



# 2024 MUNICIPAL BUDGET







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# Mayor

Elizabeth Fagan, MD (2027)

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## Common Council

### **President**

Lisa Allen (2025)

### **President *Pro Tempore***

Delia Hamlet (2025)

### **Council Member-At-Large**

Kevin Smallwood (2025)

### **First Ward**

Andrew Minegar (2024)

Bob Pawlowski (2026)

### **Second Ward**

Jamel Boyer (2026)

Gregory Vartan (2024)





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## City Officials

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### **City Administrator**

Michael F. Rogers

### **Fire Chief**

Eric Evers

### **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



# MUNICIPAL GOALS



SUMMIT 

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NEW JERSEY



# 2024 MUNICIPAL GOALS AND OBJECTIVES

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# Introduction

The Summit City Administrator sets the strategic vision for our municipality. These insights lay the groundwork for a comprehensive and forward-thinking strategy that will guide Summit towards a prosperous and sustainable future.

In this intricate process of strategic planning, the development of the city's budget emerges as a critical piece with department directors playing a pivotal role. They are tasked with the crucial responsibility of translating the strategic vision set by the city administrator into tangible operational goals and objectives. This translation is a collaborative effort that involves engaging with the Common Council to ensure that the proposed priorities are in alignment with the overarching goals for the city. It is a process that demands not just foresight and planning but also flexibility and an unwavering commitment to the community's best interests.

The interaction between department directors and the Common Council is instrumental in fostering a unified approach to city governance. Through a structured goal-setting process, they work diligently to reach a consensus on the policies and projects that will steer the Summit community towards its envisioned future. This collaboration ensures that every decision made and every project initiated is a step towards realizing the city's strategic goals.

The administration, guided by the established goals, takes on the responsibility of translating these objectives into action. This involves setting priorities, directing work activities, and the judicious allocation of both staff and financial resources. It is a dynamic process that requires constant evaluation and adaptation to ensure that the city's operations are not just effective but also reflective of the community's evolving needs.

These goals, ambitiously set and meticulously pursued, mirror the City of Summit's commitment to fostering a community that is not only safer and more efficient but also inclusive and resilient. By establishing these priorities, Summit is addressing the immediate needs of its citizens and laying the groundwork for a future that is adaptable to the challenges that lie ahead. This proactive approach to governance – one that aspires to exceed the expectations of its community – ensures that Summit remains a beacon of innovation, inclusivity, and resilience for years to come.





# 2024 goals

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## 1

**Enhance the financial position of the municipality through strategic budgeting, prudent debt management, and the development of long-term financial sustainability objectives.**

### **Strategic Objectives**

- Maintain the city's AAA credit rating while reducing debt borrowing costs, attracting investment, and demonstrating a commitment to sound financial governance.
- Ensure stable tax rates and fees.
- 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 2024 city budget with a municipal tax rate change at or near 2.0%.
- Successfully negotiate a labor contract with the Teamsters Local 469. (public works employees)
- Partner with a grant consultant to research and apply for all available government and non-profit grant opportunities to support municipal operational priorities.
- Continue to examine municipal credit card processing fees and services, and work to achieve savings where possible.
- Pursue additional sponsorship opportunities for the Municipal Golf Course and Summit Family Aquatic Center.
- Train employees in occupational safety and risk mitigation to reduce future claims, and cyber threat awareness by testing to ensure high-level security.

# 2024 goals

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## 2

Focus on data-driven decision making, analysis of analytics and implementation of artificial intelligence tools to promote informed and better decision-making in service delivery, land use, environmental sustainability, resource allocation and resident interactions.

### Strategic Objectives

- Establish a comprehensive Customer Relationship Management (CRM) system that will serve as a single point of reference for city employees to access, manage, and analyze data related to resident inquiries, service requests, and feedback, leading to more personalized and efficient service delivery.
- Integrate various communication channels (email, phone, social media, and the city website) into the existing See Click Fix tool allowing for seamless communication between residents and city officials, ensuring that no resident inquiry goes unanswered.
- Use data to make informed decisions on resource allocation, service enhancements, and policy development in all departments, divisions, and offices.

### Key Actions

- Staff will work with members of the Technology Advisory Committee to determine the feasibility of deploying CRM technology, and how the current See Click Fix tool can be leveraged to meet this goal.
- Conduct comprehensive training for city staff on the use and benefits of See Click Fix or an alternate CRM system.
- Promote adoption across all departments to ensure a consistent and effective approach to resident engagement.
- Upgrade the city website to reflect current best practices for content organization and design.
- Deploy a mobile app to make online services more user-friendly, accessible, and capable of handling a wider range of service requests.



# 2024 goals

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## 3 Introduce a comprehensive wellness program to the community and for city employees that focuses on physical and mental health, and work-life balance.

### Strategic Objectives

- As part of a Mayors Wellness Campaign, launch community-wide health and wellness programs, including free or subsidized health screenings, fitness classes in public parks, and educational workshops on nutrition and healthy living.
- Continue to build a mental and emotional well-being campaign for employees to ensure these important needs are being met.
- Establish opportunities to access City of Summit facilities and programs at no cost for employees and create connections with community organizations that provide lower cost options for staff to participate.

### Key Actions

- Provide city staff with full or limited access to the Summit Family Aquatic Center and Municipal Golf Course, as well as DCP programs and initiatives.
- Partner with the Westfield Regional Health Department, GRACE, Summit Area YMCA, Connection, and others to deliver programs to the community and staff.
- Provide access to fitness facilities, mental health support, nutritional counseling, and flexible work arrangements for employees.
- Identify how to best promote mental health support options to staff, identifying personalized and relevant ways to encourage employees to access the tools, resources, and guidance they need to improve their mental and emotional well-being.

# 2024 goals

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## 4

**Focus on improving existing housing and creating diverse affordable housing options that are accessible to different income levels.**

### **Strategic Objectives**

- Expand programs by partnering with nonprofits and developers to construct affordable housing units for low-income residents and families that meet state requirements.
- Strengthen enforcement of housing codes to ensure safe and livable conditions in all residential properties.
- Provide support to the Summit Housing Authority in its renovation of public housing citywide.
- Develop a comprehensive public awareness campaign to inform residents of available affordable housing options and assistance programs.
- Offer support services, such as financial literacy and homebuyer education courses, to assist residents in becoming homeowners or finding suitable rental properties.

### **Key Actions**

- Advocate for legislation that will better allow the city to create affordable housing opportunities.
- Engage with developers, non-profits, and community organizations to leverage resources and expertise in developing affordable housing solutions.
- Set clear benchmarks and indicators to measure the effectiveness of housing strategies and policies. Regularly review and adjust the strategy based on progress and changing needs.
- Seek federal and state grants, tax credits, and other financial incentives to support affordable housing initiatives.
- Establish a local housing fund to finance affordable housing projects and homeowner improvement programs.

# 2024 goals

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## 5 Enhance the quality of life for all city residents, creating a safe and welcoming environment for current and future generations.

### Strategic Objectives

- Prioritize courteous, professional, and respectful interactions with the community.
- Invest in advanced technology and training for law enforcement and emergency services to improve their ability to respond and response times, as well as safety and efficiency during crises.
- Develop additional services and programs to meet the needs of seniors, young residents, and citizens with disabilities.
- Enhance coordination efforts with Union County and other agency partners for routine service delivery and during emergency incidents.
- Continue developing relationships with corporate neighbors and seek grants, sponsorships, and other measures to fund special events, programs, and improvement projects.
- Further strengthen community policing efforts to build relationships and trust between first responders and the community.

### Key Actions

- Use license plate readers to monitor key, fixed points of ingress and egress to the jurisdiction to identify suspicious vehicles and develop investigative leads.
- Promote and expand use of new fire department Safety Cloud technology for collision prevention on highways.
- Continue to participate in law enforcement programs that focus on mental health awareness and de-escalation techniques.
- Promote value of new fire headquarters to community and begin video and in-person tours of the new facility.



# 2024 goals

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## 6

### Make continuing improvements to 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.
- Conduct routine, scheduled preventative maintenance to ensure safety and preserve the 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.
- Ensure all city organization software platforms and systems are secure and redundant.

#### Key Actions

- Complete and move operations into the new fire department headquarters.
- Complete various infrastructure improvements related to sewers, drainage, and roads that are approved capital budget projects.
- Continue 24x7 Endpoint and network security fabric management and monitoring.
- Initiate plans to renovate Mabie Playground and develop plans to renovate other city playgrounds.
- Improve ADA access to Walter Long Field adjacent to the Community Center building.
- Improve garage facility signage and surveillance systems.
- Working together, police and engineering will further identify areas where traffic and pedestrian access improvements are needed.

# 2024 goals

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## 7

### Create additional opportunities for community engagement and outreach with city staff and the governing body.

#### Strategic Objectives

- Develop community engagement platforms to allow citizens to share opinions and provide input on city services, initiatives, and planning efforts.
- Establish forums and workshops that encourage dialogue and collaboration between city officials and residents.

#### Key Actions

- Deploy an online survey that is part of a broader engagement platform and effort to gather input from and share information with citizens.
- Expand See Click Fix modules including Conversations and Notifications that will provide staff and elected officials with an additional channel to share information, and the ability to view multiple conversations on a particular issue or citizen and provide an informed response.
- Continue messaging about filing OPRA requests, making tax payments, filing service requests and obtaining permits online.
- Further promote and incorporate additional features from Civic Rec to enhance service delivery, registration, and payment options.
- Increase the number of subscribers to emergency alerts (Smart911, Nixle) and website notifications. Grow website traffic and social media followers on Facebook, X, Instagram, and YouTube.

# 2024 goals

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**Develop more inclusive events that celebrate diversity, including community dialogues, employee education and cultural opportunities that foster understanding and appreciation of different cultures and perspectives.**

## **Strategic Objectives**

- Continue to build a culturally competent and inclusive city workforce.
- Celebrate cultural diversity through events that showcase traditions, foods and art from various communities.
- Promote cultural exchange and understanding through sports and recreation events and initiatives.
- Enhance cultural education through interactive workshops.
- Improve language and communication access for employees.

## **Key Actions**

- Implement mandatory diversity and inclusion training for all city employees, with a focus on cultural competency, anti-bias education, and inclusive communication practices. Regularly update these training modules to address emerging issues and feedback.
- Strive to include people of varying genders, ethnicity and lifestyles on city committees, boards and commissions.
- Focus employee recruiting efforts to attract underrepresented talent, prioritizing hiring women and minorities. Form partnerships with minority-serving institutions to attract a diverse pool of candidates.
- Ensure access to language interpretation services for employees, especially in public-facing roles. Offer training on effective communication strategies with non-English speakers.
- Expand recreation events and sports opportunities to include more annual cultural festivals showcasing traditions, foods, and arts from various communities. Implement interactive workshops that are accessible to all age groups.



# BUDGET REPORT

**APRIL  
2024**

# **2024 MUNICIPAL BUDGET**

*City of*  
**PREPARED BY**  
**MICHAEL F. ROGERS**  
**CITY ADMINISTRATOR**

*Prepared for*

**Citizens of the City of Summit**

**Mayor Elizabeth Fagan, MD**

**Members of Common Council**

# Elected Officials

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## **MAYOR**

Elizabeth Fagan, MD (2027)

## **COMMON COUNCIL PRESIDENT**

Lisa Allen (2025)

## **PRESIDENT *PRO TEMPORE***

Delia Hamlet (2025)

## **COUNCIL MEMBER-AT-LARGE**

Kevin Smallwood (2025)

## **WARD 1**

Bob Pawlowski (2026)

Andrew Minegar (2024)

## **WARD 2**

Jamel Boyer (2026)

Gregory Vartan (2024)



# City Officials

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## **CITY ADMINISTRATOR**

Michael F. Rogers

## **CHIEF OF POLICE**

Steven Zagorski

## **FIRE CHIEF**

Eric Evers

## **CHIEF FINANCIAL OFFICER**

Tammie Baldwin

## **CITY CLERK**

Rosemary Licatese

## **DIRECTOR OF COMMUNITY PROGRAMS**

Mark Ozoroski

## **DIRECTOR OF COMMUNITY SERVICES**

Aaron Schrager

## **DIRECTOR OF PARKING SERVICES**

Rita McNany

## **CHIEF COMMUNICATIONS OFFICER**

Amy Cairns

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# BUDGET MESSAGE

## INTRODUCTION

As mandated by New Jersey Local Budget Law, and in accordance with the City of Summit Code, I am submitting Summit's 2024 Municipal Budget to the Common Council for consideration, authorization, and adoption.

In 2024, the City of Summit is facing a set of economic challenges that are shaping its financial landscape and service provision. These challenges include:

1. Revenue Constraints: The city organization is experiencing revenue pressures due to stagnant state aid and limitations on local revenue-raising efforts. This can lead to greater reliance on property tax revenue to balance the municipal budget.
2. Increased Costs: Rising inflation for goods and personnel costs, higher health, general liability and workers' compensation insurance premiums, and elevated debt and pension obligations are contributing to increased costs this year. These financial burdens impact property tax rates and service delivery.
3. Infrastructure Needs: Maintaining essential infrastructure like roads is crucial for public safety and economic development. However, budget constraints limit Summit's ability to fund all capital project requests adequately, potentially impacting residents' quality of life.

The Common Council Finance Committee carefully examined the 2024 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 enhanced 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 delivers on the city's high level service goals and provides significant funding for capital improvements to rebuild, repair and improve city infrastructure and facilities to meet community needs.

Therefore, I respectfully present the 2024 Municipal Budget as a policy document that establishes a strong operational plan, provides essential public services and responsibly meets other financial obligations. Budget preparation was particularly challenging this year given that various appropriation increases outweighed growing revenue sources. While competing interests and scarce resources always present challenges in balancing the city's annual budget, an increase in property tax revenues will be necessary to provide a more structurally sound financial plan in the future. Consequently, the 2024 municipal tax rate is rising to \$0.92, which is \$0.02 higher than the 2023 rate.

The 2024 financial totals, which include the city's proposed Sewer Utility and Parking Services Utility operating and capital budgets, balance revenues and appropriations of \$73.3 million compared with the 2023 financial total of \$68.6 million. This represents a 6.9% total financial plan increase. The 2024 municipal tax levy amount that provides revenues to support the city budget is estimated to increase by 5.0%. Fortunately, due to a \$81.9 million increase in the city's tax base, the actual net tax levy increase will be approximately 2.3%.

**Summary points of 2024 revenue projections are as follows:**

- The municipal tax levy is \$1,469,557 more than last year.
- General Fund balance anticipated (surplus) revenue will be \$8.2 million, up \$170,000 from the 2023 budget amount.
- Total local revenues will decrease by \$41,682 this year.
- State aid revenue (energy receipts taxes) from the State of New Jersey will slightly increase this year by \$15,152. Moreover, additional aid of \$315,343 was received from the State in 2023 after the municipal budget was adopted and put in reserve to be used in the 2024 municipal budget. Lastly, State aid for school debt service will increase by \$101,000.
- The total amount of grants awarded and received so far in 2024 is \$137,265. This is \$517,293 lower than was budgeted from last year. As additional grants are received throughout the year, the budget is amended and increased to reflect those awards.

- Approximately \$522,663 in new funds will be generated from the New Jersey Community Service Contribution law that requires Atlantic Health Systems/Overlook Medical Center to pay the city in 2024. This new revenue source will offset \$429,000 used last year from various various reserve accounts, but now are fully depleted. Overall, enterprise funds and contribution revenue sources will be up by \$159,429.

### **Key appropriation highlights include:**

Total salary and wages will increase by \$533,916 in the General Fund (\$18.35 million total), which includes a 2.75% salary and wage increase for the Policeman Benevolent Association (PBA) and non-union employees, and a 2.25% cost of living adjustment for the FMBA (firefighters). An additional \$140,000 is included in the reserve for salary adjustment line-item account to provide for estimated funds needed when the city finalizes its Teamsters (public works employees) contract negotiations this year.

Combined Other Expense appropriation line items for all municipal departments show a net increase (excluding insurance) of \$677,706, or 8.7%. A large contributor stems from costs associated with the city's curbside recycling collection service contract. Negotiated in mid-2022 and set to expire mid-2024, the city is projecting a service cost increase of \$168,335 due to inflationary market conditions. Excluding the curbside recycling collection service increase and total insurance costs, the overall combined Other Expense appropriation rise this year is \$509,371, or 6.5% growth from the 2023 total.

Pension obligations (PERS and PFRS) will rise this year by \$122,079, or 2.5%.

Municipal debt service payments in the General Fund budget will decrease by \$18,934, or -0.29%. In the Sewer Utility budget, debt service payments are rising by \$99,964 from last year. Debt service obligations for the Parking Services Agency are increasing by \$25,443 from 2023.

Healthcare insurance premium costs will increase this year by a gross total amount of \$176,276. However, \$23,000 of cost increases will be allocated to the city's two utility and library budgets. Furthermore, current city employees will contribute approximately \$1.46 million toward health insurance premium costs, approximately \$62,978 more than last year. Lastly, the city will use \$240,115 of self-insurance trust reserves to reduce the General Fund budget amount to reflect a line-item increase of nearly \$150,000.

General liability and workers compensation costs combine for a total increase of \$209,831 from what was budgeted last year.

The proposed 2024 Capital Improvement Plan (CIP) estimates \$6.78 million to be budgeted for various capital project needs, including those in the Sewer and Parking Services utilities. The 2024 CIP provides for the following allocations:

- \$1.17 million is budgeted for various city facility and recreational improvements.
- \$1.36 million for department equipment, vehicles, and roads.
- \$1.5 million (\$2.75 million gross minus \$1.25 million in grant funding) for infrastructure investment such as sidewalks and streetscapes throughout the community.
- \$2.65 million toward capital improvement costs for sewer operations infrastructure and equipment.
- \$55,000 for parking infrastructure maintenance projects.

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 continue 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, Communications Office, 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 elected officials and Summit citizens in understanding how past budget policies and decisions impacted the financial health of our municipality, and how the 2024 budget provides for a sufficient level of financial resources to meet spending obligations and service responsibilities.

## CITY PROFILE & ECONOMIC CONDITION

### SUMMIT DEMOGRAPHICS

<b>Population</b> (As of July 1, 2022)	<b>22,342</b>
<b>Population % change from July 1, 2020</b>	<b>-1.7%</b>
<b>Land Area</b> (square miles)	<b>6.0</b>
<b>Housing units</b> (as of April 1, 2020)	<b>8,365</b>
<b>Owner-occupied housing unit rate,</b> 2018-2022	<b>70.7%</b>
<b>Median value of owner-occupied housing units,</b> 2018-2022	<b>\$907,900</b>
<b>Median gross rent,</b> 2018-2022	<b>\$2,222</b>
<b>Persons per household,</b> 2018-2022	<b>2.81</b>
<b>High school graduate or higher, percent of persons age 25 years+,</b> 2018-2022	<b>95.2%</b>
<b>Bachelor's degree or higher, percent of persons age 25+,</b> 2018-2022	<b>71.8%</b>
<b>In civilian labor force, total percent of population age 16 years+,</b> 2018-2022	<b>69.6%</b>
<b>Median household income</b> (in 2022 dollars)	<b>\$176,702</b>
<b>Per capita income in past 12 months</b> (in 2022 dollars), 2018-2022	<b>\$104,469</b>
<b>Source:</b> US Census Bureau <a href="https://www.census.gov/quickfacts/table/summitcitynewjersey/">https://www.census.gov/quickfacts/table/summitcitynewjersey/</a> 2018-2022 American Community Survey five-year estimates	



The City of Summit, a prominent, historic suburban community, spans six square miles in Union County, New Jersey. Located 20 miles west of New York City, Summit is a convenient 15-minute drive from Newark Liberty International Airport. Its strategic location is further enhanced by two major highways to the north and east, providing easy access for people and commerce to circulate in and out of the municipality.

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 with direct service to New York Penn and Hoboken stations. The New Jersey Department of Transportation recognizes Summit as a Transit Village, and provides incentives for economic development in areas adjacent to the train station and transit.

With an estimated 22,342 residents, Summit ranks 164 out of the 564 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 2022 dollars, according to the U.S. Census Bureau, the median household income in Summit was \$176,702 compared with the rest of Union County at \$95,000 and the State of New Jersey at \$97,126.

Summit's corporate residents and their employees are an integral aspect of city life. Summit welcomes approximately 17,000 people to our city each day in more than 200 retail stores, restaurants, businesses and corporate offices.

Summit is home to two major corporate employers: Atlantic Health Systems Overlook Medical Center and Bristol Myers Squibb.

In 2023 and now again in 2024, Overlook Medical Center was named by Healthgrades as one of America's 50 Best Hospitals. Overlook ranked #1 in New Jersey for stroke care and the neurosciences. It also received a 2023 World's Best Hospital designation by Newsweek and was recognized as a Best Regional Hospital in the NY Metro area by U.S. News & World Report for the 13th consecutive year.

Its Atlantic Neuroscience Institute is the region's leader in neuroscience care, offering a range of advanced neurological, neurosurgical and neurodiagnostic services, and is a designated Advanced Comprehensive Stroke Center.

It is a certified Level IV Epilepsy Center and home to the Gerald J. Glasser Brain Tumor Center, where more brain tumor surgeries are performed than anywhere else in New Jersey. Overlook Medical Center has advanced certification from the Joint Commission for perinatal care, behavioral health care, spine surgery, wound care, and primary care medical home (PCMH).

Of the 3,687 employees in its Overlook Medical Center location, 1,744 are physicians. In 2023, there were 103,816 emergency room visits and 449,477 outpatient visits. There were 19,867 admissions, excluding 2,275 births. There were 11,656 same-day surgeries and 4,247 inpatient surgeries. There are 513 licensed beds in the facility.

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 that help patients prevail over serious diseases. The growing global company has over 34,100 employees worldwide, and \$45 billion in revenue in 2023. It is a leading biopharma company that employs talented individuals driving scientific innovation. In its west Summit location, BMS employs 2,339 full-time staff members on its west campus; its east campus location was recently acquired by Onyx Equities and allowed BMS to consolidate its operations to the Summit west campus in 2024.

In 2023, BMS employees continued to prioritize community service, donating their time and talents to Summit and the extended Union County community. They supported efforts at GRACE, the Community Food Bank of New Jersey and the United Way. BMS was a sponsor of Summit's annual Fourth of July celebration and supports the Summit Volunteer First Aid Squad.

Recently, Bristol Myers Squibb and its employees have received numerous distinguished awards and recognitions, including the National Medal of Technology, the Lasker Award for Medical Research and the Prix Galien Award. Year after year, BMS has been hailed as being one of the best companies for veterans, a great place to work for scientists and an acknowledged industry leader in environment, health and safety.

Summit public schools are consistently rated superior, not only academically but also for their music, art, athletics and other cultural programs. In the 2023 U.S. News & World Report list of the best high schools, Summit High School was ranked 494 in the nation and 23 in the state.

The Summit Free Public Library is a valued community resource. In 2023, the library had 18K registered cardholders, 181.4K library visits, and hosted 1K library events with 20.1K attendees. There were more than 278K materials borrowed and 19K questions answered.

## 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. The unassigned fund balance increases when receivables are realized in cash.

GENERAL FUND					
	2023	2022	2021	2020	2019
Assets	\$19,728,654	\$16,678,076	\$17,941,102	\$17,797,124	\$16,833,897
Liabilities	(\$7,462,198)	(\$5,895,515)	(\$7,461,777)	(\$7,477,742)	(\$6,646,515)
Reserves	(\$587,807)	(\$742,280)	(\$780,825)	(\$1,054,191)	(\$1,049,685)
<b>Net Assets</b>	<b>\$11,678,649</b>	<b>\$10,040,281</b>	<b>\$9,698,500</b>	<b>\$9,265,191</b>	<b>\$9,137,697</b>

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					
	2023	2022	2021	2020	2019
Assets	\$2,178,627	\$1,921,503	\$2,092,818	\$2,091,787	\$1,669,172
Liabilities	(\$428,470)	(\$257,481)	(\$403,025)	(\$303,025)	(\$274,489)
Reserves	(\$13,357)	(\$15,525)	\$0	(\$56,686)	(\$57,536)
<b>Net Assets</b>	<b>\$1,736,800</b>	<b>\$1,648,497</b>	<b>\$1,689,793</b>	<b>\$1,732,076</b>	<b>\$1,336,147</b>

PARKING SERVICES UTILITY FUND					
	2023	2022	2021	2020	2019
Assets	\$2,507,303	\$2,412,570	\$2,581,558	\$2,174,686	\$2,777,369
Liabilities	(\$1,233,487)	(\$1,514,161)	(\$1,569,715)	(\$1,245,827)	(\$994,863)
Reserves	\$0	\$0	\$0	\$0	\$0
<b>Net Assets</b>	<b>\$1,273,816</b>	<b>\$898,409</b>	<b>\$1,011,843</b>	<b>\$928,859</b>	<b>\$1,782,506</b>

## CAPITAL ASSETS

According to CBIZ Valuation and its property valuation report dated February 26, 2024, as of December 31, 2023, the city's investment in capital assets is more than \$110.34 million. This investment in capital assets includes land, outdoor improvements, buildings, machinery, equipment, furnishings and licensed vehicles. With the exception of computer equipment, assets such as equipment and furnishings were inventoried utilizing the capitalization threshold selected by the city at a \$500 per unit cost. Major expenditures for capital assets and improvements made in 2023 will be analyzed and reported on later this year. Below is an account summary of city assets valued and owned at year end 2023.

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 Improvements (153)	\$5,126,990	\$18,575	\$0	\$5,145,565
Buildings (79)	\$32,327,207	\$21,500	\$0	\$32,348,707
Infrastructure (3)	\$68,932	\$0	\$0	\$68,932
Machinery & Equipment (719)	\$9,257,876	\$104,377	\$70,150	\$9,292,103
Licensed Vehicles (141)	\$11,291,665	\$276,773	\$190,327	\$11,378,110
<b>Totals (1,149)</b>	<b>\$110,182,770</b>	<b>\$421,225</b>	<b>\$260,477</b>	<b>\$110,343,518</b>



NET CHANGES of CITY ASSET ORIGINAL COSTS				
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 Improvements (153)	\$4,763,607	\$62,029	\$4,825,635	\$319,930
Buildings (79)	\$17,170,711	\$741,453	\$17,912,164	\$14,436,543
Infrastructure (3)	\$7,308	\$1,061	\$8,369	\$60,564
Machinery & Equipment (719)	\$7,171,825	\$268,273	\$7,369,948	\$1,922,155
Licensed Vehicles (141)	\$8,611,378	\$640,738	\$9,061,788	\$2,316,322
<b>Totals (1,149)</b>	<b>\$37,724,829</b>	<b>\$1,713,552</b>	<b>\$39,177,904</b>	<b>\$71,165,614</b>

The total number of city assets increased by nine, growing the original cost of capital asset value by \$160,748 from 2023. The asset category of Machinery & Equipment grew last year by a net amount of \$34,227. The cost value of Licensed Vehicles increased the most of any asset class by approximately \$86,445 (net). The original cost of Land Parcels asset is unchanged, and its Net Book Value is still \$52.1 million. Lastly, the net book value of all capital assets decreased by \$1.29 million from year end 2022.

## 2023 OPERATING RESULTS

Budget Funds Statement of Operations (Unaudited)	General Fund	Sewer Utility Fund	Parking Services Utility Fund
<b>Revenues &amp; Other Income Realized:</b>			
Fund balance/ operating surplus	\$8,030,000	\$604,868	\$418,706
Miscellaneous revenue anticipated	\$12,042,382		\$0
Receipts from delinquent taxes	\$318,840		
Receipts from current taxes:	\$143,944,780		
<i>User charges</i>		\$5,105,898	\$2,912,459
<i>Miscellaneous</i>	\$324,881	\$422,562	\$173,000
<i>Other*</i>	\$1,632,896	\$162,591	\$30,718
<b>Subtotal</b>	<b>\$166,293,779</b>	<b>\$6,295,919</b>	<b>\$3,534,883</b>

Other receipts:

- **General Fund** - Unexpended balance of appropriation reserves, accounts payable canceled, miscellaneous receivables, grant reserves canceled, interfunds returned.
- **Sewer Fund** - Joint Meeting surplus, unexpended appropriation reserves.
- **Parking Fund** - Unexpended balance of appropriation reserves.

## 2023 OPERATING RESULTS

Budget Funds Statement of Operations (Unaudited)	General Fund	Sewer Utility Fund	Parking Services Utility Fund
<b>Expenditures:</b>			
Operating	\$34,268,197	\$3,446,637	\$1,931,333
Capital improvements	\$100,000	\$161,750	\$0
Debt service	\$6,593,190	\$982,710	\$649,437
Deferred charges & statutory expenditures	\$5,422,375	\$158,560	\$75,000
Surplus (to General Fund)	\$0	\$850,000	\$85,000
Local school district purposes	\$3,702,841		
Refund prior year revenue			
Interfunds advanced	\$0		
County tax	\$35,869,315		
Local school district tax levy	\$70,449,531		
Special district taxes	\$270,959		
<b>Subtotal</b>	<b>\$156,676,408</b>	<b>\$5,599,657</b>	<b>\$2,740,770</b>

## 2023 OPERATING RESULTS

<b>Budget Funds Statement of Operations (Unaudited)</b>	<b>General Fund</b>	<b>Sewer Utility Fund</b>	<b>Parking Services Utility Fund</b>
Statutory excess to surplus	\$9,617,371	\$696,262	\$794,113
Fund balance January 1, 2023	\$10,091,278	\$1,645,406	\$898,409
<b>Subtotal</b>	<b>\$19,708,649</b>	<b>\$2,341,668</b>	<b>\$1,692,522</b>
Utilized as anticipated revenue	(\$8,030,000)	(\$604,868)	(\$418,706)
<b>Fund Balance December 31, 2023</b>	<b>\$11,678,649</b>	<b>\$1,736,800</b>	<b>\$1,273,816</b>

## 2024 FINANCIAL BUDGET OVERVIEW

City government accounts for 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 user 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 services are funded solely from respective user fees, and not from municipal property taxes.

The financial summary totals for 2024 approximates \$73.34 million and includes appropriations for the General Fund operations, Sewer and Parking Services utility funds and its respective annual capital budgets. Compared with 2023, the total 2024 financial budget represents a \$4.70 million, or 6.9% increase. The proposed 2024 municipal budget will increase by \$2.08 million, or 3.8%. The total combined capital budgets for all three funds will require \$6.78 million to fund various infrastructure, facility and equipment needs. The 2024 total capital budget request is 29.8% more than the approved 2023 capital budget plan.

FINANCIAL SUMMARY TOTALS			
	2024	2023	% Change
<b><u>General Fund</u></b>			
Municipal Budget	\$57,150,641	\$55,063,137	3.8%
Capital Budget	\$4,075,100	\$1,991,000	104.7%
<b>General Fund Subtotal</b>	<b>\$61,225,741</b>	<b>\$57,054,137</b>	<b>7.3%</b>



FINANCIAL SUMMARY TOTALS			
	2024	2023	% Change
<b><u>Sewer Utility Fund</u></b>			
Operations Budget	\$6,103,252	\$5,599,657	9.0%
Capital Budget	\$2,655,000	\$3,235,000	-17.9%
<b>Subtotal</b>	<b>\$8,758,252</b>	<b>\$8,834,657</b>	<b>-0.9%</b>
<b><u>Parking Utility Fund</u></b>			
Operations Budget	\$3,306,960	\$2,750,726	20.2%
Capital Budget	\$55,000	\$0	100.0%
<b>Subtotal</b>	<b>\$3,361,960</b>	<b>\$2,750,726</b>	<b>22.5%</b>
<b>Total Financial Budgets</b>	<b>\$73,345,953</b>	<b>\$68,639,520</b>	<b>6.9%</b>

# SUMMIT TAX DOLLAR

For every property tax dollar billed and collected, the city retains only \$0.21 to fund municipal budget needs.

# GENERAL FUND (OPERATING BUDGET)

## Property Tax Impact

### Municipal Tax Rate:

The estimated 2024 municipal tax rate is \$0.925, a \$0.02 increase above the 2023 rate.

The formula to determine the municipal tax rate is as follows:

#### STEP 1

Total appropriations minus (-) anticipated non-tax general revenues  
equals (=) cash required to support budget

#### STEP 2

Step 1 amount divided ( $\div$ ) by anticipated collection rate

#### STEP 3

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

#### STEP 4

Step 3 amount divided ( $\div$ ) by the city's net assessed valuation of tax base

### SUMMIT TAX RATE

- STEP 1:     \$160,590,878 - \$19,227,449 = \$141,363,429
- STEP 2:     \$141,363,429/0.9658 = \$146,363,431
- STEP 3:     \$146,363,431 - \$115,331,257 = \$31,032,174
- STEP 4:     \$31,032,174/\$3,354,465,207 = \$0.925

**2024 Summit Tax Rate**  
**= \$0.925 per \$100 of Assessed Valuation**

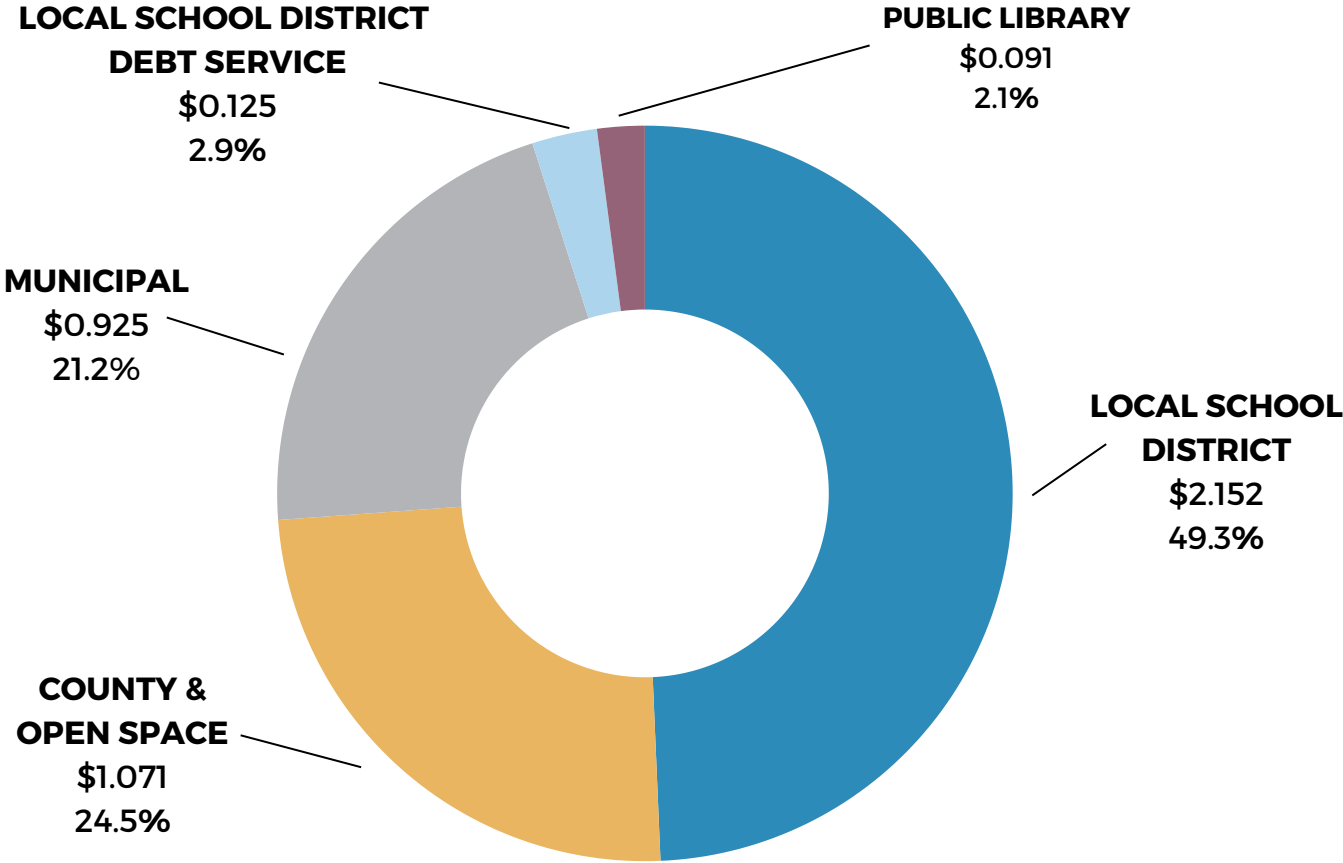
## CITY OF SUMMIT TAX RATE COMPARISON

	2024	2023
Municipal budget appropriations	\$45,259,621	\$43,763,807
<i>LESS: (General Revenues)</i>		
Fund balance (surplus)	\$8,200,000	\$8,030,000
Local revenues	\$3,664,763	\$3,706,445
State aid	\$3,717,758	\$3,443,969
Grants	\$137,265	\$654,558
Enterprise funds/ Contributions	\$3,207,663	\$3,048,234
Prior year tax receipts	\$300,000	\$318,000
<i>General Revenues Total</i>	<i>\$19,227,449</i>	<i>\$19,201,206</i>
Subtotal	\$26,032,172	\$24,562,601
<b>Add:</b> Reserve for Uncollected Taxes	\$5,000,002	\$5,000,016
Amount to be raised by taxes	\$31,032,174	\$29,562,617
<b>Divided by:</b> Net Assessed Valuation	\$3,354,465,207	\$3,272,503,289
<b>MUNICIPAL TAX RATE (per \$100 of Assessed Valuation)</b>	<b>\$0.925</b>	<b>\$0.904</b>

# SUMMIT PROPERTY TAXES

## 2024 TAX RATE BREAKDOWN

- Pie chart below illustrates each property tax rate and its respective percentage of the total tax rate. Total tax rate is \$4.36/\$100 of assessed valuation.
- In 2024, \$0.01 of the municipal tax rate is equal to \$335,446, which is based on city's net assessed valuation of \$3.35 billion.
- Tax base growth year-over-year is approximately \$81.9 million that will generate, in total, about \$3.54 million in new tax revenue.
- Using the 2023 municipal tax rate, municipal tax revenue will increase by about \$741,000 as a result of tax base increases.
- Overall impact from tax base growth on the municipal tax rate is 2.6%, or about \$0.02.





# SUMMIT PROPERTY TAXES

## HISTORICAL BREAKDOWN OF TAX RATES

- Chart below depicts each component of the total property tax rate amounts in years 2019 through 2024.
- Rates for 2024\* tax year are estimated and show an increase of \$0.037 above 2023.
- Since 2019, on average, the:
  - Municipal tax rate has increased by 1.9%.
  - Local school district tax rate has risen by 0.7%.
  - County tax rate has steadily declined by 2.0%.
  - School debt obligation tax rate has significantly declined by 3.1%.
  - Public library tax rate has been rising the last two years (4.5% increase in 2024), which consequently raised the average to 2.8%.
- Overall, during 2019-2024 time period, Summit property owners have realized an average property tax decrease of 0.1% per year.

2019 - 2024* PROPERTY TAX RATES						
	2024*	2023	2022	2021	2020	2019
Municipal	\$0.925	\$0.904	\$0.881	\$0.864	\$0.855	\$0.853
Local School District	\$2.152	\$2.153	\$2.136	\$2.115	\$2.089	\$2.063
County & Open Space	\$1.071	\$1.077	\$1.080	\$1.151	\$1.193	\$1.217
Local School Debt Service	\$0.125	\$0.106	\$0.107	\$0.109	\$0.145	\$0.154
Public Library	\$0.091	\$0.087	\$0.079	\$0.078	\$0.078	\$0.078
<b>TOTAL</b>	<b>\$4.364</b>	<b>\$4.327</b>	<b>\$4.283</b>	<b>\$4.317</b>	<b>\$4.360</b>	<b>\$4.365</b>

# SUMMIT PROPERTY TAXES

## TAX IMPACT ON PROPERTY OWNERS

- For 2023, Summit's average residential assessment value is \$435,648.
- Based on 2024 estimates, Summit property owners may likely realize a 0.86% increase in their total tax bills this year.
  - The chart below shows a total tax bill breakdown comparison between actual 2023 tax amounts and what an estimated total tax bill might look like in 2024. An average residential homeowner may realize an estimated \$163 increase in their total tax bill of which \$92 is the municipal portion (56%).
  - For every \$100,000 of residential valuation assessment, a property owner should anticipate an estimated \$37 increase in their total tax bill, and \$21 increase in the municipal portion of the tax bill.

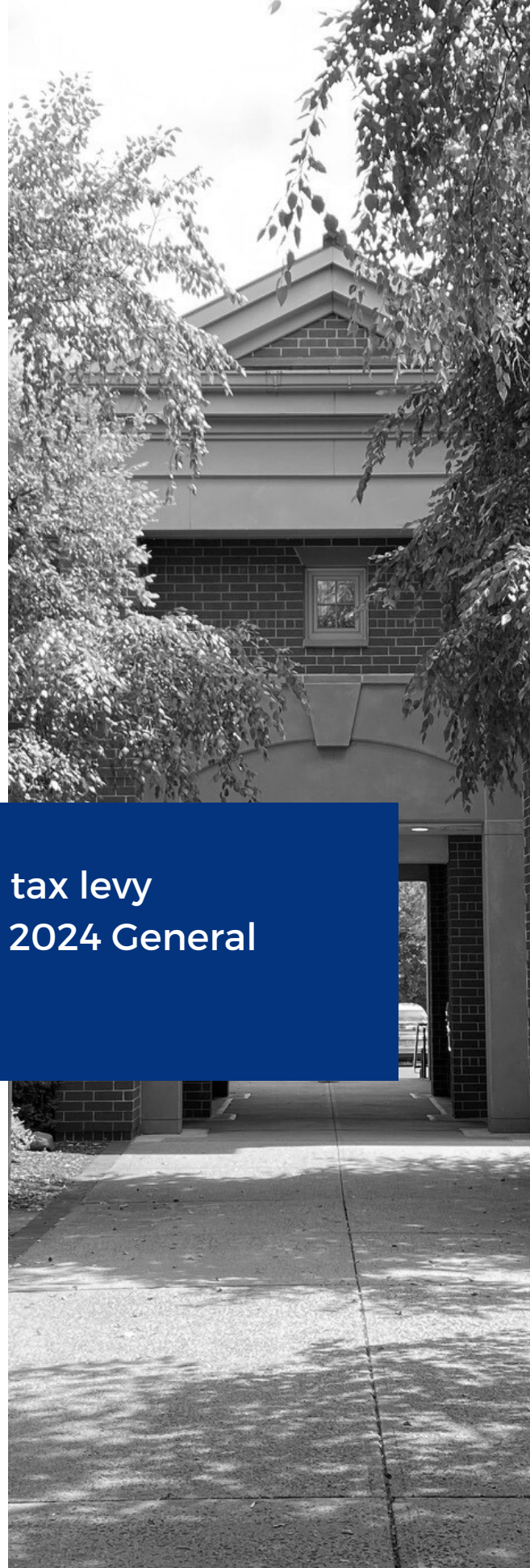
TOTAL PROPERTY TAX BILL COMPARISON Average Residential Valuation Assessment (\$435,648)		
	2024*	2023
Municipal	\$4,030	\$3,938
Local School District	\$9,375	\$9,379
County & Open Space	\$4,666	\$4,692
Local School Debt Service	\$545	\$461
Public Library	\$396	\$379
<b>*ESTIMATED TOTAL PROPERTY TAX EFFECT</b>	<b>\$19,012</b>	<b>\$18,849</b>

# 2024 GENERAL FUND REVENUE SYNOPSIS

- Anticipated **increases:**
  - **\$273,789** in State Aid
  - **\$170,000** in Fund Balance
  - **\$159,429** in Enterprise Fund/Contributions
- Anticipated **decreases:**
  - **\$517,293** in Grants
  - **\$41,682** in Local Revenues
  - **\$18,000** in Prior Year Taxes

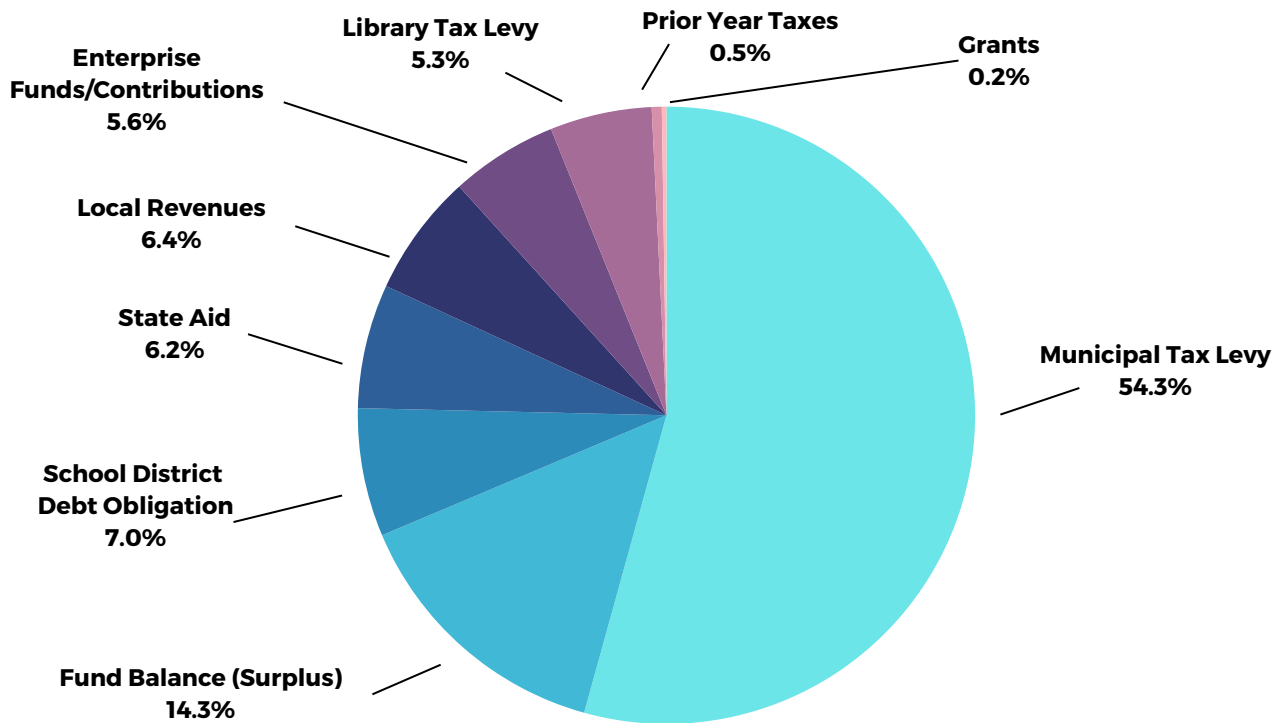
**\$1.4M in additional municipal tax levy revenue is needed to balance 2024 General Fund operating budget.**

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.



## 2024 ANTICIPATED REVENUES (%)

### WHERE BUDGET DOLLARS COME FROM



GENERAL FUNDS			
	2024 Anticipated	2023 Anticipated	Dollar Change from 2023
Fund Balance	\$8,200,000	\$8,030,000	\$170,000
Local Revenues	\$3,664,763	\$3,706,445	(\$41,682)
State Aid	\$3,717,758	\$3,443,969	\$273,789
Grants	\$137,265	\$654,558	(\$517,293)
Enterprise Funds/Contributions	\$3,207,663	\$3,048,234	\$159,429
Prior Year Tax Receipts	\$300,000	\$318,000	(\$18,000)
Municipal Tax Levy	\$31,032,174	\$29,562,617	\$1,469,557
School District Debt Obligation	\$3,841,332	\$3,460,732	\$380,600
Library Tax Levy	\$3,049,686	\$2,838,582	\$211,104
<b>TOTAL REVENUES</b>	<b>\$57,150,641</b>	<b>\$55,063,137</b>	<b>\$2,087,504</b>

The previous chart categorically outlines revenues with anticipated total amounts to fund the city's 2024 municipal budget (see general revenue section, page 4-1 for more details).

Expenses paid from the General Fund are supported primarily from municipal taxes. As the 2024 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 54.3% of total revenues this year, an increase of 0.6% (2023: 53.7%). In 2024, total projected non-tax levy revenues are \$19.0 million, which are about \$121,866 lower than 2023 anticipated revenues. State aid revenues are projected to be \$273,789 higher than 2023 anticipated aid numbers. This is due to an increase of \$157,638 in additional energy receipts tax revenue received in 2023, \$101,000 allocated to school debt service aid, and \$15,152 of increased aid allocated by the State in 2024. Local revenue sources have recovered to near pre-pandemic levels, but are projected to be lower than 2023 anticipated amounts by approximately \$41,682. Local revenues this year would have been substantially higher than last year if the AHS/Overlook community services agreement, a \$795,400 revenue source for the city for the past seven years, had not ended in 2023.

Anticipated enterprise funds and contributions are expected to be nearly \$160,000 higher than anticipated last year. Despite depleting approximately \$429,000 in remaining American Rescue Plan (ARP) and FEMA Covid-19 related reserve funds in the 2023 municipal budget, new funds generated from the New Jersey Community Service Contribution law that requires Atlantic Health Systems/Overlook Medical Center to pay the city approximately \$522,663 in 2024 will offset the reserve loss. The NJ Community Service Contribution revenue source is being included in the Enterprise Funds/Contributions revenue section of the budget instead of the Local Revenue section as it had been for the past several years. Overall, in 2024, city administration expects most of its revenue sources to remain stable and meet projections.

The Common Council Finance Committee and its municipal budget team recommend using \$8.2 million of General Fund balance (surplus) as a revenue source to stabilize the municipal budget. The General Fund balance amount anticipated in the 2024 municipal budget is \$170,000 higher than in 2023 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 14.4% of total operating appropriations this year, is considered low and qualifies as a 'very strong' financial indicator. Moreover, the fund balance used last year (\$8.03 million) as a percentage of the total fund balance available in 2023 (\$10.04 million) was about 80%, whereas in 2024 the \$8.2 million of surplus anticipated is approximately 70% of the total fund balance available (\$11.6 million).

The following comparative schedule of fund balances shows all three fund balances for years 2012 to 2023 and the amounts utilized in succeeding years.

GENERAL FUND			
	Balance Ending December 31	Utilized in Succeeding Year	Remaining Balance
<b>2023*</b>	\$11,678,649	\$8,200,000	\$3,478,649
<b>2022</b>	\$10,040,281	\$8,030,000	\$2,010,281
<b>2021</b>	\$9,698,500	\$7,900,000	\$1,798,500
<b>2020</b>	\$9,265,192	\$7,600,000	\$1,665,192
<b>2019</b>	\$9,147,572	\$6,900,000	\$2,247,572
<b>2018</b>	\$9,660,903	\$6,900,000	\$2,760,903
<b>2017</b>	\$9,403,823	\$6,900,000	\$2,503,823
<b>2016</b>	\$8,083,571	\$7,100,000	\$983,571
<b>2015</b>	\$8,747,775	\$7,100,000	\$1,647,775
<b>2014</b>	\$10,071,282	\$7,600,000	\$2,471,282
<b>2013</b>	\$9,732,447	\$6,300,000	\$3,432,447
<b>2012</b>	\$8,072,954	\$6,300,000	\$1,772,954
<b>2023* unaudited Fund Balance amounts</b>			

SEWER UTILITY FUND			
	Balance Ending December 31	Utilized in Succeeding Year	Remaining Balance
<b>2023*</b>	\$1,736,800	\$685,075	\$1,051,725
<b>2022</b>	\$1,648,497	\$604,868	\$1,043,629
<b>2021</b>	\$1,689,793	\$604,868	\$1,084,925
<b>2020</b>	\$1,732,076	\$520,280	\$1,211,796
<b>2019</b>	\$1,128,607	\$266,000	\$862,607
<b>2018</b>	\$1,167,944	\$280,000	\$887,944
<b>2017</b>	\$874,451	\$463,000	\$411,451
<b>2016</b>	\$993,674	\$630,000	\$363,674
<b>2015</b>	\$953,753	\$355,000	\$598,753
<b>2014</b>	\$926,849	\$325,000	\$601,849
<b>2013</b>	\$954,381	\$350,000	\$604,381
<b>2012</b>	\$1,251,482	\$346,000	\$905,482
<b>2023* unaudited Fund Balance amounts</b>			



PARKING SERVICES UTILITY FUND			
	Balance Ending December 31	Utilized in Succeeding Year	Remaining Balance
<b>2023*</b>	\$1,273,816	\$465,260	\$808,556
<b>2022</b>	\$898,409	\$418,706	\$479,703
<b>2021</b>	\$1,011,843	\$412,050	\$599,793
<b>2020</b>	\$928,859	\$928,859	\$0
<b>2019</b>	\$1,775,691	\$923,498	\$852,193
<b>2018</b>	\$1,781,985	\$662,705	\$1,119,280
<b>2017</b>	\$1,560,378	\$329,000	\$1,231,378
<b>2016</b>	\$1,870,167	\$193,148	\$1,677,019
<b>2015</b>	\$1,370,646	\$54,643	\$1,316,003
<b>2014</b>	\$1,556,371	\$386,000	\$1,170,371
<b>2013</b>	\$1,216,876	\$0	\$1,216,876
<b>2012</b>	\$731,436	\$0	\$731,436
<b>2023* unaudited Fund Balance amounts</b>			

Some unassigned funds in the General Fund balance will be used to offset discretionary appropriation reserve line items such as \$85,000 for a dedicated assessment deficit, \$25,000 in deferred charges for previous capital expenses unfunded, \$100,000 in the reserve for tax appeals, and \$140,000 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.

## LOCAL and ENTERPRISE/CONTRIBUTIONS REVENUES

The revenue projections in the 2024 General Fund budget present a challenging scenario for constructing the municipal budget. While several anticipated local revenue sources remain consistent and stable this year, there are both positive and negative trends to consider.

### Positive Trends:

1. Municipal Court Fees/Costs: Anticipated to increase \$110,000.
2. Interest on Investments: Expected to rise by \$662,500, substantially adding to the revenue stream.
3. Municipal Golf Course Fees: Projected to grow by \$20,000, providing the city additional income.
4. Utility Lease Income from Cell Tower: Generated from a city-owned cell tower, this revenue source will also contribute positively by \$27,500.

### Negative Trends:

1. Cable Television Franchise Fees: Both Verizon and Comcast fees will decrease by \$6,283 (or -2.3%) in 2024. These fees have been on a downward trend over the last five years, averaging a decline of \$10,720 annually.
2. Community Service Fees and Police Off Duty Administration Fees: These line-items will decrease by a total of \$56,000.
3. Uncollected Taxes: Despite an excellent collection rate last year (99.79%), interest and costs on taxes still uncollected will remain at the same budgeted amount of \$145,000.

### Historical Context:

- Local revenues historically fluctuate between \$2.56 million and \$2.60 million annually.
- In 2018, local revenues spiked to \$3.89 million due to two significant factors:
  - Atlantic Health System/Overlook Medical Center Community Service Support Agreement: Contributed \$795,400.
  - Utility Income from Cell Tower Leases: Added \$125,000.
- Although the 2017 AHS/Overlook agreement with the city ended in 2023, the New Jersey Community Service Contribution law will require AHS/Overlook to provide Summit approximately \$522,663 in revenue this year and in subsequent years.
- Despite the loss of the substantial \$795,400 from the local revenue budget section, other stable and growing revenue sources will help offset this decrease, ensuring that anticipated local revenue remains on track.

While the city's general capital surplus reserve, accumulated from capital project appropriations, stands at over \$2.5 million, only \$800,000 will be anticipated as a revenue source to be applied to municipal debt service obligations. The anticipated general capital surplus amount applied this year is \$175,000 lower than what was budgeted in 2023. Despite responsibly using revenue reserves over the past several years to offset other declining revenue sources, there are no reserve amounts left to use other than what will remain in the general capital surplus reserve account at the end of this year.

On a positive note, the Parking Services utility continues to show signs of financial improvement, allowing for a contribution of \$280,000 toward the General Fund operating budget. In 2020, the Parking Services Utility experienced a serious decline in revenue, significantly reducing its contribution to the General Fund budget from \$800,000 in 2019 to \$0 in 2021 and 2022. Additionally, the Sewer Utility remains in a strong financial condition, enabling a contribution amount of \$850,000, which is consistent with last year. Furthermore, additional energy receipt taxes received mid-2023 amount to \$157,638, and there is an increase of \$35,000 from the sewer utility share of various services.

Overall, enterprise/contributions revenue is anticipated to be \$159,429 higher than what was initially projected in the 2023 municipal budget.

## **PRIOR YEAR TAXES**

In 2023, the city exceeded its anticipated tax collection rate (96.47%) by 3.32% (99.79%). Historically, the city takes a very conservative approach by anticipating a lower annual collection rate. The anticipated collection rate is directly tied to the appropriation reserve for uncollected taxes. Given the city's consistently high annual collection rate, the 2024 municipal budget reflects a 96.58% collection rate that, in turn, results in a reserve for uncollected taxes at \$5.0 million.

For the last five years, on average, the city's collection rate has been 99.72%. The 2023 collection rate was more than satisfactory and consistent with prior years.

The following charts outline what the city billed and collected during 2023.

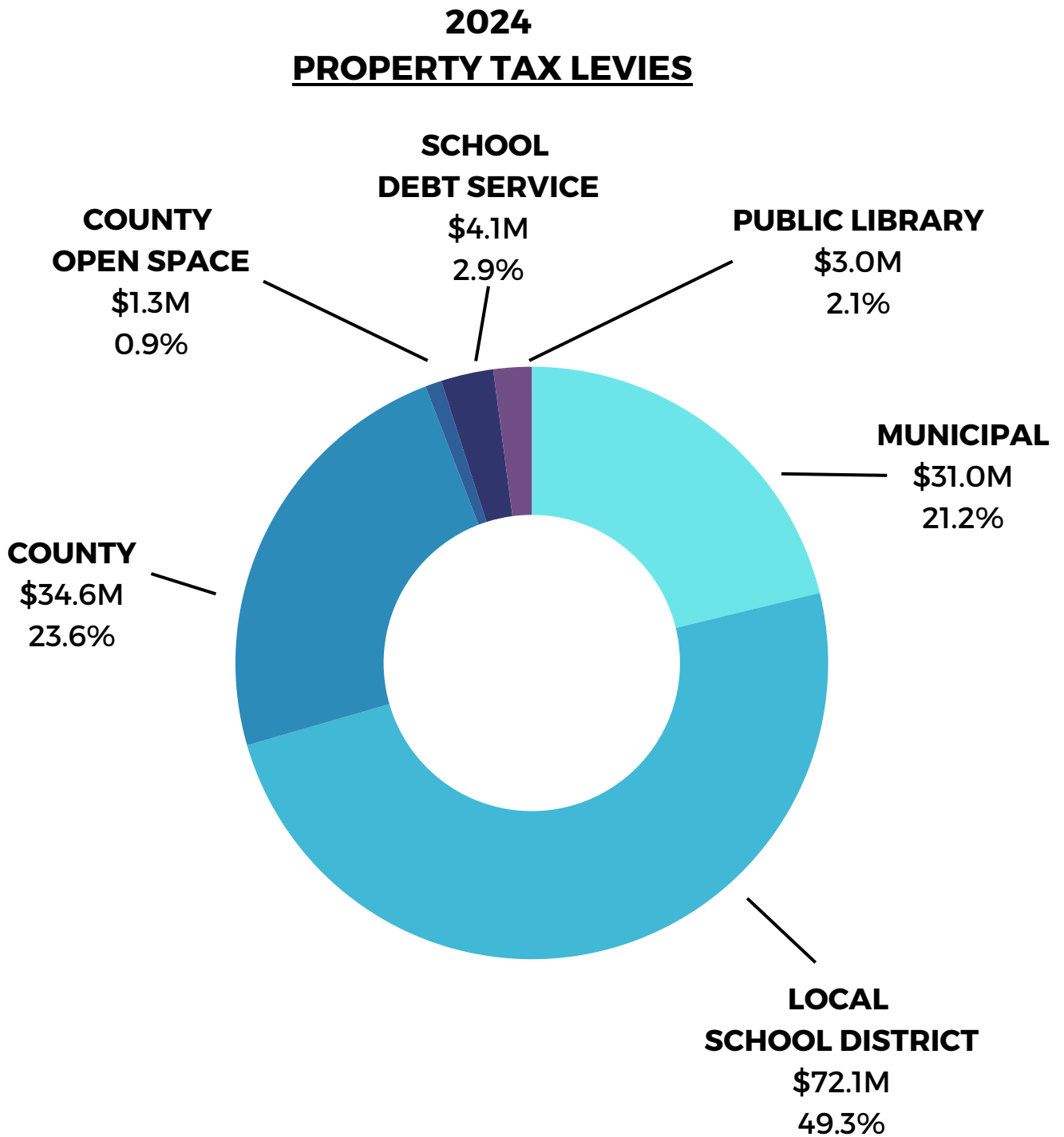
2023 Property Tax Billing		2023 Property Tax Collection	
<u>TAXES BILLED</u>		<u>TAX COLLECTION</u>	
Municipal levy	\$29,562,616	Collected in 2023	\$143,072,206
Local School District levy	\$73,910,263	Prepaid in 2022	\$829,774
County levy	\$33,985,716	Senior & Veteran Deductions	\$43,500
County Open Space levy	\$1,294,702		
Public Library levy	\$2,838,582		
<b>Total Levy</b>	<b>\$141,591,879</b>	<b>Total Taxes Collected</b>	<b>\$143,945,480</b>
Excess Collections	\$9,338		
Special Improvement District	\$270,557		
Added and Omitted	\$2,365,447		
Remitted, Abated or Canceled	\$3,673		
<b>Total Taxes Billed</b>	<b>\$144,240,894</b>	<b>PERCENTAGE of TAXES COLLECTED</b>	<b>99.79%</b>

The average quarterly delinquency rate percentage last year was 0.58%, up 0.02% from 2021. Additionally, the average quarterly delinquency amount was \$405,319, up approximately \$31,095 from 2021. At the end of December 2023, delinquent taxes owed to the city were \$300,379. As a result, the city is budgeting \$300,000 as anticipated revenue this year. As of February 29, 2024, outstanding property taxes billed in prior years but still uncollected are \$187,500. Furthermore, in the first quarter of 2024 the amount of taxes billed was \$36.4 million with \$759,699 in uncollected taxes - 2.1% of the total amount. The chart below provides historical perspective on total tax levy amounts in budget years 2014 to 2023, and respective amounts billed and collected.

2014-2023 TOTAL TAX LEVY COLLECTION				
Year	Total Tax Levy	Billed (includes SID and Added/Omitted)	Total Taxes Collected	% of Tax Levy Collected
2023	\$141,591,879	\$144,240,894	\$143,945,480	99.79%
2022	\$138,665,333	\$139,787,001	\$139,469,960	99.77%
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%

## PROPERTY TAX LEVIES and THE MUNICIPAL CAP LAW

The graph below depicts the 2024 levy amounts and respective percentage of total property tax levies.



The following table shows total property tax levy amounts for years 2021 through 2024 along with the percentage change from 2021 to this year. The 2024 property tax levy amounts are estimates. Since 2021, the city has averaged a 3.1% municipal tax levy increase per year. Over the span of those four years, the city's tax base expansion of \$154 million significantly reduced the municipal tax levy need impact by generating new property tax revenue that resulted in lower municipal tax rates.

PROPERTY TAX LEVIES					
	2024 ESTIMATES	2023	2022	2021	% Change 2021-2024
Municipal	\$31,032,174	\$29,562,617	\$28,527,436	\$27,651,998	12.2%
Local School District	\$72,182,608	\$70,449,531	\$69,137,266	\$67,689,697	6.6%
County	\$34,606,744	\$33,985,715	\$33,842,344	\$35,718,867	-3.1%
County Open Space	\$1,307,778	\$1,294,702	\$1,158,441	\$1,134,742	15.3%
Local School District Debt Obligation	\$4,184,441	\$3,460,732	\$3,462,650	\$3,763,276	11.2%
Public Library	\$3,049,686	\$2,838,582	\$2,537,196	\$2,492,085	22.4%
<b>TOTAL</b>	<b>\$146,363,431</b>	<b>\$141,591,879</b>	<b>\$138,665,333</b>	<b>\$138,450,666</b>	<b>5.7%</b>

## 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 healthcare 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 2024, the municipal budget is \$394,141 under the 2.0% property tax levy cap (see the following levy cap calculation summary).

<b>Prior year amount to be raised by taxation for municipal purposes</b>	<b>\$29,562,617</b>
<i>Less: Prior year deferred charges to future taxation</i>	<i>(\$25,000)</i>
 Plus: 2% cap increase	 \$590,752
Plus: Exclusions	\$518,012
<i>Less: Canceled exclusions</i>	<i>(\$14,760)</i>
Plus: New ratable adjustment to levy	\$794,695
 Maximum allowable amount to be raised by taxation	 \$31,426,316
 2024 amount to be raised by taxation for municipal purposes	 \$31,032,175
 <b>2024 municipal levy amount UNDER 2.0% cap</b>	 <b>\$ 394,141</b>



# 2024 GENERAL FUND APPROPRIATIONS SYNOPSIS

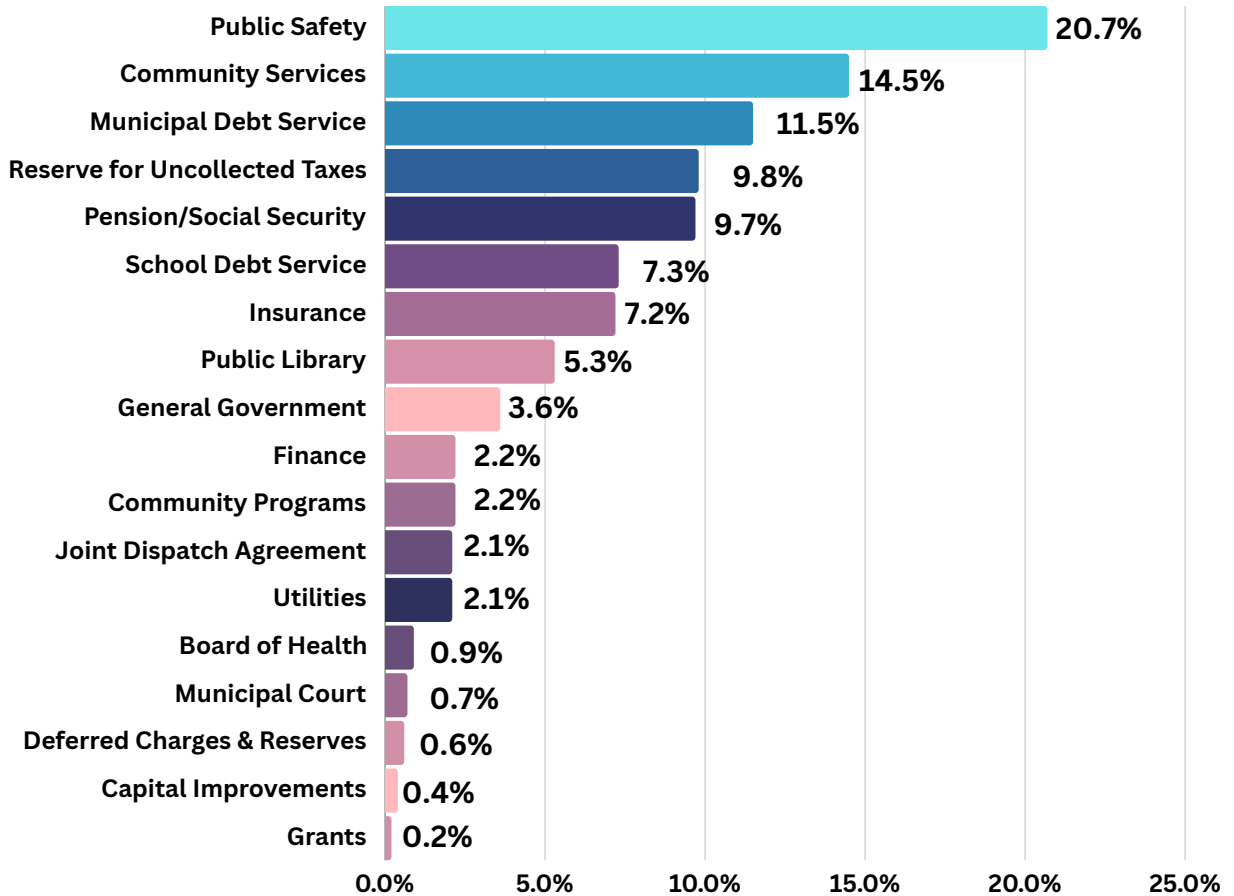
- Projected **increases**:
  - **\$473,047** Police Department Salary & Wages
  - **\$209,831** General Liability & Workers Compensation
  - **\$176,276** (gross total) in Healthcare Insurance premiums
  - **\$170,000** in Legal Services

**\$57.1 million in total appropriations budgeted in 2024, approximately \$2.0 million higher than last year.**

- Projected **decreases**:
  - **\$163,049** Fire Department Salary & Wages
  - **\$76,582** in Public Works-Roads Division Salary & Wages
  - **\$49,037** Fleet Maintenance & Equipment Salary & Wages
  - **\$40,120** Shade Trees Division Salary & Wages

# 2024 APPROPRIATIONS (%)

## WHERE BUDGET REVENUES ARE ALLOCATED



## 2024 TOTAL APPROPRIATIONS BREAKDOWN \$57,150,641

<ul style="list-style-type: none"> <li>Public Safety</li> <li>Community Services</li> <li>Municipal Debt Service</li> <li>Pension/Social Security</li> <li>Reserve for Uncollected Taxes</li> <li>School Debt Service</li> <li>Insurance</li> <li>Public Library</li> <li>General Government</li> <li>Finance</li> </ul>	<ul style="list-style-type: none"> <li>\$11,821,716</li> <li>\$8,261,556</li> <li>\$6,574,256</li> <li>\$5,522,384</li> <li>\$5,000,002</li> <li>\$4,184,441</li> <li>\$4,085,863</li> <li>\$3,049,686</li> <li>\$2,044,342</li> <li>\$1,280,645</li> </ul>	<ul style="list-style-type: none"> <li>Community Programs</li> <li>Joint Dispatch Agreement</li> <li>Utilities</li> <li>Board of Health</li> <li>Municipal Court</li> <li>Deferred Charges &amp; Reserves</li> <li>Capital Improvements</li> <li>Grants</li> </ul>	<ul style="list-style-type: none"> <li>\$1,279,053</li> <li>\$1,216,855</li> <li>\$1,215,000</li> <li>\$533,871</li> <li>\$388,706</li> <li>\$350,000</li> <li>\$205,000</li> <li>\$137,265</li> </ul>
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## MUNICIPAL SERVICE COSTS

Municipal service costs comprise 77.7% of total appropriations proposed in the city's 2024 municipal budget, which is up 4.2% from last year. Based on the average assessed Summit residential property valuation (\$435,648), the table below breaks down municipal service costs (excluding local 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 2024 Average Residential Home Assessment (\$435,648)						
	2024	% of Total	2023	% of Total	2022	% of Total
<b>Municipal Service Cost Total</b>	<b>\$44,429,247</b>		<b>\$42,627,140</b>		<b>\$40,997,822</b>	
<b>Municipal Taxes</b>	<b>\$4,030</b>		<b>\$3,938</b>		<b>\$3,838</b>	
Public Safety	\$1,072	26.6%	\$1,051	26.7%	\$1,113	29.0%
Community Services	\$749	18.6%	\$729	18.5%	\$736	19.2%
Municipal Debt Service	\$596	14.8%	\$610	15.5%	\$525	13.7%
Pension/ Social Security	\$500	12.4%	\$500	12.6%	\$456	11.9%
Insurance	\$370	9.2%	\$343	8.7%	\$330	8.6%

**MUNICIPAL SERVICE COST BREAKDOWN**  
**2024 Average Residential Home Assessment (\$435,648)**

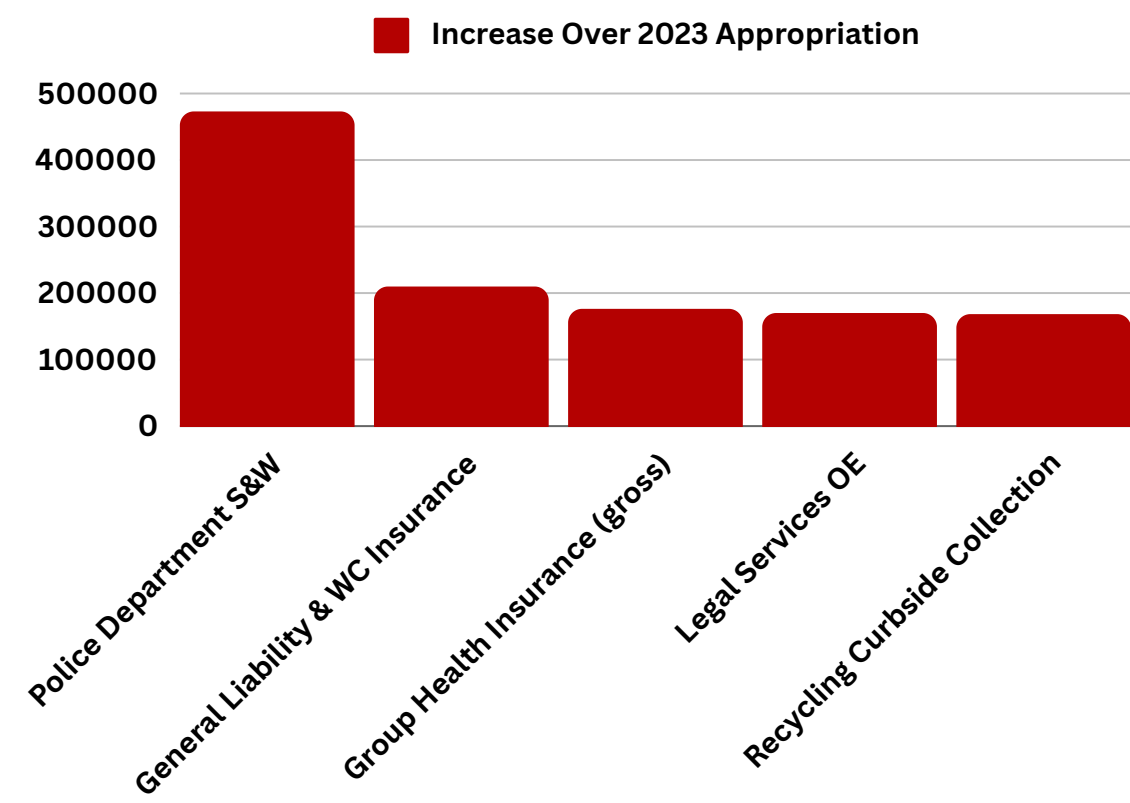
	<b>2024</b>	<b>% of Total</b>	<b>2023</b>	<b>% of Total</b>	<b>2022</b>	<b>% of Total</b>
General Government	\$185	4.6%	\$165	4.2%	\$161	4.2%
Finance	\$117	2.9%	\$114	2.9%	\$115	3.0%
Community Programs	\$117	2.9%	\$114	2.9%	\$107	2.8%
Joint Dispatch Agreement	\$109	2.7%	\$114	2.9%	\$107	2.8%
Utilities	\$109	2.7%	\$110	2.8%	\$111	2.9%
Board of Health	\$48	1.2%	\$47	1.2%	\$46	1.2%
Municipal Court	\$36	0.9%	\$35	0.9%	\$34	0.9%
Capital Improvements	\$20	0.5%	\$8	0.2%	\$11	0.3%

## APPROPRIATIONS INSIGHT

FIVE LARGEST APPROPRIATION LINE ITEMS				
	2024	% of Total Appropriations	2023	% of Total Appropriations
<b>Salary &amp; Wages</b> (General Fund)	\$18,356,932	32.1%	\$17,823,016	32.4%
<b>Debt Service</b>				
• Municipal	\$6,574,256	11.5%	\$6,593,190	12.0%
• School	<u>\$4,184,441</u>	<u>7.3%</u>	<u>\$3,702,841</u>	<u>6.7%</u>
	\$10,758,697	18.8%	\$10,296,031	19.7%
<b>Pension Obligations</b>				
• PERS	\$1,414,158	2.5%	\$1,278,678	2.3%
• PFRS	<u>\$3,358,800</u>	<u>5.9%</u>	<u>\$3,380,670</u>	<u>6.1%</u>
	\$4,772,958	8.4%	\$4,659,348	8.4%
<b>Health Insurance</b>	\$2,642,580	4.6%	\$2,493,000	4.5%
<b>MVECC Emergency Dispatch Center</b>	\$1,216,855	2.1%	\$1,216,855	2.2%
<b>TOTAL APPROPRIATIONS</b>	<b>\$57,150,641</b>		<b>\$55,063,137</b>	

FIVE YEAR CHANGE (Five Largest Appropriation Line Items)			
	2024	2020	% Change from 2020
<b>Salary &amp; Wages</b> (General Fund)	\$18,356,932	\$17,498,628	4.9%
<b>Debt Service</b>			
• Municipal	\$6,574,256	\$4,662,452	41.0%
• School	<u>\$4,184,441</u>	<u>\$5,145,003</u>	(18.7%)
	\$10,758,697	\$9,807,455	9.7%
<b>Pension Obligations</b>			
• PERS	\$1,414,158	\$1,038,605	36.2%
• PFRS	<u>\$3,358,800</u>	<u>\$2,612,719</u>	<u>28.6%</u>
	\$4,772,958	\$3,651,324	30.7%
<b>Health Insurance</b>	\$2,642,580	\$2,415,000	9.4%
<b>MVECC Emergency Dispatch Center</b>	\$1,216,855	\$1,213,758	0.3%

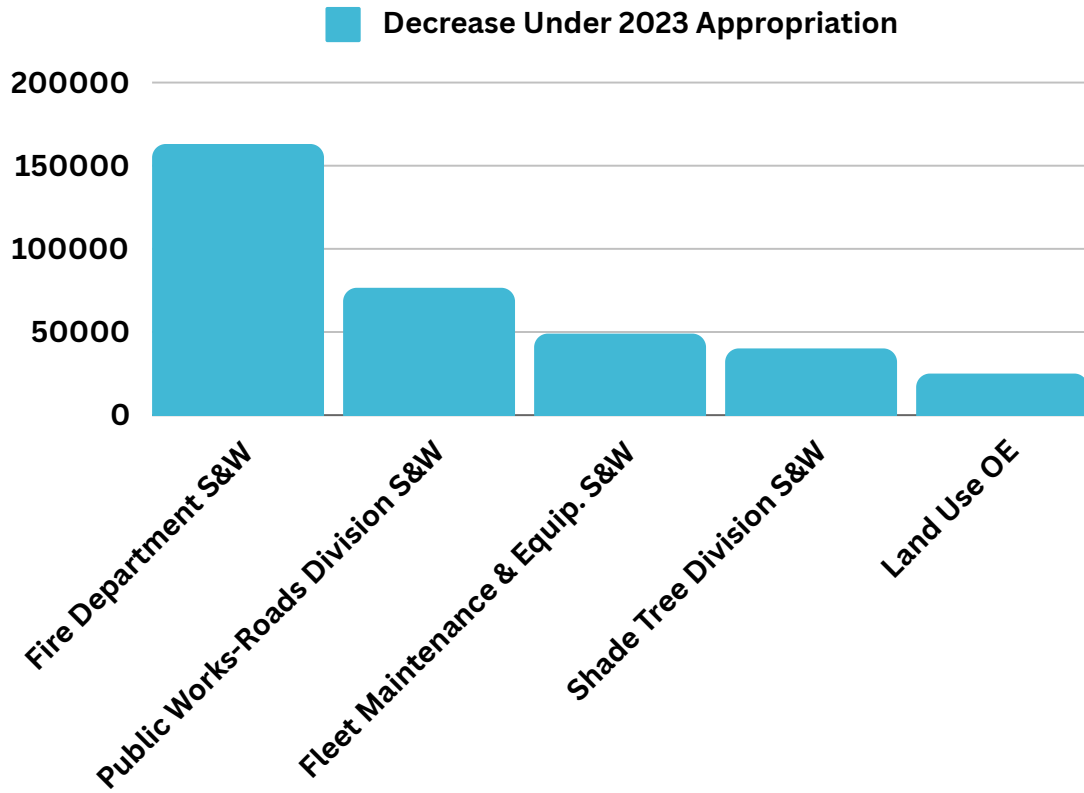
FIVE LARGEST APPROPRIATION INCREASES



	2024 Appropriation	Increase Over 2023 Appropriation
Police Department S&W	\$6,244,404	\$473,047
General Liability & Workers Compensation Insurance	\$1,373,283	\$209,831
Group Health Insurance (gross)	\$4,924,586	\$176,276
Legal Services OE	\$460,885	\$170,000
Recycling OE	\$1,011,885	\$168,335



## FIVE LARGEST APPROPRIATION DECREASES




	2024 Appropriation	Decrease Over 2023 Appropriation
<b>Fire Department S&amp;W</b>	\$3,927,900	(\$163,049)
<b>Public Works-Roads Division S&amp;W</b>	\$762,469	(\$76,582)
<b>Fleet Maintenance &amp; Equipment S&amp;W</b>	\$225,416	(\$49,037)
<b>Shade Tree Division S&amp;W</b>	\$707,536	(\$40,120)
<b>Land Use OE</b>	\$157,200	(\$25,000)

The following tables depict the projected 10 largest Other Expense category appropriations in 2024 compared with 2023 and the projected five largest professional service appropriation line items.

<b>10 LARGEST OTHER EXPENSES</b> <b>(Excludes Professional Service Line Items)</b>			
	<b>2024</b>	<b>2023</b>	<b>DIFFERENCE</b>
<b>Transfer Station</b> Disposal Charges	\$1,020,000	\$990,000	\$30,000
<b>Recycling</b> Curbside Collection	\$1,008,960	\$840,800	\$168,160
<b>Fire</b>	\$484,800	\$390,700	\$94,100
<b>Police</b>	\$475,500	\$449,300	\$26,200
<b>Fuel</b>	\$449,000	\$452,000	(\$3,000)
<b>Fleet Maintenance</b>	\$354,000	\$296,200	\$57,800
<b>Electricity</b>	\$353,000	\$345,000	\$8,000
<b>Municipal Shared Court</b>	\$344,000	\$342,180	\$1,820
<b>Fire Hydrant Service</b>	\$367,540	\$325,000	\$42,540
<b>Board of Health</b>	\$254,724	\$244,666	\$10,058

## 5 LARGEST PROFESSIONAL SERVICE APPROPRIATIONS

	2024	2023	DIFFERENCE
<b>Legal Services</b> General/Labor/Litigation	\$420,000	\$250,000	\$170,000
<b>Land Use</b> Planning Services and Special Projects	\$120,000	\$175,000	(\$55,000)
<b>Legal Services</b> Tax Appeals	\$115,000	\$125,000	(\$10,000)
<b>Information Technology</b>	\$103,831	\$101,796	\$2,035
<b>Tax Assessor</b> Appraisal Services	\$60,000	\$70,000	(\$10,000)



# SALARY AND WAGES

**32.1%**

OF TOTAL  
APPROPRIATIONS

The total 2024 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 \$20.5 million. Total salary and wages for all funds (General, Parking, and Sewer) increased by \$705,568 from 2023.

**3.5%**

TOTAL Y-O-Y  
INCREASE  
(ALL FUNDS)

Total overtime line items are projected to decrease by \$16,000 below 2023 budget amounts (2024 total overtime budgeted is \$939,000). Overall, total overtime appropriations are 5.1% of the total salary and wages amount. Public safety overtime accounts for 63.1% (Fire: 32.2%, Police: 30.9%) of total overtime appropriations. The \$16,000 projected decrease is a net change in overtime with a \$77,000 decrease for the Fire Department helping to offset increases in the Police Department and other Community Services Department increases.

**1.7%**

TOTAL OVERTIME  
DECREASE

<b>TOTAL SALARIES &amp; WAGES</b> <b>(includes Temporary/Seasonal Employee Wages and Overtime)</b>				
<b>FUND</b>	<b>2024</b>	<b>2023</b>	<b>\$ CHANGE Y-O-Y</b>	<b>% CHANGE Y-O-Y</b>
<b>General</b>	\$18,356,932	\$17,823,016	\$533,916	3.0%
<b>Sewer Utility</b>	\$529,164	\$450,508	\$78,656	17.5%
<b>Parking Services Utility</b>	\$665,596	\$656,789	\$8,807	1.3%
<b>Uniform Construction Code</b> (Dedicated Trust Fund)	\$958,584	\$874,395	\$84,189	9.6%
<b>TOTAL</b>	<b>\$20,510,276</b>	<b>\$19,804,708</b>	<b>\$705,568</b>	<b>3.5%</b>

The following table shows the impact from salary adjustments budgeted in 2024, which is broken down by non-union employees and collective negotiation units. The FMBA Local 54 and PBA Local 55 collective negotiation units are contracted to receive cost-of-living adjustment (COLA) increases of 2.25% and 2.75%, respectively, this year. The Teamsters Local 469 contract expired on January 1, 2024. Contract negotiations with the Teamsters have been ongoing since September 2023, and the city expects to reach an agreement sometime this year. Given the pending contract finalization, the city is appropriating \$140,000 in its reserve for salary adjustments to plan for a 2024 salary and wages contract amendment.

For non-union employees, 2.75% is allocated in each respective department salary and wage budget. Total salary amounts vary from 2023 to 2024 due to retirements, resignations, new employees and/or annual salary step increases.

**2024 SALARIES & WAGES ADJUSTMENT**  
(excludes Temporary/Seasonal Employees & Overtime)

GROUPS	TOTAL FT & PT EMPLOYEES	2024 TOTAL SALARIES	2023 TOTAL SALARIES	S&W % ADJUSTMENT
Non-Union Employees	88	\$7,098,971	\$6,405,805	2.75%
Teamsters Local 469	48	\$3,386,958	\$3,402,673	TBD
PBA Local 55	46	\$4,976,411	\$4,811,325	2.75%
FMBA Local 54	30	\$3,060,832	\$3,341,818	2.25%
<b>TOTAL</b>	<b>212</b>	<b>\$18,523,172</b>	<b>\$17,961,621</b>	

GROUPS	COLA INCREASE	STEP INCREASE	LONGEVITY INCREASE
Non-Union Employees	\$99,429	\$52,718	\$9,943
Teamsters Local 469	TBD	\$37,483	\$750
PBA Local 55	\$81,716	\$103,481	\$11,044
FMBA Local 54	\$48,897	\$77,835	\$1,809
<b>TOTAL</b>	<b>\$230,042</b>	<b>\$271,517</b>	<b>\$23,546</b>



# OTHER EXPENSES

## GENERAL FUND MUNICIPAL OPERATIONS

Total municipal service Other Expenses (\$8.46M) will increase this year by \$677,706, or 8.7%. In addition to the various large appropriations previously mentioned, other notable appropriation **increases** are as follows:

- **\$168,160** in Department of Community Services (Recycling Unit) for curbside recycling collection services.
- **\$150,000** in Legal Services for litigation services.
- **\$86,000** in Fire Department for fire truck lease acquisition.
- **\$55,000** in Department of Community Services (Transfer Station) for disposal charges.
- **\$40,000** in Department of Community Services (Fleet Maintenance and Equipment Division) for sanitation vehicle maintenance.
- **\$30,000** in Department of Administration for various technology and software licenses.
- **\$29,500** in Police Department for contract services.
- **\$20,000** in Department of Administration for labor counsel services.
- **\$17,000** in Police Department for vehicle maintenance.
- **\$15,000** in Department of Community Services (Public Works-Roads Division) for snow removal services.

Some notable other expense line item **decreases** are as follows:

- **\$40,000** in Department of Community Services (Land Use) for special planning projects.
- **\$25,000** in Department of Community Services (Transfer Station) for vegetative waste disposal charges.
- **\$20,500** in Police Department for training and seminar expenses.
- **\$15,000** in Fire Department for equipment costs.
- **\$10,000** in Tax Assessment for professional appraisal services.
- **\$10,000** in Tax Assessment for professional legal services.

# INSURANCE

## HEALTHCARE AND DENTAL PREMIUMS FOR ALL CITY EMPLOYEES

In 2024, the city's net healthcare insurance premium line item of \$2.64 million within the General Fund budget will increase about \$150,000 from last year. The city participates in the state health benefit plan for the provision of medical/prescription drug insurance coverage for which the sole provider is Horizon Blue Cross/Blue Shield of NJ. In 2024, the city will fund a portion (\$240,115) of the 7.4% medical premium increase (\$389,695) from the Self-Insurance Trust reserve account. For dental insurance, the city will continue to use Delta Dental as its provider and its annual premium will be approximately \$200,000, which there is no increase over last year. Of the 184 eligible employees (includes 14 Library personnel), 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 \$766,965.

### MEDICAL INSURANCE PLAN PREMIUMS

NJ DIRECT 10			
2024 CATEGORY & # OF EMPLOYEE PARTICIPANTS	2024 MONTHLY PREMIUM	2023 MONTHLY PREMIUM	\$ TOTAL ANNUAL PREMIUM Increase (Decrease)
• Single (15)	\$1,283.82	\$1,193.75	\$16,212.60
• Member & Spouse (11)	\$2,567.63	\$2,387.51	\$23,775.84
• Parent & Child (8)	\$2,298.03	\$2,136.82	\$15,476.16
• Family (32)	\$3,581.85	\$3,330.58	\$96,487.68
<b>SUB-TOTAL: 66 (Annual Cost)</b>	<b>\$2,166,056</b>	<b>\$2,014,104</b>	<b>\$151,952</b>

NJ DIRECT 15			
2024 CATEGORY & # OF EMPLOYEE PARTICIPANTS	2024 MONTHLY PREMIUM	2023 MONTHLY PREMIUM	\$ TOTAL ANNUAL PREMIUM Increase (Decrease)
<ul style="list-style-type: none"> <li>• Single (29)</li> <li>• Member &amp; Spouse (14)</li> <li>• Parent &amp; Child (5)</li> <li>• Family (22)</li> </ul>	\$1,229.11 \$2,458.22 \$2,200.10 \$3,429.21	\$1,142.24 \$2,284.49 \$2,044.62 \$3,186.96	\$30,230.76 \$28,682.64 \$9,328.80 \$63,954.00
<b>SUB-TOTAL: 70 (Annual Cost)</b>	<b>\$1,878,029</b>	<b>\$1,745,832</b>	<b>\$132,196</b>

HORIZON #11			
2024 CATEGORY & # OF EMPLOYEE PARTICIPANTS	2024 MONTHLY PREMIUM	2023 MONTHLY PREMIUM	\$ TOTAL ANNUAL PREMIUM Increase (Decrease)
<ul style="list-style-type: none"> <li>• Single (1)</li> <li>• Member &amp; Spouse (2)</li> <li>• Parent &amp; Child (1)</li> <li>• Family (2)</li> </ul>	\$1,203.34 \$2,406.68 \$2,153.98 \$3,357.32	\$1,117.37 \$2,234.74 \$2,000.10 \$3,117.47	\$1,031.64 \$1,126.56 \$1,846.56 \$5,756.40
<b>SUB-TOTAL: 6 (Annual Cost)</b>	<b>\$178,624</b>	<b>\$168,863</b>	<b>\$9,761</b>

NJ DIRECT 1525 #51			
2024 CATEGORY & # OF EMPLOYEE PARTICIPANTS	2024 MONTHLY PREMIUM	2023 MONTHLY PREMIUM	\$ TOTAL ANNUAL PREMIUM Increase (Decrease)
<ul style="list-style-type: none"> <li>• Single (0)</li> <li>• Member &amp; Spouse (1)</li> <li>• Parent &amp; Child (0)</li> <li>• Family (1)</li> </ul>	\$1,182.53 \$2,365.06 \$2,116.73 \$3,299.26	\$1,099.61 \$2,199.81 \$1,968.83 \$3,068.74	\$0.00 \$1,983.00 \$0.00 \$2,766.24
<b>SUB-TOTAL: 2 (Annual Cost)</b>	<b>\$86,845</b>	<b>\$71,033</b>	<b>\$4,749</b>

HORIZON 2030 #52			
2024 CATEGORY & # OF EMPLOYEE PARTICIPANTS	2024 MONTHLY PREMIUM	2023 MONTHLY PREMIUM	\$ TOTAL ANNUAL PREMIUM Increase (Decrease)
<ul style="list-style-type: none"> <li>• Single (2)</li> <li>• Member &amp; Spouse (2)</li> <li>• Parent &amp; Child (0)</li> <li>• Family (3)</li> </ul>	\$1,123.07 \$2,246.14 \$2,010.29 \$3,133.36	\$1,043.47 \$2,086.94 \$1,867.80 \$2,911.27	\$1,910.40 \$3,820.80 \$0.00 \$7,995.24
<b>SUB-TOTAL: 7 (Annual Cost)</b>	<b>\$193,662</b>	<b>\$179,936</b>	<b>\$13,726</b>

HORIZON OMNIA HEALTH PLAN			
2024 CATEGORY & # OF EMPLOYEE PARTICIPANTS	2024 MONTHLY PREMIUM	2023 MONTHLY PREMIUM	\$ TOTAL ANNUAL PREMIUM Increase (Decrease)
<ul style="list-style-type: none"> <li>• Single (1)</li> <li>• Member &amp; Spouse (1)</li> <li>• Parent &amp; Child (0)</li> <li>• Family (4)</li> </ul>	\$899.52 \$1,799.05 \$1,610.15 \$2,509.67	\$874.39 \$1,748.78 \$1,565.16 \$2,439.55	\$301.56 \$603.24 \$0.00 \$3,365.76
<b>SUB-TOTAL: 6 (Annual Cost)</b>	<b>\$152,847</b>	<b>\$148,576</b>	<b>\$4,271</b>

NJ DIRECT #027			
2024 CATEGORY & # OF EMPLOYEE PARTICIPANTS	2024 MONTHLY PREMIUM	2023 MONTHLY PREMIUM	\$ TOTAL ANNUAL PREMIUM Increase (Decrease)
<ul style="list-style-type: none"> <li>• Single (0)</li> <li>• Member &amp; Spouse (0)</li> <li>• Parent &amp; Child (0)</li> <li>• Family (1)</li> </ul>	\$1,145.55 \$2,291.10 \$2,050.53 \$3,196.08	\$1,064.95 \$2,129.89 \$1,906.25 \$2,971.20	\$0.00 \$0.00 \$0.00 \$2,699.00
<b>SUB-TOTAL: 1 (Annual Cost)</b>	<b>\$38,353</b>	<b>\$35,654</b>	<b>\$2,699</b>

## OTHER INSURANCES

General liability and workers' compensation insurance policy coverage will increase by \$209,831 to the total premium amount of \$1,373,283. This is an 18% increase from last year.

The Municipal Excess Liability Joint Insurance Fund (MEL JIF) collective offers municipalities access to affordable coverage, risk management programs, and protection against risks like cyber incidents, distinct from individual municipal insurance programs in the open market. Despite these benefits, challenges in the insurance industry affect both municipalities and the JIF. Global catastrophes, social inflation, and historical liabilities have led to increased claims and reserve requirements, impacting the industry's net income and capacity. Consequently, premium increases and stricter coverage terms have been necessary for the JIF to maintain adequate reserves and coverage for its members.

Property premiums have seen a significant increase, driven by attention to replacement cost values and inflationary pressures. Approximately half of the premium increase is attributed to rate hikes, while the other half is due to value increases. Workers' compensation and liability insurance lines have also been impacted, necessitating premium adjustments. Despite these challenges, the MEL anticipates improvements through remedial actions, although dividend payments for 2023 are unlikely due to the need to preserve surplus amidst market conditions.

Specifically regarding the Suburban Municipal Joint Insurance Fund, the city's JIF, a portion of the premium increase is attributed to rate increases and value increases. The property premium increase is split roughly 50/50 between a rate increase of 36.0% and value increases of 25.8%. Notably, Zurich Insurance Company has declined to renew their position as the lead property insurer in the program.

Workers' compensation has been affected by factors such as the Firefighters Cancer Presumptive law and changes in coordination between workers compensation and pension offset. Liability issues include erosion of Title 59 on cases and changes to statutes of limitations regarding sexual abuse and molestation matters.

Premium increases are necessary for obtaining coverage going forward due to short- and long-term issues affecting the industry. The need to increase Incurred But Not Reported (IBNR) loss reserves for prior policy years further impacts the MEL's surplus. Despite these challenges, remedial steps are being taken with expectations for a reversal of the situation in due course.

Historically, the JIF has managed costs effectively, averaging 5% increases since 2018. In recent years, increases have varied among different lines of coverage, with property, cyber, and public officials and employment practices facing the most challenges. Unfortunately, this led to an 18% increase in 2024.

Lastly, unemployment insurance and other insurances total a combined \$70,000, an increase of \$20,000 over last year. Overall, the city's total cost for these insurance policies and potential unemployment claims is \$4.1 million, up \$379,411, or 10.2% this year.

# PENSIONS

## PUBLIC EMPLOYEES & POLICE AND FIRE RETIREMENT SYSTEMS

The city's 2024 pension obligations will increase this year by \$122,079. Gross total pension payments for Public Employees Retirement System (PERS) and Police and Fire Retirement System (PFRS) will be \$4.98 million, or 2.5% above 2023 obligations. However, when the city's library pension obligation (\$213,699) is deducted from the gross PERS amount (\$1.62 million), the net pension increase is \$92,610, or 2.0% above the 2023 budgeted amount. The net total pension amount in the 2024 budget is \$4.77 million.

The following table depicts 10 years of PERS and PFRS pension obligations, and annual percentage change from the previous year. Since 2015, on average, total pension obligations have increased by 6.1%. Overall, the total dollar increase from 2015 to 2024 is \$1.89 million.

### PENSION OBLIGATION PAYMENTS

YEAR	PERS	PFRS	Y-O-Y % CHANGE
<b>2024</b>	\$1,623,627	\$3,358,800	2.5%
<b>2023</b>	\$1,479,678	\$3,380,670	12.1%
<b>2022</b>	\$1,339,317	\$2,995,897	3.5%
<b>2021</b>	\$1,272,739	\$2,914,530	9.5%
<b>2020</b>	\$1,211,605	\$2,612,719	0.2%
<b>2019</b>	\$1,274,378	\$2,541,918	7.0%
<b>2018</b>	\$1,224,459	\$2,342,567	5.5%
<b>2017</b>	\$1,176,696	\$2,206,006	3.0%
<b>2016</b>	\$1,151,400	\$2,134,000	6.3%
<b>2015</b>	\$1,074,137	\$2,018,053	6.3%



# 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. As a result, the city will be under the appropriations cap by \$298,652.

## APPROPRIATIONS CAP FORMULA

Total general appropriations for calendar year 2023 \$55,063,137

Less: Exclusions from "caps" : (\$20,206,042)

Amount on which 3.5% cap is applied: \$34,857,095

Allowable cost of living adjustment:

**1.0% cap** = \$348,571 added to above equals \$35,205,666

**2.5% cap** = \$871,427 added to above equals **\$35,728,522**

**3.5% cap** = \$1,219,998 added to above equals \$36,077,093

### **Add:**

Value of new construction and improvements: \$794,695

(Assessed value of new construction x municipal tax rate per \$100 value)

(\$87,908,700 x 0.00904)

2022 cap bank: \$928,558

2023 cap bank: \$491,072

Total cap bank \$1,419,630

Total allowable 2024 appropriations within caps: \$36,871,788

Total proposed 2024 appropriations within caps: \$36,573,136

**Amount Under (over) cap: \$298,652**

# SUMMIT'S TAX BASE

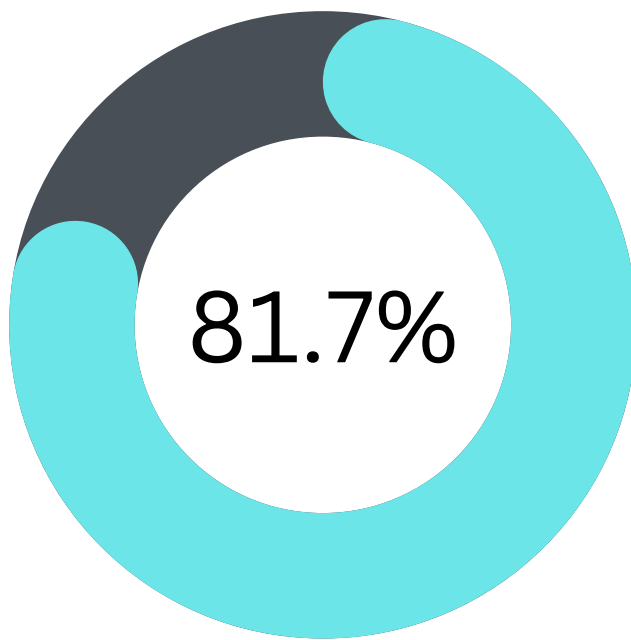
The financial stability of the city depends on several key factors: first, maintaining a balanced budget; second, preserving emergency reserves; and third, ensuring there is enough liquidity to meet immediate obligations on time. By statutory mandate, the city is required to achieve a balanced budget each year. However, the challenge arises from the need to reconcile a multitude of fiscal responsibilities, service requirements, and the unpredictability of property values, coupled with modest increases in revenue and rising operational costs. As a result, property owners bear the increasing burden to help balance the municipal budget every year. The city periodically reviews its reserve funds to ensure they are sufficient to cover unexpected expenses and prevent potential budget deficits. Additionally, because the city's revenue inflows are irregular throughout the budget year, efforts to stabilize and grow the taxable base, improve tax collection rates, and reliably secure anticipated non-tax revenues are crucial for optimal cash flow management.

**\$81.9 million in new property assessment value growth in 2024. This will generate about \$741,000 in new municipal tax revenue.**

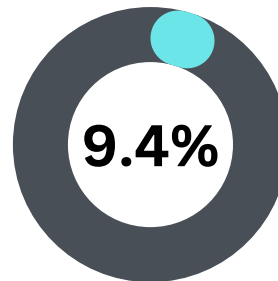


# 2024 TAX BASE VALUATION

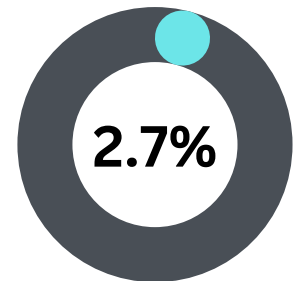
## SUMMIT'S PROPERTY CLASSIFICATION AND TYPE



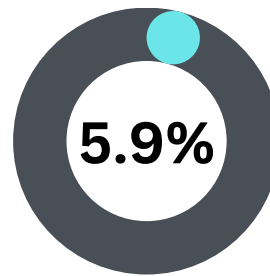
**2-Residential**  
(four families or fewer)



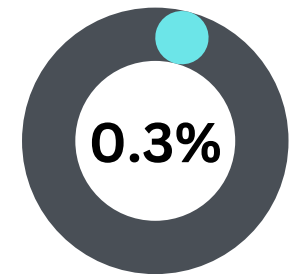
**4A-Commercial**



**4C-Apartment**



**4B-Industrial**



**1-Vacant Land**

**\*6A-Verizon  
(Business Personal Property Telephone)  
0.1%**

The city's property tax base generates approximately 54.3% of municipal budget revenues through its tax levy.

- *Residential properties* are 81.7% of the total tax base, and the primary funding source of municipal revenue. Residential valuation has trended upward during the last several years. However, the percentage of residential property assessment compared with total net assessed valuation has decreased because of increased industrial property valuation as a percentage of the total tax base.
- It is essential for the city to preserve existing real estate valuation, and intelligently plan new development to maximize utilization of its six square miles of land.

# 2022-2024 ASSESSMENT VALUATION

## LAND AND IMPROVEMENTS BY CLASSIFICATION

	2024	2023	2022
<b>1-Vacant Land</b>	\$9,335,200	\$10,341,000	\$9,928,300
<b>2-Residential</b> (four families or fewer)	\$2,738,919,200	\$2,701,061,700	\$2,666,258,900
<b>4A-Commercial</b>	\$315,806,300	\$315,933,500	\$316,136,300
<b>4B-Industrial</b>	\$196,608,000	\$151,564,800	\$151,564,800
<b>4C-Apartment</b>	\$91,247,100	\$90,937,100	\$91,029,900
<b>6A-Verizon</b> (Business Personal Property Telephone)	\$2,549,407	\$2,665,189	\$2,811,937
<b>NET ASSESSED VALUATION (NAV) TOTAL</b>	<b>\$3,354,465,207</b>	<b>\$3,272,503,289</b>	<b>\$3,237,730,137</b>

2024 net assessed valuation (NAV) grew by 2.5% from last year. Over the last three years, the tax base has increased by nearly \$153.7 million.

- *Tax base valuation* - Comparing 2023 to 2024, the NAV for city property classifications grew by over \$81 million. However, Commercial and Verizon BPPT classifications realized small decreases by a combined \$242,982. The largest gain was evidenced in the Industrial classification, which grew by approximately \$45.2 million last year.
- *\$473 million* - Total valuation for tax exempt properties (257), which is approximately 12.4% of the total properties in the city. Of the total tax-exempt property valuation, over \$122 million is owned by Overlook Medical Center, and approximately \$200 million is owned by either the municipality, and county or state governments.

# REAL ESTATE TREND & IMPACT ON RATABLE BASE

## RESIDENTIAL FOCUS

- Summit's residential property market has seen a demand for updated homes and 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.
- Short-term effect: land assessment may be moved to vacant (Class 1). Once the new home is complete, the property reverts back to residential (Class 2).
- Long-term effect: new home development activity further solidifies the residential class as an impetus of ratable increase.
- Multi-family apartment market has been very strong over last several years. City is seeing increased interest and capital investment in two-to-four family and condominium properties, which is driving real estate price inflation.

Assessed Valuation Breakdown Residential Homes (Includes 4-family units) 2024 Average Property Assessment (NAV: \$435,648) (Market Value: \$1,218,596)				
Valuation Range (\$)	2024 Number of Parcels	2024 Percent of Total	2023 Number of Parcels	2023 Percent of Total
\$0 to \$400,000	3643	57.9%	3664	58.5%
\$400,001 to \$800,000	2024	32.2%	2001	31.9%
\$800,001 to \$1,200,000	425	6.8%	410	6.6%
\$1,200,001 to \$1,600,000	140	2.2%	136	2.2%
\$1,600,001 and up	55	0.9%	53	0.9%
TOTAL REVENUES	6287	100.0%	6264	100.0%

## NEW RESIDENTIAL CONSTRUCTION VALUE

- **The chart below shows residential construction not yet completed with land market valuation, and new construction completed with market value totals (20 properties remain to be valued).**
- In 2023, there were 10 properties purchased to demolish the structure and bring a new dwelling to market. Total cost to acquire these properties was over \$12 million.
- Further, 29 similar properties were completed and brought to market in 2023 with a combined value of \$48.6 million. Sixteen townhomes accounted for \$22.6 million of the total market value.
- The Tax Assessor estimates \$40 million of new assessment valuation that may be realized on the tax records in 2024 from residential work depicted below as well as other improvement work planned, or in progress, involving all real property classifications.

Year	Land Market Value	New Construction Market Value	Structures Demolished	Listed on Tax Record with New Valuation
2023	\$12,033,000	\$48,689,500	10	29
2022	\$15,000,000	\$32,700,000	10	15
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
<b>TOTAL</b>	<b>\$102,755,180</b>	<b>\$303,472,008</b>	<b>101</b>	<b>146</b>

## CURRENT RESIDENTIAL ASSESSED AND MARKET VALUE

While an increasing residential tax base valuation provides for a more stable financial condition overall, there is a direct impact on homeowners and what they pay in property taxes. The following chart sheds light on the current market and assessed value for residential property owners and the average total property taxes paid annually. The 2023 total tax rate is used for demonstration purposes.

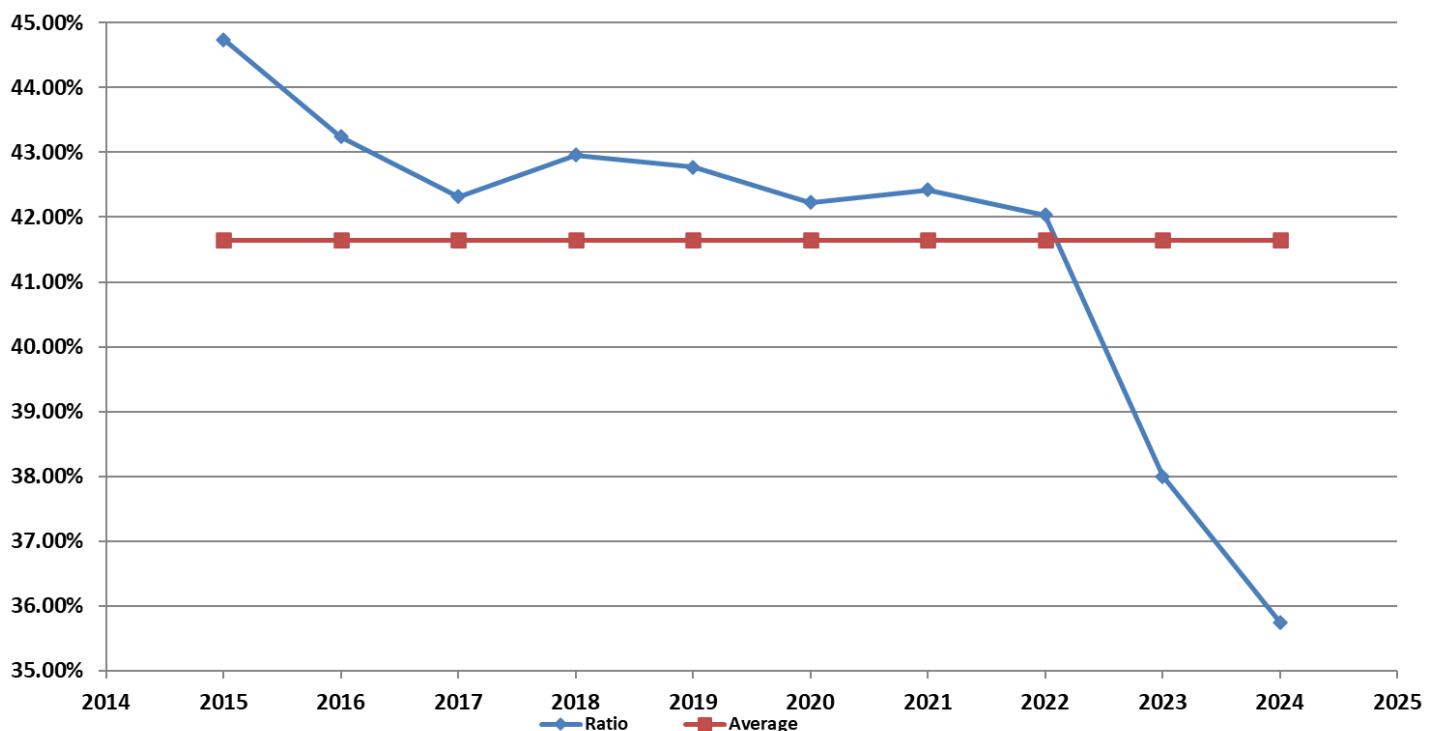
Number and (%) of Residential Properties	Net Assessed Valuation (NAV) Range	NAV-to-Fair Market Value (Equalization Ratio)	Fair Market Value of Maximum NAV Range Amount	Total Taxes by Valuation Range	Average Total per Property (2023 Total Tax Rate \$4.327)
1,635 (26.0%)	\$0-\$229,000	35.75%	\$640,559	\$11,852,536	\$7,249
2,008 (31.9%)	\$229,000-\$400,000	35.75%	\$1,118,881	\$26,423,046	\$13,159
2,024 (32.2%)	\$401,000-\$800,000	35.75%	\$2,237,762	\$49,461,959	\$24,438
425 (6.8%)	\$801,000-\$1,200,000	35.75%	\$3,356,643	\$17,628,847	\$41,480
140 (2.2%)	\$1,201,000-\$1,600,000	35.75%	\$4,475,524	\$8,236,955	\$58,307
55 (0.9%)	\$1,601,000+	35.75%	\$10,093,986	\$4,909,691	\$89,267
<b>TOTAL: 6,287 (100.0%)</b>				<b>\$118,513,034</b>	<b>Average \$18,850</b>



# TAX APPEALS

## EQUALIZATION RATIO (NAV/FMV) EXPLANATION

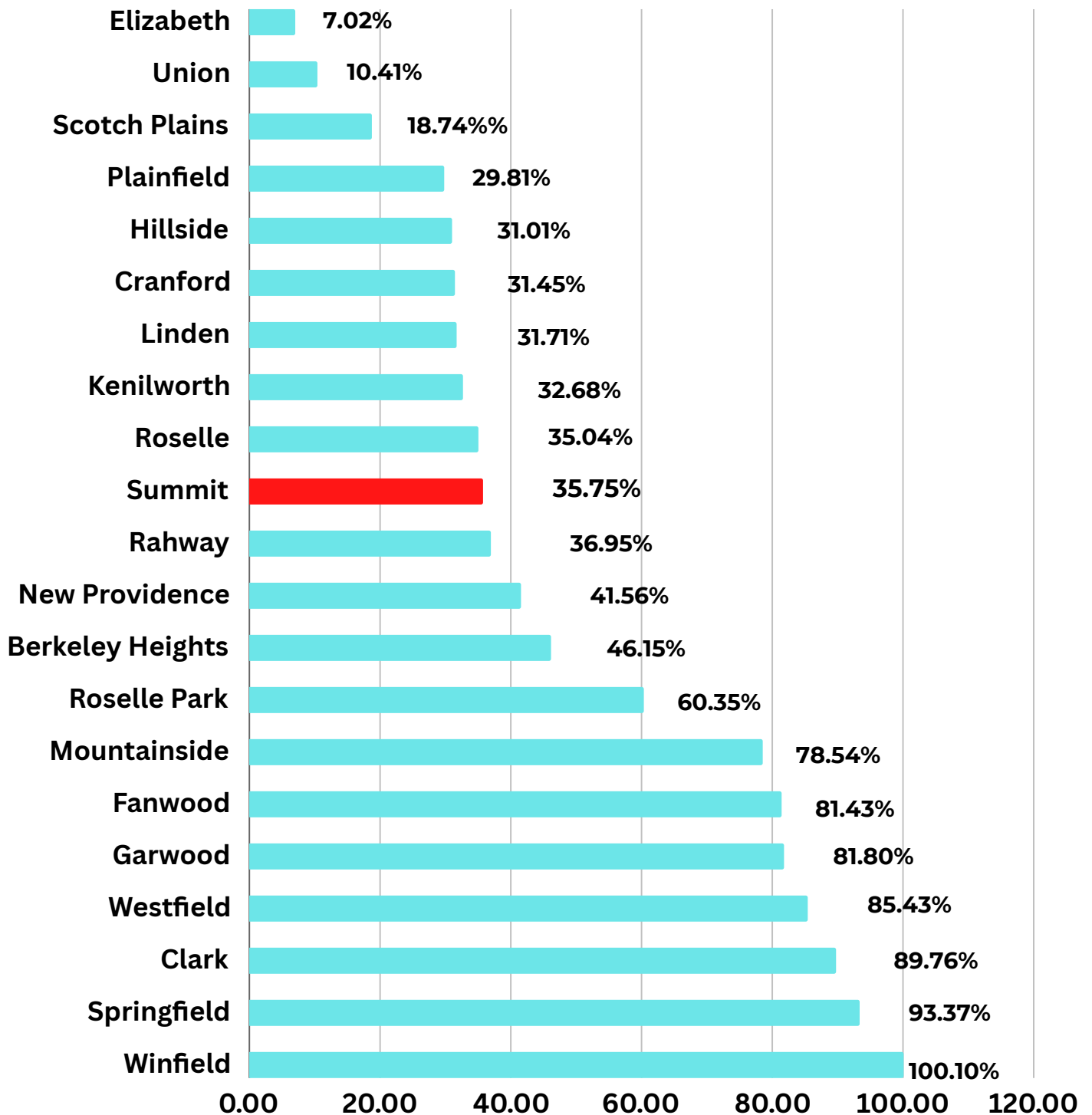
- The city's NAV-to-Fair Market Value (FMV) ratio ("equalization ratio" or ratio) is a primary factor used in tax appeal litigation and determines the likelihood of success for a property owner under New Jersey law.
- Annually before October, the Union County Tax Board issues a Ratio for every municipality in New Jersey for the upcoming tax year.
- The equalization 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, Summit's 2024 ratio is based on weighted sales data from July 2020 to June 2022, and from selected sales between July 2022 through June 2023.
- Following graph illustrates the city's equalization ratio for 2024, and the preceding nine years.



As evidenced in the preceding graph, the city's ratio trended downward from 2015 to 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 resulting in higher demand for suburban housing in communities such as Summit. High numbers 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 due to high demand and low housing supply. The 2024 Ratio, at 35.75%, is a good indicator that supports strong housing pricing.

The following graph is a comparison of Summit's 2024 equalization ratio to all other Union County municipalities. In recent years, several Union County municipalities (Clark, Fanwood, Garwood, Mountinside, Roselle Park, Springfield, Westfield and Winfield) have completed their respective revaluation process. Last year, the City of Elizabeth commenced its municipal tax base revaluation process, which will likely be completed in 2024. Given where Summit's equalization ratio is in 2024 (35.75%), it is likely the Union County Tax Board could order Summit to start its revaluation process within the next several years.

## COMPARISON of EQUALIZATION RATES (2024)

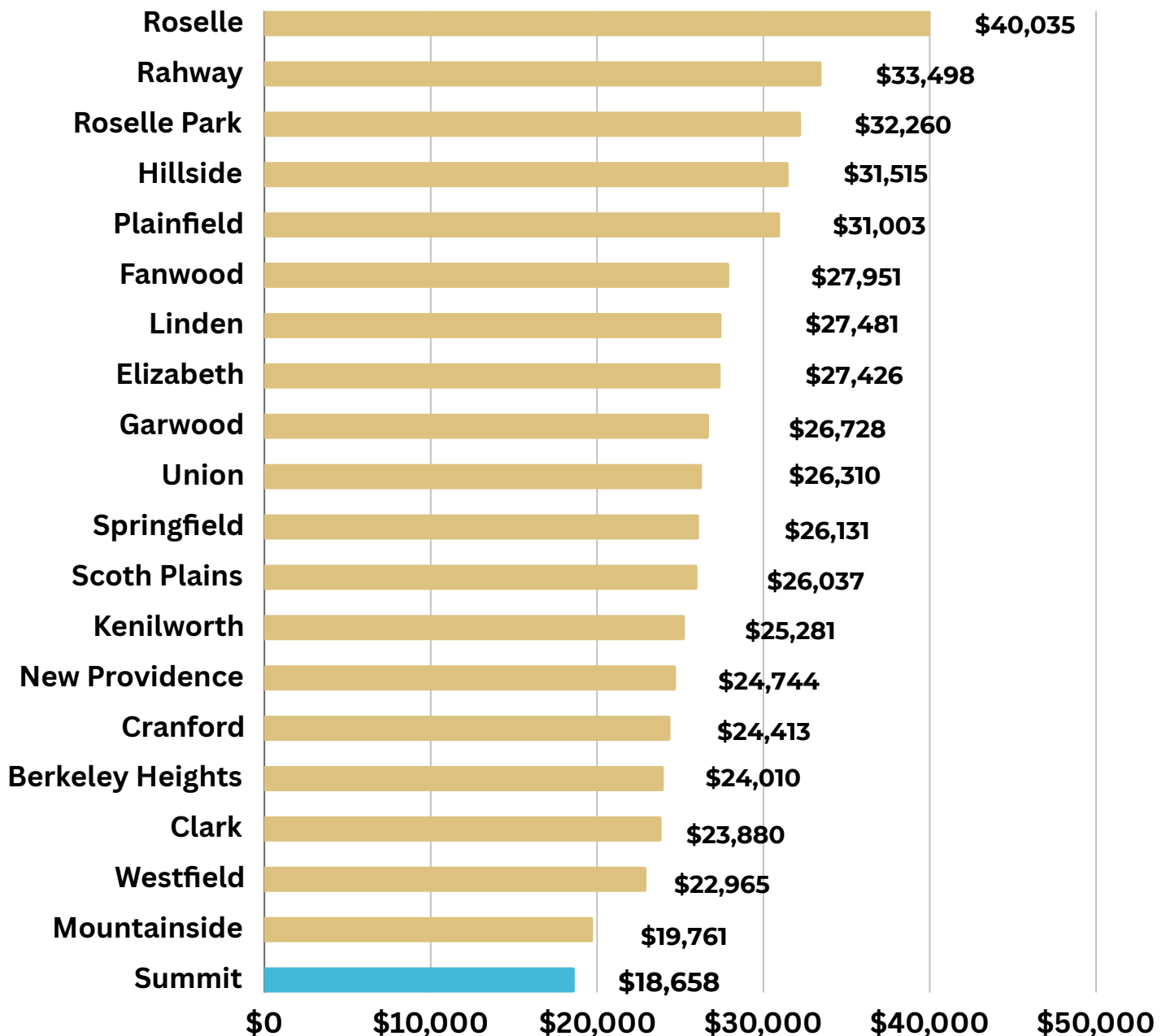


For the purpose of comparing tax rates, an effective tax rate is used. It is a statistical study that enables the comparison of one municipal tax district to another district (based on the assumption that all districts are at 100% valuation). For example, in 2023, the average

residential assessment value in Summit was \$431,204, which represents a market value of \$1.134,747. Even though 2024 equalization ratios are known, 2024 total tax rates are undetermined at this time. The following graph depicts what the average 2023 total tax bill for each Union County municipality (using 2023 tax rates and ratios) would be for a home valued at \$1.13 million to determine comparable 2023 effective total tax amounts. In Summit, the total tax bill for its average residential property value was \$18,658, the lowest effective tax bill in Union County.

## EFFECTIVE TAX RATES & UNION COUNTY MUNICIPALITY COMPARISONS

### 2023 Total Taxes on a \$1,134,747 Market Value Residence



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

<b>EFFECTIVE TAX RATE &amp; TAX BILL COMPARISON</b> <b>2023 Equalization Ratios &amp; 2023 Total Tax Rates</b> <b>Average Residential Market Value of \$1.13 Million</b>				
<b>Municipality</b>	<b>2023 Tax Rate</b>	<b>2023 Ratio</b>	<b>Effective Tax Rate</b>	<b>Total Tax Bill</b>
<b>Roselle</b>	\$8.477	41.62%	\$3.528	\$40,035
<b>Fanwood</b>	\$2.844	86.61%	\$2.463	\$27,951
<b>Garwood</b>	\$2.704	87.11%	\$2.355	\$26,728
<b>Summit</b>	\$4.327	38.00%	\$1.644	\$18,658

The 2023 Union County Tax Board appeals showed the number of cases filed increased to 47 as compared to 34 in the previous year. A total of 10 cases were settled with stipulated agreements. The total assessment was \$5,998,800 with an adjusted assessment of \$6,197,000, or \$8,576 of taxes owed to the city. An appeal filed by the Tax Assessor for an unaccounted added assessment captured the increased assessment. The result is an atypical net positive change at the County Board of Appeals. The total assessment value of all cases under appeal was \$39,921,200 with a net positive change of \$198,200 at 0.5%. The remaining 37 cases were resolved by 20 withdrawn, three dismissed with prejudice, and two dismissed without prejudice, and 12 affirmed. Of the 12 cases affirmed to tax court, 10 are from previous years under appeal, and two are new appeal cases.

In 2023, the State Tax Court received 35 new cases, including 8 that were escalated from the county tax board. Additionally, the court settled 54 cases, with 10 resolutions coming through stipulation agreements and applications of the Freeze Act. The cases under appeal initially had a total assessed value of \$16,620,400. This value was adjusted to \$917,200, which represents a 5.5% reduction, leading to total tax refunds amounting to \$39,580. The combined assessment for all 54 resolved cases was \$71,722,567. Of these, 44 cases were withdrawn. Presently, there are 56 cases still active; among these, 11 have been resolved but are awaiting either a signed stipulation or a final judgment. There are 45 cases that remain open and unresolved.

Regarding the appeals to the state court in 2023, the table below categorizes each appeal by the type of property, shows the total number of appeals filed for each category, indicates the number of appeals that were either decided or settled, and provides the net asset value (NAV) before and after the decision or settlement. In total, for the 54 state court appeals that were settled or adjudicated in the last year, the overall decrease in NAV in 2023 was \$917,200, which represents a post-adjudication NAV change of 1.28%.

2023 TAX APPEAL SUMMARY State Court					
Classification	# of Appeals by Class	2023 NAV Under Appeal	# of Appeals Adjudicated/ Settled	Pre-Adjudication NAV	Post-Adjudication /Settled NAV
Vacant Land	1	\$80,300	0	\$0	\$0
Residential	60	\$65,667,467	34	\$36,894,367	\$36,517,167
Commercial	37	\$66,652,400	20	\$34,828,200	\$34,288,200
Industrial	7	\$201,522,500	0	0	0
Apartment	5	\$17,942,400	0	0	0
<b>TOTAL</b>	<b>110</b>	<b>\$351,865,067</b>	<b>54</b>	<b>\$71,722,567</b>	<b>\$70,805,367</b>

## RESERVE FOR TAX APPEALS

City administration recommends raising the funds set aside for tax appeal reserves as it works on settling tax appeals from previous years with property owners who might be eligible for tax refunds. Following advice from experts on tax appeals, the city plans to increase the reserve fund by \$25,000, bringing the total requested for 2024 to \$100,000. At present, the city's tax appeal reserve account holds \$293,971.

There are currently 27 pending residential property tax appeal cases involving 14 properties. These include appeals from previous years and cross appeals, which may lead to refunds or credits for property owners. The total value of the residential properties under appeal is \$28.9 million. Additionally, there are 29 pending commercial appeal cases involving 12 properties, including appeals from prior years and cross appeals, with a total assessed value of \$251 million. Last year, the city issued \$39,600 in refunds to property owners following the settlement or adjudication of state tax appeals.

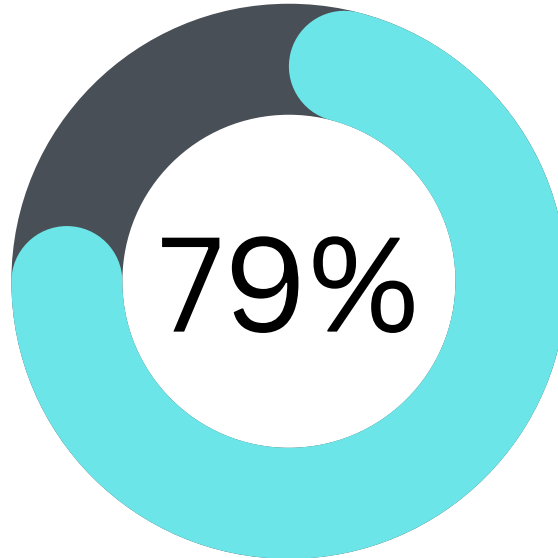


# SUMMIT'S DEBT POSITION

The city maintains its 'AAA' credit rating, the highest and best rating awarded by the three major credit rating agencies. These agencies have assigned Summit a 'stable' outlook, indicating their expectation that the city's tax base, financial status, and wealth will continue to be robust.

The city sets aside funds for debt service to cover the principal and interest costs of capital projects that the Common Council approves each year. By borrowing money, the city can distribute the costs of significant infrastructure improvements or substantial equipment purchases over several years. This approach reduces the impact on the annual budget and ensures that future taxpayers, who benefit from these assets, contribute to their cost. In any given budget year, the costs for capital projects authorized by the Common Council are typically financed through 12-month, short-term bond anticipation notes (BANs). The city incurs interest costs at the end of the 12-month period in the next budget year, except when a note is rolled over for more than two years. In such cases, a principal payment becomes due in the third year.

## STATUTORY BORROWING POWER (AS OF DECEMBER 31, 2023)



<b>Statutory Equalized Valuation (1)</b>	<b>\$8,422,718,238</b>
<b>Statutory Borrowing Power (2)</b>	<b>\$294,795,138</b>
<b>Statutory Net Debt</b>	<b>\$62,972,643</b>
<b>Remaining Statutory Borrowing Power</b>	<b>\$231,822,495 (79%)</b>
<b>Net Debt to Statutory Equalized Valuation (3)</b>	<b>0.748%</b>
(1) Average of the immediately preceding three years (2021-2023) as calculated by State of New Jersey; (2) 3 1/2% of the equalized valuation; (3) Unaudited.	



# SUMMIT'S DEBT SNAPSHOT

**\$63M**

2024 NET  
DEBT TOTAL

**\$6.6M**

2024 DEBT  
SERVICE  
OBLIGATION

**0.3%**

ANNUAL  
PAYMENT  
DECREASE FROM  
2023

As of the end of 2023, the city's total net debt, consisting of municipal purpose bonds and notes, was \$62.9 million. For 2024, the city has allocated \$6.6 million for municipal debt service, which represents a decrease of \$18,934 or 0.3% compared to the previous year. Additionally, as of December 31, 2023, the outstanding debt for the sewer utility stood at \$26.5 million, and the debt for parking services was \$3.27 million. The debt service payments for the sewer utility will see an increase of \$47,764, and payments for parking services will go up by \$28,223.

In 2020, the city's Parking Services Utility experienced an unprecedented decline in user fees, largely because the parking infrastructure was hardly used. To address this significant economic challenge, the governing body decided to pause parking user fees for four months. By the end of 2020, the Parking Services Utility faced its most challenging operating year ever, recording a \$1.1 million deficit. To mitigate this substantial loss of revenue, the State of New Jersey authorized municipalities to seek financing for their operating revenue shortfalls. In December 2020, the Summit governing body approved the issuance of short-term financing notes totaling \$850,000. The Parking Services Utility is set to appropriate \$170,000 annually to restore its operating fund balance over a five-year period, starting in 2022.

In October 2023, the city issued a short-term bond anticipation note (BAN) for \$5.13 million, featuring a net interest cost (NIC) of 4.33% and an average coupon rate of 4.75%. Additionally, in June 2023, another short-term BAN was issued, valued at \$1.45 million. This note also had a coupon rate of 4.75%, but with a slightly lower NIC of 4.06%.

Summit is recognized for its robust economic foundation, skilled management team, solid budgetary performance and flexibility, and strong liquidity position. The chart on page 78 provides an overview of the city's general obligation long-term bond issuances. Additionally, this section on debt structure includes schedules for Municipal, Sewer, and Parking Services Utility bonds. While municipal debt service payments are financed through various revenue sources, including tax levy dollars in the General Fund budget, the debt obligations for the Sewer and Parking Services utilities are exclusively covered by user fees within their respective budgets.

## SUMMARY OF LONG-TERM DEBT OBLIGATIONS

GENERAL FUND DEBT					
	Original Issuance Amount	Principal Outstanding 12/31/2023	2024 Principal Payment Due	2024 Interest Payment Due	Maturity Date
<b>2014 General Bonds</b>	\$7,400,000	\$3,110,000	\$585,000	\$82,525	2028
<b>2016 General Bonds</b>	\$10,800,000	\$3,570,000	\$1,165,000	\$59,750	2026
<b>2017 Refunding Bonds</b>	\$6,633,000	\$1,110,000	\$550,000	\$14,521	2026
<b>2019 General Bonds</b>	\$24,995,000	\$19,210,000	\$1,705,000	\$698,000	2033
<b>2022 General Bonds</b>	\$27,105,000	\$26,535,000	\$570,000	\$1,104,850	2049
<b>TOTAL</b>	<b>\$76,933,000</b>	<b>\$53,535,000</b>	<b>\$4,575,000</b>	<b>\$1,959,646</b>	

SEWER UTILITY DEBT					
	Original Issuance Amount	Principal Outstanding 12/31/2023	2024 Principal Payment Due	2024 Interest Payment Due	Maturity Date
2016 Sewer Bonds	\$4,071,000	\$2,355,000	\$270,000	\$44,400	2028
2017 Sewer Bonds	\$2,200,000	\$520,000	\$170,000	\$7,565	2026
2019 Sewer Bonds	\$1,435,000	\$1,060,000	\$90,000	\$37,050	2033
2022 Sewer Bonds	\$4,630,000	4,520,000	\$110,000	\$186,300	2049
TOTAL	\$12,336,000	\$8,455,000	\$640,000	\$275,315	

PARKING SERVICES UTILITY DEBT					
	Original Issuance Amount	Principal Outstanding 12/31/2023	2024 Principal Payment Due	20234 Interest Payment Due	Maturity Date
2014 Parking Bonds	\$2,200,000	\$880,000	\$165,000	\$23,360	2028
2016 Parking Bonds	\$1,161,000	\$635,000	\$85,000	\$11,850	2030
2019 Parking Bonds	\$2,120,000	\$1,600,000	\$130,000	\$55,750	2033
2022 Parking Bonds	\$85,000	\$80,000	\$5,000	\$3,650	2034
TOTAL	\$5,566,000	\$3,195,000	\$385,000	\$94,610	



## DEBT POSITION INSIGHTS

- Total Net Debt had risen steadily from 0.66% in 2016 to 0.83% in 2022. Last year ended with a decrease in net debt at 0.75%
- As of December 31, 2023, the city's total net debt (excludes local school, Sewer and Parking Services Utility debt but does include short-term bond anticipation notes) is \$62.97 million.
- For the year 2023, the city's annual equalized valuation (EV) is \$9.14 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 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 2021 to 2023 (\$8.42 billion) is 0.75%.

In 2023, the city's net debt service expense, which includes payments for long-term general obligation municipal and school debt minus payments for long-term utilities debt, as a share of total revenues, rose slightly from 15.75% in 2022 to 15.90%. This ratio experienced a decline of 1.8% in 2021, primarily due to a significant reduction in school debt service payments.

Last year, the city saw a modest reduction in its net debt, from 0.83% in 2022 to 0.75% in 2023. This decrease was influenced by two main factors: (1) a \$557 million increase in the city's three-year average equalized valuation, and (2) a \$2.6 million reduction in the city's net debt. Additionally, the amount allocated for municipal debt service this year is about \$18,934 less than in 2023. The financial impact of this change in 2024 is relatively small compared to the nearly \$1 million shift in debt service obligations from 2022 to 2023.

The table on page 81 details the city's general bond debt service schedule from 2024 to 2034. According to this schedule, debt service payments are expected to decrease by approximately \$26,000 next year and will continue to decline in the following years. However, it's important to note that total future municipal debt service obligations might exceed the amounts currently outlined in this schedule if any additional capital projects are undertaken in the coming years.



## GENERAL FUND BOND DEBT SERVICE SCHEDULE

Budget Year	Total General Bond Debt Service	Principal	Interest	\$ Change from Prior Year
2024	\$6,404,646	\$4,445,000	\$1,959,646	\$19,496
2025	\$6,378,582	\$4,560,000	\$1,818,582	(\$26,064)
2026	\$5,796,958	\$4,120,000	\$1,676,958	(\$581,624)
2027	\$4,877,716	\$3,330,000	\$1,547,716	(\$919,242)
2028	\$4,867,215	\$3,450,000	\$1,417,215	(\$10,501)
2029	\$4,197,150	\$2,905,000	\$1,292,150	(\$670,065)
2030	\$4,194,550	\$3,030,000	\$1,164,550	(\$2,600)
2031	\$4,153,950	\$3,110,000	\$1,043,950	(\$40,600)
2032	\$4,150,150	\$3,220,000	\$930,150	(\$3,800)
2033	\$4,161,750	\$3,350,000	\$811,750	\$11,600
2034	\$1,858,700	\$1,135,000	\$723,700	(\$2,303,050)
2035	\$1,818,300	\$1,140,000	\$678,300	(\$40,400)
<b>TOTAL</b>	<b>\$52,859,667</b>	<b>\$37,795,000</b>	<b>\$15,064,667</b>	

Reducing debt remains a top priority for the city administration. The strategy involves carefully managing and restricting new debt for capital expenditures to amounts that can be covered by principal debt payments within the same year. For 2024, the city's proposed capital budget plan, which amounts to \$4.07 million and excludes utility capital budgets of \$2.71 million, will be about \$500,000 less than the principal debt service obligations scheduled for payment, totaling \$4.57 million.

The table below offers a 10-year overview of the city's outstanding balance, excluding debt related to Sewer and Parking Services utilities. It shows the balance at the start and end of each year, the annual principal paid down, new capital budget dollars approved, and debt that was authorized and issued during the year.

10 YEAR MUNICIPAL DEBT SNAPSHOT						
Year	Net Debt January 1	Annual Principal Paid	Capital Budget Approved	Debt Authorized	New Debt Issued	Net Debt December 31
2023	\$65,576,761	\$4,470,000	\$1,991,000	\$1,896,190	\$1,926,882	\$62,972,643
2022	\$69,017,771	\$3,830,000	\$2,140,000	\$2,038,095	\$328,990	\$65,576,761
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

Despite the city's efforts in recent years to keep capital budget amounts reasonable in comparison to annual debt service payments, municipal debt obligations are expected to create increasing budgetary pressures in the coming years. These pressures will necessitate tough decisions regarding the allocation of resources. Moving forward, the city plans to annually manage its six-year capital plan, committing to new debt obligations only if it can make level or increased debt service payments on existing principal.

The tables and graph provided show the scheduled annual principal and interest (P&I) payments for the city's existing municipal and assessment debt service, as well as the projected amounts for project and municipal capital project financing over the next six years (2024-2029). These capital budget plans have a direct impact on the city's annual debt service payment obligations. As illustrated by the graph, future capital budget plans require careful evaluation to determine what is absolutely essential for preserving and maintaining the city's infrastructure and supporting municipal services adequately. Should all proposed capital budget plans be approved, the projected debt service payments are expected to gradually increase to about \$7.2 million annually by 2028, with correlated increases in net debt levels.

SIX YEAR EXISTING GENERAL FUND DEBT SERVICE PAYMENT SCHEDULE			
	2024	2025	2026
<b>Existing Bond Principal</b>	\$4,445,000	\$4,560,000	\$4,120,000
<b>Existing Bond Interest</b>	\$1,959,646	\$1,818,582	\$1,676,958
<b>Existing Note Principal</b>	\$19,000	\$145,700	\$145,700
<b>Existing Note Interest</b>	\$136,560	\$133,360	\$127,532
<b>EXISTING DEBT SERVICE TOTAL</b> (Principal & Interest)	<b>\$6,560,206</b>	<b>\$6,657,642</b>	<b>\$6,070,190</b>

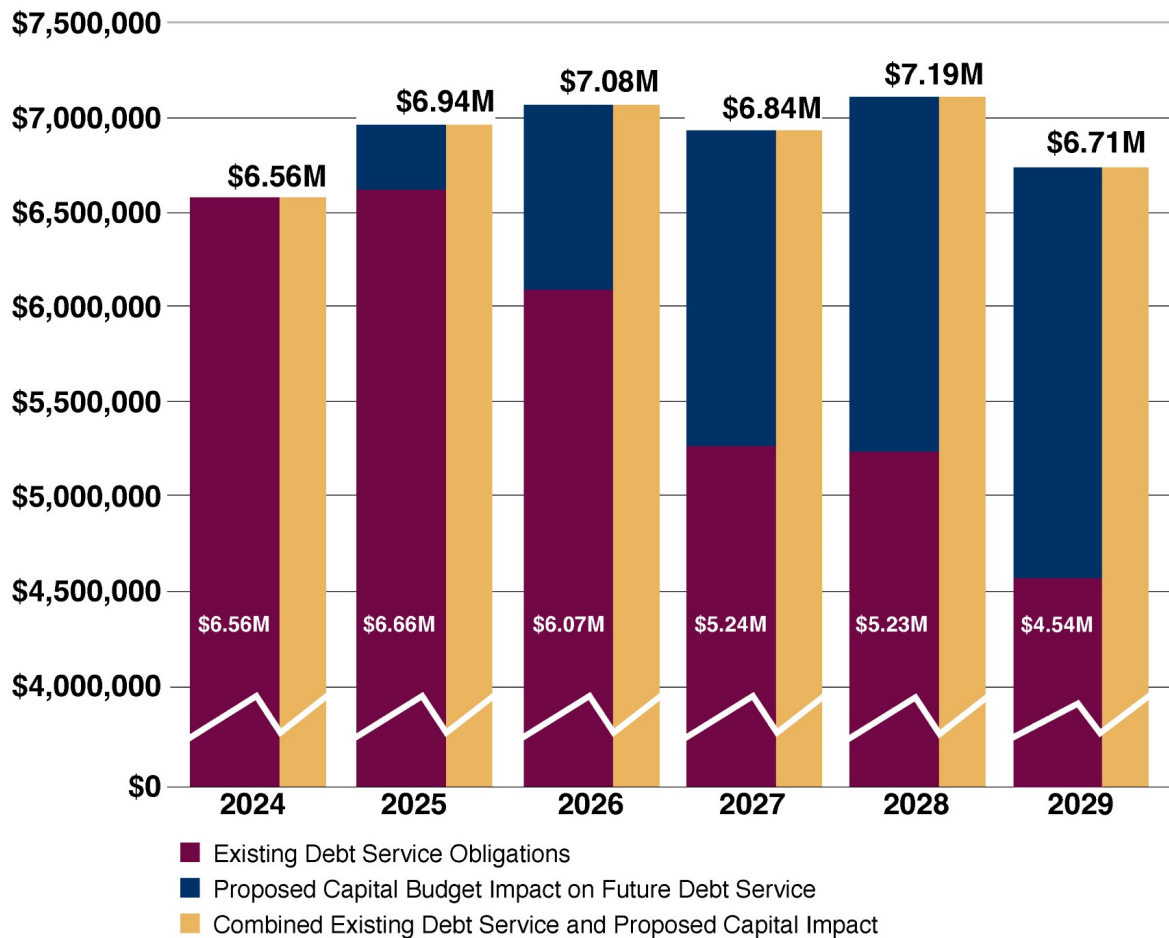
	2027	2028	2029
<b>Existing Bond Principal</b>	\$3,330,000	\$3,450,000	\$2,905,000
<b>Existing Bond Interest</b>	\$1,547,716	\$1,417,215	\$1,292,150
<b>Existing Note Principal</b>	\$245,489	\$245,489	\$245,489
<b>Existing Note Interest</b>	\$121,776	\$117,712	\$98,703
<b>EXISTING DEBT SERVICE TOTAL</b> (Principal & Interest)	<b>\$5,244,981</b>	<b>\$5,230,416</b>	<b>\$4,541,342</b>

<b>SIX YEAR CAPITAL IMPROVEMENTS PLAN</b> <b>ESTIMATED DEBT SERVICE IMPACT</b> (Short-term Note Schedule)			
	2024	2025	2026
<b>Proposed Capital Projects Budget</b>	\$4,075,100	\$10,565,500	\$8,401,500
<b>Proposed Capital Projects Debt Service</b>	\$0	\$282,217	\$1,013,975

	2027	2028	2029
<b>Proposed Capital Projects Budget</b>	\$5,331,850	\$2,958,000	\$1,504,000
<b>Proposed Capital Projects Debt Service</b>	\$1,595,861	\$1,965,121	\$2,170,039

The graph and table provided on page 86 summarize the data from the previous four tables. They highlight the need for the city to meticulously prioritize its existing five-year capital improvements plan. This strategic prioritization is essential to diminish future financing requirements, maintain debt service levels at a manageable rate, and guarantee annual budgetary stability.

## SIX YEAR SUMMARY OF PROJECTED DEBT SERVICE SCHEDULES



## SIX YEAR SUMMARY OF PROJECTED DEBT SERVICE SCHEDULES

<b>SIX YEAR CAPITAL IMPROVEMENTS PLAN</b> <b>ESTIMATED DEBT SERVICE IMPACT</b> (Short-term Note Schedule)			
	2024	2025	2026
<b>Existing Debt Service Totals</b> (Principal & Interest)	\$6,560,206	\$6,657,642	\$6,070,190
<b>Proposed Capital Projects Estimated Debt Service</b>	\$0	\$282,717	\$1,013,975
<b>Existing Debt Service Totals and Proposed Capital Projects Estimated Debt Service</b>	\$6,560,206	\$6,940,359	\$7,084,165

	2027	2028	2029
<b>Existing Debt Service Totals</b> (Principal & Interest)	\$5,244,981	\$5,230,416	\$4,541,342
<b>Proposed Capital Projects Estimated Debt Service</b>	\$1,595,861	\$1,965,121	\$2,170,039
<b>Existing Debt Service Totals and Proposed Capital Projects Estimated Debt Service</b>	\$6,840,842	\$7,195,537	\$6,711,381



The two tables presented below display the debt service schedules for the Sewer and Parking Services utilities, detailing payments until the final principal amounts on their respective long-term debts are fully repaid.

## SEWER UTILITY FUND BOND DEBT SERVICE SCHEDULE

Budget Year	Total Sewer Bond Debt Service	Principal	Interest	\$ Change from Prior Year
2024	\$915,315	\$640,000	\$275,315	\$1,639
2025	\$903,908	\$645,000	\$258,908	(\$11,407)
2026	\$907,215	\$665,000	\$242,215	\$3,307
2027	\$731,650	\$505,000	\$226,650	(\$175,565)
2028	\$732,100	\$520,000	\$212,100	\$450
2029	\$737,000	\$540,000	\$197,000	\$4,900
2030	\$745,050	\$565,000	\$180,050	\$8,050
2031	\$742,875	\$580,000	\$162,875	(\$2,175)
2032	\$414,100	\$265,000	\$149,100	(\$328,775)
2033	\$413,250	\$275,000	\$138,250	(\$850)
2034	\$288,700	\$160,000	\$128,700	(\$124,550)
<b>TOTAL</b>	<b>\$7,531,163</b>	<b>\$5,360,000</b>	<b>\$2,171,163</b>	

## PARKING SERVICES UTILITY FUND BOND DEBT SERVICE SCHEDULE

Budget Year	Total Parking Bond Debt Service	Principal	Interest	\$ Change from Prior Year
2024	\$479,610	\$385,000	\$94,610	\$4,789
2025	\$478,010	\$395,000	\$83,010	(\$1,600)
2026	\$480,554	\$410,000	\$70,554	\$2,544
2027	\$482,340	\$425,000	\$57,340	\$1,786
2028	\$483,597	\$440,000	\$43,597	\$1,257
2029	\$284,700	\$255,000	\$29,700	(\$198,897)
2030	\$298,650	\$275,000	\$23,650	\$13,950
2031	\$211,075	\$195,000	\$16,075	(\$87,575)
2032	\$214,875	\$205,000	\$9,875	\$3,800
2033	\$198,675	\$195,000	\$3,675	(\$16,200)
2034	\$10,400	\$10,000	\$400	(\$188,275)
<b>TOTAL</b>	<b>\$3,622,486</b>	<b>\$3,190,000</b>	<b>\$432,486</b>	

# SUMMIT'S MUNICIPAL PERSONNEL

**In 2024, the city organization employs 182 full-time and 30 part-time permanent employees, which is an increase over last year.**

The City of Summit employs an eclectic workforce that includes both union-represented and non-represented staff, working in full-time and part-time roles. Additionally, the city employs temporary and seasonal workers, and benefits from the contributions of volunteers. These individuals occupy a variety of positions that range from technical and skilled labor to administrative, safety, and managerial roles. As Summit continues to evolve and expand, so does its need for a dynamic and adaptable workforce.

Our employees, who come from varied backgrounds, training, and experiences, effectively represent our city. Among the 212 city employees, 13 hold full-time positions and eight are in part-time roles within the Sewer and Parking Services utilities. These particular utilities are financed through user fees.

The tables on pages 91 to 95 provide a detailed breakdown of all full-time and part-time municipal employees, excluding seasonal or temporary workers and elected officials, organized by department, division, and office for the years 2021-2024.



## MUNICIPAL EMPLOYEES (PERMANENT FULL-TIME & PART-TIME)

DEPARTMENT	2024		2023		2022		2021	
GENERAL GOVERNMENT	FT	PT	FT	PT	FT	PT	FT	PT
City Administration	3	1	3	0	3	0	3	0
City Clerk	3	0	3	0	3	0	3	0
Legal	0	2	0	2	0	2	0	2
<b>SUB-TOTAL</b>	<b>6</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>6</b>	<b>2</b>

DEPARTMENT	2024		2023		2022		2021	
FINANCE	FT	PT	FT	PT	FT	PT	FT	PT
Financial Administration	5	0	5	0	5	0	5	0
Tax Collection	2	0	2	0	2	0	2	0
Tax Assessment	2	0	2	0	2	0	2	0
<b>SUB-TOTAL</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0</b>

DEPARTMENT	2024		2023		2022		2021	
PUBLIC SAFETY	FT	PT	FT	PT	FT	PT	FT	PT
Police Department	53	0	51	0	51	0	51	0
Fire Department	33	0	32.5	0	32.5	0	32.5	0
Emergency Management	0	1	0	1	0	1	0	0
SUB-TOTAL	86	1	83.5	1	83.5	1	83.5	0

DEPARTMENT	2024		2023		2022		2021	
COMMUNITY SERVICES	FT	PT	FT	PT	FT	PT	FT	PT
DCS Administration	6	1	5	0	5	0	5	0
Engineering	2	2	2	1	2	1	2	1
Roads Unit	9	0	9	0	9	0	9	0

DEPARTMENT	2024		2023		2022		2021	
COMMUNITY SERVICES	FT	PT	FT	PT	FT	PT	FT	PT
Public Works Maintenance / Buildings & Grounds	6	6	6	7	6	7	6	7
Sanitation	9	3	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
Fleet Maintenance	3	0	3	0	3	0	3	0
Shade Trees	9	0	9	0	9	0	9	0
Code Enforcement	2	1	2	1	2	1	2	1
Uniform Construction Code	7	4	6.5	4	6.5	4	6.5	4
SUB-TOTAL	59	17	57.5	13	57.5	13	57.5	13

DEPARTMENT	2024		2023		2022		2021	
COMMUNITY PROGRAMS	FT	PT	FT	PT	FT	PT	FT	PT
Community Programs	6	0	6	0	6	0	6	0
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	7	0	7	0

OTHER MUNICIPAL SERVICES	2024		2023		2022		2021	
Shared Service Agreements	FT	PT	FT	PT	FT	PT	FT	PT
Board of Health (Westfield)	2	0	2	0	2	0	2	0
Municipal Court (New Providence)	0	1	0	1	0	1	0	1
SUB-TOTAL	2	1	2	1	2	1	2	1

UTILITIES	2024		2023		2022		2021	
	FT	PT	FT	PT	FT	PT	FT	PT
Parking Services Agency Utility	7	7	7	7	7	7	6	5
Sewer Utility	6	1	5	1	5	1	4	2
SUB-TOTAL	13	8	12	8	12	8	10	7

## MUNICIPAL ORGANIZATION STAFFING TOTALS

CITY PERSONNEL	2024	2023	2022	2021
Full-time	182	177	177	175
Part-time	30	25	25	23
TOTAL	212	202	202	198



# HEALTH CARE INSURANCE PLANS & COST SHARE

## MEDICAL AND DENTAL PREMIUM COST SHARING

Under the State Health Benefits Reform Law, Chapter 78, P.L. 2011, the contribution of a city employee towards their health care insurance is set as a specific percentage of the premium for medical and dental coverage plans. This percentage is based on the employee's salary range as outlined in the law, but it cannot be less than 1.5% of the employee's current pensionable salary. Employees who were hired before Chapter 78 came into effect had to phase in their contributions to the full amount over four years. The law outlines various scenarios that determine whether this phase-in applies to an employee. For instance, an employee hired on or after the statute's effective date is required to contribute at the highest level (year four level) according to their salary range or at least 1.5% of their pensionable salary, whichever is higher. Currently, all city employees have reached year four of the phase-in period and will collectively contribute approximately \$1.47 million towards their healthcare insurance premiums.

The total gross appropriations for medical and dental insurance are \$4.92 million. Of this, the premium for medical and prescription insurance coverage for 2024 is \$4.72 million, with dental insurance premiums around \$200,000. The actual net appropriation cost in the municipal budget is considerably reduced due to factors such as cost allocations from other city agencies, employee contributions towards annual healthcare premiums, and the utilization of funds from the Self Insurance Trust.

The tables provided on pages 97 to 99 outline all deductions from gross healthcare insurance appropriations due to employee cost-sharing, including the costs shared by employer contributions from the Sewer and Parking Services utilities, UCC, and the Library.

HEALTHCARE INSURANCE COST SHARE BREAKDOWN			
GROUP	2024	2023	% Change from 2023
<b>Medical &amp; Dental <u>Gross Premium Costs</u></b>	<b>\$4,924,586</b>	<b>\$4,748,311</b>	<b>3.7%</b>
<b>CITY GOVERNMENT</b>			
• Employer Healthcare Cost Share	<b>\$2,971,719</b>	<b>\$2,885,053</b>	<b>3.0%</b>
• Employee Medical Premium Cost Share	\$1,218,349	\$1,158,774	5.1%
• Employee Dental Premium Cost Share	\$107,075	\$110,765	(3.3%)
<b>Employee Cost Share SUB-TOTAL</b>	<b>\$1,325,424</b>	<b>\$1,269,539</b>	<b>4.4%</b>

GROUP	2024	2023	% Change from 2023
<b>SEWER UTILITY</b>			
• Employer Healthcare Cost Share	<b>\$73,585</b>	<b>\$69,411</b>	<b>6.0%</b>
• Employee Medical Premium Cost Share	\$28,231	\$25,678	9.9%
• Employee Dental Premium Cost Share	\$3,193	\$2,873	11.0%
<b>Employee Cost Share SUB-TOTAL</b>	<b>\$31,424</b>	<b>\$28,551</b>	<b>10.0%</b>

GROUP	2024	2023	% Change from 2023
<b>PARKING SERVICES UTILITY</b>			
• Employer Healthcare Cost Share	<b>\$122,967</b>	<b>\$109,249</b>	12.6%
• Employee Medical Premium Cost Share	\$21,236	\$24,486	(13.2%)
• Employee Dental Premium Cost Share	\$4,480	\$4,480	0%
<b>Employee Cost Share SUB-TOTAL</b>	<b>\$25,716</b>	<b>\$28,966</b>	<b>(11.2%)</b>

GROUP	2024	2023	% Change from 2023
<b>LIBRARY</b>			
• Employer Healthcare Cost Share	<b>\$209,630</b>	<b>\$199,083</b>	<b>5.29%</b>
• Employee Medical Premium Cost Share	\$82,383	\$74,914	9.9%
• Employee Dental Premium Cost Share	\$8,118	\$8,118	0%
<b>Employee Cost Share SUB-TOTAL</b>	<b>\$90,501</b>	<b>\$83,032</b>	<b>8.9%</b>

HEALTHCARE INSURANCE COST SHARE SUMMARY TOTALS			
	2024	2023	% Change from 2023
<ul style="list-style-type: none"> <li>• Employer Healthcare Cost Share</li> <li>• Employee Medical Premium Cost Share</li> <li>• Employee Dental Premium Cost Share</li> </ul>	\$3,451,521  \$1,350,199  \$122,866	\$3,338,224  \$1,283,852  \$126,235	3.4%  5.2%  (2.7%)
<b>Medical &amp; Dental Gross Premium Costs</b>	<b>\$4,924,586</b>	<b>\$4,748,311</b>	<b>3.7%</b>

## EMPLOYEE BENEFITS AS A PERCENTAGE OF SALARY

Employee wages and benefits are a major expense for municipalities, and the trend of increasing benefits as a percentage of salaries and wages demands close monitoring. Between 2022 and 2024, the total general fund benefits as a percentage of salaries and wages have fluctuated between 46.2% and 49.6%. The salaries and wages figure in the table below includes only full-time and part-time employees who are eligible for healthcare insurance and pension contributions. Unfortunately, the costs for annual healthcare insurance premiums and pension contributions are largely set by external entities. Nonetheless, the city has control over one of the key factors influencing these costs: the level of employee staffing. The table below encompasses all 212 current city employees, including those in the sewer and parking services, as well as UCC staff. However, since utility and trust budget costs are not part of the municipal operating budget, local budget law allows the city to charge these budgets for the healthcare and pension-related costs of their respective employees as an offset within the Municipal Budget.

TOTAL BENEFITS AS A PERCENTAGE OF SALARIES AND WAGES (Permanent Full-time & Part-time)			
	2024	2023	2022
• Salaries	\$18,411,869	\$17,961,621	\$17,797,062
• Total Benefits	\$9,137,488	\$8,848,896	\$8,231,644
• % of benefits to Salaries and Wages	49.6%	49.3%	46.2%
• % Annual Change	0.3%	3.1%	(1.9%)
• Total Employees	212	202	202
<b>Average Cost of Benefits per Employee</b>	<b>\$43,101</b>	<b>\$43,806</b>	<b>\$40,751</b>





## 2024 Municipal Budget Special Staff Acknowledgements

**CITY OF  
SUMMIT**

**NEW  
JERSEY**

*Tammie Baldwin, Chief Financial Officer*

*Amy Cairns, Chief Communications Officer*

*Megan Champney Kweselait, Human Resources Manager*

*Megan Trindell, Communications Associate*

# 5-YEAR TREND ANALYSIS





**APRIL  
2024**

# **FIVE-YEAR FINANCIAL TREND REPORT**

**For the five-year period 2019 through 2023**

**CITY OF SUMMIT**



# INTRODUCTION

Summit's annual Financial Trend Report (FTR) is adapted by the Financial Trend Monitoring System (FTMS) created by the International City/County Management Association (ICMA). This system is designed to identify factors that influence a city's financial health and organize them in a rational order for easier analysis and measurement. The city's financial stability hinges on its ability to balance service demands with the financial resources at hand. The FTR serves as a management tool that compiles relevant information from the city's budgetary and financial reports, incorporates certain economic and demographic data, and generates specific financial indicators for the city. These indicators, when charted over time, help monitor fiscal conditions and trends. This effective monitoring enables city officials to recognize both existing and potential financial issues early and formulate timely solutions. Additionally, it offers the Common Council deeper insights during the annual budget process, providing a wider context for decision-making and the establishment of 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, 2019, through December 31, 2023. 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).

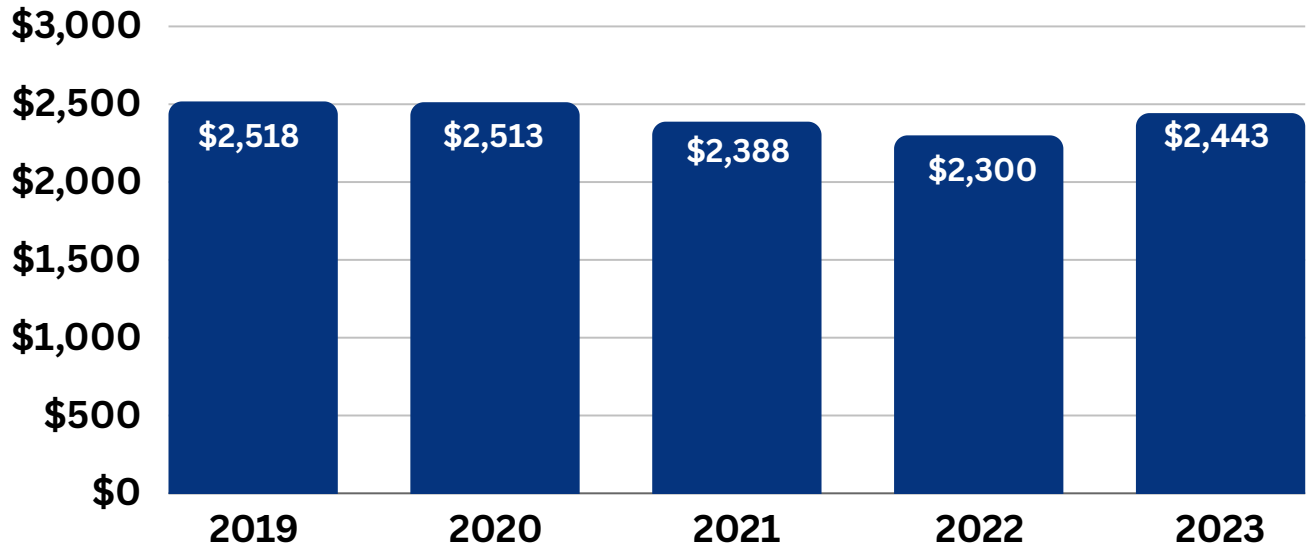
Constant dollars are nominal dollars adjusted for inflation using data from the BLS website. The conversion from actual dollars to constant dollars allows for considering the appearance of growth that may be due to inflation. The CPI base year is 2018 (273.6), which is also used for comparative purposes with year 2019.

Population data used in the per capita computations is sourced from the US Census Bureau (July 1, 2022).



# REVENUE INDICATORS

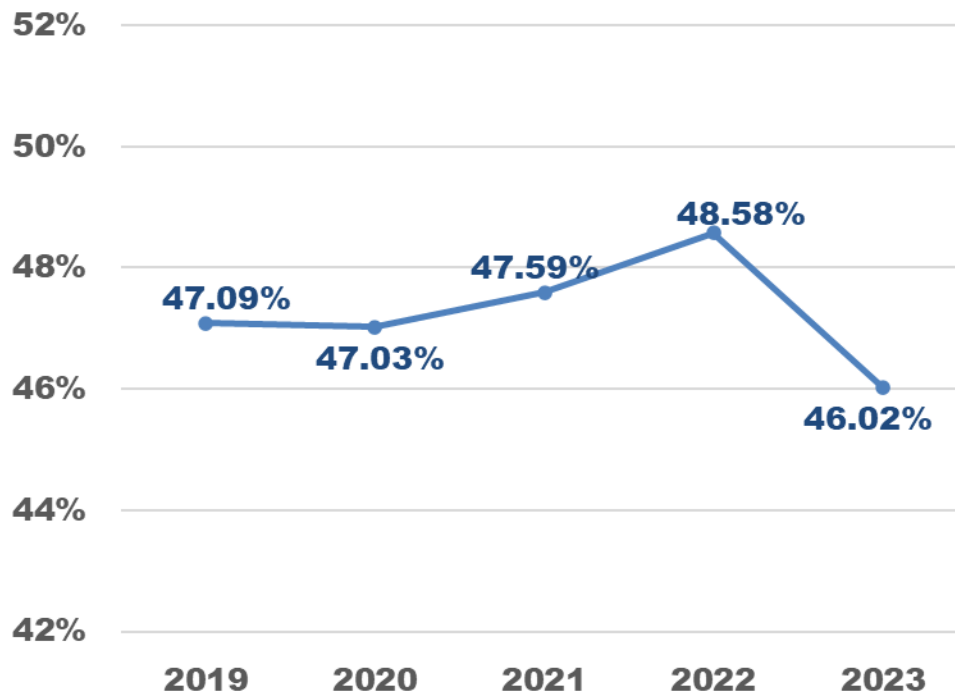
## OPERATING REVENUE PER CAPITA



- **Warning Trend:** Decreasing operating revenue per capita. (Summit: POSITIVE)
- **Formula:** Net Operating Revenue (constant dollars)/Population
- Realized operating revenue are audited figures that include 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.

	2019	2020	2021	2022	2023
• <b>Operating Revenue</b> (realized)	\$57,913,525	\$57,635,163	\$58,103,426	\$58,726,867	\$64,233,207
• <b>CPI Index</b>	278.2	282.9	292.3	310.1	322.0
• <b>CPI</b> (constant)	0.97	0.95	0.94	0.88	0.85
• <b>Net Operating Revenue</b> (adjusted for inflation)	\$55,440,453	\$55,017,543	\$54,247,970	\$51,807,799	\$54,578,617
• <b>Population</b>	22,016	21,897	22,719	22,526	22,342
• <b>Operating Revenue per capita</b>	\$2,518	\$2,513	\$2,388	\$2,300	\$2,443
• <b>Dollar Change</b>	\$35	(\$6)	(\$125)	(\$88)	\$143
• <b>Percentage Change</b>	1.41%	(0.22%)	(4.97%)	(3.68%)	6.22%

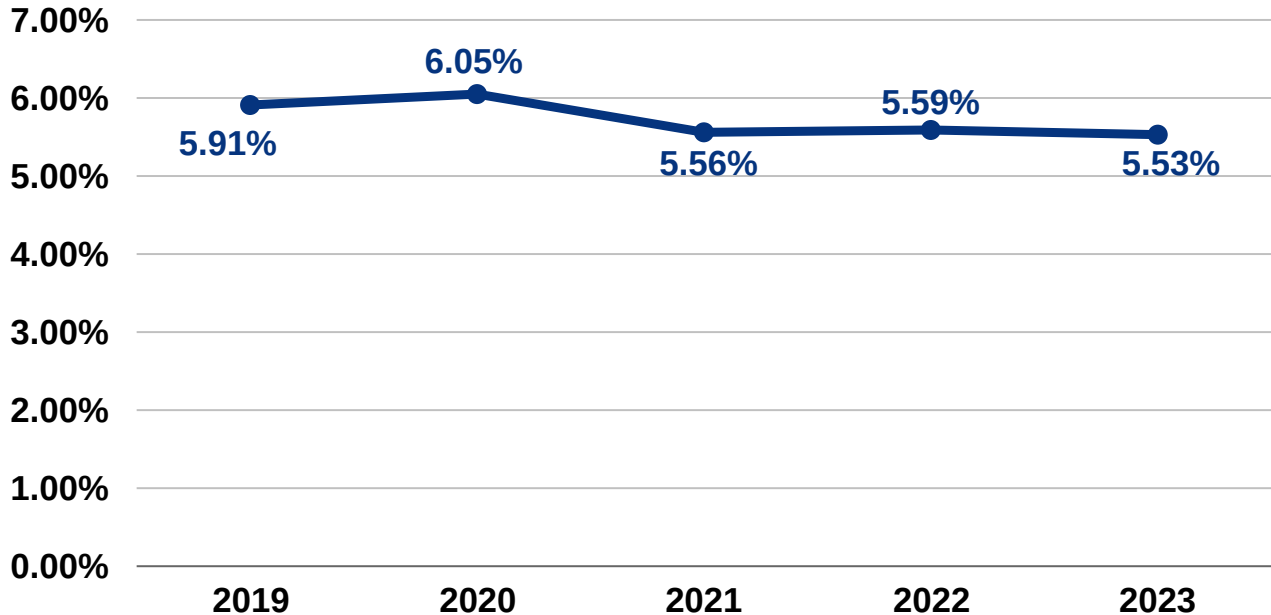
## PROPERTY TAX REVENUE AS A % OF TOTAL OPERATING REVENUE



- **Warning Trend:** Steady increase in the reliance of property tax revenue to balance the municipal budget. (Summit: POSITIVE)
- **Formula:** Property Tax Revenue/Total Operating Revenue
- Realized operating revenue are audited figures that include 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.

	2019	2020	2021	2022	2023
• <b>Operating Revenue</b> (realized)	\$57,913,525	\$57,635,163	\$58,103,426	\$58,726,867	\$64,233,207
• <b>Property Tax Revenue</b>	\$27,268,892	\$27,103,871	\$27,651,998	\$28,527,436	\$29,562,617
• <b>Percentage of Total</b>	47.09%	47.03%	47.59%	48.58%	46.02%

## STATE AID REVENUE AS A % OF TOTAL OPERATING REVENUE

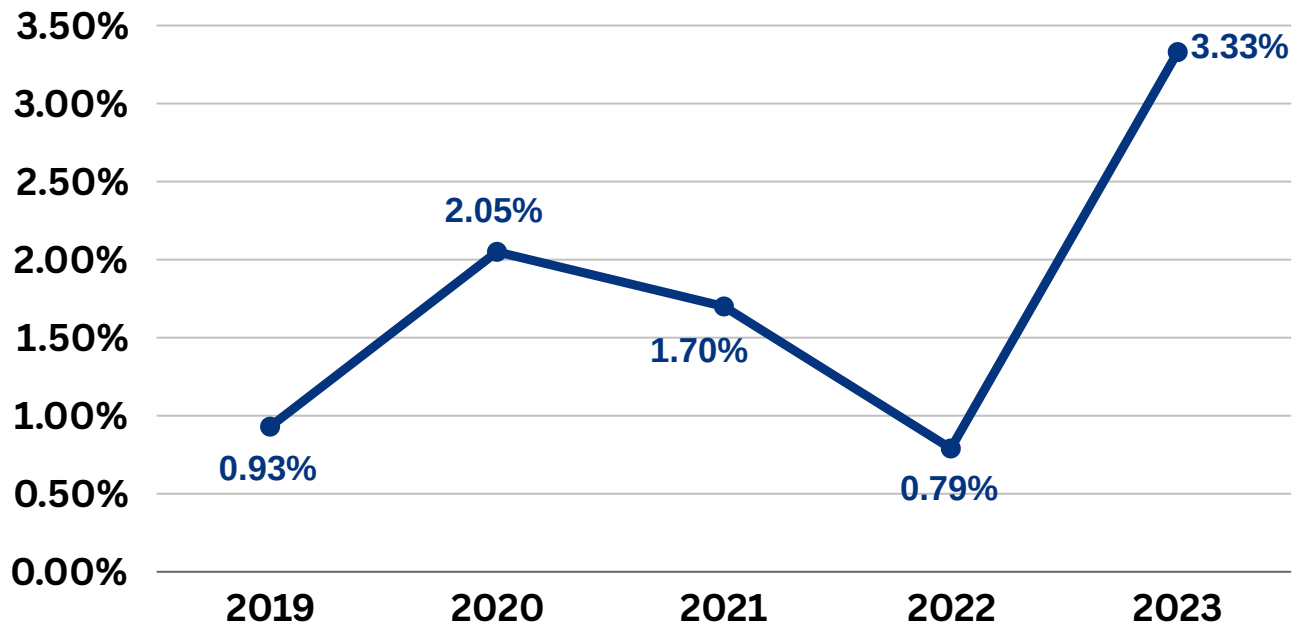


- **Warning Trend:** Decreasing amount of state aid revenue as a percentage of total operating revenue. (Summit: NEUTRAL)
- **Formula:** State Aid Revenue/Total Operating Revenue
- State aid includes: Energy receipts tax (ERT) and local school debt aid. ERT revenue is not earmarked and may be allocated towards any purpose. Decreasing State of New Jersey (State) aid revenue and over-dependence on its use to balance the budget may create financial inflexibility and signal 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.

	2019	2020	2021	2022	2023
• <b>Operating Revenue</b> (realized)	\$57,913,525	\$57,635,163	\$58,103,426	\$58,726,867	\$64,233,207
• <b>State Aid Revenue</b>	\$3,424,850	\$3,488,186	\$3,228,737	\$3,280,088	\$3,554,527
• <b>Percentage of Total</b>	5.91%	6.05%	5.56%	5.59%	5.53%



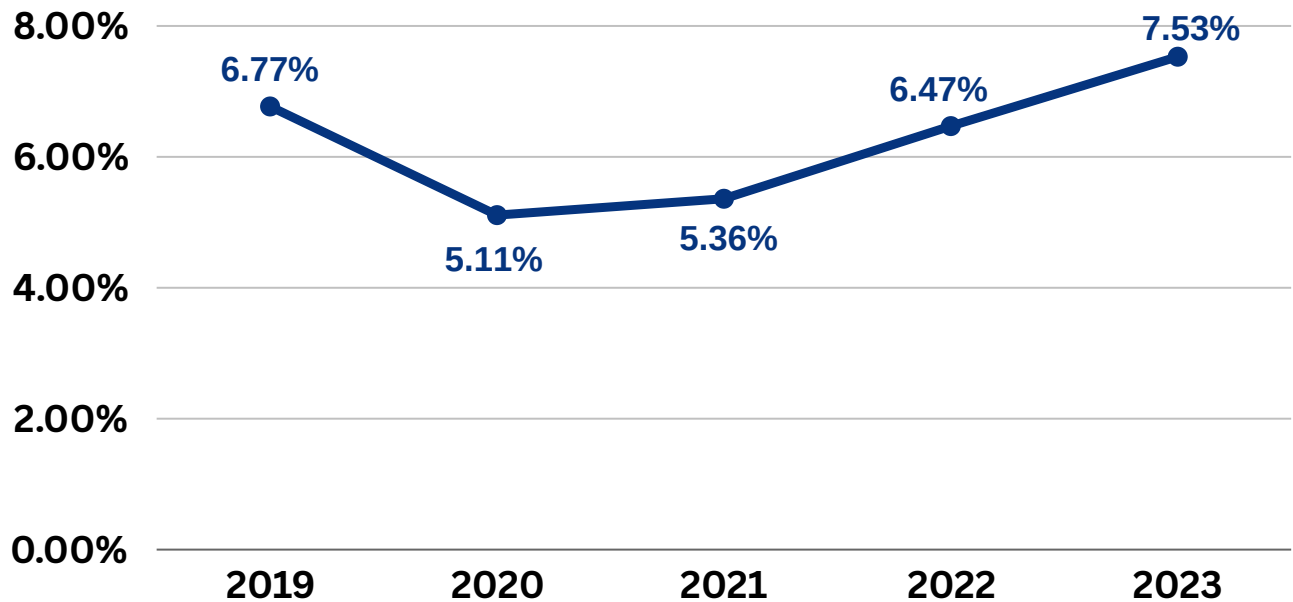
## GRANT REVENUE AS A % OF TOTAL OPERATING REVENUE



- **Warning Trend:** Decreasing amount of grant revenue as a percentage of total operating revenue. (Summit: POSITIVE)
- **Formula:** Grant Revenue/Total Operating Revenue
- Realized operating revenue are audited figures that include revenues not anticipated (MRNA).
- Grants include NJDOT municipal aid, Greening Union County, Kids Recreation, Recycling Tonnage, Clean Communities, NJDOT Safe Streets to Transit, and others. 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.

	2019	2020	2021	2022	2023
• <b>Operating Revenue</b> (realized)	\$57,913,525	\$57,635,163	\$58,103,426	\$58,726,867	\$64,233,207
• <b>Grant Revenue</b>	\$537,629	\$1,179,530	\$984,880	\$464,464	\$2,141,552
• <b>Percentage of Total</b>	0.93%	2.05%	1.70%	0.79%	3.33%

## LOCAL REVENUE AS A % OF TOTAL OPERATING REVENUE

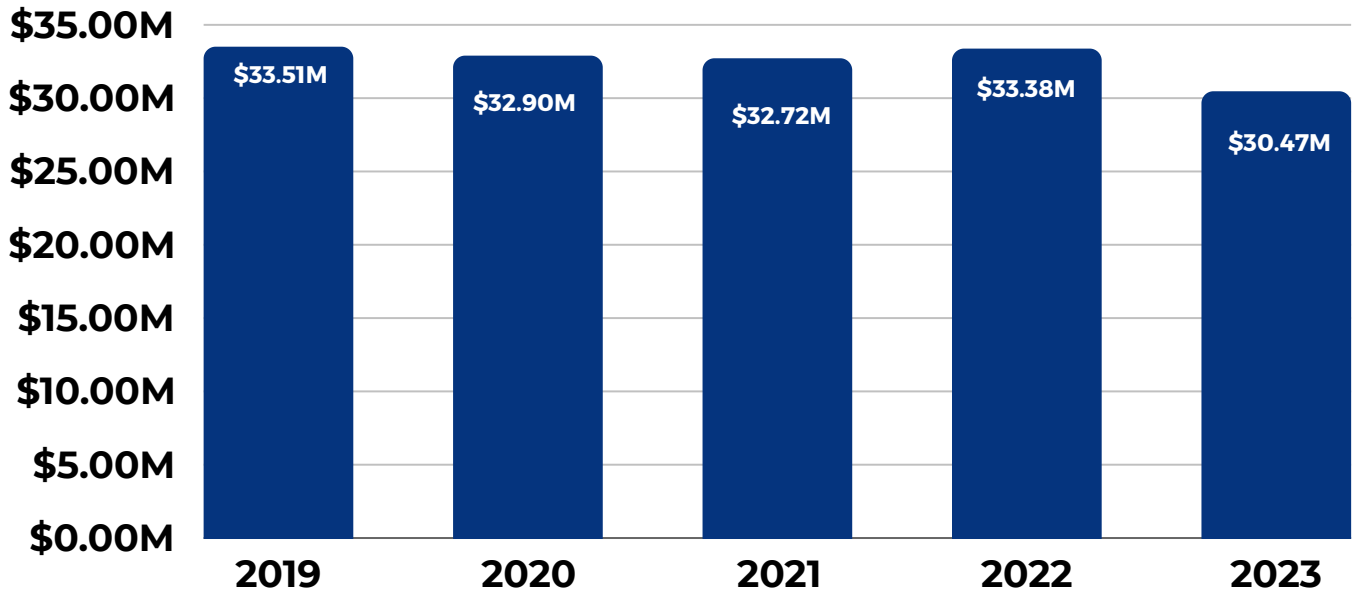


- **Warning Trend:** Decreasing amount of local revenue as a percentage of total operating revenue. (Summit: POSITIVE)
- **Formula:** Local Revenue/Total Operating Revenue
- Realized operating revenue are audited figures that include revenues not anticipated (MRNA).
- Local revenues have increased over the last three years, reducing reliance on enterprise contributions and other special revenue items to balance the municipal budget.

	2019	2020	2021	2022	2023
• <b>Operating Revenue</b> (realized)	\$57,913,525	\$57,635,163	\$58,103,426	\$58,726,867	\$64,233,207
• <b>Local Revenue</b> (realized)	\$3,923,216	\$2,944,723	\$3,112,779	\$3,796,696	\$4,836,223
• <b>Percentage of Total</b>	6.77%	5.11%	5.36%	6.47%	7.53%



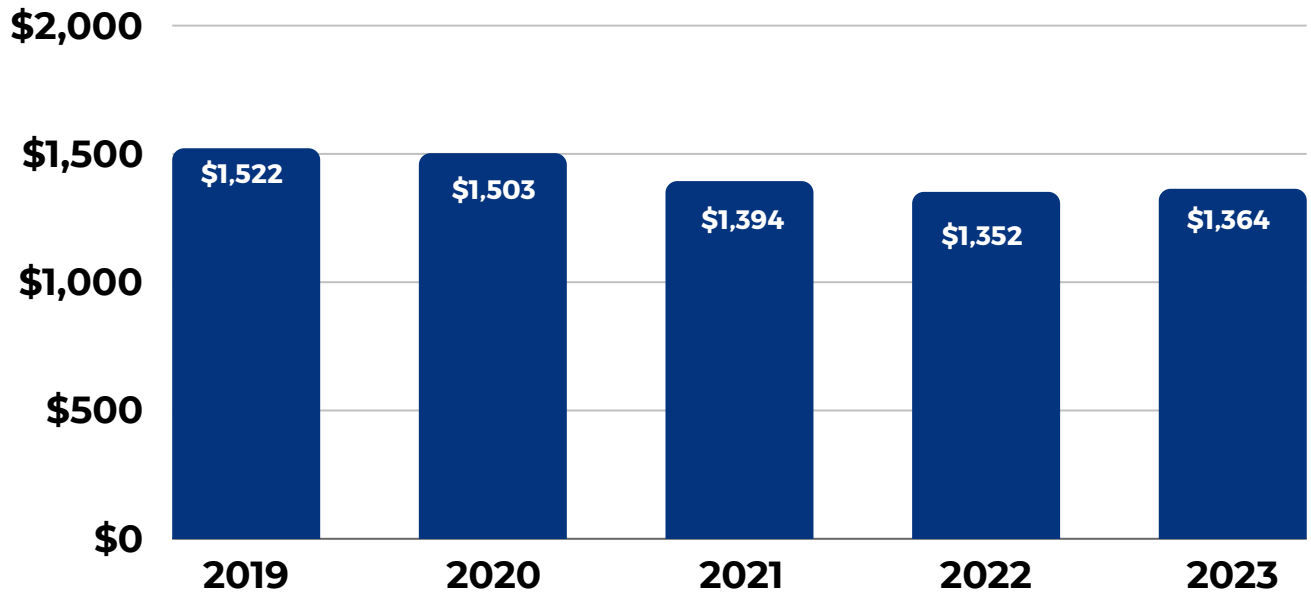
## PROPERTY TAX REVENUE



- **Warning Trend:** Decline in property tax revenue (in CPI constant dollars). (Summit: NEGATIVE)
- **Formula:** Property Tax Revenue (constant)/CPI (in decimals)
- Property tax revenues are audited figures that include prior year delinquencies.
- Fluctuations in property tax revenue can be attributed to 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 5.3% since 2019.

	2019	2020	2021	2022	2023
• <b>Property Tax Revenue</b> (realized)	\$34,072,115	\$34,022,027	\$33,840,833	\$34,527,282	\$35,861,931
• <b>CPI Index</b>	278.2	282.9	292.3	310.1	322.0
• <b>CPI (constant)</b>	0.98	0.97	0.97	0.88	0.85
• <b>Property Tax Revenue</b> (adjusted for inflation)	\$33,513,074	\$32,901,267	\$32,726,042	\$33,389,878	\$30,471,693
• <b>Dollar change</b>	(\$13,3641)	(\$611,806)	(\$175,225)	\$663,836	(\$2,918,185)
• <b>Percentage Change</b>	(0.04%)	(1.83%)	(0.53%)	2.03%	(8.74%)

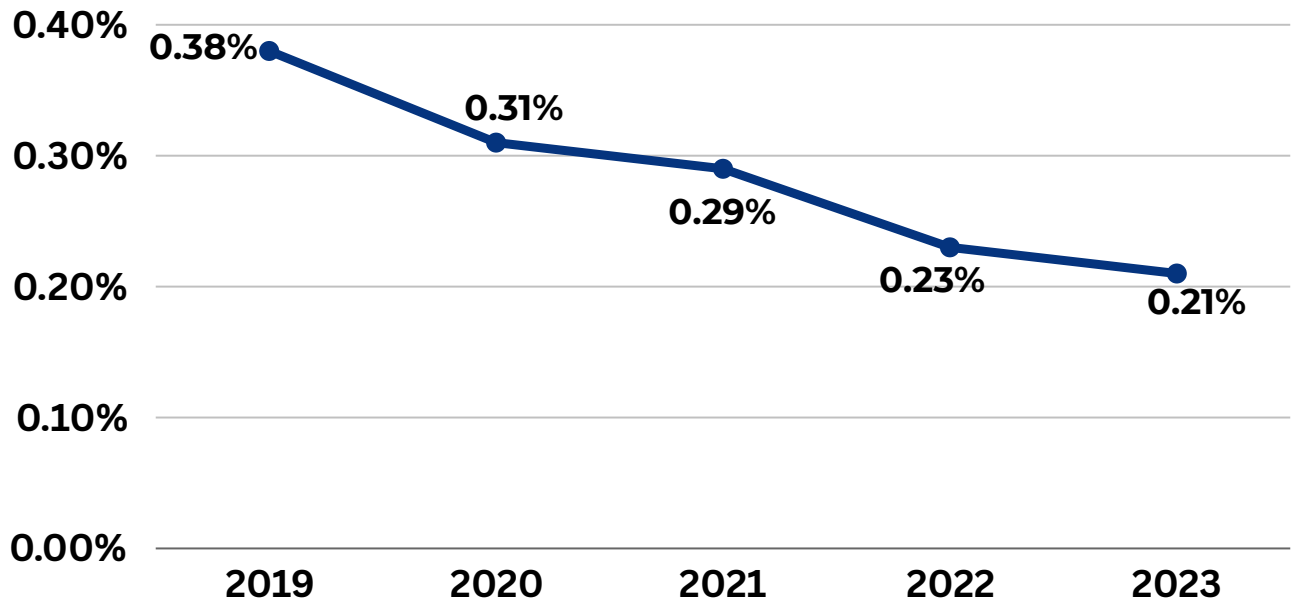
## PROPERTY TAX REVENUE PER CAPITA



- **Warning Trend:** Decreasing property tax revenue per capita. (Summit: POSITIVE)
- **Formula:** Property Tax Revenue (constant)/Population
- 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.

	2019	2020	2021	2022	2023
• <b>Property Tax Revenue</b> (realized)	\$34,072,115	\$34,022,027	\$33,840,833	\$34,527,282	\$35,861,931
• <b>CPI Index</b>	278.2	282.9	292.3	310.1	322.0
• <b>CPI (constant)</b>	0.98	0.97	0.94	0.88	0.85
• <b>Property Tax Revenue</b> (adjusted for inflation)	\$33,508,737	\$32,903,593	\$31,675,853	\$30,459,355	\$30,471,693
• <b>Population</b>	22,016	21,897	22,719	22,526	22,342
• <b>Property Tax Revenue per capita</b>	\$1,522	\$1,503	\$1,394	\$1,352	\$1,364
• <b>Dollar change</b>	\$20	(\$19)	(\$108)	(\$42)	\$12
• <b>Percentage Change</b>	1.32%	(1.27%)	(7.21%)	(3.02%)	0.86%

## OUTSTANDING PROPERTY TAXES



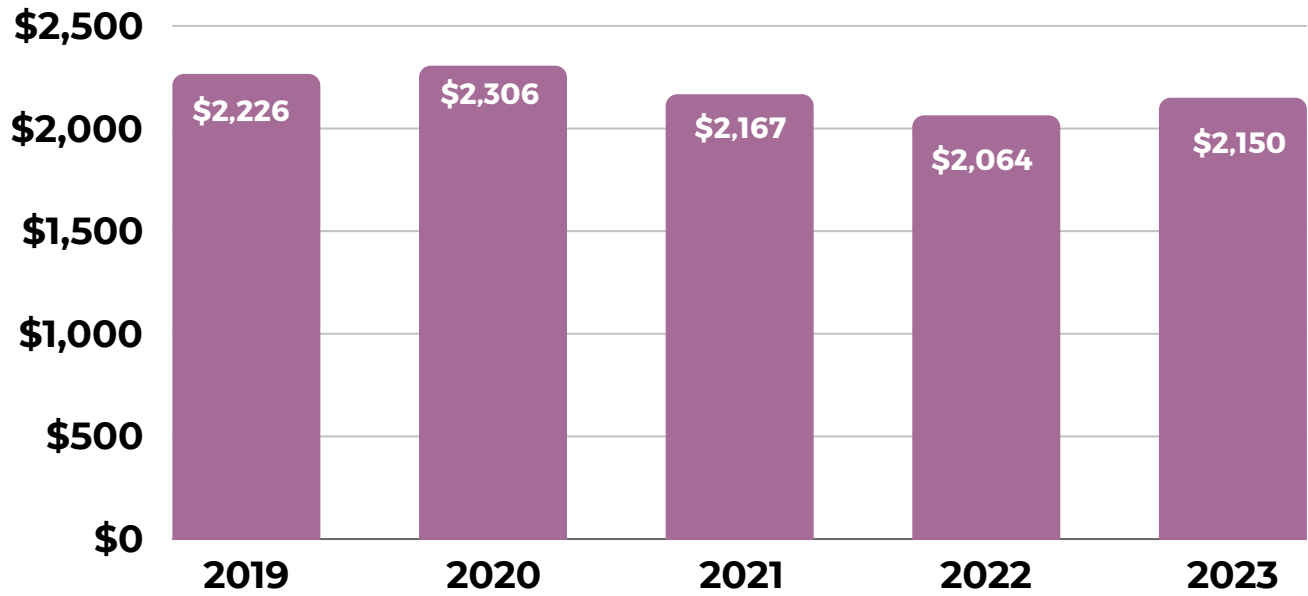
- **Warning Trend:** Increasing outstanding property tax revenue as a percentage of property tax levy. (Summit: POSITIVE)
- **Formula:** Outstanding Property Taxes/Total Tax Levy
- Includes added and/or omitted tax assessed billings made in the fourth quarter of 2023 and not due until first quarter 2024.
- 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 pay its current bills and meet 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.

	2019	2020	2021	2022	2023
• <b>Total Tax Levy</b>	\$137,679,801	\$139,397,602	\$144,017,257	\$139,846,399	\$144,237,644
• <b>Outstanding Property Taxes</b>	\$524,185	\$428,321	\$419,772	\$318,340	\$300,379
• <b>Percentage of Total</b>	0.38%	0.31%	0.29%	0.23%	0.21%



# EXPENDITURE INDICATORS

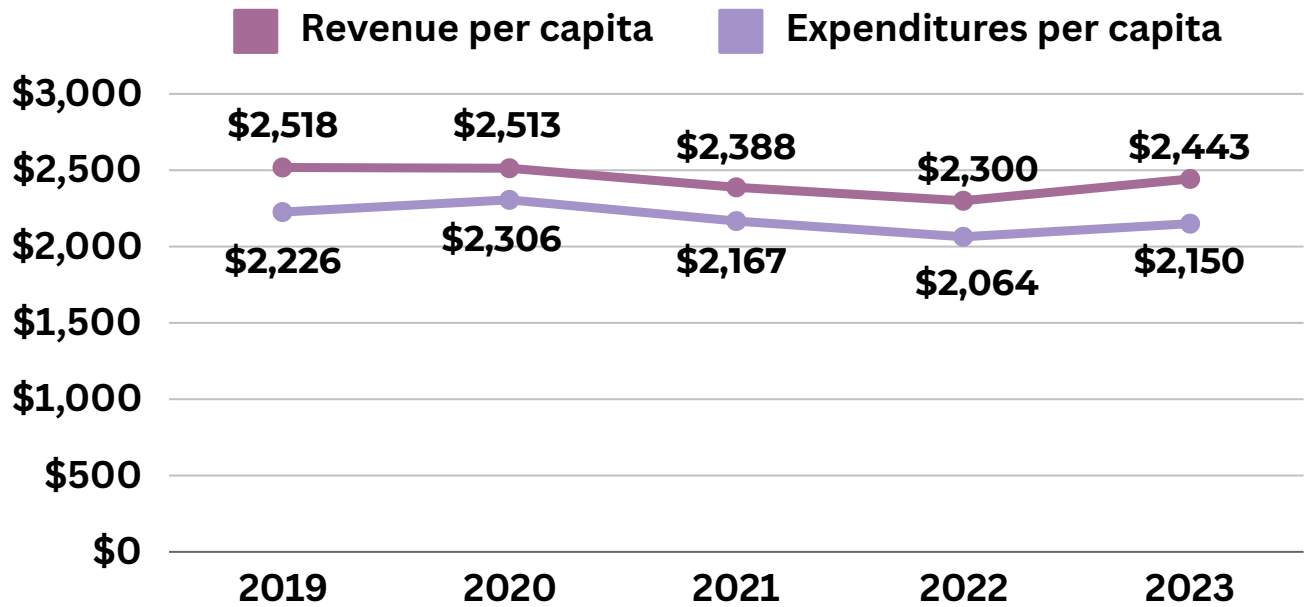
## EXPENDITURE PER CAPITA



- **Warning Trend:** Increase in expenditures per capita. (Summit: NEUTRAL)
- **Formula:** Property Tax Expenditures (constant)/Population
- 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 trended downward for two years, but then rose slightly in 2023. 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.

	2019	2020	2021	2022	2023
• <b>Expenditures Total</b> (actual)	\$50,713,907	\$52,216,663	\$52,602,234	\$52,694,235	\$56,535,370
• <b>CPI Index</b>	278.2	282.9	292.3	310.1	322.0
• <b>CPI</b> (constant)	0.98	0.97	0.94	0.88	0.85
• <b>Expenditures Total</b> (constant)	\$48,881,814	\$50,496,533	\$49,236,987	\$46,485,918	\$48,037,805
• <b>Population</b>	22,016	21,897	22,719	22,526	22,342
• <b>Expenditure per capita</b>	\$2,226	\$2,306	\$2,167	\$2,064	\$2,150
• <b>Percentage Change</b>	1.14%	1.78%	(6.02%)	(4.78%)	4.19%

## REVENUE AND EXPENDITURE PER CAPITA



- **Warning Trend:** Expenditure per capita greater than revenue per capita. (Summit: POSITIVE)
- Revenues and expenditures per capita show changes relative to population. For further analysis and when charted together, revenues and expenditures per capita 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 justified by inflation or the addition of new services.

	2019	2020	2021	2022	2023
• Operating Revenue per capita	\$2,518	\$2,513	\$2,388	\$2,300	\$2,443
• Expenditures per capita	\$2,226	\$2,306	\$2,167	\$2,064	\$2,150

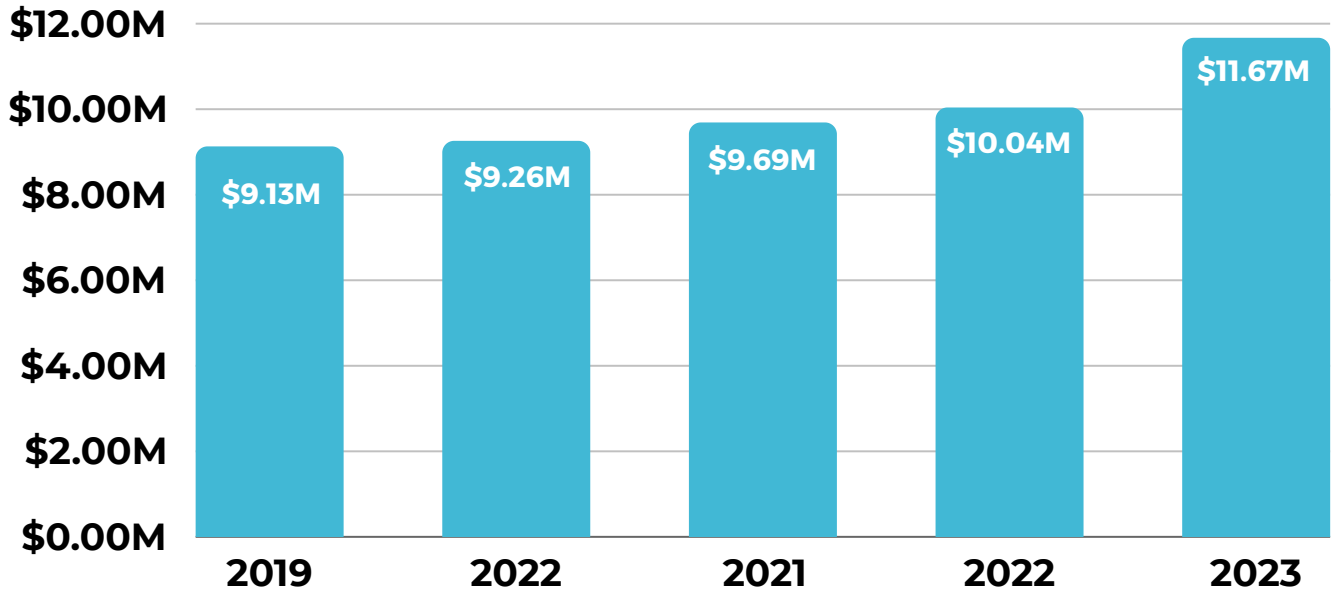




# OPERATING POSITION



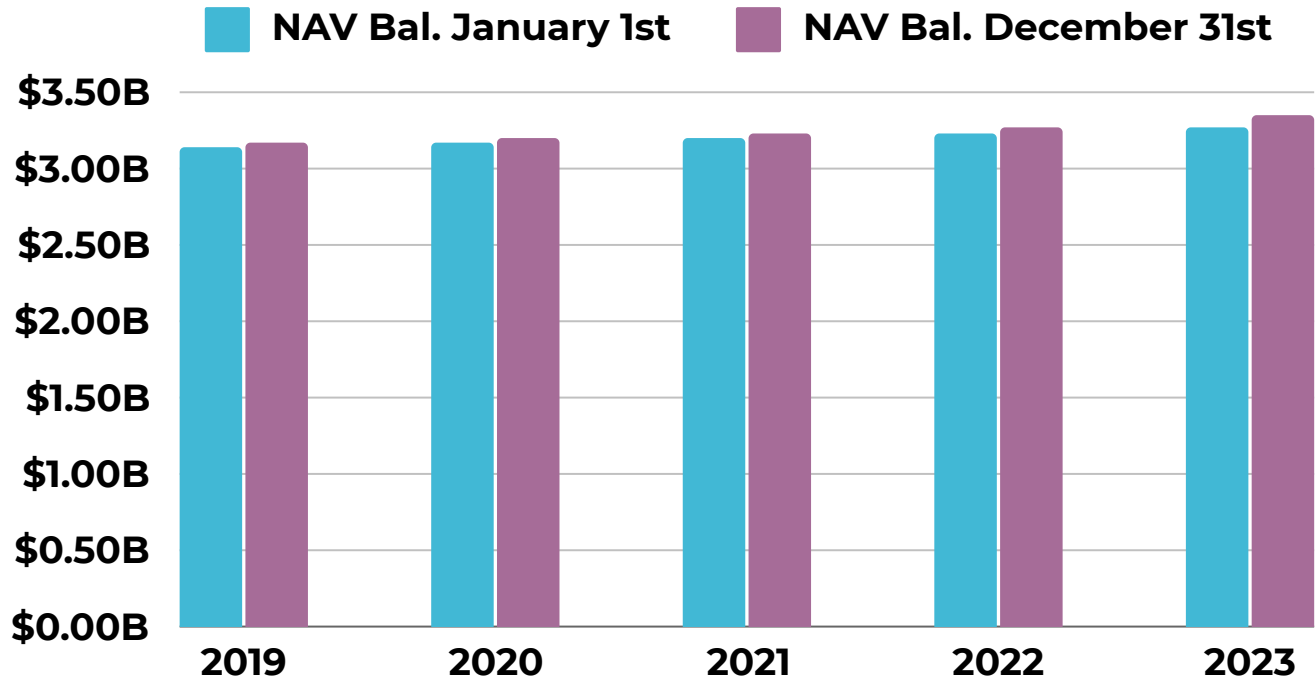
## CHANGE IN FUND BALANCE



- **Warning Trend:** Decreasing year-end fund balance amounts. (Summit: POSITIVE)
- 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. Except for 2019, the city's end-of-year fund balance has been trending up. The city increased its use of fund balance as revenue anticipated from \$6.9 million in 2020 to \$8.0 million in 2023. Thus, it is important that 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.

	2019	2020	2021	2022	2023
• <b>Fund Balance</b> (January 1)	\$9,660,904	\$9,137,697	\$9,265,192	\$9,698,500	\$10,040,281
• <b>Fund Balance</b> (December 31)	\$9,137,697	\$9,265,192	\$9,698,500	\$10,040,281	\$11,678,649
• <b>Change in Fund Balance</b>	\$(523,207)	\$127,495	\$433,308	\$341,781	\$1,638,368
• <b>Percentage Change</b>	(5.42%)	1.40%	4.68%	3.52%	16.32%

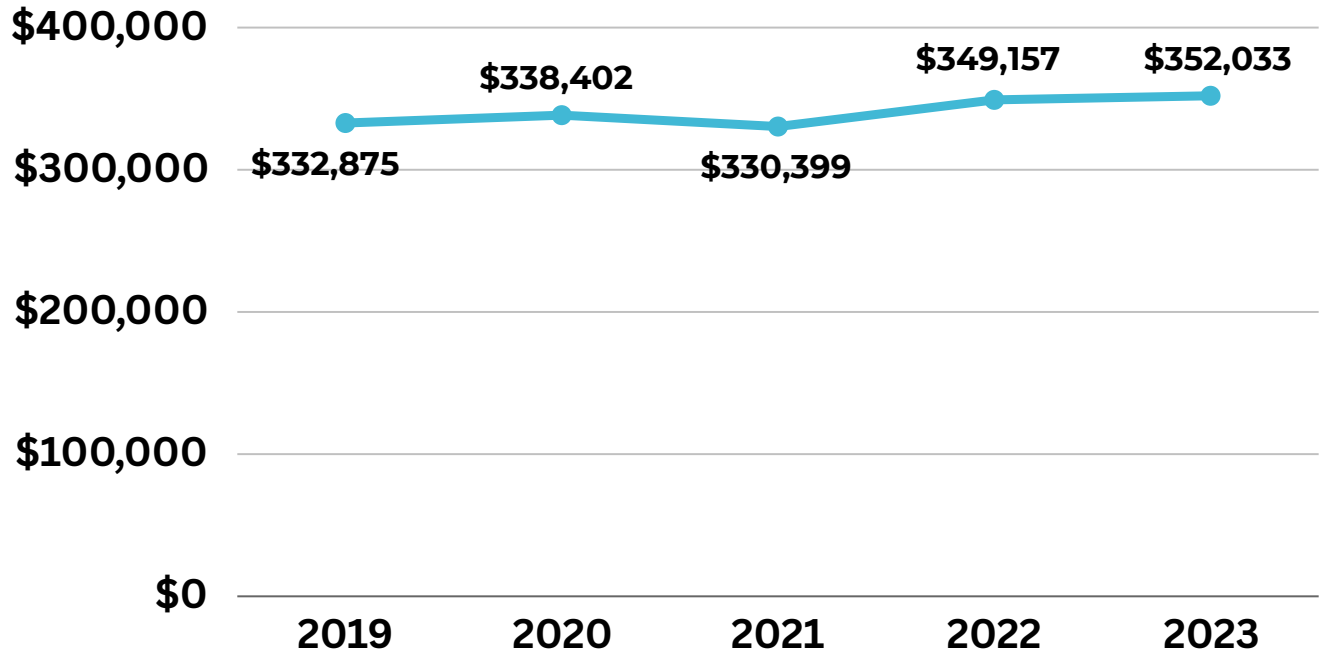
## CHANGE IN NET ASSESSED VALUATION



- **Warning Trend:** Decreasing net assessed valuation (NAV). (Summit: POSITIVE)
- The residential portion of the city's total net assessed valuation (NAV) is approximately 81.7%. Since 2018, the city's residential tax base has increased by roughly 6.1%, or approximately \$157.7 million. Despite the sizeable industrial valuation decreases (nearly \$100 million from 2013 to 2019) on the former Merck property, now the Bristol Myers Squibb property, the city's total NAV has been increasing, on average, by \$42.2 million over the last five years. Overall, the five-year NAV net gain is a modest \$211.3million.

	2019	2020	2021	2022	2023
• <b>NAV Balance</b> (January 1)	\$3,143,119,824	\$3,172,957,793	\$3,200,766,106	\$3,237,730,137	\$3,272,503,289
• <b>NAV Balance</b> (December 31)	\$3,172,957,793	\$3,200,766,106	\$3,237,730,137	\$3,272,503,289	\$3,354,465,207
• <b>Change in NAV</b>	\$29,837,969	\$27,808,313	\$36,964,031	\$34,773,152	\$81,961,918
• <b>Percentage Change</b>	0.95%	0.88%	1.15%	1.07%	2.50%

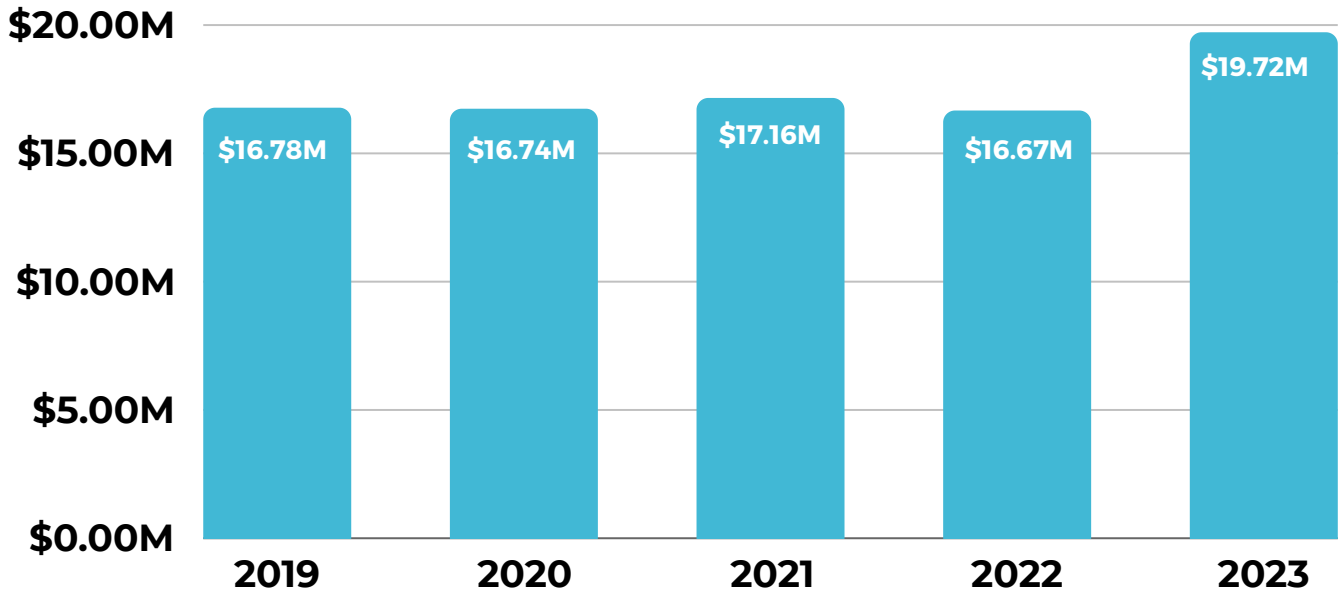
## EQUALIZED VALUE PER CAPITA



- This indicator is used for comparison purposes only. (Summit: POSITIVE)
- 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 35.75% in 2023.

	2019	2020	2021	2022	2023
• <b>Equalized Valuation</b> (three-year average)	\$7,328,570,749	\$7,409,990,605	\$7,506,338,596	\$7,865,120,957	\$7,865,120,957
• <b>Population</b>	22,016	21,897	22,719	22,526	22,342
• <b>Equalized Value Per Capita</b>	\$332,875	\$338,402	\$330,399	\$349,157	\$352,033

## CASH FLOW



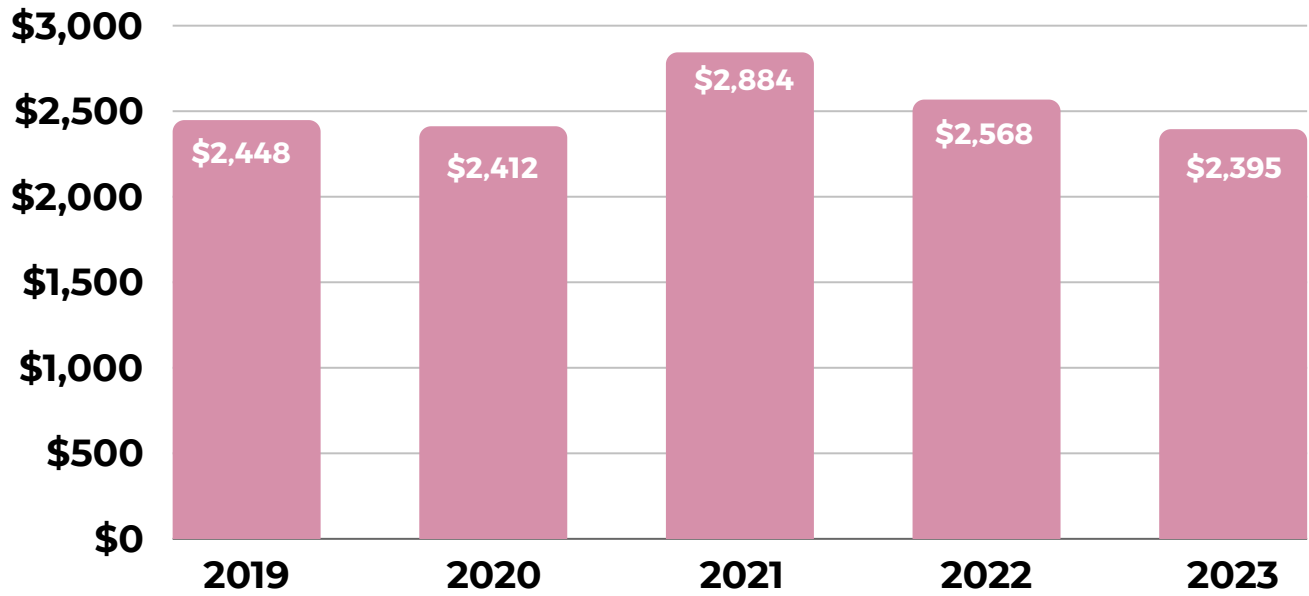
- **Warning Trend:** Decline in cash balance. (Summit: POSITIVE)
- **Formula:** Cash balance as of December 31.
- One measure of a municipality's short-term financial condition is its cash position. Cash position includes cash, as well as other assets such as short-term investments that can be easily 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.
- In 2023, the city's realized revenue exceeded anticipated revenue by approximately \$1.2 million. This outcome contributed to a positive change of fund balance of over \$3 million.

	2019	2020	2021	2022	2023
• <b>Cash Balance</b> (January 1)	\$16,706,944	\$16,780,007	\$16,743,134	\$17,160,277	\$16,678,076
• <b>Cash Balance</b> (December 31)	\$16,780,007	\$16,743,134	\$17,160,277	\$16,678,076	\$19,728,654
• <b>Change in Fund Balance</b>	\$73,063	(\$36,873)	\$417,143	(\$482,201)	\$3,050,578
• <b>Percentage Change</b>	0.44%	(0.22%)	2.49%	(2.81%)	18.29%



# DEBT POSITION

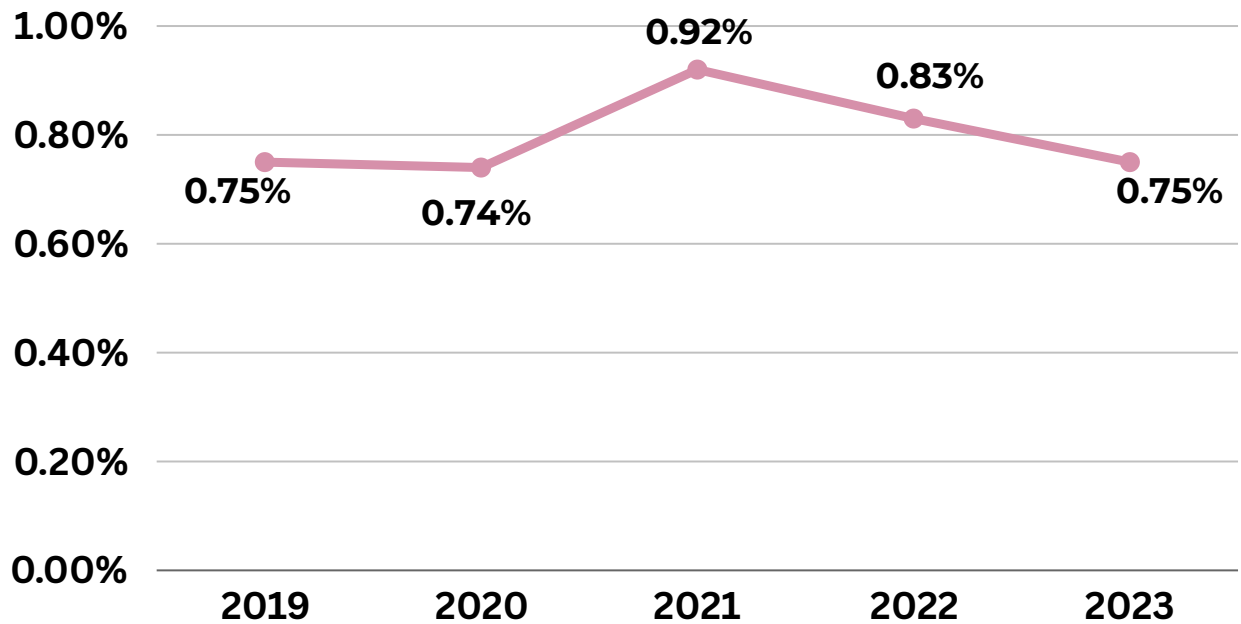
## NET DEBT PER CAPITA



- **Warning Trend:** Increasing bonded long-term debt per capita. (Summit: POSITIVE)
- **Formula:** Net Debt (Constant/Population)
- 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.

	2019	2020	2021	2022	2023
• <b>Net Debt Total</b>	\$54,795,251	\$54,618,423	\$69,017,771	\$65,576,761	\$62,972,643
• <b>CPI Index</b>	278.2	282.9	292.3	310.1	322.0
• <b>CPI (constant)</b>	0.98	0.97	0.94	0.88	0.85
• <b>Net Debt (adjusted for inflation)</b>	\$52,896,193	\$52,819,173	\$63,602,334	\$57,850,6546	\$53,507,522
• <b>Population</b>	22,016	21,897	22,719	22,526	22,342
• <b>Net Debt per capita</b>	\$2,448	\$2,412	\$2,844	\$2,568	\$2,395
• <b>Dollar Change</b>	(\$26)	(\$35)	\$431	(\$275)	(\$173)
• <b>Percentage Change</b>	(1.03%)	(1.42%)	17.88%	(9.68%)	(6.75%)

## NET DEBT AS A PERCENTAGE OF EQUALIZED VALUATION

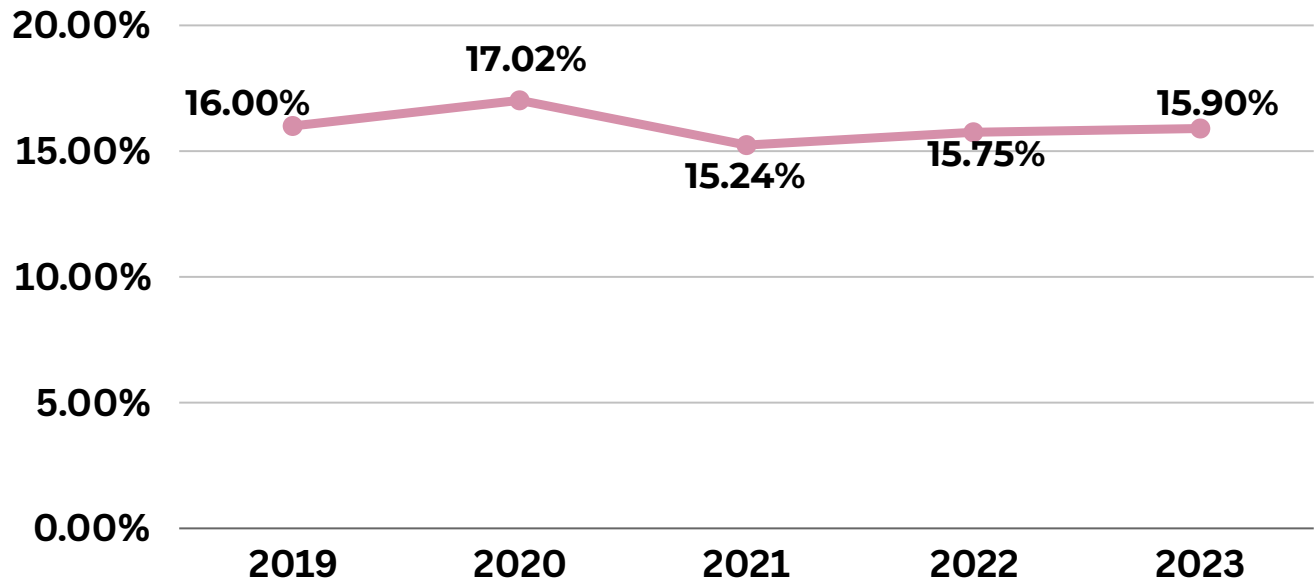


- **Warning Trend:** Increasing net debt as a percentage of average equalized valuation. (Summit: POSITIVE)
- **Formula:** Net Debt/Equalized Valuation

	2019	2020	2021	2022	2023
<ul style="list-style-type: none"> <li>• <b>Equalized Valuation</b> (three-year average)</li> </ul>	\$7,328,570,749	\$7,409,990,605	\$7,506,338,596	\$7,865,120,957	\$8,422,718,238
<ul style="list-style-type: none"> <li>• <b>Net Debt per Annual Debt Statement</b></li> </ul>	\$54,795,251	\$54,618,423	\$69,017,771	\$65,576,761	\$62,972,643
<ul style="list-style-type: none"> <li>• <b>Percentage Change</b></li> </ul>	0.75%	0.74%	0.92%	0.83%	0.75%



## DEBT SERVICE EXPENSE AS A PERCENTAGE OF TOTAL OPERATING REVENUE



- **Warning Trend:** Increasing debt service as a percentage of operating revenue. (Summit: NEUTRAL)
- **Formula:** Debt Service Expense/Total Operating Revenue
- Realized operating revenue are audited figures that include 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.

	2019	2020	2021	2022	2023
• <b>Operating Revenue</b> (realized)	\$57,913,525	\$57,635,163	\$58,103,426	\$58,726,867	\$64,233,207
• <b>Debt Service Expense</b>	\$9,267,127	\$9,807,455	\$8,855,071	\$9,250,053	\$10,215,281
• <b>Trend</b>	16.00%	17.02%	15.24%	15.75%	15.90%

# BUDGET SNAPSHOT

# BUDGET SNAPSHOT

## REVENUES

### General Revenues

	Anticipated 2024	Anticipated 2023	Realized as of 12/31/2023	% Change 2023
Fund Balance (Surplus)	\$ 8,200,000	\$ 8,030,000	\$ 8,030,000	2.1%
Local Revenues	3,664,763	3,706,445	4,836,223	-1.1%
State Aid	3,717,758	3,443,969	3,601,607	7.9%
Grants	137,265	654,558	2,141,552	-79.0%
Enterprise Funds/ Contributions	3,207,663	3,048,234	3,101,341	5.2%
Prior Year Tax Receipts	300,000	318,000	318,000	-5.7%
<i>General Revenues Sub-Total</i>	<b>\$ 19,227,449</b>	<b>\$ 19,201,206</b>	<b>\$ 22,028,723</b>	<b>0.1%</b>

### Tax Levy Revenues

Municipal Tax Levy	\$ 31,032,174	\$ 29,562,617	\$ 29,562,617	5.0%
Local School District Debt Obligation to City	3,841,332	3,460,732	3,460,732	11.0%
Library Tax Levy	3,049,686	2,838,582	2,838,582	7.4%
<i>Tax Levy Sub-Total</i>	<b>\$ 37,923,192</b>	<b>\$ 35,861,931</b>	<b>\$ 35,861,931</b>	<b>5.7%</b>

### Total Revenues

	<b>\$ 57,150,641</b>	<b>\$ 55,063,137</b>	<b>\$ 57,890,654</b>	<b>3.8%</b>
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## APPROPRIATIONS

### Municipal Operations

	Proposed 2024	Appropriated 2023	Expended as of 12/31/2023	% Change 2023
General Government	\$ 2,044,342	\$ 1,772,788	\$ 1,655,825	15.3%
Finance	1,280,645	1,250,790	1,151,589	2.4%
Public Safety	11,821,716	11,381,614	11,335,027	3.9%
Community Services	8,261,556	7,894,481	7,201,438	4.6%
Community Programs	1,279,053	1,216,511	1,180,177	5.1%
Board of Health	533,871	499,395	492,008	6.9%
Municipal Court	388,706	385,689	365,314	0.8%
Utilities	1,215,000	1,212,000	1,187,364	0.2%
Insurance	4,085,863	3,706,452	3,706,452	10.2%
Statutory Expenditures	5,522,384	5,397,375	5,389,832	2.3%
<i>Municipal Operations Sub-Total</i>	<b>\$ 36,433,136</b>	<b>\$ 34,717,096</b>	<b>\$ 33,665,026</b>	<b>4.9%</b>

### Other Appropriations

Maintenance of Free Public Library	\$ 3,049,686	\$ 2,838,582	\$ 2,675,693	7.4%
Grants	137,265	654,558	302,398	-79.0%
Interlocal Agreements	1,216,855	1,216,855	1,216,855	0.0%
Capital Improvements	205,000	100,000	100,000	105.0%
Municipal Debt Service	6,574,256	6,593,190	6,578,430	-0.3%
School Debt Service	4,184,441	3,702,841	3,636,851	13.0%
Deferred Charges & Reserves	350,000	240,000	88,000	45.8%
<i>Other Appropriations Sub-Total</i>	<b>\$ 15,717,503</b>	<b>\$ 15,346,026</b>	<b>\$ 14,598,227</b>	<b>2.4%</b>

Reserve for Uncollected Taxes

	\$ 5,000,002	\$ 5,000,016	\$ 5,000,016	0.0%
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### Total Appropriations

	<b>\$ 57,150,641</b>	<b>\$ 55,063,137</b>	<b>\$ 53,263,269</b>	<b>3.8%</b>
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# BUDGET OVERVIEW

**GENERAL REVENUES****Fund Balance****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
Reserve - Additional 2023 Energy Receipts Taxes

**TOTAL STATE AID****Grants Revenues - Offset by Appropriations**

NJ Recycling Tonnage Grant (2020)
NJ Body Armor Replacement Fund
NJ Body Worn Camera Grant
NJ Drive Sober or Get Pulled Over
NJ Lead Grant Assistance Program (LGAP)
ANJEC Open Space Stewardship Grant (2023)
NJ DEP Stormwater Assistance Grant (2023)
NJ DEP Clean Communities
Sustainable Jersey Small Grants Program (2023)
NJ ROID Grant (2021)
NJ ROID Grant (2022)
OEM EMMA Grant
Citizens Bank Philanthropic Grant - FHQ
Investors Foundation Grant - FHQ
Union County Kids Recreation Grant
Union County Infrastructure & Municipal Aid
NJ DOT Safe Streets Summit Station
NJ DOT Butler Pkwy Improvements (2019)
NJ DOT Division Ave Improvements
NJ DOT Park Ave Improvements
NJ DOT Pine Grove Ave Improvements (2018)
NJ DOT Prospect St Improvements
NJ DOT West End Ave Improvements (2020)
Community Foundation of NJ - FHQ
Summit Foundation Grant
Overlook Medical Center - FHQ
National Opioids Settlement Grant

**TOTAL GRANTS REVENUES**

Anticipated 2024	Anticipated 2023	Realized as of 12/31/2023
\$ 8,200,000	\$ 8,030,000	\$ 8,030,000
\$ 40,000	\$ 41,000	\$ 40,158
57,000	57,000	58,084
535,000	425,000	563,308
145,000	145,000	151,456
950,000	287,500	1,247,140
95,000	126,000	95,271
29,000	30,000	29,300
11,000	11,000	11,000
170,000	171,000	170,253
26,000	23,000	29,413
225,000	205,000	248,719
630,000	635,000	634,686
175,049	178,438	178,438
93,714	96,607	96,608
14,000	13,000	15,330
225,000	250,000	250,511
90,000	90,000	96,462
0	795,400	795,400
154,000	126,500	124,689
<b>\$ 3,664,763</b>	<b>\$ 3,706,445</b>	<b>\$ 4,836,223</b>

\$ 343,109	\$ 242,109	\$ 242,109
3,059,307	3,044,155	3,044,155
315,342	157,705	315,343
<b>\$ 3,717,758</b>	<b>\$ 3,443,969</b>	<b>\$ 3,601,607</b>

Anticipated 2024	Anticipated 2023	Realized as of 12/31/2023
\$ 0	\$ 39,237	\$ 39,237
3,571	3,078	3,078
48,694	0	0
0	0	3,955
0	0	23,100
0	0	1,000
0	0	15,000
0	0	48,105
0	0	2,000
0	18,000	18,000
0	18,000	18,000
0	0	10,000
0	5,000	5,000
0	10,000	20,000
0	0	0
0	75,000	75,000
0	0	0
0	0	112,500
0	0	361,896
0	296,250	296,250
0	0	113,480
0	0	352,500
0	0	290,433
0	0	14,500
85,000	53,514	53,514
0	0	25,000
0	136,479	240,005
<b>\$ 137,265</b>	<b>\$ 654,558</b>	<b>\$ 2,141,552</b>

**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
AHS/Overlook Community Service Contribution
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
<b>TOTAL ENTERPRISE FUNDS/ CONTRIBUTIONS</b>

Anticipated 2024	Anticipated 2023	Realized as of 12/31/2023
\$ 47,000	\$ 45,000	\$ 47,822
60,000	60,000	60,000
80,000	80,000	80,000
280,000	85,000	85,000
62,000	62,000	62,000
215,000	180,000	217,000
850,000	850,000	850,000
236,000	236,000	236,000
800,000	975,000	975,000
55,000	46,000	55,952
522,663	0	0
0	29,802	29,802
0	0	0
0	0	0
0	0	0
0	33,000	36,333
0	366,432	366,432
<b>\$ 3,207,663</b>	<b>\$ 3,048,234</b>	<b>\$ 3,101,341</b>

**PRIOR YEAR TAX RECEIPTS**

<b>\$ 300,000</b>	<b>\$ 318,000</b>	<b>\$ 318,000</b>
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**General Revenues Subtotal**

<b>\$ 19,227,449</b>	<b>\$ 19,201,206</b>	<b>\$ 22,028,723</b>
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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>
<b>TAX LEVY TOTAL</b>

<b>\$ 31,032,174</b>	<b>\$ 29,562,617</b>	<b>\$ 29,562,617</b>
<b>3,841,332</b>	<b>3,460,732</b>	<b>3,460,732</b>
<b>3,049,686</b>	<b>2,838,582</b>	<b>2,838,582</b>
<b>\$ 37,923,192</b>	<b>\$ 35,861,931</b>	<b>\$ 35,861,931</b>

**TOTAL GENERAL REVENUES**

<b>\$ 57,150,641</b>	<b>\$ 55,063,137</b>	<b>\$ 57,890,654</b>
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## GENERAL APPROPRIATIONS

## OPERATIONS WITHIN "CAPS"

Proposed 2024	Adopted Budget 2023	Final w/ Transfers 2023 as of 12/31/2023	Paid or Charged as of 12/31/2023	Appropriation Reserves
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General Government

## Administrative &amp; Executive

Salaries &amp; Wages

Other Expenses

Subtotal

\$	525,757	\$	484,552	\$	490,052	\$	489,275	\$	777
	83,750		81,000		81,000		64,685		16,315
\$	609,507	\$	565,552	\$	571,052	\$	553,960	\$	17,092

## Employee Assistance Program

Other Expenses

Subtotal

\$	5,800	\$	5,600	\$	5,600	\$	5,600	\$	0
\$	5,800	\$	5,600	\$	5,600	\$	5,600	\$	0

## Postage

Other Expenses

Subtotal

\$	55,100	\$	56,600	\$	56,600	\$	52,673	\$	3,927
\$	55,100	\$	56,600	\$	56,600	\$	52,673	\$	3,927

## Physical Examinations - Municipal Employees

Other Expenses

Subtotal

\$	21,000	\$	24,000	\$	24,000	\$	24,000	\$	0
\$	21,000	\$	24,000	\$	24,000	\$	24,000	\$	0

## Technology - Other Expenses

Other Expenses

Subtotal

\$	306,831	\$	264,796	\$	264,796	\$	230,248	\$	34,548
\$	306,831	\$	264,796	\$	264,796	\$	230,248	\$	34,548

## HomeTowne TV Service Agreement

Other Expenses

Subtotal

\$	67,191	\$	68,761	\$	68,761	\$	68,761	\$	0
\$	67,191	\$	68,761	\$	68,761	\$	68,761	\$	0

## Employee Appreciation Events

Other Expenses

Subtotal

\$	7,500	\$	3,000	\$	3,000	\$	551	\$	2,449
\$	7,500	\$	3,000	\$	3,000	\$	551	\$	2,449

## Clerk's Office

Salaries &amp; Wages

Other Expenses

Codification of Ordinances

Subtotal

\$	322,188	\$	320,801	\$	300,801	\$	287,136	\$	13,665
	158,800		150,750		150,750		113,615		37,135
	20,000		14,000		14,000		11,300		2,700
\$	500,988	\$	485,551	\$	465,551	\$	412,051	\$	53,500

## Legal Services

Municipal Prosecutor - Salaries &amp; Wages

Other Expenses - Legal Professional Contracts

Public Defender

Subtotal

\$	40,885	\$	39,791	\$	39,791	\$	39,791	\$	0
	420,000		250,000		250,000		250,000		0
	9,540		9,137		9,137		9,137		0
\$	470,425	\$	298,928	\$	298,928	\$	298,928	\$	0

## GENERAL GOVERNMENT TOTAL

\$	2,044,342	\$	1,772,788	\$	1,758,288	\$	1,646,772	\$	111,516
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# BUDGET OVERVIEW

## GENERAL APPROPRIATIONS 2 of 7

### Department of Finance

#### Financial Administration

Salaries & Wages  
Other Expenses  
**Subtotal**

\$	543,028	\$	503,462	\$	505,762	\$	505,717	\$	45
	80,534		80,851		80,851		57,858		22,993
<b>\$</b>	<b>623,562</b>	<b>\$</b>	<b>584,313</b>	<b>\$</b>	<b>586,613</b>	<b>\$</b>	<b>563,575</b>	<b>\$</b>	<b>23,038</b>

#### Municipal Purchasing

Other Expenses  
**Subtotal**

\$	9,800	\$	9,800	\$	9,800	\$	9,053	\$	747
<b>\$</b>	<b>9,800</b>	<b>\$</b>	<b>9,800</b>	<b>\$</b>	<b>9,800</b>	<b>\$</b>	<b>9,053</b>	<b>\$</b>	<b>747</b>

#### Audit Services

Other Expenses  
**Subtotal**

\$	50,500	\$	49,150	\$	49,150	\$	0	\$	49,150
<b>\$</b>	<b>50,500</b>	<b>\$</b>	<b>49,150</b>	<b>\$</b>	<b>49,150</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>49,150</b>

#### Contingent

Other Expenses  
**Subtotal**

\$	1,500	\$	1,500	\$	1,500	\$	0	\$	1,500
<b>\$</b>	<b>1,500</b>	<b>\$</b>	<b>1,500</b>	<b>\$</b>	<b>1,500</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>1,500</b>

#### Tax Collection

Salaries & Wages  
Other Expenses  
**Subtotal**

\$	179,238	\$	173,369	\$	168,369	\$	165,503	\$	2,866
	17,650		19,866		19,866		16,777		3,089
<b>\$</b>	<b>196,888</b>	<b>\$</b>	<b>193,235</b>	<b>\$</b>	<b>188,235</b>	<b>\$</b>	<b>182,280</b>	<b>\$</b>	<b>5,955</b>

#### Tax Assessment

Salaries & Wages  
Other Expenses  
**Subtotal**

\$	215,345	\$	207,542	\$	207,542	\$	206,040	\$	1,502
	183,050		205,250		205,250		199,695		5,555
<b>\$</b>	<b>398,395</b>	<b>\$</b>	<b>412,792</b>	<b>\$</b>	<b>412,792</b>	<b>\$</b>	<b>405,735</b>	<b>\$</b>	<b>7,057</b>

#### FINANCE DEPARTMENT TOTAL

<b>\$</b>	<b>1,280,645</b>	<b>\$</b>	<b>1,250,790</b>	<b>\$</b>	<b>1,248,090</b>	<b>\$</b>	<b>1,160,643</b>	<b>\$</b>	<b>86,701</b>
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### Public Safety

#### Police

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

\$	6,244,404	\$	5,771,357	\$	6,132,357	\$	6,079,987	\$	52,370
	475,500		449,300		443,800		412,624		31,176
	242,061		275,000		238,000		234,750		3,250
	3,000		4,000		4,000		1,200		2,800
	0		0		0		0		0
<b>\$</b>	<b>6,964,965</b>	<b>\$</b>	<b>6,499,657</b>	<b>\$</b>	<b>6,818,157</b>	<b>\$</b>	<b>6,728,561</b>	<b>\$</b>	<b>89,596</b>

#### Fire

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

\$	3,927,900	\$	4,090,949	\$	3,972,154	\$	3,843,020	\$	129,134
	484,800		390,700		390,700		361,207		29,493
	36,545		36,545		0		0		0
	367,540		325,000		367,540		367,536		4
<b>\$</b>	<b>4,816,785</b>	<b>\$</b>	<b>4,843,194</b>	<b>\$</b>	<b>4,730,394</b>	<b>\$</b>	<b>4,571,763</b>	<b>\$</b>	<b>158,631</b>

#### Emergency Management

Salaries & Wages  
Other Expenses  
**Subtotal**

\$	26,266	\$	25,563	\$	25,563	\$	25,563	\$	0
	13,700		13,200		13,200		9,140		4,060
<b>\$</b>	<b>39,966</b>	<b>\$</b>	<b>38,763</b>	<b>\$</b>	<b>38,763</b>	<b>\$</b>	<b>34,703</b>	<b>\$</b>	<b>4,060</b>

#### PUBLIC SAFETY TOTAL

<b>\$</b>	<b>11,821,716</b>	<b>\$</b>	<b>11,381,614</b>	<b>\$</b>	<b>11,587,314</b>	<b>\$</b>	<b>11,335,027</b>	<b>\$</b>	<b>252,287</b>
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**Department of Community Services****Community Services Administration**

Salaries &amp; Wages

Other Expenses

Downtown Maintenance

**Subtotal**

Proposed 2024	Adopted Budget 2023	Final w/ Transfers 2023 as of 12/31/2023	Paid or Charged as of 12/31/2023	Appropriation Reserves
\$ 696,607	\$ 550,375	\$ 550,375	\$ 541,335	\$ 9,040
108,600	89,800	89,800	63,838	25,962
8,500	8,500	8,500	5,313	3,187
<b>\$ 813,707</b>	<b>\$ 648,675</b>	<b>\$ 648,675</b>	<b>\$ 610,486</b>	<b>\$ 38,189</b>

**Engineering**

Salaries &amp; Wages

Other Expenses

**Subtotal**

\$ 308,351	\$ 294,431	\$ 264,431	\$ 242,852	\$ 21,579
27,000	27,000	27,000	20,471	6,529
<b>\$ 335,351</b>	<b>\$ 321,431</b>	<b>\$ 291,431</b>	<b>\$ 263,323</b>	<b>\$ 28,108</b>

**Roads Unit**

Salaries &amp; Wages

Other Expenses

**Subtotal**

\$ 762,469	\$ 839,051	\$ 809,051	\$ 790,842	\$ 18,209
152,000	137,000	150,000	133,256	16,744
<b>\$ 914,469</b>	<b>\$ 976,051</b>	<b>\$ 959,051</b>	<b>\$ 924,098</b>	<b>\$ 34,953</b>

**Public Works Maintenance Unit**

Salaries &amp; Wages

Other Expenses

**Subtotal**

\$ 222,009	\$ 218,778	\$ 213,278	\$ 187,924	\$ 25,354
74,350	68,850	68,850	67,110	1,740
<b>\$ 296,359</b>	<b>\$ 287,628</b>	<b>\$ 282,128</b>	<b>\$ 255,035</b>	<b>\$ 27,093</b>

**Sanitation Unit**

Salaries &amp; Wages

Other Expenses

**Subtotal**

\$ 739,271	\$ 718,094	\$ 718,094	\$ 624,996	\$ 93,098
4,000	4,000	4,000	2,977	1,023
<b>\$ 743,271</b>	<b>\$ 722,094</b>	<b>\$ 722,094</b>	<b>\$ 627,973</b>	<b>\$ 94,121</b>

**Recycling Unit**

Salaries &amp; Wages

Other Expenses

**Subtotal**

\$ 90,792	\$ 90,792	\$ 90,792	\$ 90,792	\$ 0
1,011,885	843,550	843,550	841,643	1,907
<b>\$ 1,102,677</b>	<b>\$ 934,342</b>	<b>\$ 934,342</b>	<b>\$ 932,435</b>	<b>\$ 1,907</b>

**Transfer Station**

Salaries &amp; Wages

Other Expenses

Disposal Charges

**Subtotal**

\$ 275,386	\$ 274,596	\$ 277,596	\$ 262,255	\$ 15,341
54,500	50,750	45,750	42,790	2,960
1,020,000	990,000	1,000,600	834,313	166,287
<b>\$ 1,349,886</b>	<b>\$ 1,315,346</b>	<b>\$ 1,323,946</b>	<b>\$ 1,139,358</b>	<b>\$ 184,588</b>

**Compost Area**

Salaries &amp; Wages

Other Expenses

**Subtotal**

\$ 191,572	\$ 186,572	\$ 192,072	\$ 191,735	\$ 337
4,200	4,200	2,200	604	1,596
<b>\$ 195,772</b>	<b>\$ 190,772</b>	<b>\$ 194,272</b>	<b>\$ 192,339</b>	<b>\$ 1,933</b>

# BUDGET OVERVIEW

## GENERAL APPROPRIATIONS 4 OF 7

	Proposed 2024	Adopted Budget 2023	Final w/ Transfers 2023 as of 12/31/2023	Paid or Charged as of 12/31/2023	Appropriation Reserves
<b>Buildings &amp; Grounds Unit</b>					
Salaries & Wages	\$ 332,457	\$ 316,243	\$ 320,243	\$ 317,034	\$ 3,209
Other Expenses	171,300	161,750	158,750	143,189	15,561
<b>Subtotal</b>	<b>\$ 503,757</b>	<b>\$ 477,993</b>	<b>\$ 478,993</b>	<b>\$ 460,223</b>	<b>\$ 18,770</b>
<b>Fleet Maintenance Unit</b>					
Salaries & Wages	\$ 225,416	\$ 274,453	\$ 274,453	\$ 265,500	\$ 8,953
Other Expenses	354,000	296,200	292,700	270,124	22,576
<b>Subtotal</b>	<b>\$ 579,416</b>	<b>\$ 570,653</b>	<b>\$ 567,153</b>	<b>\$ 535,624</b>	<b>\$ 31,529</b>
<b>Shade Trees Unit</b>					
Salaries & Wages	\$ 707,536	\$ 747,656	\$ 727,656	\$ 677,894	\$ 49,762
Other Expenses	258,500	245,500	237,900	222,159	15,741
<b>Subtotal</b>	<b>\$ 966,036</b>	<b>\$ 993,156</b>	<b>\$ 965,556</b>	<b>\$ 900,053</b>	<b>\$ 65,503</b>
<b>Land Use</b>					
Salaries & Wages	\$ 17,500	\$ 16,500	\$ 16,500	\$ 13,000	\$ 3,500
Other Expenses	157,200	182,200	182,200	117,949	64,251
<b>Subtotal</b>	<b>\$ 174,700</b>	<b>\$ 198,700</b>	<b>\$ 198,700</b>	<b>\$ 130,949</b>	<b>\$ 67,751</b>
<b>Board of Adjustment</b>					
Salaries & Wages	\$ 6,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 0
Other Expenses	32,300	31,300	31,300	29,453	1,847
<b>Subtotal</b>	<b>\$ 38,300</b>	<b>\$ 36,300</b>	<b>\$ 36,300</b>	<b>\$ 34,453</b>	<b>\$ 1,847</b>
<b>Code Enforcement</b>					
Salaries & Wages	\$ 243,855	\$ 217,340	\$ 217,340	\$ 193,138	\$ 24,202
Other Expenses	4,000	4,000	4,000	1,952	2,048
<b>Subtotal</b>	<b>\$ 247,855</b>	<b>\$ 221,340</b>	<b>\$ 221,340</b>	<b>\$ 195,090</b>	<b>\$ 26,250</b>
<b>DEPARTMENT OF COMMUNITY SERVICES TOTAL</b>	<b>\$ 8,261,556</b>	<b>\$ 7,894,481</b>	<b>\$ 7,823,981</b>	<b>\$ 7,201,438</b>	<b>\$ 622,543</b>
<b>Department of Community Programs</b>					
<b>Community Programs</b>					
Salaries & Wages	\$ 638,611	\$ 600,969	\$ 600,969	\$ 600,969	\$ 0
Other Expenses	64,850	67,200	67,200	59,943	7,257
<b>Subtotal</b>	<b>\$ 703,461</b>	<b>\$ 668,169</b>	<b>\$ 668,169</b>	<b>\$ 660,912</b>	<b>\$ 7,257</b>
<b>Golf Course</b>					
Salaries & Wages	\$ 143,292	\$ 141,292	\$ 144,892	\$ 144,343	\$ 549
Other Expenses	77,350	77,000	73,400	53,653	19,747
<b>Subtotal</b>	<b>\$ 220,642</b>	<b>\$ 218,292</b>	<b>\$ 218,292</b>	<b>\$ 197,996</b>	<b>\$ 20,296</b>
<b>Family Aquatic Center</b>					
Salaries & Wages	\$ 206,000	\$ 181,000	\$ 195,632	\$ 195,632	\$ 0
Other Expenses	148,950	149,050	135,417	125,636	9,781
<b>Subtotal</b>	<b>\$ 354,950</b>	<b>\$ 330,050</b>	<b>\$ 331,049</b>	<b>\$ 321,268</b>	<b>\$ 9,781</b>
<b>DEPARTMENT OF COMMUNITY PROGRAMS TOTAL</b>	<b>\$ 1,279,053</b>	<b>\$ 1,216,511</b>	<b>\$ 1,217,510</b>	<b>\$ 1,180,177</b>	<b>\$ 37,333</b>

**Board of Health**

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

Proposed 2024	Adopted Budget 2023	Final w/ Transfers 2023 as of 12/31/2023	Paid or Charged as of 12/31/2023	Appropriation Reserves
\$ 191,945	\$ 168,297	\$ 168,297	\$ 161,789	\$ 6,508
254,724	244,666	244,666	243,787	879
40,000	40,000	40,000	40,000	0
39,312	38,542	38,542	38,542	0
7,890	7,890	7,890	7,890	0
<b>\$ 533,871</b>	<b>\$ 499,395</b>	<b>\$ 499,395</b>	<b>\$ 492,008</b>	<b>\$ 7,387</b>

**Municipal Court**

Salaries & Wages  
 Other Expenses  
**Subtotal**

\$ 44,706	\$ 43,509	\$ 43,509	\$ 43,508	\$ 1
344,000	342,180	342,180	321,806	20,374
<b>\$ 388,706</b>	<b>\$ 385,689</b>	<b>\$ 385,689</b>	<b>\$ 365,314</b>	<b>\$ 20,375</b>

**Utilities**

Electricity  
 Street Lighting  
 Telephone  
 Water  
 Fuel  
**Subtotal**

\$ 353,000	\$ 345,000	\$ 374,000	\$ 351,275	\$ 22,725
165,000	165,000	165,000	164,999	1
150,000	152,000	173,000	170,185	2,815
98,000	98,000	94,000	84,211	9,789
449,000	452,000	427,000	416,693	10,307
<b>\$ 1,215,000</b>	<b>\$ 1,212,000</b>	<b>\$ 1,233,000</b>	<b>\$ 1,187,364</b>	<b>\$ 45,636</b>

**Insurance**

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

\$ 729,509	\$ 579,920	\$ 579,920	\$ 579,920	\$ 0
643,774	583,532	583,532	583,532	0
2,642,580	2,493,000	2,493,000	2,493,000	0
35,000	25,000	25,000	25,000	0
35,000	25,000	25,000	25,000	0
<b>\$ 4,085,863</b>	<b>\$ 3,706,452</b>	<b>\$ 3,706,452</b>	<b>\$ 3,706,452</b>	<b>\$ 0</b>

**Summary Details:**

Salaries & Wages  
 Other Expenses

\$ 18,356,932	\$ 17,823,016	\$ 17,919,708	\$ 17,436,456	\$ 483,252
\$ 12,553,820	\$ 11,496,704	\$ 11,540,011	\$ 10,838,739	\$ 701,273

**Total Operations within "CAPS"**

<b>\$ 30,910,752</b>	<b>\$ 29,319,720</b>	<b>\$ 29,459,719</b>	<b>\$ 28,275,194</b>	<b>\$ 1,184,525</b>
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# BUDGET OVERVIEW

## GENERAL APPROPRIATIONS 6 of 7

### Statutory Expenditures within "CAPS"

#### Pensions/ Social Security

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

#### Subtotal

	Proposed 2024	Adopted Budget 2023	Final w/ Transfers 2023 as of 12/31/2023	Paid or Charged as of 12/31/2023	Appropriation Reserves
\$	1,414,158	\$ 1,278,678	\$ 1,278,678	\$ 1,277,835	\$ 843
	3,358,800	3,380,670	3,380,670	3,380,669	1
	23,250	21,000	21,000	20,400	600
	726,176	717,027	717,027	710,927	6,100
<b>\$</b>	<b>5,522,384</b>	<b>\$ 5,397,375</b>	<b>\$ 5,397,375</b>	<b>\$ 5,389,832</b>	<b>\$ 7,544</b>

### Total General Appropriations within "CAPS"

<b>\$</b>	<b>36,433,137</b>	<b>\$ 34,717,096</b>	<b>\$ 34,857,095</b>	<b>\$ 33,665,026</b>	<b>\$ 1,185,561</b>
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### GENERAL APPROPRIATIONS

### OPERATIONS & DEBT SERVICE EXCLUDED FROM "CAPS"

#### Maintenance of Free Public Library

Salaries & Wages  
Other Expenses

#### Subtotal

\$	1,794,001	\$ 1,646,706	\$ 1,646,706	\$ 1,527,640	\$ 119,066
	1,255,685	1,191,876	1,191,876	1,148,053	43,823
<b>\$</b>	<b>3,049,686</b>	<b>\$ 2,838,582</b>	<b>\$ 2,838,582</b>	<b>\$ 2,675,693</b>	<b>\$ 162,889</b>

#### Grants Appropriations - Offset by Revenues

NJ Recycling Tonnage Grant (2020)  
NJ Body Armor Replacement Fund  
NJ Body Worn Camera Grant  
NJ Drive Sober or Get Pulled Over  
NJ Lead Grant Assistance Program (LGAP)  
ANJEC Open Space Stewardship Grant (2023)  
NJ DEP Stormwater Assistance Grant (2023)  
NJ DEP Clean Communities  
Sustainable Jersey Small Grants Program (2023)  
NJ ROID Grant (2021)  
NJ ROID Grant (2022)  
OEM EMMA Grant  
Citizens Bank Philanthropic Grant - FHQ  
Investors Foundation Grant - FHQ  
Union County Kids Recreation Grant  
Union County Infrastructure & Municipal Aid  
NJ DOT Safe Streets Summit Station  
NJ DOT Butler Pkwy Improvements (2019)  
NJ DOT Division Ave Improvements  
NJ DOT Park Ave Improvements  
NJ DOT Pine Grove Ave Improvements (2018)  
NJ DOT Prospect St Improvements  
NJ DOT West End Ave Improvements (2020)  
Community Foundation of NJ - FHQ  
Summit Foundation Grant  
Overlook Medical Center - FHQ  
National Opioids Settlement Grant

#### Subtotal

\$	0	\$ 39,237	\$ 39,237	\$ 0	\$ 39,237
	3,571	3,078	3,078	3,078	0
	48,694	0	0	0	0
	0	0	3,955	0	3,955
	0	0	23,100	0	0
	0	0	1,000	1,000	0
	0	0	15,000	0	15,000
	0	0	48,105	0	48,105
	0	0	2,000	0	2,000
	0	18,000	18,000	0	18,000
	0	18,000	18,000	2,070	15,930
	0	0	10,000	0	10,000
	0	5,000	5,000	0	5,000
	0	10,000	20,000	0	20,000
	0	0	0	0	0
	0	75,000	75,000	0	75,000
	0	0	0	0	0
	0	0	112,500	0	112,500
	0	0	361,896	0	361,896
	0	296,250	296,250	296,250	0
	0	0	113,480	0	113,480
	0	0	352,500	0	352,500
	0	0	290,433	0	290,433
	0	0	14,500	0	14,500
	85,000	53,514	53,514	0	53,514
	0	0	25,000	0	25,000
	0	136,479	240,005	0	240,005
<b>\$</b>	<b>137,265</b>	<b>\$ 654,558</b>	<b>\$ 2,141,552</b>	<b>\$ 302,398</b>	<b>\$ 1,816,054</b>

#### Interlocal Agreements

Joint Meeting - NPSM Emergency Dispatch Center

#### Subtotal

\$	1,216,855	\$ 1,216,855	\$ 1,216,855	\$ 1,216,855	\$ 0
<b>\$</b>	<b>1,216,855</b>	<b>\$ 1,216,855</b>	<b>\$ 1,216,855</b>	<b>\$ 1,216,855</b>	<b>\$ 0</b>

#### Capital Improvements

Capital Improvement Fund

#### Subtotal

\$	205,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 0
<b>\$</b>	<b>205,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 0</b>

	Proposed 2024	Adopted Budget 2023	Final w/ Transfers 2023 as of 12/31/2023	Paid or Charged as of 12/31/2023	Appropriation Reserves
<b><u>Municipal Debt Service</u></b>					
Bond Principal	\$ 4,445,000	\$ 4,470,000	\$ 4,470,000	\$ 4,470,000	\$ 0
Bond Anticipation Notes Principal	19,000	19,000	19,000	19,000	0
Interest on Bonds	1,973,696	2,045,150	2,045,150	2,045,150	0
Interest on Bond Anticipation Notes	136,560	59,040	59,040	44,280	14,760
<b>Subtotal</b>	<b>\$ 6,574,256</b>	<b>\$ 6,593,190</b>	<b>\$ 6,593,190</b>	<b>\$ 6,578,430</b>	<b>\$ 14,760</b>
<b><u>School Debt Service</u></b>					
Bond Principal	\$ 3,020,000	\$ 3,260,000	\$ 3,260,000	\$ 3,260,000	\$ 0
Bond Anticipation Notes Principal	0	0	0	0	0
Interest on Bonds	1,164,441	376,851	376,851	376,851	0
Interest on Bond Anticipation Notes	0	65,990	65,990	0	65,990
<b>Subtotal</b>	<b>\$ 4,184,441</b>	<b>\$ 3,702,841</b>	<b>\$ 3,702,841</b>	<b>\$ 3,636,851</b>	<b>\$ 65,990</b>
<b><u>Deferred Charges &amp; Reserves</u></b>					
Deficit in Dedicated Assessment Budget	\$ 85,000	\$ 0	\$ 0	\$ 0	\$ 0
Deferred Charges (Capital Expenses Unfunded)	25,000	25,000	25,000	25,000	0
Reserve for Tax Appeals	100,000	75,000	75,000	75,000	0
Reserve for Salary Adjustments	140,000	140,000	140,000	(12,000)	0
Reserve for Municipal Debt Service	0	0	0	0	0
<b>Subtotal</b>	<b>\$ 350,000</b>	<b>\$ 240,000</b>	<b>\$ 240,000</b>	<b>\$ 88,000</b>	<b>\$ 0</b>
<b>Total General Appropriations excluded from "CAPS" Subtotal</b>	<b>\$ 15,717,503</b>	<b>\$ 15,346,026</b>	<b>\$ 16,833,020</b>	<b>\$ 14,598,227</b>	<b>\$ 2,234,793</b>
<i>Reserve for Uncollected Taxes</i>	<i>\$ 5,000,002</i>	<i>\$ 5,000,016</i>	<i>\$ 5,000,016</i>	<i>\$ 5,000,016</i>	<i>\$ 0</i>
<b>TOTAL GENERAL APPROPRIATIONS</b>	<b>\$ 57,150,641</b>	<b>\$ 55,063,137</b>	<b>\$ 56,690,131</b>	<b>\$ 53,263,269</b>	<b>\$ 3,426,862</b>

# TAX LEVIES & RATES



# TAX LEVIES & RATES

2023-2024 COMPARISONS

<i>Tax Levies and Rates</i>	2024 Amounts	2024 Estimated Tax Rates	Estimated % of Total Tax Rate	2023-2024 % Tax Rate Change	2023 Amounts	2023 Tax Rates	2023 % of Total Tax Rate
Local School Tax Levy	\$ 72,182,608	\$ 2.152	49.3%	-0.1%	\$ 70,449,431	\$ 2.153	49.8%
Local School Debt Obligation to City	4,184,441	0.125	2.9%	17.7%	3,460,732	0.106	2.5%
County Tax Levy	34,606,744	1.032	23.6%	-0.6%	33,985,716	1.038	24.0%
County Open Space Levy	1,307,778	0.039	0.9%	0.0%	1,294,702	0.039	0.9%
Library Tax Levy	3,049,686	0.091	2.1%	4.5%	2,838,582	0.087	2.0%
Municipal Appropriations (excludes R.U.T.)	45,259,621				43,763,807		
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 160,590,878</b>				<b>\$ 155,793,070</b>		
Less : Anticipated General Revenues	19,227,449				19,201,206		
<b>CASH REQUIRED TO SUPPORT BUDGET</b>	<b>\$ 141,363,429</b>				<b>\$ 136,591,863</b>		
/ Anticipated Tax Collection Rate	0.9658				0.9647		
<b>TOTAL AMOUNT TO BE RAISED BY TAXES</b>	<b>\$ 146,363,431</b>				<b>\$ 141,591,879</b>		
Less: Total School, County & Library Tax Levies	115,331,257				112,029,263		
<b>MUNICIPAL PURPOSE TAX LEVY</b>	<b>\$ 31,032,174</b>				<b>\$ 29,562,617</b>		
<b>MUNICIPAL TAX RATE</b>		<b>\$ 0.925</b>	<b>21.2%</b>	<b>2.3%</b>		<b>\$ 0.904</b>	<b>20.9%</b>
<b>Total Tax Rate (per \$100 assessment)</b>		<b>\$ 4.364</b>	<b>100.0%</b>	<b>0.9%</b>		<b>\$ 4.327</b>	<b>100.00%</b>
<b>Municipal Net Assessed Valuation</b> (Total Land & Improvements)	<b>\$ 3,354,465,207</b>				<b>\$ 3,272,503,289</b>		

# TAX LEVIES & RATES

# FIVE YEAR PROJECTIONS

	Adopted 2023	Proposed 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Annual Avg. % Change
<b>TAX LEVY PROJECTIONS</b>								
<b>Appropriations</b>								
Municipal Operations	\$ 34,717,096	\$ 36,433,136	\$ 37,161,799	\$ 37,905,035	\$ 38,663,135	\$ 39,436,398	\$ 39,975,126	2.00%
Other Appropriations	15,346,026	15,717,503	16,031,853	16,352,490	16,679,540	17,013,131	17,103,393	2.00%
Less: Library Appropriations	(2,838,582)	(3,049,686)	(3,110,680)	(3,172,893)	(3,236,351)	(3,301,078)	(3,367,100)	2.00%
Less: School District Debt Obligations	(3,460,732)	(3,841,332)	(4,504,549)	(4,478,718)	(2,304,691)	(2,316,191)	(2,325,891)	0.00%
<b>Municipal Appropriations</b>	<b>\$ 43,763,808</b>	<b>\$ 45,259,621</b>	<b>\$ 45,578,423</b>	<b>\$ 46,605,913</b>	<b>\$ 49,801,633</b>	<b>\$ 50,832,260</b>	<b>\$ 51,385,529</b>	<b>1.50%</b>
<b>Tax Levy Totals</b>	<b>\$ 112,029,163</b>	<b>\$ 115,331,257</b>	<b>\$ 117,641,776</b>	<b>\$ 119,998,584</b>	<b>\$ 122,402,608</b>	<b>\$ 124,854,794</b>	<b>\$ 128,256,106</b>	<b>0.00%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 155,792,970</b>	<b>\$ 160,590,878</b>	<b>\$ 163,220,199</b>	<b>\$ 166,604,498</b>	<b>\$ 172,204,241</b>	<b>\$ 175,687,053</b>	<b>\$ 179,641,635</b>	<b>0.75%</b>
<b>Non-Tax General Revenues</b>	<b>\$ (19,201,206)</b>	<b>\$ (19,227,449)</b>	<b>\$ (19,237,062)</b>	<b>\$ (19,246,681)</b>	<b>\$ (19,256,304)</b>	<b>\$ (19,265,932)</b>	<b>\$ (19,275,565)</b>	<b>0.05%</b>
<b>Cash Needed to Support Budget</b>	<b>\$ 136,591,764</b>	<b>\$ 141,363,429</b>	<b>\$ 143,983,137</b>	<b>\$ 147,357,817</b>	<b>\$ 152,947,937</b>	<b>\$ 156,421,121</b>	<b>\$ 160,366,069</b>	<b>0.40%</b>
<b>Reserve for Uncollected Taxes</b>	<b>\$ 5,000,016</b>	<b>\$ 5,000,002</b>	<b>\$ 5,100,003</b>	<b>\$ 5,202,003</b>	<b>\$ 5,306,043</b>	<b>\$ 5,412,164</b>	<b>\$ 5,520,407</b>	<b>2.00%</b>
<b>Total Tax Levy</b>	<b>\$ 141,591,780</b>	<b>\$ 146,363,431</b>	<b>\$ 149,083,139</b>	<b>\$ 152,559,820</b>	<b>\$ 158,253,980</b>	<b>\$ 161,833,285</b>	<b>\$ 165,886,476</b>	<b>2.20%</b>
<b>TAX LEVY BREAKDOWN</b>								
Municipal Tax Levy	\$ 29,562,617	\$ 31,032,174	\$ 31,654,338	\$ 32,288,976	\$ 32,936,338	\$ 33,596,679	\$ 34,770,258	2.00%
Local School District Tax Levy	70,449,431	72,182,608	73,629,797	75,106,001	76,611,801	78,147,791	80,014,576	2.00%
Local School District Debt Obligation	3,460,732	4,184,441	4,268,335	4,353,910	4,441,202	4,530,244	4,921,070	2.00%
County Tax Levy	33,985,716	34,606,744	35,298,878	36,004,856	36,724,953	37,459,452	38,408,641	2.00%
County Open Space Tax Levy	1,294,702	1,307,778	1,333,934	1,360,613	1,387,825	1,415,581	1,543,893	2.00%
Library Tax Levy	2,838,582	3,049,686	3,110,832	3,173,204	3,236,827	3,301,726	3,367,925	2.00%
<b>Total Tax Levy</b>	<b>\$ 141,591,780</b>	<b>\$ 146,363,431</b>	<b>\$ 149,296,115</b>	<b>\$ 152,287,561</b>	<b>\$ 155,338,946</b>	<b>\$ 158,451,472</b>	<b>\$ 163,026,364</b>	<b>2.00%</b>
<b>TAX RATE BREAKDOWN</b>								
Municipal Tax Rate	\$ 0.904	\$ 0.925	\$ 0.944	\$ 0.963	\$ 0.982	\$ 1.002	\$ 1.022	2.00%
Local School District Tax Rate	2.153	2.152	2.195	2.239	2.284	2.330	2.376	2.00%
Local School District Debt Obligation	0.106	0.125	0.127	0.130	0.132	0.135	0.138	2.00%
County Tax Rate	1.038	1.032	1.052	1.073	1.095	1.117	1.139	2.00%
County Open Space Tax Rate	0.039	0.039	0.040	0.041	0.041	0.042	0.043	2.00%
Library Tax Rate	0.087	0.091	0.093	0.095	0.096	0.098	0.100	2.00%
<b>Total Tax Rate</b>	<b>\$ 4.327</b>	<b>\$ 4.364</b>	<b>\$ 4.451</b>	<b>\$ 4.540</b>	<b>\$ 4.631</b>	<b>\$ 4.724</b>	<b>\$ 4.818</b>	<b>2.00%</b>
<b>NET VALUATION TAXABLE</b>	<b>\$ 3,272,503,289</b>	<b>\$ 3,354,465,207</b>	<b>\$ 3,354,465,207</b>	<b>\$ 3,354,465,207</b>	<b>\$ 3,354,465,207</b>	<b>\$ 3,354,465,207</b>	<b>\$ 3,354,465,207</b>	<b>0.00%</b>
<b>MUNICIPAL TAX POINT INCREASE</b>	<b>\$ 0.000</b>	<b>\$ 0.021</b>	<b>\$ 0.019</b>	<b>\$ 0.019</b>	<b>\$ 0.019</b>	<b>\$ 0.020</b>	<b>\$ 0.020</b>	
<b>MUNICIPAL TAX % INCREASE</b>	<b>0.00%</b>	<b>2.33%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	

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

2024 Reserve for Uncollected Taxes	
Local School Taxes (estimated)	\$ 72,182,608
Local School Debt Obligation to City	4,184,441
County Taxes (estimated)	34,606,744
County Open Space Levy (estimated)	1,307,778
Library Taxes	3,049,686
Municipal Appropriations (excludes R.U.T.)	45,259,621
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 160,590,878</b>
<i>Less: Anticipated General Revenues</i>	<i>19,227,449</i>
<b>CASH REQUIRED TO SUPPORT BUDGET</b>	<b>\$ 141,363,429</b>
<i>Anticipated Tax Collection Rate</i>	<i>0.96583845</i>
<b>TOTAL AMOUNT TO BE RAISED BY TAXES</b>	<b>\$ 146,363,431</b>
<i>Less: Cash Required to Support Budget</i>	<i>141,363,429</i>
<b>RESERVE FOR UNCOLLECTED TAXES (R.U.T.)</b>	<b>\$ 5,000,002</b>

**REVENUES**  
**&**  
**APPROPRIATIONS**

# REVENUES & APPROPRIATIONS

## FIVE YEAR HISTORICAL DATA

### GENERAL REVENUES

Realized 2020	Realized 2021	Realized 2022	Realized 2023	Anticipated 2024	Annual % Change From 2023
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#### Fund Balance

\$ 6,900,000	\$ 7,600,000	\$ 7,900,000	\$ 8,030,000	\$ 8,200,000	2.1%
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#### Local Revenues

Alcoholic Beverage Control Licenses	\$ 40,356	\$ 40,158	\$ 41,076	\$ 40,158	\$ 40,000	-0.4%
Other Licenses	60,758	57,771	58,118	58,084	57,000	-1.9%
Municipal Court	239,440	188,362	429,547	563,308	535,000	-5.0%
Interest & Costs on Taxes	176,597	163,558	147,866	151,456	145,000	-4.3%
Interest on Investments	107,654	31,726	287,500	1,247,140	950,000	-23.8%
Old Town Hall Rent	6,984	0	0	0	0	0.0%
Community Services Fees	134,890	147,407	126,762	95,271	95,000	-0.3%
Drainage & Grading Fees	29,355	35,950	32,700	29,300	29,000	-1.0%
Briant Park - Emergency Services	12,000	12,000	11,000	11,000	11,000	0.0%
Health Fees	130,175	162,380	171,399	170,253	170,000	-0.1%
Zoning Board Fees	14,354	20,114	25,556	29,413	26,000	-11.6%
Municipal Golf Course Fees	199,373	215,226	214,516	248,719	225,000	-9.5%
Family Aquatic Center Fees	282,398	562,252	652,682	634,686	630,000	-0.7%
Cable TV Franchise Fees (Verizon)	209,617	199,837	189,155	178,438	175,049	-1.9%
Cable TV Franchise Fees (Comcast)	112,748	105,418	101,141	96,608	93,714	-3.0%
Sale of Recyclable Materials	23,144	35,640	14,106	15,330	14,000	-8.7%
Police Off Duty Administration Fees	148,201	142,744	260,588	250,511	225,000	-10.2%
Hotel/Motel Occupancy Fees	58,597	81,114	108,754	96,462	90,000	-6.7%
AHS/Overlook Community Support Services	795,400	795,400	795,400	795,400	0	-100.0%
Utility Income Cell Tower	162,681	115,722	128,830	124,689	154,000	23.5%
<b>TOTAL LOCAL REVENUES</b>	<b>\$ 2,944,722</b>	<b>\$ 3,112,778</b>	<b>\$ 3,796,696</b>	<b>\$ 4,836,223</b>	<b>\$ 3,664,763</b>	<b>-24.2%</b>

#### State Aid

School Debt Service Aid	\$ 464,929	\$ 205,480	\$ 256,831	\$ 242,109	\$ 343,109	41.7%
Energy Receipts Tax	3,023,257	3,023,257	3,023,257	3,044,155	3,059,307	0.5%
Reserve - Additional 2023 Energy Receipts Taxes				315,343	315,342	100.0%
<b>TOTAL STATE AID</b>	<b>\$ 3,488,186</b>	<b>\$ 3,228,737</b>	<b>\$ 3,280,088</b>	<b>\$ 3,601,607</b>	<b>\$ 3,717,758</b>	<b>3.2%</b>

#### Grants

Grants	\$ 1,179,530	\$ 984,880	\$ 464,465	\$ 2,141,552	\$ 137,265	-93.6%
<b>TOTAL GRANT REVENUES</b>	<b>\$ 1,179,530</b>	<b>\$ 984,880</b>	<b>\$ 464,465</b>	<b>\$ 2,141,552</b>	<b>\$ 137,265</b>	<b>-93.6%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR HISTORICAL DATA

	Realized 2020	Realized 2021	Realized 2022	Realized 2023	Anticipated 2024	Annual % Change From 2023
<b>Enterprise Funds/ Contributions</b>						
Summit Housing P.I.L.O.T.	\$ 32,623	\$ 35,501	\$ 46,470	\$ 47,822	\$ 47,000	-1.7%
Parking Utility Share of Debt Service	0	0	0	0	0	0.0%
Parking Utility Share of Various Services	250,000	50,000	50,000	60,000	60,000	0.0%
Parking Utility Share of Pension Costs	60,000	60,000	70,000	80,000	80,000	0.0%
Parking Utility Contribution	550,000	0	0	85,000	280,000	0.0%
Sewer Utility Share of Pension Costs	40,000	40,000	44,000	62,000	62,000	0.0%
Sewer Utility Share of Various Services	175,000	180,000	195,000	217,000	215,000	-0.9%
Sewer Utility Contribution	490,000	700,000	700,000	850,000	850,000	0.0%
U.C.C. Share of Pension & Health/Dental Costs	70,000	70,000	105,000	236,000	236,000	0.0%
General Capital Surplus	380,000	700,000	800,000	975,000	800,000	-17.9%
SDI Share of Debt Service	0	0	0	0	0	0.0%
Uniform Safety Act	40,910	46,766	46,470	55,952	55,000	-1.7%
AHS/Overlook Community Service Contribution	0	0	0	0	522,663	100.0%
FEMA Reimbursement - Covid 19 Pandemic Costs	0	0	147,803	29,802	0	-100.0%
Reserve for Municipal Debt Service	193,000	46,283	0	0	0	0.0%
Reserve for School Debt Service	91,784	9,875	0	0	0	0.0%
Reserve for Regional Environmental Health (Current Fund)	0	0	0	0	0	0.0%
Reserve to pay General Capital Debt (Community Center)	148,000	80,610	50,133	0	0	0.0%
Reserve Insurance Settlement General Capital	0	0	0	0	0	0.0%
Rebate Liability (General Capital)	0	0	0	0	0	0.0%
Prepaid Assessment Morris/Kent (General Capital)	0	0	0	0	0	0.0%
Bond Sale Costs (General Capital)	0	0	0	0	0	0.0%
Reserve for Public Defender Trust	0	0	0	0	0	0.0%
Reserve Refunding Bond Costs	0	0	0	0	0	0.0%
Reserve for Sale of Municipal Assets	850,000	650,000	33,570	36,333	0	-100.0%
American Rescue Plan Act	0	1,145,964	1,145,964	366,432	0	-100.0%
<b>TOTAL ENTERPRISE FUNDS/ CONTRIBUTIONS</b>	<b>\$ 3,371,317</b>	<b>\$ 3,814,999</b>	<b>\$ 3,434,410</b>	<b>\$ 3,101,341</b>	<b>\$ 3,207,663</b>	<b>3.4%</b>
<b>Prior Year Tax Receipts</b>						
Prior Year Tax Receipts	\$ 483,163	\$ 420,000	\$ 360,000	\$ 318,000	\$ 300,000	-5.7%
<b>TOTAL PRIOR YEAR TAX RECEIPTS</b>	<b>\$ 483,163</b>	<b>\$ 420,000</b>	<b>\$ 360,000</b>	<b>\$ 318,000</b>	<b>\$ 300,000</b>	<b>-5.7%</b>
<b>GENERAL REVENUES SUBTOTAL</b>	<b>\$ 18,366,918</b>	<b>\$ 19,161,394</b>	<b>\$ 19,235,659</b>	<b>\$ 22,028,723</b>	<b>\$ 19,227,449</b>	<b>-12.7%</b>
<i>Amount To Be Raised By Taxes (Municipal Tax Levy)</i>	<i>\$ 27,103,871</i>	<i>\$ 27,651,998</i>	<i>\$ 28,527,436</i>	<i>\$ 29,562,617</i>	<i>\$ 31,032,174</i>	<i>5.0%</i>
<i>Local School District Obligation to City (School District Levy)</i>	<i>4,588,290</i>	<i>3,489,367</i>	<i>3,462,650</i>	<i>3,460,732</i>	<i>3,841,332</i>	<i>11.0%</i>
<i>Amount to Be Raised By Taxes (Library Tax Levy)</i>	<i>2,479,745</i>	<i>2,492,085</i>	<i>2,537,196</i>	<i>2,838,582</i>	<i>3,049,686</i>	<i>7.4%</i>
<b>TAX LEVY TOTAL</b>	<b>\$ 34,171,906</b>	<b>\$ 33,633,450</b>	<b>\$ 34,527,282</b>	<b>\$ 35,861,931</b>	<b>\$ 37,923,192</b>	<b>5.7%</b>
<b>TOTAL GENERAL REVENUES</b>	<b>\$ 52,538,825</b>	<b>\$ 52,794,844</b>	<b>\$ 53,762,941</b>	<b>\$ 57,890,654</b>	<b>\$ 57,150,641</b>	<b>-1.3%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR HISTORICAL DATA

### GENERAL APPROPRIATIONS OPERATIONS WITHIN "CAPS"

#### General Government

##### Administrative & Executive

Salaries & Wages

Other Expenses

**Subtotal**

Adopted 2020	Adopted 2021	Adopted 2022	Adopted 2023	Proposed 2024	Annual % Change From 2023
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\$ 393,474	\$ 421,047	\$ 437,468	\$ 484,552	\$ 525,757	8.5%
84,250	80,250	80,000	81,000	83,750	3.4%
<b>\$ 477,724</b>	<b>\$ 501,297</b>	<b>\$ 517,468</b>	<b>\$ 565,552</b>	<b>\$ 609,507</b>	<b>7.8%</b>

##### Employee Assistance Program

Other Expenses

**Subtotal**

\$ 5,600	\$ 5,600	\$ 5,600	\$ 5,600	\$ 5,800	3.6%
<b>\$ 5,600</b>	<b>\$ 5,600</b>	<b>\$ 5,600</b>	<b>\$ 5,600</b>	<b>\$ 5,800</b>	<b>3.6%</b>

##### Postage

Other Expenses

**Subtotal**

\$ 47,600	\$ 54,600	\$ 57,750	\$ 56,600	\$ 55,100	-2.7%
<b>\$ 47,600</b>	<b>\$ 54,600</b>	<b>\$ 57,750</b>	<b>\$ 56,600</b>	<b>\$ 55,100</b>	<b>-2.7%</b>

##### Physical Examinations - Municipal Employees

Other Expenses

**Subtotal**

\$ 24,500	\$ 24,000	\$ 24,000	\$ 24,000	\$ 21,000	-12.5%
<b>\$ 24,500</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ 21,000</b>	<b>-12.5%</b>

##### Technology - Other Expenses

Other Expenses

**Subtotal**

\$ 239,000	\$ 247,500	\$ 255,000	\$ 264,796	\$ 306,831	15.9%
<b>\$ 239,000</b>	<b>\$ 247,500</b>	<b>\$ 255,000</b>	<b>\$ 264,796</b>	<b>\$ 306,831</b>	<b>15.9%</b>

##### HomeTowne TV Service Agreement

Other Expenses

**Subtotal**

\$ 80,591	\$ 83,000	\$ 83,000	\$ 68,761	\$ 67,191	-2.3%
<b>\$ 80,591</b>	<b>\$ 83,000</b>	<b>\$ 83,000</b>	<b>\$ 68,761</b>	<b>\$ 67,191</b>	<b>-2.3%</b>

##### Employee Appreciation Events

Other Expenses

**Subtotal**

\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 7,500	150.0%
<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 7,500</b>	<b>0.0%</b>

##### Clerk's Office

Salaries & Wages

Other Expenses

Codification of Ordinances

**Subtotal**

\$ 288,525	\$ 265,641	\$ 307,916	\$ 320,801	\$ 322,188	0.4%
164,350	171,050	141,550	150,750	158,800	5.3%
12,000	12,000	12,000	14,000	20,000	42.9%
<b>\$ 464,875</b>	<b>\$ 448,691</b>	<b>\$ 461,466</b>	<b>\$ 485,551</b>	<b>\$ 500,988</b>	<b>3.2%</b>

##### Legal Services

Municipal Prosecutor - Salaries & Wages

Other Expenses - Legal Professional Contracts

Public Defender

**Subtotal**

\$ 35,900	\$ 37,600	\$ 38,915	\$ 39,791	\$ 40,885	2.7%
240,000	250,000	250,000	250,000	420,000	68.0%
8,500	8,500	8,500	9,137	9,540	4.4%
<b>\$ 284,400</b>	<b>\$ 296,100</b>	<b>\$ 297,415</b>	<b>\$ 298,928</b>	<b>\$ 470,425</b>	<b>57.4%</b>

#### GENERAL GOVERNMENT TOTAL

<b>\$ 1,627,290</b>	<b>\$ 1,663,788</b>	<b>\$ 1,704,699</b>	<b>\$ 1,772,788</b>	<b>\$ 2,044,342</b>	<b>15.3%</b>
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# REVENUES & APPROPRIATIONS

## FIVE YEAR HISTORICAL DATA

	Adopted 2020	Adopted 2021	Adopted 2022	Adopted 2023	Proposed 2024	Annual % Change From 2023
<b>Department of Finance</b>						
<b>Financial Administration</b>						
Salaries & Wages	\$ 442,459	\$ 458,573	\$ 476,482	\$ 503,462	\$ 543,028	7.9%
Other Expenses	83,622	79,740	80,050	80,851	80,534	-0.4%
<b>Subtotal</b>	<b>\$ 526,081</b>	<b>\$ 538,313</b>	<b>\$ 556,532</b>	<b>\$ 584,313</b>	<b>\$ 623,562</b>	<b>6.7%</b>
<b>Municipal Purchasing</b>						
Other Expenses	\$ 12,800	\$ 11,800	\$ 11,800	\$ 9,800	\$ 9,800	0.0%
<b>Subtotal</b>	<b>\$ 12,800</b>	<b>\$ 11,800</b>	<b>\$ 11,800</b>	<b>\$ 9,800</b>	<b>\$ 9,800</b>	<b>0.0%</b>
<b>Audit Services</b>						
Other Expenses	\$ 46,000	\$ 47,200	\$ 48,600	\$ 49,150	\$ 50,500	2.7%
<b>Subtotal</b>	<b>\$ 46,000</b>	<b>\$ 47,200</b>	<b>\$ 48,600</b>	<b>\$ 49,150</b>	<b>\$ 50,500</b>	<b>2.7%</b>
<b>Contingent</b>						
Other Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%
<b>Subtotal</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.0%</b>
<b>Tax Collection</b>						
Salaries & Wages	\$ 171,800	\$ 191,714	\$ 170,891	\$ 173,369	\$ 179,238	3.4%
Other Expenses	19,145	19,370	19,355	19,866	17,650	-11.2%
<b>Subtotal</b>	<b>\$ 190,945</b>	<b>\$ 211,084</b>	<b>\$ 190,246</b>	<b>\$ 193,235</b>	<b>\$ 196,888</b>	<b>1.9%</b>
<b>Tax Assessment</b>						
Salaries & Wages	\$ 240,825	\$ 190,476	\$ 202,614	\$ 207,542	\$ 215,345	3.8%
Other Expenses	233,400	230,300	230,050	205,250	183,050	-10.8%
<b>Subtotal</b>	<b>\$ 474,225</b>	<b>\$ 420,776</b>	<b>\$ 432,664</b>	<b>\$ 412,792</b>	<b>\$ 398,395</b>	<b>-3.5%</b>
<b>FINANCE DEPARTMENT TOTAL</b>	<b>\$ 1,251,551</b>	<b>\$ 1,230,673</b>	<b>\$ 1,241,342</b>	<b>\$ 1,250,790</b>	<b>\$ 1,280,645</b>	<b>2.4%</b>
<b>Public Safety</b>						
<b>Police</b>						
Salaries & Wages	\$ 5,914,270	\$ 6,048,911	\$ 6,077,447	\$ 5,771,357	\$ 6,244,404	8.2%
Other Expenses	448,800	449,300	449,300	449,300	475,500	5.8%
Crossing Guards - Salaries & Wages	205,000	205,000	300,000	275,000	242,061	-12.0%
Crossing Guards - Other Expenses	4,000	4,000	4,000	4,000	3,000	-25.0%
Police Vehicles	0	0	0	0	0	0.0%
<b>Subtotal</b>	<b>\$ 6,572,070</b>	<b>\$ 6,707,211</b>	<b>\$ 6,830,747</b>	<b>\$ 6,499,657</b>	<b>\$ 6,964,965</b>	<b>7.2%</b>
<b>Fire</b>						
Salaries & Wages	\$ 4,272,243	\$ 4,206,545	\$ 4,092,357	\$ 4,090,949	\$ 3,927,900	-4.0%
Other Expenses	304,700	386,700	390,700	390,700	484,800	24.1%
Uniform Fire Safety Act - Salaries & Wages	36,545	36,545	36,545	36,545	36,545	0.0%
Fire Hydrant Service	300,000	300,000	300,000	325,000	367,540	13.1%
<b>Subtotal</b>	<b>\$ 4,913,488</b>	<b>\$ 4,929,790</b>	<b>\$ 4,819,602</b>	<b>\$ 4,843,194</b>	<b>\$ 4,816,785</b>	<b>-0.5%</b>
<b>Emergency Management</b>						
Salaries & Wages	\$ 0	\$ 0	\$ 25,000	\$ 25,563	\$ 26,266	2.8%
Other Expenses	13,200	13,200	13,200	13,200	13,700	3.8%
<b>Subtotal</b>	<b>\$ 13,200</b>	<b>\$ 13,200</b>	<b>\$ 38,200</b>	<b>\$ 38,763</b>	<b>\$ 39,966</b>	<b>3.1%</b>
<b>PUBLIC SAFETY TOTAL</b>	<b>\$ 11,498,758</b>	<b>\$ 11,650,201</b>	<b>\$ 11,688,549</b>	<b>\$ 11,381,614</b>	<b>\$ 11,821,716</b>	<b>3.9%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR HISTORICAL DATA

	Adopted 2020	Adopted 2021	Adopted 2022	Adopted 2023	Proposed 2024	Annual % Change From 2023
<b>Department of Community Services</b>						
<b>Community Services Administration</b>						
Salaries & Wages	\$ 495,483	\$ 505,983	\$ 530,288	\$ 550,375	\$ 696,607	26.6%
Other Expenses	86,800	93,800	83,300	89,800	108,600	20.9%
Downtown Maintenance	8,500	8,500	8,500	8,500	8,500	0.0%
<b>Subtotal</b>	<b>\$ 590,783</b>	<b>\$ 608,283</b>	<b>\$ 622,088</b>	<b>\$ 648,675</b>	<b>\$ 813,707</b>	<b>25.4%</b>
<b>Engineering</b>						
Salaries & Wages	\$ 373,509	\$ 336,543	\$ 387,073	\$ 294,431	\$ 308,351	4.7%
Other Expenses	26,000	26,500	27,500	27,000	27,000	0.0%
<b>Subtotal</b>	<b>\$ 399,509</b>	<b>\$ 363,043</b>	<b>\$ 414,573</b>	<b>\$ 321,431</b>	<b>\$ 335,351</b>	<b>4.3%</b>
<b>Roads Unit</b>						
Salaries & Wages	\$ 880,401	\$ 913,479	\$ 902,129	\$ 839,051	\$ 762,469	-9.1%
Other Expenses	149,000	149,000	149,000	137,000	152,000	10.9%
<b>Subtotal</b>	<b>\$ 1,029,401</b>	<b>\$ 1,062,479</b>	<b>\$ 1,051,129</b>	<b>\$ 976,051</b>	<b>\$ 914,469</b>	<b>-6.3%</b>
<b>Public Works Maintenance Unit</b>						
Salaries & Wages	\$ 286,326	\$ 296,954	\$ 210,193	\$ 218,778	\$ 222,009	1.5%
Other Expenses	61,750	62,550	65,850	68,850	74,350	8.0%
<b>Subtotal</b>	<b>\$ 348,076</b>	<b>\$ 359,504</b>	<b>\$ 276,043</b>	<b>\$ 287,628</b>	<b>\$ 296,359</b>	<b>3.0%</b>
<b>Sanitation Unit</b>						
Salaries & Wages	\$ 660,185	\$ 682,146	\$ 708,903	\$ 718,094	\$ 739,271	2.9%
Other Expenses	4,000	4,000	4,000	4,000	4,000	0.0%
<b>Subtotal</b>	<b>\$ 664,185</b>	<b>\$ 686,146</b>	<b>\$ 712,903</b>	<b>\$ 722,094</b>	<b>\$ 743,271</b>	<b>2.9%</b>
<b>Recycling Unit</b>						
Salaries & Wages	\$ 78,100	\$ 81,639	\$ 88,827	\$ 90,792	\$ 90,792	0.0%
Other Expenses	370,750	510,350	700,750	843,550	1,011,885	20.0%
<b>Subtotal</b>	<b>\$ 448,850</b>	<b>\$ 591,989</b>	<b>\$ 789,577</b>	<b>\$ 934,342</b>	<b>\$ 1,102,677</b>	<b>18.0%</b>
<b>Transfer Station</b>						
Salaries & Wages	\$ 232,019	\$ 255,056	\$ 269,367	\$ 274,596	\$ 275,386	0.3%
Other Expenses	54,750	84,750	86,750	50,750	54,500	7.4%
Disposal Charges	1,070,000	970,000	970,000	990,000	1,020,000	3.0%
<b>Subtotal</b>	<b>\$ 1,356,769</b>	<b>\$ 1,309,806</b>	<b>\$ 1,326,117</b>	<b>\$ 1,315,346</b>	<b>\$ 1,349,886</b>	<b>2.6%</b>
<b>Compost Area</b>						
Salaries & Wages	\$ 161,304	\$ 172,278	\$ 179,884	\$ 186,572	\$ 191,572	2.7%
Other Expenses	4,200	4,200	4,200	4,200	4,200	0.0%
<b>Subtotal</b>	<b>\$ 165,504</b>	<b>\$ 176,478</b>	<b>\$ 184,084</b>	<b>\$ 190,772</b>	<b>\$ 195,772</b>	<b>2.6%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR HISTORICAL DATA

	Adopted 2020	Adopted 2021	Adopted 2022	Adopted 2023	Proposed 2024	Annual % Change From 2023
<b>Buildings &amp; Grounds Unit</b>						
Salaries & Wages	\$ 236,770	\$ 245,365	\$ 303,143	\$ 316,243	\$ 332,457	5.1%
Other Expenses	152,000	153,750	164,750	161,750	171,300	5.9%
<b>Subtotal</b>	<b>\$ 388,770</b>	<b>\$ 399,115</b>	<b>\$ 467,893</b>	<b>\$ 477,993</b>	<b>\$ 503,757</b>	<b>5.4%</b>
<b>Fleet Maintenance Unit</b>						
Salaries & Wages	\$ 253,038	\$ 261,990	\$ 272,408	\$ 274,453	\$ 225,416	-17.9%
Other Expenses	274,150	287,700	288,700	296,200	354,000	19.5%
<b>Subtotal</b>	<b>\$ 527,188</b>	<b>\$ 549,690</b>	<b>\$ 561,108</b>	<b>\$ 570,653</b>	<b>\$ 579,416</b>	<b>1.5%</b>
<b>Shade Trees Unit</b>						
Salaries & Wages	\$ 651,379	\$ 686,353	\$ 733,110	\$ 747,656	\$ 707,536	-5.4%
Other Expenses	277,500	282,500	232,500	245,500	258,500	5.3%
<b>Subtotal</b>	<b>\$ 928,879</b>	<b>\$ 968,853</b>	<b>\$ 965,610</b>	<b>\$ 993,156</b>	<b>\$ 966,036</b>	<b>-2.7%</b>
<b>Land Use</b>						
Salaries & Wages	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 17,500	6.1%
Other Expenses	164,250	182,250	182,200	182,200	157,200	-13.7%
<b>Subtotal</b>	<b>\$ 180,750</b>	<b>\$ 198,750</b>	<b>\$ 198,700</b>	<b>\$ 198,700</b>	<b>\$ 174,700</b>	<b>-12.1%</b>
<b>Board of Adjustment</b>						
Salaries & Wages	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,000	20.0%
Other Expenses	26,500	26,300	26,300	31,300	32,300	3.2%
<b>Subtotal</b>	<b>\$ 31,500</b>	<b>\$ 31,300</b>	<b>\$ 31,300</b>	<b>\$ 36,300</b>	<b>\$ 38,300</b>	<b>5.5%</b>
<b>Code Enforcement</b>						
Salaries & Wages	\$ 210,810	\$ 209,926	\$ 251,351	\$ 217,340	\$ 243,855	12.2%
Other Expenses	2,750	2,750	4,000	4,000	4,000	0.0%
<b>Subtotal</b>	<b>\$ 213,560</b>	<b>\$ 212,676</b>	<b>\$ 255,351</b>	<b>\$ 221,340</b>	<b>\$ 247,855</b>	<b>12.0%</b>
<b>DEPARTMENT OF COMMUNITY SERVICES TOTAL</b>	<b>\$ 7,273,724</b>	<b>\$ 7,518,112</b>	<b>\$ 7,856,476</b>	<b>\$ 7,894,481</b>	<b>\$ 8,261,556</b>	<b>4.6%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR HISTORICAL DATA

Adopted 2020	Adopted 2021	Adopted 2022	Adopted 2023	Proposed 2024	Annual % Change From 2023
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### Department of Community Programs

#### Community Programs

Salaries & Wages	\$ 496,197	\$ 604,839	\$ 565,189	\$ 600,969	\$ 638,611	6.3%
Other Expenses	64,000	64,000	64,200	67,200	64,850	-3.5%
<b>Subtotal</b>	<b>\$ 560,197</b>	<b>\$ 668,839</b>	<b>\$ 629,389</b>	<b>\$ 668,169</b>	<b>\$ 703,461</b>	<b>5.3%</b>

#### Golf Course

Salaries & Wages	\$ 131,100	\$ 134,405	\$ 139,327	\$ 141,292	\$ 143,292	1.4%
Other Expenses	70,000	70,000	72,000	77,000	77,350	0.5%
<b>Subtotal</b>	<b>\$ 201,100</b>	<b>\$ 204,405</b>	<b>\$ 211,327</b>	<b>\$ 218,292</b>	<b>\$ 220,642</b>	<b>1.1%</b>

#### Family Aquatic Center

Salaries & Wages	\$ 134,000	\$ 156,000	\$ 161,000	\$ 181,000	\$ 206,000	13.8%
Other Expenses	134,150	134,150	143,050	149,050	148,950	-0.1%
<b>Subtotal</b>	<b>\$ 268,150</b>	<b>\$ 290,150</b>	<b>\$ 304,050</b>	<b>\$ 330,050</b>	<b>\$ 354,950</b>	<b>7.5%</b>

#### DEPARTMENT OF COMMUNITY PROGRAMS TOTAL

<b>\$ 1,029,447</b>	<b>\$ 1,163,394</b>	<b>\$ 1,144,766</b>	<b>\$ 1,216,511</b>	<b>\$ 1,279,053</b>	<b>5.1%</b>
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### Board of Health

Salaries & Wages	\$ 146,966	\$ 152,779	\$ 159,732	\$ 168,297	\$ 191,945	14.1%
Other Expenses	219,254	246,321	247,489	244,666	254,724	4.1%
Dog Regulation	40,000	40,000	40,000	40,000	40,000	0.0%
Social Services - S.A.G.E.	36,300	36,300	36,300	38,542	39,312	2.0%
Prevention of Drug & Alcohol Abuse	7,890	7,890	7,890	7,890	7,890	0.0%
<b>Subtotal</b>	<b>\$ 450,410</b>	<b>\$ 483,290</b>	<b>\$ 491,411</b>	<b>\$ 499,395</b>	<b>\$ 533,871</b>	<b>6.9%</b>

### Municipal Court

Salaries & Wages	\$ 40,000	\$ 40,800	\$ 42,552	\$ 43,509	\$ 44,706	2.8%
Other Expenses	364,128	350,900	325,436	342,180	344,000	0.5%
<b>Subtotal</b>	<b>\$ 404,128</b>	<b>\$ 391,700</b>	<b>\$ 367,988</b>	<b>\$ 385,689</b>	<b>\$ 388,706</b>	<b>0.8%</b>

### Utilities

Electricity	\$ 368,000	\$ 368,000	\$ 378,000	\$ 345,000	\$ 353,000	2.3%
Street Lighting	160,000	160,000	162,000	165,000	165,000	0.0%
Telephone	194,000	194,000	207,000	152,000	150,000	-1.3%
Water	77,000	77,000	80,000	98,000	98,000	0.0%
Fuel	344,000	324,000	364,000	452,000	449,000	-0.7%
<b>Subtotal</b>	<b>\$ 1,143,000</b>	<b>\$ 1,123,000</b>	<b>\$ 1,191,000</b>	<b>\$ 1,212,000</b>	<b>\$ 1,215,000</b>	<b>0.2%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR HISTORICAL DATA

Adopted 2020	Adopted 2021	Adopted 2022	Adopted 2023	Proposed 2024	Annual % Change From 2023
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### Insurance

General Liability	\$ 517,536	\$ 509,616	\$ 584,390	\$ 579,920	\$ 729,509	25.8%
Workers Compensation	547,554	553,438	562,777	583,532	643,774	10.3%
Employee Group Health	2,415,000	2,346,000	2,346,000	2,493,000	2,642,580	6.0%
Unemployment Insurance	50,000	25,000	25,000	25,000	35,000	40.0%
Other Insurance	25,000	25,000	25,000	25,000	35,000	40.0%
<b>Subtotal</b>	<b>\$ 3,555,090</b>	<b>\$ 3,459,054</b>	<b>\$ 3,543,167</b>	<b>\$ 3,706,452</b>	<b>\$ 4,085,863</b>	<b>10.2%</b>

### Summary Details:

Salaries & Wages	\$ 17,498,628	\$ 17,828,587	\$ 18,100,111	\$ 17,823,016	\$ 18,356,932	3.0%
Other Expenses	10,734,770	10,854,625	11,129,287	11,496,704	12,553,821	9.2%

### **Total Operations within "CAPS"**

<b>\$ 28,233,398</b>	<b>\$ 28,683,212</b>	<b>\$ 29,229,398</b>	<b>\$ 29,319,720</b>	<b>\$ 30,910,753</b>	<b>5.4%</b>
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### Statutory Expenditures within "CAPS"

### Pensions/ Social Security

Public Employees Retirement System (PERS)	\$ 1,038,605	\$ 1,107,739	\$ 1,172,242	\$ 1,278,678	\$ 1,414,158	10.6%
Police Fire Retirement System (PFRS)	2,612,719	2,914,530	2,995,897	3,380,670	3,358,800	-0.6%
Defined Contribution Retirement System (DCRP)	17,500	19,500	19,500	21,000	23,250	10.7%
Social Security	613,956	672,914	705,781	717,027	726,176	1.3%
<b>Subtotal</b>	<b>\$ 4,282,780</b>	<b>\$ 4,714,683</b>	<b>\$ 4,893,420</b>	<b>\$ 5,397,375</b>	<b>\$ 5,522,384</b>	<b>2.3%</b>

### **Total General Appropriations within "CAPS"**

<b>\$ 32,516,178</b>	<b>\$ 33,397,896</b>	<b>\$ 34,122,819</b>	<b>\$ 34,717,096</b>	<b>\$ 36,433,137</b>	<b>4.9%</b>
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### **GENERAL APPROPRIATIONS**

### **OPERATIONS & DEBT SERVICE EXCLUDED FROM "CAPS"**

### Maintenance of Free Public Library

Salaries & Wages	\$ 1,556,126	\$ 1,538,250	\$ 1,593,715	\$ 1,646,706	\$ 1,794,001	8.9%
Other Expenses	923,620	953,835	943,481	1,191,876	1,255,685	5.4%
<b>Subtotal</b>	<b>\$ 2,479,746</b>	<b>\$ 2,492,085</b>	<b>\$ 2,537,196</b>	<b>\$ 2,838,582</b>	<b>\$ 3,049,686</b>	<b>7.4%</b>

### Grants Appropriations - Offset by Revenues

Grants	\$ 148,806	\$ 328,838	\$ 155,887	\$ 654,558	\$ 137,265	-79.0%
<b>Subtotal</b>	<b>\$ 148,806</b>	<b>\$ 328,838</b>	<b>\$ 155,887</b>	<b>\$ 654,558</b>	<b>\$ 137,265</b>	<b>-79.0%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR HISTORICAL DATA

	Adopted 2020	Adopted 2021	Adopted 2022	Adopted 2023	Proposed 2024	Annual % Change From 2023
<b><u>Interlocal Agreements</u></b>						
Joint Meeting - NPSM Emergency Dispatch Center	\$ 1,213,758	\$ 1,213,758	\$ 1,156,432	\$ 1,216,855	\$ 1,216,855	0.0%
Subtotal	\$ 1,213,758	\$ 1,213,758	\$ 1,156,432	\$ 1,216,855	\$ 1,216,855	0.0%
<b><u>Capital Improvements</u></b>						
Capital Improvement Fund	\$ 109,475	\$ 200,000	\$ 107,000	\$ 100,000	\$ 205,000	105.0%
Subtotal	\$ 109,475	\$ 200,000	\$ 107,000	\$ 100,000	\$ 205,000	105.0%
<b><u>Municipal Debt Service</u></b>						
Bond Principal	\$ 3,365,000	\$ 3,745,000	\$ 3,830,000	\$ 4,470,000	\$ 4,445,000	-0.6%
Bond Anticipation Notes Principal	0	0	175,000	19,000	19,000	0.0%
Interest on Bonds	1,201,892	1,126,271	1,046,852	2,045,150	1,973,696	-3.5%
Interest on Bond Anticipation Notes	95,560	220,525	559,720	59,040	136,560	131.3%
Downtown Business Improvement Loan	0	0	0	0	0	0.0%
Subtotal	\$ 4,662,452	\$ 5,091,796	\$ 5,611,572	\$ 6,593,190	\$ 6,574,256	-0.3%
<b><u>School Debt Service</u></b>						
Bond Principal	\$ 4,460,000	\$ 3,205,000	\$ 3,255,000	\$ 3,260,000	\$ 3,020,000	-7.4%
Bond Anticipation Notes Principal	0	0	0	0	0	0.0%
Interest on Bonds	685,003	558,276	464,481	376,851	1,164,441	209.0%
Interest on Bond Anticipation Notes	0	0	0	65,990	0	0.0%
Subtotal	\$ 5,145,003	\$ 3,763,276	\$ 3,719,481	\$ 3,702,841	\$ 4,184,441	13.0%
<b><u>Deferred Charges &amp; Reserves</u></b>						
Deficit in Dedicated Assessment Budget	\$ 0	\$ 0	\$ 0	\$ 0	\$ 85,000	100.0%
Deferred Charges (Capital Expenses Unfunded)	50,000	50,000	25,000	25,000	25,000	0.0%
Reserve for Tax Appeals	25,000	0	0	75,000	100,000	33.3%
Reserve for Salary Adjustments	110,000	190,000	30,000	140,000	140,000	0.0%
Subtotal	\$ 185,000	\$ 240,000	\$ 55,000	\$ 240,000	\$ 350,000	45.8%
<b>Total General Appropriations excluded from "CAPS" Subtotal</b>	<b>\$ 13,944,240</b>	<b>\$ 13,329,753</b>	<b>\$ 13,342,568</b>	<b>\$ 15,346,026</b>	<b>\$ 15,717,503</b>	<b>2.4%</b>
<i>Reserve for Uncollected Taxes</i>	\$ 5,294,145	\$ 5,060,100	\$ 5,001,272	\$ 5,000,016	\$ 5,000,002	0.0%
<b>TOTAL GENERAL APPROPRIATIONS</b>	<b>\$ 51,754,562</b>	<b>\$ 51,787,748</b>	<b>\$ 52,466,658</b>	<b>\$ 55,063,137</b>	<b>\$ 57,150,641</b>	<b>3.8%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR PROJECTIONS

	Adopted Budget 2023	Realized 2023 as of 12/31/2023	Anticipated 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Annual Average % Change
<b>General Revenues</b>									
<b>Fund Balance</b>									
	\$ 8,030,000	\$ 8,030,000	\$ 8,200,000	\$ 8,159,000	\$ 8,118,205	\$ 8,077,614	\$ 8,037,226	\$ 7,997,040	-0.50%
<b>TOTAL FUND BALANCE</b>	<b>\$ 8,030,000</b>	<b>\$ 8,030,000</b>	<b>\$ 8,200,000</b>	<b>\$ 8,159,000</b>	<b>\$ 8,118,205</b>	<b>\$ 8,077,614</b>	<b>\$ 8,037,226</b>	<b>\$ 7,997,040</b>	<b>-0.50%</b>
<b>Local Revenue</b>									
Alcoholic Beverage Control Licenses	\$ 41,000	\$ 40,158	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	0.00%
Other Licenses	57,000	58,084	57,000	57,570	58,146	58,727	59,314	59,908	1.00%
Municipal Court	425,000	563,308	535,000	540,350	545,754	551,211	556,723	562,290	1.00%
Interest & Costs on Taxes	145,000	151,456	145,000	146,450	147,915	149,394	150,888	152,396	1.00%
Interest on Investments	287,500	1,247,140	950,000	959,500	969,095	978,786	988,574	998,460	1.00%
Community Services Fees	126,000	95,271	95,000	95,950	96,910	97,879	98,857	99,846	1.00%
Drainage & Grading Fees	30,000	29,300	29,000	29,290	29,583	29,879	30,178	30,479	1.00%
Briant Park - Emergency Services	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	0.00%
Health Fees	171,000	170,253	170,000	171,700	173,417	175,151	176,903	178,672	1.00%
Zoning Board Fees	23,000	29,413	26,000	26,260	26,523	26,788	27,056	27,326	1.00%
Municipal Golf Course Fees	205,000	248,719	225,000	227,250	229,523	231,818	234,136	236,477	1.00%
Family Aquatic Center Fees	635,000	634,686	630,000	636,300	642,663	649,090	655,581	662,136	1.00%
Cable TV Franchise Fees (Verizon)	178,438	178,438	175,049	173,298	176,477	172,965	171,236	169,524	-1.00%
Cable TV Franchise Fees (Comcast)	96,607	96,608	93,714	92,776	95,593	94,637	93,691	92,754	-1.00%
Sale of Recyclable Materials	13,000	15,330	14,000	14,000	14,000	14,000	14,000	14,000	0.00%
Police Off Duty Administration Fees	250,000	250,511	225,000	225,000	252,500	252,500	252,500	252,500	0.00%
Hotel/Motel Occupancy Fees	90,000	96,462	90,000	90,900	91,809	92,727	93,654	94,591	1.00%
AHS/Overlook Community Support Services	795,400	795,400	0	0	0	0	0	0	0.00%
Utility Income Cell Tower	126,500	124,689	154,000	155,540	157,095	158,666	160,253	161,856	1.00%
<b>TOTAL LOCAL REVENUE</b>	<b>\$ 3,706,445</b>	<b>\$ 4,836,223</b>	<b>\$ 3,664,763</b>	<b>\$ 3,693,135</b>	<b>\$ 3,758,001</b>	<b>\$ 3,785,217</b>	<b>\$ 3,814,543</b>	<b>\$ 3,844,215</b>	<b>0.96%</b>
<b>State Aid</b>									
School Debt Service Aid	\$ 242,109	\$ 242,109	\$ 343,109	\$ 343,109	\$ 343,109	\$ 343,109	\$ 343,109	\$ 343,109	0.00%
Energy Receipts Tax	3,044,155	3,044,155	3,059,307	3,059,307	3,059,307	3,059,307	3,059,307	3,059,307	0.00%
Reserve - Additional 2023 Energy Receipts Taxes	157,705	315,343	315,342	0	0	0	0	0	0.00%
<b>TOTAL STATE AID</b>	<b>\$ 3,443,969</b>	<b>\$ 3,601,607</b>	<b>\$ 3,717,758</b>	<b>\$ 3,402,416</b>	<b>\$ 3,402,416</b>	<b>\$ 3,402,416</b>	<b>\$ 3,402,416</b>	<b>\$ 3,402,416</b>	<b>0.00%</b>
<b>Grants</b>									
Grants	\$ 654,558	\$ 2,141,552	\$ 137,265	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
<b>TOTAL GRANT REVENUES</b>	<b>\$ 654,558</b>	<b>\$ 2,141,552</b>	<b>\$ 137,265</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0.00%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR PROJECTIONS

	Adopted Budget 2023	Realized 2023 as of 12/31/2023	Anticipated 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Annual Avg. % Change
<b>Enterprise Funds/ Contributions</b>									
Summit Housing P.I.L.O.T.	\$ 45,000	\$ 47,822	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	0.00%
Parking Utility Share of Various Services	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	0.00%
Parking Utility Share of Pension Costs	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	0.00%
Parking Utility Contribution	85,000	85,000	280,000	280,000	280,000	280,000	280,000	280,000	0.00%
Sewer Utility Share of Pension Costs	62,000	62,000	62,000	62,000	62,000	62,000	62,000	62,000	0.00%
Sewer Utility Share of Various Services	180,000	217,000	215,000	215,000	215,000	215,000	215,000	215,000	0.00%
Sewer Utility Contribution	850,000	850,000	850,000	750,000	750,000	750,000	750,000	750,000	0.00%
U.C.C. Share of Pension & Health/Dental Costs	236,000	236,000	236,000	236,000	236,000	236,000	236,000	236,000	0.00%
General Capital Surplus	975,000	975,000	800,000	725,000	500,000	300,000	100,000	132,520	32.52%
Uniform Safety Act	46,000	55,952	55,000	55,000	55,000	55,000	55,000	55,000	0.00%
AHS/Overlook Community Service Contribution	0	0	522,663	533,116	543,779	554,654	565,747	577,062	2.00%
FEMA Reimbursement - Covid 19 Pandemic Costs	29,802	29,802	0	0	0	0	0	0	0.00%
Reserve for Municipal Debt Service	0	0	0	0	0	0	0	0	0.00%
Reserve for School Debt Service	0	0	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)	0	0	0	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	33,000	36,333	0	0	0	0	0	0	0.00%
American Rescue Plan Act	366,432	366,432	0	0	0	0	0	0	0.00%
<b>TOTAL ENTERPRISE FUNDS/CONTRIBUTIONS</b>	<b>\$ 3,048,234</b>	<b>\$ 3,101,341</b>	<b>\$ 3,207,663</b>	<b>\$ 3,043,116</b>	<b>\$ 2,828,779</b>	<b>\$ 2,639,654</b>	<b>\$ 2,450,747</b>	<b>\$ 2,494,582</b>	<b>-4.85%</b>
<b>Prior Year Tax Receipts</b>									
	\$ 318,000	\$ 318,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	0.00%
<b>TOTAL PRIOR YEAR TAX RECEIPTS</b>	<b>\$ 318,000</b>	<b>\$ 318,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>0.00%</b>
<b>General Revenues Subtotal</b>	<b>\$ 19,201,206</b>	<b>\$ 22,028,723</b>	<b>\$ 19,227,449</b>	<b>\$ 18,597,667</b>	<b>\$ 18,407,400</b>	<b>\$ 18,204,901</b>	<b>\$ 18,004,932</b>	<b>\$ 18,038,253</b>	<b>-1.26%</b>
<b>Amount To Be Raised By Taxes (Municipal Tax Levy)</b>									
	\$ 29,562,617	\$ 29,562,617	\$ 31,032,175	\$ 31,342,497	\$ 31,655,922	\$ 31,972,481	\$ 32,292,206	\$ 32,615,128	1.00%
<b>Local School District Obligation to City (School District Levy)</b>									
	3,460,732	3,460,732	3,841,332	3,918,158	3,996,521	4,076,452	4,157,981	4,241,141	2.00%
<b>Amount to Be Raised By Taxes (Library Tax Levy)</b>									
	2,838,582	2,838,582	3,049,686	3,080,183	3,110,985	3,142,095	3,173,515	3,205,251	1.00%
<b>TAX LEVY TOTAL</b>	<b>\$ 35,861,931</b>	<b>\$ 35,861,931</b>	<b>\$ 37,923,193</b>	<b>\$ 38,340,838</b>	<b>\$ 38,763,428</b>	<b>\$ 39,191,027</b>	<b>\$ 39,623,702</b>	<b>\$ 40,061,519</b>	<b>1.10%</b>
<b>TOTAL GENERAL REVENUES</b>	<b>\$ 55,063,137</b>	<b>\$ 57,890,654</b>	<b>\$ 57,150,641</b>	<b>\$ 56,938,505</b>	<b>\$ 57,170,828</b>	<b>\$ 57,395,928</b>	<b>\$ 57,628,634</b>	<b>\$ 58,099,772</b>	<b>0.33%</b>



# REVENUES & APPROPRIATIONS

## FIVE YEAR PROJECTIONS

OPERATIONS WITHIN "CAPS"	Adopted 2023	Final w/ Transfers 2023 as of 12/31/2023	Proposed 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Annual Average % Change
<b>General Government</b>									
<b>Administrative &amp; Executive</b>									
Salaries & Wages	\$ 484,552	\$ 490,052	\$ 525,757	\$ 536,272	\$ 546,998	\$ 557,938	\$ 569,096	\$ 580,478	2.00%
Other Expenses	81,000	81,000	83,750	85,425	87,134	88,876	90,654	92,467	2.00%
<b>Subtotal</b>	<b>\$ 565,552</b>	<b>\$ 571,052</b>	<b>\$ 609,507</b>	<b>\$ 621,697</b>	<b>\$ 634,131</b>	<b>\$ 646,814</b>	<b>\$ 659,750</b>	<b>\$ 672,945</b>	<b>2.00%</b>
<b>Employee Assistance Program</b>									
Other Expenses	\$ 5,600	\$ 5,600	\$ 5,800	\$ 5,916	\$ 6,034	\$ 6,155	\$ 6,278	\$ 6,404	2.00%
<b>Subtotal</b>	<b>\$ 5,600</b>	<b>\$ 5,600</b>	<b>\$ 5,800</b>	<b>\$ 5,916</b>	<b>\$ 6,034</b>	<b>\$ 6,155</b>	<b>\$ 6,278</b>	<b>\$ 6,404</b>	<b>2.00%</b>
<b>Postage</b>									
Other Expenses	\$ 56,600	\$ 56,600	\$ 55,100	\$ 56,202	\$ 57,326	\$ 58,473	\$ 59,642	\$ 60,835	2.00%
<b>Subtotal</b>	<b>\$ 56,600</b>	<b>\$ 56,600</b>	<b>\$ 55,100</b>	<b>\$ 56,202</b>	<b>\$ 57,326</b>	<b>\$ 58,473</b>	<b>\$ 59,642</b>	<b>\$ 60,835</b>	<b>2.00%</b>
<b>Physical Examinations - Municipal Employees</b>									
Other Expenses	\$ 24,000	\$ 24,000	\$ 21,000	\$ 21,420	\$ 21,848	\$ 22,285	\$ 22,731	\$ 23,186	2.00%
<b>Subtotal</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ 21,000</b>	<b>\$ 21,420</b>	<b>\$ 21,848</b>	<b>\$ 22,285</b>	<b>\$ 22,731</b>	<b>\$ 23,186</b>	<b>2.00%</b>
<b>Technology - Other Expenses</b>									
Other Expenses	\$ 264,796	\$ 264,796	\$ 306,831	\$ 312,968	\$ 319,227	\$ 325,612	\$ 332,124	\$ 338,766	2.00%
<b>Subtotal</b>	<b>\$ 264,796</b>	<b>\$ 264,796</b>	<b>\$ 306,831</b>	<b>\$ 312,968</b>	<b>\$ 319,227</b>	<b>\$ 325,612</b>	<b>\$ 332,124</b>	<b>\$ 338,766</b>	<b>2.00%</b>
<b>HomeTowne TV Service Agreement</b>									
Other Expenses	\$ 68,761	\$ 68,761	\$ 67,191	\$ 66,855	\$ 66,521	\$ 66,188	\$ 65,857	\$ 65,528	-0.50%
<b>Subtotal</b>	<b>\$ 68,761</b>	<b>\$ 68,761</b>	<b>\$ 67,191</b>	<b>\$ 66,855</b>	<b>\$ 66,521</b>	<b>\$ 66,188</b>	<b>\$ 65,857</b>	<b>\$ 65,528</b>	<b>-0.50%</b>
<b>Employee Appreciation Events</b>									
Other Expenses	\$ 3,000	\$ 3,000	\$ 7,500	\$ 7,650	\$ 7,803	\$ 7,959	\$ 8,118	\$ 8,281	2.00%
<b>Subtotal</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 7,500</b>	<b>\$ 7,650</b>	<b>\$ 7,803</b>	<b>\$ 7,959</b>	<b>\$ 8,118</b>	<b>\$ 8,281</b>	<b>2.00%</b>
<b>Clerk's Office</b>									
Salaries & Wages	\$ 320,801	\$ 300,801	\$ 322,188	\$ 328,632	\$ 335,204	\$ 341,908	\$ 348,747	\$ 355,722	2.00%
Other Expenses	150,750	150,750	158,800	161,976	165,216	168,520	171,890	175,328	2.00%
Codification of Ordinances	14,000	14,000	20,000	20,400	20,808	21,224	21,649	22,082	2.00%
<b>Subtotal</b>	<b>\$ 485,551</b>	<b>\$ 465,551</b>	<b>\$ 500,988</b>	<b>\$ 511,008</b>	<b>\$ 521,228</b>	<b>\$ 531,652</b>	<b>\$ 542,286</b>	<b>\$ 553,131</b>	<b>2.00%</b>
<b>Legal Services</b>									
Municipal Prosecutor - Salaries & Wages	\$ 39,791	\$ 39,791	\$ 40,885	\$ 41,703	\$ 42,537	\$ 43,387	\$ 44,255	\$ 45,140	2.00%
Other Expenses - Legal Professional Contracts	250,000	250,000	420,000	428,400	436,968	445,707	454,622	463,714	2.00%
Public Defender	9,137	9,137	9,540	9,731	9,925	10,124	10,326	10,533	2.00%
<b>Subtotal</b>	<b>\$ 298,928</b>	<b>\$ 298,928</b>	<b>\$ 470,425</b>	<b>\$ 479,834</b>	<b>\$ 489,430</b>	<b>\$ 499,219</b>	<b>\$ 509,203</b>	<b>\$ 519,387</b>	<b>2.00%</b>
<b>GENERAL GOVERNMENT TOTAL</b>	<b>\$ 1,772,788</b>	<b>\$ 1,758,288</b>	<b>\$ 2,044,342</b>	<b>\$ 2,083,549</b>	<b>\$ 2,123,549</b>	<b>\$ 2,164,357</b>	<b>\$ 2,205,989</b>	<b>\$ 2,248,462</b>	<b>1.92%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR PROJECTIONS

	Adopted 2023	Final w/ Transfers 2023 as of 12/31/2023	Proposed 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Annual Average % Change
<b>Department of Finance</b>									
<b>Financial Administration</b>									
Salaries & Wages	\$ 503,462	\$ 505,762	\$ 543,028	\$ 553,889	\$ 564,966	\$ 576,266	\$ 587,791	\$ 599,547	2.00%
Other Expenses	80,851	80,851	80,534	82,145	83,788	85,463	87,173	88,916	2.00%
<b>Subtotal</b>	<b>\$ 584,313</b>	<b>\$ 586,613</b>	<b>\$ 623,562</b>	<b>\$ 636,033</b>	<b>\$ 648,754</b>	<b>\$ 661,729</b>	<b>\$ 674,964</b>	<b>\$ 688,463</b>	<b>2.00%</b>
<b>Municipal Purchasing</b>									
Other Expenses	\$ 9,800	\$ 9,800	\$ 9,800	\$ 9,996	\$ 10,196	\$ 10,400	\$ 10,608	\$ 10,820	2.00%
<b>Subtotal</b>	<b>\$ 9,800</b>	<b>\$ 9,800</b>	<b>\$ 9,800</b>	<b>\$ 9,996</b>	<b>\$ 10,196</b>	<b>\$ 10,400</b>	<b>\$ 10,608</b>	<b>\$ 10,820</b>	<b>2.00%</b>
<b>Audit Services</b>									
Other Expenses	\$ 49,150	\$ 49,150	\$ 50,500	\$ 51,510	\$ 52,540	\$ 53,591	\$ 54,663	\$ 55,756	2.00%
<b>Subtotal</b>	<b>\$ 49,150</b>	<b>\$ 49,150</b>	<b>\$ 50,500</b>	<b>\$ 51,510</b>	<b>\$ 52,540</b>	<b>\$ 53,591</b>	<b>\$ 54,663</b>	<b>\$ 55,756</b>	<b>2.00%</b>
<b>Contingent</b>									
Other Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,530	\$ 1,561	\$ 1,592	\$ 1,624	\$ 1,656	2.00%
<b>Subtotal</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,530</b>	<b>\$ 1,561</b>	<b>\$ 1,592</b>	<b>\$ 1,624</b>	<b>\$ 1,656</b>	<b>2.00%</b>
<b>Tax Collection</b>									
Salaries & Wages	\$ 173,369	\$ 168,369	\$ 179,238	\$ 182,823	\$ 186,479	\$ 190,209	\$ 194,013	\$ 197,893	2.00%
Other Expenses	19,866	19,866	17,650	18,003	18,363	18,730	19,105	19,487	2.00%
<b>Subtotal</b>	<b>\$ 193,235</b>	<b>\$ 188,235</b>	<b>\$ 196,888</b>	<b>\$ 200,826</b>	<b>\$ 204,842</b>	<b>\$ 208,939</b>	<b>\$ 213,118</b>	<b>\$ 217,380</b>	<b>2.00%</b>
<b>Tax Assessment</b>									
Salaries & Wages	\$ 207,542	\$ 207,542	\$ 215,345	\$ 219,652	\$ 224,045	\$ 228,526	\$ 233,096	\$ 237,758	2.00%
Other Expenses	205,250	205,250	183,050	186,711	190,445	194,254	198,139	202,102	2.00%
<b>Subtotal</b>	<b>\$ 412,792</b>	<b>\$ 412,792</b>	<b>\$ 398,395</b>	<b>\$ 406,363</b>	<b>\$ 414,490</b>	<b>\$ 422,780</b>	<b>\$ 431,236</b>	<b>\$ 439,860</b>	<b>2.00%</b>
<b>FINANCE DEPARTMENT TOTAL</b>	<b>\$ 1,250,790</b>	<b>\$ 1,248,090</b>	<b>\$ 1,280,645</b>	<b>\$ 1,306,258</b>	<b>\$ 1,332,383</b>	<b>\$ 1,359,031</b>	<b>\$ 1,386,211</b>	<b>\$ 1,413,936</b>	<b>2.00%</b>
<b>Public Safety</b>									
<b>Police</b>									
Salaries & Wages	\$ 5,771,357	\$ 6,132,357	\$ 6,244,404	\$ 6,369,292	\$ 6,496,678	\$ 6,626,611	\$ 6,759,144	\$ 6,894,327	2.00%
Other Expenses	449,300	443,800	475,500	485,010	494,710	504,604	514,696	524,990	2.00%
Crossing Guards - Salaries & Wages	275,000	238,000	242,061	242,061	242,061	242,061	242,061	242,061	0.00%
Crossing Guards - Other Expenses	4,000	4,000	3,000	3,060	3,121	3,184	3,247	3,312	2.00%
Police Vehicles	0	0	0	0	0	0	0	0	0.00%
<b>Subtotal</b>	<b>\$ 6,499,657</b>	<b>\$ 6,818,157</b>	<b>\$ 6,964,965</b>	<b>\$ 7,099,423</b>	<b>\$ 7,236,570</b>	<b>\$ 7,376,461</b>	<b>\$ 7,519,148</b>	<b>\$ 7,664,690</b>	<b>1.93%</b>
<b>Fire</b>									
Salaries & Wages	\$ 4,090,949	\$ 3,972,154	\$ 3,927,900	\$ 4,006,458	\$ 4,086,587	\$ 4,168,319	\$ 4,251,685	\$ 4,336,719	2.00%
Other Expenses	390,700	390,700	484,800	494,496	504,386	514,474	524,763	535,258	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	325,000	367,540	367,540	374,891	382,389	390,036	397,837	405,794	2.00%
<b>Subtotal</b>	<b>\$ 4,843,194</b>	<b>\$ 4,730,394</b>	<b>\$ 4,816,785</b>	<b>\$ 4,912,938</b>	<b>\$ 5,011,011</b>	<b>\$ 5,111,043</b>	<b>\$ 5,213,073</b>	<b>\$ 5,317,141</b>	<b>2.00%</b>
<b>Emergency Management</b>									
Salaries & Wages	\$ 25,563	\$ 25,563	\$ 26,266	\$ 26,791	\$ 27,327	\$ 27,874	\$ 28,431	\$ 29,000	2.00%
Other Expenses	13,200	13,200	13,700	13,974	14,253	14,539	14,829	15,126	2.00%
<b>Subtotal</b>	<b>\$ 38,763</b>	<b>\$ 38,763</b>	<b>\$ 39,966</b>	<b>\$ 40,765</b>	<b>\$ 41,581</b>	<b>\$ 42,412</b>	<b>\$ 43,260</b>	<b>\$ 44,126</b>	<b>2.00%</b>
<b>PUBLIC SAFETY TOTAL</b>	<b>\$ 11,381,614</b>	<b>\$ 11,587,314</b>	<b>\$ 11,821,716</b>	<b>\$ 12,053,126</b>	<b>\$ 12,289,162</b>	<b>\$ 12,529,916</b>	<b>\$ 12,775,482</b>	<b>\$ 13,025,957</b>	<b>1.98%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR PROJECTIONS

### Department of Community Services

#### Community Services Administration

	Adopted 2023	Final w/ Transfers 2023 as of 12/31/2023	Proposed 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Annual Average % Change
Salaries & Wages	\$ 550,375	\$ 550,375	\$ 696,607	\$ 710,539	\$ 724,750	\$ 739,245	\$ 754,030	\$ 769,110	2.00%
Other Expenses	89,800	89,800	108,600	110,772	112,987	115,247	117,552	119,903	2.00%
Downtown Maintenance	8,500	8,500	8,500	8,670	8,843	9,020	9,201	9,385	2.00%
<b>Subtotal</b>	<b>\$ 648,675</b>	<b>\$ 648,675</b>	<b>\$ 813,707</b>	<b>\$ 829,981</b>	<b>\$ 846,581</b>	<b>\$ 863,512</b>	<b>\$ 880,783</b>	<b>\$ 898,398</b>	<b>2.00%</b>

#### Engineering

Salaries & Wages	\$ 294,431	\$ 264,431	\$ 308,351	\$ 314,518	\$ 320,808	\$ 327,225	\$ 333,769	\$ 340,444	2.00%
Other Expenses	27,000	27,000	27,000	27,540	28,091	28,653	29,226	29,810	2.00%
<b>Subtotal</b>	<b>\$ 321,431</b>	<b>\$ 291,431</b>	<b>\$ 335,351</b>	<b>\$ 342,058</b>	<b>\$ 348,899</b>	<b>\$ 355,877</b>	<b>\$ 362,995</b>	<b>\$ 370,255</b>	<b>2.00%</b>

#### Roads Unit

Salaries & Wages	\$ 839,051	\$ 809,051	\$ 762,469	\$ 777,718	\$ 793,273	\$ 809,138	\$ 825,321	\$ 841,827	2.00%
Other Expenses	137,000	150,000	152,000	155,040	158,141	161,304	164,530	167,820	2.00%
<b>Subtotal</b>	<b>\$ 976,051</b>	<b>\$ 959,051</b>	<b>\$ 914,469</b>	<b>\$ 932,758</b>	<b>\$ 951,414</b>	<b>\$ 970,442</b>	<b>\$ 989,851</b>	<b>\$ 1,009,648</b>	<b>2.00%</b>

#### Public Works Maintenance Unit

Salaries & Wages	\$ 218,778	\$ 213,278	\$ 222,009	\$ 226,449	\$ 230,978	\$ 235,598	\$ 240,310	\$ 245,116	2.00%
Other Expenses	68,850	68,850	74,350	75,837	77,354	78,901	80,479	82,088	2.00%
<b>Subtotal</b>	<b>\$ 287,628</b>	<b>\$ 282,128</b>	<b>\$ 296,359</b>	<b>\$ 302,286</b>	<b>\$ 308,332</b>	<b>\$ 314,499</b>	<b>\$ 320,789</b>	<b>\$ 327,204</b>	<b>2.00%</b>

#### Sanitation Unit

Salaries & Wages	\$ 718,094	\$ 718,094	\$ 739,271	\$ 754,056	\$ 769,138	\$ 784,520	\$ 800,211	\$ 816,215	2.00%
Other Expenses	4,000	4,000	4,000	4,080	4,162	4,245	4,330	4,416	2.00%
<b>Subtotal</b>	<b>\$ 722,094</b>	<b>\$ 722,094</b>	<b>\$ 743,271</b>	<b>\$ 758,136</b>	<b>\$ 773,299</b>	<b>\$ 788,765</b>	<b>\$ 804,540</b>	<b>\$ 820,631</b>	<b>2.00%</b>

#### Recycling Unit

Salaries & Wages	\$ 90,792	\$ 90,792	\$ 90,792	\$ 92,608	\$ 94,460	\$ 96,349	\$ 98,276	\$ 100,242	2.00%
Other Expenses	843,550	843,550	1,011,885	1,032,123	1,052,765	1,073,820	1,095,297	1,117,203	2.00%
<b>Subtotal</b>	<b>\$ 934,342</b>	<b>\$ 934,342</b>	<b>\$ 1,102,677</b>	<b>\$ 1,124,731</b>	<b>\$ 1,147,225</b>	<b>\$ 1,170,170</b>	<b>\$ 1,193,573</b>	<b>\$ 1,217,445</b>	<b>2.00%</b>

#### Transfer Station

Salaries & Wages	\$ 274,596	\$ 277,596	\$ 275,386	\$ 280,894	\$ 286,512	\$ 292,242	\$ 298,087	\$ 304,048	2.00%
Other Expenses	50,750	45,750	54,500	55,590	56,702	57,836	58,993	60,172	2.00%
Disposal Charges	990,000	1,000,600	1,020,000	1,040,400	1,061,208	1,082,432	1,104,081	1,126,162	2.00%
<b>Subtotal</b>	<b>\$ 1,315,346</b>	<b>\$ 1,323,946</b>	<b>\$ 1,349,886</b>	<b>\$ 1,376,884</b>	<b>\$ 1,404,421</b>	<b>\$ 1,432,510</b>	<b>\$ 1,461,160</b>	<b>\$ 1,490,383</b>	<b>2.00%</b>

#### Compost Area

Salaries & Wages	\$ 186,572	\$ 192,072	\$ 191,572	\$ 195,403	\$ 199,312	\$ 203,298	\$ 207,364	\$ 211,511	2.00%
Other Expenses	4,200	2,200	4,200	4,284	4,370	4,457	4,546	4,637	2.00%
<b>Subtotal</b>	<b>\$ 190,772</b>	<b>\$ 194,272</b>	<b>\$ 195,772</b>	<b>\$ 199,687</b>	<b>\$ 203,681</b>	<b>\$ 207,755</b>	<b>\$ 211,910</b>	<b>\$ 216,148</b>	<b>2.00%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR PROJECTIONS

	Adopted 2023	Final w/ Transfers 2023 as of 12/31/2023	Proposed 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Annual Average % Change
<b>Buildings &amp; Grounds Unit</b>									
Salaries & Wages	\$ 316,243	\$ 320,243	\$ 332,457	\$ 339,106	\$ 345,888	\$ 352,806	\$ 359,862	\$ 367,059	2.00%
Other Expenses	161,750	158,750	171,300	173,870	176,478	179,125	181,812	184,539	1.50%
<b>Subtotal</b>	<b>\$ 477,993</b>	<b>\$ 478,993</b>	<b>\$ 503,757</b>	<b>\$ 512,976</b>	<b>\$ 522,366</b>	<b>\$ 531,931</b>	<b>\$ 541,674</b>	<b>\$ 551,598</b>	<b>1.83%</b>
<b>Fleet Maintenance Unit</b>									
Salaries & Wages	\$ 274,453	\$ 274,453	\$ 225,416	\$ 229,924	\$ 234,523	\$ 239,213	\$ 243,998	\$ 248,877	2.00%
Other Expenses	296,200	292,700	354,000	361,080	368,302	375,668	383,181	390,845	2.00%
<b>Subtotal</b>	<b>\$ 570,653</b>	<b>\$ 567,153</b>	<b>\$ 579,416</b>	<b>\$ 591,004</b>	<b>\$ 602,824</b>	<b>\$ 614,881</b>	<b>\$ 627,179</b>	<b>\$ 639,722</b>	<b>2.00%</b>
<b>Shade Trees Unit</b>									
Salaries & Wages	\$ 747,656	\$ 727,656	\$ 707,536	\$ 721,687	\$ 736,120	\$ 750,843	\$ 765,860	\$ 781,177	2.00%
Other Expenses	245,500	237,900	258,500	263,670	268,943	274,322	279,809	285,405	2.00%
<b>Subtotal</b>	<b>\$ 993,156</b>	<b>\$ 965,556</b>	<b>\$ 966,036</b>	<b>\$ 985,357</b>	<b>\$ 1,005,064</b>	<b>\$ 1,025,165</b>	<b>\$ 1,045,668</b>	<b>\$ 1,066,582</b>	<b>2.00%</b>
<b>Land Use</b>									
Salaries & Wages	\$ 16,500	\$ 16,500	\$ 17,500	\$ 17,850	\$ 18,207	\$ 18,571	\$ 18,943	\$ 19,321	2.00%
Other Expenses	182,200	182,200	157,200	160,344	163,551	166,822	170,158	173,562	2.00%
<b>Subtotal</b>	<b>\$ 198,700</b>	<b>\$ 198,700</b>	<b>\$ 174,700</b>	<b>\$ 178,194</b>	<b>\$ 181,758</b>	<b>\$ 185,393</b>	<b>\$ 189,101</b>	<b>\$ 192,883</b>	<b>2.00%</b>
<b>Board of Adjustment</b>									
Salaries & Wages	\$ 5,000	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0.00%
Other Expenses	31,300	31,300	32,300	32,946	33,605	34,277	34,963	35,662	2.00%
<b>Subtotal</b>	<b>\$ 36,300</b>	<b>\$ 36,300</b>	<b>\$ 38,300</b>	<b>\$ 38,946</b>	<b>\$ 39,605</b>	<b>\$ 40,277</b>	<b>\$ 40,963</b>	<b>\$ 41,662</b>	<b>1.70%</b>
<b>Code Enforcement</b>									
Salaries & Wages	\$ 217,340	\$ 217,340	\$ 243,855	\$ 248,732	\$ 253,707	\$ 258,781	\$ 263,956	\$ 269,236	2.00%
Other Expenses	4,000	4,000	4,000	4,080	4,162	4,245	4,330	4,416	2.00%
<b>Subtotal</b>	<b>\$ 221,340</b>	<b>\$ 221,340</b>	<b>\$ 247,855</b>	<b>\$ 252,812</b>	<b>\$ 257,868</b>	<b>\$ 263,026</b>	<b>\$ 268,286</b>	<b>\$ 273,652</b>	<b>2.00%</b>
<b>DEPARTMENT OF COMMUNITY SERVICES TOTAL</b>	<b>\$ 7,894,481</b>	<b>\$ 7,823,981</b>	<b>\$ 8,261,556</b>	<b>\$ 8,425,811</b>	<b>\$ 8,593,337</b>	<b>\$ 8,764,202</b>	<b>\$ 8,938,470</b>	<b>\$ 9,116,211</b>	<b>1.99%</b>
<b><u>Department of Community Programs</u></b>									
<b>Community Programs</b>									
Salaries & Wages	\$ 600,969	\$ 600,969	\$ 638,611	\$ 651,383	\$ 664,411	\$ 677,699	\$ 691,253	\$ 705,078	2.00%
Other Expenses	67,200	67,200	64,850	66,147	67,470	68,819	70,196	71,600	2.00%
<b>Subtotal</b>	<b>\$ 668,169</b>	<b>\$ 668,169</b>	<b>\$ 703,461</b>	<b>\$ 717,530</b>	<b>\$ 731,881</b>	<b>\$ 746,518</b>	<b>\$ 761,449</b>	<b>\$ 776,678</b>	<b>2.00%</b>
<b>Golf Course</b>									
Salaries & Wages	\$ 141,292	\$ 144,892	\$ 143,292	\$ 146,158	\$ 149,081	\$ 152,063	\$ 155,104	\$ 158,206	2.00%
Other Expenses	77,000	73,400	77,350	78,897	80,475	82,084	83,726	85,401	2.00%
<b>Subtotal</b>	<b>\$ 218,292</b>	<b>\$ 218,292</b>	<b>\$ 220,642</b>	<b>\$ 225,055</b>	<b>\$ 229,556</b>	<b>\$ 234,147</b>	<b>\$ 238,830</b>	<b>\$ 243,607</b>	<b>2.00%</b>
<b>Family Aquatic Center</b>									
Salaries & Wages	\$ 181,000	\$ 195,632	\$ 206,000	\$ 210,120	\$ 214,322	\$ 218,609	\$ 222,981	\$ 227,441	2.00%
Other Expenses	149,050	135,417	148,950	151,929	154,968	158,067	161,228	164,453	2.00%
<b>Subtotal</b>	<b>\$ 330,050</b>	<b>\$ 331,049</b>	<b>\$ 354,950</b>	<b>\$ 362,049</b>	<b>\$ 369,290</b>	<b>\$ 376,676</b>	<b>\$ 384,209</b>	<b>\$ 391,893</b>	<b>2.00%</b>
<b>DEPARTMENT OF COMMUNITY PROGRAMS TOTAL</b>	<b>\$ 1,216,511</b>	<b>\$ 1,217,510</b>	<b>\$ 1,279,053</b>	<b>\$ 1,304,634</b>	<b>\$ 1,330,727</b>	<b>\$ 1,357,341</b>	<b>\$ 1,384,488</b>	<b>\$ 1,412,178</b>	<b>2.00%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR PROJECTIONS

	Adopted 2023	Final w/ Transfers 2023 as of 12/31/2023	Proposed 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Annual Average % Change
<b>Board of Health</b>									
Salaries & Wages	\$ 168,297	\$ 168,297	\$ 191,945	\$ 195,784	\$ 199,700	\$ 203,694	\$ 207,767	\$ 211,923	2.00%
Other Expenses	244,666	244,666	254,724	259,818	265,015	270,315	275,721	281,236	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.	38,542	38,542	39,312	40,098	40,900	41,718	42,553	43,404	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%
<b>Subtotal</b>	<b>\$ 499,395</b>	<b>\$ 499,395</b>	<b>\$ 533,871</b>	<b>\$ 544,548</b>	<b>\$ 555,439</b>	<b>\$ 566,548</b>	<b>\$ 577,879</b>	<b>\$ 589,437</b>	<b>2.00%</b>
<b>Municipal Court</b>									
Salaries & Wages	\$ 43,509	\$ 43,509	\$ 44,706	\$ 45,600	\$ 46,512	\$ 47,442	\$ 48,391	\$ 49,359	2.00%
Other Expenses	342,180	342,180	344,000	350,880	357,898	365,056	372,357	379,804	2.00%
<b>Subtotal</b>	<b>\$ 385,689</b>	<b>\$ 385,689</b>	<b>\$ 388,706</b>	<b>\$ 396,480</b>	<b>\$ 404,410</b>	<b>\$ 412,498</b>	<b>\$ 420,748</b>	<b>\$ 429,163</b>	<b>2.00%</b>
<b>Utilities</b>									
Electricity	\$ 345,000	\$ 374,000	\$ 353,000	\$ 360,060	\$ 367,261	\$ 374,606	\$ 382,099	\$ 389,741	2.00%
Street Lighting	165,000	165,000	165,000	168,300	171,666	175,099	178,601	182,173	2.00%
Telephone	152,000	173,000	150,000	153,000	156,060	159,181	162,365	165,612	2.00%
Water	98,000	94,000	98,000	99,960	101,959	103,998	106,078	108,200	2.00%
Fuel	452,000	427,000	449,000	457,980	467,140	476,482	486,012	495,732	2.00%
<b>Subtotal</b>	<b>\$ 1,212,000</b>	<b>\$ 1,233,000</b>	<b>\$ 1,215,000</b>	<b>\$ 1,239,300</b>	<b>\$ 1,264,086</b>	<b>\$ 1,289,368</b>	<b>\$ 1,315,155</b>	<b>\$ 1,341,458</b>	<b>2.00%</b>
<b>Insurance</b>									
General Liability	\$ 579,920	\$ 579,920	\$ 729,509	\$ 744,099	\$ 758,981	\$ 774,161	\$ 789,644	\$ 805,437	2.00%
Workers Compensation	583,532	583,532	643,774	656,649	669,782	683,178	696,842	710,779	2.00%
Employee Group Health	2,493,000	2,493,000	2,642,580	2,787,922	2,941,258	3,103,027	3,273,693	3,453,746	5.50%
Unemployment Insurance	25,000	25,000	35,000	35,350	35,704	36,061	36,421	36,785	1.00%
Other Insurance	25,000	25,000	35,000	35,700	36,414	37,142	37,885	38,643	2.00%
<b>Subtotal</b>	<b>\$ 3,706,452</b>	<b>\$ 3,706,452</b>	<b>\$ 4,085,863</b>	<b>\$ 4,259,721</b>	<b>\$ 4,442,139</b>	<b>\$ 4,633,568</b>	<b>\$ 4,834,485</b>	<b>\$ 5,045,390</b>	<b>4.31%</b>
<b>Summary Details:</b>									
Salaries & Wages	\$ 17,797,453	\$ 17,894,145	\$ 18,330,666	\$ 18,692,135	\$ 19,060,831	\$ 19,436,899	\$ 19,820,484	\$ 20,211,739	1.97%
Other Expenses	11,522,267	11,565,574	12,580,086	12,886,585	13,239,000	13,603,822	13,981,593	14,372,884	2.70%
<b>Total Operations within "CAPS"</b>	<b>\$ 29,319,720</b>	<b>\$ 29,459,719</b>	<b>\$ 30,910,752</b>	<b>\$ 31,578,721</b>	<b>\$ 32,299,831</b>	<b>\$ 33,040,720</b>	<b>\$ 33,802,077</b>	<b>\$ 34,584,623</b>	<b>2.27%</b>

# REVENUES & APPROPRIATIONS

## FIVE YEAR PROJECTIONS

<u>Statutory Expenditures within "CAPS"</u>	Adopted 2023	Final w/ Transfers 2023 as of 12/31/2023	Proposed 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Annual Average % Change
<u>Pensions/ Social Security</u>									
Public Employees Retirement System (PERS)	\$ 1,278,678	\$ 1,278,678	\$ 1,414,158	\$ 1,484,866	\$ 1,559,109	\$ 1,637,065	\$ 1,718,918	\$ 1,804,864	5.00%
Police Fire Retirement System (PFRS)	3,380,670	3,380,670	3,358,800	3,526,740	3,703,077	3,888,231	4,082,642	4,286,775	5.00%
Defined Contribution Retirement System (DCRP)	21,000	21,000	23,250	24,413	25,633	26,915	28,261	29,674	5.00%
Social Security	717,027	717,027	726,176	740,699	755,513	770,623	786,036	801,757	2.00%
Subtotal	\$ 5,397,375	\$ 5,397,375	\$ 5,522,384	\$ 5,776,718	\$ 6,043,333	\$ 6,322,834	\$ 6,615,857	\$ 6,923,069	4.62%
<b>Total General Appropriations within "CAPS"</b>	<b>\$ 34,717,095</b>	<b>\$ 34,857,095</b>	<b>\$ 36,433,137</b>	<b>\$ 37,354,781</b>	<b>\$ 38,341,834</b>	<b>\$ 39,361,539</b>	<b>\$ 40,415,220</b>	<b>\$ 41,504,265</b>	<b>2.64%</b>
<b>GENERAL APPROPRIATIONS</b>									
<b>OPERATIONS &amp; DEBT SERVICE EXCLUDED FROM "CAPS"</b>									
<u>Maintenance of Free Public Library</u>									
Salaries & Wages	\$ 1,646,706	\$ 1,646,706	\$ 1,794,001	\$ 1,820,911	\$ 1,848,225	\$ 1,875,948	\$ 1,904,087	\$ 1,932,649	1.50%
Other Expenses	1,191,876	1,191,876	1,255,685	1,280,799	1,306,415	1,332,543	1,359,194	1,386,378	2.00%
Subtotal	\$ 2,838,582	\$ 2,838,582	\$ 3,049,686	\$ 3,101,710	\$ 3,154,639	\$ 3,208,491	\$ 3,263,281	\$ 3,319,026	1.71%
<u>Grants Appropriations - Offset by Revenues</u>									
Grants	\$ 654,558	\$ 2,141,552	\$ 137,265	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Subtotal	\$ 654,558	\$ 2,141,552	\$ 137,265	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
<u>Interlocal Agreements</u>									
Joint Meeting - NPSM Emergency Dispatch Center	\$ 1,216,855	\$ 1,216,855	\$ 1,216,855	\$ 1,229,024	\$ 1,241,314	\$ 1,253,727	\$ 1,266,264	\$ 1,278,927	1.00%
Subtotal	\$ 1,216,855	\$ 1,216,855	\$ 1,216,855	\$ 1,229,024	\$ 1,241,314	\$ 1,253,727	\$ 1,266,264	\$ 1,278,927	1.00%
<u>Capital Improvements</u>									
Capital Improvement Fund	\$ 100,000	\$ 100,000	\$ 205,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	0.00%
Subtotal	\$ 100,000	\$ 100,000	\$ 205,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	-0.49%
<u>Municipal Debt Service</u>									
Bond Principal	\$ 4,470,000	\$ 4,470,000	\$ 4,445,000	\$ 4,575,000	\$ 4,690,000	\$ 4,245,000	\$ 3,375,000	\$ 3,495,000	-4.20%
Bond Anticipation Notes Principal	19,000	19,000	19,000	67,166	384,660	823,025	952,738	433,767	65.75%
Interest on Bonds	2,045,150	2,045,150	1,973,696	1,959,646	1,818,582	1,676,958	1,547,716	1,417,215	-6.37%
Interest on Bond Anticipation Notes	59,040	59,040	136,560	2,519	14,425	30,870	35,728	16,266	89.95%
Subtotal	\$ 6,593,190	\$ 6,593,190	\$ 6,574,256	\$ 6,604,331	\$ 6,907,667	\$ 6,775,853	\$ 5,911,182	\$ 5,362,248	-3.78%

# REVENUES & APPROPRIATIONS

## FIVE YEAR PROJECTIONS

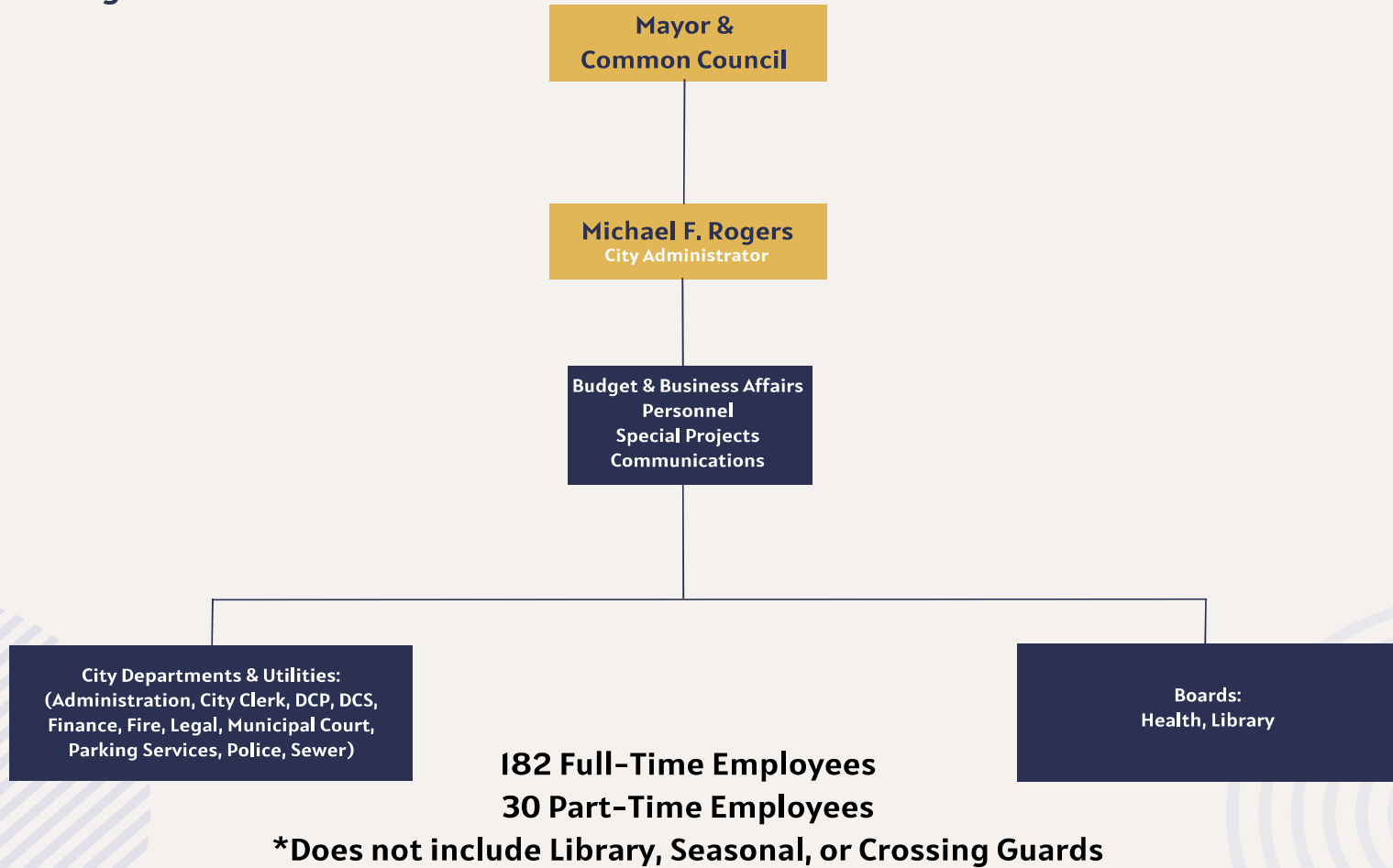
	Adopted 2023	Final w/ Transfers 2023 as of 12/31/2023	Proposed 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Annual Average % Change
<b>School Debt Service</b>									
Bond Principal	\$ 3,260,000	\$ 3,260,000	\$ 3,020,000	\$ 3,720,000	\$ 3,790,000	\$ 1,700,000	\$ 1,760,000	\$ 1,820,000	-4.63%
Bond Anticipation Notes Principal	0	0	0	0	0	0	0	0	0.00%
Interest on Bonds	376,851	376,851	1,164,441	1,127,658	1,031,827	947,800	899,300	849,000	-6.10%
Interest on Bond Anticipation Notes	65,990	65,990	0	0	0	0	0	0	0.00%
<b>Subtotal</b>	<b>\$ 3,702,841</b>	<b>\$ 3,702,841</b>	<b>\$ 4,184,441</b>	<b>\$ 4,847,658</b>	<b>\$ 4,821,827</b>	<b>\$ 2,647,800</b>	<b>\$ 2,659,300</b>	<b>\$ 2,669,000</b>	<b>-5.79%</b>
<b>Deferred Charges &amp; Reserves</b>									
Deficit in Dedicated Assessment Budget	\$ 0	\$ 0	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	0.00%
Deferred Charges (Capital Expenses Unfunded)	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0.00%
Reserve for Tax Appeals	75,000	75,000	100,000	50,000	50,000	50,000	50,000	50,000	0.00%
Reserve for Salary Adjustments	140,000	140,000	140,000	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%
<b>Subtotal</b>	<b>\$ 240,000</b>	<b>\$ 240,000</b>	<b>\$ 350,000</b>	<b>\$ 260,000</b>	<b>\$ 260,000</b>	<b>\$ 260,000</b>	<b>\$ 260,000</b>	<b>\$ 260,000</b>	<b>-5.14%</b>
<b>Total General Appropriations excluded from "CAPS" Subtotal</b>	<b>\$ 15,346,026</b>	<b>\$ 16,833,020</b>	<b>\$ 15,717,503</b>	<b>\$ 16,242,722</b>	<b>\$ 16,585,447</b>	<b>\$ 14,345,871</b>	<b>\$ 13,560,027</b>	<b>\$ 13,089,201</b>	<b>-3.40%</b>
<i>Reserve for Uncollected Taxes</i>	\$ 5,000,016	\$ 5,000,016	\$ 5,000,002	\$ 5,100,002	\$ 5,202,002	\$ 5,306,042	\$ 5,412,163	\$ 5,520,406	2.00%
<b>TOTAL GENERAL APPROPRIATIONS</b>	<b>\$ 55,063,137</b>	<b>\$ 56,690,131</b>	<b>\$ 57,150,641</b>	<b>\$ 58,697,505</b>	<b>\$ 60,129,283</b>	<b>\$ 59,013,452</b>	<b>\$ 59,387,410</b>	<b>\$ 60,113,872</b>	<b>1.03%</b>

# ORGANIZATIONAL STRUCTURE



## CITY ORGANIZATIONAL STRUCTURE

### City of Summit 2024 Organizational Chart



# ADMINISTRATION

A photograph of the Summit City Hall Police Department building. The building is constructed of dark red brick with a light-colored portico over the entrance. An American flag flies on a tall pole to the left of the entrance. The sky is blue with light clouds. The text 'Summit City Hall Police Department' is visible above the entrance.

CITY OF SUMMIT

# City Administration Report

**Michael F. Rogers**  
City Administrator

2024

# Introduction

## WHAT WE DO

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

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.

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.

## City Administration oversees:

- A \$73.2 million municipal budget.
- 212 total full-time, part-time and temporary employees.
- Policy development and implementation for Common Council.
- Three collective bargaining units' contract negotiation.
- Americans with Disabilities Act (ADA) compliance.
- Information technology and cybersecurity.
- Communications, marketing and public relations efforts.
- Executive Management Board of Joint Emergency Communication Center.

# 2023 RESULTS

Considerable progress was made toward helping city agencies and departments fill workforce needs and more effectively manage resources and operations. Responsible for supervision, direction and execution of many business activities, and enforcement of all state and city laws and regulations, city administration achieved the following:

- Assisted the Common Council in developing a 2023 municipal budget that resulted in a 2.5% city tax rate increase for property owners.
- Successfully negotiated a four-year labor contract with the Patrolman Benevolent Association (PBA) Local 55. The city's contract with the PBA is projected to have an overall total increase of approximately 3.5%. The contract includes various modifications such as adjustments in salaries, step increases, detective stipend adjustments, and changes in incentive time policies. The agreement also covers aspects such as funeral leave duration, police officer's rights, and procedures for field training officers.
- Engaged in several productive meetings with the Teamsters (public works employees) collective negotiations unit on amendments to its next contract starting in 2024.
- Broad Street West (BSW) redevelopment actions taken in 2023:
  - February 7 - the Common Council approved a resolution to exclude subdistricts two and four from future redevelopment consideration.
  - July 5 - the Common Council approved a resolution to cease negotiations and terminate the Conditional Designation and escrow agreement with Broad Street West Managers I LLC (a partnership of L+M Development Partners and Toll Brothers).
  - October 3 - the Common Council adopted an ordinance repealing the Broad Street West Redevelopment Plan. This action signified a formal step towards discontinuing the project.
  - October 17 - the Common Council approved a resolution to de-designate the Broad Street West "Area in Need of Redevelopment". The decision to remove the redevelopment area designation was influenced by public objections about the size of the project, financial benefits for the municipality, and public parking provisions, among other reasons.
- Partnered with Millennium Strategies, a grant consultant, to create a strategic plan to research and apply for targeted grant opportunities. Last year, Millennium Strategies submitted dozens of grant applications on behalf of the city; Summit was awarded over \$3.1 million in funding for various purposes such as the Broad Street sidewalk project, Mabie playground/basketball court improvements, Summit Parkline phase two and butterfly garden projects, Canoe Brook Parkway improvements, new Fire Department headquarters project, and Wilson Park platform tennis court rehabilitation.
- Expanded community engagement efforts and targeted communications to bridge gaps, build trust, and empower all members of the community to actively participate and benefit from our initiatives.

# 2024 Performance Goals

1

**Develop and present the 2024 city budget with a municipal tax rate change at or near 2.0%.**

2

**Successfully negotiate a labor contract with the Teamsters (public works employees).**

3

**Create an informed and engaged community where feedback loops between the municipality and its residents strengthen policy-making and service delivery, ensuring actions and decisions are aligned with the needs and preferences of the community.**

4

**Research, draft, and implement an AI governance policy framework to implement AI-driven solutions optimizing service delivery, improving operational efficiency and promoting data-driven decision-making for improved citizen engagement and satisfaction.**

5

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

6

**Partner with a grant consultant 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.

## PERFORMANCE GOALS

**Goal 1:** Setup and installation of the data and voice network for the new fire building.

**Goal 2:** Evaluate vendor proposals and coordinate site survey and installation of the security camera system for the parking lots.

**Goal 3:** Implement Password Manager solution and assist with GIS cloud services migration.

**Goal 4:** Continue 24 x 7 Endpoint and network security fabric management and monitoring.

**Goal 5:** Continue employee security awareness training and testing to ensure high-level security.



# HUMAN RESOURCES

Megan L. Champney Kwesela  
Human Resources Manager

## WHAT WE DO

The Office of Human Resources supports, attracts, and retains high-performing employees who fit our positive, can-do culture, and are committed to serving the community. We uphold the mission and values of the city by providing competitive and equitable benefits, and resources for personal and professional development. Human Resources sets high expectations for ethical conduct, enabling employees to be successful in their work and enjoy doing it.

Our functional areas encompass 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 and risk management, and personnel management. These areas are integral to fostering a work environment that values integrity, inclusivity, and development, ultimately contributing to the city's overarching goals.

## MISSION STATEMENT

To support the growth and well-being of each employee by offering competitive pay and benefits, providing resources for personal and professional development, and championing diversity, equity, and inclusion.

## VISION

An innovative organization where wellness is prioritized, continuous learning is encouraged, and employees from all backgrounds are valued and respected.

## OUR VALUES

**People first** | Contributing to a community of belonging

**Inclusion** | Embracing and welcoming diversity

**Integrity** | With the goal of honesty and trustworthiness in all interactions

**Diligence** | With careful and consistent effort

**Innovation** | Introducing original and creative thinking

**Collaboration** | Creating better solutions together than we could do alone



## **CITY WORKFORCE**

The workforce includes both represented and non-represented employees in full-time and part-time capacities as well as temporary and seasonal employees and volunteers. Employees fill technical, skilled, administrative, safety, and managerial roles. Working in a dynamic environment, the City of Summit continues to change and grow as its workforce evolves. City employees come from a variety of backgrounds, training, and experiences.

## **STAFFING AND WORKFORCE PLANNING**

In 2023, 206 new hires and 173 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. These numbers do not include Summit Free Public Library employees.

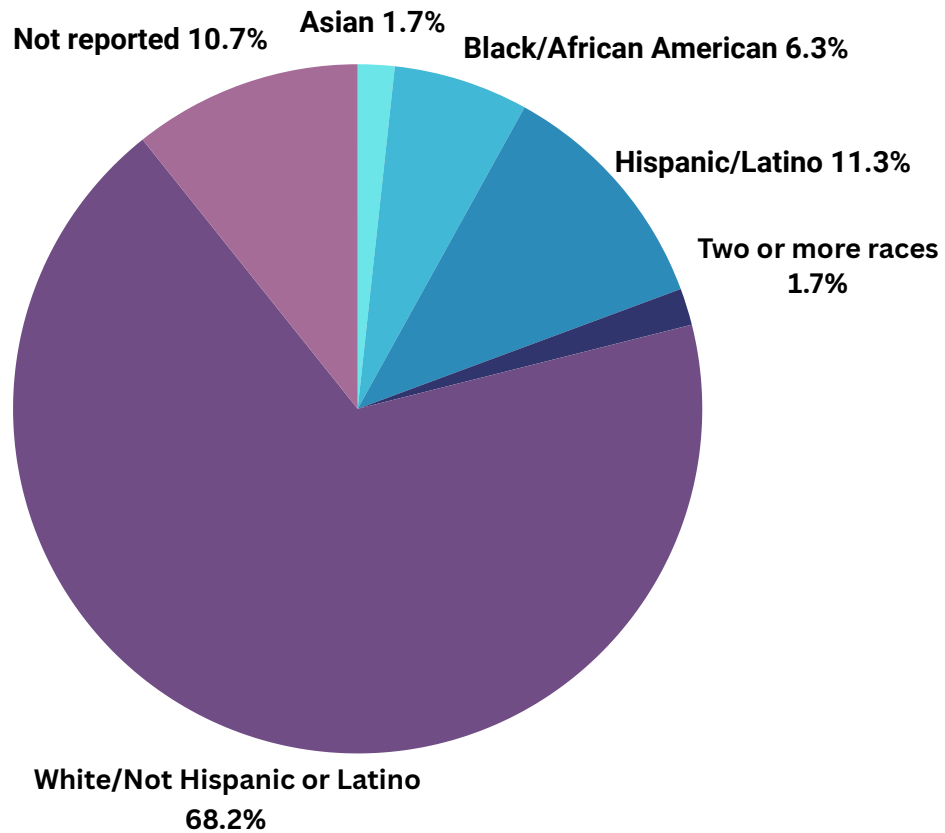
Currently, there are 182 full-time employees and 30 regular part-time employees, excluding seasonal and temporary workers.

## **FEDERAL/STATE REPORTING REQUIREMENTS**

The Equal Employment Opportunity Commission (EEOC) requires biannual reporting to indicate workforce composition by gender 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 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.

<b>Protected Class: Race</b> <b>July 1, 2022 - June 30, 2023</b>	
<b>Race</b>	<b># as reported of total workforce</b>
Asian	9
Black/African American	33
Hispanic/Latino	59
Native Hawaiian/Pacific Islander	0
Two or more races	9
White/Not Hispanic or Latino	356
Not reported	56



## CITY WORKFORCE

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.

<b>Protected Class: Job Category July 1, 2022 - June 30, 2023</b>	
<b>Job Category</b>	<b># as reported of total workforce (% of Total)</b>
Officials/Administrator	17 (3.31%)
Professionals	63 (12.28%)
Technicians	26 (5.07%)
Protective Service	169 (32.94%)
Paraprofessionals	126 (24.56%)
Administrative support	12 (2.34%)
Skilled craft workers	22 (4.29%)
Service workers	78 (15.20%)

## 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. The 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.

2023 Training Courses Completed	
Course	Number of employees trained
Webinar - Designated Employer Representative (DER) Training Refresher Course	1
Webinar - Bloodborne Pathogens Refresher	14
Webinar - Bloodborne Pathogens in First Response Environments	5
Webinar - Cyber Security MEL	1
Webinar - HazCom with GHS Refresher	24
Webinar - Workplace Discrimination and Harassment	1

## 2023 Training Courses Completed

Course	Number of employees trained
Asbestos Awareness	3
CDL Drivers' Safety Regulations	5
In-Person Sensitivity Training	33
Chain Saw Safety	4
Dealing with Difficult People	2
Heavy Equipment: General Safety	2
Leaf Collection Safety Awareness	3
MEL Risk Management for Managers & Supervisors	44
Playground Safety Inspections	4
Shop & Tool Safety	2
Snow Plow / Snow Removal Safety	6
Public Works & Utility: Safety & Regulatory Awareness Training	3
CPR / AED Training	20

## **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. The city is a member 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.

The city strives to assure a safe and healthy work environment for all employees. Human resources continues 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 that meets on a quarterly basis to review claims and discuss safety matters.

In 2023, human resources processed the following claims:

2023 Insurance Claims	
General liability claims (Tort Claim Notices: 18)	25
Motor vehicle claims	22
Workers compensation claims COVID-related: 1 Lost time accidents: 2	28
Total claims managed	75

## 2023 RESULTS

Renewed contract with Acrisure for risk management services.

Coordinated employee CPR and AED training for city staff.

Re-established the City of Summit summer internship program. This was the first year that the five summer interns were paid.

Created a welcome packet for new employees and purchased City of Summit tumblers to give as a welcome gift. Welcome gifts for new employees help an organization to make a great first impression. It sets the tone for a positive employee experience and defines the positive company culture from the start.

Reinstated the Employee Appreciation Committee and hosted the first in-person city staff holiday party since before the COVID-19 pandemic.

Through the Employee Appreciation Committee, a framework has been developed to bring back employee recognition and do so in a meaningful way. Also, through the Employee Appreciation Committee and our health services providers, the beginnings of a solid strategy for mental and emotional support programs is being developed and encouraged.

## 2023 RESULTS

The HR manager maintained the requirements for the Designated Employee Representative (DER) 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.

The HR manager successfully completed and attained the credentials of Senior Certified Human Resources Professional through the Society of Human Resource Management.

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 that allows applicants to apply online for open positions. Using this module, staff members were able to hire and onboard chosen candidates remotely. During the on-boarding process, candidates were able to securely enter proof of identification and key documentation into the system.

The City Personnel Policies and Procedures Manual was reviewed and updated to reflect the required legal changes, as set forth by the MEL/JIF, as well as recommended changes by City Administration.

The City of Summit achieved a perfect score and Gold Status in the 2023 Safety Incentive Program for the Suburban Municipal Joint Insurance Fund. All Gold Status members received a certificate of participation and earned \$1,650 for a perfect score. This money will be used toward additional safety-related functions, employee development, and training throughout the city.



## 2024 PRIORITIES AND GOALS

### **Priority 1: Invest in diversity, equity, inclusion, and belonging**

Diversity refers to a workforce's physical, mental, and emotional differences. Equity involves intentional actions (policies, processes, and procedures) that ensure all employees have the same opportunities to do their best work. Inclusion refers to intentional behaviors that involve everyone in a meaningful way. Belonging takes diversity, equity, and inclusion a step further and examines how individuals feel as they engage with the rest of the organization. It is a mental and emotional state of feeling seen, valued, and supported based on a person's uniqueness.

Diversity efforts, policies aimed at building equity, and addressing bias in processes and practices to help create a more inclusive workplace require consistent attention and investment. Organizations that keep diversity, equity, inclusion, and belonging as a primary focus are making an investment in employee retention, psychological safety, and the organization's culture.

### **Goal 1: Provide Training**

- Conduct unconscious-bias training to establish inclusivity as the default for the city organization.
- Provide employees with opportunities to find a sense of belonging and develop professionally through events and conferences.
- Leverage the power of human connections to build resilient, high-performing employees.

# 2024 PRIORITIES AND GOALS

## **Priority 2: Build culture through employee well-being**

The employee experience is largely shaped by the organization's commitment and success in creating well-being. While so much of it is derived from factors outside the office, employers like the City of Summit can have a significant impact. When employees feel good about their overall well-being, they can live their best life at work and home. By providing and promoting programs that help people become more resilient, maintain positive relationships, and manage uncertainty, the city makes well-being a reality and will likely increase productivity and engagement in the process.

### **Goal 2: Continue to build a mental and emotional well-being campaign**

- Continue to build a solid strategy for the mental and emotional support programs offered by the City of Summit to its employees. Identify how to best promote these offerings to staff, looking for personalized and relevant ways to encourage employees to access the tools, resources, and guidance they need to improve their mental and emotional well-being.

## **Priority 3: Retain staff through employee engagement**

Stemming employee turnover and retaining talent starts with building a culture of recognition. Organizations that focus on employee engagement throughout the year see gains in long-term retention and morale.

### **Goal 3a: Roll out an employee recognition program**

- Recognize and celebrate employee birthdays, work anniversaries, promotions, a job well done, and personal milestones.
- Encourage employee feedback.
- Engage in team-building activities and fun workplace contests and events.

### **Goal 3b: Evaluate and improve employee benefits package**

- Survey surrounding municipalities and the benefits they offer.
- Identify the benefits employees want.
- Encourage employee feedback.

# 2024 PRIORITIES AND GOALS

## **Priority 4: Employee development**

Retaining talent becomes much easier when employees see paths to grow within an organization and can refine and expand their skill sets.

### **Goal 4a: Create an employee development plan**

- Create a list of strengths, needs, and professional goals for each employee. This creates an opportunity for department heads, managers, and/or supervisors to spend one-on-one time interviewing their employees and enabling them to build a development plan that aligns with expectations for both the employee and department head/supervisor.
- Create an actionable list of steps needed for employees to grow in their current roles. This practice will provide foresight into how each department will scale in the months and years to come.

### **Goal 4b: Develop and implement a succession plan for department head and key personnel retirements**

### **Goal 4c: Manage the City of Summit summer internship program**

### **Goal 4d: The Human Resources Manager will attend the annual SHRM Conference to obtain continuing education credits to maintain credential as Senior Certified Human Resources Professional.**

# COMMUNICATIONS

Amy Cairns  
Chief Communications Officer

## GOALS

### **Increase public awareness of municipal programs and services.**

- Using established distribution channels including news releases, website content and notifications, short-form video, and social media posts, provide consistent information on existing, updated, and new municipal services and programs.
- Increase emphasis on content that highlights municipal service delivery and community engagement efforts.

### **Build and maintain a positive reputation for the municipality.**

- Respond to citizen and media requests in a professional and timely manner.
- Develop opportunities to highlight agency, department, and division accomplishments and expertise on issues that impact the community.

### **Improve transparency and accountability by sharing information and updates with the public.**

- Whenever possible, explain the process involved in municipal decision-making for all projects and initiatives with clearly established timelines.
- Share content that focuses on effective municipal service delivery.
- Enhance support of communications efforts by Mayor's Office and Council President through established distribution formats and channels.

### **Enhance civic engagement and community participation in local government.**

- Utilize innovative tools and resources such as online community engagement platforms and surveys and community workshops to gather resident feedback and communicate updates.
- Grow social media followers on Facebook, Instagram, YouTube and X.

### **Foster relationships with local media outlets to ensure accurate and timely coverage of municipal news and events.**

- Keep media lists up to date by reviewing monthly.

### **Provide accessible and user-friendly communication channels for residents to interact with the municipality.**

- Utilize the [pressoffice@cityofsummit.org](mailto:pressoffice@cityofsummit.org) email address to encourage people to submit questions and concerns.
- Promote and expand the See Click Fix tool to report missed recycling or garbage pickups, potholes or other infrastructure or service-related concerns, as well as 3-1-1 type reporting.
- Continue Facebook Live question and answer sessions with city staff, agency personnel and elected officials.

### **Develop and implement effective crisis communication strategies to respond to emergencies and critical incidents.**

- Complete remaining FEMA and State of NJ emergency training modules and participate in municipal OEM drills and meetings for all members of PIO annex.
- Update message templates for text, email, and voice to include all potential types of incidents, sheltering and reunification efforts.
- Collaborate with other municipal departments to ensure consistent and timely messaging and branding across all communications.

### **Evaluate and measure the effectiveness of communications strategies and adjust as needed.**

- Continue use of social listening and media monitoring to understand citizen interactions and inform communications strategies. Review analytics for website and social media channels to further drive decision making.

### **Enhance the overall quality and consistency of municipal communication materials including reports, news releases, videos, and social media content.**

- Deliver materials with consistent branding in all communications outreach.
- Develop branded video content internally focusing on short-form pieces for social media and the city website.

### **Establish in-house video production capabilities.**

- Create a dedicated space with video and audio equipment to further enhance in-house video production work. This would include light-blocking and sound dampening materials, microphones, backdrops and set furniture.

### **Enhance communications office efficiency and impact through use of AI.**

- Incorporate use of AI into communications and marketing development work. Participate in AI training and workshops to increase efficacy of efforts.

## BUDGET REQUESTS

### Graphic design

- Canva Pro at \$150 annually *Canva*

### Studio space renovation (5.6K)

- Acoustic sound dampening panels for ceiling \$150
- Total blackout window film \$150
- Wall mount video background support kit (B&H photo, ALZO) \$700
- Backdrops \$600
- Microphone (table) \$200
- Teleprompter \$500
- Video camera \$2500
- Lights \$300
- Furniture \$650



### Replacement office chair

- Guest chair \$300

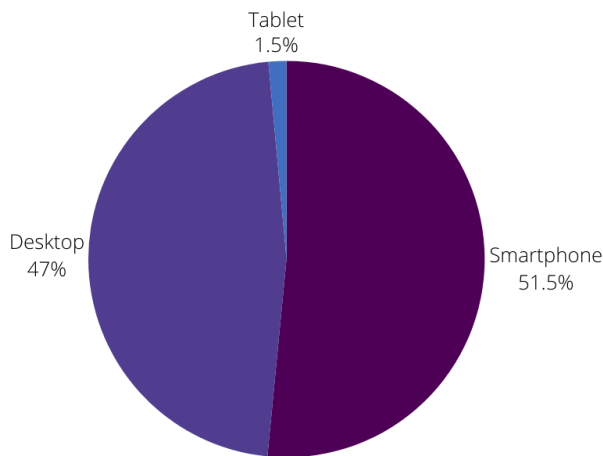


**TOTAL \$6,200**

# Website Analytics 2023

## City of Summit Website

January 2023-December 2023



## Top Pages Viewed

Homepage	→	84,148 views
/search	→	29,622 views
Police Department	→	28,852 views
News feed	→	26,415 views
Parking Services	→	21,727 views
Non-resident parking	→	21,088 views
Staff directory	→	15,886 views
Online payments	→	15,653 views
Employment	→	15,518 views
Trash & Recycling	→	15,503 views

## Statistics

333,178 sessions  
64 seconds average visit duration  
211,805 users  
624,963 page views

## User Acquisition

138,460 Organic Search  
61,935 Direct  
5,872 Organic social  
4,675 Referral  
16 Other

## Site Search Keywords

519 Birth certificates  
484 Parking  
351 Jobs  
198 Overnight parking  
190 Birth certificate  
188 Survey  
180 Zoning  
98 Request overnight on-street parking  
159 Certificate of Occupancy  
155 Surveys

## Top Documents Viewed

Parking map  
Reg-37a application  
Development Regulations Ordinance  
Transfer Station regulations flyer  
Voting Wards/Districts list

# Social Media Statistics 2023

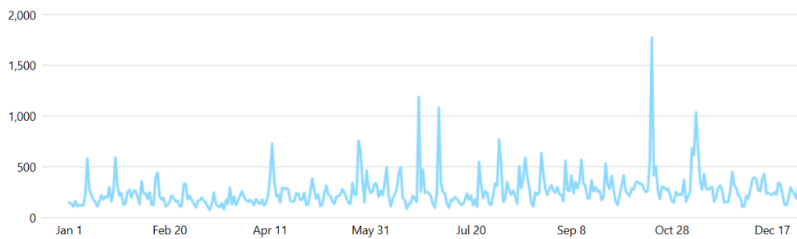
## Facebook

January 2023-December 2023

### Page visits

Facebook visits ⓘ

94.8K ↑ 107%



## Statistics

127,108 people reached

201,000 content interactions  
(likes, comments, shares, saves)

411 new followers  
(Total followers: 8,974)

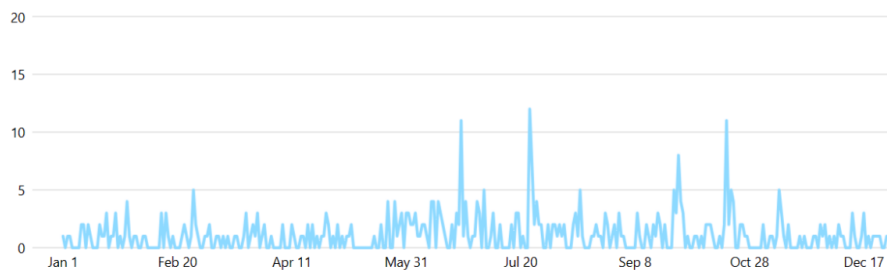
### New followers

Follows

Export

Facebook follows ⓘ

411 ↑ 28.8%



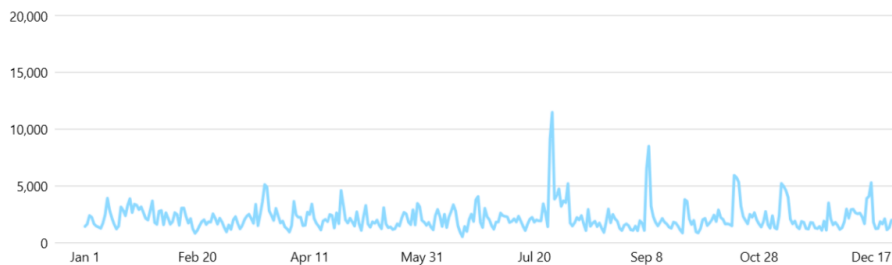
### People reached

Reach

Export

Facebook reach ⓘ

127.1K ↑ 101.8%





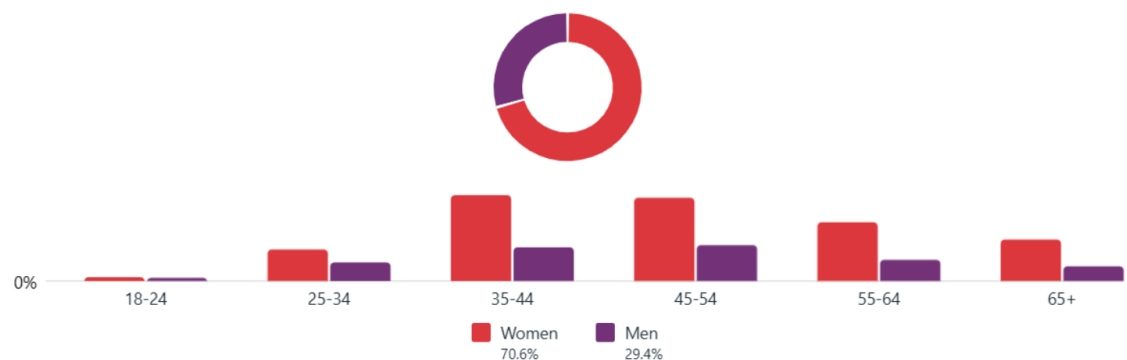
# Social Media Statistics 2023

## Facebook

January 2023-December 2023

### Follower characteristics

Age & gender ⓘ



### Top cities



## Facebook: Top Posts

Date	Post	Reach	Reactions	Shares	Comments
7/27/23	Tune in to Good Morning America tomorrow at 8:15AM for a story on expired sunscreen that was filmed at the Summit Family Aquatic Center earlier this month!	29,832	152	17	15
9/8/23	Congratulations and much heartfelt appreciation to Ray Cooper who retired today after 39 years of service to the City of Summit. Ray worked in the Division of Public Works as a Garage Foreman where he repaired and maintained all city vehicles. Thank you Ray. We wish you a happy retirement!	14,496	232	7	33
12/15/23	Now through Saturday, December 30, there are no fees required for parking at 90-minute on-street spaces, the Bank Street lot, and the first level of the Tier garage (for up to two hours). Time limits will be strictly enforced. Fees are still required in the Park and Shop lots on Deforest Avenue and in the YMCA/Library parking lot.	10,683	56	3	8
10/17/23	UPDATE on recent fox activity from 10/15 to 10/17: Summit Police Department has dispatched a fox in the area around Mountain Avenue and Tulip Street that has been taken by Animal Control to be tested for rabies. It is suspected it is the fox that was involved in the recent attacks. Until test results are available, the Westfield Regional Health Department asks that residents continue to exercise caution when walking outdoors, ...	10,490	27	9	5
3/22/23	At the March 21 Common Council meeting, Donna Puzella of Summit was recognized by Mayor Nora Radest and members of Common Council with the 2023 Volunteer of the Year award for her dedicated service to the Summit community. Congratulations, Donna, and thank you for your continued service to our community!	8,815	573	5	348
8/2/23	Please be advised: Beginning today, Wednesday, August 2, and continuing for approximately one week, Summit Public Art will be installing a large sculpture on the Village Green. Parking on Railroad Avenue along the northwest quadrant of the Village Green will be prohibited from August 2 to August 8.	6,067	32	3	9
9/25/23	It is with heavy hearts and profound sadness that we announce the passing of former City of Summit Mayor and Common Council President, Ellen Dickson on Sunday, September 24, 2023. She was 71 years old. While the departure of Ellen Dickson has created an irreplaceable void, her unparalleled generosity, compassion, and profound love for Summit serve to guide us all. ...	5,830	188	21	43
10/19/23	IMPORTANT HEALTH ADVISORY: RABID FOX ALERT Dear Summit Residents, On Monday, a fox was put down by the Summit Police Department. Subsequent tests have confirmed that the fox was positive for rabies. ...	5,310	4	11	0
1/27/23	Please be advised: Effective immediately, the restrooms at the Summit train station will be closed for renovations until further notice. Customers are invited to use the temporary toilets available outside the station on the Broad Street side. Please contact New Jersey Transit at (973) 275-5555 with any questions.	4,523	32	3	6
5/5/23	You may have noticed the Hometown Heroes banners starting to go up on streets around the downtown. Thank you as always to our DPW crews for their hard work!	4,434	79	6	1

X

January 2023-December 2023

## Statistics

720 Tweets  
320,000+ Tweet impressions  
606 average link clicks  
each month  
294 new followers  
(Total followers: 3,181)



Edit profile

City of Summit NJ

@CityofSummitNJ

Summit, NJ cityofsummit.org Joined November 2011

334 Following 3,181 Followers

## YouTube

January 2023-December 2023

## Statistics

52,971 Total views  
6,153.20 hours Watch time  
189 New subscribers  
(Total subscribers: 942)  
612,191 Impressions  
5.2% Impression click through  
rate



City of Summit

@cityofsummit4493 · 942 subscribers · 638 videos

A channel for the City of Summit NJ featuring information that is relevant for residents, visit...

facebook.com/City-of-Summit-167658826632366 and 2 more links

Subscribe

Home Videos Shorts Live Playlists Community

Latest Popular Oldest



Mondays with the Mayor | February 26, 2024  
87 views · 5 days ago



Historical Minute | February 20, 2024  
26 views · 5 days ago



Historical Minute | February 6, 2024  
40 views · 5 days ago



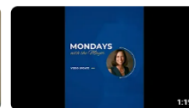
Summit Police Department Home Security  
Assessment  
73 views · 5 days ago



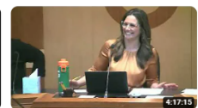
Summit Police Department Youth Academy  
Commercial 2024  
33 views · 9 days ago



Summit Common Council Meeting: February  
20, 2024  
184 views · 10 days ago



Mondays with the Mayor | February 12, 2024  
76 views · 2 weeks ago



Summit Common Council Meeting: February  
6, 2024  
475 views · 3 weeks ago

## Traffic Source Type

31.1% Suggested videos  
21.5% Browse features  
14.2% YouTube search  
10.9% External  
9% Channel pages  
13.3% Other

## External Sites

29.1% Google search  
19.6% Facebook  
3.6% tapinto.net  
2.7% Google Docs  
2.7% cityofsummit.org  
1.9% patch.com  
1.7% Gmail  
38.7% Other

## YouTube: Top Videos in 2023

Date of original upload	Title	Views during 2023	Total views	Average view duration
12/2/19	Summit Police Department holiday package safety video starring the Grinch: <a href="https://www.youtube.com/watch?v=piJLtqsW-wA">https://www.youtube.com/watch?v=piJLtqsW-wA</a> .	16,224	183,928	1 minute 15 seconds
5/4/21	SPD Teen Safety: <a href="https://www.youtube.com/watch?v=gkZaMfl-qCo">https://www.youtube.com/watch?v=gkZaMfl-qCo</a> .	1,917	3,780	2 minutes 1 second
10/1/20	Summit Fire Department: Turnout Gear: <a href="https://www.youtube.com/watch?v=1mVlx9NFBu0">https://www.youtube.com/watch?v=1mVlx9NFBu0</a> .	1,360	3,548	42 seconds
4/19/23	Summit Common Council Meeting: April 18, 2023 LIVE Part 2: <a href="https://www.youtube.com/watch?v=qZFWL8OUBWU">https://www.youtube.com/watch?v=qZFWL8OUBWU</a> .	967	967	21 minutes 38 seconds
2/8/23	Summit Common Council Meeting: February 7, 2023 LIVE: <a href="https://www.youtube.com/watch?v=GBxWTr8WaKM">https://www.youtube.com/watch?v=GBxWTr8WaKM</a> .	744	744	17 minutes 38 seconds





## Instagram

January 2023-December 2023

### Top Posts



cityofsummit.nj

1,214 posts

5,350 followers

411 following

City of Summit, NJ

cityofsummit.nj

City

linktr.ee/cityofsummitnj



**3,751 Reach**   **504 Likes**   **13 Comments**   **42 Shares**   **3 Saves**

Congratulations to @camjamkids on their grand opening. Mayor Nora Radest officiated the ribbon cutting ceremony this morning at their shop located at 430 Springfield Ave. Welcome to Summit! #summitnj Pictured here with Mayor Radest are Lindsay and Mike Coppola, and their children Cam and James.



**3,684 Reach**   **426 Likes**   **12 Comments**   **24 Shares**   **2 Saves**

Yesterday Mayor Nora Radest invited Mayor-elect Elizabeth Fagan to City Hall for an informal welcome to the mayor's office this afternoon. #summitnj



**2,385 Reach**   **353 Likes**   **3 Comments**   **5 Shares**   **3 Saves**

Merry Christmas to all who celebrate ✨ #summitnj



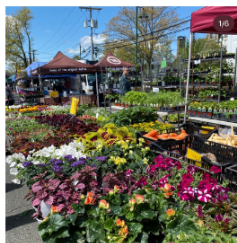
**3,847 Reach**   **275 Likes**   **21 Comments**   **17 Shares**   **4 Saves**

It is with heavy hearts and profound sadness that we announce the passing of former City of Summit Mayor and Common Council President, Ellen Dickson on Sunday, September 24, 2023. She was 71 years old. While the departure of Ellen Dickson has created an irreplaceable void, her unparalleled generosity, compassion, and profound love for Summit serve to guide us all. Click on the link in our bio to read the full news release that highlights her involvement in the Summit community. #summitnj



**3,461 Reach**   **238 Likes**   **0 Comments**   **93 Shares**   **5 Saves**

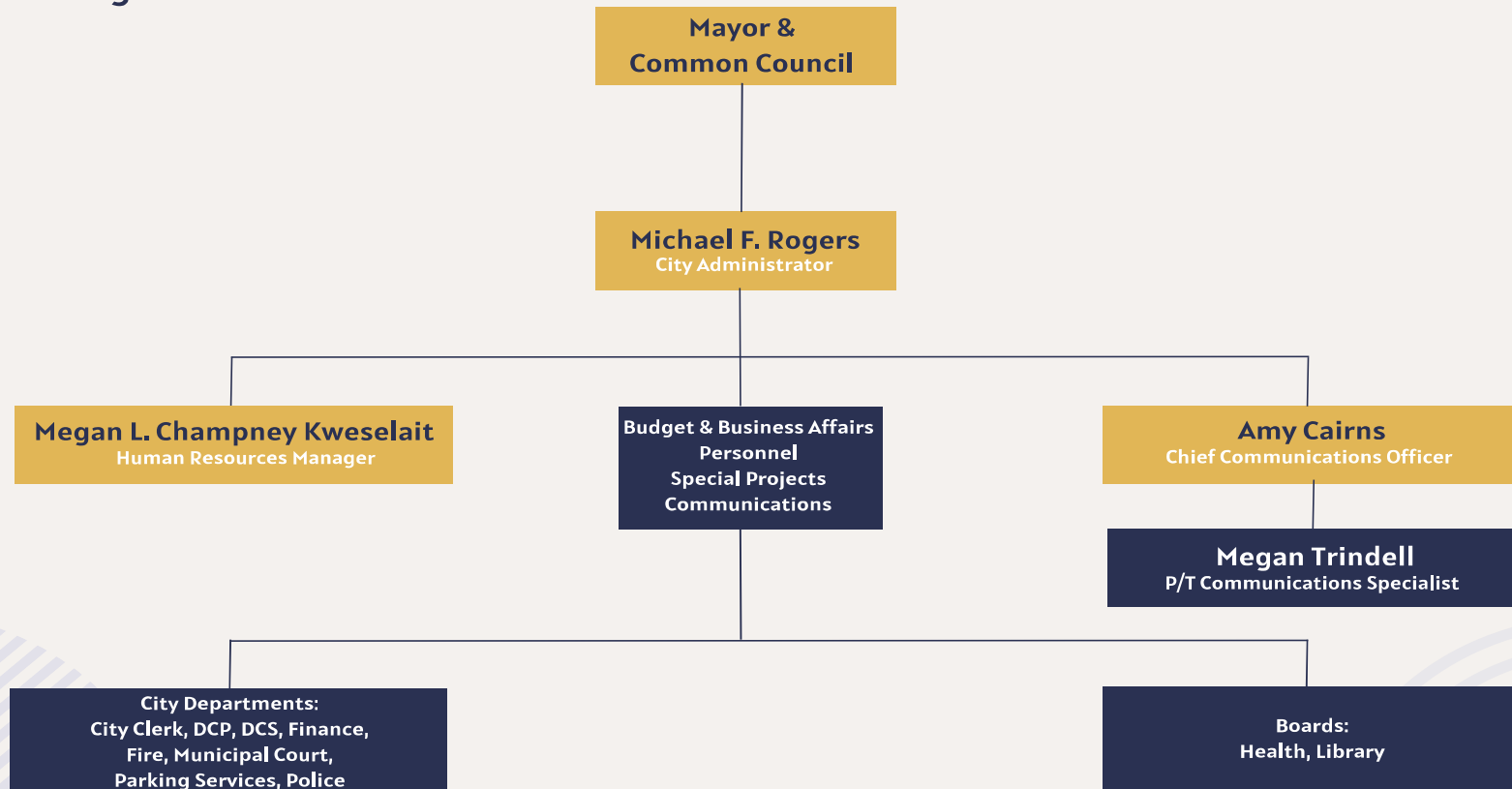
Tune in to Good Morning America tomorrow at 8:15AM for a story on expired sunscreen that was filmed at the Summit Family Aquatic Center earlier this month! #summitnj



**2,780 Reach**   **234 Likes**   **0 Comments**   **11 Shares**   **3 Saves**

Is there anything better than a sunny Sunday at the Summit Farmers Market? 8AM-1PM every Sunday in the Park and Shop lot on the corner of Deforest Ave and Woodland Ave now through the fall. #summitnj

## Office of the City Administrator 2024 Organizational Chart



**3 Full-Time Employees**  
**1 Part-Time Employee**

# 100-000 ADMINISTRATION & EXECUTIVE

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 442,352	\$ 447,852 *	\$ 442,464	\$ 5,388	\$ 457,659	\$ 457,659	\$ 15,307	3.46%
102	Part-Time	0	0	0	0	48,098	48,098	48,098	0.00%
103	Temporary Part-Time	42,200	42,200	46,811	(4,611)	20,000	20,000	(22,200)	-52.61%
Total Salary & Wages		\$ 484,552	\$ 490,052	\$ 489,275	\$ 777	\$ 525,757	\$ 525,757	\$ 41,205	8.50%
		*Transferred \$5,500 from PWM S&W							
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 7,500	\$ 7,500	\$ 4,462	\$ 3,038	\$ 7,500	\$ 7,500	\$ 0	0.00%
301	Printing	12,000	12,000	8,166	3,834	12,000	12,000	0	0.00%
309	Miscellaneous Services	1,500	1,500	1,100	400	1,250	1,250	(250)	-16.67%
500	Contract Services (Grant Consultant)	42,000	42,000	42,000	0	42,000	42,000	0	0.00%
804	Training & Seminars	5,000	5,000	4,036	964	7,000	7,000	2,000	40.00%
806	Memberships	3,000	3,000	1,039	1,961	1,500	1,500	(1,500)	-50.00%
807	Subscriptions	1,000	1,000	317	683	1,000	1,000	0	0.00%
809	Conference & Meetings	5,000	5,000	2,453	2,547	10,000	10,000	5,000	100.00%
901	Muni Employee Background Checks	4,000	4,000	1,111	2,889	1,500	1,500	(2,500)	0.00%
Total Other Expenses		\$ 81,000	\$ 81,000	\$ 64,685	\$ 16,315	\$ 83,750	\$ 83,750	\$ 2,750	3.40%
Department Total		\$ 565,552	\$ 571,052	\$ 553,960	\$ 17,092	\$ 609,507	\$ 609,507	\$ 43,955	7.77%

# 100-000 ADMINISTRATION & EXECUTIVE

## LINE ITEM BUDGET

	2023				2024		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Employee Assistance Program</u>	\$ 5,600	\$ 5,600	\$ 5,600	\$ 0	\$ 5,800	\$ 5,800	\$ 200	3.57%
<u>Postage - Other Expenses</u>								
Postage	\$ 45,000	\$ 45,000	\$ 42,884	\$ 2,116	\$ 45,000	\$ 45,000	\$ 0	0.00%
Postage Meter	1,000	1,000	0	1,000	1,000	1,000	0	0.00%
Postage Machine	10,000	10,000	9,034	966	8,500	8,500	(1,500)	-15.00%
Postage Fedex	600	600	756	(156)	600	600	0	0.00%
Total Other Expenses	\$ 56,600	\$ 56,600	\$ 52,673	\$ 3,927	\$ 55,100	\$ 55,100	\$ (1,500)	-2.65%
<u>Physical Exams - Municipal Employees</u>	\$ 24,000	\$ 24,000	\$ 24,000	\$ 0	\$ 21,000	\$ 21,000	\$ (3,000)	-12.50%
<u>Technology - Other Expenses</u>								
Other Expenses	\$ 500	\$ 500	\$ 0	\$ 500	\$ 500	\$ 500	\$ 0	0.00%
Operation Support (Shared Svcs Agreement)	101,796	101,796	101,796	0	103,831	103,831	2,035	2.00%
Equipment & Hardware	15,000	15,000	11,298	3,702	25,000	25,000	10,000	66.67%
Supplies & Materials	2,500	2,500	0	2,500	2,500	2,500	0	0.00%
Tech & Software Licenses	120,000	120,000	114,393	5,607	130,000	150,000	30,000	25.00%
Contract Services	20,000	20,000	2,761	17,239	20,000	20,000	0	0.00%
Training & Seminars	5,000	5,000	0	5,000	5,000	5,000	0	0.00%
Total Other Expenses	\$ 264,796	\$ 264,796	\$ 230,248	\$ 34,548	\$ 286,831	\$ 306,831	\$ 42,035	15.87%
<u>HomeTowne TV Service Agreement</u>	\$ 68,761	\$ 68,761	\$ 68,761	\$ 0	\$ 67,191	\$ 67,191	\$ (1,570)	-2.28%
<u>Employee Appreciation Events</u>	\$ 3,000	\$ 3,000	\$ 551	\$ 2,449	\$ 7,500	\$ 7,500	\$ 4,500	150.00%
Overall Admin. & Exec. Total	\$ 988,309	\$ 993,809	\$ 935,793	\$ 58,016	\$ 1,052,929	\$ 1,072,929	\$ 84,620	8.56%



	2023			2024				2024
	Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Cairns, Amy	Full-Time	Chief Communications Officer	\$ 118,903	\$ 122,173	16	19	\$ 0	\$ 122,173
Champney Kweselait, Megan	Full-Time	Human Resources Manager	107,530	113,514	15	19	0	113,514
Rogers, Michael	Full-Time	City Administrator	216,031	221,972	21	19	0	221,972
Trindell, Megan	Part-Time	Communications Specialist	0	48,098	8	7	0	48,098
Salaries & Wages Total			\$ 442,464	\$ 505,757			\$ 0	\$ 505,757

**CITY CLERK**



CITY OF SUMMIT

# Office of the City Clerk Report

**Rosemary Licatese**  
City Clerk

2024

# Introduction

## 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 several administrative and community relations services.

As secretary to the governing body, the City Clerk coordinates and attends all Common Council meetings, prepares the agendas and minutes and a majority 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, and peddlers.

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

The City Clerk serves as the official custodian of local government records handling all Open Public Records Act requests, with the exception of Police Department records.

The City Clerk presides over local elections for the City of Summit in the County of Union.

## 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.

## OBJECTIVES

**OBJECTIVE 1** Assist City Departments with Operational Needs

**OBJECTIVE 2** Provide Exemplary Customer Service

**OBJECTIVE 3** Records Management/Access to Public Records

**OBJECTIVE 4** Technology Upgrades



# 2024 Performance Objectives and Goals

## **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 2023, the City Clerk's Office processed 417 resolutions, 19 regulatory ordinances, 3 bond ordinances, and approximately 35 "non-purchasing" related contracts. A majority of these items require creative composition skills for writing resolutions and ordinances as well as significant follow-up by City Clerk staff, such as working with municipal, county and state agencies, placement of legal advertisements, processing of signatures, and conducting research of state and local regulations when necessary.

The Clerk's Office will continue to work with all departments in processing their 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.

City Clerk staff continues to work with all departments to process permissions for council action through resolutions and ordinances.

The Office of the City Clerk established a procedure of digitizing a significant number of its records. This process has allowed for efficient management and retrieval of documents, in response to OPRA requests, research requested by city departments, elected officials as well as professionals and the public at large.

# 2024 Performance Objectives and Goals

## **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 2023, the City Clerk's Office processed over 24 property use applications for over 40 events scheduled on city property and approximately 270 licenses consisting of restaurant/food establishments licenses, filming permits, sidewalk café permits, outdoor dining permits, parklets, peddler's licenses, taxi and limousine licenses, raffles, and liquor licenses. All applicants are treated with courtesy and respect. Understanding that many of these licenses impact the livelihood of businesses, City Clerk staff go to great lengths to process these applications as efficiently and expeditiously as possible, which often requires multiple follow-ups with the applicant and/or city departments.

The office processed applications and supervised the review processes for a total of 22 sidewalk cafés, and nine additional agreements associated with restaurant liquor licenses.

As a result of the City Clerk's staff efforts to provide more convenience to business owners and the public, the City Clerk's staff explored the process for accepting payments by check and credit cards for permit/license fees. With the guidance and assistance of the City Treasurer/Chief Financial Officer, the City Clerk's Office will be implementing the acceptance of payment by check and credit card during the second quarter of this year.

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

# 2024 Performance Objectives and Goals

## **OBJECTIVE 3    Records Management/Access to Public Records**

**Goal 3A**    Continue to assist city departments in best practices for the management of active and archived records.

**Goal 3B**    Continue the process of organizing, digitizing, and maximizing storage space in the records storage area in the City Hall basement.

### 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 knowing when to purge records and adhering to the procedure for obtaining necessary permission from the State of New Jersey once certain records have reached their scheduled retention period.

The City Clerk's Office continually strives to optimize its limited physical storage space through the regular purging of records. The 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 since 1999.

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

The City Clerk's Office will continue to assist city departments in managing records inventory and help implement best practices in the use of standardized labeling of records to ensure that all storage containers are properly identified, accounted for, accessible and can be easily identified when they have reached full retention and can be disposed of according to State regulations. The City Clerk's Office continues to enhance the standard operating procedure for proper records management.

## 2024 Performance Objectives and Goals

Access to Public Records - In March of 2019, the City Clerk's Office, in its effort to centralize, manage and track all OPRA requests, implemented a new software application. 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 the progress and disposition for all records requests received by the city. In 2023, over 1,401 OPRA requests were received and processed.

Digitization - Since 1999, the City Clerk's Office has been digitizing permanent documents, such as resolutions, ordinances, agendas and minutes, into its state-certified imaging system. In 2024, the goal of the City Clerk's Office is to continue scanning archived documents into the imaging system. The City Clerk's Office is currently working with city departments to implement similar scanning procedures for their respective records. Digitizing records has played a complex and critical role in the retrieval of records and has contributed to efficient and timely responses to OPRA requests.



# 2024 Performance Objectives and Goals

## **OBJECTIVE 4 Technology Upgrades**

**Goal 4A** Improve and enhance sound quality in the Whitman Community Room.

In 2023, the City Clerk's Office, with the assistance of the city's IT Manager, completed the upgrade of technology in the Council Chamber.

In 2024, the City Clerk's Office will coordinate efforts to investigate the feasibility of improving and enhancing sound quality in the Whitman Community Room. Currently, the conference room is acoustically challenged. The Clerk's Office plans to confer with the Department of Community Services to explore ways to improve sound quality in the room.

**Goal 4B** Implement Paperless Conference Room Schedules, Mayor's Office Schedule and City Hall Calendar Management

In 2023, the City Clerk's Office, in coordination with the city's IT Manager, implemented a paperless solution for sharing the City Hall conference room meeting schedules that has replaced paper schedules. A schedule of meetings in digital format is displayed using flat screens on the first and second floors at City Hall. This transition has allowed staff to make changes to the schedule remotely and without the need for posting.

Implementation of this technology has eliminated the use of paper to display the meeting schedule. It has provided a more efficient way of updating conference room meeting schedules in real time and allowed the City Clerk's Office to share the most up-to-date information with staff and visitors of City Hall.

The City Clerk's Office will explore ways to enhance the use of the flat screens by posting digitized notices.

## Office of the City Clerk 2024 Organizational Chart

**Rosemary Licatese**

City Clerk / Secretary to the  
Mayor & Common Council

**Nicole Kotiga**

Deputy City Clerk

**Deborah Perez-Santalla**

Staff Assistant II

**3 Full-Time Employees**

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<b><u>Salaries and Wages</u></b>									
101	Full-Time	\$ 270,801	\$ 270,801	\$ 271,180	\$ (379)	\$ 281,188	\$ 281,188	\$ 10,387	3.84%
102	Part-Time	20,000	20,000	11,106	8,894	30,000	30,000	10,000	50.00%
103	Temporary	20,000	0 *	0	0	0	0	(20,000)	-100.00%
114-115	Election Expenses	10,000	10,000	4,850	5,150	11,000	11,000	1,000	10.00%
<b>Total Salary &amp; Wages</b>		<b>\$ 320,801</b>	<b>\$ 300,801</b>	<b>\$ 287,136</b>	<b>\$ 13,665</b>	<b>\$ 322,188</b>	<b>\$ 322,188</b>	<b>\$ 1,387</b>	<b>0.43%</b>
		* Transferred \$20,000 to Police S&W							
<b><u>Other Expenses</u></b>									
201	Supplies and Materials	\$ 22,300	\$ 22,300	\$ 11,773	\$ 10,527	\$ 25,000	\$ 25,000	\$ 2,700	12.11%
202	Mayor Expenses	2,000	2,000	699	1,301	2,000	2,000	0	0.00%
209	Miscellaneous Services	2,000	2,000	2,000	0	2,500	2,500	500	25.00%
210	Legal Advertising	6,000	6,000	4,500	1,500	6,000	6,000	0	0.00%
212	Dues	2,700	2,700	2,460	240	2,500	2,500	(200)	-7.41%
213	Miscellaneous Boards	500	500	0	500	500	3,500	3,000	600.00%
214	Election Expense	33,000	33,000	28,085	4,915	33,000	33,000	0	0.00%
403	Equipment Service	15,000	15,000	15,000	0	15,000	15,000	0	0.00%
429	Lease Equipment	10,000	10,000	8,423	1,577	7,500	7,500	(2,500)	-25.00%
500	Contract Service	40,000	40,000	29,600	10,400	41,000	41,000	1,000	2.50%
700	Equipment	3,000	3,000	2,948	52	3,000	3,000	0	0.00%
808	Travel/Personal Expenses	750	750	433	317	800	800	50	6.67%
809	Conference & Meetings	5,000	5,000	1,393	3,607	8,500	8,500	3,500	70.00%
811	Conference & Meetings Elected Officials	8,500	8,500	6,301	2,199	8,500	8,500	0	0.00%
900	Credit Card Fees	0	0	0	0	2,000	2,000	2,000	100.00%
<b>Total Other Expenses</b>		<b>\$ 150,750</b>	<b>\$ 150,750</b>	<b>\$ 113,615</b>	<b>\$ 37,135</b>	<b>\$ 155,800</b>	<b>\$ 158,800</b>	<b>\$ 8,050</b>	<b>5.34%</b>
<b>Department Total</b>		<b>\$ 471,551</b>	<b>\$ 451,551</b>	<b>\$ 400,751</b>	<b>\$ 50,800</b>	<b>\$ 477,988</b>	<b>\$ 480,988</b>	<b>\$ 9,437</b>	<b>2.00%</b>
120-001									
200	<b><u>Codification of Ordinances</u></b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>	<b>\$ 11,300</b>	<b>\$ 2,700</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 6,000</b>	<b>42.86%</b>
<b>Overall City Clerk Total</b>		<b>\$ 485,551</b>	<b>\$ 465,551</b>	<b>\$ 412,051</b>	<b>\$ 53,500</b>	<b>\$ 497,988</b>	<b>\$ 500,988</b>	<b>\$ 15,437</b>	<b>3.18%</b>

		2023	2024					2024
Status	Title	Base + Longevity	Base	Grade	Step	Longevity		Total
Licatese, Rosalia	Full-Time City Clerk/Sec. to Mayor & Council	\$ 153,072	\$ 142,983	17	19	\$ 14,298		\$ 157,281
Perez-Santalla, Debbie	Full-Time Staff Assistant II	46,170	50,001	8	1-3	0		50,001
Kotiga, Nicole	Full-Time Deputy City Clerk	71,559	73,906	12	6-8	0		73,906
<b>Salaries &amp; Wages Total</b>		<b>\$ 270,801</b>	<b>\$ 266,890</b>			<b>\$ 14,298</b>		<b>\$ 281,188</b>

# LEGAL SERVICES

**Legal Services**  
**2024 Organizational Chart**

**Michael Mitzner**  
P/T Municipal Prosecutor

**August Santore**  
P/T Public Defender

**2 Part-Time Employees**

# 155-000 LEGAL SERVICES

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Payroll	\$ 39,791	\$ 39,791	\$ 39,791	\$ 0	\$ 40,885	\$ 40,885	\$ 1,094	2.75%
	Total Salary & Wages	\$ 39,791	\$ 39,791	\$ 39,791	\$ 0	\$ 40,885	\$ 40,885	\$ 1,094	2.75%
<u>Other Expenses</u>									
500	Contract Services	\$ 240,000	\$ 240,000	\$ 240,000	\$ 0	\$ 240,000	\$ 240,000	\$ 0	0.00%
503	Litigation	0	0	0	0	150,000	150,000	150,000	100.00%
509	Miscellaneous Services	10,000	10,000	10,000	0	30,000	30,000	20,000	200.00%
	Total Other Expenses	\$ 250,000	\$ 250,000	\$ 250,000	\$ 0	\$ 420,000	\$ 420,000	\$ 170,000	68.00%
	Department Total	\$ 289,791	\$ 289,791	\$ 289,791	\$ 0	\$ 460,885	\$ 460,885	\$ 171,094	59.04%
43-495-000									
101	<u>Public Defender</u>	\$ 9,137	\$ 9,137	\$ 9,137	\$ 0	\$ 9,540	\$ 9,540	\$ 403	4.41%
	Overall Legal Services Total	\$ 298,928	\$ 298,928	\$ 298,928	\$ 0	\$ 470,425	\$ 470,425	\$ 171,497	57.37%

		2023	2024				2024
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Mitzner, Michael	Part-Time Prosecutor	\$ 39,791	\$ 40,885			\$ 0	\$ 40,885
	<b>Salaries &amp; Wages Total</b>	<b>\$ 39,791</b>	<b>\$ 40,885</b>			<b>\$ 0</b>	<b>\$ 40,885</b>
Santore, August	Part-Time Public Defender	\$ 14,637	\$ 15,040 *			\$ 0	\$ 9,540
	<b>Salaries &amp; Wages Total</b>	<b>\$ 14,637</b>	<b>\$ 15,040</b>			<b>\$ 0</b>	<b>\$ 9,540</b>

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



**FINANCE**



CITY OF SUMMIT

# Finance Department Report

**Tammie L. Baldwin**  
City Treasurer/CFO

2024

# Introduction

## WHAT WE DO

The Finance Department consists of four offices:

The **Office of the Tax Collector** is tasked with collecting city tax levies. In 2023, the total tax levy exceeded \$142 million, with an additional sewer utility levy surpassing \$4.9 million. This office consistently maintains a collection rate of over 99%.

The **Office of the Tax Assessor** is responsible for maintaining property assessment records and ensuring the fair valuation of all properties within the city. This office also handles appeals to property assessed values, engaging with property owners and county and state tax courts as necessary.

The **Office of the Purchasing Agent** oversees municipal purchasing functions to ensure compliance with current procurement laws and provides assistance to staff and vendors with purchasing-related issues. It is led by the Chief Procurement Officer and is responsible for managing county contracts for goods, services, and construction, aiming to achieve maximum value for money through efficient practices, transparent processes, and fair competition.

The **Office of the City Treasurer** serves as the custodian of public funds for the city, managing financial records, cash flow, payroll, bank account reconciliation, deposits, budget preparation, and bill payments. It plays a crucial role in supporting daily staff operations and interfaces with all city departments.

## OUR FOCUS

The Finance Department manages the city's fiscal activities, ensuring compliance with statutes, rules, regulations, and directives. It administers city tax and revenue laws transparently and efficiently to build public trust and deliver exceptional customer service.

## SERVICES

### Provide Excellent Service

All four divisions of the department are dedicated to consistently providing information, assistance, and support to residents, businesses, the public, 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

To maintain a flexible financial model that balances long- and short-term needs, the department collaborates with bond counsel, financial advisors, and municipal auditors to prepare and submit financial plans to the Common Council for approval. These plans, along with associated debt service, undergo thorough review and evaluation, considering their impact on the municipal budget and the welfare and safety of the community.

## 2023 Performance Goals Review

### Office of the Tax Collector

The Office of the Tax Collector is dedicated to delivering exceptional customer service, ensuring taxpayers are treated with patience and respect in all interactions, whether in person at City Hall or over the phone. The main focus of the office is on promptly billing and collecting property taxes, managing delinquent notices when necessary, recording and depositing funds daily, filing statutory reports to the governing body and the state of New Jersey in a timely manner, and conducting tax payment research for attorneys and title/tax search companies.

#### 2023

- Tax Levy: **\$141,872,197**
- Added & Omitted: **\$2,365,447**
- Tax Collection Rate: **99.79%**
- Domestic sewer utility billing resulted in a levy of \$4,041,954 for Summit and a levy of \$873,344 for New Providence.
- Special assessments billed and recorded for 18 confirmed open assessments.
- Through the tax sale, one parcel was sold with a premium collected of \$91,000.
- Processed five tax court and three county board judgments.

## Office of the Tax Assessor

The Tax Assessor is responsible for the fair assessment of all real property within the municipality to equitably distribute the tax burden. One effective method to accomplish this is with a revaluation. A revaluation is where assessments and market values are the same for that year, all based on market data from the same time frame.

In 2023, the Office of the Tax Assessor processed approximately 1,850 permits received from the building department. As a result, over 800 permits were evaluated with 402 receiving an added assessment, value change or a value change from a property record review. 426 permits were reviewed and had no change in assessment.

The 2023 Union County Tax Board appeals showed an increase in the number of cases filed (47) as compared to the previous year (34). The 10 cases that were settled with a stipulated agreement had a total assessment of \$5,998,800. The adjusted total assessment was \$6,197,000, or a tax increase of \$8,576. An appeal filed by the Assessor's Office on an unaccounted for added assessment captured the increased assessment. The result is an unusual net positive change at the County Appeals. The total assessed value of all cases under appeal was \$39,921,000 with a net positive change of \$198,200, or 0.5%. The remaining 37 cases were resolved by withdrawal (20), dismissal with prejudice (3), dismissal without prejudice (2), and affirmed (12). Of all the cases affirmed to tax court, only two are new, the rest have had prior years under appeal.

On the state tax court level, 35 cases were filed in 2023, which include eight cases that came from the county tax board. As in the prior year, 54 cases were resolved. The 10 cases resolved by stipulation had a total assessment of \$16,620,400 and had an assessment reduction of \$917,200 (5.5%) with a total refund of \$39,580. All the remaining cases (44) were withdrawn. At the end of 2023, there were 56 open cases with 11 cases resolved, awaiting final judgements. As a result, only 45 cases are left to carry forward.

The results of all the above-mentioned efforts are a net assessed value increase going into 2024 of over \$82 million.

## Office of the Purchasing Agent

The purchasing agent is responsible for overseeing municipal purchasing activities in accordance with applicable laws, assisting staff in identifying the most efficient, cost-effective purchasing solutions, and helping vendors to navigate the complexities of public procurement laws. By maintaining open communication and conducting regular meetings with each department, the purchasing agent assists with individual department needs and evaluates city-wide needs on an ongoing basis. Several multi-year goods and services contracts have been awarded, establishing standard pricing systems which allow departments to obtain quotes without conducting formal bids each time goods or services are needed, saving staff significant time and resources.

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 all 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 Requests for Proposals (RFP), or paid legal advertisements.

The purchasing agent also maintains the purchasing page on the city website, adding bid summaries and notifications of award, bid opportunities, RFPs, and other relevant purchasing-related information. Making this 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 timely financial information and assistance to city residents, businesses, and the public.

The annual debt statement, supplemental debt statements, annual financial statement, budget document, user-friendly budget, and best practices worksheet were filed as required by the State of New Jersey in 2023, and in a timely manner.

The annual audit for the fiscal year 2022 (received in 2023) contained no recommendations similar to the 2021 and 2020 audits. This is a notable accomplishment for the finance department. With no recommendations or repeat comments, a Corrective Action Plan (CAP) is not required for 2022; all previous years' recommendations have been addressed.

In August of 2023, the treasurer's office issued a six-month note on behalf of Summit Public Schools in the amount of \$3,500,000 with a coupon rate of 4.0%. Later in the year the treasurer's office issued serial bonds on behalf of the school in the amount of \$22,380,000 with a true interest cost (TIC) of 3.52% and a premium of \$1,345,079, bringing the net interest cost (NIC) to 3.63%. These bonds included capital projects approved by the Board of Education in 2023. On behalf of the city, the treasurer's office issued bond anticipation notes (BANs) in the amount of \$5,131,000 with a TIC of 4.29% and a premium of \$18,625, bringing the NIC to 4.33%. Additionally, BANs were issued in the amount of \$1,457,000 with a coupon interest rate of 4.75%. This BAN is specific to the acquisition of Cedar Street and has not been included in a bond sale due to tax implications of permanent financing regarding this project.

# 2024 Performance Goals

1

**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.**

2

**Revise and update the finance department processing and procedures manual.**

3

**Finalize the city user manual for the procurement card program.**

4

**Establish additional city-wide contracts for goods or services to maximize the potential of contracted services.**

5

**Implement banking applications, solutions and modules to ensure compliance with JIF and best practices to protect the city from fraudulent banking activity.**

6

**Research feasibility and efficiency of instituting a mobile tablet system for Tax Assessor data collection in field work.**



# 2024 Performance Goals

7

**Scan and archive documents for revaluation preparedness.**

8

**Ongoing comprehensive review and revision of City Purchasing Manual, policies, and procedures.**

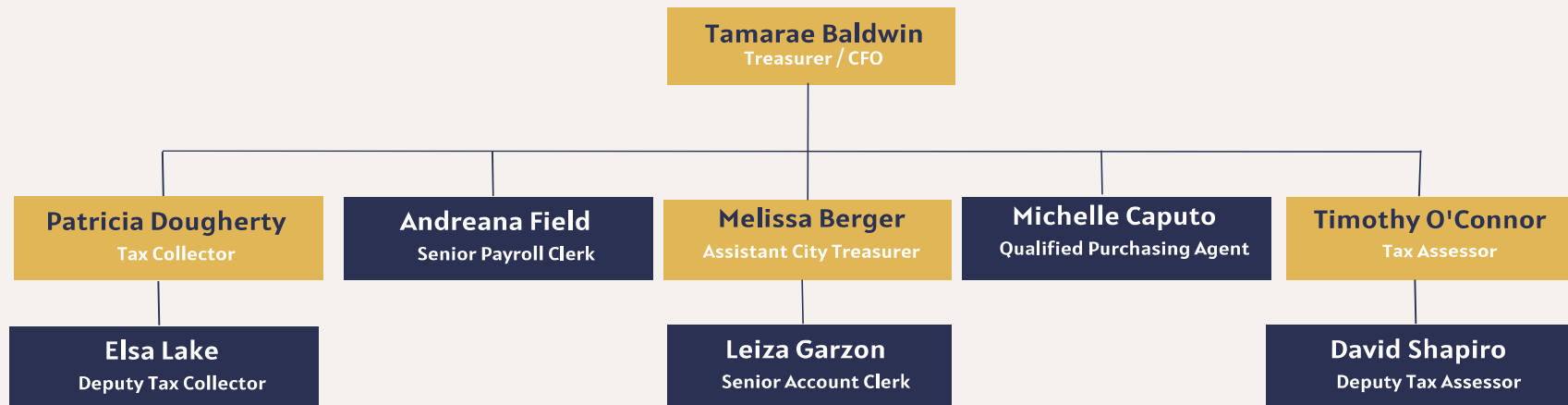
9

**Continue to encourage taxpayers to pay taxes online or by Automated Clearing House (ACH) through targeted communications and awareness building initiatives.**

10

**Continue to examine the city's credit card merchant services and work to achieve savings where possible and investigate feasibility of other methods of payment.**

## Finance Department 2024 Organizational Chart



**9 Full-Time Employees**

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 503,462	\$ 505,762	\$ 505,717	\$ 45	\$ 543,028	\$ 543,028	\$ 39,566	7.86%
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		\$ 503,462	\$ 505,762	\$ 505,717	\$ 45	\$ 543,028	\$ 543,028	\$ 39,566	7.86%
<u>Other Expenses</u>									
		*Transferred \$2,300 from Tax Collector S&W							
201	Supplies and Materials	\$ 3,500	\$ 3,500	\$ 2,389	\$ 1,111	\$ 3,500	\$ 3,500	\$ 0	0.00%
403	Financial Software Maintenance	16,000	16,000	16,103	(103)	16,834	16,834	834	5.21%
450	Financial Advisor Services	8,000	8,000	5,016	2,985	8,000	8,000	0	0.00%
500	Fixed Assets/OPEB Report	4,000	4,000	1,525	2,475	4,000	4,000	0	0.00%
501	Payroll Services (Clearing Acct)	20,000	20,000	12,351	7,649	21,000	21,000	1,000	0.00%
502	Alarm Registration Merchant Fees	2,000	2,000	1,413	587	2,000	2,000	0	0.00%
503	Court Merchant Fees (Fees Acct)	2,500	2,500	3,261	(761)	2,800	2,800	300	12.00%
505	Additional Financial Services	16,000	16,000	6,458	9,542	14,000	14,000	(2,000)	-12.50%
506	Flexible Spending Account Fees	850	850	930	(80)	1,000	1,000	150	17.65%
808	Travel Expenses	200	200	167	33	200	200	0	0.00%
809	Conferences/Meetings/Dues/Training	7,501	7,501	7,944	(443)	7,000	7,000	(501)	-6.68%
840	Miscellaneous	300	300	301	(1)	200	200	(100)	-33.33%
Total Other Expenses		\$ 80,851	\$ 80,851	\$ 57,858	\$ 22,993	\$ 80,534	\$ 80,534	\$ (317)	-0.39%
Department Total		\$ 584,313	\$ 586,613	\$ 563,575	\$ 23,038	\$ 623,562	\$ 623,562	\$ 39,249	6.72%
100-006	<u>Municipal Purchasing</u>								
201	Office Supplies	\$ 200	\$ 215	\$ 214	\$ 1	\$ 200	\$ 200	\$ 0	0.00%
202	Copier Paper	5,000	5,000	4,686	314	5,000	5,000	0	0.00%
203	Medical Supplies	100	85	53	32	100	100	0	0.00%
204	Office Water	4,500	4,500	4,100	400	4,500	4,500	0	0.00%
Total Other Expenses		\$ 9,800	\$ 9,800	\$ 9,053	\$ 747	\$ 9,800	\$ 9,800	\$ 0	0.00%
20-135-000									
200	<u>Audit Services</u>	\$ 49,150	\$ 49,150	\$ 0	\$ 49,150	\$ 50,500	\$ 50,500	\$ 1,350	2.75%
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		\$ 644,763	\$ 647,063	\$ 572,628	\$ 74,435	\$ 685,362	\$ 685,362	\$ 40,599	6.30%

		2023	2024				2024
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Baldwin, Tamarae	Full-Time Chief Financial Officer/Treasurer	\$ 180,887	\$ 185,861	18	19	\$ 0	\$ 185,861
Berger, Melissa	Full-Time Assistant City Treasurer	107,418	110,372	14	19	0	110,372
Caputo, Michelle (Retire 5/1/24)	Full-Time Qualified Purchasing Agent	93,361	47,964	12	19	0	47,964
Field, Andreana	Full-Time Senior Payroll Clerk	71,037	72,991	9	19	0	72,991
Garzon, Leiza	Full-Time Senior Account Clerk	50,759	55,840	8	8	0	55,840
Vacancy (QPA)	Full-Time Qualified Purchasing Agent	0	70,000			0	70,000
<b>Salaries &amp; Wages Total</b>		<b>\$ 503,462</b>	<b>\$ 543,028</b>			<b>\$ 0</b>	<b>\$ 543,028</b>

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 173,369	\$ 168,369 *	\$ 165,503	\$ 2,866	\$ 179,238	\$ 179,238	\$ 5,869	3.39%
102	Part-Time	0	0	0	0	0	0	0	0.00%
Total Salary & Wages		\$ 173,369	\$ 168,369	\$ 165,503	\$ 2,866	\$ 179,238	\$ 179,238	\$ 5,869	3.39%
<u>Other Expenses</u>									
		*Transferred \$2,300 to Fiannce S&W & \$1,000 to Electiricty & \$1,700 to Telephone							
201	Supplies and Materials	\$ 2,500	\$ 2,500	\$ 1,398	\$ 1,102	\$ 2,500	\$ 2,500	\$ 0	0.00%
300	Printing Costs	4,000	4,000	2,617	1,383	4,000	4,000	0	0.00%
500	Collection Software Fees	7,441	7,441	7,973	(532)	6,240	6,240	(1,201)	-16.14%
501	Credit Card Set-up Costs	675	675	671	4	705	705	30	4.44%
502	Collector Services	2,750	2,750	2,866	(116)	2,005	2,005	(745)	-27.09%
808	Travel Expenses	500	500	0	500	200	200	(300)	0.00%
809	Conferences/Meetings & Dues	2,000	2,000	1,252	748	2,000	2,000	0	0.00%
Total Other Expenses		\$ 19,866	\$ 19,866	\$ 16,777	\$ 3,089	\$ 17,650	\$ 17,650	\$ (2,216)	-11.15%
Division Total		\$ 193,235	\$ 188,235	\$ 182,280	\$ 5,955	\$ 196,888	\$ 196,888	\$ 3,653	1.89%

		2023		2024				2024
Status	Title	Base + Longevity		Base	Grade	Step	Longevity	Total
Dougherty, Patricia	Full-Time Tax Collector	\$ 101,369		\$ 104,157	14	19	\$ 0	\$ 104,157
Lake, Elsa	Full-Time Deputy Tax Collector	72,000		75,081	12	8	0	75,081
Salaries & Wages Total		\$ 173,369		\$ 179,238			\$ 0	\$ 179,238

# 150-000 TAX ASSESSMENT

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 206,042	\$ 206,042	\$ 206,040	\$ 2	\$ 213,845	\$ 213,845	\$ 7,803	3.79%
102	Part-Time	1,500	1,500	0	1,500	1,500	1,500	0	0.00%
Total Salary & Wages		\$ 207,542	\$ 207,542	\$ 206,040	\$ 1,502	\$ 215,345	\$ 215,345	\$ 7,803	3.76%
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 1,500	\$ 1,500	\$ 190	\$ 1,310	\$ 1,500	\$ 1,500	\$ 0	0.00%
300	Office Services Quick Base	1,000	1,000	1,040	(40)	1,100	1,100	100	10.00%
350	Field Inspections	2,500	2,500	0	2,500	200	200	(2,300)	-92.00%
500	Contract Services - Appraisers	70,000	70,000	70,000	0	60,000	60,000	(10,000)	-14.29%
503	Contract Services - Legal	0	0	0	0	0	0	0	0.00%
504	Tax Appeals Legal Services	125,000	125,000	125,000	0	115,000	115,000	(10,000)	-8.00%
804	Appraisal Conference	2,500	2,500	1,825	675	2,500	2,500	0	0.00%
807	Subscriptions MLS	250	250	175	75	250	250	0	0.00%
808	Transportation	1,000	1,000	466	534	1,000	1,000	0	0.00%
809	Assessor Conference	1,500	1,500	999	501	1,500	1,500	0	0.00%
Total Other Expenses		\$ 205,250	\$ 205,250	\$ 199,695	\$ 5,555	\$ 183,050	\$ 183,050	\$ (22,200)	-10.82%
Division Total		\$ 412,792	\$ 412,792	\$ 405,735	\$ 7,057	\$ 398,395	\$ 398,395	\$ (14,397)	-3.49%

		2023	2024			2024
Status	Title	Base + Longevity	Base	Grade	Step	Total
O'Connor, Timothy	Full-Time Tax Assessor	\$ 127,064	\$ 130,558	16	19	\$ 130,558
Shapiro, David	Full-Time Deputy Tax Assessor	78,978	83,287	12	15	83,287
Salaries & Wages Total		\$ 206,043	\$ 213,845			\$ 213,845



**POLICE**



CITY OF SUMMIT

# Police Department Report

**Steven G. Zagorski**  
Chief of Police

2024

# Introduction

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

## WHAT WE DO

The Summit Police Department (SPD) is committed to providing a safe and secure community environment with the utmost integrity and respect. 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.

## 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 align with our role as leaders and role models in the Summit community, particularly in difficult times. 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 comprises 77 employees, including 48 sworn officers, 4 civilian support staff, and 25 part-time civilian crossing guards. Each day, the department commits to providing high-quality police services that are accessible to all members of the 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, 17,000 or more people commute into Summit, working in its 200 retail stores, restaurants, businesses, and corporate offices. The women and men of the Summit Police Department are called on daily to provide a wide range of services to all who live and work in, and visit the City of Summit.

In 2023, the Summit Police Department responded to 53,209 incidents - inclusive of over 27,750 public services. The greatest challenges continue to stem from new territory involving a noticeable increase in calls surrounding mental health crises, domestic violence, and a significant increase in the city's homeless population. Working collectively with local organizations, city, county, and state agencies, the staff of the Summit Police Department continue to provide the highest standard of care when responding to calls for service.

In 2023, we announced the promotions of Lieutenant Michael Treiber to the rank of Captain; Sergeants Jonathan Garcia and Christopher Medina to the ranks of Lieutenant; and Officers Jeffrey Peer and Jeffrey Deets to the ranks of Sergeant. The agency saw the retirement of Detective Lieutenant Michael Rabasca in 2023; who had very successful 28-year career with the Summit Police Department.

The agency also hired three new police officers to accommodate additional personnel changes that occurred throughout the year. We welcomed Officers Ian Rivera (a transfer from Garwood Police Department), Shirley Quimi (a transfer from New Jersey Insititute of Technology Police Department), and Ashley Correa (a transfer from Paterson Police Department).



## Partnerships with Newly Implemented Programs

In September 2023 the Summit Police Department participated in the New Jersey State ARRIVE Together Program. This groundbreaking initiative is aimed at improving emergency responses to mental health crises by pairing trained mental health professionals, provided by Trinitas Regional Medical Center, with local law enforcement officers that have received training in crisis intervention.

This program recognizes the importance of addressing mental health concerns with compassion, understanding, and specialized expertise. The initiative seeks to help police to de-escalate situations, provide immediate support to individuals in crisis, and ensure the safety of both the community and the responding officers and professionals.

The ARRIVE Program aligns with broader efforts initiated in Union County to prioritize mental health awareness, reduce the stigma associated with mental illness, and enhance crisis intervention services by fostering a collaboration between law enforcement and mental health professionals.

In November 2023, the Summit Police Department also implemented the Blue Envelope Program, a new countywide program to assist people with autism spectrum disorder (ASD) during possible encounters with law enforcement, specifically on motor vehicle stops and accident scenes.

The Blue Envelope would be kept in the vehicle with the operator, and would contain documents such as their driver's license, vehicle registration, and insurance card. It also provides clear instructions for drivers with ASD on document organization, highlighting what to do during interactions with law enforcement, where to keep the envelope, how to communicate with officers, how to respond during a traffic stop, and what triggers may be involved with these encounters (bright, flashing lights, loud noises, etc.).

Officers are advised to be aware of signs of anxiety, repetitive movements, or unusual eye contact. They are encouraged to use clear, simple language, and to allow extra time for responses. During stressful times, officers are able to contact the listed person enclosed within the envelope to help facilitate a compassionate and professional interaction.

# 2024 Performance Goals

## 1

### **Comprehensive Policy and Procedure Review**

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

## 2

### **School Security**

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

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

The Summit Police Department worked closely with the staff of the Summit Board of Education in 2023 to establish a reunification plan. Furthermore, the discussions and development of an Office of Emergency Management exercise, partnering with the Board of Education, is anticipated to take place in 2024.

# 2024 Performance Goals

## 3

### **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 avenues, including but not limited to, working with schools, local community groups (PTO, PAL, PEP, etc.), and faith-based organizations. The unit intends to address topics such as traffic and pedestrian safety, cyber security, drug and alcohol awareness (including vaping), and social media safety.

The Community Policing Unit will expand to include members of the Patrol Bureau. Supervised by the Community Services Bureau Lieutenant, this will allow for Patrol Bureau members to plan and perform 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.

## 4

### **Enhanced Training**

Throughout 2023, the Summit Police Department continued to increase training in a variety of areas. With the implementation of the defensive tactics training room, officers of this agency participated in two, eight-hour defensive tactics training sessions this year, in addition to the required use-of-force training.

Supervisors were tasked with increasing line-up training, to include updates on Attorney General Directives, Case Law, and Standard Operating Procedures. Supervisors have also been tasked to debrief on critical incidents with responding officers shortly after an incident's resolution. The purpose of these after-action reviews is to identify areas of deficiency and/or concern, and then provide corrective action suggestions to officers.

Administrative Supervisors enhanced their Incident Command System, Active Shooter Incident Management (ASIM), and Office of Emergency Management training - all critical to an active threat/major incident in Summit, and imperative to the safety of both those involved and the community.

# 2024 Performance Goals

5

## **Improve Administrative Services to 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.

6

## **Emergency Notification System**

Increase public awareness of the city's various emergency notification systems to improve communications during emergency incidents. Members from the agency attended several events hosted by the City of Summit throughout the year to assist residents with registering for notification systems, as well as to answer related questions.

7

## **Increase Crime Preventive Measures**

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

Continue to build on a community-based home surveillance network to allow residents to collaborate with the police in the deterrence, detection, and investigation of criminal activity, specifically by promoting that residents and business owners register for the City of Summit Citizen Eye Program that was implemented in 2022.

8

## **Conducted Energy Devices (CED or Tasers)**

The Summit Police Department purchased CEDs in December 2022, with an official roll-out in 2023. Currently, front-line supervisors and one (1) SWAT Officer are certified to carry CEDs on duty. This ensures the Patrol Bureau has access to these tools in the event that a "less than lethal" encounter occurs that may have otherwise escalated into a lethal force scenario.



# 2024 Performance Goals

9

## **Enhance Pedestrian, Cyclist, and Vehicular Traffic Safety Measures**

The Summit Police Department takes continuous action to create a safer environment for all roadway users in the community. The department continues to be committed to enforcing laws surrounding violations and providing education to the community on the topic of traffic safety.

The Traffic Safety Bureau works to meet the demands generated by high volumes of motor vehicle, pedestrian, and cyclist traffic. They strive to improve traffic safety throughout the city by educating and enforcing engineering and roadway safety, pedestrian safety, school crossing safety, and distracted driving.

10

## **Unmanned Aircraft Systems Unit (UAS, or Drone Unit)**

The Summit Police Department invested in its first drone in 2023. This purchase further advanced the Summit Police Department's transition into technology supported policing. The program is currently operational with two FAA Part 107 license-certified pilots and the anticipated certification of an additional two officers. Although not mandatory, these certifications ensure the UAS program is executed in the most proficient manner while mitigating liability.

In addition to supporting police activities, the drone has a variety of capabilities that can serve other departments in the city. Thermal imaging capabilities will undoubtedly be an important tool for the Summit Fire Department during fire events; drones have also proved vital in assessing damage after catastrophic weather events. The Summit Police Department intends to expand the unit and provide services to any requesting department within the City of Summit.

# ORGANIZATION 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 budgeting in the 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 departments in matters such as FMLA, accident and property loss reports, and workers' compensation.

### **Public Information / Media Relations**

- The Public Information Officer (PIO) serves as the point of contact for news media 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 and laws.

### **Open Public Records Section (OPRA)**

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

	2023	2022	2021
OPRA requests processed	502	567	444

### **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. This section is also responsible for quarterly reporting to the state's Division of Criminal Justice and annual reporting 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 of this office is dedicated to protecting the integrity of the department through adherence to ethical standards, performance criteria, and commitment to public service.

The Office of Professional Standards conducts 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 from the Operations and Support Services divisions, and supervisory support 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 its 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 Investigations 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 the 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 is led by a Police Captain and comprises the Patrol Bureau and Traffic Safety Bureau, each managed by a Lieutenant and Sergeants who supervise the individual units, sections, programs, and officers. The supervisory personnel and uniformed officers within the division are considered frontline personnel, fulfilling the department's 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 in, work in, 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 2023, the department responded to 53,209 calls for service, an average of more than 145 calls per day; an approximate 19.6% increase in annual and daily call volume compared to 2022.

SERVICE REQUESTS	2023	2022
All service calls	53,209	44,476
Public service	27,751	22,148
Traffic enforcement details	9,703	7,933
Motor vehicle enforcement	6,347	6,266
9-1-1 call response	1,750	1,521
Medical assistance	1,651	1,627
Parking services	2,011	1,929
Missing persons	17	29

## **TRAFFIC SAFETY BUREAU**

- To meet the demands generated by the high volume of motor vehicle, pedestrian, and cyclist traffic, and to improve traffic safety throughout the city, administration transitioned the existing Traffic Unit into a Traffic Safety Bureau.
- The Traffic Safety Bureau is highly responsive to the needs of individuals and community groups concerned about traffic safety. Under the command of a Lieutenant and supervising Sergeant, the 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 and through a variety of methods, areas within the city that require enhanced enforcement are identified. To provide the safest possible environment, resident-reported traffic concerns, including parking problems, speed violations, pedestrian safety, and other safety concerns, are analyzed and addressed by officers within the bureau.
- 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 Division of Engineering, 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 so that pedestrians and motorists can safely negotiate these areas.
- Members of the bureau conduct surveys of roadways throughout the city to ensure traffic is able to flow freely and safely. Vehicle speed concerns are addressed in all neighborhoods to create the safest possible environment for both residents and motorists. Using advanced computer technology, personnel are able to continually assess the evolving needs of the city's roadway system.

### Pedestrian Safety Campaigns

- Summit is host to thousands of people who come to enjoy the many entertainment and social opportunities the city has to offer. The city also maintains a vibrant corporate community that attracts employees from throughout the tri-state region. The high level of interest in Summit activities gives rise to an increased number of pedestrians using sidewalks and street crossings to reach destinations. In an effort to ensure the safety of everyone who travels on city roadways, the Traffic Safety Bureau organizes pedestrian, motor vehicle, and bicycle safety campaigns throughout the year. Educational materials such as social media graphics, informational flyers, and PSA videos are distributed and shown on city and police social media channels, the city YouTube channel, and the city website.

### 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 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.
- This 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 or 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 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**

<b>Motor Vehicle Accidents</b>			
<b>Type of Accident</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Reportable Accidents	498	339	381
Non-Reportable Accidents	185	171	194
Fatal Accidents	2	0	0
<b>Total Accidents</b>	<b>685</b>	<b>510</b>	<b>575</b>



Pedestrian Involved Accidents*			
	2023	2022	2021
<b><u>Intersection</u></b>	<b>11</b>	<b>14</b>	<b>4</b>
No Injuries	1	5	2
Injuries	10	9	2
Fatalities	0	0	0
<b><u>Non-Intersection</u></b>	<b>6</b>	<b>5</b>	<b>4</b>
No Injuries	2	0	0
Injuries	3	4	4
Fatalities	1	1	0
<b>Total Accidents</b>	<b>17</b>	<b>19</b>	<b>8</b>

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

Driving Under the Influence (DUI)			
	2023	2022	2021
<b>Total Incidents</b>	<b>7</b>	<b>9</b>	<b>22</b>

## **SUPPORT SERVICES DIVISION**

The Support Services Division is led by a Police Captain and 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 daily services that are instrumental to police department operations. These sections include:

### **Fleet Services Section**

- The Fleet Services Section is responsible for ensuring front-line readiness of all department vehicles. Members of this section work in conjunction with the Division 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 officers assigned to the Patrol Bureau.

Members of the Detective Bureau receive enhanced training for highly specialized work, including 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 and professionally.

### 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, 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.
- This section is responsible 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, and Crime Scene Processing Section

- The Property, Evidence, and Crime Scene Processing Section has the responsibility of 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. An equally important function of this section 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.
- This section manages the Project Medicine Drop prescription drug recycling program that allows residents to dispose of unused and expired medications anonymously, seven days a week, 365 days a year. The collection box is located in the lobby of the Police Department at Summit City Hall.

	2023	2022	2021
<b>Total Pounds Collected of prescription drugs</b>	<b>377</b>	<b>400</b>	<b>361</b>

### Intelligence Section

- The primary responsibility of the Intelligence Section is to work with federal, state, county, and local law enforcement partners in a combined effort, safeguarding the residents of Summit, Union County, and State of New Jersey.

### 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.

	2023	2022	2021
<b>Total Applications Processed</b>	<b>137</b>	<b>153</b>	<b>139</b>

### 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 and the 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. In an effort to promote community awareness and outreach, detectives often partner with the Community Policing Unit to deliver educational and informational programs on various crime trends and scams.

### **STATE OF NEW JERSEY UNIFORM CRIME REPORTING STATISTICS**

<b>Classification of Part 1 Offenses</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Homicide	0	0	0
Rape	4	3	6
Robbery	0	1	3
Assault	75	60	60
Burglary	39	21	16
Larceny	129	153	107
Motor Vehicle Theft	14	26	25
Arson	0	0	0
<b>Total</b>	<b>261</b>	<b>264</b>	<b>217</b>

	<b>2023</b>	<b>2022</b>	<b>2021</b>
Crime Index	193	208	166
Violent Crime	11	7	1114
Non-Violent Crime	182	201	155

### **ADULT ARRESTS/CHARGES (Criminal, Motor Vehicle and Municipal)**

	<b>2023</b>	<b>2022</b>	<b>2021</b>
Adult Arrests	92	69	53
Charges Filed	176	124	124

## COMMUNITY SERVICES BUREAU

The Summit Police Department is proud of the relationships it maintains with the people who live, work, and visit 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 proactively identify and address conditions that give rise to public safety issues such as crime, social disorder, and fear. This partnership allows the department to proactively respond to the 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 comprises the Juvenile Unit and Community Policing Unit. The bureau works to address the needs and concerns of the community relating to school safety, quality of life issues, community partnerships, and crime prevention.

### **Juvenile Unit**

The primary mission of the Juvenile Unit is to foster and build positive relationships with the young people of Summit, in an effort 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 is part of the Juvenile Unit and investigates and manages all incidents occurring with a juvenile as a victim or suspect of a crime. The unit traditionally assumes the role as the primary investigator for situations that occur on school property. During these investigations, detectives regularly work with representatives from the Union County Prosecutor's Office, Juvenile Conference Committee, school administrators, and parents.

### Juvenile Conference Committee Section

- This section works with members of the local Juvenile Conference Committee that is made up of trained court volunteers from the Summit community. The primary purpose of the committee is to deal with the vast middle level 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 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 from the Union County Juvenile Unit and Union County Family Crisis Intervention Unit to mediate during the crisis and make recommendations to prevent further involvement with the court.

### Administrative/Records Section

- The Administrative/Records Section oversees and manages 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 to establish policies, practices, and procedures that reduce the number of juveniles held in detention facilities and custody by the state. The directive outlines 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 SPD juvenile cases since then have been handled by the Juvenile Unit in compliance with this directive, resulting in fewer statistical data for formal complaints. The decriminalization of marijuana and alcohol for persons of all ages has also contributed to a reduction in charges.

## **JUVENILE ARRESTS/CHARGES FILED/STATIONHOUSE ADJUSTMENTS (Criminal, Motor Vehicle and Municipal)**

	2023	2022	2021
Juvenile Arrests	13	13	1
Juvenile Charges Filed	27	2	3
Stationhouse Adjustments	15	11	14
Associated Complaints	0	2	1

### **Community Policing Unit**

The Community Policing Unit is responsible for organizing educational and outreach programs that focus on traffic safety awareness, senior citizen safety, school safety and security, and include D.A.R.E., driver's education, and seasonal safety presentations. The unit also maintains a dynamic working relationship with other branches of city government, the Summit Board of Education, and the Police Athletic League (PAL).

The unit enjoys a close working relationship with the Department of Community Programs (DCP) in the planning of community events including the annual Fourth of July celebration, movies and concerts on the Village Green, and other parades held throughout the year. Additionally, they continue to work closely with the staff of DCP to reach all segments of the community, including youth and seniors.

In 2023, the Community Policing Unit reinitiated the popular Women's Self Defense Program. They hosted six sessions during the year for middle school age young women through senior citizens. In the sessions, officers provided both hands-on instruction and presentations to provide women with tools to better assist them in scenarios where their safety has become compromised. Each session was filled to capacity within days of initial promotion, solidifying the need for these important, popular programs to be offered more often to the community.



### School Safety / Security Section

- The primary focus of this section is to work 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, and advice and recommendations for improvements are provided to school administrators. Through monthly security meetings with district administrators, school safety remains 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 2022.
- All sworn personnel within the Summit Police Department participate in annual training for responding to emergency situations in schools, with onsite familiarization training conducted year-round.

# 2024 CAPITAL FUNDING REQUESTS

## **Migrate User Police Vehicle Replacement Program**

The vehicle replacement model used by the police department is based on a dual approach - to maximize the lifespan of each vehicle while keeping the frontline fleet operational at all times, and to maximize purchasing power within budget.

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

The requested funding of \$125,000 takes into consideration the contractual annual lease/purchase payment that will be due this year based on vehicles previously purchased, as well as the acquisition of replacement vehicles for the patrol fleet. These funds will cover the replacement cycle for vehicles with lease payments completed in 2023.

Due to continued supply chain issues and increases we are seeing across the board with purchasing, the cost to replace vehicles has increased, subsequently leading to an increased request for capital funding for the agency.

## **Fixed License Plate Recognition Cameras – Citywide Coverage**

The Summit Police Department has been working towards its goal of creating a “geo-fence” around the perimeter of the city. This will be achieved by installing fixed, automated license plate readers (ALPR) at 18 identified points of entry and exit in and out of Summit. These systems will provide strategic monitoring and collect high-volume data for investigative purposes throughout the municipality.

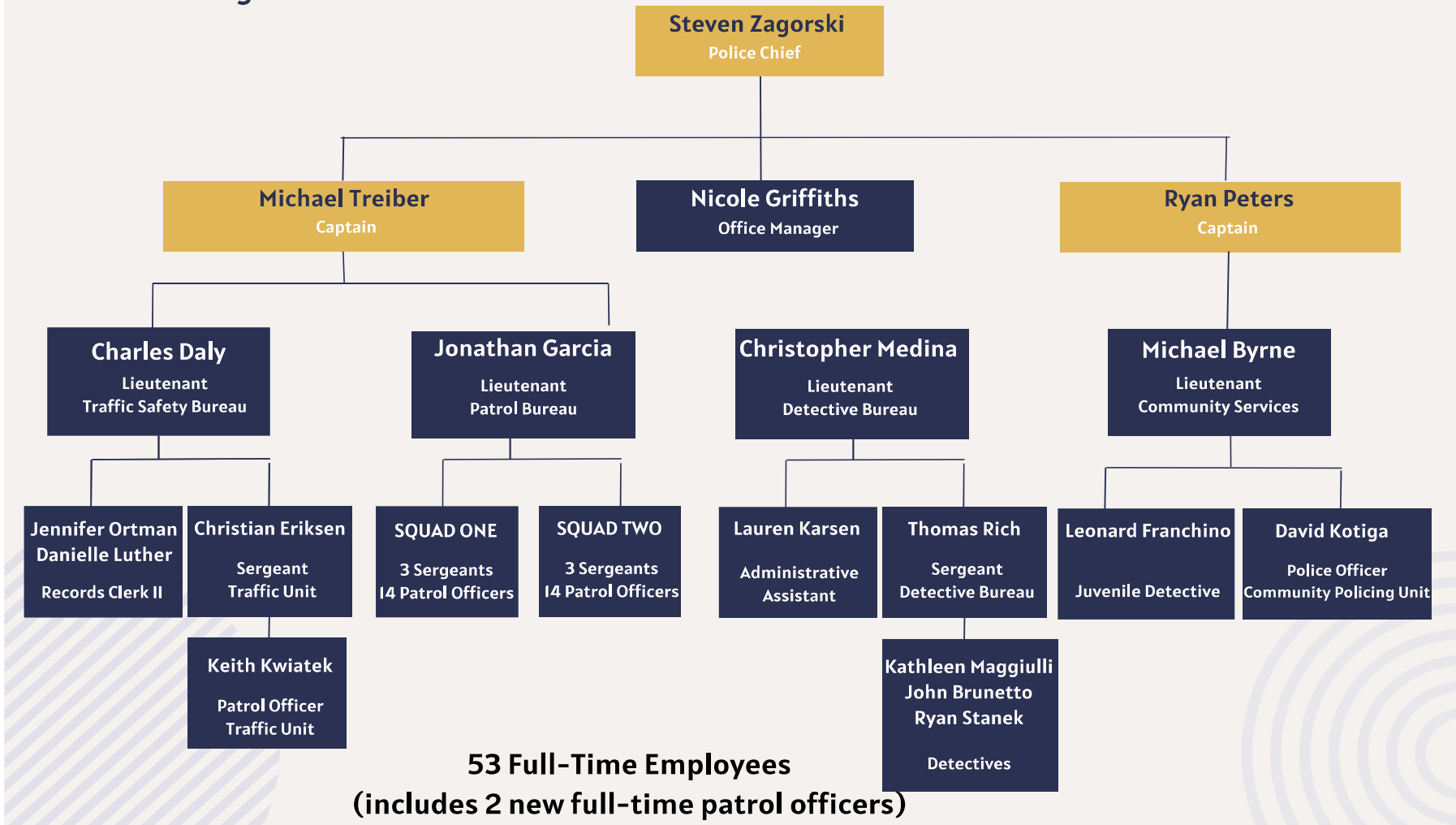
The Summit Police Department has proposed to complete this project in two phases over two years. The requested funding in the 2023 Capital Budget for Phase I of this project was in the amount of \$196,000. Phase I will include the installation of 13 fixed license plate reader cameras at eight locations. Additional installation and maintenance costs include necessary permits and electrical installations for these locations.

A second Capital Budget request was submitted for the 2024 fiscal year in the amount of \$207,500 to complete Phase II of this project. As part of Phase II, the SPD will install an additional 12 fixed license plate readers at six additional locations.

## **SUMMARY**

The men and women of the Summit Police Department continue to serve the City of Summit in a more efficient and effective manner each year. It is with a commitment of service to others that the department strives to strengthen and build on its strong relationships within the community. Each day, SPD members commit themselves to providing professional law enforcement services with the highest levels of honor, integrity, courage, respect, loyalty, and duty.

## Summit Police Department 2024 Organizational Chart



# 240-000 POLICE DEPARTMENT

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 5,156,861	\$ 5,364,861 *	\$ 5,339,247	\$ 25,614	\$ 5,565,782	\$ 5,565,782	\$ 408,921	7.93%
104	Overtime	225,000	378,000 **	356,118	21,882	365,000	285,000	60,000	26.67%
106	Sick Leave Incentive	32,000	32,000	31,250	750	34,000	34,000	2,000	6.25%
109	Other Pay - Court Overtime	20,000	20,000	27,242	(7,242)	30,000	30,000	10,000	50.00%
111	Auxiliary Police Chief	0	0	0	0	0	0	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	295,496	295,496	284,130	11,366	303,622	303,622	8,126	2.75%
141	Rabbi Trust Contribution	16,000	16,000	16,000	0	0	0	(16,000)	-100.00%
194	OT July 4th	6,000	6,000	6,000	0	6,000	6,000	0	0.00%
<b>Total Salary &amp; Wages</b>		<b>\$ 5,771,357</b>	<b>\$ 6,132,357</b>	<b>\$ 6,079,987</b>	<b>\$ 52,370</b>	<b>\$ 6,324,404</b>	<b>\$ 6,244,404</b>	<b>\$ 473,047</b>	<b>8.20%</b>

\* Transferred \$139,000 from Res for Sal Adj & \$85,000 from various S&W accounts

\* Transferred \$16,000 to Telephone

\*\* Transferred \$147,500 from various S&W accounts & \$5,500 from Police OE

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 11,000	\$ 11,000	\$ 8,909	\$ 2,091	\$ 11,000	\$ 11,000	\$ 0	0.00%
206	Street Signs	11,000	11,000	10,999	1	15,000	15,000	4,000	36.36%
224	Ordinance & Range	24,000	24,000	23,428	572	24,000	24,000	0	0.00%
225	Detective Bureau/Photo Equip	1,000	1,000	724	276	1,000	1,000	0	0.00%
301	Printing	1,000	1,000	209	791	1,000	1,000	0	0.00%
500	Contract Services	115,500	115,500	112,992	2,508	145,000	145,000	29,500	25.54%
501	Revision Program	2,000	2,000	0	2,000	2,000	2,000	0	0.00%
502	Community Policing	5,000	5,000	4,997	3	5,000	5,000	0	0.00%
505	E-Ticketing	20,000	10,000	5,700	4,300	20,000	20,000	0	0.00%
700	Equipment	26,000	16,500	13,785	2,715	25,000	25,000	(1,000)	-3.85%
701	City Hall Security Systems	14,000	14,000	13,300	700	15,000	15,000	1,000	7.14%
703	Vehicle Maintenance	48,000	67,500	67,293	207	65,000	65,000	17,000	35.42%
800	Employee Support	2,000	2,000	2,000	0	1,000	1,000	(1,000)	-50.00%
802	Body Armor	8,000	8,000	6,725	1,275	8,000	8,000	0	0.00%
803	Clothing Allowance - New Hire	17,000	17,000	8,190	8,810	17,000	17,000	0	0.00%
804	Training & Seminars	35,500	35,500	34,026	1,474	15,000	15,000	(20,500)	-57.75%
805	Tuition Reimbursement	20,000	20,000	21,273	(1,273)	20,000	20,000	0	0.00%
806	Memberships	3,000	3,000	920	2,080	1,000	1,000	(2,000)	-66.67%
809	Clothing Allowance (Current PBA Officers)	76,000	70,500 *	70,431	69	76,000	76,000	0	0.00%
841	Rabbi Trust Administration fees	3,500	3,500	3,271	229	3,500	3,500	0	0.00%
900	Miscellaneous (Promo. Exams)	5,800	5,800	3,451	2,349	5,000	5,000	(800)	-13.79%
<b>Total Other Expenses</b>		<b>\$ 449,300</b>	<b>\$ 443,800</b>	<b>\$ 412,624</b>	<b>\$ 31,176</b>	<b>\$ 475,500</b>	<b>\$ 475,500</b>	<b>\$ 26,200</b>	<b>5.83%</b>

\* Transferred \$5,500 to Police OT

# 240-000 POLICE DEPARTMENT

LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
240-001 Crossing Guards									
<u>Salaries and Wages</u>									
100	Crossing Guards	\$ 260,000	\$ 223,000 *	\$ 219,750	\$ 3,250	\$ 227,061	227,061	\$ (32,939)	-12.67%
110	Off Duty Coverage	15,000	15,000	15,000	0	15,000	15,000	0	0.00%
		<u>\$ 275,000</u>	<u>\$ 238,000</u>	<u>\$ 234,750</u>	<u>\$ 3,250</u>	<u>\$ 242,061</u>	<u>\$ 242,061</u>	<u>\$ (32,939)</u>	<u>-11.98%</u>
*Transferred \$37,000 to Police OT									
200	<u>Other Expenses</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ 1,200</u>	<u>\$ 2,800</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ (1,000)</u>	<u>-25.00%</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>\$ 6,499,657</u>	<u>\$ 6,818,157</u>	<u>\$ 6,728,561</u>	<u>\$ 89,596</u>	<u>\$ 7,044,965</u>	<u>\$ 6,964,965</u>	<u>\$ 465,308</u>	<u>7.16%</u>

Status	Title	2023 Base + Longevity	2024 Base	2024 Stipend	Long %	Grade	Step	Longevity	2024 Total
Zagorski, Steven	Full-Time Chief	\$ 205,755	\$ 192,194		10%	19	4	\$ 19,219	\$ 211,413
Peters, Ryan	Full-Time Captain	175,163	179,980			18	4	0	179,980
Treiber, Michael	Full-Time Captain	192,679	179,980		10%	18	3	17,998	197,978
Byrne, Michael	Full-Time Lieutenant	175,163	163,618		10%	3	2	16,362	179,980
Daly, Charles	Full-Time Traffic Lieutenant	150,188	163,618			3	2	0	163,618
Garcia, Jonathan	Full-Time Detective Lieutenant	146,612	163,618			3	2	0	163,618
Medina, Christopher	Full-Time Lieutenant	147,262	163,618			3	2	0	163,618
Buntin, Matthew	Full-Time Sergeant	143,036	146,969			2	2	0	146,969
Deets, Jeffrey	Full-Time Sergeant	114,152	146,969			2	2	0	146,969
Eriksen, Christian	Full-Time Traffic Sergeant	143,036	146,969	1,300		2	2	0	148,269
Peer, Jeffrey	Full-Time Sergeant	138,642	146,969		10%	2	2	14,697	161,666
Rich, Thomas	Full-Time Detective Sergeant	155,779	146,969	1,300	10%	2	2	14,697	162,966
Robertson, Charles	Full-Time Sergeant	137,270	146,969			2	2	0	146,969
Rutkowski, Sam (Retire 7/1/24)	Full-Time Sergeant	143,036	73,485			2	2	0	73,485
Werthmann, Brian	Full-Time Sergeant	148,251	146,969		10%	2	2	14,697	161,666
Retirement	Full-Time Captain	70,959	0					0	0
Retirement	Full-Time Detective Lieutenant	98,941	0					0	0
<b>Superior Officers Subtotal</b>		<b>\$ 2,485,924</b>	<b>\$ 2,308,894</b>	<b>\$ 2,600</b>				<b>\$ 97,670</b>	<b>\$ 2,409,164</b>

Status	Title	2023 Base + Longevity	2024 Base	2024 Stipend	Long %	Grade	Step	Longevity	2024 Total
Alesandro, Michael	Full-Time Patrol Officer	\$ 77,476	\$ 82,593	\$ 1,500		1	6-7	\$ 0	\$ 84,093
Brunetto, John	Full-Time Patrol Officer	128,241	128,685	1,500		1	11	0	130,185
Caraballo, Crystalie	Full-Time Patrol Officer	57,522	61,933			1	3	0	61,933
Correa, Ashley	Full-Time Patrol Officer	28,561	59,728			1	2-3	0	59,728
DeFilippis, Donald	Full-Time Patrol Officer	125,241	128,685			1	11	0	128,685
DeMetro, Mark	Full-Time Patrol Officer	78,251	83,934	1,500		1	7	0	85,434
Franchino, Leonard	Full-Time Detective/Patrol Officer	84,093	86,776	3,000		1	7-8	0	89,776
Freeman, R. Michael	Full-Time Detective/Patrol Officer	140,765	128,685	3,000	10%	1	11	12,869	144,554
PBA Reimbursement		(140,765)	(128,685)	(3,000)				(12,869)	(144,554)
Garita, Ruddy	Full-Time Patrol Officer	81,093	86,776	3,000		1	7-8	0	89,776
Gedeon, Edwige	Full-Time Patrol Officer	59,728	64,308			1	3-4	0	64,308
Kotiga, David	Full-Time Patrol Officer	126,841	128,685	1,600		1	11	0	130,285
Kwiatek, Keith	Full-Time Patrol Officer	126,841	128,685	1,600		1	11	0	130,285
Lawal, Babatunda	Full-Time Patrol Officer	69,241	74,551			1	5-6	0	74,551
Lukacsko, Dennis	Full-Time Patrol Officer	57,522	61,933			1	3	0	61,933
Ludena, Henry	Full-Time Patrol Officer	125,241	128,685			1	11	0	128,685
Maggiulli, Kathleen	Full-Time Patrol Officer	128,241	128,685	3,000		1	11	0	131,685
McDermott, Gerald	Full-Time Patrol Officer	125,241	128,685			1	11	0	128,685
Pyzik, Anthony	Full-Time Patrol Officer	75,409	81,093	1,500		1	6-7	0	82,593
Quimi, Shirley	Full-Time Patrol Officer	43,142	59,728			1	2-3	0	59,728
Ramos, Johnathan	Full-Time Patrol Officer	57,522	61,933			1	3	0	61,933
Reinecke, Jeffrey	Full-Time Patrol Officer	57,522	61,933			1	3	0	61,933
Riveira, Ian	Full-Time Patrol Officer	57,522	61,933			1	3	0	61,933
Santos, Paulo (Retire 7/1/24)	Full-Time Patrol Officer	125,241	64,343			1	11	0	64,343
Sauers, Jonathan	Full-Time Patrol Officer	135,260	128,685		10%	1	11	12,869	141,554
Sauers, Karen	Full-Time Patrol Officer	125,241	128,685			1	11	0	128,685
Scarpello, Collin	Full-Time Patrol Officer	69,727	75,409			1	5-6	0	75,409
Sliker, Darin	Full-Time Patrol Officer	57,522	61,933			1	3	0	61,933
Stanek, Ryan	Full-Time Patrol Officer	128,241	128,685	3,000		1	11	0	131,685
Tesorio, AJ	Full-Time Patrol Officer	72,567	78,251			1	6	0	78,251
Thompson, Sean	Full-Time Patrol Officer	82,593	86,776			1	7-8	0	86,776
Uanis, Adam	Full-Time Patrol Officer	71,798	77,304			1	6	0	77,304
Walsh, Christopher	Full-Time Patrol Officer	64,308	69,241			1	4-5	0	69,241
Watson, Rodney	Full-Time Patrol Officer	137,765	128,685		10%	1	11	12,869	141,554
Resignation 3/19/23	Full-Time Patrol Officer	15,330	0			1	2	0	0
Retirement Vacancy	Full-Time Patrol Officer	0	38,348					0	38,348
Retirement Vacancy	Full-Time Patrol Officer	0	38,348					0	38,348
New Hire	Full-Time Patrol Officer	0	57,522			1	1	0	57,522
New Hire	Full-Time Patrol Officer	0	57,522			1	1	0	57,522
<b>Patrol Officers Subtotal</b>		<b>\$ 2,856,081</b>	<b>\$ 3,109,680</b>	<b>\$ 21,200</b>				<b>\$ 25,738</b>	<b>\$ 3,156,618</b>



		2023	2024	2024	Long				2024
Status	Title	Base + Longevity	Base	Stipend	%	Grade	Step	Longevity	Total
Griffiths, Nicole	Full-Time	Office Manager	\$ 79,411	\$ 81,595		8	19	\$ 0	\$ 81,595
Luther, Danielle	Full-Time	Records Clerk II	72,525	74,519		7	19	0	74,519
Karsen, Lauren	Full-Time	Administrative Assistant	75,484	77,560		8	19	0	77,560
Ortman, Jennifer	Full-Time	Records Clerk II	68,076	69,948		7	19	0	69,948
								</	

**FIRE**

The background image shows the exterior of a brick building with large windows. The words "FIRE HEADQUARTERS" and "CITY OF SUMMIT" are mounted on the brick wall in large, white, sans-serif capital letters. In the foreground, the front of a red and white fire truck is visible, featuring a large chrome grille, headlights, and emergency lights on the roof. The truck has "SUMMIT ENGINE 3" written on the front. A teal-colored rectangular overlay covers the left side of the image, containing white text.

FIRE HEADQUARTERS  
CITY OF SUMMIT

CITY OF SUMMIT

# Fire Department Report

Eric Evers  
Fire Chief

2024

# Introduction

## WHAT WE DO

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

The Summit Fire Department responds to over 2,540 calls per year and is responsible for providing fire protection and emergency services, including emergency medical care as first responders.

## MISSION STATEMENT

Members of the Summit Fire Department are highly skilled and trained to provide 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 seek opportunities to provide shared services and develop partnerships that will strengthen our ability to deliver services to the citizens of Summit.
- Excellence in the delivery of customer service is standard in our performance.

## Overview

The primary mission of the Summit Fire Department (SFD) is the prevention and suppression of fire. SFD response jurisdiction includes just over six square miles with a population of approximately 23,000 Summit residents. The response area includes the Central Retail Business District in the downtown with smaller outlying commercial areas. One general service hospital and one residential psychiatric facility are also located in the city along with two pharmaceutical research firms on two business campuses. Senior centers, assisted living care centers, and Summit Housing Authority complexes are also 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, the area 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 Retail Business District, is the busiest station on the Morris & Essex midtown direct line, providing direct commuter rail service to New York City.

# 2024 Performance Goals

## 1

### Operations

- Increase staffing levels for safe, effective operations and to meet regional and national standards.
- Expand training programs.
- Continue pre-planning and review of all commercial properties.
- Initiate annual physicals for all firefighter personnel.

## 2

### Facilities

- New Firehouse Project: Complete construction and transition fire department operations into new building by July 2024.

## 3

### Shared Services

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

# FIRE DEPARTMENT

## Services Provided and Shared Services

### Services Provided

- Fire suppression
- Arson investigation
- Special operations
- Emergency medical
- Fire prevention
- Fire inspection
- Fire education
- Hazardous materials
- Routine fire department responses

### Shared Services

- Automatic engine company coverage with Millburn and Springfield fire departments.
- 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; expand to include Kenvue.

# Organizational Structure

## CAREER FIRE DEPARTMENT

**32** Full-time Career Members

**8** Volunteer Firefighters

**4** Platoon Systems 24/72

- Each platoon has one Battalion Chief, one Lieutenant, and five Firefighters.

## ADMINISTRATIVE STAFF

**1** Fire Chief

**1** Deputy Chief

**1** Office Manager

**2** Fire Prevention Inspectors



## RESPONSE ACTIVITY (2023)

The Summit Fire Department contributes data to the National Fire Incident Reporting System (NFIRS). For each fire department response, the officer in charge fills out an incident report. These reports are submitted electronically at the end of each month to the New Jersey Division of Fire Safety. The data gathered statewide is used to track changing trends in the fire service. The responses are broken down into different categories.

**FIRES:** This category includes all indoor and outdoor structure fires as well as vehicle, hazardous materials, brush, and other types of fires.

**RESCUES:** This category includes motor vehicle extrications, technical rescue, and elevator extrications. This does not include removing victims from fires.

**MOTOR VEHICLE ACCIDENTS:** This includes all types of assistance at vehicle accidents except for extrications and accidents where the fire department is called on to perform emergency medical services.

**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 Summit Volunteer 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, but investigation finds no 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 assists, first aid assists, aircraft standby, and to provide emergency protection at various events.

## STANDARD OF COVER

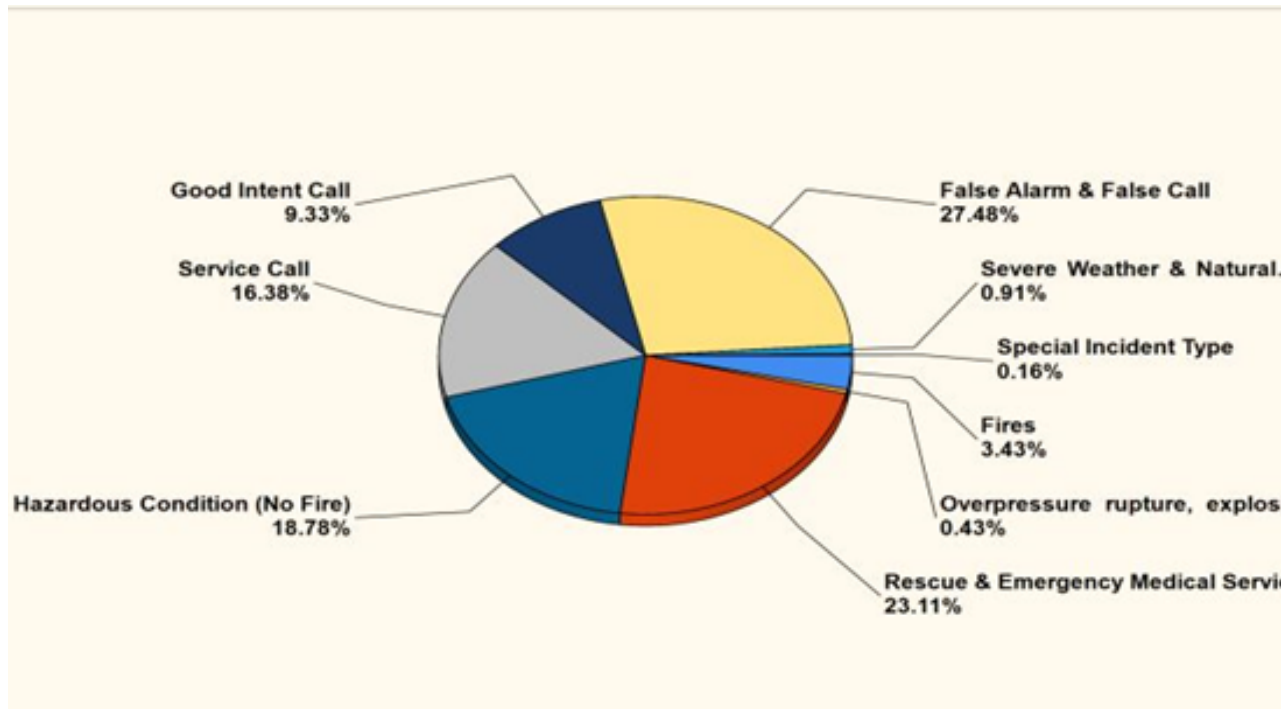
(Start Date: 01/01/2023 | End Date: 12/31/2023)

MUTUAL AID	
Aid Type	Total
Aid Given	172
Aid Received	60

OVERLAPPING CALLS	
Total Count	Total Percentage
770	30.31%

## BREAKDOWN BY MAJOR INCIDENT TYPE

(Start Date: 01/01/2023 | End Date: 12/31/2023)



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	87	3.43%
Overpressure rupture, explosion, overheat - no fire	11	0.43%
Rescue & Emergency Medical Service	587	23.11%
Hazardous Condition (No Fire)	477	18.78%
Service Call	416	16.38%
Good Intent Call	237	9.33%
False Alarm & False Call	698	27.48%
Severe Weather & Natural Disaster	23	0.91%
Special Incident Type	4	0.16%
<b>TOTAL</b>	<b>2540</b>	<b>100%</b>

# FIRE SAFETY EDUCATION AND 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 it.

By educating the public about the dangers of fire, and the proper methods to prevent fires from occurring in the first place, SFD instructs the public on how 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 SFD members explain firefighting equipment.
- Demonstrations on how to put out fires on clothing by practicing "Stop, Drop, and Roll."
- Instruction on the importance of smoke detectors and how to test to ensure they are in working order.
- Helping citizens to create an emergency evacuation plan.
- Teaching residents how to identify fire hazards in their homes.

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 150 safety presentations annually.

The Summit Fire Department continued its long-standing involvement in National Fire Prevention Week, senior citizen fire safety, and the Prevent the Unthinkable fire safety campaign for babies and toddlers. Through these initiatives, numerous press releases on potential fire hazards and other community outreach, the SFD educates and enables the public to recognize and correct fire hazards, and properly prepares them to protect their life and property in the event of a fire.

# **FIRE SAFETY EDUCATION AND PREVENTION**

## **CODE ENFORCEMENT**

The Summit Fire Department is required to inspect all city buildings and structures, except for owner-occupied and two-family dwellings; this is done on a voluntary basis at the request of the homeowner. The department's Bureau of Fire Prevention maintains records of over 1000 buildings, structures, and occupancies that require inspection. The inspection program is composed of Platoon In-Service Inspectors (four platoons) and the staff of the Fire Prevention Bureau (two inspectors). All required inspections are divided among SFD platoons. Department inspectors conducted over 600 of these inspections in 2023. The bureau is also responsible for complaint investigations, fire safety permits, site-plan review, and fire investigations.

## **COMMUNITY RISK ASSESSMENT/FIRE PRE-PLAN**

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 of this 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 and National Fire Incident Reporting System (NFIRS) reports; building information data made available by the Insurance Service Office (ISO); and the city's building records.

Collected data is entered into a scoring software tool called VISION that helps fire departments better assess the risks in their 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 in Summit.

# FIRE SAFETY EDUCATION AND PREVENTION

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 their 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 structures (distance between buildings and 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 firefighters with vital building intelligence prior to arrival.

## APPARATUS AND EQUIPMENT DIVISION

The purchasing of apparatus involves extensive research, including assessment of the department's needs, determining an acceptable standard of quality, and developing specifications that encourage a competitive bid process.

Preventive maintenance includes scheduling and performance of 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. Vehicles are checked daily at the beginning of each shift and scheduled maintenance, such as pump and ladder tests as well as scheduled oil change and lubrication, is performed monthly. Annually, factory-certified mechanics inspect and service each piece of fire apparatus, identifying potential problems early, which decreases 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 Acquired	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

# 2024 CAPITAL EQUIPMENT REQUESTS

## **RESCUE EQUIPMENT REPLACEMENT**

This program continues to upgrade 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 no longer cost effective due to the 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 complement of small hand-held tools that are available in the fire station and used to make 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 each year. Maintaining a scheduled and staggered replacement program will avoid a large capital expenditure in the future and not require replacing a large number of turn out gear sets at one time. This program will also provide backup sets when a firefighter's gear becomes damaged or contaminated.

## **IT EQUIPMENT - NEW FIREHOUSE**

The IT equipment for the new building are items that were omitted from the firehouse bid as part of the value engineering efforts. By doing so, we were able to save approximately 30% on mark-up costs.

## **RADIO EQUIPMENT - NEW FIREHOUSE**

Items that will be used in the new building to enhance radio interoperability with the dispatch center were also omitted from the firehouse bid as part of value engineering efforts. By doing so, we were able to save approximately 30% on mark-up costs.

## **REPLACEMENT OF SCBA BREATHING AIR CYLINDERS**

DOT regulations require that cylinders be removed from service and replaced after 10 years of use. This replacement schedule is phased in over three years.



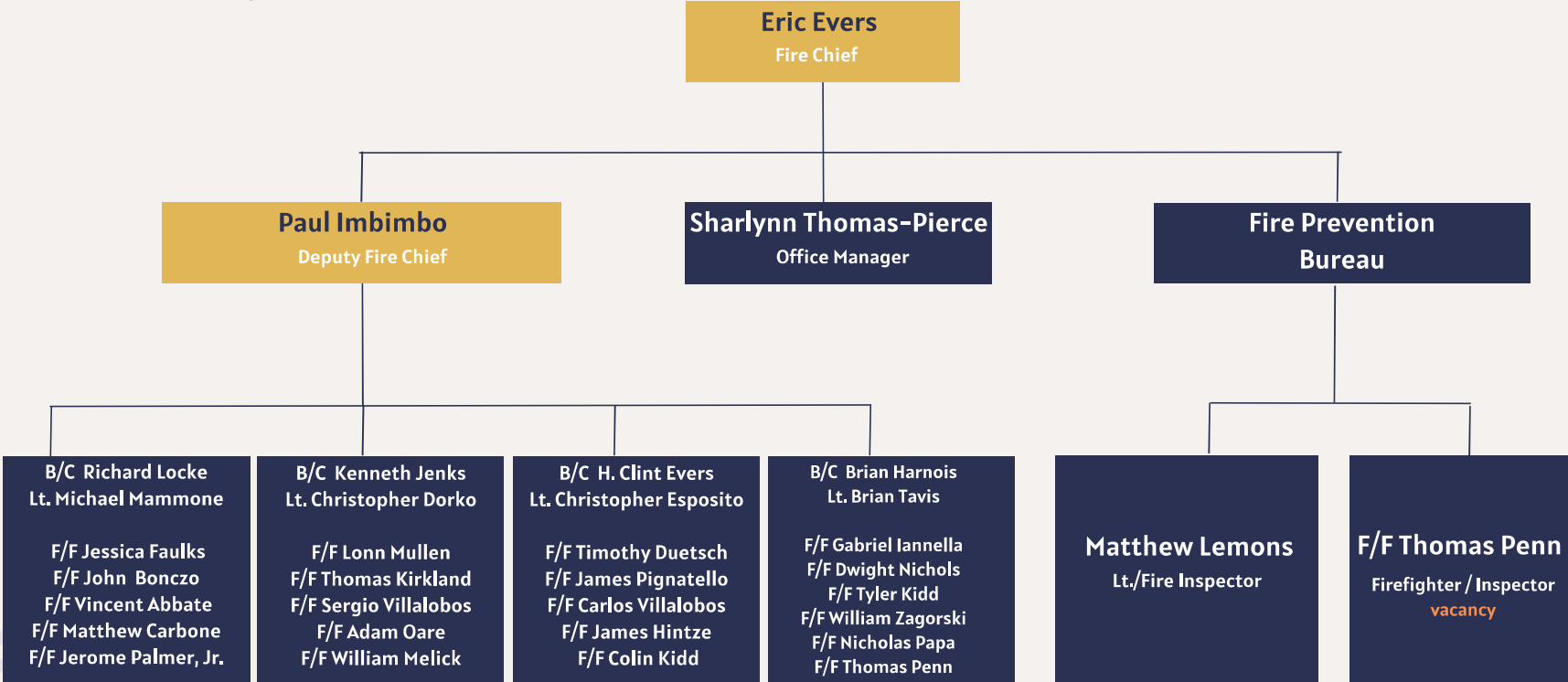
# SUMMARY

The Summit Fire Department plays an instrumental role in providing emergency services to the citizens of Summit, protecting vital businesses in the downtown area and ensuring commercial properties throughout the city are safe. The ability of the Summit Fire Department to respond anywhere in Summit in fewer than eight minutes continues to be a major factor in reducing loss of life and property and minimizing damage. The department responded to 2,540 emergency incidents in 2023.

Over the past 25 years, the City of Summit and the fire department have gone through some major changes. Summit has evolved from consisting of mainly single-family homes 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 new construction. In today's environment, terrorism remains a real threat; pre-planning, building intelligence, and developing incident action plans is a critical function in daily SFD operations.

Along with these changes have come increased expectations and need for Summit Fire Department services. The fire department is committed to meeting these challenges by using new training techniques and innovative ways to increase public safety and education, efficiency, and dependability. The safety of the public and first responders is the department's number one priority.

Summit Fire Department  
2024 Organizational Chart



33 Full-Time Employees

# 265-000 FIRE DEPARTMENT

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 3,563,513	\$ 3,498,173 *	\$ 3,474,817	\$ 23,356	\$ 3,459,443	\$ 3,459,443	\$ (104,070)	-2.92%
104	Overtime	375,000	321,545 **	219,547	101,998	298,000	298,000	(77,000)	-20.53%
108	Volunteer FF's Allowance	4,000	4,000	220	3,780	4,000	4,000	0	0.00%
110	First Responder Stipend	31,000	31,000	31,000	0	39,174	39,174	8,174	26.37%
121	Civilian Administration	57,436	57,436	57,436	0	59,283	59,283	1,847	3.22%
141	Rabbi Trust Contribution	56,000	56,000	56,000	0	64,000	64,000	8,000	100.00%
194	OT July 4th	4,000	4,000	4,000	0	4,000	4,000	0	0.00%
						0			
Total Salary & Wages		\$ 4,090,949	\$ 3,972,154	\$ 3,843,020	\$ 129,134	\$ 3,927,900	\$ 3,927,900	\$ (163,049)	-3.99%
*Transferred \$42,540 to Fire Hydrant OE & \$22,800 to Police OT									
**Transferred \$36,545 from Uniform Fire Safety Act & Transferred \$90,000 to Police OT									
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 24,787	\$ 24,787	\$ 24,552	\$ 235	\$ 24,000	\$ 24,000	\$ (787)	-3.18%
402	Building Maintenance	10,000	10,000	9,999	1	15,000	15,000	5,000	50.00%
500	Contract Services	42,000	42,000	41,999	1	42,000	42,000	0	0.00%
700	Equipment	45,000	45,000	42,280	2,720	30,000	30,000	(15,000)	-33.33%
702	Fire Truck Lease Acquisition	72,000	72,000	71,124	876	158,000	158,000	86,000	0.00%
705	Vehicle Maintenance	70,000	70,000	69,184	816	70,000	70,000	0	0.00%
800	Employee Support	0	0	0	0	8,000	8,000	8,000	100.00%
803	Clothing Allowance - New Hires	20,000	20,000	18,529	1,471	15,000	15,000	(5,000)	-25.00%
804	Training & Seminars	40,000	40,000	20,587	19,413	40,000	40,000	0	0.00%
805	Tuition Reimbursement	0	0	0	0	15,000	15,000	15,000	100.00%
808	Personal Expenses	1,213	1,213	1,213	(0)	2,000	2,000	787	64.88%
809	Clothing Allowance - Existing Firefighters	63,000	63,000	58,829	4,171	63,000	63,000	0	0.00%
841	Rabbi Trust Administration Fee	2,700	2,700	2,911	(211)	2,800	2,800	100	3.70%
Total Other Expenses		\$ 390,700	\$ 390,700	\$ 361,207	\$ 29,493	\$ 484,800	\$ 484,800	\$ 94,100	24.08%
265-001 Uniform Fire Safety Act									
<u>Salary &amp; Wages</u>		\$ 36,545	\$ 0 *	\$ 0	\$ 0	\$ 36,545	\$ 36,545	\$ 0	0.00%
* Transferred \$36,545 to Fire OT									
265-002 Fire Hydrant Service									
		\$ 325,000	\$ 367,540 *	\$ 367,536	\$ 4	\$ 367,540	\$ 367,540	\$ 42,540	13.09%
*Transferred \$42,540 from Fire S&W									
Overall Fire Department Total		\$ 4,843,194	\$ 4,730,394	\$ 4,571,763	\$ 158,631	\$ 4,816,785	\$ 4,816,785	\$ (26,409)	-0.55%

# 265-000 FIRE DEPARTMENT

# EMPLOYEE SALARY & WAGES

Status	Title	2023 Base + Longevity	2024 Base	2024 Stipend	Grade	Step	Long %	Longevity	2024 Total
Evers, Eric	Full-Time Chief	\$ 211,331	\$ 194,600	\$ 3,000	19	4	10%	\$ 19,460	\$ 217,060
Imbimbo, Paul	Full-Time Deputy Chief	173,478	165,046		17	3	10%	16,505	181,551
Evers, Henry Clint	Full-Time Battalion Chief	164,574	152,979		3	3	10%	15,298	168,277
Guida, David (Retire 5/1/24)	Full-Time Battalion Chief	164,574	50,993		3	3	10%	5,099	56,092
Harnois, Brian	Full-Time Battalion Chief	132,975	142,765		3	1		0	142,765
Jenks, Kenneth	Full-Time Battalion Chief	149,613	152,979		3	3		0	152,979
Locke, Richard	Full-Time Battalion Chief	164,574	152,979		3	3	10%	15,298	168,277
Dorko, Christopher	Full-Time Lieutenant	132,975	135,967		2	3		0	135,967
Esposito, Christopher	Full-Time Lieutenant	124,099	131,428		2	2		0	131,428
Lemons, Matthew	Full-Time Lieutenant	94,320	132,065		2	1-2		0	132,065
Mammone, Michael	Full-Time Lieutenant	132,975	135,967		2	3		0	135,967
Tavis, Brian	Full-Time Lieutenant	97,608	126,891		2	1		0	126,891
Abbate, Vincent	Full-Time Firefighter	61,440	68,016		1	4-5		0	68,016
Bonczio, John	Full-Time Firefighter	107,899	120,849		1	10		0	120,849
Carbone, Matthew	Full-Time Firefighter	48,288	54,864		1	2-3		0	54,864
Duetsch, Timothy (Retire 7/1/24)	Full-Time Firefighter	130,009	60,425		1	7	10%	6,043	66,468
Faulks, Jessica	Full-Time Firefighter	118,190	120,849		1	7		0	120,849
Hintze, James	Full-Time Firefighter	51,576	58,152		1	3		0	58,152
Iannella, Gabriel	Full-Time Firefighter	130,009	120,849		1	7	10%	12,085	132,934
Kidd, Colin	Full-Time Firefighter	0	45,000		1	1		0	45,000
Kidd, Tyler	Full-Time Firefighter	0	45,000		1	1		0	45,000
Kirkland, Thomas	Full-Time FF/Inspector	120,849	120,849	2,659	1	7		0	123,508
Melick, William	Full-Time Firefighter	0	45,000		1	1		0	45,000
Mullen, Lonn	Full-Time Firefighter	130,009	120,849		1	7	10%	12,085	132,934
Nichols, Dwight	Full-Time Firefighter	118,190	120,849		1	7		0	120,849
Oare, Adam	Full-Time Firefighter	51,576	58,152		1	3		0	58,152
Palmer, Jerome Jr.	Full-Time Firefighter	0	45,000		1	1		0	45,000
Papa, Nicholas	Full-Time Firefighter	45,000	51,576		1	2		0	51,576
Penn, Thomas	Full-Time Firefighter	94,320	109,229		1	9-10		0	109,229
Pignatello, James	Full-Time Firefighter	118,190	120,849		1	7		0	120,849
Villalobos, Carlos	Full-Time Firefighter	61,440	68,016		1	4-5		0	68,016
Villalobos, Sergio	Full-Time Firefighter	54,864	61,440		1	3-4		0	61,440
Zagorski, William	Full-Time Firefighter	54,864	61,440		1	3-4		0	61,440
Vacancy	Full-Time Firefighter	45,000	0		1	1		0	0
Retirement 4/23	Full-Time Firefighter	32,503	0						
Retirement 5/23	Full-Time Firefighter	48,758	0						
Retirement 11/23	Full-Time LT/Fire Sub-Code Official	73,342	0						
Retirement 11/23	Full-Time Firefighter	130,009	0						
<b>Fire Department Subtotal</b>		<b>\$ 3,569,422</b>	<b>\$ 3,351,912</b>	<b>\$ 5,659</b>				<b>\$ 101,872</b>	<b>\$ 3,459,443</b>
<b>Fire Administration</b>									
Thomas-Pierce, Sharlynn	Full-Time Office Manager	\$ 57,436	59,283	0	9	8		0	59,283
<b>Salaries &amp; Wages Total</b>		<b>\$ 3,626,858</b>	<b>\$ 3,411,195</b>	<b>\$ 5,659</b>				<b>\$ 101,872</b>	<b>\$ 3,518,726</b>

# EMERGENCY MANAGEMENT

**Office of Emergency Management**  
**2024 Organizational Chart**

**Joseph Houck**  
Emergency Management  
Coordinator

**1 Part-Time Employee**

## 252-000 EMERGENCY MANAGEMENT

LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries &amp; Wages</u>									
101	Emergency Management Coordinator	\$ 25,563	\$ 25,563	\$ 25,563	\$ 0	\$ 26,266	\$ 26,266	\$ 703	100.00%
	<b>Total Other Expenses</b>	<b>\$ 25,563</b>	<b>\$ 25,563</b>	<b>\$ 25,563</b>	<b>\$ 0</b>	<b>\$ 26,266</b>	<b>\$ 26,266</b>	<b>\$ 703</b>	<b>100.00%</b>
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 200	\$ 200	\$ 0	\$ 200	\$ 200	\$ 200	\$ 0	0.00%
500	Contract Services	9,500	9,500	9,040	460	9,500	9,500	0	0.00%
801	Clothing/Cleaning	2,500	2,500	0	2,500	2,500	2,500	0	0.00%
804	Training & Seminars	1,000	1,000	100	900	1,500	1,500	500	50.00%
	<b>Total Other Expenses</b>	<b>\$ 13,200</b>	<b>\$ 13,200</b>	<b>\$ 9,140</b>	<b>\$ 4,060</b>	<b>\$ 13,700</b>	<b>\$ 13,700</b>	<b>\$ 500</b>	<b>3.79%</b>
	<b>Division Total</b>	<b>\$ 38,763</b>	<b>\$ 38,763</b>	<b>\$ 34,703</b>	<b>\$ 4,060</b>	<b>\$ 39,966</b>	<b>\$ 39,966</b>	<b>\$ 1,203</b>	<b>3.10%</b>

		2023	2024				2024
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Houck, Joseph	Part-time Emergency Management Coordinator	\$ 25,563	\$ 26,266			\$ 0	\$ 26,266
Salaries & Wages Total		\$ 25,563	\$ 26,266			\$ 0	\$ 26,266



# COMMUNITY SERVICES (DCS)



CITY OF SUMMIT

# Department of Community Services Report

**Aaron Schrager**  
Director/City Engineer

2024

# Introduction

## WHAT WE DO

The Department of Community Services (DCS) is responsible for implementing and overseeing the greatest 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. DCS manages day-to-day operations within the City of Summit and is one of the city's largest departments with the most varied responsibilities. DCS oversees Summit's largest monetary asset, city infrastructure. Annually, DCS handles tens of thousands of calls from and communication to the public. Through these points of contact, the department handles safety and emergency management issues, property maintenance concerns, and drainage questions, among others. Further, DCS is the first point of contact for many new residents and businesses.

## MISSION

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; and maintain community standards and quality of life through reasonable and effective education and enforcement.

## DEPARTMENT OVERVIEW

In the engineering and public works divisions, responsibilities include capital improvements and maintenance to drainage and 50 miles of storm sewer, 2,800 storm structures, 82 miles of sanitary sewer, 2,300 sanitary structures; and daily management of 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 are responsible for administering the statewide New Jersey uniform construction code, issuing construction permits, and conducting the mandated inspections for building, electrical, plumbing, fire, and mechanical work. Annually, the office issues approximately 2,000 permits and completes between 8,000 and 9,000 inspections, representing more than \$100 million dollars of construction work. Within this division, the Land Use/Zoning Office is responsible for administering the Summit development regulations ordinance, the city's zoning regulations. 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, and property and business owners in the local and surrounding communities. From Transfer Station operations, 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.

## ENGINEERING

In 2023, the Engineering Division reviewed more than 200 engineering permits, performed over 350 inspections, and responded to over 1,000 calls from residents, contractors, and agents.

**Drainage & Storm Sewer System:** Engineering created the citywide Drainage Assessment Report (DAR) as a guide to track areas in the city with drainage problems. The report is revised annually and serves as the ongoing list of projects to be considered for drainage improvements. During rainfall events, these locations are assessed to determine if measures can be taken to correct flooding, and new areas are examined to determine if inclusion in the DAR is warranted.

The city has an intricate network of storm sewers, servicing 13 individual drainage areas within the city. There are 2,800 storm sewer structures and 50 miles of storm sewer that are under the jurisdiction of DCS. There are 104 individual discharge points to various existing waterbodies. These drainage basins are located in three Watershed Management Areas (WMA) as defined by NJDEP: 06-Upper Passaic, Whippany, & Rockaway; 07-Arthur Kill; and 09-Lower Raritan, South River & Lawrence. The system is upgraded, as recommended by the DAR, during roadway improvement projects and when field conditions warrant improvements as identified by engineers and public works employees.

**Sanitary Sewers System:** The engineering and public works divisions provide immediate emergency responses in sewer-related emergencies, along with continual maintenance of systems to ensure proper and continuous flow. Any damage to Summit's more than 100-year-old sanitary and storm sewer system directly impacts the health, safety, and well-being of citizens. With the exception of 19 parcels, all properties within the city are serviced by its sanitary sewer system. DCS is responsible for oversight and management of 2,300 sanitary sewer structures and 82 miles of sanitary 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.

**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 through the annual Pavement Rating System (PRS) in a six-year Capital Plan. 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 installation and repair, 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.

In 2023, the city paved 1.77 miles of city roads as capital budget improvements and through negotiations with PSE&G as part of the city-wide gas main upgrades. The city also performed micro paving on 12 streets for a total of 43,000 square yards.

**Pedestrian Safety:** Pedestrian safety remains a top priority. Through technical analysis and studies, the Engineering Division works with Public Works and the Health and Safety Committee 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, as well as implementation of ADA requirements, flashing beacons, speed humps, signage, upgrade of pedestrian traffic signals, and striping. Public Works executes sidewalk installations and repairs on city property as needed, along with the proper operation of more than 460 traffic and pedestrian signal lights and 121 Central Retail Business District (CRBD) decorative (street, pedestrian, etc.) lights. Pedestrian safety is also addressed within roads projects annually.

**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 project management role. Throughout the year, the engineering division is relied upon for assistance with design, maintenance, and minor upgrades to facilities. Public Works is responsible for the maintenance and improvements of 15 athletic fields, the municipal golf course, and Summit Family Aquatic Center. The Division of Public Works maintains these items of infrastructure on a daily basis which impact families and residents.

**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 the entire 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.

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



**City Infrastructure/Property Maintenance:** Public Works is responsible for the daily care and maintenance of approximately 6,000 city trees, numerous parking lots and garages, parks and recreation areas, city buildings and properties, athletic fields using integrated pest management (IPM) where applicable, art installations, playgrounds, CRBD work, and public spaces. Public Works contracts with a licensed forester who assists in maintaining the city's urban forest and also 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 the community's recycling needs, leaf collection and composting. The Transfer Station annually 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 together with the Recycling Advisory Committee (RAC) to continue to divert tonnage from the city's waste stream.

<b><u>ENGINEERING</u></b>	<b><u>2022 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>% Change Annual</u></b>	<b><u>Monthly Avg. 2022</u></b>	<b><u>Monthly Avg. 2023</u></b>
Grading permits	87	74	-15%	7	6
Public Utilities	141	100	-29%	12	8
Storm/San. Sewers	12	15	25%	1	1
Road Opening	2	10	400%	0.5	1
Curb/Sidewalks	31	28	-10%	3	2
<b>Total Engineering Permits</b>	<b>273</b>	<b>227</b>	<b>-17%</b>	<b>23</b>	<b>19</b>

## CONSTRUCTION

The construction office is responsible for administering the statewide New Jersey Uniform Construction Code (UCC), issuing construction permits, and conducting the mandated inspections for building, electrical, plumbing, fire, and mechanical work. The office issues approximately 2,000 permits annually with 96% released on or ahead of schedule. This represents anywhere from \$150 to \$170 million dollars of construction work, and between 8,000 and 9,000 inspections completed each year.

<b><u>CONSTRUCTION</u></b>	<b><u>2023</u></b>	<b><u>2022</u></b>	<b><u>% Change Annual</u></b>	<b><u>Monthly Average 2023</u></b>	<b><u>Monthly Average 2022</u></b>
UCC Inspections Total	8,146	9,081	-10.2%	679	757
Permit Revenue	\$1,298,522	\$1,945,293	-33.2%	\$108,210	\$162,108
Construction Value Total	\$151,795,814	\$164,809,094	-7.89%	\$12,649,651	\$13,734,091
Permits Issued Total	1858	2,200	-15.5%	155	183

## LEAD INSPECTION PROGRAM

DCS launched its lead inspection program to comply with state mandates in 2023.



## LAND USE/ZONING

The land use/zoning office is responsible for administering the Summit Development Regulations Ordinance (DRO) for city zoning regulations. This includes a prior approval review of more than 600 construction projects for zoning compliance. The office issues more than 700 zoning certificates of occupancy each year, entailing more than 1,000 inspections for home re-sales and tenant changes. Technical and administrative assistance is provided to the city's two land use boards.

<b>PLANNING &amp; ZONING BOARD</b>	<b><u>2022 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>% Change Annual</u></b>
<b>Zoning Board</b>			
Applications Submitted	59	51	-14%
Applications Approved	63	56	-11%
Applications Denied	5	3	-40%
<b>Planning Board</b>			
Applications Submitted	5	8	60%
Applications Approved	6	5	-17%
Applications Denied	0	0	0%

## AFFORDABLE HOUSING

In October 2016, the city executed an agreement with the 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 the city 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. The city’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 the Affordable Housing Ordinance creating a new chapter, Chapter VIII, Affordable Housing of the Municipal Code of the City of Summit that was updated in 2023.

On January 22, 2019, by consent of the Fair Share Housing Center and Special Master Caton, the city’s Final Round III Judgment of Compliance and Repose was approved, providing the city with repose (i.e. immunity) from all Mount Laurel lawsuits through July 2, 2025.

Progress continued in 2023 with the city’s affordable housing initiatives, which included but is not limited to the following:

- Morris Habitat completed construction on their 12-unit, 100% affordable project at 146 Morris Avenue.
- The city updated its affordable housing ordinances to consolidate, bring into conformance, close a developer loophole, and increase residential fees within the Development Regulations Ordinance (Chapter 35).
- Results of the Market to Affordable feasibility analysis was completed. The State Fair Housing Act makes an affordable housing mechanism available to municipalities where a market-rate home is turned into an affordable unit. It uses a subsidy to “write down” the housing expenses to make market-rate units affordable to income-eligible buyers. While this mechanism is not currently in the city’s approved Spending Plan, it is an option that is being tested for financial feasibility. The prescribed subsidy amounts in the State regulations (N.J.S.A. 5:97-6.9) are \$30,000 for a low-income home and \$25,000 for a moderate-income home. Data on sales suggest that a Market-to-Affordable program in Summit would require subsidies of more than \$125,000 per unit to reach affordable levels. The city’s Administrative Agent continues to monitor sales prices and mortgage rates, and provide updates on the financial feasibility of this affordable housing mechanism.

- An updated Operating Manual that includes details on the mechanics for administration of the city's AH plan was finalized and posted on the city website.
- A flyer promoting the city's affordable housing list, affordability assistance and county run rehab program was completed and was added to the city website. It was also shared with the Summit Interfaith Council for distribution to their constituents.
- The city's affordable housing web page was updated to include additional housing and other related resources.
- Bristol Myers Squibb (BMS) paid a Non-Residential Development Fee (NRDF) to the city's AH trust fund in the amount of \$4,625,495 under protest; it is being held in an escrow account while the amount is appealed by BMS to the Division of Taxation, per statute.
- The Administrative Agent continued to qualify applicants for affordable housing units that are slated for completion or need re-rental in 2022 and beyond.

The Affordable Housing Committee met in February 2024 to discuss the status of affordable housing activity for the prior year. The detailed 2023 Annual Affordable Housing Report and all prior annual reports/meeting information can be found at: [cityofsummit.org/AH](http://cityofsummit.org/AH).

## **PROPERTY MAINTENANCE/SAFE HOMES**

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 the hallmarks of the program. With the addition of a part-time inspector in this area, public complaints are at an all-time low. The city's Safe Homes program was created in the mid-1990's to address the growing issue regarding overcrowding and illegal or unsafe living arrangements. The program works closely with emergency responders to investigate and correct unsafe housing conditions, respond promptly to complaints, and issue fines to landlords and tenants for violations.

## **Environmental/Art Initiatives/Forestry**

DCS manages and administers the city's arts and environmental programs. We support and employ economic sustainability wherever possible in all city practices. The city won the first-ever Sustainability Champion Award for its Sustainable Jersey submission in 2009, spearheaded by DCS, tying for first place in the medium municipality category and second place overall, and continues to maintain their Silver Sustainable Jersey certification.

DCS oversees the Summit Free Market, an environmental program that facilitates the free exchange of yard-sale quality reusable items among residents. DCS spearheaded an initiative to plant 1,000 trees and exceeded the established goal by 18% in 2023.

## **Resident Assistance**

DCS staff provide direct assistance to city residents every day through phone calls, emails and site visits. We complete service calls, review, issue and inspect permits, handle public works emergencies, provide information to new residents and businesses, generate maps, and schedule inspections. The city's online service request system, SeeClickFix (SCF), enables citizens to report issues 24/7. In 2023, DCS processed almost 4,000 SCF requests. Another avenue of resident communications and transparency is the city's online OPRA platform; DCS processed over 650 OPRA requests in 2023.

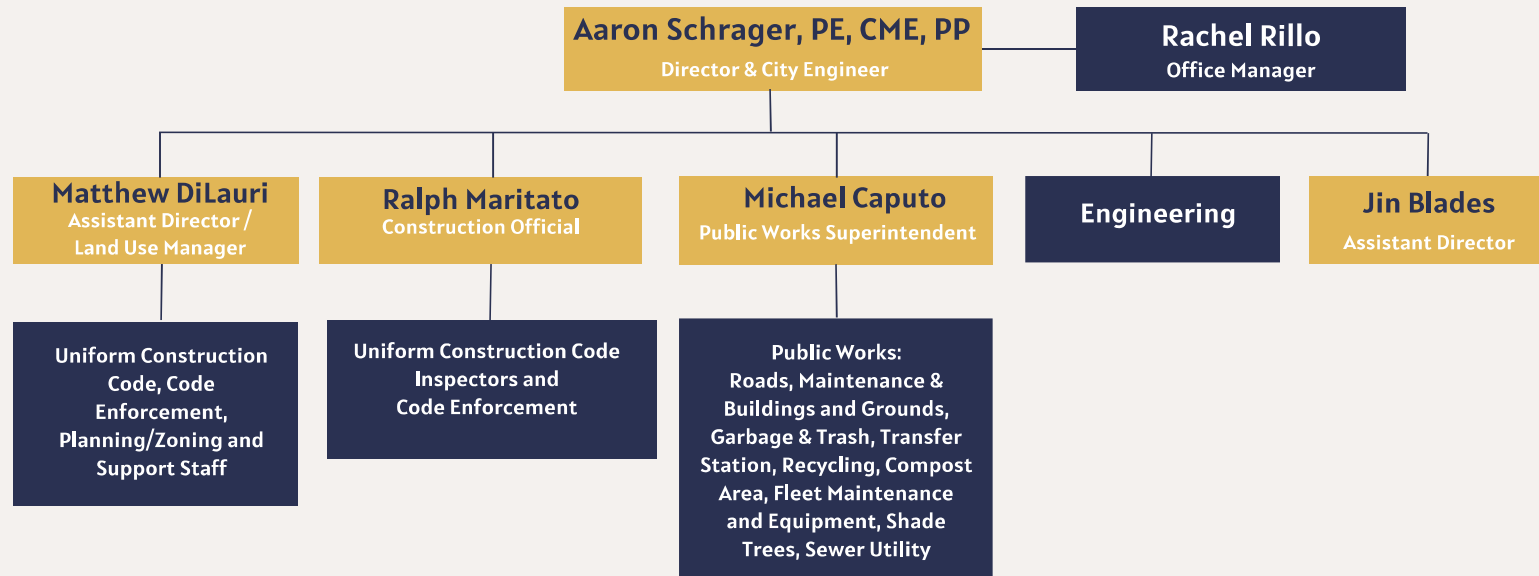
## **DCS Operations**

DCS plays an integral role on the city's emergency management team, providing on-call, immediate response 24/7 for emergencies including first response in storm events, assistance during accident response and support with building infrastructure damage. This includes everything from maintaining access to critical medical and first-responder facility locations during weather-related emergencies to determining the integrity and safety of a building in the event of damage.

Coordinating efforts with the various federal, state, and county agencies that have jurisdiction over city infrastructure is a vital responsibility of DCS. Open and ongoing communication ensures conformance to current regulations and helps to maintain a productive working relationship and efficient project completion.

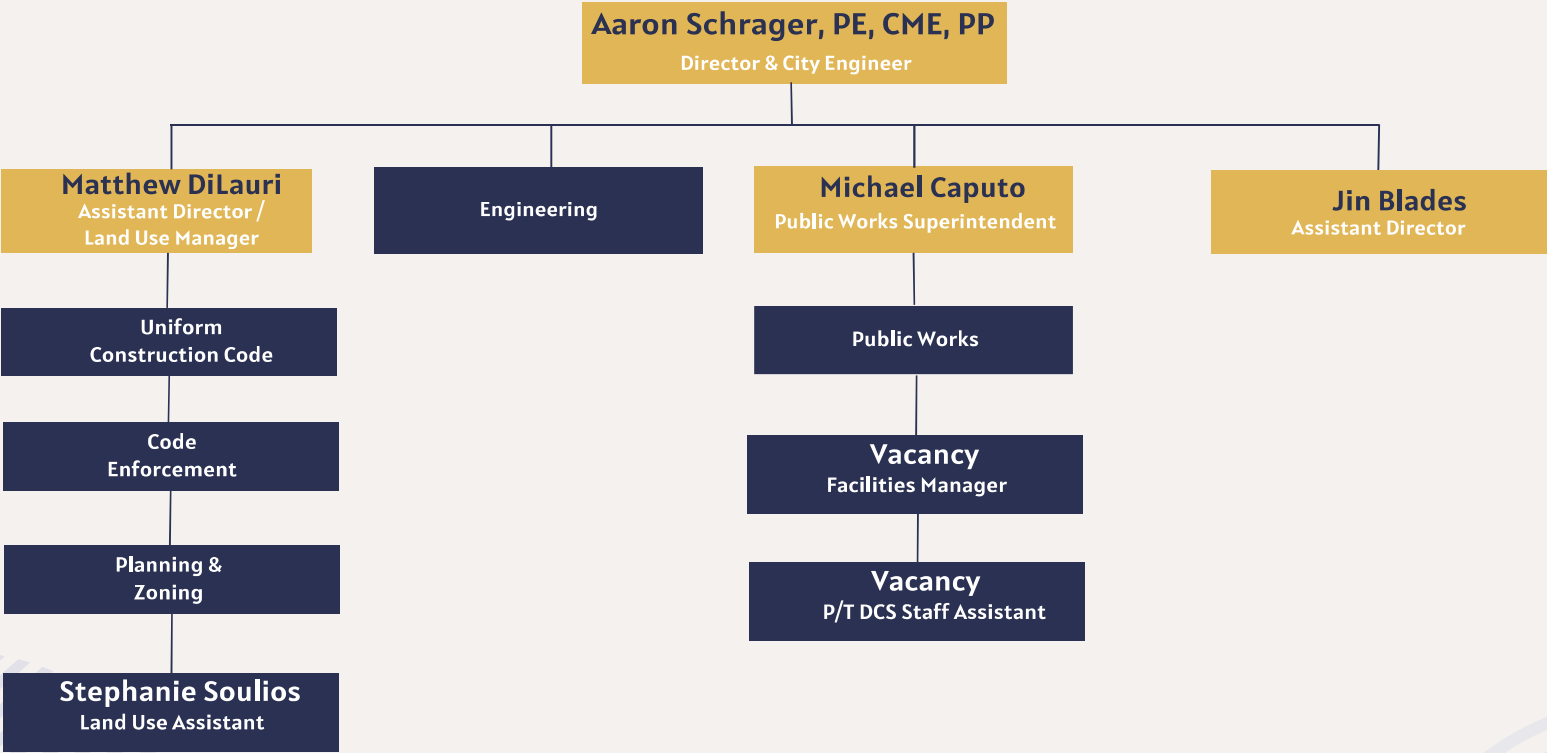
As the city's largest department with the broadest jurisdiction, DCS is continuously striving to improve operations to better the quality of life for Summit citizens. Our goal is to make the city one of the most attractive places in New Jersey to reside. We will meet this goal by providing the highest level of service - from sustaining and upgrading our robust municipal infrastructure to implementing environmental best practices and facilitating safe, compliant land development and smart economic growth citywide.

## Office of the Department of Community Services (DCS) 2024 Organizational Chart - DCS Overview

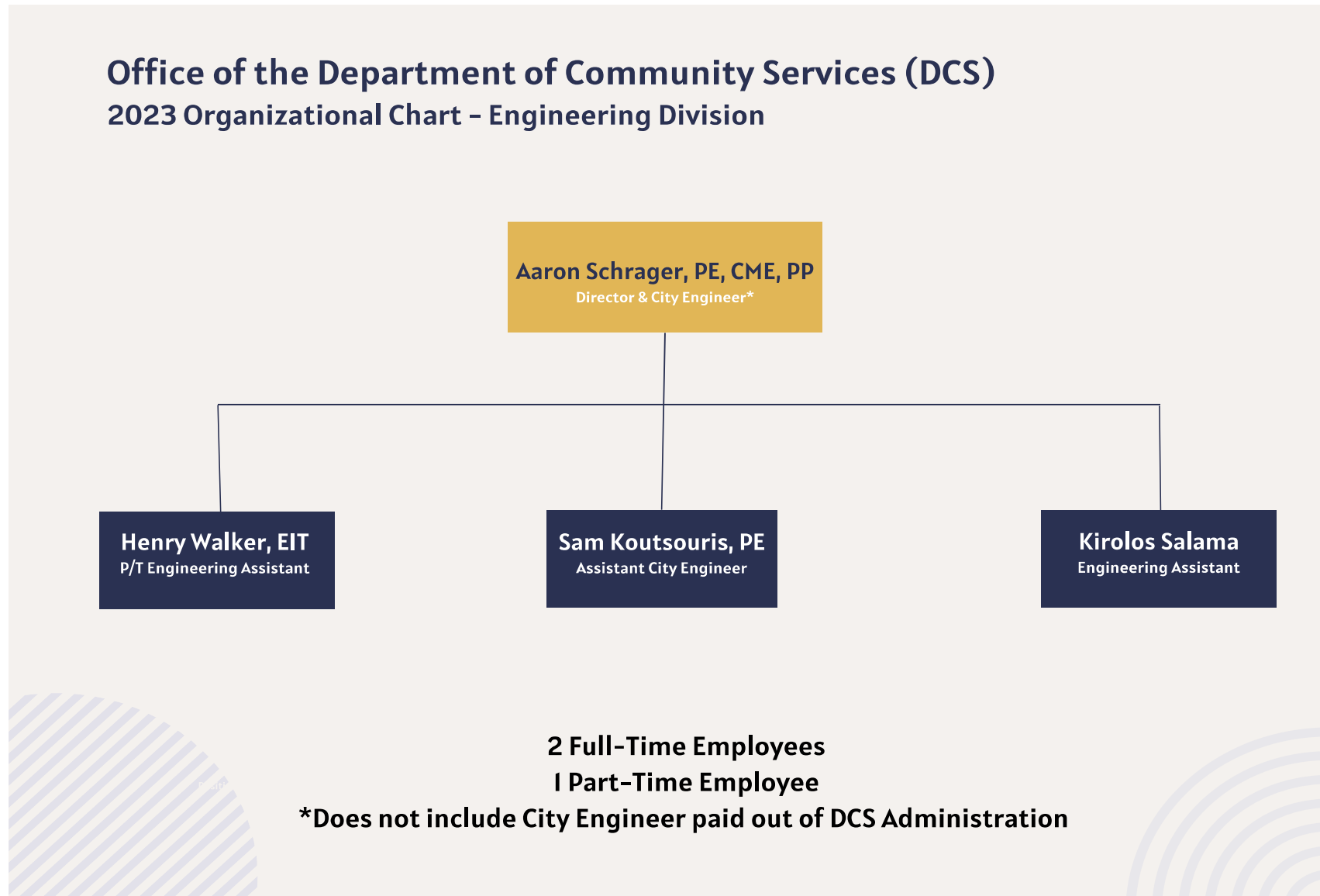


**65 Full-Time Employees**  
**18 Part-Time Employees**  
(Does not include Full-Time Golf Course Maintenance Worker  
who is in Teamsters Labor Union)

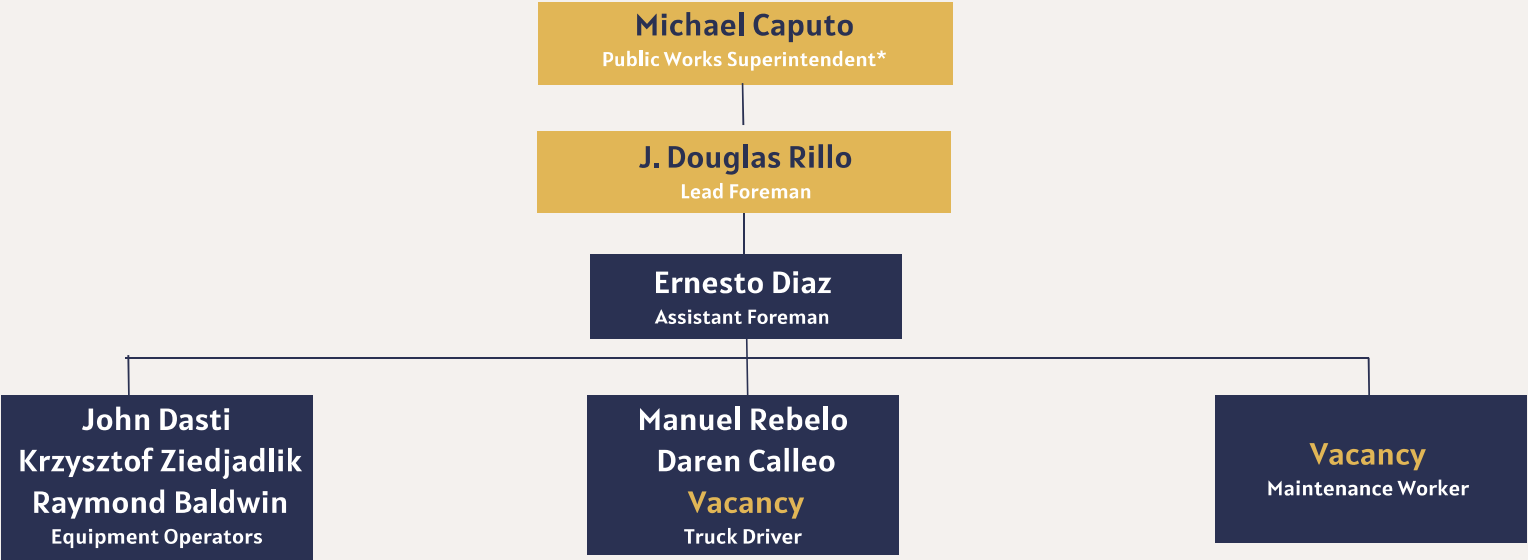
Office of the Department of Community Services (DCS)  
2024 Organizational Chart - DCS Administration



6 Full-Time Employees  
1 Part-Time Employee



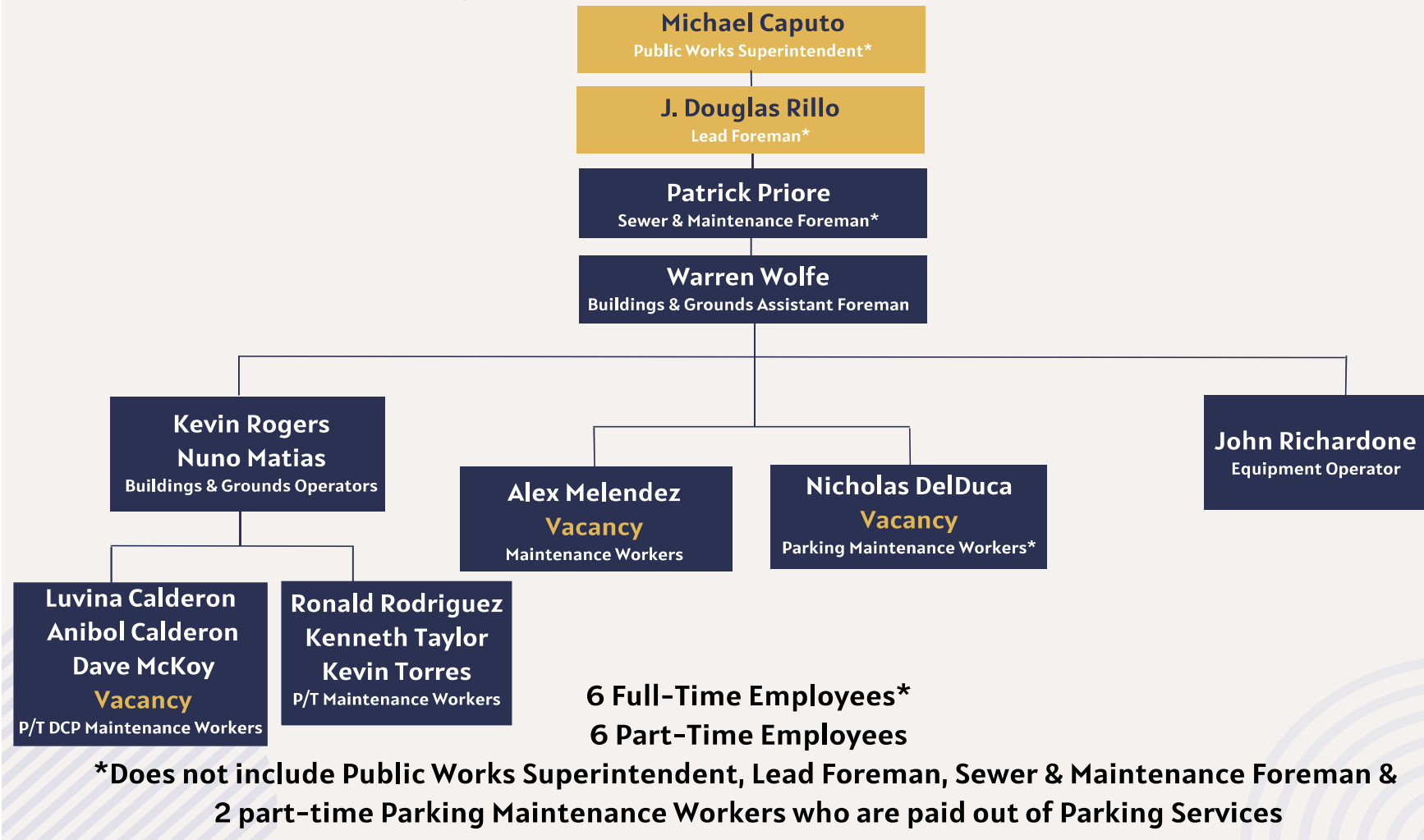
Office of the Department of Community Services (DCS)  
2024 Organizational Chart – Division of Public Works (DPW)  
Roads Unit



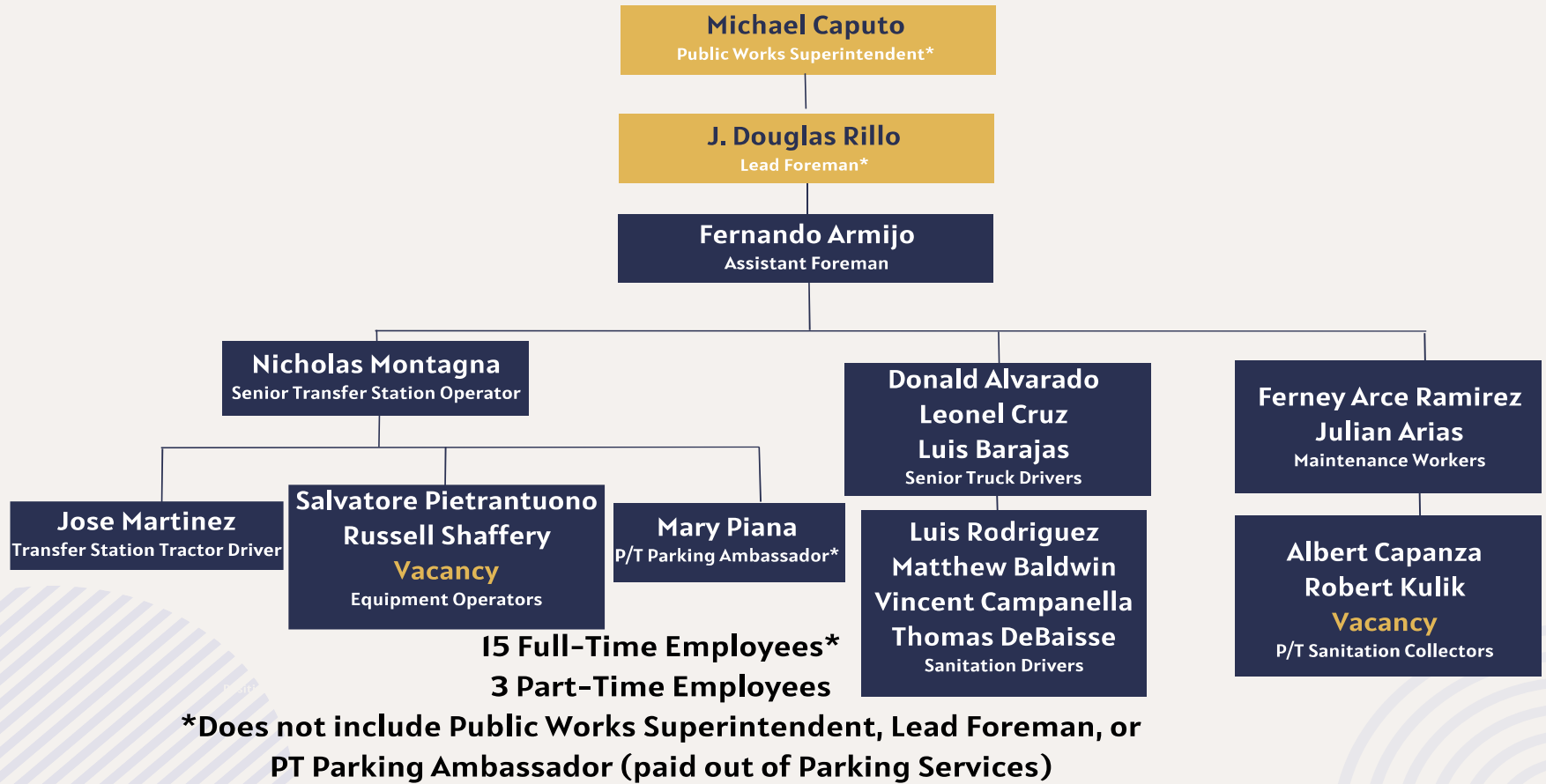
9 Full-Time Employees\*  
\*Does not include Superintendent



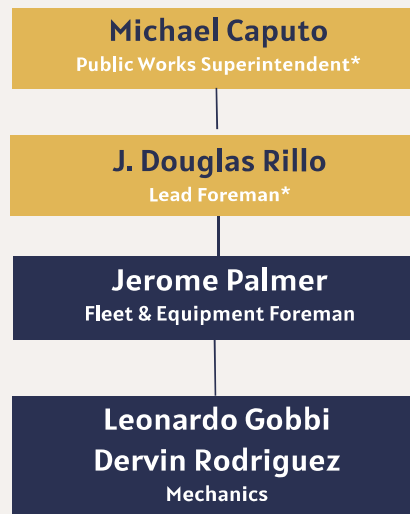
Office of the Department of Community Services (DCS)  
2024 Organizational Chart - Division of Public Works (DPW)  
Maintenance and Buildings & Grounds Unit



Office of the Department of Community Services (DCS)  
2024 Organizational Chart - Division of Public Works (DPW)  
Sanitation/Transfer Station/Recycling/Compost Area



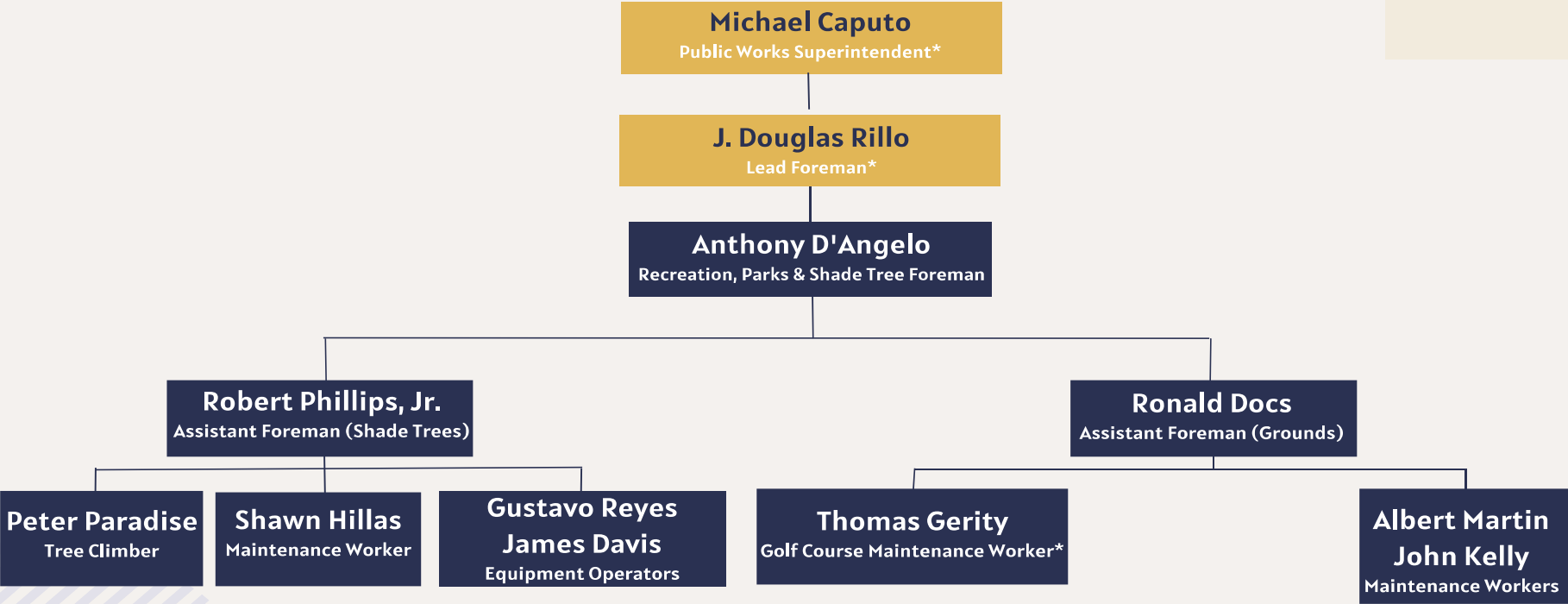
**Office of the Department of Community Services (DCS)**  
**2024 Organizational Chart - Division of Public Works (DPW)**  
**Fleet Maintenance & Equipment Unit**



**3 Full-Time Employees\***

**\*Does not include Superintendent and Lead Foreman**

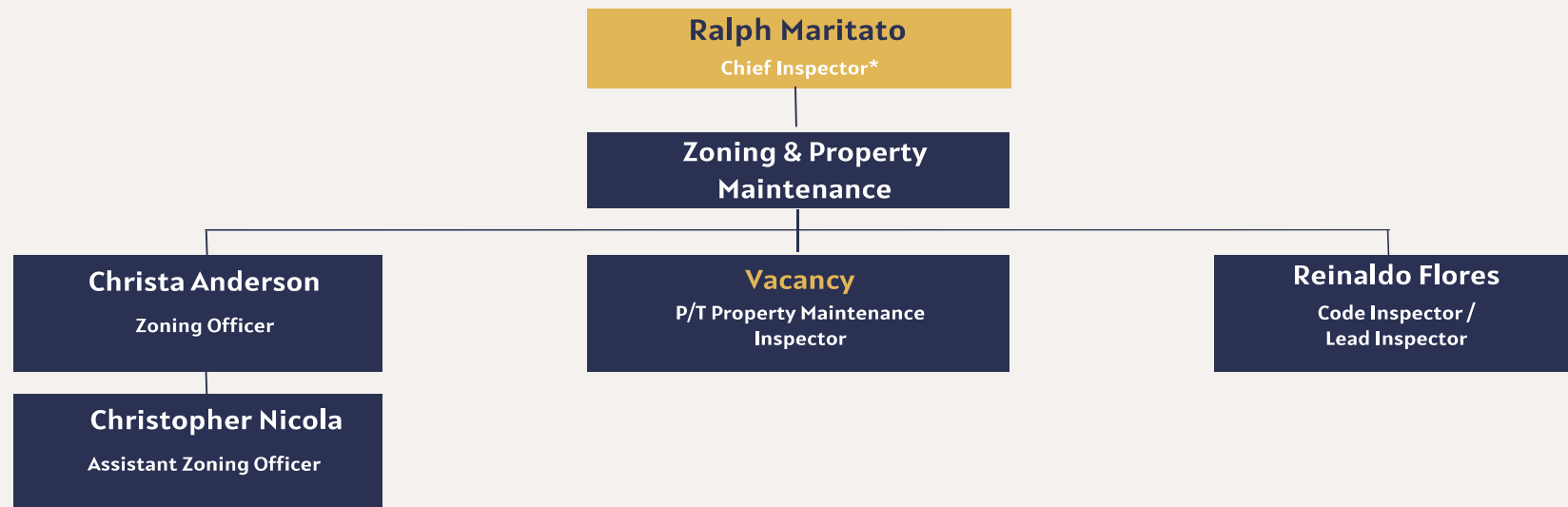
Office of the Department of Community Services (DCS)  
2024 Organizational Chart - Division of Public Works (DPW)  
Recreation, Parks & Shade Trees Unit



9 Full-Time Employees\*

\*Does not include Superintendent, Lead Foreman, or Golf Course Maintenance Worker

## Office of the Department of Community Services (DCS) 2024 Organizational Chart – Code Enforcement



**2 Full-Time Employees\***  
**1 Part-Time Employee**  
**\*Does not include Chief Inspector and Code Inspector / Lead Inspector**

# 465-000 DEPARTMENT OF COMMUNITY SERVICES (DCS)

LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 533,375	\$ 533,375	\$ 528,850	\$ 4,525	\$ 679,607	\$ 679,607	\$ 146,232	27.42%
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	5,472	(472)	5,000	5,000	0	0.00%
195	National Night Out	5,500	5,500	7,013	(1,513)	5,500	5,500	0	0.00%
196	Overtime - Summit Free Market	5,500	5,500	0	5,500	5,500	5,500		
Total Salary & Wages		\$ 550,375	\$ 550,375	\$ 541,335	\$ 9,040	\$ 696,607	\$ 696,607	\$ 146,232	26.57%
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 15,500	\$ 15,500	\$ 11,612	\$ 3,888	\$ 15,500	\$ 15,500	\$ 0	0.00%
202	Marketing & Advertising	3,000	3,000	1,886	1,114	3,000	3,000	0	0.00%
205	Nat'l Night Out & 4th July Materials	1,000	1,000	918	82	1,500	1,500	500	50.00%
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	10,500	10,500	0	10,500	10,500	0	0.00%
804	Training & Seminars	6,500	6,500	4,219	2,281	6,500	6,500	0	0.00%
806	Memberships	3,600	3,600	1,693	1,907	3,600	3,600	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	1,867	2,833	14,500	14,500	9,800	208.51%
810	Software Maintenance	30,000	30,000	29,999	1	38,500	38,500	8,500	28.33%
812	Licenses & Certifications	6,400	6,400	1,144	5,256	6,400	6,400	0	0.00%
Total Other Expenses		\$ 89,800	\$ 89,800	\$ 63,838	\$ 25,962	\$ 108,600	\$ 108,600	\$ 18,800	20.94%
Division Total		\$ 640,175	\$ 640,175	\$ 605,173	\$ 35,002	\$ 805,207	\$ 805,207	\$ 165,032	25.78%
29-401-000									
200	<u>Downtown Maintenance</u>	\$ 8,500	\$ 8,500	\$ 5,313	\$ 3,187	\$ 8,500	\$ 8,500	\$ 0	0.00%
Overall Community Services Total		\$ 648,675	\$ 648,675	\$ 610,486	\$ 38,189	\$ 813,707	\$ 813,707	\$ 165,032	25.44%

Status	Title	2023 Base + Longevity	2024 Base	Grade	Step	Stipend	Longevity	2024 Total
Blades, Jin	Full-Time Assistant Director	\$ 105,825	\$ 108,735	13	19	\$ 0		\$ 108,735
Caputo, Michael	Full-Time Superintendent of Public Works	120,976	117,561	16	18	3,000	2,000	122,561
DiLauri, Matthew (75%)	Full-Time Land Use Manager	70,280	74,018	15	12	6,000	0	80,018
Soulios, Stephanie	Full-Time Land Use Assistant	60,759	63,175	6	11	12,000	0	75,175
Schrager, Aaron	Full-Time DCS Director	175,535	180,362	19	19		0	180,362
Nicola, Christopher*	Full-Time Asst. Zoning Officer	62,368	0				0	0
Vacancy	Part-Time DCS Staff Assistant	0	33,494	5	9		0	33,494
Vacancy	Full-Time Facilities Manager	0	97,262	14	15		0	97,262
Stipend Reimbursements						(18,000)		(18,000)
<b>Salaries &amp; Wages Total</b>		<b>\$ 533,375</b>	<b>\$ 674,607</b>			<b>\$ 3,000</b>	<b>\$ 2,000</b>	<b>\$ 679,607</b>

\*Transferred to Code Enforcement Division

# 165-000 DCS - ENGINEERING DIVISION

LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full Time	\$ 223,143	\$ 193,143	\$ 191,148	\$ 1,995	\$ 196,113	\$ 196,113	\$ (27,030)	-12.11%
102	Interns	17,000	17,000	7,665	9,335	17,000	17,000	0	0.00%
106	Part Time	54,288	54,288	44,039	10,249	95,238	95,238	40,950	43.00%
<b>Total Salary &amp; Wages</b>		<b>\$ 294,431</b>	<b>\$ 264,431</b>	<b>\$ 242,852</b>	<b>\$ 21,579</b>	<b>\$ 308,351</b>	<b>\$ 308,351</b>	<b>\$ 13,920</b>	<b>4.73%</b>
*Transferred \$28,000 to Police S&W & \$2,000 to Transfer Station S&W									
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 1,500	\$ 1,500	\$ 1,786	\$ (286)	\$ 1,500	\$ 1,500	\$ 0	0.00%
405	Vehicle Maintenance	1,500	1,500	1,333	167	1,500	1,500	0	0.00%
503	Contract Services	7,500	7,500	5,000	2,500	7,500	7,500	0	0.00%
504	GIS CAD Software License	9,000	9,000	7,395	1,605	9,000	9,000	0	0.00%
505	Printing	1,500	1,500	313	1,187	1,500	1,500	0	0.00%
709	Miscellaneous Equipment	1,000	1,000	440	560	1,000	1,000	0	0.00%
809	Conferences/Meetings & Training	5,000	5,000	4,203	797	5,000	5,000	0	0.00%
<b>Total Other Expenses</b>		<b>\$ 27,000</b>	<b>\$ 27,000</b>	<b>\$ 20,471</b>	<b>\$ 6,529</b>	<b>\$ 27,000</b>	<b>\$ 27,000</b>	<b>\$ 0</b>	<b>0.00%</b>
<b>Division Total</b>		<b>\$ 321,431</b>	<b>\$ 291,431</b>	<b>\$ 263,323</b>	<b>\$ 28,108</b>	<b>\$ 335,351</b>	<b>\$ 335,351</b>	<b>\$ 13,920</b>	<b>4.33%</b>



		2023	2024				2024
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Vacancy	Full-Time City Engineer	\$ 55,000	\$ 24,000	17	19	\$ 0	\$ 24,000
Koutsouris, Sam	Full-Time Assistant City Engineer	103,038	105,941	15	16-18	0	105,941
Salama, Kirilos	Full-Time Engineering Assistant	65,105	66,172	11	5-7	0	66,172
Walker, Henry	Part-Time Assistant Engineer	54,288	54,288			0	54,288
Witty, Ingrid	Part-Time Assistant Engineer	0	40,950			0	40,950
<b>Salaries &amp; Wages Total</b>		<b>\$ 277,431</b>	<b>\$ 291,351</b>			<b>\$ 0</b>	<b>\$ 291,351</b>

# 290-000 DCS - ROADS UNIT

# LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 681,051	\$ 651,051 *	\$ 622,659	\$ 28,392	\$ 593,969	\$ 593,969	\$ (87,082)	-12.79%
103	Seasonal	8,000	8,000	8,340	(340)	8,500	8,500	500	6.25%
104	Overtime	75,000	75,000	84,843	(9,843)	85,000	85,000	10,000	13.33%
107	Snow Removal	75,000	75,000	75,000 **	0	90,000	75,000	0	0.00%
Total Salary & Wages		\$ 839,051	\$ 809,051	\$ 790,842	\$ 18,209	\$ 777,469	\$ 762,469	\$ (76,582)	-9.13%
* Transferred \$30,000 to Police S&W									
** Transferred unexpended to Snow Reserve									
<u>Other Expenses</u>									
201	Supplies	\$ 5,000	\$ 5,000	\$ 4,996	\$ 4	\$ 5,000	\$ 5,000	\$ 0	0.00%
205	Tools	2,000	2,000	1,493	507	2,000	2,000	0	0.00%
211	Road Materials	60,000	73,000 *	59,142	13,858	60,000	60,000	0	0.00%
407	Snow Removal Services	25,000	25,000	25,000 **	0	50,000	40,000	15,000	60.00%
408	Snow Removal Materials	45,000	45,000	42,626	2,374	45,000	45,000	0	0.00%
801	Clothing Purchase/Cleaning	0	0	0	0	0	0	0	0.00%
*Transferred \$13,000 from various accounts									
**Transferred unexpended to Snow Reserve									
Total Other Expenses		\$ 137,000	\$ 150,000	\$ 133,256	\$ 16,744	\$ 162,000	\$ 152,000	\$ 15,000	10.95%
Division Total		\$ 976,051	\$ 959,051	\$ 924,098	\$ 34,953	\$ 939,469	\$ 914,469	\$ (61,582)	-6.31%

## 290-000 DCS - ROADS UNIT

## EMPLOYEE SALARY & WAGES

	Status	Title	2023 Base + Longevity	2024 Base	Grade	Step	Stipend	Longevity	2024 Total
Baldwin, Raymond	Full-Time	Equipment Operator	\$ 86,786	\$ 85,286	8	19		\$ 1,500	\$ 86,786
Calleo, Daren	Full-Time	Truck Driver	0	49,332	6	1		0	49,332
Dastj, John	Full-Time	Equipment Operator	86,786	85,286	6	14		1,500	86,786
Diaz, Ernesto Jr.	Full-Time	Assistant Foreman	93,292	89,292	9	19		2,000	91,292
Rebelo, Manuel	Full-Time	Truck Driver	45,872	49,332	6	1		0	49,332
Rillo, J. Douglas (Ret. 8/1/24)	Full-Time	Lead Foreman	118,454	60,165	11	19	\$ 5,000	6,017	71,182
Niedjadlik, Krzysztof	Full-Time	Equipment Operator	50,228	54,730	8	2		0	54,730
Vacancy	Full-Time	Maintenance Worker	0	45,872	5	1		0	45,872
Vacancy	Full-Time	Truck Driver	54,453	0				0	0
Palmer, Jerome*	Full-Time	Equipment Operator	87,786	0				0	0
Resignation	Full-Time	Maintenance Worker	44,627	0				0	0
Vacancy (Resignation 3/24)	Full-Time	Truck Driver	58,639	58,657				0	58,657
<b>Salaries &amp; Wages Total</b>			<b>\$ 668,284</b>	<b>\$ 519,295</b>			<b>\$ 5,000</b>	<b>\$ 11,017</b>	<b>\$ 593,969</b>

\* Transferred to Fleet Maintenance Division

# 300-000 DCS - PUBLIC WORKS MAINTENANCE

LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 168,778	\$ 168,778	\$ 161,685	\$ 7,093	\$ 172,009	\$ 172,009	\$ 3,231	1.91%
104	Overtime	25,000	25,000	8,589	16,411	25,000	25,000	0	0.00%
106	Sick Leave Incentive	25,000	19,500 *	17,650	1,850	25,000	25,000	0	0.00%
Total Salary & Wages		\$ 218,778	\$ 213,278	\$ 187,924	\$ 25,354	\$ 222,009	\$ 222,009	\$ 3,231	1.48%
		*Transferred \$5,500 to Admin S&W							
<u>Other Expenses</u>									
201	Supplies	\$ 5,000	\$ 5,000	\$ 9,266	\$ (4,266)	\$ 8,500	\$ 8,500	\$ 3,500	70.00%
205	Tools	1,100	1,100	990	110	1,100	1,100	0	0.00%
211	Road Materials	6,000	6,000	9,409	(3,409)	7,000	7,000	1,000	16.67%
212	Sewer Materials	5,000	5,000	6,330	(1,330)	6,000	6,000	1,000	20.00%
215	Street Name Signs	3,000	3,000	3,225	(225)	3,000	3,000	0	0.00%
216	Storm Water Licenses	8,750	8,750	9,986	(1,236)	8,750	8,750	0	0.00%
408	Traffic Signal Maintenance	25,000	25,000	23,215	1,785	25,000	25,000	0	0.00%
409	Street Light Maintenance	5,000	5,000	3,463	1,537	5,000	5,000	0	0.00%
502	Road Striping Contract Services	10,000	10,000	1,225	8,775	10,000	10,000	0	0.00%
801	Clothing Purchase/Cleaning	0	0	0	0	0	0	0	0.00%
Total Other Expenses		\$ 68,850	\$ 68,850	\$ 67,110	\$ 1,740	\$ 74,350	\$ 74,350	\$ 5,500	7.99%
Division Total		\$ 287,628	\$ 282,128	\$ 255,035	\$ 27,093	\$ 296,359	\$ 296,359	\$ 8,731	3.04%

		2023	2024				2024
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Melendez, Alexander	Full-Time Maintenance Worker	\$ 54,528	\$ 57,288	5	10	\$ 0	\$ 57,288
Richardone, John	Full-Time Equipment Operator	66,056	68,349	8	11	500	68,849
Davis, James*	Full-Time Maintenance Worker	48,194	0	8	1	0	0
Vacancy	Full-Time Maintenance Worker	0	45,872	5	1	0	45,872
<b>Salaries &amp; Wages Total</b>		<b>\$ 168,778</b>	<b>\$ 171,509</b>			<b>\$ 500</b>	<b>\$ 172,009</b>

\* Transferred to Shade Tree Division

# 305-000 DCS - SANITATION

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<b><u>Salaries and Wages</u></b>									
101	Full-Time	\$ 548,094	\$ 548,094	\$ 502,517	\$ 45,577	\$ 563,314	\$ 563,314	\$ 15,220	2.78%
102	Per Diem	100,000	100,000	73,912	26,088	0	0	(100,000)	-100.00%
103	Part-Time	0	0	0	0	100,000	100,000	100,000	100.00%
104	Overtime	15,000	15,000	5,351	9,649	15,000	15,000	0	0.00%
105	Holiday Pay	25,000	25,000	16,606	8,394	25,000	25,000	0	0.00%
109	Leaf Pay	30,000	30,000	26,610	3,390	35,957	35,957	5,957	19.86%
<b>Total Salary &amp; Wages</b>		<b>\$ 718,094</b>	<b>\$ 718,094</b>	<b>\$ 624,996</b>	<b>\$ 93,098</b>	<b>\$ 739,271</b>	<b>\$ 739,271</b>	<b>\$ 21,177</b>	<b>2.95%</b>
<b><u>Other Expenses</u></b>									
209	Supplies & Materials	\$ 2,500	\$ 2,500	\$ 1,900	\$ 600	\$ 2,500	\$ 2,500	\$ 0	0.00%
404	Ground Maintenance	1,500	1,500	1,077	423	1,500	1,500	0	0.00%
801	Clothing Maintenance/ Cleaning	0	0	0	0	0	0	0	0.00%
<b>Total Other Expenses</b>		<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 2,977</b>	<b>\$ 1,023</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 0</b>	<b>0.00%</b>
<b>Division Total</b>		<b>\$ 722,094</b>	<b>\$ 722,094</b>	<b>\$ 627,973</b>	<b>\$ 94,121</b>	<b>\$ 743,271</b>	<b>\$ 743,271</b>	<b>\$ 21,177</b>	<b>2.93%</b>

	Status	Title	2023	2024				2024
			Base + Longevity	Base	Grade	Step	Longevity	Total
Alvarado, Donald	Full-Time	Truck Driver	\$ 78,924	\$ 77,424	6	14	\$ 1,500	\$ 78,924
Arce Ramirez, Ferney	Full-Time	Maintenance Worker	0	45,872	5	1	0	45,872
Arias, Julian	Full-Time	Sanitation Collector	0	45,872	5	1	0	45,872
Baldwin, Matthew*	Full-Time	Truck Driver	0	72,053	6	10-14	500	72,553
Barajas, Luis	Full-Time	Truck Driver	60,105	60,124	6	8-10	0	60,124
Campanella, Vincent	Full-Time	Truck Driver	0	51,829	6	3	0	51,829
Cruz, Leonel	Full-Time	Truck Driver	65,747	72,384	6	14	500	72,884
DeBiasse, Thomas	Full-Time	Truck Driver	53,141	55,831	6	5-7	0	55,831
Rodriguez, Luis	Full-Time	Truck Driver	78,924	77,424	6	14	2,000	79,424
Rodriguez-Vasquez, Dervin**	Full-Time	Truck Driver	54,453	0	6	5	0	0
Capanza, Albert	Part-Time	Sanitation Collector	0	37,700	5	1	0	37,700
Kulik, Robert	Part-Time	Sanitation Collector	0	37,700	5	1	0	37,700
Vacancy	Part-Time	Sanitation Collector	0	24,600	5	1	0	24,600
Vacancy	Full-Time	Truck Driver	51,829	0			0	0
Resignation	Full-Time	Truck Driver	53,141	0			0	0
Resignation	Full-Time	Truck Driver	51,829	0			0	0
<b>Salaries &amp; Wages Total</b>			<b>\$ 548,094</b>	<b>\$ 658,814</b>			<b>\$ 4,500</b>	<b>\$ 663,314</b>

\* Transferred from Shade Tree Division

\*\* Transferred to Fleet Maintenance Division

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<i><u>Salaries and Wages</u></i>									
101	Full-Time	\$ 90,792	\$ 90,792	\$ 90,792	\$ 0	\$ 90,792	\$ 90,792	\$ 0	0.00%
	Total Salary & Wages	\$ 90,792	\$ 90,792	\$ 90,792	\$ 0	\$ 90,792	\$ 90,792	\$ 0	0.00%
<i><u>Other Expenses</u></i>									
203	Supplies	\$ 2,250	\$ 2,250	\$ 183	\$ 2,067	\$ 2,250	\$ 2,250	\$ 0	0.00%
205	Tools	500	500	660	(160)	675	675	175	35.00%
512	Curbside Collection	840,800	840,800	840,800	0	1,008,960	1,008,960	168,160	20.00%
	Total Other Expenses	\$ 843,550	\$ 843,550	\$ 841,643	\$ 1,907	\$ 1,011,885	\$ 1,011,885	\$ 168,335	19.96%
	Division Total	\$ 934,342	\$ 934,342	\$ 932,435	\$ 1,907	\$ 1,102,677	\$ 1,102,677	\$ 168,335	18.02%



		2023		2024				2024
Status	Title	Base + Longevity		Base	Grade	Step	Longevity	Total
Armijo, Fernando	Full-Time Sanitation/Recycling Assistant Foreman	\$ 90,792		\$ 89,292	9	14	\$ 1,500	\$ 90,792
Salaries & Wages Total		\$ 90,792		\$ 89,292			\$ 1,500	\$ 90,792

# 306-000 DCS - TRANSFER STATION

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 234,596	\$ 234,596	\$ 229,906	\$ 4,690	\$ 235,386	\$ 235,386	\$ 790	0.34%
104	Overtime	40,000	43,000 *	32,349	10,651	40,000	40,000	0	0.00%
109	Other Pay - Holiday Pay	0	0	0	0	0	0	0	0.00%
Total Salary & Wages		\$ 274,596	\$ 277,596	\$ 262,255	\$ 15,341	\$ 275,386	\$ 275,386	\$ 790	0.29%
		*Transferred \$2,000 from Engineering S&W & 1,000 from P&ST S&W							
<u>Other Expenses</u>									
202	Supplies & Materials	\$ 5,000	\$ 5,000	\$ 7,972	\$ (2,972)	\$ 7,500	\$ 7,500	\$ 2,500	50.00%
216	Facility Licenses	28,000	23,000 *	18,240	4,760	28,000	28,000	0	0.00%
223	Tolls	250	250	1,000	(750)	1,000	1,000	750	300.00%
402	Building Maintenance	12,000	12,000	10,158	1,842	12,000	12,000	0	0.00%
511	Computer Service	4,000	4,000	4,000	0	4,500	4,500	500	12.50%
809	Conferences & Meetings	1,500	1,500	1,420	80	1,500	1,500	0	0.00%
Total Other Expenses		\$ 50,750	\$ 45,750	\$ 42,790	\$ 2,960	\$ 54,500	\$ 54,500	\$ 3,750	7.39%
Division Total		\$ 325,346	\$ 323,346	\$ 305,045	\$ 18,301	\$ 329,886	\$ 329,886	\$ 4,540	1.40%
		*Transferred \$5,000 to Disposal Charges							
308-000 Disposal Charges									
201	Disposal Charges	\$ 840,000	\$ 850,600 *	\$ 834,313	\$ 16,287	\$ 895,000	\$ 895,000	\$ 55,000	6.55%
202	Disposal Charges-Vegatative	150,000	150,000	95,889	54,111	150,000	125,000	\$ (25,000)	100.00%
Overall Transfer Station Total		\$ 1,315,346	\$ 1,323,946	\$ 1,235,247	\$ 88,699	\$ 1,374,886	\$ 1,349,886	\$ 34,540	2.63%
		*Transferred \$10,600 from various accounts							

		2023	2024					2024
Status	Title	Base + Longevity	Base	Grade	Step	Longevity		Total
Martinez, Jose	Full-Time	Transfer Station Tractor Driver	\$ 85,786	\$ 83,786	8	19	\$ 2,000	\$ 85,786
Montagna, Nicholas (Retire 11/1/24)	Full-Time	Sr. Transfer Station Operator	91,292	89,292	9	19	2,000	91,292
Vacancy	Full-Time	Equipment Operator	0	53,395	8	1	0	53,395
Russo, Massimiliano (Resigned 1/24)	Full-Time	Equipment Operator	57,518	4,913	8	4-6	0	4,913
Salaries & Wages Total		\$ 234,596	\$ 231,386			\$ 4,000		\$ 235,386

# 307-000 DCS - COMPOST AREA

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 171,572	\$ 173,072 *	\$ 172,611	\$ 461	\$ 171,572	\$ 171,572	\$ 0	0.00%
104	Overtime	15,000	19,000 **	19,124	(124)	20,000	20,000	5,000	33.33%
Total Salary & Wages		\$ 186,572	\$ 192,072	\$ 191,735	\$ 337	\$ 191,572	\$ 191,572	\$ 5,000	2.68%
*Transferred \$1,500 from P&ST S&W									
** Transferred \$4,000 from P&ST S&W									
<u>Other Expenses</u>									
205	Tools	\$ 200	\$ 200	\$ 157	\$ 43	\$ 200	\$ 200	\$ 0	0.00%
402	Compost Station Maintenance	4,000	2,000	448	1,552	4,000	4,000	0	0.00%
Total Other Expenses		\$ 4,200	\$ 2,200	\$ 604	\$ 1,596	\$ 4,200	\$ 4,200	\$ 0	0.00%
*Transferred \$2,000 to Disposal Fees									
Division Total		\$ 190,772	\$ 194,272	\$ 192,339	\$ 1,933	\$ 195,772	\$ 195,772	\$ 5,000	2.62%

		2023	2024				2024
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Pietrantuono, Salvatore	Full-Time Equipment Operator	\$ 85,786	\$ 83,786	8	19	\$ 2,000	\$ 85,786
Shaffery, Russell	Full-Time Equipment Operator	85,786	83,786	8	14	2,000	85,786
<b>Salaries &amp; Wages Total</b>		<b>\$ 171,572</b>	<b>\$ 167,572</b>			<b>\$ 4,000</b>	<b>\$ 171,572</b>

# 310-000 DCS - BUILDINGS & GROUNDS UNIT

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 214,217	\$ 214,217	\$ 214,217	\$ 0	\$ 220,744	\$ 220,744	\$ 6,527	3.05%
102	Part-Time	92,026	92,026	90,563	1,463	96,713	96,713	4,687	5.09%
104	Overtime	10,000	14,000 *	12,254	1,746	15,000	15,000	5,000	50.00%
<b>Total Salary &amp; Wages</b>		<b>\$ 316,243</b>	<b>\$ 320,243</b>	<b>\$ 317,034</b>	<b>\$ 3,209</b>	<b>\$ 332,457</b>	<b>\$ 332,457</b>	<b>\$ 16,214</b>	<b>5.13%</b>
		* Transfer \$4,000 from P&ST S&W							
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 30,000	\$ 28,000 *	\$ 23,310	\$ 4,690	\$ 30,000	\$ 30,000	\$ 0	0.00%
205	Tools	1,500	1,500	942	558	1,500	1,500	0	0.00%
411	Repairs - 41 Chatham Rd City Garage	12,500	12,500	8,833	3,667	12,500	12,500	0	0.00%
412	Repairs - 512 Springfield City Hall	25,000	25,000	26,828	(1,828)	25,000	25,000	0	0.00%
418	Repairs - 100 Morris Ave Comm Center	10,000	9,000 **	8,251	749	10,000	10,000	0	0.00%
419	Repairs - 5 Myrtle Ave Cornog Building	2,500	2,500	1,358	1,142	2,500	2,500	0	0.00%
420	Repairs - ButlerPkwy/Tatlock Fieldhouse	3,000	3,000	1,360	1,640	3,000	3,000	0	0.00%
421	Repairs - Wilson Park Pavilion	500	500	191	309	500	500	0	0.00%
422	Repairs - Free Market	1,000	1,000	1,379	(379)	1,300	1,300	300	0.00%
501	Pest Control Contract Services	500	500	0	500	500	500	0	0.00%
502	City Hall Maintenance Contracts	52,000	52,000	50,207	1,793	60,000	60,000	8,000	15.38%
503	Community Center Maintenance Contracts	11,250	11,250	1,900	9,350	12,500	12,500	1,250	11.11%
504	Cornog Bldg Maintenance Contracts	1,000	1,000	130	870	1,000	1,000	0	0.00%
505	Other DCS Building Contracts	1,000	1,000	0	1,000	1,000	1,000	0	0.00%
506	PB&G Generators	10,000	10,000	18,500	(8,500)	10,000	10,000	0	0.00%
<b>Total Other Expenses</b>		<b>\$ 161,750</b>	<b>\$ 158,750</b>	<b>\$ 143,189</b>	<b>\$ 15,561</b>	<b>\$ 171,300</b>	<b>\$ 171,300</b>	<b>\$ 9,550</b>	<b>5.90%</b>
		* Transferred \$2,000 to RRM OE							
		** Transferred \$1,000 to Disposal Fees							
<b>Division Total</b>		<b>\$ 477,993</b>	<b>\$ 478,993</b>	<b>\$ 460,223</b>	<b>\$ 18,770</b>	<b>\$ 503,757</b>	<b>\$ 503,757</b>	<b>\$ 25,764</b>	<b>5.39%</b>

	2023			2024				2024
	Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Matias, Nuno	Full-Time	Buildings & Grounds Operator	\$ 56,098	\$ 58,938	8	5	\$ 0	\$ 58,938
Rogers, Kevin	Full-Time	Buildings & Grounds Operator	84,786	83,786	8	14	1,000	84,786
Wolfe, Warren	Full-Time	Asst Foreman	73,333	76,520	9	13	500	77,020
Salaries & Wages Total			\$ 214,217	\$ 219,244			\$ 1,500	\$ 220,744
Calderon, Anibol	Part-Time	Maintenance Worker - DCP	\$ 11,248	\$ 15,000			\$ 0	\$ 15,000
Calderon, Luvina	Part-Time	Maintenance Worker - DCP	11,248	20,000			0	20,000
McCoy, Dave	Part-Time	Maintenance Worker - DCP	0	15,000			0	15,000
Rodriquez, Ronald	Part-Time	Maintenance Worker	16,360	16,713			0	16,713
Taylor, Kenneth	Part-Time	Maintenance Worker	16,360	15,000			0	15,000
Torres, Kevin	Part-Time	Maintenance Worker	16,360	15,000			0	15,000
Vacancy	Part-Time	Maintenance Worker - DCP	20,450	0			0	0
Salaries & Wages Total			\$ 92,026	\$ 96,713			\$ 0	\$ 96,713

# 315-000 DCS - FLEET MAINTENANCE

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 266,453	\$ 266,453	\$ 259,600	\$ 6,853	\$ 217,416	\$ 217,416	\$ (49,037)	-18.40%
104	Overtime	8,000	8,000	5,900	2,100	8,000	8,000	0	0.00%
Total Salary & Wages		<u>\$ 274,453</u>	<u>\$ 274,453</u>	<u>\$ 265,500</u>	<u>\$ 8,953</u>	<u>\$ 225,416</u>	<u>\$ 225,416</u>	<u>\$ (49,037)</u>	<u>-17.87%</u>
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 4,000	\$ 4,000	\$ 3,898	\$ 102	\$ 4,000	\$ 4,000	\$ 0	0.00%
205	Tools	1,500	1,500	2,310	(810)	1,500	1,500	0	0.00%
209	Safety Gear	5,000	5,000	4,730	270	5,000	5,000	0	0.00%
210	First Aid Supplies	1,500	4,000 *	3,675	325	4,000	4,000	2,500	166.67%
214	Vehicle Supplies	9,000	9,000	9,094	(94)	9,000	9,000	0	0.00%
601	Roads Equipment Maintenance	27,500	27,500	27,849	(349)	27,500	27,500	0	0.00%
602	Public Works Equipment Maintenance	3,000	3,000	3,121	(121)	3,000	3,000	0	0.00%
603	Sanitation Equipment Maintenance	0	0	11,103	(11,103)	0	0	0	0.00%
604	Recycling Equipment Maintenance	1,000	1,000	0	1,000	1,000	1,000	0	0.00%
605	Transfer Station Equipment Maintenance	7,500	6,500 **	5,916	584	7,500	7,500	0	0.00%
606	Compost Equipment Maintenance	10,000	10,000	13,034	(3,034)	18,000	18,000	8,000	80.00%
607	PB&G Equipment Maintenance	1,000	1,000	60	940	1,000	1,000	0	0.00%
608	Garage Equipment Maintenance	10,000	10,000	9,586	414	10,000	10,000	0	0.00%
609	Parks Equipment Maintenance	20,000	18,000 **	10,844	7,156	20,000	20,000	0	0.00%
611	Roads Vehicle Maintenance	30,000	27,000 **	21,746	5,254	30,000	30,000	0	0.00%
612	Public Works Vehicle Maintenance	14,000	14,000	14,889	(889)	14,000	14,000	0	0.00%
613	Sanitation Vehicle Maintenance	30,000	30,000	32,650	(2,650)	70,000	70,000	40,000	133.33%
614	Recycling Vehicle Maintenance	7,500	7,500	12,527	(5,027)	7,500	7,500	0	0.00%
615	Transfer Station Vehicle Maintenance	22,000	22,000	20,086	1,914	22,000	22,000	0	0.00%
616	Compost Vehicle Maintenance	5,000	5,000	2,305	2,695	5,000	5,000	0	0.00%
617	PB&G Vehicle Maintenance	1,000	1,000	536	464	1,000	1,000	0	0.00%
618	Garage Vehicle Maintenance	4,000	4,000	1,478	2,522	4,000	4,000	0	0.00%
619	Parks Vehicle Maintenance	20,000	20,000	6,813	13,187	20,000	20,000	0	0.00%
699	Diesel Vehicle Maintenance	2,500	2,500	1,989	511	2,500	2,500	0	0.00%
700	Fuel System Equipment Maintenance	11,150	11,150	2,095	9,055	15,000	15,000	3,850	34.53%
701	Licensing Requirements	17,050	17,050	11,450	5,600	20,500	20,500	3,450	20.23%
801	DPW Uniform Purchase	25,000	25,000	27,584	(2,584)	25,000	25,000	0	0.00%
802	DPW Uniform Cleaning	6,000	6,000	8,754	(2,754)	6,000	6,000	0	0.00%
Total Other Expenses		<u>\$ 296,200</u>	<u>\$ 292,700</u>	<u>\$ 270,124</u>	<u>\$ 22,576</u>	<u>\$ 354,000</u>	<u>\$ 354,000</u>	<u>\$ 57,800</u>	<u>19.51%</u>
*Transferred \$2,500 from P&ST S&W									
**Transferred \$6,000 to RRM OE									
Division Total		<u>\$ 570,653</u>	<u>\$ 567,153</u>	<u>\$ 535,624</u>	<u>\$ 31,529</u>	<u>\$ 579,416</u>	<u>\$ 579,416</u>	<u>\$ 8,763</u>	<u>1.54%</u>



		2023	2024					2024
Status	Title	Base + Longevity	Base	Grade	Step	Stipend	Longevity	Total
Gobbi, Leonardo	Full-Time	Mechanic	\$ 66,504	\$ 69,345	9	8-10	\$ 250 \$ 0	\$ 69,595
Palmer, Jerome	Full-Time	Foreman	0	88,423	11	13	250 2,000	90,673
Rodriguez, Dervin	Full-Time	Mechanic	42,975	57,148	9	1	0 0	57,148
Retirement	Full-Time	Foreman	66,432	0			0 0	0
Retirement	Full-Time	Mechanic	90,542	0			0 0	0
Salaries & Wages Total		\$ 266,453	\$ 214,916			\$ 500 \$ 2,000		\$ 217,416

# 375-000 DCS - SHADE TREES UNIT

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 718,656	\$ 698,656 *	\$ 645,530	\$ 53,126	\$ 668,536	\$ 668,536	\$ (50,120)	-6.97%
103	Seasonal	9,000	9,000	4,920	4,080	9,000	9,000	0	0.00%
104	Overtime	20,000	20,000	27,444	(7,444)	30,000	30,000	10,000	50.00%
Total Salary & Wages		\$ 747,656	\$ 727,656	\$ 677,894	\$ 49,762	\$ 707,536	\$ 707,536	\$ (40,120)	-5.37%
		*Transferred \$20,000 to various accounts							
<u>Other Expenses</u>									
204	Grounds Maintenance Materials	\$ 20,000	\$ 20,000	\$ 19,971	\$ 29	\$ 20,000	\$ 20,000	\$ 0	0.00%
205	Tools	4,000	4,000	2,839	1,161	4,000	4,000	0	0.00%
206	De-icing Materials	15,000	7,400 *	0	7,400	15,000	15,000	0	0.00%
226	Tree Planting	25,000	25,000	25,000	0	40,000	25,000	0	0.00%
504	Grounds Maintenance	93,000	93,000	103,356	(10,356)	95,000	95,000	2,000	2.15%
514	Tree Pruning Services Contracts	35,000	35,000	15,584	19,416	40,000	40,000	5,000	14.29%
515	Forester Services Contracts	50,000	50,000	51,121	(1,121)	55,000	55,000	5,000	10.00%
516	Contracted Park Line Maintenance					1,000	1,000	1,000	100.00%
709	Equipment	1,500	1,500	1,023	477	1,500	1,500	0	0.00%
809	Conferences & Meetings	2,000	2,000	3,265	(1,265)	2,000	2,000	0	0.00%
		*Transferred \$5,000 to RRM OE							
		*Transferred \$2,600 to Disposal Fees							
Total Other Expenses		\$ 245,500	\$ 237,900	\$ 222,159	\$ 15,741	\$ 273,500	\$ 258,500	\$ 13,000	5.30%
Division Total		\$ 993,156	\$ 965,556	\$ 900,053	\$ 65,503	\$ 981,036	\$ 966,036	\$ (27,120)	-2.73%

Status	Title	2023	2024	Grade	Step	Longevity	2024
		Base + Longevity	Base				Total
D'Angelo, Anthony	Full-Time Foreman	\$ 105,140	\$ 103,140	11	14	\$ 2,000	\$ 105,140
Davis, James	Full-Time Equipment Operator	0	53,395	8	1	2,000	55,395
Docs, Ronald	Full-Time Assistant Foreman	85,286	89,292	9	14	1,500	90,792
Hillas, Shawn	Full-Time Maintenance Worker	55,891	57,306	5	9-11	0	57,306
Kelly, John	Full-Time Maintenance Worker	0	47,033	5	1-3	0	47,033
Martin, Albert	Full-Time Maintenance Worker	45,872	44,627	4	1	0	44,627
Paradise, Peter	Full-Time Tree Climber	84,536	83,786	8	14	1,000	84,786
Phillips, Robert Jr.	Full-Time Assistant Foreman	91,292	89,292	9	19	2,000	91,292
Reyes, Gustavo	Full-Time Senior Maintenance Worker	92,165	83,786	8	19	8,379	92,165
Vacancy*	Full-Time Tree Climber	67,182	0	8	1	0	0
Retirement	Full-Time Assistant Foreman	91,292	0	9	19	0	0
<b>Salaries &amp; Wages Total</b>		<b>\$ 718,656</b>	<b>\$ 651,657</b>			<b>\$ 16,879</b>	<b>\$ 668,536</b>

\* Transferred to Sanitation Division

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Board Meetings	\$ 5,000	\$ 5,000	\$ 5,000	\$ 0	\$ 6,000	\$ 6,000	\$ 1,000	20.00%
199	Planning Board - Legal	11,500	11,500	8,000	3,500	11,500	11,500	0	0.00%
						0			
	<b>Total Salary &amp; Wages</b>	<b>\$ 16,500</b>	<b>\$ 16,500</b>	<b>\$ 13,000</b>	<b>\$ 3,500</b>	<b>\$ 17,500</b>	<b>\$ 17,500</b>	<b>\$ 1,000</b>	<b>6.06%</b>
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 1,200	\$ 1,200	\$ 640	\$ 560	\$ 1,200	\$ 1,200	\$ 0	0.00%
210	Advertising	1,000	1,000	300	700	1,000	1,000	0	0.00%
301	Printing	2,000	2,000	91	1,909	2,000	2,000	0	0.00%
499	Planning - Reporting Services	1,500	1,500	1,500	0	1,500	1,500	0	0.00%
500	Planning - Legal Services	30,000	30,000	22,416	7,584	30,000	30,000	0	0.00%
510	Planning Services	85,000	85,000	98,783	(13,782)	100,000	100,000	15,000	17.65%
511	Special Projects	60,000	60,000	(6,514)	66,514	20,000	20,000	(40,000)	-66.67%
809	Conferences/Meetings & Training	1,500	1,500	733	767	1,500	1,500	0	0.00%
	<b>Total Other Expenses</b>	<b>\$ 182,200</b>	<b>\$ 182,200</b>	<b>\$ 117,949</b>	<b>\$ 64,251</b>	<b>\$ 157,200</b>	<b>\$ 157,200</b>	<b>\$ (25,000)</b>	<b>-13.72%</b>
	<b>Division Total</b>	<b>\$ 198,700</b>	<b>\$ 198,700</b>	<b>\$ 130,949</b>	<b>\$ 67,751</b>	<b>\$ 174,700</b>	<b>\$ 174,700</b>	<b>\$ (24,000)</b>	<b>-12.08%</b>

# 185-000 DCS - BOARD OF ADJUSTMENT

LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Board Meetings	\$ 5,000	\$ 5,000	\$ 5,000	\$ 0	\$ 6,000	\$ 6,000	\$ 1,000	20.00%
	Total Salary & Wages	\$ 5,000	\$ 5,000	\$ 5,000	\$ 0	\$ 6,000	\$ 6,000	\$ 1,000	0.00%
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 500	\$ 500	\$ 0	\$ 500	\$ 500	\$ 500	\$ 0	0.00%
210	Advertising	700	700	300	400	700	700	0	0.00%
499	Reporting	3,000	3,000	4,235	(1,235)	4,000	4,000	0	0.00%
500	Contract Services - Legal	26,000	26,000	24,918	1,082	26,000	26,000	0	0.00%
809	Conferences/Meetings & Training	1,100	1,100	0	1,100	1,100	1,100	0	0.00%
	Total Other Expenses	\$ 31,300	\$ 31,300	\$ 29,453	\$ 1,847	\$ 32,300	\$ 32,300	\$ 0	0.00%
	Division Total	\$ 36,300	\$ 36,300	\$ 34,453	\$ 1,847	\$ 38,300	\$ 38,300	\$ 1,000	2.75%

# 195-000 DCS - CODE ENFORCEMENT

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over)/ Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 179,630	\$ 179,630	\$ 181,133	\$ (1,503)	\$ 206,415	\$ 206,415	\$ 26,785	14.91%
102	Part-Time	37,710	37,710	12,005	25,705	37,440	37,440	(270)	-0.72%
130	DCS Staff Support	0	0	0	0	0	0	0	0.00%
Total Salary & Wages		\$ 217,340	\$ 217,340	\$ 193,138	\$ 24,202	\$ 243,855	\$ 243,855	\$ 26,515	12.20%
<u>Other Expenses</u>									
201	Supplies and Materials	\$ 750	\$ 750	\$ 179	\$ 571	\$ 750	\$ 750	\$ 0	0.00%
301	Printing	750	750	675	75	750	750	0	0.00%
405	Vehicle Maintenance	1,000	1,000	1,098	(98)	1,000	1,000	0	0.00%
804	Training & Seminars	1,500	1,500	0	1,500	1,500	1,500	0	0.00%
Total Other Expenses		\$ 4,000	\$ 4,000	\$ 1,952	\$ 2,048	\$ 4,000	\$ 4,000	\$ 0	0.00%
Division Total		\$ 221,340	\$ 221,340	\$ 195,090	\$ 26,250	\$ 247,855	\$ 247,855	\$ 26,515	11.98%

Status	Title	2023		2024	Grade	Step	Longevity	2024
		Base + Longevity		Base				Total
Anderson, Christa (Retire 5/24)	Full-Time	Zoning Officer	\$ 112,830	\$ 61,480	12	19	\$ 6,148	\$ 67,628
Flores, Reinaldo	Full-Time	Code Inspector/Lead Inspect (UCC)	0	17,582	8	16	0	17,582
Nicola, Christopher	Full-Time	Assistant Zoning Officer	66,800	71,205	10	16	0	71,205
Vacancy	Full-Time	Zoning Officer*	0	50,000	12	19	0	50,000
Vacancy	Part-Time	Property Maintenance Inspector	37,710	37,440	7	19	0	37,440
<b>Salaries &amp; Wages Total</b>		<b>\$ 217,340</b>		<b>\$ 237,707</b>			<b>\$ 6,148</b>	<b>\$ 243,855</b>

\* Salary to fill vacancy upon retirement of current Zoning Officer

# COMMUNITY PROGRAMS (DCP)



# SUMMIT DEPARTMENT OF COMMUNITY PROGRAMS



**Mark Ozoroski**  
**Director**

2024

# Introduction

## WHAT WE DO

- Provide recreation programs, facilities and leisure services that are accessible to all segments of the community.
- Serve as a community resource for information and referral among organizations providing youth, recreation and senior services, both public and private.
- Provide a wide variety of programs involving social, cultural, educational, physical, health and wellness needs of Summit citizens.
- Schedule and request maintenance for all athletic fields, playgrounds and park properties for city departments, allied organizations, and BOE athletics.
- Facilitate improvements to city parks and recreation properties and maintain the Field Restoration Fund.
- Produce all city special events by working with other city agencies.
- Provide morale-boosting and educational programs for city employees.

## OVERVIEW

2023 was a successful year for the Department of Community Programs. We were able to begin adding new programs to our schedule and better meet the growing recreational needs of the community. We adapted our offerings to become more inclusive, equitable and diverse, a common theme employed to best serve all residents of our community. Going into 2024, the DCP will continue to place an emphasis on diverse, inclusive, and equitable programming, as well as add health and wellness as a priority for all.

## MISSION STATEMENT

Provide recreation and other related programs and services that meet the needs of the community with a special emphasis on programs for seniors and youth.

## VISION

Serve as the lead source for members of the community for excellent recreation, youth and senior programs, facilities, services and information.


## KEY VALUES

- Affordability
- Character Development
- Communication
- Excellence
- Friendliness
- Health/Wellness
- Inclusiveness
- Learning
- Partnerships
- Responsiveness

# 2024 Service Areas



- 1 Projects and Facility/Park Maintenance**
- 2 Community Partnerships**
- 3 Quality Programming and Special Events**
- 4 Communication with the Public and Staff**
- 5 Summit Family Aquatic Center & Summit Municipal Golf Course**



## PROJECTS & FACILITY/PARK MAINTENANCE

## MABIE PLAYGROUND SHOWMOBILE TATLOCK FIELD COMPLEX

**The Department of Community Programs oversees several City of Summit parks and fields in addition to the Summit Municipal Golf Course and Family Aquatic Center.** The DCP works with the Department of Public Works to complete routine maintenance of these properties. Capital and other major projects are completed annually to ensure that these facilities meet standards.

This year the following was accomplished:

**Summit Community Center/Long Field:** The Department of Community Programs continued to work with the Department of Community Services and its engineering division to develop a plan for a walkway down to Long Field that meets ADA standards. We also continued research on a STEM Lab and eSports Studio at the Summit Community Center. In December 2023, there were plumbing issues that resulted in water overflowing into the Community Center. Plumbing issues were corrected, and water remediation was made.

**Soldier's Memorial Field:** Concerns regarding the safety of the backstop at the baseball field on Memorial Field have been reported. Research on remedies or replacement began and will be funded through the Field User Fees Fund. All three of the infields at Memorial Field were regraded and renovated through the Field User Fee Fund.

**Cornog Field House:** The possibility of adding a small concession stand at Cornog Field House was explored. We have engaged with architects to provide a site concept plan and cost estimates. Work to upgrade the failing heating system at the Field House also began.

**Summit Municipal Golf Course:** Work was completed with the city's engineering division to replace the golf course spillway and dam.

**Tatlock Field:** Discussions regarding the future of the deteriorating Anderson Field House and acquisition by the Summit Board of Education continued. As a part of the Board of Education's bond, they have committed to a complete rehabilitation of the building in Fall 2024.

In January of 2024, the Tatlock Lights subcommittee received engineering plans and cost estimates for the proposed project. These plans were reviewed and a decision was made to include the lights project in the next capital budget cycle. Since then, the project has been put on hold until community engagement initiatives can be completed. Preliminary discussions surrounding renovations to the Tatlock Field playground began.





**Mabie Playground:** Work on the Mabie Playground Transformation project continued. During the first quarter of 2023, the department received the final playground assessment, as well as recommendations for improvements to all playgrounds in Summit. After the initial Mabie Playground renderings were delivered, the plans were revised to reduce costs. Public engagement on the project began with the neighbors in the Elm Street condos. Several informal meetings were held to address and remedy their concerns, particularly the inclusions of musical instruments for sensory learning. On October 21, a citywide open house was held at Mabie Playground to solicit further feedback on the playground plans.

In November, a public fundraising campaign was launched to complement the various grants and capital money already received or allocated. Additional grants secured in 2023 include:

- \$85,000 Local Recreation Improvement Grant
- \$40,000 Union County Kids Trust Grant
- \$85,000 Summit Foundation Grant Program

The request for a Green Acre's Jake's Law Grant remains outstanding.

**Showmobile:** The new showmobile arrived in November of 2023. Staff was trained on proper operation of the new apparatus. The stage was used for the first time at the annual tree lighting and Miracle on Elm Street event.

**Wilson Park:** The American Paddle Tennis Association awarded the department a grant of \$20,000 for the rehabilitation of the paddle tennis courts. Bid specs were prepared to go out in early 2024.

In addition to city-owned properties, the Department of Community Programs also maintains fields at Franklin, Lincoln, and Jefferson schools. With monies from the Field User Fee Fund, Jefferson field was regraded and renovated.

## 2024 GOALS

- Complete fundraising and break ground on the Mabie Playground renovation.
- Complete the construction of new paddle tennis courts at Wilson Park.
- Engage with the community on the Tatlock Field Lighting Project including local stakeholders and area residents.
- Continue engineering study to improve access to Walter Long Field behind the Community Center.
- Continue study of environmental initiatives to improve control of storm water runoff behind the Community Center.
- Install dog waste stations throughout the park system.
- Work with the city's grant manager to find new sources of funding for programs and capital improvements to city playgrounds.
- Finalize playground plans for Tatlock Field playground.
- Look at SFAC infrastructure improvements to be able to expand summer camp program enrollment.



# COMMUNITY PARTNERSHIPS



## G.R.A.C.E. SPONSORSHIPS SPORTS ORGANIZATIONS

**The Summit Department of Community Programs works with many different community partners to allow the department to operate, continue, and thrive.**

Highlights of the DCP performance include:

**Sports Leagues and Organizations:** The Summit Department of Community Programs partners with all of Summit's sports organizations to ensure effective scheduling of fields and adherence to city policy. The snack stand was an idea generated by Summit Junior Baseball and the lacrosse wall was a project proposed by the Summit Lacrosse Club. This year, the field user fee group voted to increase the field user fee from \$20 to \$30 beginning in 2024 to generate additional revenue for field projects.

**Summit Board of Education:** The DCP continued to schedule all Board of Education sports fields.

**G.R.A.C.E.:** This year, the G.R.A.C.E. program successfully moved from the Cornog Field House to the Community Center. The staff and local residents worked together with the G.R.A.C.E. team to ensure this successful transition.

**Sponsorships:** All City of Summit events that are produced by the Summit Department of Community Programs receive no funding in the municipal budget and require solicitation of sponsorships to fund them. Over \$40,000 was collected this year to successfully fund events.

**Other Area Local Non-Profits:** A department representative continued to serve on Silver Summit, Shaping Summit Together, Mayor's Forum on Diversity, G.R.A.C.E., and Junior League community boards. Additionally, the DCP remains the producer for all Summit PAL events. The DCP also provides meeting spaces for area non-profits. Renovations to the Cornog Field House allow countless non-profit organizations to use the field house as a meeting space.

We partnered with the Union NAACP, St. John's Church, Fountain Baptist Church, the Interfaith Council, Summit AAPI and other local cultural organizations to ensure that the cultural diversity events were meaningful and historically accurate.



# COMMUNITY PARTNERSHIPS



## 2024 GOALS

- Continue to provide employment opportunities for the students in the Summit Public Schools 18 to 21 programs.
- Partner with G.R.A.C.E. to ensure that recreational needs of all residents are being met.
- Launch a more vigorous campaign for corporate sponsorships to bring levels back to the pre-pandemic level.
- Work with all of the community organizations to allow continued relevance of community initiatives.
- Actively partner with cultural groups in Summit to ensure that the diverse needs of the community are being met through the events and programs offered by the city and at the Community Center.
- 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 a meeting space for area non-profits serving the Summit community.



# QUALITY PROGRAMMING AND SPECIAL EVENTS

**One of the main goals for the Summit Department of Community Programs is to provide programming that meets the needs of all residents in Summit.** Summit is a diverse and ever-evolving community, which makes the constant monitoring of our programs key to the success of their planning and implementation. We strive to engage and entertain residents while also meeting their changing needs. Our mission is to provide necessary wellness activities to keep our community vibrant, active and thriving.

All programming, with the exception of the Share the Fun Club staff and evening and weekend supervisors at the Community Center, remain self-sustaining with no budget monies allocated for programs.

## **Summit Seniors:**

In 2023, our seniors continued to fully utilize the Community Center at full capacity. The Senior Connections Bus continued daily operations. The schedule for the bus remains an ongoing project with resident requests being met as they are made. Our weekly classes, including Tai Chi, yoga, and fitness, continued and have grown to record levels of weekly attendance. In 2023, we added an additional day of fitness classes, a line dancing class, and a walking club for seniors. The card lounge is open daily for seniors to drop in for a game of cards. Lunches and social opportunities on bingo days were also offered.

Pickleball was added to the schedule and has become a popular ongoing program. It is one of the most in-demand programs for our seniors. Programming evolved to be segmented by skill level. Instructional classes were also added this year.

This year, a large emphasis was placed on health, safety, and wellness programs for our seniors. It was a goal to hold an educational seminar each month. We offered Reiki healing sessions, flu prevention classes, self-defense classes, healthy heart programs, coffee and conversations with the Summit Police, a scam prevention course and more. In partnership with the Visual Arts Center of NJ, a monthly painting class was added to the roster of activities, which has been sold out every time it has been offered.

One of the most popular programs was the brand-new Teens Teach Tech to Seniors, where local Summit teen volunteers hold monthly events to help seniors learn how to operate their smart devices or make repairs to technology.

As we have close relationships with many of the seniors in the community, staff have been instrumental in making referrals to different social work agencies in the community to ensure the needs of Summit seniors are being met. The need for this intervention has increased since the pandemic as staff changes in other agencies have caused them to be less responsive to resident requests.



# QUALITY PROGRAMMING AND SPECIAL EVENTS



## Youth Programming

Youth programming is a hallmark of the Department of Community Programs offerings. It is the goal of the department to ensure that we are providing recreational and enrichment opportunities for all individuals. A special emphasis is placed on active recreational activities and ensuring we offer a varied and diverse schedule that will meet all interests.

The schedule at the Summit Community Center is organized so that all special needs programs take place in the Benson Room. Sports and Open Gym take place in the Guida and Investors gyms. The senior areas remain reserved for seniors only. Even in the new and expanded Community Center, it is not always possible to find space to hold activities. Daily youth enrichment programs and camps continued to be held at the Cornog Field House.

In 2023, football, soccer, and basketball programs were held. The field hockey and volleyball programs that were started in 2022 continued to expand. Enrollment in the field hockey program more than doubled; the program is being expanded in 2024 to include a spring session. In the summer of 2023, a high school volleyball program was run on a trial basis. With its success, it was maintained on the fall schedule; enrollment was at capacity. Groundwork to hold a spring flag football program has been laid in partnership with New Providence recreation.

The popularity of the summer camp program continues to grow. In 2023, we were able to add 40 camper spots for the 2023 season. With the resignation of our camp director at the end of the season, we have been able to recruit a new camp director and have been working on 2024 preparations. For the 2024 season, we have added 60 spots to the camp and have developed a plan to restructure the camp to utilize Cornog Field House as well. In the constantly evolving registration process, the lottery was held in December to ensure sign-ups before other local camps.

## TryCAN Programming

The TryCAN collaboration is housed by the City of Summit. Local municipalities pay a fee to join our special needs programming at resident rates. The TryCAN special needs program currently serves ages 3 to 30. Emphasis has been placed on expanding offerings and currently there is a special needs program offered every day except Friday. This year, we successfully added multi sports, karate, tennis, pilates, hip hop dance, and an additional season of basketball.

## Open Gym Programming

Currently, the open gym schedule requires more thoughtful consideration. The pickleball and badminton programs are exceeding player capacity with extended waiting to play during the sessions, and more sessions are being requested. We are considering adding lines in the Guida Gym to create additional courts.

The Share the Fun Club remains a point of focus. The DCP is committed to ensuring that we continue to engage and enrich the experience of the children enrolled in our after-school program. We have made strides in offering new programs, such as obstacle courses, cultural programming, and collaborations with local groups as a part of the after-school program. Additionally, with the growing need for affordable childcare, we have added additional “school’s out” offerings during spring break, the teacher convention, and during winter breaks. Half-day programming has been enhanced by partnering with local non-profits to provide more robust activities.

Work to convert the youth lounge into a e-sports and video/podcast studio is continuing. We expect this to be completed in 2024.

# QUALITY PROGRAMMING AND SPECIAL EVENTS

## Events

The Department of Community Programs successfully held all of our regularly scheduled events during this calendar year. Our annual event calendar includes:

- Martin Luther King Family Day at the movies
- Egg Hunt
- Pet Show
- Asian American & Pacific Islander Heritage Month event
- Memorial Day parade
- Summit Has Pride event
- Kick off to Summer Pool Party with GRACE
- Juneteenth event
- Fourth of July Celebration
- Concert series
- Movie series
- National Night Out event
- Fiesta Latina event
- Battle of the Bands event
- Haunted Hike event
- Scream on the Green event
- Thanksgiving at the Community Center
- Miracle on Elm Street and tree lighting events



This year, a new standard operating procedure for new events and programs was launched and includes:

1. Discussion/approval of initiative by Council President and Mayor.
2. Discussion of initiative and action plan developed with CPPS Chair.
3. Planning/development by DCP Staff.
4. Review of plan by CPPS Committee members prior to advertisement to public.
5. Publicity to public.

“Regular/routine” DCP Programs/Events/Initiatives: Weekly updates to CPPS Common Council members on all regular programs and events. For events that celebrate a month or group, DCP staff will engage with members of that community who live in Summit (Veterans/Memorial Day; LGBTQ Members/Pride; Latinx Resident/Hispanic Heritage, etc.) and execute. The results of this engagement will be reflected in what is presented to the CPPS members and reviewed before publicized.

## Field Program Maximization

Disc Golf has been a growing sport in Summit and a boost to golf course revenue. It began as an annual event, then a monthly event, and then was held three times each week in 2023.

The reservation system used for tennis, paddleball, and pickleball court reservations has been converted to the Civic Rec platform. Resident feedback on this new system has been extremely positive.

## KEY 2024 GOALS

- Maintain our current schedule of programming and events while growing offerings to meet the ever-evolving needs of residents.
- Expand TryCAN programming to include more sections for adults 18+ and focus on adding more programs for children ages 3 to 5, as well as parent programs.
- Place special emphasis on recruiting mentors for inclusion in mainstream programs.
- Refine programs as a part of the Mayors Wellness Campaign
  - Host weekly fitness classes on the Village Green, partnering with fitness studios.
  - Reinvent the World's Largest Swimming Lesson to focus on summer health and wellness.
  - Launch an annual fall walk-a-thon for a cause.
  - Plan a winter health and wellness program for individuals with special needs.
  - Collaborate with GRACE to expand weekly wellness fairs at the Community Center to be accessible by the greater Summit community.
  - Add mental health programming, including Mental Health First Aid trainings.
- Focus on developing more programs for preschool age youth and families during the day.
- Identify ways to increase schedule access in Civic Rec.
- Continue to identify ways to expand and accommodate more residents in the Recreation Summer Camp.
- Increase educational programs that promote diversity, equity and inclusion of all individuals with the Community Center as a focal point of acceptance, tolerance and celebration of all individuals in the community.
  - Launch a Black History Month Event celebration.
  - Host an International Women's Day program.
  - Continue work to ensure we are celebrating all nationally recognized heritage months.
- Join a travel volleyball league in the fall of 2024.
- Launch a girl's flag football program in the spring of 2024.
- Hold a summer camp for girl's field hockey.
- Work to identify ways to ensure that no child is refused the right to any recreational program due to their ability to pay.
- Add more wellness programs and informational/educational sessions for open gym members.
- Work with area groups to engage more seniors through the Silver Summit group.
- Look into the possibility of adding a weekly Memory Café Group for dementia.
- Continue to expand the disc golf program to occur weekly.





## COMMUNICATION WITH STAFF AND PUBLIC



## CIVIC REC CONSTANT CONTACT PROCESS

**Communication with the public not only remains an important factor in both advertising and marketing the programs and events that the DCP provides, but also in engaging with the community to receive feedback on programs, events, facilities, and activities to best meet the needs of the community.**

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. The transition is now complete after this past year. New maroon barricades have been ordered to enhance brand recognition at all events on the Village Green. The DCP continues to use Constant Contact, Facebook, and Instagram to market and promote all of our events and programs. The brand recognition of the simpler exclamation point along with the vibrant colors used on [summitcommunityprograms.com](https://summitcommunityprograms.com) and on the Civic Rec software has now been integrated into social media posts, as well.

2023 was the year we officially launched Civic Rec to the public. The new platform allows for more seamless integration and access to the registration software. It also offers the option to view program offerings without needing to sign in. Other advantages of the Civic Rec platform include:

- Cleaner, clearer, and more accessible catalogue for residents to view DCP offerings.
- Portal that can be used for all sports teams for more effective communication by coaches and players.
- QR code integration that allows the DCP to receive immediate feedback at parks and facilities.
- New software that allows for all field requests and permits to be filed, approved and paid for online, eliminating the need to visit the Summit Community Center to complete this process.
- Private and public calendars that will allow for increased transparency on the usage of DCP fields and properties.
- Immediate push notifications to program participants regarding cancellations, closures or postponements.
- Potential to create automatic surveys to engage the community for meaningful feedback.

This year, work also began on a website redevelopment project with the communications office to build a cleaner and more user-friendly website.



# COMMUNICATION WITH STAFF AND PUBLIC



The Department has also adopted a standard plan for the development and strategic planning process for capital projects:

- When working with the DCP Advisory Board, regular meetings are held once a month. When a capital project is identified by the advisory board, such as for the Mabie Playground and Tatlock Lights projects, we create a subcommittee of the advisory board to work more closely with professionals.
- The subcommittee works with the industry professionals and engineers to develop a general plan. During this phase of the Mabie Playground project we completed site visits, worked on the playground assessment and developed a concept plan.
- Once a general plan is developed, it is presented to key stakeholders. For the case of Mabie Playground, these key stakeholders were seniors, families with special needs and the neighbors. Feedback is used to inform a specific site plan.
- Once the site plan is drafted, it is presented to the larger community.
- The final step is presentation to Common Council.

The Department is facing retirements in the next few years. Communicating and laying the plans for succession planning is paramount for the future success of the department. This includes staggering staff schedules to facilitate training and adding more secretarial support.

## 2024 GOALS

- Develop new interactive content and begin using dynamic content on social media platforms.
- Research ways to engage audiences using Snapchat and TikTok.
- Use social media to bring new members to the Community Center, Summit FAC and the Muni.
- 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/event surveys to gauge satisfaction and create better future experiences.
- Explore additional uses of the Civic Rec registration platform to ensure maximum use.
- Refresh the Civic Rec public interface.
- Launch summitcommunityprograms.com website redesign.
- Continue to work toward a smooth succession plan with pending retirements.
- Hold an open house listening session on recreational facility needs.
- Continue community engagement on the Tatlock Lights project.
- Work with the Washington School PTO on fundraising for the Tatlock Playground project.
- Collaborate with GRACE more intimately to expand weekly care fairs and launch a monthly wellness care fair that will be open to the entire Summit community.

# SUMMIT FAMILY AQUATIC CENTER

Summit Family Aquatic Center: This year was a record year at the SFAC with the highest revenue to date. Total revenue amounted to over \$577,000. This figure represents both membership and guest fees. Approximately \$522,000 came in through memberships and just under \$55,000 was generated in guest fees.

Senior Aquacise, yoga and Tai Chi all resumed. More than 200 children participated in the swim lesson program, 95 children participated in the swim team and over 100 private swim lessons were given by staff members.

Events were held to market the facility to prospective members. Summit's first ever Kick-Off to Summer event with GRACE was held at the Summit Family Aquatic Center. It included an open gate and movie event. The goal was to provide a free night at the pool to eliminate barriers in membership. There were two other movie events and open gate nights held at the SFAC.

## 2024 GOALS

- Maintain memberships at current levels.
- Continue to host the schedule of programing and lessons.
- Expand Mayors Wellness Campaign programming to include drowning prevention, sun safety, and World's Largest Swimming Lesson at the Summit Family Aquatic Center.
- Explore options for heatwaves to provide access for individuals with financial concerns.



Associate Membership	64
Non-Resident Family Membership	233
Non-Resident Family Membership Half Season	10
Non-Resident Individual Membership	28
Non-Resident Individual Membership Half Season	2
Non-Resident Senior Membership	74
Non-Resident Senior Membership Half Season	9
Resident Family Membership	3938
Resident Family Membership Half Season	216
Resident Individual Membership	360
Resident Individual Membership Half Season	43
Resident Senior Membership	324
Resident Senior Membership Half Season	21
<b>Totals for Summit Family Aquatic Center memberships</b>	<b>5322</b>



# SUMMIT MUNICIPAL GOLF COURSE



Summit Municipal Golf Course: As with the Summit Family Aquatic Center, this year generated the highest revenue for the golf course at just over \$245,000. More than 1773 members played 15,466 rounds of golf on the course.

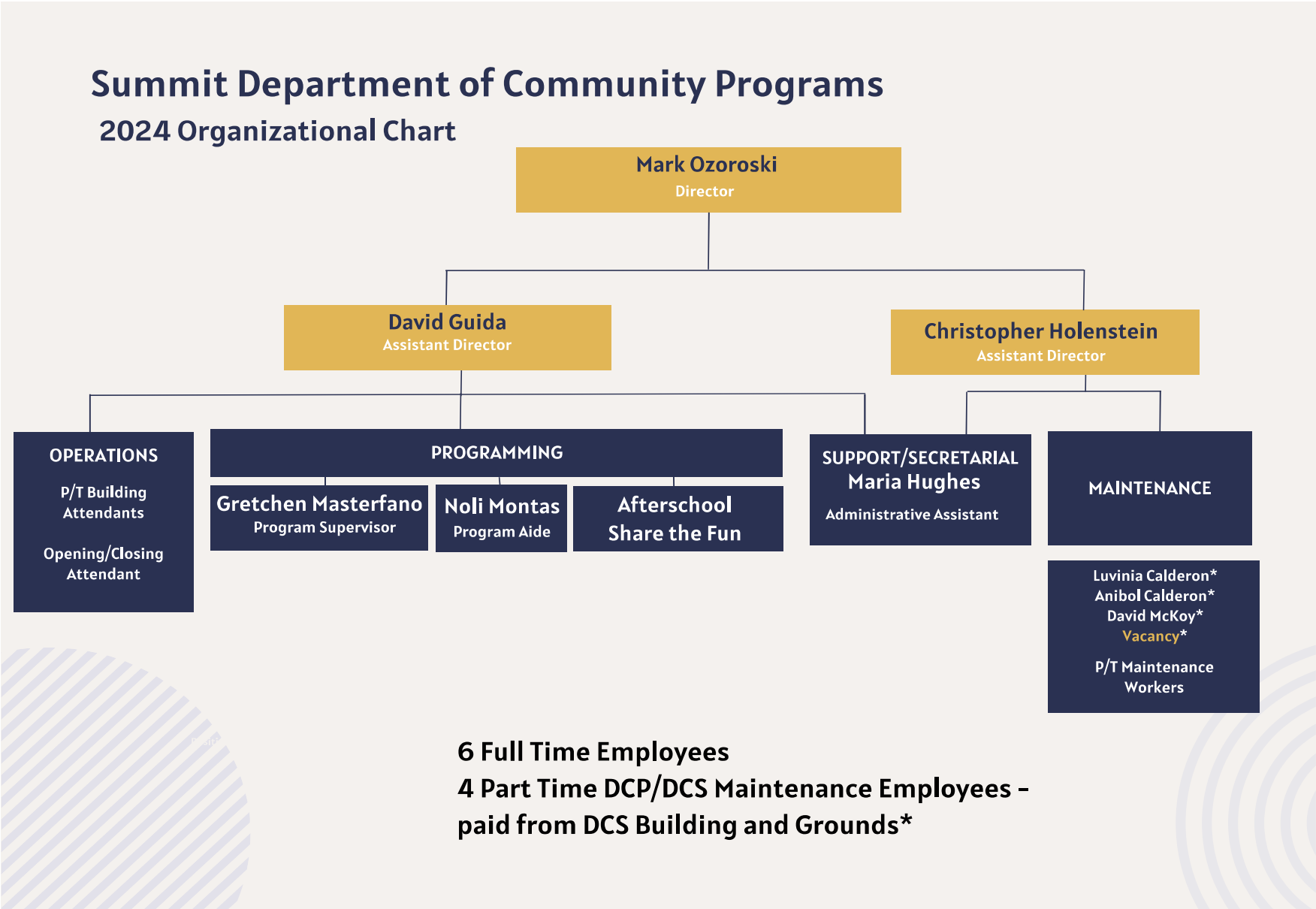
With the hiring of our new Golf Pro, Tom Pranio, the golf lesson program was expanded. Lessons were offered four days each week with multiple sessions each day during all seasons. Participation in lessons was at the highest levels seen in seven years.

Our senior and liberty opens, and women and youth golf tournaments continued to be extremely popular events for members.

Adult Golf Non-Resident Membership	256
Adult Golf Resident Membership	775
Junior Golf Non-Resident Membership	90
Junior Golf Resident Membership	274
Junior Golf Resident Membership	58
Senior Golf Non-Resident Membership	129
Senior Golf Resident Membership	187
<b>Totals for Golf Memberships</b>	<b>1773</b>

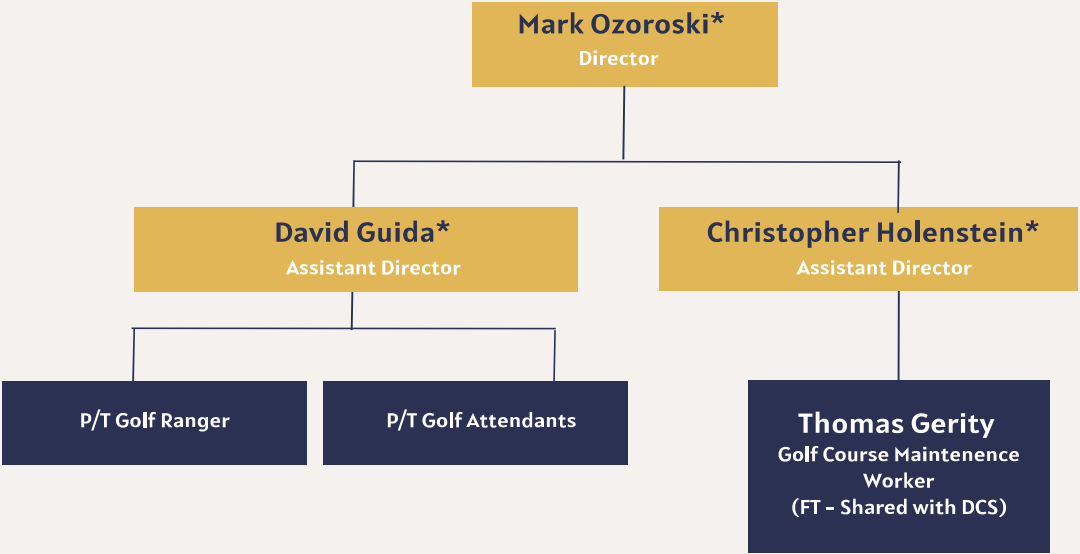
## 2024 GOALS

- Solicit additional tee sponsors to increase revenue at the Summit Municipal Golf Course.
- Maintain memberships at current levels.
- Continue the schedule of programs and lessons.
- Maintain disc golf as a weekly program and explore options for further expansion.
- Host a disc golf event at the Muni at night.



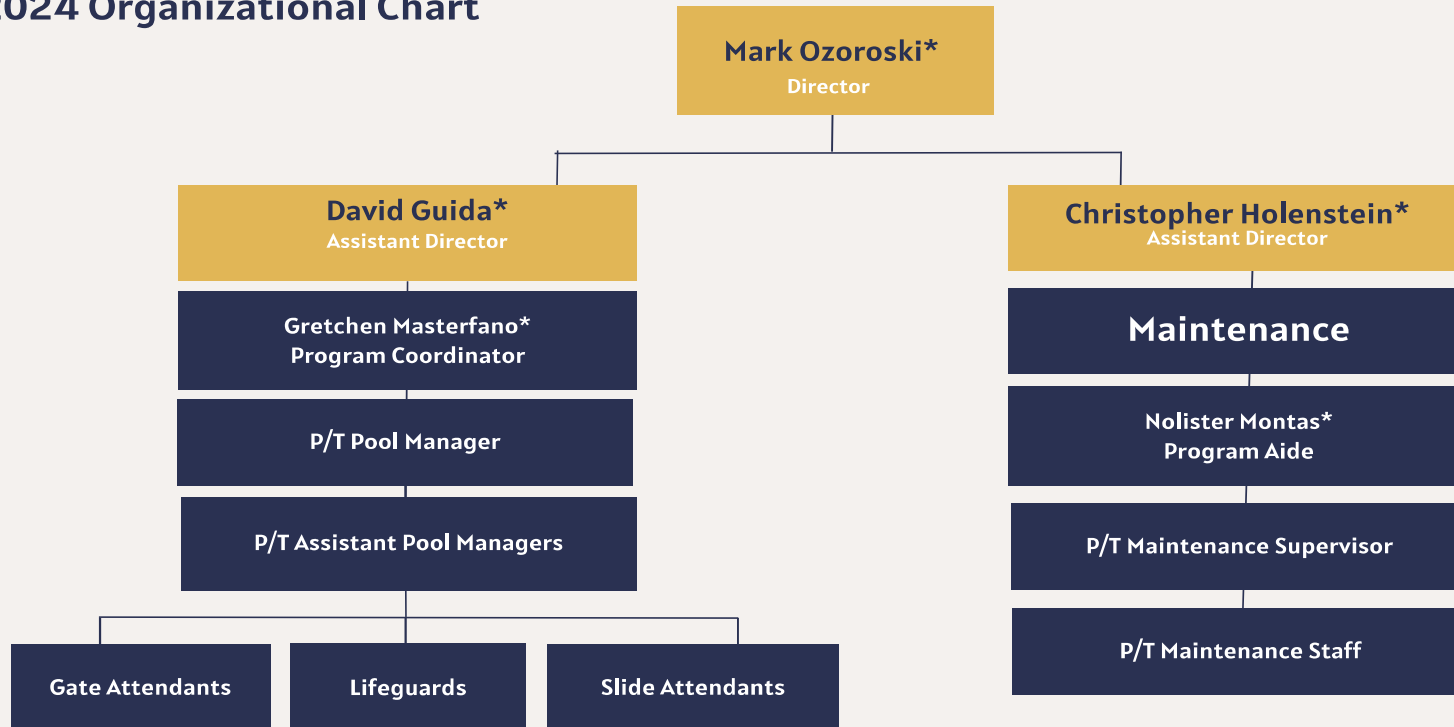


DCP – Summit Municipal Golf Course  
2024 Organizational Chart



**1 Full-Time Employee (Shared with DCS/DPW – Member of Teamsters Labor Union)**  
\*Full Time DCP Employees not included in count

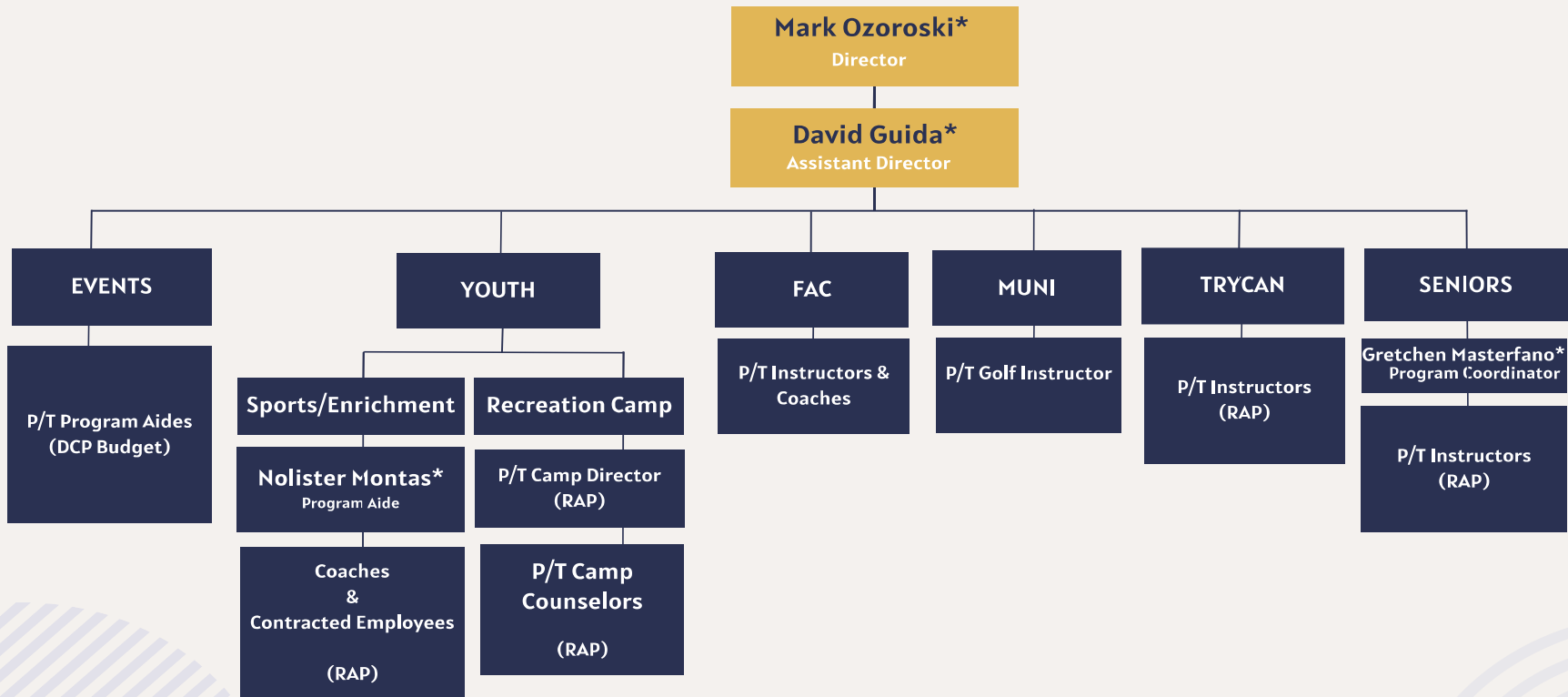
## DCP – Summit Family Aquatic Center 2024 Organizational Chart



**71-88 – Part Time Seasonal Employees**

\*Full Time DCP Employees not included in count

## DCP – Summit Community Center – Programs – Trust Fund 2024 Organizational Chart



### 60+ Part Time/Seasonal Employees

- 45+ RAP Trust Account Employees
- 10-15 RAP Contract Employees

\*Full Time DCP Employees not included in count

# 370-000 DEPARTMENT OF COMMUNITY PROGRAMS (DCP)

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 583,469	\$ 583,469	\$ 583,122	\$ 347	\$ 601,611	\$ 601,611	\$ 18,142	3.11%
102	Part-Time	46,000	46,000	49,958	(3,958)	53,000	53,000	7,000	15.22%
104	Over-Time	0	0	0	0	0	0	0	99.90%
105	After School Fun	26,500	26,500	26,500	0	28,000	28,000	1,500	94.34%
194	OT July 4th	5,000	5,000	0	5,000	6,000	6,000	1,000	20.00%
199	Recreation Trust S&W	0	0	1,389	(1,389)	0	0	0	99.00%
	Reserve for Recreation Trust	(60,000)	(60,000)	(60,000)	0	(50,000)	(50,000)	10,000	-16.67%
Total Salary & Wages		\$ 600,969	\$ 600,969	\$ 600,969	\$ 0	\$ 638,611	\$ 638,611	\$ 37,642	6.26%
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 5,000	\$ 5,000	\$ 4,660	\$ 340	\$ 5,000	\$ 5,000	\$ 0	0.00%
301	Printing	4,500	4,500	4,417	83	4,500	4,500	0	0.00%
302	Postage	500	500	0	500	150	150	(350)	-70.00%
309	Senior Services	13,000	13,000	13,000	0	13,000	13,000	0	0.00%
402	Building Maintenance	3,000	3,000	544	2,456	2,000	2,000	(1,000)	-33.33%
405	Vehicle Maintenance	1,800	1,800	377	1,423	1,800	1,800	0	0.00%
500	Contract Services	8,000	8,000	9,667	(1,667)	10,500	10,500	2,500	23.81%
501	Senior Bus	18,200	18,200	18,200	0	18,200	18,200	0	0.00%
700	Equipment	2,000	2,000	2,000	0	4,700	4,700	2,700	135.00%
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	3,402	4,098	4,000	4,000	(3,500)	-46.67%
808	Personal Expenses	2,700	2,700	2,677	23	0	0	(2,700)	-100.00%
905	Employee Appreciation	0	0	0	0	0	0	0	0.00%
*relabel									
Total Other Expenses		\$ 67,200	\$ 67,200	\$ 59,943	\$ 7,257	\$ 64,850	\$ 64,850	\$ (2,350)	-3.50%
Division Total		\$ 668,169	\$ 668,169	\$ 660,912	\$ 7,257	\$ 703,461	\$ 703,461	\$ 35,292	5.28%

		2023	2024				2024
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Guida, David	Full-Time Assistant Director	\$ 89,023	\$ 94,107	13	18	\$ 0	\$ 94,107
Holenstein, Christopher	Full-Time Assistant Director	118,362	121,261	14	14	0	121,261
Hughes, Maria	Full-Time Administrative Assistant	89,098	83,225	9	19	8,323	91,548
Masterfano, Gretchen	Full-Time Program Supervisor	78,711	80,876	10	19	0	80,876
Montas, Nolister	Full-Time Recreation Program Aide	48,093	49,596	5	9-11	0	49,596
Ozoroski, Mark	Full-Time Director	160,182	150,997	19	16-19	13,226	164,223
Salaries & Wages Total		\$ 583,469	\$ 580,062			\$ 21,549	\$ 601,611

# 370-002 DCP - GOLF COURSE

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 91,292	\$ 91,292	\$ 91,292	\$ 0	\$ 91,292	\$ 91,292	\$ 0	0.00%
102	Part-Time	40,000	43,600 *	43,439	161	42,000	42,000	2,000	5.00%
104	Overtime	10,000	10,000	9,612	388	10,000	10,000	0	0.00%
Total Salary & Wages		\$ 141,292	\$ 144,892	\$ 144,343	\$ 549	\$ 143,292	\$ 143,292	\$ 2,000	1.42%
		* Transferred \$3,600 from Golf Contract Services							
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 2,700	\$ 2,700	\$ 2,593	\$ 107	\$ 2,700	\$ 2,700	\$ 0	0.00%
203	Equipment Maintenance Supplies	7,500	7,500	2,447	5,053	5,500	5,500	(2,000)	-26.67%
204	Grounds Maintenance Supplies	32,000	32,000	31,347	653	34,500	34,500	2,500	7.81%
302	Postage	300	300	0	300	150	150	(150)	-50.00%
402	Building Maintenance	4,200	4,200	471	3,729	3,000	3,000	(1,200)	-28.57%
405	Vehicle Maintenance	1,000	1,000	114	886	1,000	1,000	0	0.00%
500	Contract Services	19,100	15,500 *	11,397	4,103	20,300	20,300	1,200	6.28%
700	Equipment	1,500	1,500	457	1,043	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	82	118	200	200	0	0.00%
900	Rec Credit Card Fees	8,000	8,000	4,245	3,755	8,000	8,000	0	0.00%
		* Transferred \$3,600 to Golf S&W							
Total Other Expenses		\$ 77,000	\$ 73,400	\$ 53,653	\$ 19,747	\$ 77,350	\$ 77,350	\$ 350	0.45%
Division Total		\$ 218,292	\$ 218,292	\$ 197,996	\$ 20,296	\$ 220,642	\$ 220,642	\$ 2,350	1.08%

\*Combine lines

		2023		2024				2024
Status	Title	Base + Longevity		Base	Grade	Step	Longevity	Total
Gerity, Thomas	Full-Time Golf Course Maintenance Worker	\$ 91,292		\$ 89,292	9	19	\$ 2,000	\$ 91,292
Salaries & Wages Total		\$ 91,292		\$ 89,292			\$ 2,000	\$ 91,292

# 370-002 DCP - FAMILY AQUATIC CENTER

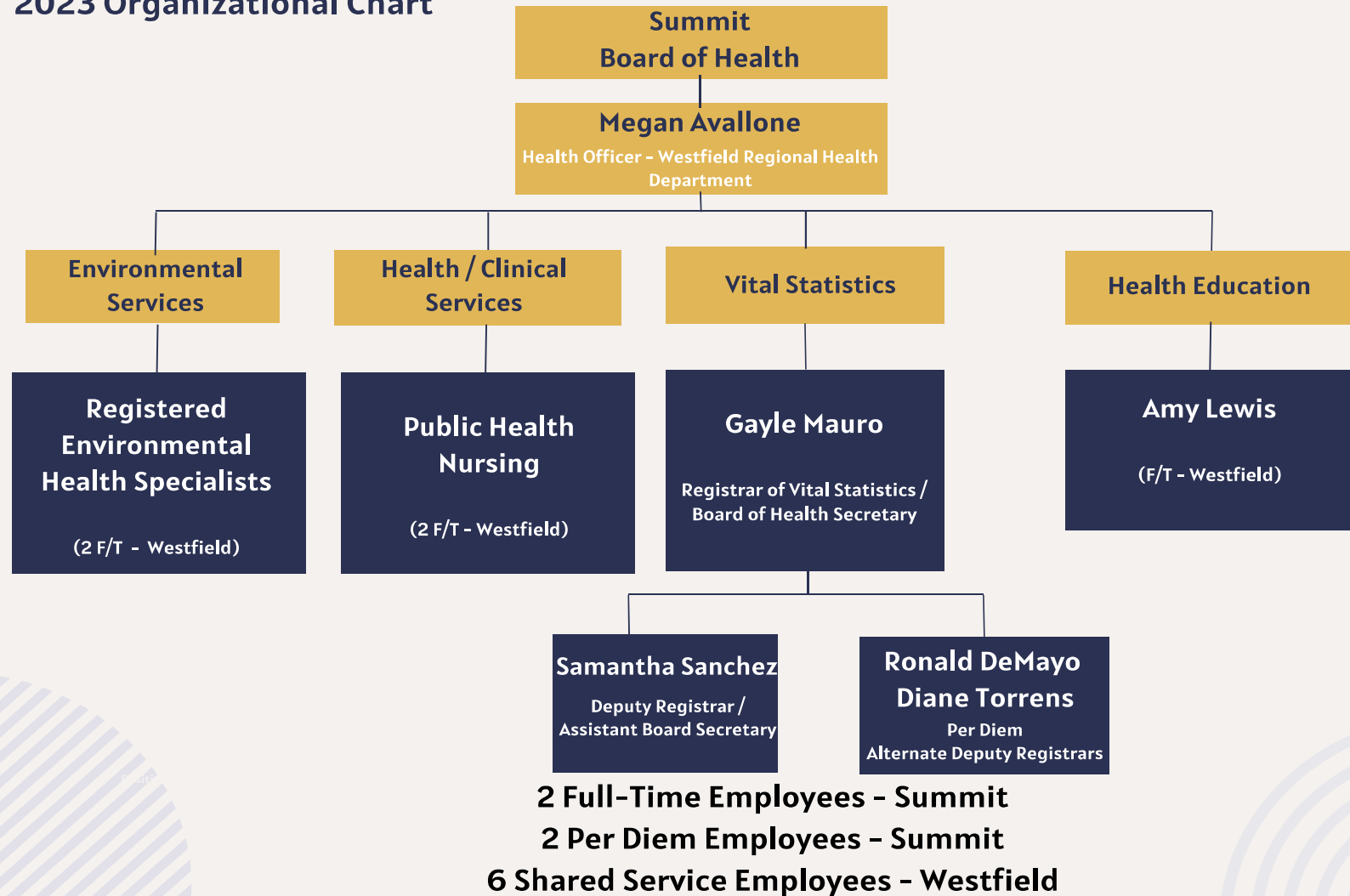
## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	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	180,000	194,632 *	195,632	(1,000)	205,000	205,000	25,000	13.89%
104	Overtime	1,000	1,000	0	1,000	1,000	1,000	0	100.00%
Total Salary & Wages		\$ 181,000	\$ 195,632	\$ 195,632	\$ 0	\$ 206,000	\$ 206,000	\$ 25,000	13.81%
* Transferred \$14,632 from FAC - various OE & \$1,000 from Res for Salary Adj.									
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 53,034	\$ 52,134 **	\$ 51,759	\$ 375	\$ 52,000	\$ 52,000	\$ (1,034)	-1.95%
203	Equipment Maintenance Supplies	2,761	2,761	2,761	0	0	0	(2,761)	-100.00%
204	Grounds Maintenance Materials	6,013	4,113 **	4,079	34	6,000	6,000	(13)	-0.22%
301	Printing	1,000	338 **	338	0	1,000	1,000	0	0.00%
302	Postage	150	0 **	0	0	150	150	0	0.00%
400	Maintenance Services	5,664	5,664	5,665	(0)	5,000	5,000	(664)	-11.72%
402	Building Maintenance	8,500	6,280 **	6,280	(0)	8,500	8,500	0	0.00%
500	Contract Services	34,369	34,369	34,367	2	36,000	36,000	1,631	4.75%
700	Equipment	7,464	3,664 **	3,595	69	10,000	10,000	2,536	33.98%
801	Clothing Purchase/ Cleaning	6,300	2,300 **	2,300	0	6,300	6,300	0	0.00%
804	Training & Seminars	795	795	795	(0)	1,000	1,000	205	25.79%
900	Rec Credit Card Fees	23,000	23,000	13,698	9,302	23,000	23,000	0	0.00%
** Transferred a combined total of \$13,632 to FAC S&W PT									
Total Other Expenses		\$ 149,050	\$ 135,417	\$ 125,636	\$ 9,781	\$ 148,950	\$ 148,950	\$ (100)	-0.07%
Division Total		\$ 330,050	\$ 331,049	\$ 321,268	\$ 9,781	\$ 354,950	\$ 354,950	\$ 24,900	7.54%



# HEALTH DEPARTMENT

## Office of the Department of Health 2023 Organizational Chart



# 330-000 BOARD OF HEALTH

## LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
101	Full-Time	\$ 159,797	\$ 159,797	\$ 159,798	\$ (1)	\$ 163,425	\$ 163,425	\$ 3,628	2.27%
102	Part-Time	6,000	6,000	1,991	4,009	6,000	6,000	0	0.00%
103	Temporary	0	0	0	(0)	20,020	20,020	20,020	100.00%
109	Inspectors	2,500	2,500	0	2,500	2,500	2,500	0	0.00%
Total Salary & Wages		\$ 168,297	\$ 168,297	\$ 161,789	\$ 6,508	\$ 191,945	\$ 191,945	\$ 23,648	14.05%
<u>Other Expenses</u>									
300	Office Services	\$ 4,600	\$ 4,600	\$ 5,247	\$ (647)	\$ 12,000	\$ 12,000	\$ 7,400	160.87%
302	Postage	200	200	0	200	0	0	(200)	-100.00%
500	Contract Services	2,000	2,000	1,925	75	2,000	2,000	0	0.00%
501/502	Westfield Shared Service Agreement	233,366	233,366	233,366	0	240,374	240,374	7,008	3.00%
506	Management Services	0	0	0	0	0	0	0	0.00%
804	Training & Seminars	300	300	0	300	0	0	(300)	0.00%
806	Memberships	200	200	50	150	50	50	(150)	-75.00%
809	Conferences & Meetings	300	300	199	101	300	300	0	0.00%
900	Miscellaneous	0	0	0	0	0	0	0	0.00%
901	Codification	3,700	3,700	3,000	700	0	0	(3,700)	100.00%
Total Other Expenses		\$ 244,666	\$ 244,666	\$ 243,787	\$ 879	\$ 254,724	\$ 254,724	\$ 10,058	4.11%
Division Total		\$ 412,963	\$ 412,963	\$ 405,576	\$ 7,387	\$ 446,669	\$ 446,669	\$ 33,706	8.16%
340-000									
200	<u>Dog 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>	\$ 38,542	\$ 38,542	\$ 38,542	\$ 0	\$ 39,312	\$ 39,312	\$ 770	2.00%
351-000									
200	<u>Prevention of Drug &amp; Alcohol Abuse</u>	\$ 7,890	\$ 7,890	\$ 7,890	\$ 0	\$ 7,890	\$ 7,890	\$ 0	0.00%
Overall Health Total		\$ 499,395	\$ 499,395	\$ 492,008	\$ 7,387	\$ 533,871	\$ 533,871	\$ 34,476	6.90%

		2023		2024				2024
Status	Title	Base + Longevity		Base	Grade	Step	Longevity	Total
Galvez, Samantha	Full-Time Deputy Registrar	\$ 67,915		\$ 69,015	8	19	\$ 0	\$ 69,015
Mauro, Gayle	Full-Time Registrar of Vital Statistics	91,882		85,827	10	19	8,583	94,410
Salaries & Wages Total		\$ 159,797		\$ 154,842			\$ 8,583	\$ 163,425

# MUNICIPAL COURT

**Municipal Court / Violations Bureau**  
**2024 Organizational Chart**

**John DeMassi**  
P/T Municipal Court  
Judge

**1 Part-Time Employee**

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>									
103	Part-Time	\$ 43,509	\$ 43,509	\$ 43,508	\$ 1	\$ 44,706	\$ 44,706	\$ 1,197	2.75%
	<b>Total Salary &amp; Wages</b>	<b>\$ 43,509</b>	<b>\$ 43,509</b>	<b>\$ 43,508</b>	<b>\$ 1</b>	<b>\$ 44,706</b>	<b>\$ 44,706</b>	<b>\$ 1,197</b>	<b>2.75%</b>
<u>Other Expenses</u>									
201	Supplies & Materials	\$ 12,500	\$ 12,500	\$ 0	\$ 12,500	\$ 15,000	\$ 15,000	\$ 2,500	20.00%
500	Contract Services	0	0	0	0	0	0	0	0.00%
501	Legal Services	0	0	800	(800)	0	0	0	0.00%
502	Shared Court Agreement	329,680	329,680	321,006	8,674	329,000	329,000	(680)	-0.21%
509	Miscellaneous Svcs (Interpreters)	0	0	0	0	0	0	0	0.00%
	<b>Total Other Expenses</b>	<b>\$ 342,180</b>	<b>\$ 342,180</b>	<b>\$ 321,806</b>	<b>\$ 20,374</b>	<b>\$ 344,000</b>	<b>\$ 344,000</b>	<b>\$ 1,820</b>	<b>0.53%</b>
	<b>Division Total</b>	<b>\$ 385,689</b>	<b>\$ 385,689</b>	<b>\$ 365,314</b>	<b>\$ 20,375</b>	<b>\$ 388,706</b>	<b>\$ 388,706</b>	<b>\$ 3,017</b>	<b>0.78%</b>

		2023		2024			2024	
Status	Title	Base + Longevity		Base	Grade	Step	Longevity	Total
DeMassi, John	Part-Time Municipal Court Judge	\$ 43,509		\$ 44,705			\$ 0	\$ 44,706
	Salaries & Wages Total	\$ 43,509	\$ 44,705	\$ 0	\$ 44,706			



# UTILITIES

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<b>430-000</b>	<b><u>Electricity</u></b>								
100	Electricity	\$ 325,000	\$ 354,000 *	\$ 323,278	\$ 30,722	\$ 325,000	\$ 325,000	\$ 0	0.00%
FAC	Family Aquatic Center	18,000	18,000	21,878	(3,878)	22,000	22,000	4,000	22.22%
GLF	Golf Course	2,000	2,000	6,119	(4,119)	6,000	6,000	4,000	200.00%
	<b>Subtotal</b>	<b>\$ 345,000</b>	<b>\$ 374,000</b>	<b>\$ 351,275</b>	<b>\$ 22,725</b>	<b>\$ 353,000</b>	<b>\$ 353,000</b>	<b>\$ 8,000</b>	<b>2.32%</b>
<i>*Transferred \$25,000 from Natural Gas &amp; \$3,000 from Water &amp; \$1,000 from Tax Collector S&amp;W</i>									
<b>435-000</b>	<b><u>Street Lighting</u></b>								
	Street Lighting	\$ 165,000	\$ 165,000	\$ 164,999	\$ 1	\$ 165,000	\$ 165,000	\$ 0	0.00%
	<b>Subtotal</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ 164,999</b>	<b>\$ 1</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ 0</b>	<b>0.00%</b>
<b>440-00</b>	<b><u>Telephone</u></b>								
	Telephone	\$ 152,000	\$ 173,000 *	\$ 170,185	\$ 2,815	\$ 150,000	\$ 150,000	\$ (2,000)	-1.32%
	<b>Subtotal</b>	<b>\$ 152,000</b>	<b>\$ 173,000</b>	<b>\$ 170,185</b>	<b>\$ 2,815</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ (2,000)</b>	<b>-1.32%</b>
<i>*Transferred \$21,000 from various accounts</i>									
<b>445-000</b>	<b><u>Water</u></b>								
100	Water	\$ 75,000	\$ 71,000 *	\$ 66,421	\$ 4,579	\$ 75,000	\$ 75,000	\$ 0	0.00%
FAC	Family Aquatic Center	18,000	18,000	16,100	1,900	18,000	18,000	0	0.00%
GLF	Golf Course	5,000	5,000	1,690	3,310	5,000	5,000	0	0.00%
	<b>Subtotal</b>	<b>\$ 98,000</b>	<b>\$ 94,000</b>	<b>\$ 84,211</b>	<b>\$ 9,789</b>	<b>\$ 98,000</b>	<b>\$ 98,000</b>	<b>\$ 0</b>	<b>0.00%</b>
<i>* Transferred \$1,000 to Telephone &amp; \$3,000 to Electricity</i>									
<b>446-461</b>	<b><u>Fuel</u></b>								
446	Natural Gas	\$ 98,000	\$ 73,000 *	\$ 72,999	\$ 1	\$ 90,000	\$ 90,000	\$ (8,000)	-8.16%
447	Heating Oil	14,000	14,000	10,408	3,592	14,000	14,000	0	0.00%
460	Gasoline	160,000	160,000	153,521	6,479	160,000	160,000	0	0.00%
461	Diesel	180,000	180,000	179,765	235	185,000	185,000	5,000	2.78%
	<b>Subtotal</b>	<b>\$ 452,000</b>	<b>\$ 427,000</b>	<b>\$ 416,693</b>	<b>\$ 10,307</b>	<b>\$ 449,000</b>	<b>\$ 449,000</b>	<b>\$ (3,000)</b>	<b>-0.66%</b>
<i>*Transferred 25,000 to Electricity</i>									
	<b>Utilities Total</b>	<b>\$ 1,212,000</b>	<b>\$ 1,233,000</b>	<b>\$ 1,187,364</b>	<b>\$ 45,636</b>	<b>\$ 1,215,000</b>	<b>\$ 1,215,000</b>	<b>\$ 3,000</b>	<b>0.25%</b>

# INSURANCE

## INSURANCE

## LINE ITEM BUDGET

	2023				2024		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<b>210-000 General Liability</b>								
General Liability	\$ 579,920	\$ 579,920	\$ 579,920	\$ 0	\$ 729,509	\$ 729,509	\$ 149,589	25.79%
<b>Subtotal</b>	<b>\$ 579,920</b>	<b>\$ 579,920</b>	<b>\$ 579,920</b>	<b>\$ 0</b>	<b>\$ 729,509</b>	<b>\$ 729,509</b>	<b>\$ 149,589</b>	<b>25.79%</b>
<b>215-000 Workers Compensation</b>								
Workers Compensation	\$ 583,532	\$ 583,532	\$ 583,532	\$ 0	\$ 643,774	\$ 643,774	\$ 60,242	10.32%
<b>Subtotal</b>	<b>\$ 583,532</b>	<b>\$ 583,532</b>	<b>\$ 583,532</b>	<b>\$ 0</b>	<b>\$ 643,774</b>	<b>\$ 643,774</b>	<b>\$ 60,242</b>	<b>10.32%</b>
<b>220-000 Employee Group Health</b>								
Medical and Dental	\$ 2,493,000	\$ 2,493,000	\$ 2,493,000	\$ 0	\$ 2,642,580	\$ 2,642,580	\$ 149,580	6.00%
<b>Subtotal</b>	<b>\$ 2,493,000</b>	<b>\$ 2,493,000</b>	<b>\$ 2,493,000</b>	<b>\$ 0</b>	<b>\$ 2,642,580</b>	<b>\$ 2,642,580</b>	<b>\$ 149,580</b>	<b>6.00%</b>
<b>225-000 Unemployment</b>								
Unemployment	\$ 25,000	\$ 25,000	\$ 25,000	\$ 0	\$ 35,000	\$ 35,000	\$ 10,000	40.00%
<b>Subtotal</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 10,000</b>	<b>40.00%</b>
<b>230-000 Other Insurances</b>								
Other Insurances	\$ 25,000	\$ 25,000	\$ 25,000	\$ 0	\$ 35,000	\$ 35,000	\$ 10,000	40.00%
<b>Subtotal</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 10,000</b>	<b>40.00%</b>
<b>Insurance Total</b>	<b>\$ 3,706,452</b>	<b>\$ 3,706,452</b>	<b>\$ 3,706,452</b>	<b>\$ 0</b>	<b>\$ 4,085,863</b>	<b>\$ 4,085,863</b>	<b>\$ 379,411</b>	<b>10.24%</b>

# **PENSIONS / SOCIAL SECURITY**

# PENSIONS/SOCIAL SECURITY

## LINE ITEM BUDGET

	2023				2024		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<b>471-000 Public Employees Retirement System</b>								
PERS	\$ 1,473,974	\$ 1,473,974	\$ 1,478,835	\$ (4,861)	\$ 1,623,627	\$ 1,623,627	\$ 149,653	10.15%
Add: PERS Retro Bill	5,704	5,704	0	5,704	4,230	4,230	(1,474)	100.00%
Less: Library Contribution	(201,000)	(201,000)	(201,000)	0	(213,699)	(213,699)	(12,699)	6.32%
<b>Subtotal</b>	<b>\$ 1,278,678</b>	<b>\$ 1,278,678</b>	<b>\$ 1,277,835</b>	<b>\$ 843</b>	<b>\$ 1,414,158</b>	<b>\$ 1,414,158</b>	<b>\$ 135,480</b>	<b>10.60%</b>
<b>475-000 Police Fire Retirement System</b>								
PFRS	\$ 3,348,519	\$ 3,348,519	\$ 3,380,669	\$ (32,150)	\$ 3,355,806	\$ 3,355,806	\$ 7,287	0.22%
Add: PFRS Retro Bill	32,151	32,151	0	32,151	2,994	2,994	(29,157)	100.00%
<b>Subtotal</b>	<b>\$ 3,380,670</b>	<b>\$ 3,380,670</b>	<b>\$ 3,380,669</b>	<b>\$ 1</b>	<b>\$ 3,358,800</b>	<b>\$ 3,358,800</b>	<b>\$ (21,870)</b>	<b>-0.65%</b>
<b>471-000 Defined Contribution Retirement Plan</b>								
DCRP	\$ 21,000	\$ 21,000	\$ 20,400	\$ 600	\$ 23,250	\$ 23,250	\$ 2,250	10.71%
<b>Subtotal</b>	<b>\$ 21,000</b>	<b>\$ 21,000</b>	<b>\$ 20,400</b>	<b>\$ 600</b>	<b>\$ 23,250</b>	<b>\$ 23,250</b>	<b>\$ 2,250</b>	<b>10.71%</b>
<b>472-000 Social Security/Medicare</b>								
Social Security/Medicare	\$ 1,002,000	\$ 1,002,000	\$ 745,793	\$ 256,207	\$ 1,027,000	\$ 1,027,000	\$ 25,000	2.50%
Less: Library Contribution	(125,973)	(125,973)	0	(125,973)	(137,241)	(137,241)	(11,268)	8.94%
Less: Sewer Contribution	(40,000)	(40,000)	(7,693)	(32,307)	(39,334)	(39,334)	666	-1.67%
Less: Parking Contribution	(52,000)	(52,000)	(18,434)	(33,566)	(50,918)	(50,918)	1,082	-2.08%
Less: UCC Contribution	(67,000)	(67,000)	(8,738)	(58,262)	(73,332)	(73,332)	(6,332)	-3.08%
<b>Subtotal</b>	<b>\$ 717,027</b>	<b>\$ 717,027</b>	<b>\$ 710,927</b>	<b>\$ 6,100</b>	<b>\$ 726,176</b>	<b>\$ 726,176</b>	<b>\$ 9,149</b>	<b>1.28%</b>
<b>Pension/ Social Security Total</b>	<b>\$ 5,397,375</b>	<b>\$ 5,397,375</b>	<b>\$ 5,389,832</b>	<b>\$ 7,543</b>	<b>\$ 5,522,384</b>	<b>\$ 5,522,384</b>	<b>\$ 125,009</b>	<b>2.32%</b>

# **INTERLOCAL AGREEMENTS / GRANTS**

# INTERLOCAL AGREEMENTS & GRANTS

## LINE ITEM BUDGET

	2023				2024		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<b>25-265-003 INTERLOCAL AGREEMENTS</b>								
<u>Interlocal Agreements</u>								
Joint Meeting - NPSM Emergency Dispatch Center	\$ 1,216,855	\$ 1,216,855	\$ 1,216,855	\$ 0	\$ 1,216,855	\$ 1,216,855	\$ 0	0.00%
<b>Interlocal Agreements Total</b>	<b>\$ 1,216,855</b>	<b>\$ 1,216,855</b>	<b>\$ 1,216,855</b>	<b>\$ 0</b>	<b>\$ 1,216,855</b>	<b>\$ 1,216,855</b>	<b>\$ 0</b>	<b>0.00%</b>
<b>41-000-000 STATE AND FEDERAL GRANT APPROPRIATIONS</b>								
<u>Grants</u>								
NJ Recycling Tonnage Grant (2020)	\$ 39,237	\$ 39,237	\$ 0	\$ 39,237	\$ 0	\$ 0	\$ (39,237)	0.00%
NJ Body Armor Replacement Fund	3,078	3,078	3,078	0	3,571	3,571	493	16.02%
NJ Body Worn Camera Grant	0	0	0	0	48,694	48,694	48,694	100.00%
NJ Drive Sober or Get Pulled Over	0	3,955	0	3,955	0	0	0	0.00%
NJ Lead Grant Assistance Program (LGAP)	0	23,100	0	23,100	0	0	0	0.00%
ANJEC Open Space Stewardship Grant (2023)	0	1,000	1,000	0	0	0	0	0.00%
NJ DEP Stormwater Assistance Grant (2023)	0	15,000	0	15,000	0	0	0	0.00%
NJ DEP Clean Communities	0	48,105	0	48,105	0	0	0	0.00%
Sustainable Jersey Small Grants Program (2023)	0	2,000	0	2,000	0	0	0	0.00%
NJ ROID Grant (2021)	18,000	18,000	0	18,000	0	0	(18,000)	-100.00%
NJ ROID Grant (2022)	18,000	18,000	2,070	15,930	0	0	(18,000)	-100.00%
OEM EMMA Grant	0	10,000	0	10,000	0	0	0	0.00%
Citizens Bank Philanthropic Grant - FHQ	5,000	5,000	0	5,000	0	0	(5,000)	-100.00%
Investors Foundation Grant - FHQ	10,000	20,000	0	20,000	0	0	(10,000)	-100.00%
Union County Kids Recreation Grant	0	0	0	0	0	0	0	0.00%
Union County Infrastructure & Municipal Aid	75,000	75,000	0	75,000	0	0	(75,000)	-100.00%
NJ DOT Safe Streets Summit Station	0	0	0	0	0	0	0	0.00%
NJ DOT Butler Pkwy Improvements (2019)	0	112,500	0	112,500	0	0	0	0.00%
NJ DOT Division Ave Improvements	0	361,896	0	361,896	0	0	0	0.00%
NJ DOT Park Ave Improvements	296,250	296,250	296,250	0	0	0	(296,250)	-100.00%
NJ DOT Pine Grove Ave Improvements (2018)	0	113,480	0	113,480	0	0	0	0.00%
NJ DOT Prospect St Improvements	0	352,500	0	352,500	0	0	0	0.00%
NJ DOT West End Ave Improvements (2020)	0	290,433	0	290,433	0	0	0	0.00%
Community Foundation of NJ - FHQ	0	14,500	0	14,500	0	0	0	0.00%
Summit Foundation Grant	53,514	53,514	0	53,514	85,000	85,000	31,486	58.84%
Overlook Medical Center - FHQ	0	25,000	0	25,000	0	0	0	0.00%
National Opioids Settlement Grant	136,479	240,005	0	240,005	0	0	(136,479)	-100.00%
<b>Grants Total</b>	<b>\$ 654,558</b>	<b>\$ 2,141,552</b>	<b>\$ 302,398</b>	<b>\$ 1,839,154</b>	<b>\$ 137,265</b>	<b>\$ 137,265</b>	<b>\$ (517,293)</b>	<b>-79.03%</b>



# DEBT SERVICE

# DEBT SERVICE

# LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<b>44-901-000 Capital Improvement Fund</b>		<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 0</b>	<b>\$ 205,000</b>	<b>\$ 205,000</b>	<b>\$ 105,000</b>	<b>105.00%</b>
<b><u>Municipal Debt Service</u></b>									
45-920	Bond Principal	\$ 4,470,000	\$ 4,470,000	\$ 4,470,000	\$ 0	\$ 4,445,000	\$ 4,445,000	\$ (25,000)	-0.56%
45-925	Bond Anticipation Note Principal	19,000	19,000	19,000	0	19,000	19,000	0	0.00%
45-930	Interest on Bonds	2,045,150	2,045,150	2,045,150	0	1,973,696	1,973,696	(71,454)	-3.49%
45-935	Interest on Bond Anticipation Notes	59,040	59,040	44,280	14,760	136,560	136,560	77,520	131.30%
<b><u>Municipal Debt Service Total</u></b>		<b>\$ 6,593,190</b>	<b>\$ 6,593,190</b>	<b>\$ 6,578,430</b>	<b>\$ 14,760</b>	<b>\$ 6,574,256</b>	<b>\$ 6,574,256</b>	<b>\$ (18,934)</b>	<b>-0.29%</b>
<b><u>School Debt Service</u></b>									
48-920	Bond Principal	\$ 3,260,000	\$ 3,260,000	\$ 3,260,000	\$ 0	\$ 3,020,000	\$ 3,020,000	\$ (240,000)	-7.36%
48-925	Bond Anticipation Note Principal	0	0	0	0	0	0	0	0.00%
48-930	Interest on Bonds	376,851	376,851	376,851	0	1,164,441	1,164,441	787,590	208.99%
48-935	Interest on Bond Anticipation Notes	65,990	65,990	0	65,990	0	0	0	0.00%
<b><u>School Debt Service Total</u></b>		<b>\$ 3,702,841</b>	<b>\$ 3,702,841</b>	<b>\$ 3,636,851</b>	<b>\$ 65,990</b>	<b>\$ 4,184,441</b>	<b>\$ 4,184,441</b>	<b>\$ 547,590</b>	<b>14.79%</b>

# DEFERRED CHARGES & RESERVES

# DEFERRED CHARGES & RESERVES

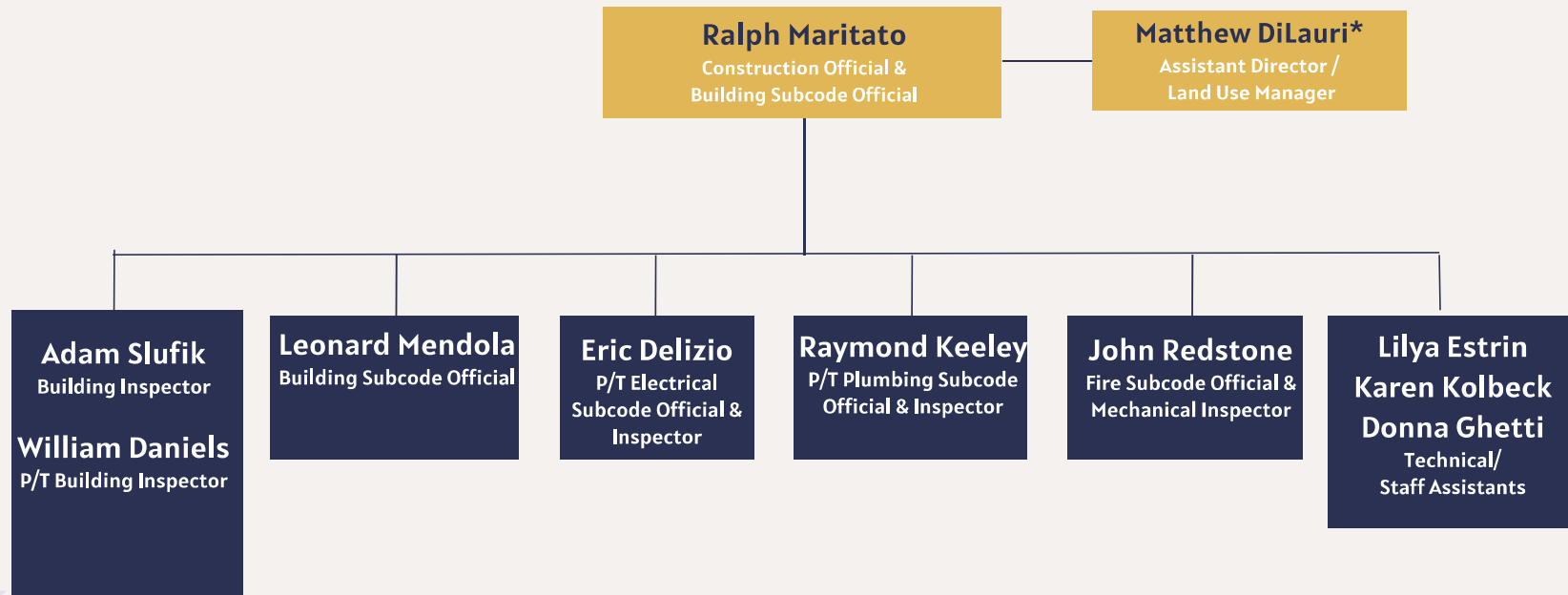
LINE ITEM BUDGET

	2023				2024		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget		
<b>Deferred Charges</b>								
876-000 Deficit in Dedicated Assessment Budget	\$ 0	\$ 0	\$ 0	\$ 0	\$ 85,000	\$ 85,000	\$ 85,000	0.00%
877-000 Deferred Charges (Capital Expenses Unfunded)	\$ 25,000	\$ 25,000	\$ 25,000	\$ 0	\$ 25,000	\$ 25,000	\$ 0	0.00%
<b>Reserves</b>								
899-001 Reserve for Tax Appeals	\$ 75,000	\$ 75,000	\$ 75,000	\$ 0	\$ 100,000	\$ 100,000	\$ 25,000	100.00%
899-002 Reserve for Salary Adjustments	\$ 140,000	\$ 140,000 *	\$ (12,000)	\$ 152,000	\$ 140,000	\$ 140,000	\$ 0	0.00%
899-003 Reserve for Municipal Debt Service	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
899-000 Reserve for Uncollected Taxes	\$ 5,000,016	\$ 5,000,016	\$ 5,000,016	\$ 0	\$ 5,000,002	\$ 5,000,002	\$ (14)	0.00%

\*Transferred \$139,00 to Police FT and \$1,000 to FAC S&W

**UNIFORM  
CONSTRUCTION  
CODE  
(U.C.C.)**

## Office of the Department of Community Services (DCS) 2024 Organizational Chart for Uniform Construction Code (U.C.C.)



**7 Full-Time Employees**

**4 Part-Time Employees**

**\*Does not include Assistant Director / Land Use Manager**

## 701-000 DCS - UNIFORM CONSTRUCTION CODE (DEDICATED TRUST FUND)

## LINE ITEM BUDGET

**REVENUES**

	2023				2024	Adopted/Proposed Budget Variance	
	ANTICIPATED	ANTICIPATED	ACTUAL as of 12/31/2023	Amount Over/(Under)	ANTICIPATED	\$	%
U.C.C. Fees	\$ 1,000,000	\$ 1,000,000	\$ 1,150,566	150,566	\$ 1,000,000	\$ 0	0.00%
Interest on Investments	2,500	2,500	45,079	42,579	4,000	1,500	60.00%
Fund Balance	292,895	292,895	292,895	0	386,284	93,389	31.88%
<b>Total U.C.C. Revenues</b>	<b>\$ 1,295,395</b>	<b>\$ 1,295,395</b>	<b>\$ 1,488,540</b>	<b>\$ 193,145</b>	<b>\$ 1,390,284</b>	<b>\$ 94,889</b>	<b>7.33%</b>

**APPROPRIATIONS**

	2023				2024	Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Proposed Budget	\$	%
<b><u>Salaries and Wages</u></b>							
101 Full-Time	\$ 572,630	\$ 584,630 *	\$ 631,556	\$ (46,926)	\$ 661,398	\$ 88,768	15.50%
102 Part-Time	274,465	274,465	233,501	40,964	269,886	(4,579)	-1.67%
104 Overtime	27,300	27,300	14,400	12,900	27,300	0	0.00%
<b>Total Salary &amp; Wages</b>	<b>\$ 874,395</b>	<b>\$ 886,395</b>	<b>\$ 879,457</b>	<b>\$ 6,938</b>	<b>\$ 958,584</b>	<b>\$ 84,189</b>	<b>9.63%</b>

\* Transferred \$12,000 from Res. for Salary Adj.

**Other Expenses**

201 Supplies & Materials	\$ 5,600	\$ 5,600	\$ 6,494	\$ (894)	\$ 6,000	\$ 400	7.14%
301 Printing	5,000	5,000	2,974	2,026	5,000	0	0.00%
405 Vehicle Maintenance	2,000	2,000	485	1,515	3,000	1,000	50.00%
500 Contract Services	26,000	26,000	25,750	250	33,000	7,000	26.92%
607 Telephone	6,000	6,000	5,214	786	6,000	0	0.00%
700 Equipment	10,000	10,000	2,694	7,306	10,000	0	0.00%
703 Automobiles	30,000	30,000	30,000	0	40,000	10,000	0.00%
801 Clothing Purchases	4,500	4,500	3,551	949	4,500	0	0.00%
804 Training & Seminars	2,000	2,000	160	1,840	2,000	0	0.00%
806 Memberships	700	700	426	274	700	0	0.00%
807 Personal Expenses (Non-Payroll)	500	500	374	126	500	0	0.00%
808 Personal Expenses (Payroll)	8,700	8,700	8,850	(150)	12,000	3,300	37.93%
809 Conference & Meetings	5,000	5,000	2,359	2,641	6,000	1,000	20.00%
900 Share of Social Security & Medicare	67,000	67,000	67,000	0	67,000	0	0.00%
901 Share of Pension & Health/Dental Costs	236,000	236,000	236,000	0	236,000	0	0.00%
50-899 Reserve for Salary Adjustments	12,000	0 *	0	0	0	(12,000)	-100.00%
55-271 Refunds of Payments	0	0	0	0	0	0	0.00%

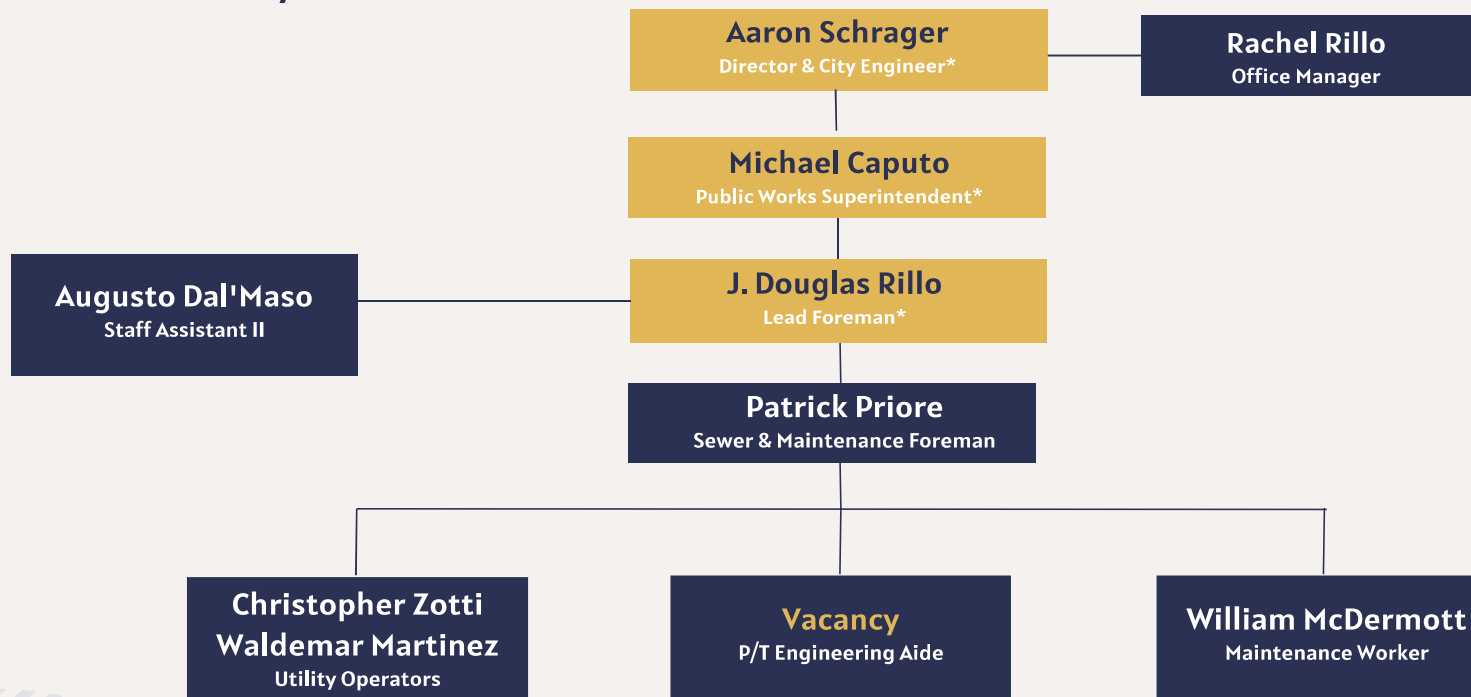
\*Transferred \$12,000 to S&amp;W

<b>Total Other Expenses</b>	<b>\$ 421,000</b>	<b>\$ 409,000</b>	<b>\$ 392,331</b>	<b>\$ 16,674</b>	<b>\$ 431,700</b>	<b>\$ 10,700</b>	<b>2.54%</b>
<b>U.C.C. Total Appropriations</b>	<b>\$ 1,295,395</b>	<b>\$ 1,295,395</b>	<b>\$ 1,271,788</b>	<b>\$ 23,612</b>	<b>\$ 1,390,284</b>	<b>\$ 94,889</b>	<b>7.33%</b>

	Status	Title	2023		2024	Grade	Step	Stipend	Longevity		2024
			Base + Longevity		Base						Total
Estrin, Lilya	Full-Time	Staff Assistant III	\$ 70,453		\$ 72,390	6	19		\$ 0		\$ 72,390
Ghetti, Donna	Full-Time	Staff Assistant III	70,453		72,390	6	19		0		72,390
Kolbeck, Karen	Full-Time	Staff Assistant II	65,714		67,521	5	19		0		67,521
Maritato, Ralph	Full-Time	Construction Official/Chief Inspector	132,312		153,704	16	19		0		153,704
Slufik, Adam	Full-Time	Building Inspector	85,200		91,468	13	17		0		91,468
DiLauri, Matthew (25%)	Full-Time	Land Use Manager/UCC Office Manager	23,427		25,034	15	12	12,000	0		37,034
Mendola, Leonard	Full-Time	Building Sub Code Official	0		121,650	12	19		0		121,650
Flores, Reinaldo	Full-Time	Code Inspector/Lead Inspector	0		45,240	8	16		0		45,240
Daniels, William	Part-Time	Building Inspector	54,416		55,912	12	19		0		55,912
Delizio, Eric	Part-Time	Electrical Sub Code Inspector	76,319		78,418	12	19		0		78,418
Keeley, Raymond	Part-Time	Plumbing Sub Code/Mechanical Inspector	70,388		73,906	12	6-8		0		73,906
Redstone, John	Part-Time	Fire Sub-code Official	73,342		61,650				0		61,650
Retirement	Full-Time	Building Inspector	8,548		0				0		0
Retirement	Full-Time	Building Inspector	105,538		0				0		0
<b>Salaries &amp; Wages Total</b>			<b>\$ 836,110</b>		<b>\$ 919,284</b>				<b>\$ 0</b>		<b>\$ 931,284</b>



# SEWER UTILITY

**Office of the Department of Community Services (DCS)****2024 Organizational Chart for Division of Public Works****Sewer Utility****6 Full-Time Employees\*****1 Part-Time Employee****\*Does not include Director, Superintendent, or Lead Foreman**

# 501-000 DCS - SEWER UTILITY (SEWER ADMINISTRATION)

## REVENUES & LINE ITEM BUDGET

REVENUES		2023				2024		Adopted/Proposed Budget Variance	
		Anticipated Budget	Final Adopted	Actual as of 12/31/2023	Amount Over/(Under)	Anticipated		\$	%
	Fund Balance Anticipated (Surplus)	\$ 604,868	\$ 604,868	\$ 604,868	\$ 0	\$ 685,075		\$ 80,207	13.26%
	Domestic User Charges	3,919,123	3,919,123	4,053,588	134,465	4,282,536		363,413	9.27%
	Industrial User Charges (includes New Providence)	1,068,166	1,068,166	1,049,213	(18,953)	1,125,642		57,476	5.38%
	Interest on Sewer	7,500	7,500	10,280	2,780	10,000		2,500	33.33%
	<b>Total Sewer Utility Revenues</b>	<b>\$ 5,599,657</b>	<b>\$ 5,599,657</b>	<b>\$ 5,717,949</b>	<b>\$ 118,292</b>	<b>\$ 6,103,253</b>		<b>\$ 503,596</b>	<b>8.99%</b>
APPROPRIATIONS		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<b>SEWER ADMINISTRATION</b>									
<u>Salaries and Wages</u>									
101	Full-Time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
109	Share of Various Salaries - Current Fund	140,000	140,000	140,000	0	140,000	140,000	0	0.00%
	<b>Total Salary &amp; Wages</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>	<b>\$ 0</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>	<b>\$ 0</b>	<b>0.00%</b>
<u>Other Expenses</u>									
55-205	Overpayments	\$ 0	\$ 0	\$ 4,001	\$ (4,001)	\$ 0	\$ 0	\$ 0	0.00%
201	Supplies & Materials	500	500	188	312	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	2,600	2,600	2,585	15	2,715	2,715	115	4.42%
402	TC WIPP	670	670	671	(1)	705	705	35	5.22%
403	TC Sewer Bills	800	800	733	67	800	800	0	0.00%
404	TC Envelopes	500	500	500	0	500	500	0	0.00%
405	TC Citi-net	0	0	0	0	860	860	860	100.00%
504	Audit Services	13,000	13,000	0	13,000	12,000	12,000	(1,000)	-7.69%
804	Training & Seminars	1,000	1,000	476	524	1,000	1,000	0	0.00%
	<b>Total Other Expenses</b>	<b>\$ 21,070</b>	<b>\$ 21,070</b>	<b>\$ 9,153</b>	<b>\$ 11,917</b>	<b>\$ 21,080</b>	<b>\$ 21,080</b>	<b>\$ 10</b>	<b>0.05%</b>
	<b>Sewer Utility Administration Subtotal</b>	<b>\$ 161,070</b>	<b>\$ 161,070</b>	<b>\$ 149,153</b>	<b>\$ 11,917</b>	<b>\$ 161,080</b>	<b>\$ 161,080</b>	<b>\$ 10</b>	<b>0.01%</b>

# 501-000 DCS - SEWER UTILITY (SEWER OPERATIONS)

## LINE ITEM BUDGET

APPROPRIATIONS		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<b>SEWER OPERATIONS</b>									
<u>Salaries and Wages</u>									
101	Full-Time	\$ 384,190	\$ 384,190	\$ 371,332	\$ 12,858	\$ 451,724	\$ 451,724	\$ 67,534	17.58%
102	Part Time	36,818	36,818	36,766	52	37,440	37,440	622	1.69%
103	Seasonal	7,500	7,500	0	7,500	5,000	5,000	(2,500)	-33.33%
104	Overtime	22,000	22,000	33,567	(11,567)	35,000	35,000	13,000	59.09%
Total Salary & Wages		\$ 450,508	\$ 450,508	\$ 441,666	\$ 8,842	\$ 529,164	\$ 529,164	\$ 78,656	17.46%
<u>Other Expenses</u>									
201	Supplies	\$ 2,000	\$ 2,000	\$ 2,858	\$ (858)	\$ 2,500	\$ 2,500	\$ 500	25.00%
205	Tools	2,000	2,000	1,971	29	2,000	2,000	0	0.00%
212	Materials	5,000	5,000	2,632	2,368	5,000	5,000	0	0.00%
402	Building Maintenance	8,000	8,000	232	7,768	8,000	8,000	0	0.00%
403	Equipment Maintenance	8,000	8,000	6,994	1,006	8,000	8,000	0	0.00%
405	Truck Maintenance	10,000	10,000	9,269	731	12,500	12,500	2,500	25.00%
460	Fuel	11,000	11,000	0	11,000	11,000	11,000	0	0.00%
491	Odor Control	90,000	90,000	52,721	37,279	90,000	90,000	0	0.00%
492	Pumps Maintenance	25,000	25,000	0	25,000	30,000	30,000	5,000	20.00%
493	Sanitary Sewer	5,000	5,000	0	5,000	5,000	5,000	0	0.00%
494	TV Sewer Inspection	2,500	2,500	2,500	0	2,500	2,500	0	0.00%
495	Force Main Repairs	2,000	2,000	0	2,000	2,000	2,000	0	0.00%
496	Grease Disposal	5,000	5,000	0	5,000	5,000	5,000	0	0.00%
500	Contract Services	75,000	75,000	48,688	26,312	87,500	87,500	12,500	16.67%
509	Mobile Devices	2,200	2,200	2,159	41	2,200	2,200	0	0.00%
513	Sewer Service	220,000	220,000	204,776	15,224	231,000	231,000	11,000	5.00%
514	Operational Software Licenses	6,000	6,000	5,959	41	6,000	6,000	0	100.00%
601	Pumps Electricity	80,000	80,000	80,772	(772)	80,000	80,000	0	0.00%
605	Water	1,000	1,000	647	353	1,000	1,000	0	0.00%
801	Clothing Purchase/Clean	3,425	3,425	3,764	(339)	3,425	3,425	0	0.00%
804	Training & Seminars	1,500	1,500	0	1,500	1,500	1,500	0	0.00%
Total Other Expenses		\$ 564,625	\$ 564,625	\$ 425,941	\$ 138,684	\$ 596,125	\$ 596,125	\$ 31,500	5.58%
Sewer Utility Operations Subtotal		\$ 1,176,203	\$ 1,176,203	\$ 1,016,761	\$ 159,442	\$ 1,286,369	\$ 1,286,369	\$ 110,166	9.37%

# 501-000 DCS - SEWER UTILITY (SEWER OPERATIONS)

## LINE ITEM BUDGET

APPROPRIATIONS	2023				2024		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<b>SEWER OPERATIONS</b>								
<u>Joint Meeting Charges</u>								
Joint Meeting Maintenance	\$ 2,193,434	\$ 2,193,434	\$ 2,193,434	\$ 0	\$ 2,461,649	\$ 2,461,649	\$ 268,215	12.23%
Joint Meeting Maintenance (Additional)	0	0	0	0	0	0	0	0.00%
<b>Total Joint Meeting</b>	<b>\$ 2,193,434</b>	<b>\$ 2,193,434</b>	<b>\$ 2,193,434</b>	<b>\$ 0</b>	<b>\$ 2,461,649</b>	<b>\$ 2,461,649</b>	<b>\$ 268,215</b>	<b>12.23%</b>
<u>Health &amp; Dental Insurances</u>	\$ 77,000	\$ 77,000	\$ 77,000	\$ 0	\$ 75,000	\$ 75,000	\$ (2,000)	-2.60%
<u>Capital Improvement Fund</u>	\$ 161,750	\$ 161,750	\$ 161,750	\$ 0	\$ 186,000	\$ 186,000	\$ 24,250	14.99%
<u>Deferred Charges</u>	\$ 56,560	\$ 56,560	\$ 56,560	\$ 0	\$ 56,560	\$ 56,560	\$ 0	0.00%
<u>Debt Service</u>								
Bond Principal	\$ 630,000	630,000	\$ 630,000	\$ 0	\$ 640,000	\$ 640,000	\$ 10,000	1.59%
Bond Anticipation Notes Principal	0	0	0	0	0	0	0	0.00%
Interest on Bonds	352,710	352,710	283,676	69,034	268,576	268,576	(84,134)	-23.85%
Interest on Bond Anticipation Notes	0	0	0	0	174,098	174,098	174,098	100.00%
Reserve for Debt Service	0	0	0	0	0	0	0	99.00%
<b>Total Debt Service</b>	<b>\$ 982,710</b>	<b>\$ 982,710</b>	<b>\$ 913,676</b>	<b>\$ 69,034</b>	<b>\$ 1,082,674</b>	<b>\$ 1,082,674</b>	<b>\$ 99,964</b>	<b>10.17%</b>
<u>Statutory Expenditures</u>								
Social Security & Medicare	\$ 40,000	\$ 40,000	\$ 40,000	\$ 0	\$ 40,000	\$ 40,000	\$ 0	0.00%
Contribution to PERS	62,000	62,000	62,000	0	65,000	65,000	3,000	4.84%
<b>Total Statutory Expenditures</b>	<b>\$ 102,000</b>	<b>\$ 102,000</b>	<b>\$ 102,000</b>	<b>\$ 0</b>	<b>\$ 105,000</b>	<b>\$ 105,000</b>	<b>\$ 3,000</b>	<b>2.94%</b>
<u>Contribution to Current Fund</u>	\$ 850,000	\$ 850,000	\$ 850,000	\$ 0	\$ 850,000	\$ 850,000	\$ 0	0.00%
<b>Overall Sewer Utility Totals</b>	<b>\$ 5,599,657</b>	<b>\$ 5,599,657</b>	<b>\$ 5,371,180</b>	<b>\$ 228,477</b>	<b>\$ 6,103,253</b>	<b>\$ 6,103,253</b>	<b>\$ 503,595</b>	<b>8.99%</b>

		2023	2024				2024
Status	Title	Base + Longevity	Base	Grade	Step	Longevity	Total
Martinez, Waldemar	Full-Time Operator	\$ 84,786	\$ 83,786	8	14	\$ 1,000	\$ 84,786
McDermott, William	Full-Time Maintenance Worker	55,891	57,306	5	9-11	0	57,306
Priore, Patrick	Full-Time Foreman	105,140	103,140	11	14	2,000	105,140
Zotti, Christopher	Full-Time Utility Operator	85,786	83,786	8	14	2,000	85,786
Dal'Maso, Augusto	Full-Time Staff Assistant II	36,818	48,846	5	9	0	48,846
Rillo, Rachel	Full-Time Office Manager	46,587	54,860	10	1	0	54,860
Vacancy	Part-Time Sr. Engineering Aide	0	37,440	8	7	0	37,440
Reserve for Salary Adjustments		6,000	15,000			0	15,000
<b>Salaries &amp; Wages Total</b>		<b>\$ 415,008</b>	<b>\$ 484,164</b>			<b>\$ 5,000</b>	<b>\$ 489,164</b>

# **PARKING SERVICES UTILITY**

CITY OF SUMMIT

# Parking Services Agency Report

**Rita M. McNany**  
Parking Services  
Director

2024





# Introduction

## WHAT WE DO

Founded in 2000, the Parking Services Agency functions independently to manage municipal parking operations, aiming to deliver an efficient, convenient, and enjoyable parking experience.

The agency oversees all downtown Summit metered parking and enforces time-limited zones across the city. It is responsible for collecting parking revenues, excluding fines, to cover operational costs and parking-related debts, while ensuring a reserve for snow removal and future infrastructure projects.

Parking enforcement plays a crucial role in ensuring fair access to parking and optimizing space turnover.

Additionally, Parking Services supports downtown events and construction parking and advocates for alternative transportation methods to enhance downtown vehicle flow.

## OUR FOCUS ON EQUITY

Parking Services is committed to ensuring fair parking access by offering diverse, straightforward payment and permit choices tailored to the specific requirements of individuals or groups. The agency is dedicated to streamlining the parking process through the latest technologies and encouraging the use of alternative transportation methods.

## POST PANDEMIC RECOVERY

Starting in 2022, Summit observed an increase in the use of its parking facilities, a trend that continued into 2023. The Parking Services Agency reports that specific long-term lots are at full capacity, whereas other lots operate at 60 to 75% capacity.

Revenue from some areas has returned to expected levels, with parking demand from downtown employees and commuters surpassing 2022 figures. The data indicates that Mondays and Fridays are the least busy for parking, suggesting a continued preference for remote work on these days.

# AGENCY TRANSACTIONS BY QUANTITY

PARKING SERVICES AGENCY TRANSACTION BY QUANTITY								
DESCRIPTION	2017	2018	2019	2020	2021	2022	2023	%
PERMIT SALES	5,474	8,856	8,630	6,831	9,031	9,032	9,206	2%
BAGGED METERS	789	1,346	964	882	1,352	432	1,758	307%
DUMPSTER PERMITS	61	252	239	72	107	10	26	160%
DAILY VISITOR PASSES- COUNTER	16,868	16,390	20,357	4,166	128	217	174	-20%
CORPORATE CODES	228	181	145	53	38	88	152	73%
SMART CARDS	77	21	-	2	-	-	-	
TOTAL SALES - PERMITS, DUMPSTER, & DAILY PASSES	23,497	27,046	30,335	12,006	10,656	9,779	11,316	16%
PREPAIDS (MONTHLY, QRTLY, ANNUAL) - COUNTER	1,598	785	711	41	320	353	339	-4%
PREPAIDS (MONTHLY, QRTLY, ANNUAL) - ONLINE	2,270	4,263	4,695	1,804	1,603	1,839	2,817	53%
TOTAL PREPAIDS (NEW RECURRING BILLING 2017)	3,868	5,048	5,406	1,845	1,923	2,192	3,156	44%
PARKMOBILE OFF STREET	207,783	229,014	266,203	94,453	141,478	198,377	234,905	18%
PARKMOBILE ON STREET	119,750	151,446	232,516	113,482	171,906	221,274	246,956	12%
PARKMOBILE- DEFOREST ONLY						84,113	107,707	28%
TOTAL FIELD- PARKMOBILE	327,533	380,460	498,719	207,935	313,384	503,764	589,568	17%
CREDIT CARD OFF STREET	196,262	191,022	183,220	67,906	184,566	82,303	84,750	3%
CREDIT CARD ON STREET	14,923	76,249	139,413	59,399	101,788	104,189	102,227	-2%
CREDIT CARD- DEFOREST ONLY						46,144	47,090	2%
TOTAL FIELD- CREDIT CARD TRANSACTIONS	211,185	267,271	322,633	127,305	286,354	232,636	234,067	1%
CASH - OFF STREET	129,099	105,577	74,377	22,553	27,003	33,719	31,330	-7%
CASH- ON STREET	24,852	111,805	157,863	51,593	62,827	59,903	65,867	10%
CASH- DEFOREST ONLY	41,704	35,774	35,292	12,401	16,852	14,910	14,927	0%
TOTAL FIELD- CASH TRANSACTIONS	195,655	253,156	267,532	86,547	106,682	108,532	112,124	3%
TOTAL FIELD TRANSACTIONS - OFF STREET	574,848	561,387	559,092	197,313	369,899	459,566	520,709	13%
TOTAL FIELD TRANSACTIONS - ON STREET	159,525	339,500	529,792	224,474	336,521	385,366	415,050	8%
TOTAL FIELD TRANSACTIONS	734,373	900,887	1,088,884	421,787	706,420	844,932	935,759	11%
TOTAL OPERATIONS TRANSACTION	761,738	932,981	1,124,625	435,638	718,999	856,903	950,231	11%

## 2024 SERVICES AND GOALS

### **Service Goal 1: Optimize parking infrastructure management to enhance space utilization and increase revenue**

The Parking Services Agency, a self-funded municipal utility dependent on parking revenues and permit fees, aims to cover all operational costs, including debt service.

Following authorization from the State of New Jersey and the Summit Common Council, the agency secured short-term financing to address a \$1.1 million deficit in 2020, initiating repayments in 2022 with annual installments of \$170,000 over five years.

Revenue enhancements, without altering the current pricing model, are critical for maintaining the agency's solvency and funding.

In 2023, revenues rose by 23% compared to 2022, marking a financial turnaround. That year, non-resident parking fees increased to \$13, and a reservation system was introduced to manage space availability, leading to a total daily charge of \$14.95 for non-residents due to an additional \$1.95 reservation fee by ParkMobile. Additionally, the Railroad Avenue lot was designated for resident and employee parking to ensure adequate availability.

Parking rates at the NJ Transit lot and downtown metered street parking were also adjusted, with the former set at \$13 dollars daily and the latter increasing to \$1/hour, standardizing street meter rates. Furthermore, the cost for contractors and utility companies to reserve all-day downtown spaces was raised, reflecting the city's efforts to optimize parking management and revenue.

# 2024 SERVICES AND GOALS

## **Service Goal 2: Reduce time limit to create more turnover on Union Place**

In January 2023, the Common Council authorized the reduction of parking time limits from 90 minutes to 30 minutes on the north side of Union Place to mitigate double and triple parking and enhance turnover. Throughout the year, feedback from Union Place patrons and businesses confirmed the success of the measure. Parking Services is now evaluating additional downtown areas for potential time limit reductions to further increase parking availability.

## **Service Goal 3: Introduce contactless payment options for expense payments**

Several Parking Services vendors are requesting electronic payments. The City Treasurer will collaborate with the State of New Jersey to explore the initiation of Automated Clearing House (ACH) payment transactions to these vendors.

## **Service Goal 4: Garage facility improvements that focus on signage and surveillance**

Plans have been developed for new surveillance equipment and wayfinding signs in both municipal garages - the Tier Garage and Broad Street Garage. The new equipment and signs will be installed in 2024.



## 2024 SERVICES AND GOALS

### **Service Goal 5: Review of overnight parking regulations and installation of new software for better enforcement**

During the Covid-19 pandemic, the city relaxed overnight parking regulations since many residents were working from home. Now that the pandemic is over, the city realized that the process of requesting overnight permission, the limitations of the current software utilized, and the actual ordinance regarding overnight street parking need to be upgraded.

The system currently in place results in misuse of the intent of a special overnight permission through the Police Department's Frontline software.

Overnight parking ordinance states that no one can park on the street when there is a forecast of snow or during a snowstorm. During the last two storms, many residents left their vehicles on the street which made snow plowing curb to curb extremely difficult for Public Works crews.



### **Service Goal 6: Reduce double parking and parking near crosswalks and illegally in commercial loading zones**

The city has experienced a rise in double parking and illegal parking near crosswalks and in restricted zones, including commercial loading areas, leading to obstructed traffic flow.

Double parking occurs when a vehicle is parked beside another vehicle that is already stationary along the curb. This practice not only exacerbates traffic congestion but also increases the likelihood of accidents and poses significant dangers to pedestrians in areas with double or illegally parked vehicles.



# RIDESHARE PROGRAM DATA

Month	Pre-Paid Trips	Daily Trips	Pre-Paid Dwtm Trips	Daily Dwtm Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total \$ per Ride	Avg. City \$ per Ride
<b>2016</b>											
October, 2016	178	680			858		\$6,015	\$1,360	\$4,655	\$7.01	\$5.43
November	115	1,027			1,142		\$7,288	\$2,054	\$5,234	\$6.38	\$4.58
December	102	703			805		\$5,830	\$1,406	\$4,424	\$7.24	\$5.50
<b>2016 Totals</b>	<b>395</b>	<b>2,410</b>	<b>0</b>	<b>0</b>	<b>2,805</b>	<b>0</b>	<b>\$19,133</b>	<b>\$4,820</b>	<b>\$14,313</b>	<b>\$6.82</b>	<b>\$5.10</b>
<b>2017</b>											
January	134	809			943		\$7,543	\$1,618	\$5,925	\$8.00	\$6.28
February	141	809			950		\$7,965	\$1,618	\$6,347	\$8.38	\$6.68
March	155	880			1,035		\$8,623	\$1,760	\$6,863	\$8.33	\$6.63
April	157	901			1,058		\$8,164	\$1,802	\$6,362	\$7.72	\$6.01
May	148	871			1,019		\$8,147	\$1,742	\$6,405	\$8.00	\$6.29
June	105	687			792		\$6,301	\$1,374	\$4,927	\$7.96	\$6.22
July	78	663			741		\$5,815	\$1,326	\$4,489	\$7.85	\$6.06
August	80	778			858		\$6,352	\$1,556	\$4,796	\$7.40	\$5.59
September	70	726			796		\$6,156	\$1,452	\$4,704	\$7.73	\$5.91
October	107	950			1,057		\$8,268	\$1,900	\$6,368	\$7.82	\$6.02
November	105	821			926		\$7,026	\$1,642	\$5,384	\$7.59	\$5.81
December	4	24			28		\$209	\$48	\$161	\$7.46	\$5.75
December	102	790			892		\$6,921	\$1,580	\$5,341	\$7.76	\$5.99
<b>2017 Totals</b>	<b>1,386</b>	<b>9,709</b>	<b>0</b>	<b>0</b>	<b>11,095</b>	<b>0</b>	<b>\$87,490</b>	<b>\$19,418</b>	<b>\$68,072</b>	<b>\$7.89</b>	<b>\$6.14</b>
<b>2018</b>											
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
Aug	198	1,547	0	66	1,811	42	\$13,288	\$3,222	\$10,066	\$7.34	\$5.56
Sept	200	1,445	0	43	1,688	43	\$12,509	\$2,974	\$9,535	\$7.41	\$5.65
Oct	283	1,937	0	32	2,252	54	\$15,677	\$3,938	\$13,744	\$6.96	\$6.10
Nov	257	1,579	0	13	1,849	48	\$14,560	\$3,158	\$11,402	\$7.87	\$6.17
Dec	203	1,538	0	24	1,765	51	\$13,797	\$3,124	\$10,673	\$7.82	\$5.76
<b>2018 Totals</b>	<b>2,173</b>	<b>17,283</b>	<b>65</b>	<b>291</b>	<b>19,812</b>	<b>43</b>	<b>\$143,731</b>	<b>\$35,332</b>	<b>\$109,905</b>	<b>\$7.25</b>	<b>\$5.55</b>
<b>2019</b>											
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
Aug	236	1,766	4	21	2,027	52	\$16,474	\$3,571	\$12,902	\$8.13	\$6.37
Sept	239	1,927	12	30	2,208	59	\$18,780	\$3,914	\$14,865	\$8.51	\$6.73
Oct	275	2,261	7	26	2,569	60	\$24,037	\$4,576	\$19,502	\$9.36	\$7.59
Nov	205	1,843	10	25	2,083	61	\$20,533	\$3,736	\$16,797	\$9.86	\$8.06
Dec	179	1,696	4	32	1,911	45	\$16,435	\$3,288	\$13,147	\$8.60	\$6.88
<b>2019 Totals</b>	<b>2,849</b>	<b>23,222</b>	<b>88</b>	<b>330</b>	<b>26,489</b>	<b>56</b>	<b>\$221,609</b>	<b>\$46,898</b>	<b>\$174,753</b>	<b>\$8.37</b>	<b>\$6.60</b>
<b>2020</b>											
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
Aug	0	22	0	2	24	1	\$188	\$48	\$140	\$7.82	\$5.82
Sept	0	40	0	0	40	1	\$320	\$80	\$240	\$8.01	\$6.01
Oct	0	67	0	0	67	2	\$589	\$132	\$457	\$8.79	\$6.82
Nov	0	39	0	0	39	1	\$347	\$80	\$267	\$8.89	\$6.84
Dec	0	57	0	0	57	2	\$490	\$114	\$376	\$8.60	\$6.60
<b>2020 Totals</b>	<b>439</b>	<b>5,111</b>	<b>33</b>	<b>74</b>	<b>5,657</b>	<b>16</b>	<b>\$45,627</b>	<b>\$10,313</b>	<b>\$35,314</b>	<b>\$9.23</b>	<b>\$6.28</b>



# RIDESHARE PROGRAM DATA

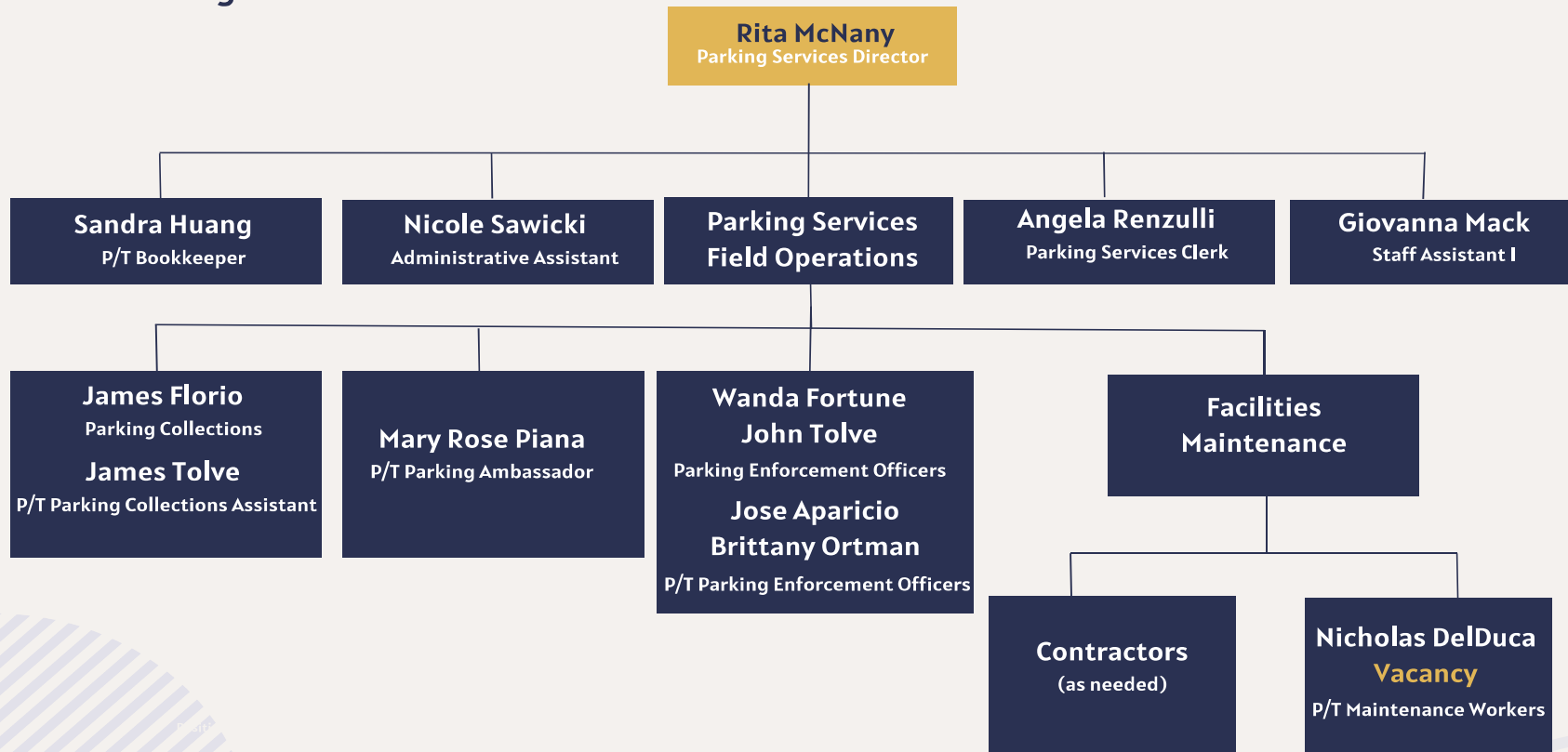
Month	Pre-Paid Trips	Daily Trips	Pre-Paid Dwtm Trips	Daily Dwtm Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total \$ per Ride	Avg. City \$ per Ride
<b>2021</b>											
January	0	23	0	0	23	1	\$198	\$46	\$152	\$8.60	\$6.60
February	0	25	0	0	25	1	\$216	\$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
Aug	2	157	0	1	160	5	\$1,868	\$312	\$1,556	\$11.67	\$9.72
Sept	0	256	0	1	257	8	\$3,114	\$512	\$2,602	\$12.12	\$10.13
Oct	0	331	0	0	331	10	\$3,589	\$662	\$2,927	\$10.84	\$8.84
Nov	0	300	0	0	300	12	\$3,301	\$600	\$2,701	\$11.00	\$9.00
Dec	0	273	0	0	273	4	\$3,003	\$546	\$2,457	\$11.00	\$9.00
<b>2021 Totals</b>	<b>4</b>	<b>1,912</b>	<b>3</b>	<b>4</b>	<b>1,923</b>	<b>5</b>	<b>\$21,691</b>	<b>\$3,818</b>	<b>\$17,873</b>	<b>\$11.28</b>	<b>\$9.29</b>
<b>2022</b>											
January	0	150	0	0	150	5	\$1,468	\$300	\$1,168	\$9.79	\$7.79
February	0	338	0	0	338	12	\$3,525	\$676	\$2,842	\$10.43	\$8.41
March	1	513	1	0	515	15	\$5,917	\$1,044	\$4,860	\$11.49	\$9.44
April	1	460	1	0	462	15	\$5,763	\$920	\$4,838	\$12.47	\$10.47
May *	0	540	0	4	544	16	\$7,184	\$1,632	\$5,535	\$13.21	\$10.17
June	0	517	0	14	531	16	\$6,726	\$1,629	\$5,097	\$12.67	\$9.60
July	17	457	0	12	486	15	\$5,886	\$1,373	\$4,513	\$12.11	\$9.29
Aug Lyft	22	486	0	9	517	22	\$6,942	\$1,528	\$5,435	\$13.43	\$10.51
Aug Uber	2	5	0	0	7	2	\$71	\$17	\$54	\$10.19	\$7.76
Aug Total	24	491	0	9	524	24	\$7,014	\$1,545	\$5,490	\$13.39	\$10.48
Sept Lyft	23	552	0	16	591	18	\$8,607	\$1,761	\$6,846	\$14.56	\$11.58
Sept Uber	3	13	0	0	16	6	\$160	\$42	\$118	\$10.01	\$7.38
Sept Total	26	565	0	16	607	24	\$8,767	\$1,803	\$6,964	\$14.44	\$11.47
Oct Lyft	10	645	0	14	669	20	\$9,720	\$1,976	\$7,743	\$14.53	\$11.57
Oct Uber	3	47	0	0	50	1	\$570	\$144	\$426	\$11.41	\$8.53
Oct Total	13	692	0	14	719	21	\$10,290	\$2,120	\$8,170	\$14.31	\$11.36
Nov Lyft	12	644	0	22	678	19	\$9,314	\$2,020	\$7,294	\$13.74	\$10.76
Nov Uber	2	61	0	0	63	2	\$686	\$185	\$501	\$10.90	\$7.96
Nov Total	14	705	0	22	741	21	\$10,000	\$2,205	\$7,796	\$13.50	\$10.52
Dec Lyft	5	645	0	20	670	18	\$9,248	\$1,985	\$7,144	\$13.80	\$10.66
Dec Uber	4	73	0	0	77	2	\$828	\$205	\$623	\$10.76	\$8.10
Dec Total	9	718	0	20	747	20	\$10,076	\$2,190	\$7,767	\$13.49	\$10.40
<b>2022 Totals</b>	<b>105</b>	<b>6,146</b>	<b>2</b>	<b>111</b>	<b>6,364</b>	<b>17</b>	<b>\$82,616</b>	<b>\$17,437</b>	<b>\$65,039</b>	<b>\$12.98</b>	<b>\$10.22</b>

# RIDESHARE PROGRAM DATA

Month	Pre-Paid Trips	Daily Trips	Pre-Paid Dwtm Trips	Daily Dwtm Trips	Total Trips	Average Daily Morning Trips	Total Amount	Daily Rider Charges	City Cost	Avg. Total \$ per Ride	Avg. City \$ per Ride
<b>2023</b>											
Jan Lyft	6	771	0	19	796	21	\$9,996	\$2,376	\$7,620	\$12.56	\$9.57
Jan Uber	4	88	0	0	92	2	\$921	\$271	\$650	\$10.02	\$7.07
Jan Total	10	859	0	19	888	23	\$10,917	\$2,647	\$8,270	\$12.29	\$9.31
Feb Lyft **	13	625	0	20	658	21	\$8,144	\$2,578	\$5,551	\$12.38	\$8.44
Feb Uber **	0	95	0	0	95	3	\$923	\$368	\$555	\$9.72	\$5.84
Feb Total	13	720	0	20	753	24	\$9,067	\$2,946	\$6,106	\$12.04	\$8.11
March Lyft	17	762	0	22	801	24	\$9,656	\$3,170	\$6,477	\$12.06	\$8.09
March Uber	6	144	0	0	150	4	\$1,607	\$596	\$993	\$10.71	\$6.62
March Total	23	906	0	22	951	27	\$11,263	\$3,766	\$7,470	\$11.84	\$7.85
April Lyft	14	572	0	7	593	21	\$6,949	\$2,344	\$4,585	\$11.72	\$7.73
April Uber	1	82	0	0	83	3	\$836	\$330	\$498	\$10.07	\$6.00
April Total	15	654	0	7	676	24	\$7,784	\$2,674	\$5,083	\$11.52	\$7.52
May Lyft	21	666	0	16	703	21	\$8,108	\$2,706	\$5,400	\$11.53	\$7.68
May Uber	12	106	0	0	118	3	\$1,149	\$448	\$701	\$9.74	\$5.94
May Total	33	772	0	16	821	24	\$9,257	\$3,154	\$6,101	\$11.28	\$7.43
June Lyft	36	656	0	10	702	21	\$7,536	\$2,744	\$4,796	\$10.73	\$6.83
June Uber	7	105	0	0	112	3	\$1,199	\$466	\$765	\$10.70	\$6.83
June Total	43	761	0	10	814	24	\$8,734	\$3,210	\$5,561	\$10.73	\$6.83
July Lyft	35	467	0	11	513	18	\$5,242	\$1,982	\$3,257	\$10.22	\$6.35
July Uber	3	90	0	0	93	3	\$911	\$366	\$545	\$9.79	\$5.86
July Total	38	557	0	11	606	21	\$6,153	\$2,348	\$3,802	\$10.15	\$6.27
Aug Lyft	67	577	0	9	653	18	\$6,671	\$2,442	\$4,229	\$10.22	\$6.48
Aug Uber	11	139	0	0	150	3	\$1,414	\$558	\$856	\$9.43	\$5.71
Aug Total	78	716	0	9	803	21	\$8,085	\$3,000	\$5,085	\$10.07	\$6.33
Sept Lyft	22	595	0	26	643	20	\$6,814	\$2,528	\$4,280	\$10.60	\$6.66
Sept Uber	31	155	0	0	186	9	\$2,000	\$666	\$1,334	\$10.76	\$7.17
Sept Total	53	750	0	26	829	29	\$8,814	\$3,194	\$5,614	\$10.63	\$6.77
Oct Lyft	35	693	0	36	764	23	\$7,834	\$2,986	\$4,848	\$10.25	\$6.34
Oct Uber	26	140	0	0	166	4	\$1,790	\$612	\$1,178	\$10.79	\$7.10
Oct Total	61	833	0	36	930	26	\$9,624	\$3,598	\$6,026	\$10.35	\$6.48
Nov Lyft	31	626	1	25	683	23	\$7,091	\$2,668	\$4,423	\$10.38	\$6.48
Nov Uber	33	189	0	0	222	5	\$2,402	\$822	\$1,581	\$10.82	\$7.12
Nov Total	64	815	1	25	905	28	\$9,493	\$3,490	\$6,004	\$10.49	\$6.63
Dec Lyft	29	466	1	6	502	15	\$5,442	\$1,948	\$3,491	\$10.84	\$6.95
Dec Uber	18	106	0	0	124	3	\$1,299	\$460	\$839	\$10.48	\$6.77
Dec Total	47	572	1	6	626	18	\$6,741	\$2,408	\$4,330	\$10.77	\$6.92
<b>2023 Totals</b>	<b>478</b>	<b>8,915</b>	<b>2</b>	<b>207</b>	<b>9,602</b>	<b>24</b>	<b>\$105,933</b>	<b>\$36,435</b>	<b>\$69,451</b>	<b>\$11.03</b>	<b>\$7.23</b>
<b>TOTALS 2016-2023</b>	<b>7,829</b>	<b>74,708</b>	<b>193</b>	<b>1,017</b>	<b>83,747</b>	<b>27</b>	<b>\$727,831</b>	<b>\$174,471</b>	<b>\$553,360</b>	<b>\$8.69</b>	<b>\$6.61</b>
Avg. Excludes 2016 & 2017 -Did not receive morning ride data from provider											
* = May 2022 - \$3.00 trip fee daily (increase of \$1.00); \$1.00 trip fee prepaid (increase of \$1.00)											
** = Feb 2023 - \$4.00 trip fee daily (increase of \$1.00); \$2.00 trip fee prepaid (increase of \$1.00)											



## Parking Services Agency 2024 Organizational Chart



**7 Full-Time Employees**  
**7 Part-Time Employees**

## REVENUES

### Lots & Garages - Cash, CC & Parkmobile

	2023				2024	Adopted/Proposed Budget Variance	
	Anticipated	Amended Adopted	ACTUAL as of 12/31/2023	Amount Over/(Under)	Anticipated	\$	%
Garage - Broad Street	\$ 185,500	\$ 185,500	\$ 248,862	\$ 63,362	\$ 248,000	\$ 62,500	33.69%
Garage - Tier Upper Level	151,000	151,000	176,972	25,972	176,000	25,000	16.56%
Garage - Tier Ground Level	57,000	57,000	68,029	11,029	68,000	11,000	19.30%
Parking Lots (excludes DeForest Lots)	181,000	181,000	228,611	47,611	225,000	44,000	24.31%
DeForest Lots	314,000	314,000	342,754	28,754	342,000	28,000	8.92%
Bank Street Lot	42,000	42,000	50,847	8,847	50,000	8,000	19.05%
Library Lot	40,000	40,000	50,934	10,934	48,000	8,000	19.05%
<b>Total Lots &amp; Garages</b>	<b>\$ 970,500</b>	<b>\$ 970,500</b>	<b>\$ 1,167,009</b>	<b>\$ 196,509</b>	<b>\$ 1,157,000</b>	<b>\$ 186,500</b>	<b>19.22%</b>

### On-Street Meters

Cash Only	\$ 96,000	\$ 96,000	\$ 106,158	\$ 10,158	\$ 100,000	\$ 4,000	4.17%
Kiosks	129,000	129,000	133,396	4,396	129,000	0	0.00%
Parkmobile	405,000	405,000	296,916	(108,084)	445,000	40,000	9.88%
<b>Total On-Street Meters</b>	<b>\$ 630,000</b>	<b>\$ 630,000</b>	<b>\$ 536,470</b>	<b>\$ (93,530)</b>	<b>\$ 674,000</b>	<b>\$ 44,000</b>	<b>6.98%</b>

### 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%
<b>Total Smart Card Sales</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0.00%</b>

### Bar-Code Permit Sales

Resident	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Resident Renewal	56,500	56,500	58,275	1,775	57,000	500	0.88%
Resident - Seniors	8,900	8,900	8,855	(45)	8,800	(100)	-1.12%
Employee Renewal	14,500	14,500	15,068	568	15,000	500	3.45%
Employee - Seniors	450	450	530	80	500	50	11.11%
<b>Total Bar-Code Permit Sales</b>	<b>\$ 80,350</b>	<b>\$ 80,350</b>	<b>\$ 82,728</b>	<b>\$ 2,378</b>	<b>\$ 81,300</b>	<b>\$ 950</b>	<b>1.18%</b>

REVENUES	2023				2024		Adopted/Proposed Budget Variance	
			ACTUAL	Amount				
	Anticipated	Amended Adopted	as of 12/31/2023	Over/(Under)	Anticipated		\$	%
<b>Pre-Paid Parking</b>								
Resident - Monthly and Daily	\$ 30,000	\$ 30,000	\$ 46,524	\$ 16,524	\$ 46,000	\$ 16,000	53.33%	
Resident - Quarterly	13,000	13,000	14,471	1,471	14,000	1,000	7.69%	
Resident - Annual	5,000	5,000	15,552	10,552	15,000	10,000	200.00%	
Resident - Overnight	41,000	41,000	48,865	7,865	48,000	7,000	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	(1,888)	(1,888)	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	\$ 89,000	\$ 89,000	\$ 123,524	\$ 34,524	\$ 123,000	\$ 34,000	38.20%	
Corporate Codes - Employer Paid Parking	\$ 7,000	\$ 7,000	\$ 13,740	\$ 6,740	\$ 12,000	\$ 5,000	71.43%	
Employee - Monthly and Daily	74,000	74,000	119,747	45,747	115,000	41,000	55.41%	
Employee - Quarterly	29,000	29,000	33,991	4,991	33,000	4,000	13.79%	
Employee - Annual	11,000	11,000	36,288	25,288	35,000	24,000	218.18%	
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	0	0	0.00%	
Less: Pre-paid Current Year for Next Year	(1,000)	(1,000)	0	1,000	0	0	0.00%	
Employee Pre-Paid Sub-Total	\$ 120,000	\$ 120,000	\$ 203,766	\$ 83,766	\$ 195,000	\$ 75,000	62.50%	
Refund								
Total Pre-Paid Parking	\$ 209,000	\$ 209,000	\$ 327,290	\$ 118,290	\$ 318,000	\$ 109,000	52.15%	
<b>Daily Visitor Passes</b>								
Bulk (Pack of 10 - \$50.00)	\$ 0	\$ 0	\$ 6,900	\$ 6,900	\$ 5,000	\$ 5,000	0.00%	
Single (One Time - Atlantic Health)	0	0	0	0	0	0	0.00%	
Single (1 for \$6.00)	0	0	216	216	100	100	100.00%	
Total Daily Visitor Passes	\$ 0	\$ 0	\$ 7,116	\$ 7,116	\$ 5,100	\$ 5,100	0.00%	
<b>Non-Resident Lot</b>								
Broad Street Garage	\$ 258,000	\$ 258,000	\$ 386,033	\$ 128,033	\$ 380,000	\$ 122,000	47.29%	
Total Non-Resident Parking	\$ 258,000	\$ 258,000	\$ 386,033	\$ 128,033	\$ 380,000	\$ 122,000	47.29%	
<b>Overnight Parking</b>								
Quarterly	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%	
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	0.00%	

REVENUES	2023				2024	Adopted/Proposed Budget Variance	
	Anticipated	Amended Adopted	ACTUAL as of 12/31/2023	Amount Over/(Under)	Anticipated	\$	%
<b>Other Revenues</b>							
Dumpster Permit/Bagged Meters	\$ 11,000	\$ 11,000	\$ 44,570	\$ 33,570	\$ 35,000	\$ 24,000	218.18%
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.	2,000	2,000	6,326	4,326	6,000	0	0.00%
Leased Spaces	59,000	59,000	58,900	(100)	58,900	(100)	-0.17%
<b>Total Other Revenues</b>	<b>\$ 72,000</b>	<b>\$ 72,000</b>	<b>\$ 109,796</b>	<b>\$ 37,796</b>	<b>\$ 99,900</b>	<b>\$ 23,900</b>	<b>33.19%</b>
<b>Park &amp; Ride (DOT Rt. 24 Lot)</b>							
Cash Receipts	\$ 170	\$ 170	\$ 134	\$ (36)	\$ 100	\$ (70)	-41.18%
Credit Card Usage and Daily CC	1,400	1,400	2,391	991	2,300	0	100.00%
Parkmobile	12,500	12,500	20,112	7,612	20,000	7,500	100.00%
Permit Monthly, Quarterly or Annually	900	900	1,840	940	1,000	100	11.11%
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%
<b>Total NJDOT Park &amp; Ride</b>	<b>\$ 14,970</b>	<b>\$ 14,970</b>	<b>\$ 24,477</b>	<b>\$ 9,507</b>	<b>\$ 23,400</b>	<b>\$ 8,430</b>	<b>100.00%</b>
<b>Park &amp; Rail (NJ Transit Lot)</b>							
Cash Receipts	\$ 1,200	\$ 1,200	\$ 1,758	\$ 558	\$ 1,500	\$ 300	25.00%
Smart Card Usage	0	0	0	0	0	0	0.00%
Parkmobile	72,000	72,000	92,234	20,234	80,000	8,000	11.11%
Credit Card Usage & CC Daily	31,000	31,000	31,014	14	28,500	(2,500)	-8.06%
Less: Refunds, Transit Tax	(7,000)	(7,000)	0	7,000	(7,000)	0	0.00%
<b>Total NJT Park &amp; Rail</b>	<b>\$ 97,200</b>	<b>\$ 97,200</b>	<b>\$ 125,006</b>	<b>\$ 27,806</b>	<b>\$ 103,000</b>	<b>\$ 5,800</b>	<b>5.97%</b>
<b>Parking Services Revenues Subtotal</b>	<b>\$ 2,332,020</b>	<b>\$ 2,332,020</b>	<b>\$ 2,765,925</b>	<b>\$ 468,429</b>	<b>\$ 2,841,700</b>	<b>\$ 509,680</b>	<b>21.86%</b>

PARKING SERVICES UTILITY

REVENUES

REVENUES

	2023				2024	Adopted/Proposed	
	Amended		ACTUAL	Amount		Budget Variance	
	Anticipated	Adopted	as of 12/31/2023	Over/(Under)		\$	%
<b>Other Anticipated Revenues</b>							
Anticipated from Capital Surplus for Capital Outlay	\$ 25,000	\$ 25,000	\$ 0	\$ (25,000)	\$ 90,000	\$ 0	100.00%
Anticipated from Operating Surplus	393,706	393,706	393,706	0	375,260	(18,446)	-4.69%
Miscellaneous Revenue	0	0	3,991	3,991	0	0	0.00%
Budget Appropriation Vehicles and Other Improvements	0	0	0	0	0	0	0.00%
Snow Reserve	0	0	0	0	0	0	100.00%
Total Miscellaneous Revenues	\$ 418,706	\$ 418,706	\$ 397,697	\$ (21,009)	\$ 465,260	\$ (18,446)	-4.41%
TOTAL PARKING SERVICE UTILITY REVENUES	\$ 2,750,726	\$ 2,750,726	\$ 3,163,622	\$ 447,420	\$ 3,306,960	\$ 556,234	20.22%

# PARKING SERVICES UTILITY

# LINE ITEM BUDGET

		2023				2024		Adopted/Proposed Budget Variance	
		Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
55-501-000 <u>Salaries and Wages</u>									
101	Full-Time	\$ 460,674	\$ 470,674 *	\$ 476,848	\$ (6,174)	\$ 465,440	\$ 465,440	\$ 4,766	1.03%
102	Part-Time	166,860	138,360 **	132,931	5,429	170,364	170,364	3,504	2.10%
103	Overtime	5,000	5,000	4,205	795	5,000	5,000	0	0.00%
132	Parking Ambassadors/Temps	24,255	24,255	23,110	1,145	24,792	24,792	537	2.21%
Total Salary & Wages		\$ 656,789	\$ 638,289	\$ 637,094	\$ 1,195	\$ 665,596	\$ 665,596	\$ 8,807	1.34%
		*\$10,000 transferred from Reserve for Salary Adj.							
55-502-001 <u>Other Expenses</u>									
		** \$28,500 transferred to OE							
201	Supplies & Materials	\$ 20,000	\$ 34,500 *	\$ 20,194	\$ 14,306	\$ 20,000	\$ 20,000	\$ 0	0.00%
204	Deforest Lots	10,000	10,000	8,472	1,528	10,000	10,000	0	0.00%
205-215	Credit Card Charges	300,000	300,000	346,402	(46,402)	375,000	375,000	75,000	25.00%
310	Electronic Costs	381,410	415,410 *	415,410	0	500,000	500,000	118,590	31.09%
402	Building Maintenance	23,000	23,000	21,207	1,793	25,000	25,000	2,000	8.70%
403	Equipment Maintenance	95,500	95,500	94,779	721	100,000	100,000	4,500	4.71%
405	Vehicle Maintenance	10,000	10,000	7,368	2,632	10,000	10,000	0	122.00%
417	Snow Removal	20,000	0 **	0	0	0	0	(20,000)	-100.00%
501	Legal Services	1,000	1,000	510	490	1,000	1,000	0	0.00%
502	Financial Services	2,000	2,000	1,755	245	2,000	2,000	0	0.00%
504	Audit services	7,500	7,500	0	7,500	7,600	7,600	100	1.33%
506	Consulting Contracts	0	0	0	0	15,000	15,000	0	100.00%
507	NJT Park & Rail Lots - Rents	59,090	59,090	49,230	9,860	79,200	79,200	20,110	34.03%
509	Parking Share of Other Services	60,000	60,000	60,000	0	60,000	60,000	0	0.00%
510	Parking Share of Pensions	80,000	80,000	80,000	0	80,000	80,000	0	0.00%
700	Equipment	8,000	8,000	7,579	421	8,000	8,000	0	0.00%
801	Clothing (Uniforms)	3,000	3,000	912	2,088	3,000	3,000	0	0.00%
804	Training & Seminars	3,000	3,000	3,189	(189)	5,000	5,000	2,000	66.67%
806	Memberships	1,500	1,500	1,500	0	1,500	1,500	0	0.00%
942	Parking Lot Maintenance	10,000	10,000	9,135	865	10,000	10,000	0	186.00%
943	Maintenance - NJ Transit & NJDOT Lots	0	0	0	0	2,000	2,000	2,000	0.00%
946	Reserved for Salary Adjustments	10,000	0 ***	0	0	10,000	10,000	0	0.00%
Total Other Expenses		\$ 1,105,000	\$ 1,123,500	\$ 1,127,643	\$ (4,143)	\$ 1,324,300	\$ 1,324,300	\$ 204,300	18.49%
		* \$14,500.00 Transferred in from S&W							
		** \$20,000.00 Transferred to OE 310							
		*** \$10,000 Transferred to S&W							
Parking Appropriations Subtotal		\$ 1,761,789	\$ 1,761,789	\$ 1,764,737	\$ (2,948)	\$ 1,989,896	\$ 1,989,896	\$ 213,107	12.10%

# PARKING SERVICES UTILITY

## LINE ITEM BUDGET

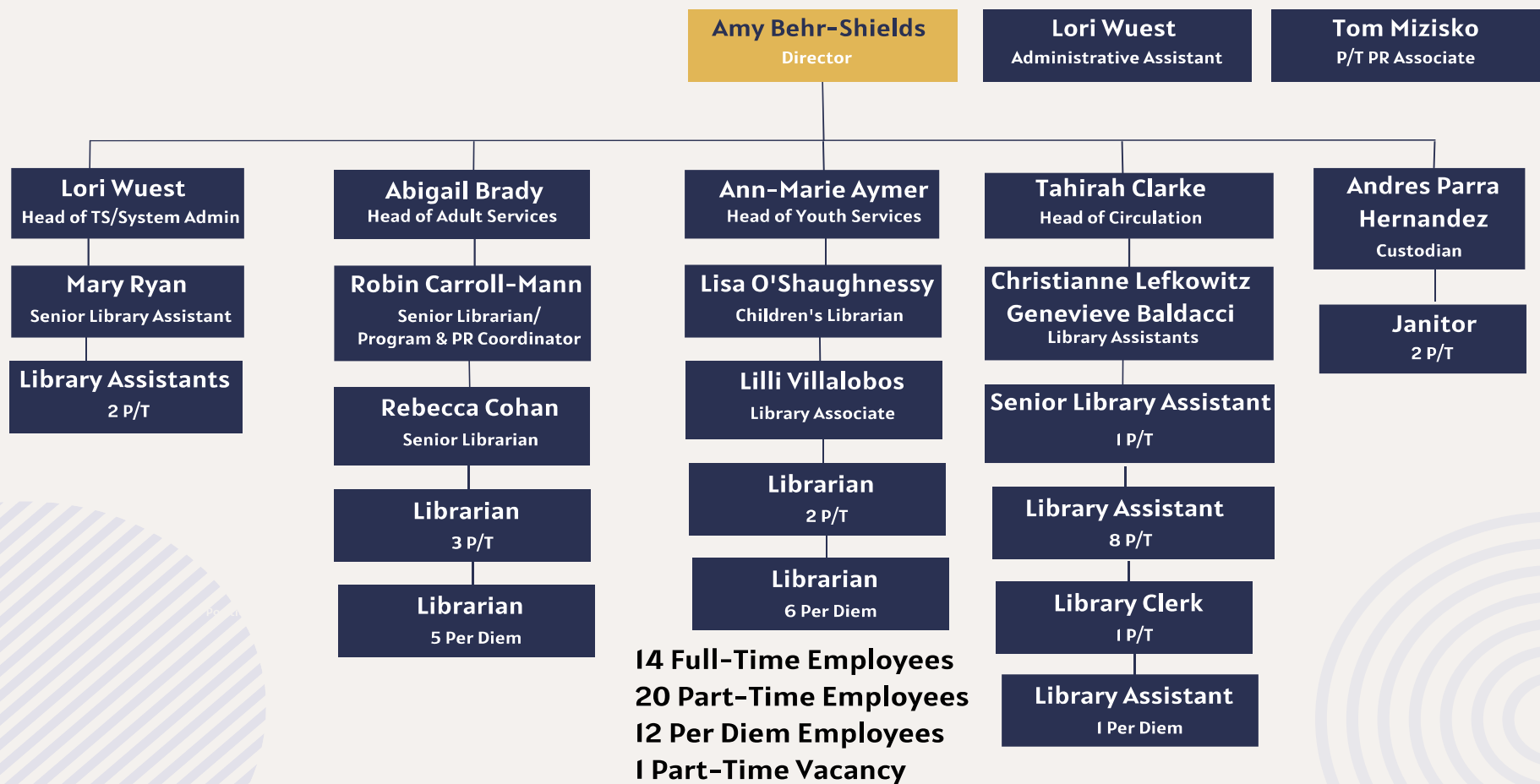
	2023				2024		Adopted/Proposed Budget Variance	
	Adopted Budget	Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Capital Improvement Fund</u>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 20,000	\$ 20,000	\$ 20,000	0.00%
<u>Aquisition of Vehicles and Other Capital Outlay</u>	\$ 15,000	\$ 15,000	\$ 6,497	\$ 8,503	\$ 90,000	\$ 90,000	\$ 75,000	100.00%
<u>Deferred Charges</u>	\$ 10,000	\$ 10,000	\$ 10,000	\$ 0	\$ 10,000	\$ 10,000	\$ 0	0.00%
<u>Insurance</u>	\$ 110,000	\$ 110,000	\$ 110,000	\$ 0	\$ 125,000	\$ 125,000	\$ 15,000	13.64%
<u>Special Emergency - 5 year (2022-2026)</u>	\$ 170,000	\$ 170,000	\$ 170,000	\$ 0	\$ 170,000	\$ 170,000	\$ 0	100.00%
<u>Debt Service</u>								
Bond Principal	\$ 370,000	\$ 370,000	\$ 370,000	\$ 0	\$ 385,000	\$ 385,000	\$ 15,000	4.05%
Bond Anticipation Notes Principal	0	0	0	0	0	0	0	0.00%
Interest on Bonds	104,723	104,723	104,821	(98)	87,214	87,214	(17,509)	-16.72%
Interest on Bond Anticipation Notes	0	0	0	0	0	0	0	-100.00%
Interest on Special Emergency Note	4,714	4,714	0	4,714	28,050	28,050	23,336	100.00%
Reserve for Debt Service	0	0	0	0	0	0	0	0.00%
<b>Total Other Expenses</b>	<b>\$ 479,437</b>	<b>\$ 479,437</b>	<b>\$ 474,821</b>	<b>\$ 4,616</b>	<b>\$ 500,264</b>	<b>\$ 500,264</b>	<b>\$ 20,827</b>	<b>4.34%</b>
<u>Statutory Expenditures</u>								
Social Security & Medicare	\$ 65,000	\$ 65,000	\$ 65,000	\$ 0	\$ 67,500	\$ 67,500	\$ 2,500	3.85%
	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 0</b>	<b>\$ 67,500</b>	<b>\$ 67,500</b>	<b>\$ 2,500</b>	<b>3.85%</b>
<u>Utilities</u>								
Electricity	\$ 39,000	\$ 39,000	\$ 37,778	\$ 1,222	\$ 39,000	\$ 39,000	\$ 0	0.00%
Mobile Phones & Data Lines	8,000	8,000	4,336	3,664	6,000	6,000	(2,000)	-25.00%
Telephone (Garages)	0	0	0	0	0	0	0	0.00%
Water	1,500	1,500	1,432	68	1,500	1,500	0	0.00%
<b>Total Other Expenses</b>	<b>\$ 48,500</b>	<b>\$ 48,500</b>	<b>\$ 43,546</b>	<b>\$ 4,954</b>	<b>\$ 46,500</b>	<b>\$ 46,500</b>	<b>\$ (2,000)</b>	<b>-4.12%</b>
<u>Sales Tax</u>								
NJ Sales Tax for NJ Transit Lot	\$ 6,000	\$ 6,000	\$ 7,750	\$ (1,750)	\$ 7,800	\$ 7,800	\$ 1,800	30.000%
<b>Total Other Expenses</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 7,750</b>	<b>\$ (1,750)</b>	<b>\$ 7,800</b>	<b>\$ 7,800</b>	<b>\$ 1,800</b>	<b>30.00%</b>
<u>Contribution to Current Fund</u>	\$ 85,000	\$ 85,000	\$ 85,000	\$ 0	\$ 280,000	\$ 280,000	\$ 195,000	100.00%
<b>Overall Parking Utility Totals</b>	<b>\$ 2,750,726</b>	<b>\$ 2,750,726</b>	<b>\$ 2,737,351</b>	<b>\$ 13,375</b>	<b>\$ 3,306,960</b>	<b>\$ 3,306,960</b>	<b>\$ 541,234</b>	<b>19.68%</b>

	Status	Title	2023		2024	Grade	Step	Longevity		2024
			Base + Longevity		Base					Total
Florio, John	Full-Time	Collections Assistant	\$ 44,436		\$ 45,839	5	5	\$ 0		\$ 45,839
Fortune, Wanda	Full-Time	Parking Enforcement Officer	65,713		67,520	5	19	0		67,520
Mack, Giovanna	Full-Time	Staff Asst I	0		44,835	4	9	0		44,835
McNany, Rita	Full-Time	Parking Services Manager	134,201		131,174	17	18-19	10,494		141,668
Renzulli, Angela	Full-Time	Staff Asst II	42,767		46,516	7	1	0		46,516
Sawicki, Nicole	Full-Time	Administrative Assistant	70,826		76,295	8	19	0		76,295
Tolve, John	Full-Time	Parking Enforcement Officer	41,436		42,767	4	5-7	0		42,767
Huang, Sandra	Part-Time	Bookkeeper	31,997		32,877	4	19	0		32,877
DeDuca, Nicholas	PT-Hrly	Maintenance Worker	23,580		36,653			0		36,653
Tolve, James	PT-Hrly	Parking Collections Assistant	21,847		24,171			0		24,171
Aparicio, Jose	Part-Time	Parking Enforcement Officer	28,379		29,168			0		29,168
Ortman, Brittany	Part-Time	Parking Enforcement Officer	28,379		29,168			0		29,168
Piana, Mary Rose	Part-Time	Ambassador	24,255		24,792			0		24,792
Vacancy	PT-Hrly	Maintenance Worker	17,678		18,327			0		18,327
Retirement			76,295		0			0		0
<b>Salaries &amp; Wages Total</b>			<b>\$ 651,789</b>		<b>\$ 650,102</b>			<b>\$ 10,494</b>		<b>\$ 660,596</b>



**LIBRARY**

## Summit Free Public Library 2024 Organizational Chart



		2023			2024		Adopted/Proposed Budget Variance	
		Final Budget	Paid or Charged as of 12/31/2023	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<b><u>Salaries and Wages</u></b>								
101	Full-Time	\$ 1,169,421	\$ 1,169,420	\$ 1	\$ 1,218,089	\$ 1,218,089	\$ 48,668	4.16%
102	Part-Time	387,874	300,495	87,379	476,042	476,042	88,168	22.73%
104	Per Diem	25,120	15,180	9,940	23,539	23,539	(1,581)	100.00%
105	Sundays	50,191	35,678	14,513	60,257	60,257	10,066	100.00%
106	Sick Leave	14,100	6,866	7,234	16,074	16,074	1,974	100.00%
<b>Total Salary &amp; Wages</b>		<b>\$ 1,646,706</b>	<b>\$ 1,527,640</b>	<b>\$ 119,066</b>	<b>\$ 1,794,001</b>	<b>\$ 1,794,001</b>	<b>\$ 147,295</b>	<b>8.94%</b>
<b><u>Other Expenses</u></b>								
217	Books	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
218	Periodicals	0	0	0	0	0	0	0.00%
219	Audio Visual	0	0	0	0	0	0	0.00%
220	Other Materials	0	0	0	0	0	0	0.00%
221	Machine Readable	0	0	0	0	0	0	0.00%
222	Other Operating Expenses	592,376	592,376	0	627,877	627,877	35,501	5.99%
223	Library of Things	0	0	0	0	0	0	0.00%
224	Replacement	0	0	0	0	0	0	0.00%
225	Delivery	0	0	0	0	0	0	0.00%
227	Programming	0	0	0	0	0	0	0.00%
228	Copy/Fax Supplies/Cartridges	0	0	0	0	0	0	0.00%
229	Equipment Maintenance Contracts	0	0	0	0	0	0	0.00%
415	Plant Operation & Maintenance	0	0	0	0	0	0	0.00%
517	Computer Costs	0	0	0	0	0	0	0.00%
812	Fringe Benefits - SS/Medicare	126,000	107,806	18,194	127,113	127,113	1,113	0.88%
813	Fringe Benefits - Pension	211,000	200,999	10,001	222,195	222,195	11,195	5.31%
814	Fringe Benefits - Health/Dental	202,000	198,372	3,628	212,000	212,000	10,000	4.95%
815	Building Insurance	42,000	42,000	0	42,000	42,000	0	0.00%
816	DCRP/Group Life/Disability	12,000	0	12,000	14,000	14,000	2,000	16.67%
817	Library Payroll Processing Fees	3,500	3,500	0	7,500	7,500	0	0.00%
818	Accident Insurance	3,000	3,000	0	3,000	3,000	0	0.00%
899	Miscellaneous	0	0	0	0	0	0	0.00%
900	Library Credit Card Fees	0	0	0	0	0	0	0.00%
<b>Total Other Expenses</b>		<b>\$ 1,191,876</b>	<b>\$ 1,148,053</b>	<b>\$ 43,823</b>	<b>\$ 1,255,685</b>	<b>\$ 1,255,685</b>	<b>\$ 59,809</b>	<b>5.02%</b>
<b>Library Total Appropriations</b>		<b>\$ 2,838,582</b>	<b>\$ 2,675,693</b>	<b>\$ 162,889</b>	<b>\$ 3,049,686</b>	<b>\$ 3,049,686</b>	<b>\$ 207,104</b>	<b>7.30%</b>

	Status	Title	2023	2024
			Base + Longevity	Base + Longevity
Aymer, Ann Marie	Full-Time	Head of Youth Services	\$ 110,094	\$ 112,846
Baldacci, Genevieve	Full-Time	Circulation Assistant	55,765	57,421
Behr-Shields, Amy	Full-Time	Library Director	132,190	143,295
Brady, Abigail	Full-Time	Head of Adult Services	110,094	112,846
Carroll-Mann, Robin*	Full-Time	Sr. Librarian / Programming Publicity Coordinator	94,523	96,694
Clarke, Tahirah	Full-Time	Library Assistant	77,051	80,094
Cohan, Rebecca	Full-Time	Senior Librarian	86,899	89,070
Vacant	Full-Time	Young Adult Librarian	0	0
Lefkowitz, Christine Reignier	Full-Time	Circulation Assistant	60,614	62,131
O'Shaughnessy, Lisa	Full-Time	Librarian	73,600	76,489
Paczek-Barrasso, Beata	Full-Time	Head of Technical Services / System Administrator	110,094	112,846
Parra-Hernandez, Andres	Full-Time	Janitor	70,798	72,568
Ryan, Mary	Full-Time	Senior Library Assistant	77,878	79,825
Villalobos, Lilliana	Full-Time	Library Associate	50,830	58,053
Wuest, Lori	Full-Time	Administrative Assistant	58,992	63,911
<b>Salaries &amp; Wages Total</b>			<b>\$ 1,169,422</b>	<b>\$ 1,218,089</b>

\*R. Carroll-Mann - longevity frozen at \$7,624 in 2009 CWA agreement

**CAPITAL**



CITY OF SUMMIT

# Capital Budget and 5-Year Plan Report

2024

# Introduction

## 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 2024 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 was 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 \$12.7 million. However, after careful re-assessment of all capital requests, the recommended 2024 capital budget plan, which includes city, sewer utility, and parking services utility projects, amounts to \$6.7 million.

# Capital Project Assessment

The proposed 2024 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)**



# 2024 CAPITAL PROJECTS SUMMARY

FUNCTIONAL AREA	TOTAL CAPITAL REQUEST	BRIEF DESCRIPTION
<b><u>PUBLIC SAFETY</u></b>		<ul style="list-style-type: none"> <li>• New Fire HQ - Information Technology, radio system.</li> <li>• Firefighter turnout gear.</li> <li>• SCBA breathing air packs.</li> <li>• ALPR system.</li> <li>• Fixed speed radar signs.</li> <li>• Security camera system upgrades.</li> <li>• Vehicle replacement.</li> </ul>
Fire Department Police Department	\$265,000 \$492,500	
<b>COMMUNITY PROGRAMS</b>	\$710,000	<ul style="list-style-type: none"> <li>• Golf course ADA/parking lot project.</li> <li>• Golf course - two new bridges.</li> <li>• Upper Tatlock playground.</li> <li>• Park furnishings.</li> </ul>
<b>COMMUNITY SERVICES</b>	\$2,607,000	<ul style="list-style-type: none"> <li>• <u>Infrastructure</u>: Various road, sidewalk, and pedestrian safety improvement projects.</li> <li>• <u>Building/Technology</u>:               <ul style="list-style-type: none"> <li>◦ City Hall maintenance.</li> <li>◦ Community Center and Cornog upgrades.</li> <li>◦ Old Fire HQ - decommission fuel tank.</li> <li>◦ Preparation/restoration- Ashwood Court.</li> <li>◦ Transfer Station remediation (LSRP)</li> <li>◦ 7 Cedar upgrades.</li> <li>◦ Security Cameras</li> </ul> </li> <li>• <u>Vehicle/Equipment</u>:               <ul style="list-style-type: none"> <li>◦ F250 pickup with plow. replacement</li> <li>◦ Trash transfer trailer replacement.</li> <li>◦ Rear packer garbage truck replacement.</li> <li>◦ Greens mower turf aerator replacement.</li> <li>◦ Leaf Vac replacement</li> <li>◦ Fuel dispenser system upgrade.</li> </ul> </li> </ul>

# 2024 CAPITAL PROJECTS SUMMARY

FUNCTIONAL AREA	TOTAL CAPITAL REQUEST
SEWER UTILITY	\$2,655,000
BRIEF DESCRIPTION	
<ul style="list-style-type: none"><li>• <b><u>Infrastructure</u></b>: TV inspection and line cleaning project; sewer spot repairs; infiltration and inflow projects; sewer utility administration building upgrades; DPW 41 Chatham Road sewer jet garage extension, building maintenance, garage door replacement, security and HVAC upgrades.</li><li>• <b><u>Capital Projects</u></b>: Sewer replacement (Woodmere Drive and Pond, Industrial Place, and Lorraine Road/Place and Sherman Avenue); Broad Street trunk line; priority spot repairs and investigation; and collection system upgrades.</li><li>• <b><u>Equipment</u></b>: Dodge Durango replacement, and mini-excavator.</li><li>• <b><u>Pump Station</u></b>: Work projects at Chatham Road, Constantine Place, Glen Avenue, and River Road; general pump upgrades; and grinder replacement.</li></ul>	

# 2024 CAPITAL PROJECTS SUMMARY

FUNCTIONAL AREA	TOTAL CAPITAL REQUEST
PARKING SERVICES UTILITY	\$55,000
BRIEF DESCRIPTION	
<ul style="list-style-type: none"><li>• <b><u>Infrastructure</u></b>: Broad Street garage front entrance, stairwell and sidewalk replacement/repairs.</li></ul>	

2024 Capital Budget	Approved	Requested	Future Years						
<u>PROJECT SUMMARY</u>	2023	2024	2025	2026	2027	2028	2029	Prospective Projects	2024-2029 Total

**Fire Department****Equipment**

Special Operations/ Rescue Replacement	\$ 0	\$ 0	\$ 0	\$ 675,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 675,000
SCBA Breathing Air Packs Replacement		50,000		50,000			50,000		150,000
Firefighter Turnout Gear	15,000	30,000	15,000	18,000	18,000	18,000	18,000		117,000
Rescue One Replacement					850,000				850,000
Engine 4 Replacement			1,100,000						1,100,000
Special Services Vehicle Replacement			80,000						80,000
Replace Car One			55,000				60,000		115,000
Small Equipment Replacement Program		25,000	8,000		15,000		16,000		64,000
Fire Hose Replacement				15,000		15,000			30,000
Rescue Equipment Replacement		25,000	20,000			40,000			85,000
Fire Prevention Vehicle Replacement		85,600		55,000					140,600
<b>Fire Equipment Subtotal</b>	<b>\$ 15,000</b>	<b>\$ 215,600</b>	<b>\$ 1,278,000</b>	<b>\$ 813,000</b>	<b>\$ 883,000</b>	<b>\$ 73,000</b>	<b>\$ 144,000</b>	<b>\$ 0</b>	<b>\$ 3,406,600</b>

**Fire Headquarters**

Furniture - New Fire Headquarters	\$ 245,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
IT for - New Fire Headquarters	\$ 141,000	30,000							30,000
Radio System - New Fire Headquarters	\$ 45,000	20,000							20,000
<b>Fire Headquarters Subtotal</b>	<b>\$ 431,000</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 50,000</b>

**FIRE DEPARTMENT TOTAL**

<b>\$ 446,000</b>	<b>\$ 265,600</b>	<b>\$ 1,278,000</b>	<b>\$ 813,000</b>	<b>\$ 883,000</b>	<b>\$ 73,000</b>	<b>\$ 144,000</b>	<b>\$ 0</b>	<b>\$ 3,456,600</b>
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**Police Department**

Police Network Server Replacement/Upgrades	\$ 0	\$ 0	\$ 30,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 30,000
ALPR System - City-wide Coverage	200,000	207,500							207,500
Alcotest Breathalyzer Machine		0	20,000						20,000
Fixed Speed Radar Mounted Signs		25,000					25,000		50,000
Body Armor Replacement		35,000			30,000		35,000		100,000
Vehicle Replacement	110,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	750,000
City Hall/ Police Dept Camera System Upgrades		100,000							100,000
Variable Message Board		0	18,000	18,000					36,000
<b>POLICE DEPARTMENT TOTAL</b>	<b>\$ 310,000</b>	<b>\$ 492,500</b>	<b>\$ 193,000</b>	<b>\$ 143,000</b>	<b>\$ 155,000</b>	<b>\$ 125,000</b>	<b>\$ 185,000</b>	<b>\$ 125,000</b>	<b>\$ 1,293,500</b>

**MVEC Dispatch Center**

No Project Requests	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>MVEC DISPATCH CENTER TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

# 2024 CAPITAL BUDGET

# 2024-2029 CAPITAL PLAN

2024 Capital Budget	Approved	Requested	Future Years						
PROJECT SUMMARY	2023	2024	2025	2026	2027	2028	2029	Prospective Projects	2024-2029 Total
<b>Library</b>									
No Project Requests	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Library Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Administration/Clerk/Finance</b>									
No Project Requests	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
									0
<b>ADMINISTRATION/CLERK/FINANCE TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Department of Community Programs</b>									
<b>Facility Repair/Maintenance</b>									
Municipal Golf Course ADA/Parking Lot	\$ 0	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000
Municipal Golf Course Bridges		400,000							400,000
Cornog Concession Renovations			295,000						295,000
East Summit New Playground/Basketball Court				500,000					500,000
Paddle Tennis Courts Repairs	25,000								0
Tatlock Tennis Court Restriped and Repaired				50,000					50,000
Upper Tatlock Playground		250,000	250,000						500,000
Mabie Playground/Basketball	300,000								0
Family Aquatic Center Slide Repairs/Replacement			500,000						500,000
Family Aquatic Center Improvements ADA Updates/Bathhouse Roof			320,000						320,000
Family Aquatic Center Shade Structure and Asphalt Basketball			75,000						75,000
Tatlock Park - New stadium bathroom (Masterplan Area 4)						460,000			460,000
Tatlock Prk - General Purpose Area (Masterplan Area 7)					145,000				145,000
Tatlock Prk - Southerly Open Area (Masterplan Area 10)					17,350				17,350
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
Tatlock Lighting - Upper and Stadium (Master Plan Area 1 and 12)			1,640,000						1,640,000
Investor Bank Stadium Upgrades (Masterplan Area 1)			234,500						234,500
Investor Bank Stadium - Turf Replacement					600,000				600,000
Upper Tatlock Field - Turf Replacement						600,000			600,000
Memorial Playground Equipment			500,000						500,000
Memorial Tennis Court Replacement					250,000				250,000
<b>Subtotal Community Programs Facility Repair/Maintenance</b>	<b>\$ 325,000</b>	<b>\$ 700,000</b>	<b>\$ 3,814,500</b>	<b>\$ 1,575,500</b>	<b>\$ 1,018,850</b>	<b>\$ 1,060,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 8,168,850</b>
<b>Community Programs Vehicles &amp; Equipment</b>									
Park Furnishing	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000
Showmobile Replacement									0
<b>Subtotal Community Programs Vehicles &amp; Equipment</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 60,000</b>
<b>DEPARTMENT OF COMMUNITY PROGRAMS TOTAL</b>	<b>\$ 335,000</b>	<b>\$ 710,000</b>	<b>\$ 3,824,500</b>	<b>\$ 1,585,500</b>	<b>\$ 1,028,850</b>	<b>\$ 1,070,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 8,228,850</b>

2024 Capital Budget	Approved	Requested	Future Years						
<u>PROJECT SUMMARY</u>	2023	2024	2025	2026	2027	2028	2029	Prospective Projects	2024-2029 Total

**Department of Community Services****Infrastructure**

Annual Road Program	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Arden, Brantwood & Woodfern								475,000	0
Ashland Road					600,000				600,000
Beekman Terrace				250,000					250,000
Blair, Cromwell, Dorsett & Nassau			300,000						300,000
Brainerd, Canoe Brook Place & Fay				350,000					350,000
Briant Parkway, Edison Drive & Mead Court	40,000	25,000							25,000
Broad Street Corridor Timing								200,000	0
Business District Repairs/Improvements		10,000		10,000		10,000		10,000	30,000
Canoe Brook Parkway & Beverly Road		250,000		550,000					800,000
Canterbury Lane, Ramsey Drive			400,000						400,000
Cedric Road & Templar Way				425,000					425,000
College Roads (Yale, Princeton)						250,000			250,000
Colt Road					425,000				425,000
Curbing Program				100,000			100,000		200,000
Division Ave									0
Evergreen Road					100,000				100,000
Friar Tuck Circle				125,000					125,000
Garden Road			150,000						150,000
George Street					100,000				100,000
Greenbriar Avenue			275,000						275,000
High Street (Prospect to Springfield)						100,000			100,000
Hobart Ave Sect 2 (Springfield to Rte 124)								550,000	0
Lafayette Ave					100,000				100,000
Madison Avenue					250,000				250,000
Martins Brook Improvement Project								585,000	0
Micropaving Program	75,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	900,000
Morris Ave Corridor Timing									0
Mount Vernon Ave		500,000							500,000
New England Ave					325,000				325,000
Oak Ridge Avenue (Mountain to Elm)									0
Oak Ridge Avenue (Montview to Rotary Dr.)								950,000	0
Open Space Management	35,000		35,000		35,000		35,000		105,000
Orchard Street (City owned length)		200,000							200,000
Passaic Avenue (City portion)					100,000				100,000
Pearl Street			150,000						150,000
Pedestrian Safety Improvement Project	100,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	900,000
Pine Ridge Avenue					100,000				100,000
Prospect Street	100,000								0
Public Works Paving Program	50,000	50,000		100,000		125,000		125,000	275,000

2024 Capital Budget	Approved	Requested	Future Years						
<u>PROJECT SUMMARY</u>	2023	2024	2025	2026	2027	2028	2029	Prospective Projects	2024-2029 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	\$ 15,000	\$ 90,000
RRFB Installations	50,000	25,000	25,000	25,000					75,000
River Road Corridor Timing				100,000					100,000
Russell Place			200,000						200,000
Safe Streets to Transit									0
Sidewalk Infrastructure Project	100,000		150,000		150,000		150,000		450,000
Storm Water Requirements	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	30,000
Storm Sewer Maintenance	50,000	50,000	100,000	100,000	100,000	100,000	100,000	100,000	550,000
Storm Water Drainage Improvement Projects		100,000		150,000		175,000		175,000	425,000
Sweetbriar Road			200,000						200,000
Traffic Calming Measures	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Traffic Signal Upgrade Program (Grant Funded)	50,000	1,000,000		50,000					1,050,000
Tulip Street (Ashland to Springfield)			350,000						350,000
Utility Repair Paving Program		50,000	250,000						300,000
Walnut Street			150,000						150,000
Williams Street					100,000				100,000
Woodlad Avenue								500,000	0
Off Duty Police Road Projects		125,000							125,000
<b>Subtotal DCS Infrastructure</b>	<b>\$ 720,000</b>	<b>\$ 2,755,000</b>	<b>\$ 3,105,000</b>	<b>\$ 2,705,000</b>	<b>\$ 2,855,000</b>	<b>\$ 1,130,000</b>	<b>\$ 755,000</b>	<b>\$ 4,040,000</b>	<b>\$ 13,305,000</b>

**Vehicle/Equipment**

Jeep Wrangler4WD w/Plow #102 Replacement	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000	\$ 0
Tandem Axle Dump Truck w/Plow #13 Replacement								200,000	0
SA Dump Truck 5-7CY w/Plow #12 #14 #15 #42			250,000		250,000		250,000		750,000
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 #101 #105	50,000	20,000		50,000					70,000
F450 4WD Rack Body Truck w/Plow #56 Replacement			75,000						75,000
2008 Trash Transfer Trailers #79 Replacement		100,000	100,000	100,000	100,000	100,000	100,000		600,000
Rear Packer Garbage Truck 20CY #63 #64 #66 #68 Replacement		275,000	275,000	275,000		285,000			1,110,000
Golf Course Mntn Equip MDX #171 Greens Mwr Turf Aerator Replcmnt		72,000							72,000
Street Sweeper #519 Replacement			275,000						275,000
Salt Spreaders 5-6CY #29 #30 #32 #34 Replacement			50,000						50,000
Asphalt Paving Machine #25 Replacement				180,000					180,000
Asphalt Rollers #21 Replacement				130,000					130,000
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

2024 Capital Budget	Approved	Requested	Future Years						
PROJECT SUMMARY	2023	2024	2025	2026	2027	2028	2029	Prospective Projects	2024-2029 Total
<b>Department of Community Services</b>									
<b>Vehicle/Equipment (continued)</b>									
Hot Tar Crack Filler, Trailer Mount Replacement	\$ 0	\$ 0	\$ 0	\$ 105,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 105,000
Brush Chipper #165 Replacement				75,000					75,000
Tree Stump Grinder #147 Replacement			70,000						70,000
Upgrade Fuel Dispensing System City Garage Replacement		25,000							25,000
Mini Excavator									0
Leaf Vac #24 Replacement		160,000							160,000
Purchase Log Splitter/Mill	25,000								0
Dodge Durano #501 Replacement									0
<b>Subtotal DCS Vehicles and Equipment</b>	<b>\$ 75,000</b>	<b>\$ 652,000</b>	<b>\$ 1,345,000</b>	<b>\$ 1,180,000</b>	<b>\$ 350,000</b>	<b>\$ 385,000</b>	<b>\$ 350,000</b>	<b>\$ 250,000</b>	<b>\$ 4,262,000</b>
<b>DCS Buildings</b>									
City Hall Building Maintenance	\$ 0	\$ 75,000	\$ 0	\$ 75,000	\$ 0	\$ 75,000	\$ 0	\$ 0	225,000
City Hall Electrical Upgrades									0
City Hall HVAC (Internal Upgrades)				25,000				175,000	25,000
City Hall Elevator Upgrade/Jack Replacement			100,000						100,000
City Hall ADA Evaluation & Ramp Upgrade	50,000								0
City Hall File Storage Improvements			100,000						100,000
DCP - 100 Moris Ave - Building Upgrades		25,000		25,000		25,000		25,000	75,000
DCP - Cornog - Building Upgrades		15,000		15,000		15,000		15,000	45,000
DPW 41 Chatham Road Building Maintenance		30,000	30,000	30,000	30,000	30,000	30,000	30,000	180,000
DPW 41 Chatham Road Facility Renovation								1,500,000	0
DPW 41 Chatham Road - Archive Upgrades								150,000	0
Decommission Fuel Tank at FHQ - 396 Broad Street		65,000	60,000						125,000
Firehouse Demolition - 396 Broad Street (Clean to Remediation)		0	225,000						225,000
Preparation/Restoration Ashwood Court		60,000							60,000
Transfer Station Building Upgrades	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	180,000
Transfer Station Compactor									0
Transfer Station Packer Upgrade	25,000		250,000					1,500,000	250,000
Transfer Station Remediation/Redevelopment LSRP		100,000		1,750,000				1,750,000	1,850,000
Transfer Station HVAC Upgrades								250,000	0
7 Cedar Street Upgrades		25,000							25,000
Village Green Improvements								750,000	0
<b>Subtotal DCS Buildings</b>	<b>\$ 105,000</b>	<b>\$ 425,000</b>	<b>\$ 795,000</b>	<b>\$ 1,950,000</b>	<b>\$ 60,000</b>	<b>\$ 175,000</b>	<b>\$ 60,000</b>	<b>\$ 6,175,000</b>	<b>\$ 3,465,000</b>
<b>Grants</b>									
DOT - Canoe Brook Parkway	\$ 0	\$ (250,000)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	(250,000)
DOT - Mount Vernon Ave		(500,000)							(500,000)
DOT - Traffic Signal Upgrade		(500,000)							(500,000)
<b>DEPARTMENT OF COMMUNITY SERVICES TOTAL</b>	<b>\$ 900,000</b>	<b>\$ 2,582,000</b>	<b>\$ 5,245,000</b>	<b>\$ 5,835,000</b>	<b>\$ 3,265,000</b>	<b>\$ 1,690,000</b>	<b>\$ 1,165,000</b>	<b>\$ 10,465,000</b>	<b>\$ 19,782,000</b>
<b>Technology</b>									
DCS Software	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0
DCS - Cameras at City Facilities		25,000	25,000	25,000					75,000
<b>Subtotal Technology</b>	<b>\$ 0</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 75,000</b>
<b>TOTAL CITY PROJECTS</b>	<b>\$ 1,991,000</b>	<b>\$ 4,075,100</b>	<b>\$ 10,565,500</b>	<b>\$ 8,401,500</b>	<b>\$ 5,331,850</b>	<b>\$ 2,958,000</b>	<b>\$ 1,504,000</b>	<b>\$ 10,600,000</b>	<b>\$ 32,835,950</b>



# 2024 CAPITAL BUDGET

# 2024-2029 CAPITAL PLAN

2024 Capital Budget	Approved	Requested	Future Years						
PROJECT SUMMARY	2023	2024	2025	2026	2027	2028	2029	Prospective Projects	2024-2029 Total

## UTILITY PROJECTS

### Parking Services Utility

Vehicle Replacement	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Tier Garage Rehab Project			1,300,000						1,300,000
Broad Street Garage Front Entrance, Stairwell, Sidewalk		30,000							30,000
Replace Tier Garage								15,000,000	0
Rehab Project Broad Street Garage							1,300,000		1,300,000
Restriping K-Lot		25,000							25,000
New Kiosks - 10 new each year			150,000	150,000	150,000	150,000	150,000		750,000
Parking Lot Maintenance			50,000		50,000		50,000		150,000
<b>Parking Services Utility Totals</b>	<b>\$ 0</b>	<b>\$ 55,000</b>	<b>\$ 1,500,000</b>	<b>\$ 150,000</b>	<b>\$ 200,000</b>	<b>\$ 150,000</b>	<b>\$ 1,500,000</b>	<b>\$ 15,000,000</b>	<b>\$ 3,555,000</b>

### Sewer Utility

#### General - Infrastructure

TV Inspection & Line Cleaning Project	\$ 200,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 235,000	\$ 235,000	\$ 0	\$ 1,370,000
Sewer Lining	250,000			275,000			300,000		575,000
Spot Repairs	50,000	50,000		50,000			300,000		400,000
GIS mapping & updates	25,000			30,000			30,000		60,000
Force Main Valve Upgrades			25,000			25,000			50,000
Infiltration & Inflow Projects		50,000		50,000		50,000		\$ 50,000	150,000
Sewer Utility Administration Building Upgrades		50,000		50,000		50,000		\$ 50,000	150,000
DPW 41 Chatham Road Sewer Jet Garage Extension		100,000							100,000
DPW 41 Chatham Road - Sewer Utility Complex Upgrades	100,000								0
DPW 41 Chatham Rd (Sewer HQ) Facility Upgrades	40,000								0
DPW 41 Chatham Rd (Sewer HQ) Building Maintenance	30,000	50,000							50,000
DPW 41 Chatham Rd (Sewer HQ) - Garage Door Replacement	50,000	50,000							50,000
DPW 41 Chatham Rd (Sewer HQ) - HVAC Upgrades		35,000							35,000
DPW 41 Chatham Rd (Sewer HQ) - Security Upgrades		50,000							50,000
2-Way Radio Update and Conversion	5,000		15,000						15,000
<b>Subtotal General Routine Infrastructure</b>	<b>\$ 750,000</b>	<b>\$ 660,000</b>	<b>\$ 265,000</b>	<b>\$ 680,000</b>	<b>\$ 225,000</b>	<b>\$ 360,000</b>	<b>\$ 865,000</b>	<b>\$ 100,000</b>	<b>\$ 3,055,000</b>

### Sewer Utility

#### Capital Projects

Broad Street Trunk line	\$ 0	\$ 30,000			\$ 30,000			\$ 30,000	\$ 60,000
Sewer Replacement - Ox Bow Lane & Wildwood Lane									0
Sewer Replacement - Rowan Road									0
Sewer Replacement - Oak Knoll, Colonial, & Ridgedale	925,000								0
Sewer Replacement - Woodmere Drive and Pond		575,000							575,000
Sewer Replacement - Industrial Place		200,000							200,000
Sewer Replacement - Lorraine Road/Place & Sherman Avenue		600,000							600,000
Sewer Replacement - Risk Avenue			425,000						425,000
West End Avenue								500,000	0
Division Avenue Sewer Project	350,000							650,000	0
Priority Spot Repairs & Investigation	200,000	100,000	100,000	100,000	100,000	100,000	\$ 100,000	100,000	600,000
Collection System Upgrades	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	450,000
<b>Subtotal Sewer Capital Projects</b>	<b>\$ 1,550,000</b>	<b>\$ 1,580,000</b>	<b>\$ 600,000</b>	<b>\$ 175,000</b>	<b>\$ 205,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 1,355,000</b>	<b>\$ 2,910,000</b>

2024 Capital Budget	Approved	Requested	Future Years						
<u>PROJECT SUMMARY</u>	2023	2024	2025	2026	2027	2028	2029	Prospective Projects	2024-2029 Total

## UTILITY PROJECTS (continued)

### Equipment

#43 5CY Dump w/Plow	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
#47 F450 4WD Mason Dump w/Plow				90,000					90,000
#210 4x4 Utility Vehicle	55,000								0
#310 4x4 Utility Vehicle			40,000						40,000
Dodge Durango #501 Replacement		50,000							50,000
Mini Excavator		85,000							85,000
Sewer Vehicle EV Charging Station	50,000								0
<u>Subtotal Sewer Infrastructure</u>	<u>\$ 155,000</u>	<u>\$ 135,000</u>	<u>\$ 40,000</u>	<u>\$ 90,000</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 265,000</u>

### Pump Stations

Chatham Road	\$ 200,000	\$ 50,000	\$ 0	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 500,000	\$ 200,000
Constantine	500,000	75,000	25,000		25,000		25,000	100,000	150,000
Glen Avenue	25,000	20,000		25,000			30,000		75,000
River Road	25,000	20,000		25,000			30,000		75,000
General Pump Upgrades	30,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Grinder Replacement Program	0	65,000		65,000				65,000	130,000
<u>Subtotal Sewer Pump Stations</u>	<u>\$ 780,000</u>	<u>\$ 280,000</u>	<u>\$ 75,000</u>	<u>\$ 315,000</u>	<u>\$ 75,000</u>	<u>\$ 50,000</u>	<u>\$ 135,000</u>	<u>\$ 715,000</u>	<u>\$ 930,000</u>

### JMEUC - Capital Contribution

Capital Plan	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Flood Mitigation Plan	0	0	0	0	0	0	0	0	0
<u>Subtotal JMEUC Capital Contribution</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

## SEWER UTILITY TOTALS

\$ 3,235,000	\$ 2,655,000	\$ 980,000	\$ 1,260,000	\$ 505,000	\$ 585,000	\$ 1,175,000	\$ 2,170,000	\$ 7,160,000
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## TOTAL CITY & UTILITY PROJECTS

\$ 5,226,000	\$ 6,785,100	\$ 13,045,500	\$ 9,811,500	\$ 6,036,850	\$ 3,693,000	\$ 4,179,000	\$ 27,770,000	\$ 43,550,950
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