Beckman Terrace (Paved Portion)						125,000		125,000
Blair, Cromwell, Dorsett & Nassau					300,000			300,000
Brainerd, Canoe Brook Place & Fay						350,000		350,000
Briant Parkway, Edison Drive & Mead Court			500,000					500,000
Broad Street Corridor Timing				200,000				200,000
Business District Repairs/Improvements		10,000		10,000		10,000		30,000
Canoe Brook Parkway & Beverly Road					550,000			550,000
Canterbury Lane, Ramsey Drive				400,000				400,000
Cedric Road & Templar Way					425,000			425,000
College Roads (Yale, Princeton)			200,000					200,000
Colonial Road				300,000				300,000
Colt Road				425,000				425,000
Cul-de-sac Paving Project	\$ 475,000							0
Curbing Program				200,000		100,000		300,000
Denman Place				100,000				100,000
Division Avenue		50,000						50,000
Evergreen Road							100,000	100,000
Friar Tuck Circle						175,000		175,000
Garden Road					150,000			150,000
George Street							100,000	100,000
Greenbriar Avenue					275,000			275,000
High Street							100,000	100,000
Hobart Ave Sect 2 (Springfield to Rte 124)				250,000				250,000
Hobart Road						100,000		100,000
Industrial Place							150,000	150,000
Iris Road							250,000	250,000
Lafayette Ave							100,000	100,000
Lorrain Place, Lorrain Road & Sherman Avenue					650,000			650,000
Madison Avenue							250,000	250,000
Martings Brook Improvement Project			250,000					250,000
Michigan Avenue/Transit Village	250,000		250,000					250,000
Micropaving Program	150,000	125,000	150,000	150,000	150,000	150,000	150,000	875,000
Morris Avenue Corridor Timing		50,000						50,000
Mount Vernon Ave				150,000				150,000
New England Ave							150,000	150,000
Oak Knoll Road			75,000					75,000
Oak Ridge Avenue (Mountain to Elm)		200,000						200,000
Open Space Management	35,000		35,000					35,000
Park Avenue (+North, South & John)	400,000							0
Passaic Avenue (City portion)							100,000	100,000
Pearl Street				150,000				150,000
Pedestrian Safety Improvement Project	100,000	100,000	150,000	100,000	100,000	100,000	100,000	650,000
Pine Ridge Avenue							100,000	100,000
Prospect Street			750,000					750,000
Public Works Paving Program	100,000	50,000	150,000	150,000	150,000	150,000	150,000	800,000

2022 Capital Budget	Approved	Requested	Future Years					
<u>PROJECT SUMMARY</u>	2021	2022	2023	2024	2025	2026	2027	Prospective Projects
								2022-2027 Total

Department of Community Services

Infrastructure (continued)

Regulatory & Warning Sign Replacement	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000		\$ 90,000
RRFB Installations			50,000	25,000		25,000			100,000
Ridgedale Road			300,000						300,000
River Road Corridor Timing						100,000			100,000
Russell Place					200,000				200,000
Safe Streets to Transit		100,000							100,000
Sidewalk Infrastructure Project					150,000		150,000		300,000
Storm Water Requirements	5,000	5,000	5,000	5,000	5,000	5,000	5,000		30,000
Storm Sewer Maintenance			100,000	100,000	100,000	100,000	100,000		500,000
Storm Water Drainage Improvement Projects	75,000	25,000		150,000		150,000	75,000		400,000
Sweetbriar Road				200,000					200,000
Traffic Calming Measures	50,000	50,000	50,000	50,000	50,000	50,000	50,000		300,000
Traffic Signal Upgrade Program		50,000		50,000		50,000			150,000
Tulip Street (Mountain to Ashland)	325,000								0
Tulip Street (Ashland to Springfield)				325,000					325,000
Wade Drive & Karen Way						550,000			550,000
Walnut Street					150,000				150,000
Williams Street							100,000		100,000
Woodlad Avenue						350,000			350,000
Woodmere Pond Tree Removal & Planting		25,000							25,000
Subtotal DCS Infrastructure	\$ 1,980,000	\$ 855,000	\$ 3,505,000	\$ 3,505,000	\$ 3,420,000	\$ 2,655,000	\$ 2,645,000	\$ 0	\$ 16,585,000

Vehicle/Equipment

Jeep Wrangler4WD w/Plow #102 Replacement	\$ 0	\$ 0	\$ 50,000		\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000
Tandem Axle Dump Truck w/Plow #13 Replacement			200,000						200,000
SA Dump Truck 5-7CY w/Plow #12 #14 #15 #42 Replacement			175,000	180,000		175,000			530,000
F550 Traffic Truck w/Bucket #45 Replacement						140,000			140,000
F450 4WD Mason Dump w/Plow #47 Replacement				90,000					90,000
F250 4WD Pickup w/Plow #99 #105 Replacement			50,000		50,000				100,000
F350 4WD Pickup w/Plow #90 Replacement				52,000					52,000
F450 4WD Rack Body Truck w/Plow #56 Replacement			65,000						65,000
2008 Trash Transfer Trailers #79 Replacement			100,000	100,000	100,000				300,000
Rear Packer Garbage Truck 20CY #63 Replacement		50,000	175,000			210,000			435,000
Rear Packer Garbage Truck 25CY #64 Replacement			285,000		290,000				575,000
Golf Course Mntn Equip #168 #171 #177 #178 #179 Replacement				70,000					70,000
Street Sweeper #519 Replacement					275,000				275,000
185 CFM Trailered Air Compressor #50 Replacement	25,000			38,000					38,000
Salt Spreaders 5-6CY #29 #30 #32 #34 Replacement			80,000						80,000
Sprayer Turf 175 Gallon w/ Foam #110 Replacement				44,000					44,000
Asphalt Paving Machine #25 Replacement						180,000			180,000
Asphalt Rollers #21 Replacement				130,000					130,000
Air Compressor #50 Replacement									0
Snow Loader #166 Replacement					140,000				140,000
72" Mower #152 #154 #155 Replacement						35,000			35,000
Yard Jockey Tractor TS #73 Replacement				110,000					110,000

2022 CAPITAL BUDGET

2022-2027 CAPITAL PLAN

2022 Capital Budget	Approved	Requested	Future Years						
PROJECT SUMMARY	2021	2022	2023	2024	2025	2026	2027	Prospective Projects	2022-2027 Total

Department of Community Services

Vehicle/Equipment (continued)

Hot Tar Crack Filler, Trailer Mount Replacement	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 105,000	\$ 0	\$ 0	\$ 105,000
Brush Chipper #165 Replacement			75,000						75,000
Tree Stump Grinder #147 Replacement					70,000				70,000
Turf Tractor 4WD & Implements #148 #151 #158 #160 Replacement				80,000					80,000
Kubota Sidewalk Snow Tractor w/Plow & Blower Replacement	30,000								0
Upgrade Fuel Dispensing System City Garage Replacement				25,000					25,000
Compost/Topsoil/Sweepings Screener Replacement	125,000								0
Paint Trailer #55 Replacement	3,000								0
Paint Machine (Maintenance) #51 Replacement	18,000								0
Purchase Snow Tractors		70,000							70,000
Purchase Log Splitter/Mill		65,000							65,000
Purchase VMS Messaging Boards									0
Manlifts for City Hall and DCP	45,000								0
Subtotal DCS Vehicles and Equipment	\$ 246,000	\$ 185,000	\$ 1,255,000	\$ 919,000	\$ 925,000	\$ 845,000	\$ 0	\$ 0	\$ 4,129,000

DCS Buildings

City Hall Building Maintenance		\$ 75,000	\$ 0	\$ 75,000	\$ 0	\$ 75,000	\$ 0	\$ 0	\$ 225,000
City Hall Electrical Upgrades	25,000								0
City Hall HVAC (Internal Upgrades)	30,000	25,000	150,000	25,000		25,000			225,000
City Hall Elevator Upgrade/Jack Replacement				35,000		15,000			50,000
City Hall ADA Ramp Upgrade			75,000						75,000
City Hall File Storage Improvements		90,000							90,000
DCP - 100 Moris Ave - Building Upgrades		25,000		25,000		25,000			75,000
DCP - Cornog - Building Upgrades		15,000		15,000		15,000			45,000
DPW 41 Chatham Road Building Maintenance	30,000		30,000	30,000	30,000	30,000			120,000
DPW 41 Chatham Road Facility Renovation			75,000	75,000				1,500,000	150,000
DPW 41 Chatham Road Salt Dome Replacement				25,000					25,000
DPW 41 Chatham Road - Garage Door Replacement	40,000		50,000	50,000					100,000
DPW 41 Chatham Road - Archive Upgrades			150,000						0
Transfer Station Building Maintenance	50,000	30,000	30,000	30,000	30,000	30,000			150,000
Transfer Station Compactor	25,000								0
Transfer Station Packer Upgrade	25,000	25,000	250,000					1,500,000	275,000
Transfer Station Remediation/Redevelopment LSRP	100,000	50,000		250,000		1,750,000		1,750,000	2,050,000
Transfer Station Siding/Shell Replacement	225,000								0
Transfer Station HVAC Upgrades		15,000	100,000						115,000
Village Green Improvements								750,000	0
Subtotal DCS Buildings	\$ 550,000	\$ 350,000	\$ 910,000	\$ 635,000	\$ 60,000	\$ 1,965,000	\$ 0	\$ 5,500,000	\$ 3,770,000

DEPARTMENT OF COMMUNITY SERVICES TOTAL

\$ 2,776,000	\$ 1,390,000	\$ 5,670,000	\$ 5,059,000	\$ 4,405,000	\$ 5,465,000	\$ 2,645,000	\$ 5,500,000	\$ 24,484,000
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Technology

DCS Software	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
DCS GIS			50,000						50,000
DCS - Cameras at City Facilities			25,000	25,000	25,000	25,000			0
DPW 2-Way Radio Update and Conversion	15,000								0
Subtotal Technology	\$ 15,000	\$ 0	\$ 75,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 0	\$ 0	\$ 50,000

TOTAL CITY PROJECTS

\$ 3,998,000	\$ 2,140,000	\$ 8,046,250	\$ 7,725,000	\$ 6,966,500	\$ 7,761,235	\$ 2,808,000	\$ 6,510,000	\$ 35,446,985
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2022 CAPITAL BUDGET

2022-2027 CAPITAL PLAN

2022 Capital Budget	Approved	Requested	Future Years					
PROJECT SUMMARY	2021	2022	2023	2024	2025	2026	2027	Prospective Projects
								2022-2027 Total

UTILITY PROJECTS

Parking Services Utility

Parking Deforest Shelters/Canopies	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Broad Street Garage Rehab Project									0
Vehicle Replacement									0
Tier Garage Rehab Project			500,000						500,000
Parking Lot Maintenance		0	50,000	50,000	50,000	150,000			300,000
Parking Services Utility Totals	\$ 0	\$ 0	\$ 550,000	\$ 50,000	\$ 50,000	\$ 150,000	\$ 0	\$ 0	\$ 800,000

Sewer Utility

General - Infrastructure

TV Inspection & Line Cleaning Project	\$ 0	\$ 200,000	\$ 0	\$ 225,000	\$ 0	\$ 225,000	\$ 0	\$ 0	\$ 650,000
Sewer Lining		75,000				75,000			150,000
Spot Repairs		50,000		50,000		50,000			150,000
GIS mapping & updates	7,500		10,000						10,000
Trunkline Maintenance & Repairs				50,000					50,000
Force Main Valve Upgrades					25,000	-			25,000
Infiltration & Inflow Projects				25,000					25,000
DPW 41 Chatham Road Sewer Jet Garage Extension	225,000								0
DPW 41 Chatham Road - Sewer Utility Complex Upgrades		100,000							100,000
DPW 41 Chatham Rd (Sewer HQ) Facility Upgrades		60,000							60,000
DPW 41 Chatham Rd (Sewer HQ) Building Maintenance		30,000							30,000
DPW 41 Chatham Rd (Sewer HQ) - Garage Door Replacement		50,000							50,000
DPW 41 Chatham Rd (Sewer HQ) - HVAC Upgrades		35,000							35,000
2-Way Radio Update and Conversion	15,000				15,000				15,000
Subtotal General Routine Infrastructure	\$ 247,500	\$ 600,000	\$ 10,000	\$ 350,000	\$ 40,000	\$ 350,000	\$ 0	\$ 0	\$ 1,350,000

Sewer Utility

Capital Projects

Broad Street Trunk line	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 50,000
Sewer Replacement - Ox Bow Lane & Wildwood Lane		550,000							550,000
Sewer Replacement - Rowan Road		300,000							300,000
West End Avenue								500,000	0
Division Avenue & Blackburn Road			250,000					500,000	250,000
Priority Spot Repairs & Investigation		50,000		100,000		100,000			250,000
Collection System Upgrades		75,000	75,000	75,000	75,000	75,000	75,000		450,000
Out year Projects			100,000		350,000				450,000
Subtotal Sewer Capital Projects	\$ 0	\$ 975,000	\$ 425,000	\$ 200,000	\$ 425,000	\$ 175,000	\$ 100,000	\$ 1,000,000	\$ 2,300,000

Equipment

#41 F350 4WD Oicjuo w/plow #41	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
#43 5CY Dump w/Plow	195,000								0
#47 F450 4WD Mason Dump w/Plow				90,000					90,000
#550 Sewer Camera Inspection and Truck		245,000							245,000
#210 4x4 Utility Vehicle			40,000						40,000
#310 4x4 Utility Vehicle					40,000				40,000
Purchase VMS Messaging Boards		50,000							50,000
Subtotal Sewer Infrastructure	\$ 195,000	\$ 295,000	\$ 40,000	\$ 90,000	\$ 40,000	\$ 0	\$ 0	\$ 0	\$ 465,000

2022 CAPITAL BUDGET

2022-2027 CAPITAL PLAN

2022 Capital Budget	Approved	Requested	Future Years						
<u>PROJECT SUMMARY</u>	2021	2022	2023	2024	2025	2026	2027	Prospective Projects	2022-2027 Total

UTILITY PROJECTS (continued)

Pump Stations

Chatham Road	\$ 0	\$ 50,000	\$ 0	\$ 50,000	\$ 0	\$ 150,000	\$ 0	\$ 0	250,000
Constantine	50,000	125,000	25,000		25,000		25,000		200,000
Glen Avenue	15,000			20,000		25,000			45,000
River Road	15,000			20,000		25,000			45,000
General Pump Upgrades		30,000	30,000	30,000	30,000	30,000	30,000		180,000
Grinder Replacement Program		65,000		65,000		65,000		65,000	195,000
<u>Subtotal Sewer Pump Stations</u>	<u>\$ 80,000</u>	<u>\$ 270,000</u>	<u>\$ 55,000</u>	<u>\$ 185,000</u>	<u>\$ 55,000</u>	<u>\$ 295,000</u>	<u>\$ 55,000</u>	<u>\$ 65,000</u>	<u>\$ 915,000</u>

JMEUC - Capital Contribution

Capital Plan	\$ 973,073	\$ 0	\$ 0	\$ 891,984	\$ 0	\$ 0	\$ 0	\$ 0	891,984
Flood Mitigation Plan									0
<u>Subtotal JMEUC Capital Contribution</u>	<u>\$ 973,073</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 891,984</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 891,984</u>

SEWER UTILITY TOTALS

\$ 1,495,573	\$ 2,140,000	\$ 530,000	\$ 1,716,984	\$ 560,000	\$ 820,000	\$ 155,000	\$ 1,065,000	\$ 5,921,984
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TOTAL CITY & UTILITY PROJECTS

\$ 5,493,573	\$ 4,280,000	\$ 9,126,250	\$ 9,491,984	\$ 7,576,500	\$ 8,731,235	\$ 2,963,000	\$ 7,575,000	\$ 42,168,969
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