



2016 Strategic Initiatives & Goals

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

1. Our City Promotes Quality of Life for all Citizens

Goals

- Maximize potential of land use throughout the city with a focus on creativity and innovation
- Strengthen community partnerships to enhance downtown Central Retail Business District (CRBD) and businesses in other commercial zones
- Encourage development of affordable housing
- Improve recreational facilities city-wide
- Promote healthy behaviors to prevent chronic disease

Key Projects

- Initiate the Master Plan re-examination project
- Establish economic development team
- Complete final phase Downtown Beautification Project to include conduit for fiber network
- Complete design and plans for Community Center, Cornog Fieldhouse, Tatlock Park, Wilson Park and Investors Bank projects
- Increase minimum age to purchase nicotine product from 18 to 21
- Continue health inspections for age of sale enforcement, and food standards

2. Our City Promotes World-Class Services

Goals

- Aggressively address infrastructure needs
- Maintain public safety responsiveness
- Support and respond to neighborhood needs
- Improve customer service initiatives and employee interactions
- Enhance effectiveness and efficiency of technology across all municipal departments
- Develop ways to share more information about city projects
- Evaluate, streamline and upgrade permitting processes across departments
- Increase efficiency in issuance of vital records and animal licensing



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Key Projects

- Integrate web-based citizen request management technology
- Procure virtual display technology for city hall lobby area
- Technical and cross-discipline training for key point-of-contact employees
- Upgrade aging parking structures and technology (pay by plate and on-street pay stations)
- Relocate Parking Services Agency to first floor at City Hall
- Utilize temporary employee for Health Department animal licensing

3. Our City Promotes Safe and Healthy Neighborhoods

Goals

- Assure a safe community while respecting the rights of citizens
- Continue to strengthen relations between police and fire departments, and the community
- Maintain and enhance shared services agreements by continuing to partner with area fire departments, hospitals and businesses
- Increased police department participation in city organizations, associations and projects
- Better manage city-wide traffic related issues and enhance pedestrian and bicycle safety
- Continue infrastructure and neighborhood improvements through Master Plan

Key Projects

- Create a specialized police traffic unit utilizing engineering, educations and enforcement strategies
- Review and update first responder medical programs and fire service re-accreditation status
- Install pedestrian safety devices such as flashing beacon systems and more visible signage
- Through road and sidewalk projects improve pedestrian and bicycle infrastructure
- Replace all street lighting within the CRBD
- Implement GIS mapping to store data, analyze infrastructure and track vehicles
- Purchase and implement parking surveillance system



2016 Strategic Initiatives & Goals

4. Our City Promotes Fiscal Responsibility

Goals

- Secure existing 'AAA' credit rating
- Ensure stable city tax rates and fees for citizens
- Maintain a fiscal model that balances short and long-term needs
- Evaluate operational strategies to reduce City service delivery costs
- Improve efficiency and develop better internal control procedures

Key Projects

- Secure long-term financing for outstanding short-term notes with historic low interest market
- Keep Municipal Tax Rate under \$0.01
- Adopt new non-tax revenue sources
- Engage collective bargaining units to negotiate a fair and reasonable multi-year contract by end of 2016
- Develop a long-term capital plan that balances priorities with future debt service schedule
- Accept credit card payments for taxes and sewer charges
- Expand use of Edmunds software to facilitate tracking of deposits and payments
- Conduct fleet maintenance across all departments
- Implement new Time & Attendance System in Community Services, Community Programs and Parking Services

5. Our City Promotes Economic Opportunity

Goals

- Plan and encourage smart growth and transit-oriented development
- Market the City of Summit as a destination for business
- Attract, retain, and grow workforce talent in the community
- Maintain a vibrant downtown
- Maintain the City's positive business environment
- Partner with community organizations to promote local business development

Key Projects

- Engage in a re-examination of the Master Plan to encourage new capital investment and repurposing of existing underutilized land uses
- Structure an economic development strategy around the installation of gigabit internet
- Develop incentives to support small businesses
- Source and recruit a consultant for grant writing



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- Make infrastructure improvements to sidewalks, curbing, lighting and alleyways to positively impact property values and enhance the pedestrian experience
- Design a strategic framework for innovation centers and identify key stakeholders

6. Our City Promotes Environmental Sustainability

Goals

- Engage volunteers to promote green initiatives in Summit
- Encourage the use of alternative modes of transportation
- Adopt incentives to encourage environmental responsibility
- Continue to reduce energy and resources consumed by City government
- Develop a ridesharing program to alleviate traffic congestion and demand for parking

Key Projects

- Establish the Summit Free Market as a twice-monthly event to reduce tipping fees
- Promote energy audits to increase awareness of home efficiency
- Develop a Bike Master Plan
- Work with Board of Education to improve and promote safe walking routes to school
- Implement a sewer cleaning and maintenance plan
- Encourage increased recycling and decreased consumption among City employees

7. Our City Promotes Responsible, Transparent, and Inclusive Government

Goals

- Engage the community in their government
- Provide timely and accurate information about city actions, events, and decisions
- Improve availability and public access to city information
- Recruit and retain an inclusive municipal workforce that reflects community diversity
- Improve governing body and city hall experience
- Develop a Strategic Technology Plan

Key Projects

- Update the city's public communications plan
- Complete the redesign of the City of Summit website
- Establish reliable WIFI service within City Hall
- Streamline Records Management, ordinance and OPRA process electronically
- Create a paperless environment and database for Mayor/Council appointments
- Enhance presentation capabilities in Common Council Chamber and Whitman Room
- Install and implement network server upgrades and new Office 365 cloud-based system

BUDGET SNAPSHOT

REVENUES

	Anticipated 2016	Anticipated 2015	Realized 2015	% Change from 2015
General Revenues				
Fund Balance (Surplus)	\$ 7,100,000	\$ 7,600,000	\$ 7,600,000	-6.6%
Local Revenues	2,556,500	2,561,610	2,594,002	-0.2%
State Aid	3,568,257	3,575,789	3,575,789	-0.2%
Interlocal Agreements	0	41,000	41,000	-100.0%
Grants	202,361	52,350	239,681	286.6%
Enterprise Funds/ Contributions	2,788,384	2,264,527	2,210,710	23.1%
Prior Year Tax Receipts	475,000	475,000	485,515	0.0%
<i>General Revenues Sub-Total</i>	\$ 16,690,502	\$ 16,570,276	\$ 16,746,697	0.7%
Tax Levy Revenues				
Municipal Tax Levy	\$ 25,991,437	\$ 25,754,936	\$ 25,754,936	0.92%
Local School District Debt Obligation to City	4,244,133	4,449,262	4,449,262	-4.61%
Library Tax Levy	2,394,420	2,328,031	2,328,031	2.85%
<i>Tax Levy Sub-Total</i>	\$ 32,629,990	\$ 32,532,229	\$ 32,532,229	0.30%
Total Revenues	\$ 49,320,492	\$ 49,102,505	\$ 49,278,927	0.4%

APPROPRIATIONS

	Proposed 2016	Appropriated 2015	Expended 2015	% Change from 2015
Municipal Operations (within "CAPS")				
General Government	\$ 1,458,418	\$ 1,631,963	\$ 1,357,479	-10.6%
Finance	1,156,800	855,550	796,538	35.2%
Public Safety	10,865,800	10,880,401	10,835,438	-0.1%
Community Services	6,958,500	6,802,935	6,737,053	2.3%
Community Programs	1,038,818	964,400	945,036	7.7%
Board of Health	364,077	358,690	341,051	1.5%
Municipal Court	323,800	389,800	317,264	-16.9%
Utilities	1,187,500	1,221,890	1,149,878	-2.8%
Insurance	3,920,000	3,940,300	2,849,451	-0.5%
Statutory Expenditures	3,933,065	3,706,325	3,702,118	6.1%
<i>Municipal Operations Sub-Total</i>	\$ 31,206,779	\$ 30,752,254	\$ 29,031,306	1.48%
Other Appropriations (excluded from "CAPS")				
Maintenance of Free Public Library	\$ 2,394,420	\$ 2,328,031	\$ 2,266,088	2.9%
Grants	202,361	52,350	242,537	286.6%
Interlocal Agreements	879,950	589,882	589,882	49.2%
Capital Improvements	325,000	325,000	0	0.0%
Municipal Debt Service	3,226,568	3,067,194	3,067,122	5.2%
School Debt Service	5,456,133	5,350,794	5,350,714	2.0%
Deferred Charges & Reserves	445,000	337,000	237,000	32.0%
<i>Other Appropriations Sub-Total</i>	\$ 12,929,432	\$ 12,050,251	\$ 11,753,343	7.3%
Reserve for Uncollected Taxes	\$ 5,184,281	\$ 6,300,000	\$ 6,300,000	-17.7%
Total Appropriations	\$ 49,320,492	\$ 49,102,505	\$ 47,084,649	0.4%

GENERAL REVENUES

Fund Balance

Fund Balance (Surplus)

Anticipated 2016	Anticipated 2015	Realized 2015
\$ 7,100,000	\$ 7,600,000	\$ 7,600,000

Local Revenues

Alcoholic Beverage Control Licenses
 Other Licenses
 Municipal Court
 Interest & Costs on Taxes
 Interest on Investments
 Old Town Hall Rent
 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

\$ 40,000	\$ 40,000	\$ 40,860
66,000	75,000	66,204
475,000	583,000	475,482
175,000	185,000	181,371
61,000	18,000	61,313
33,500	33,500	33,546
132,000	134,000	136,791
20,000	0	25,400
12,000	12,000	12,000
170,000	170,000	173,888
30,000	17,500	31,198
205,000	188,000	214,314
450,000	433,000	450,286
210,000	195,800	195,811
130,000	133,810	133,813
77,000	75,000	77,714
110,000	110,000	118,232
160,000	158,000	165,780
\$ 2,556,500	\$ 2,561,610	\$ 2,594,002

TOTAL LOCAL REVENUES

State Aid

School Debt Service Aid
 Energy Receipts Tax

\$ 545,000	\$ 552,532	\$ 552,532
3,023,257	3,023,257	3,023,257
\$ 3,568,257	\$ 3,575,789	\$ 3,575,789

TOTAL STATE AID

Interlocal Agreements

Millburn Township Joint Dispatch

\$ 0	\$ 41,000	\$ 41,000
\$ 0	\$ 41,000	\$ 41,000

TOTAL INTERLOCAL AGREEMENTS

Grants Revenues - Offset by Appropriations

NJ Recycling Tonnage Grant
 Drunk Driving Enforcement
 NJ Body Armor Replacement Fund
 Clean Communities
 Greening Union County
 Union County Infrastructure and Municipal Aid
 Auxiliary Police Body Armor
 NJ DOT Municipal Aid - DeForest Avenue Section II

\$ 39,034	\$ 52,350	\$ 52,440
0	0	5,688
0	0	4,373
13,327	0	42,706
0	0	6,875
0	0	115,000
0	0	12,600
150,000	0	0
\$ 202,361	\$ 52,350	\$ 239,681

TOTAL GRANTS REVENUES

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GENERAL APPROPRIATIONS OPERATIONS WITHIN "CAPS"	Proposed 2016	Adopted Budget 2015	Final w/ Transfers 2015 (As of 12/31/15)	Paid or Charged (As of 12/31/15)	Appropriation Reserves
General Government					
Administrative & Executive					
Salaries & Wages	\$ 342,627	\$ 375,700	\$ 370,700	\$ 330,478	\$ 40,222
Other Expenses	51,850	31,250	36,250	36,249	1
Sub-Total	\$ 394,477	\$ 406,950	\$ 406,950	\$ 366,727	\$ 40,223
Employee Assistance Program					
Other Expenses	\$ 5,600	\$ 5,400	\$ 5,400	\$ 5,400	\$ 0
Sub-Total	\$ 5,600	\$ 5,400	\$ 5,400	\$ 5,400	\$ 0
Postage					
Other Expenses	\$ 50,000	\$ 45,000	\$ 50,000	\$ 40,811	\$ 9,189
Sub-Total	\$ 50,000	\$ 45,000	\$ 50,000	\$ 40,811	\$ 9,189
Physical Examinations - Municipal Employees					
Other Expenses	\$ 30,000	\$ 42,000	\$ 36,000	\$ 35,101	\$ 899
Sub-Total	\$ 30,000	\$ 42,000	\$ 36,000	\$ 35,101	\$ 899
Technology - Other Expenses					
Other Expenses	\$ 236,500	\$ 220,000	\$ 220,000	\$ 219,974	\$ 26
Sub-Total	\$ 236,500	\$ 220,000	\$ 220,000	\$ 219,974	\$ 26
HomeTowne TV Service Agreement					
Other Expenses	\$ 82,500	\$ 82,403	\$ 82,403	\$ 82,402	\$ 1
Sub-Total	\$ 82,500	\$ 82,403	\$ 82,403	\$ 82,402	\$ 1
Clerk's Office					
Salaries & Wages	\$ 272,000	\$ 289,100	\$ 289,100	\$ 269,598	\$ 19,502
Other Expenses	116,000	107,900	107,900	101,798	6,102
Codification of Ordinances	8,200	10,200	6,200	6,128	72
Sub-Total	\$ 396,200	\$ 407,200	\$ 403,200	\$ 377,523	\$ 25,677
Legal Services					
Municipal Prosecutor - Salaries & Wages	\$ 34,641	\$ 34,510	\$ 34,510	\$ 34,129	\$ 381
Other Expenses - Legal Professional Contracts	220,000	380,000	380,000	186,923	193,077
Public Defender	8,500	8,500	8,500	8,489	11
Sub-Total	\$ 263,141	\$ 423,010	\$ 423,010	\$ 229,541	\$ 193,469
GENERAL GOVERNMENT TOTAL	\$ 1,458,418	\$ 1,631,963	\$ 1,626,963	\$ 1,357,479	\$ 269,484

	Proposed 2016	Adopted Budget 2015	Final w/ Transfers 2015 (As of 12/31/15)	Paid or Charged (As of 12/31/15)	Appropriation Reserves
Department of Finance					
Financial Administration					
Salaries & Wages	\$ 306,000	\$ 321,100	\$ 321,100	\$ 278,648	\$ 42,452
Other Expenses	96,000	67,000	64,500	64,460	40
Sub-Total	\$ 402,000	\$ 388,100	\$ 385,600	\$ 343,107	\$ 42,493
Audit Services					
Other Expenses	\$ 35,000	\$ 33,400	\$ 33,400	\$ 33,400	\$ 0
Sub-Total	\$ 35,000	\$ 33,400	\$ 33,400	\$ 33,400	\$ 0
Contingent					
Other Expenses	\$ 1,500	\$ 1,600	\$ 1,600	\$ 0	\$ 1,600
Sub-Total	\$ 1,500	\$ 1,600	\$ 1,600	\$ 0	\$ 1,600
Tax Collection					
Salaries & Wages	\$ 142,700	\$ 135,300	\$ 135,300	\$ 133,090	\$ 2,210
Other Expenses	22,200	21,000	18,000	14,357	3,643
Sub-Total	\$ 164,900	\$ 156,300	\$ 153,300	\$ 147,447	\$ 5,853
Tax Assessment					
Salaries & Wages	\$ 220,000	\$ 194,100	\$ 208,300	\$ 208,229	\$ 71
Other Expenses	333,400	82,050	67,850	64,354	3,496
Sub-Total	\$ 553,400	\$ 276,150	\$ 276,150	\$ 272,583	\$ 3,567
FINANCE DEPARTMENT TOTAL	\$ 1,156,800	\$ 855,550	\$ 850,050	\$ 796,538	\$ 53,512
Public Safety					
Police					
Salaries & Wages	\$ 5,984,000	\$ 5,816,300	\$ 5,979,300	\$ 5,963,583	\$ 15,717
Other Expenses	329,000	337,500	337,500	272,400	65,100
Crossing Guards - Salaries & Wages	223,300	223,300	221,800	203,587	18,213
Crossing Guards - Other Expenses	2,500	2,500	4,000	3,887	113
Police Vehicles	0	90,000	90,000	90,000	0
Sub-Total	\$ 6,538,800	\$ 6,469,600	\$ 6,632,600	\$ 6,533,457	\$ 99,143
Fire					
Salaries & Wages	\$ 3,743,000	\$ 3,816,801	\$ 3,821,801	\$ 3,817,027	\$ 4,774
Other Expenses	263,000	269,000	269,000	181,705	87,295
Uniform Fire Safety Act - Salaries & Wages	36,000	36,000	36,000	36,000	0
Fire Hydrant Service	271,500	271,500	271,500	249,723	21,777
Sub-Total	\$ 4,313,500	\$ 4,393,301	\$ 4,398,301	\$ 4,284,454	\$ 113,847
Emergency Management					
Other Expenses	\$ 13,500	\$ 17,500	\$ 17,500	\$ 17,486	\$ 14
Sub-Total	\$ 13,500	\$ 17,500	\$ 17,500	\$ 17,486	\$ 14
PUBLIC SAFETY TOTAL	\$ 10,865,800	\$ 10,880,401	\$ 11,048,401	\$ 10,835,398	\$ 213,003

	Proposed 2016	Adopted Budget 2015	Final w/ Transfers 2015 (As of 12/31/15)	Paid or Charged (As of 12/31/15)	Appropriation Reserves
Department of Community Services					
Community Services Administration					
Salaries & Wages	\$ 520,000	\$ 577,000	\$ 558,900	\$ 558,895	\$ 5
Other Expenses	36,500	35,500	33,600	29,683	3,917
Downtown Maintenance	8,800	8,600	8,600	8,589	11
Sub-Total	\$ 565,300	\$ 621,100	\$ 601,100	\$ 597,167	\$ 3,933
Engineering					
Salaries & Wages	\$ 342,000	\$ 299,100	\$ 299,100	\$ 297,638	\$ 1,462
Other Expenses	26,150	33,800	33,800	17,938	15,862
Sub-Total	\$ 368,150	\$ 332,900	\$ 332,900	\$ 315,576	\$ 17,324
Road Repair & Maintenance					
Salaries & Wages	\$ 950,000	\$ 851,450	\$ 951,450	\$ 946,820	\$ 4,630
Other Expenses	284,000	374,500	419,500	394,169	25,331
Sub-Total	\$ 1,234,000	\$ 1,225,950	\$ 1,370,950	\$ 1,340,989	\$ 29,961
Public Works Maintenance					
Salaries & Wages	\$ 525,000	\$ 486,225	\$ 486,225	\$ 483,883	\$ 2,342
Other Expenses	47,300	49,500	54,500	37,936	16,564
Sub-Total	\$ 572,300	\$ 535,725	\$ 540,725	\$ 521,819	\$ 18,906
Garbage & Trash					
Salaries & Wages	\$ 745,000	\$ 715,000	\$ 737,700	\$ 730,450	\$ 7,250
Other Expenses	20,600	20,700	20,700	20,652	48
Sub-Total	\$ 765,600	\$ 735,700	\$ 758,400	\$ 751,102	\$ 7,298
Recycling					
Salaries & Wages	\$ 75,000	\$ 72,000	\$ 72,000	\$ 70,738	\$ 1,262
Other Expenses	239,400	214,100	202,400	201,989	411
Sub-Total	\$ 314,400	\$ 286,100	\$ 274,400	\$ 272,728	\$ 1,672
Transfer Station					
Salaries & Wages	\$ 277,000	\$ 268,390	\$ 277,290	\$ 277,242	\$ 48
Other Expenses	93,900	111,500	109,900	96,725	13,175
Disposal Charges	850,000	825,000	735,000	706,899	28,101
Sub-Total	\$ 1,220,900	\$ 1,204,890	\$ 1,122,190	\$ 1,080,866	\$ 41,324
Compost Area					
Salaries & Wages	\$ 147,000	\$ 145,015	\$ 148,415	\$ 148,359	\$ 56
Other Expenses	14,600	17,200	17,200	17,118	82
Sub-Total	\$ 161,600	\$ 162,215	\$ 165,615	\$ 165,477	\$ 138

	Proposed 2016	Adopted Budget 2015	Final w/ Transfers 2015 (As of 12/31/15)	Paid or Charged (As of 12/31/15)	Appropriation Reserves
Public Buildings & Grounds					
Other Expenses	\$ 215,750	\$ 199,200	\$ 239,200	\$ 228,938	\$ 10,262
Sub-Total	\$ 215,750	\$ 199,200	\$ 239,200	\$ 228,938	\$ 10,262
Fleet Maintenance					
Salaries & Wages	\$ 272,000	\$ 269,105	\$ 269,905	\$ 267,216	\$ 2,689
Other Expenses	40,800	42,000	42,000	28,752	13,248
Sub-Total	\$ 312,800	\$ 311,105	\$ 311,905	\$ 295,968	\$ 15,937
Parks & Shade Trees					
Salaries & Wages	\$ 611,000	\$ 593,300	\$ 583,300	\$ 582,948	\$ 352
Other Expenses	250,200	252,700	252,700	249,362	3,338
Sub-Total	\$ 861,200	\$ 846,000	\$ 836,000	\$ 832,311	\$ 3,689
Land Use					
Salaries & Wages	\$ 11,500	\$ 13,900	\$ 9,900	\$ 7,656	\$ 2,244
Other Expenses	132,050	111,800	111,800	110,685	1,115
Sub-Total	\$ 143,550	\$ 125,700	\$ 121,700	\$ 118,342	\$ 3,358
Board of Adjustment					
Salaries & Wages	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Expenses	24,200	21,000	25,000	21,560	3,440
Sub-Total	\$ 24,200	\$ 21,000	\$ 25,000	\$ 21,560	\$ 3,440
Code Enforcement					
Salaries & Wages	\$ 196,000	\$ 193,100	\$ 193,100	\$ 192,014	\$ 1,086
Other Expenses	2,750	2,250	2,250	2,196	54
Sub-Total	\$ 198,750	\$ 195,350	\$ 195,350	\$ 194,210	\$ 1,140
DEPARTMENT OF COMMUNITY SERVICES TOTAL	\$ 6,958,500	\$ 6,802,935	\$ 6,895,435	\$ 6,737,053	\$ 158,382
Department of Community Programs					
Community Programs					
Salaries & Wages	\$ 531,918	\$ 488,000	\$ 488,000	\$ 486,569	\$ 1,431
Other Expenses	61,200	47,200	47,200	46,188	1,012
Sub-Total	\$ 593,118	\$ 535,200	\$ 535,200	\$ 532,757	\$ 2,443
Golf Course					
Salaries & Wages	\$ 127,000	\$ 121,500	\$ 121,500	\$ 118,747	\$ 2,753
Other Expenses	58,500	58,500	58,500	44,669	13,831
Sub-Total	\$ 185,500	\$ 180,000	\$ 180,000	\$ 163,417	\$ 16,583
Family Aquatic Center					
Salaries & Wages	\$ 151,000	\$ 146,000	\$ 146,000	\$ 145,829	\$ 171
Other Expenses	109,200	103,200	103,200	103,033	167
Sub-Total	\$ 260,200	\$ 249,200	\$ 249,200	\$ 248,862	\$ 338
DEPARTMENT OF COMMUNITY PROGRAMS TOTAL	\$ 1,038,818	\$ 964,400	\$ 964,400	\$ 945,036	\$ 19,364

Board of Health

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

Proposed 2016	Adopted Budget 2015	Final w/ Transfers 2015 (As of 12/31/15)	Paid or Charged (As of 12/31/15)	Appropriation Reserves
\$ 231,000	\$ 229,100	\$ 229,100	\$ 220,655	\$ 8,445
85,600	77,600	77,600	73,430	4,170
5,000	10,000	10,000	5,000	5,000
34,587	34,100	34,100	34,077	23
7,890	7,890	7,890	7,890	0
\$ 364,077	\$ 358,690	\$ 358,690	\$ 341,051	\$ 17,639

Municipal Court

Salaries & Wages
 Other Expenses
Sub-Total

\$ 304,000	\$ 370,000	\$ 370,000	\$ 303,967	\$ 66,033
19,800	19,800	19,800	13,297	6,503
\$ 323,800	\$ 389,800	\$ 389,800	\$ 317,264	\$ 72,536

Utilities

Electricity
 Street Lighting
 Telephone
 Water
 Fuel
Sub-Total

\$ 372,000	\$ 356,800	\$ 376,800	\$ 373,646	\$ 3,154
153,000	166,800	166,800	153,179	13,621
220,000	219,300	219,300	219,289	11
67,500	66,990	66,990	66,960	30
375,000	412,000	412,000	336,804	75,196
\$ 1,187,500	\$ 1,221,890	\$ 1,241,890	\$ 1,149,878	\$ 92,012

Insurance

General Liability
 Workers Compensation
 Employee Group Health
 Unemployment Insurance
 Other Insurance
Sub-Total

\$ 502,000	\$ 474,200	\$ 474,200	\$ 450,000	\$ 24,200
648,000	648,700	648,700	150,000	498,700
2,615,000	2,654,400	2,404,400	2,205,800	198,600
45,000	45,000	45,000	43,650	1,350
110,000	118,000	118,000	0	118,000
\$ 3,920,000	\$ 3,940,300	\$ 3,690,300	\$ 2,849,451	\$ 840,849

Summary Details:

Salaries & Wages
 Other Expenses

\$ 17,320,686	\$ 17,080,396	\$ 17,359,796	\$ 17,113,995	\$ 245,801
\$ 9,953,028	\$ 9,965,533.13	\$ 9,706,133.08	\$ 8,215,192.58	\$ 1,490,940

Total Operations within "CAPS"

\$ 27,273,714	\$ 27,045,929	\$ 27,065,929	\$ 25,329,188	\$ 1,736,741
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Statutory Expenditures within "CAPS"	Proposed 2016	Adopted Budget 2015	Final w/ Transfers 2015 (As of 12/31/15)	Paid or Charged (As of 12/31/15)	Appropriation Reserves
Pensions/ Social Security					
Public Employees Retirement System (PERS)	\$ 990,065	\$ 934,372	\$ 914,372	\$ 911,405	\$ 2,967
Police Fire Retirement System (PFRS)	2,134,000	2,018,053	2,018,053	2,018,053	0
Defined Contribution Retirement System (DCRP)	9,000	5,850	5,850	8,101	(2,251)
Social Security	800,000	748,050	764,560	747,959	16,601
Sub-Total	\$ 3,933,065	\$ 3,706,325	\$ 3,702,835	\$ 3,685,518	\$ 17,317
Total General Appropriations within "CAPS"	\$ 31,206,779	\$ 30,752,254	\$ 30,768,764	\$ 29,014,666	\$ 1,754,098

**GENERAL APPROPRIATIONS
OPERATIONS & DEBT SERVICE EXCLUDED FROM "CAPS"**

Maintenance of Free Public Library					
Salaries & Wages	\$ 1,518,000	\$ 1,490,000	\$ 1,490,000	\$ 1,429,007	\$ 60,993
Other Expenses	876,420	838,031	838,031	837,080	951
Sub-Total	\$ 2,394,420	\$ 2,328,031	\$ 2,328,031	\$ 2,266,088	\$ 61,943
Grants Appropriations - Offset by Revenues					
NJ Recycling Tonnage Grant	\$ 39,034	\$ 52,350	\$ 52,350	\$ 52,350	\$ 0
Drunk Driving Enforcement	0	0	5,688	5,688	0
NJ Body Armor Replacement Fund	0	0	4,373	4,373	0
Clean Communities	13,327	0	42,706	42,706	0
Greening Union County	0	0	6,875	6,875	0
Union County Infrastructure and Municipal Aid	0	0	115,000	115,000	0
Auxiliary Police Body Armor	0	0	12,600	12,600	0
Drunk Driving Enforcement Grant	0	0	2,856	2,856	0
NJDOT Municipal Aid - DeForest Avenue Section II	150,000	0	0	0	0
Sub-Total	\$ 202,361	\$ 52,350	\$ 242,448	\$ 242,447	\$ 0
Interlocal Agreements					
Joint Meeting - NPSM Emergency Dispatch Center	\$ 879,950	\$ 589,882	\$ 589,882	\$ 589,882	\$ 0
Sub-Total	\$ 879,950	\$ 589,882	\$ 589,882	\$ 589,882	\$ 0
Capital Improvements					
Capital Improvement Fund	\$ 325,000	\$ 325,000	\$ 325,000	\$ 0	\$ 325,000
Sub-Total	\$ 325,000	\$ 325,000	\$ 325,000	\$ 0	\$ 325,000

	Proposed 2016	Adopted Budget 2015	Final w/ Transfers 2015 (As of 12/31/15)	Paid or Charged (As of 12/31/15)	Appropriation Reserves
Municipal Debt Service					
Bond Principal	\$ 2,260,000	\$ 2,168,000	\$ 2,168,000	\$ 2,168,000	\$ 0
Bond Anticipation Notes Principal	288,500	302,300	302,300	302,300	0
Interest on Bonds	597,113	511,594	511,594	511,594	0
Interest on Bond Anticipation Notes	47,655	52,000	52,000	51,928	72
Downtown Business Improvement Loan	33,300	33,300	33,300	33,300	0
Sub-Total	\$ 3,226,568	\$ 3,067,194	\$ 3,067,194	\$ 3,067,122	\$ 72
School Debt Service					
Bond Principal	\$ 3,345,000	\$ 3,340,000	\$ 3,340,000	\$ 3,340,000	\$ 0
Bond Anticipation Notes Principal	667,000	847,000	847,000	847,000	0
Interest on Bonds	1,353,753	1,098,794	1,098,794	1,098,714	80
Interest on Bond Anticipation Notes	90,380	65,000	65,000	65,000	0
Sub-Total	\$ 5,456,133	\$ 5,350,794	\$ 5,350,794	\$ 5,350,714	\$ 80
Deferred Charges & Reserves					
Prospective Assessments Canceled	\$ 0	\$ 37,000	\$ 37,000	\$ 37,000	\$ 0
Deferred Charges (Capital Expenses not Funded)	0	100,000	100,000	0	100,000
Reserve for Tax Appeals	350,000	200,000	200,000	200,000	0
Reserve for Salary Adjustments	95,000	0	0	0	0
Sub-Total	\$ 445,000	\$ 337,000	\$ 337,000	\$ 237,000	\$ 100,000
Total General Appropriations excluded from "CAPS" Sub-Total	\$ 12,929,432	\$ 12,050,251	\$ 12,240,349	\$ 11,753,253	\$ 487,096
<i>Reserve for Uncollected Taxes</i>	\$ 5,184,281	\$ 6,300,000	\$ 6,300,000	\$ 6,300,000	\$ 0
TOTAL GENERAL APPROPRIATIONS	\$ 49,320,492	\$ 49,102,505	\$ 49,309,113	\$ 47,067,919	\$ 2,241,194

<i>Tax Levies and Rates</i>	2016 Amounts	2016 Tax Rates	2016 % of Total Tax Rate	2016-2015 % Tax Rate Change	2015 Amounts	2015 Tax Rates	2015 % of Total Tax Rate
Local School Tax Levy (estimated)	\$ 66,610,925	\$2.142	49.89%	1.32%	\$ 65,668,713	\$2.114	50.12%
County Tax Levy (estimated)	37,490,406	\$1.206	28.08%	3.43%	36,222,615	\$1.166	27.65%
County Open Space Levy (estimated)	1,044,760	\$0.033	0.77%	0.00%	1,044,760	\$0.033	0.78%
Library Tax Levy (estimated)	2,394,420	\$0.077	1.79%	2.67%	2,328,031	\$0.075	1.78%
Municipal Appropriations (excludes R.U.T.)	37,497,658				36,025,232		
TOTAL APPROPRIATIONS	\$ 145,038,169				\$ 141,289,351		
<i>Less: Anticipated General Revenues</i>	16,690,502				16,570,276		
CASH REQUIRED TO SUPPORT BUDGET	\$ 128,347,668				\$ 124,719,075		
<i>/ Anticipated Tax Collection Rate</i>	0.9612				0.9519		
TOTAL AMOUNT TO BE RAISED BY TAXES	\$ 133,531,949				\$ 131,019,055		
<i>Less: Total School, County & Library Tax Levies</i>	107,540,511				105,264,119		
MUNICIPAL PURPOSE TAX LEVY	\$ 25,991,438				\$ 25,754,936		
MUNICIPAL TAX RATE (estimated)		\$0.836	19.47%	0.84%		\$0.829	19.67%
Total Estimated 2016 Tax Rate (per \$100 assessment)		\$4.293	100.00%	1.80%		\$4.217	100.00%
Municipal Net Assessed Valuation (Total Land & Improvements)	\$ 3,109,869,300				\$ 3,104,968,500		

	Adopted 2015	Proposed 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Annual Avg. % Change
TAX LEVY PROJECTIONS								
Appropriations								
Municipal Operations	\$ 30,752,254	\$ 31,206,779	\$ 31,830,914	\$ 32,467,533	\$ 33,116,883	\$ 33,779,221	\$ 34,454,805	2.00%
Other Appropriations	12,050,251	12,929,432	13,188,021	13,451,781	13,720,817	13,995,233	14,275,138	2.00%
Less: Library Appropriations	(2,328,031)	(2,394,420)	(2,418,364)	(2,442,548)	(2,466,973)	(2,491,643)	(2,516,559)	1.00%
Less: School District Debt Obligations	(4,449,262)	(4,244,133)	(3,946,531)	(4,140,338)	(4,299,577)	(4,303,054)	(3,021,043)	-8.30%
Municipal Appropriations	\$ 36,025,212	\$ 37,497,658	\$ 38,654,040	\$ 39,336,429	\$ 40,071,150	\$ 40,979,757	\$ 43,192,340	2.60%
Tax Levy Totals	\$ 105,264,119	\$ 107,540,511	\$ 109,691,322	\$ 111,885,148	\$ 114,122,851	\$ 116,405,308	\$ 118,733,414	2.00%
TOTAL APPROPRIATIONS	\$ 141,289,331	\$ 145,038,169	\$ 148,345,361	\$ 151,221,577	\$ 154,194,001	\$ 157,385,065	\$ 161,925,755	2.20%
Non-Tax General Revenues	\$ (16,570,276)	\$ (16,690,502)	\$ (16,773,954)	\$ (16,857,824)	\$ (16,942,113)	\$ (17,026,824)	\$ (17,111,958)	0.05%
Cash Needed to Support Budget	\$ 124,719,055	\$ 128,347,668	\$ 131,571,407	\$ 134,363,753	\$ 137,251,888	\$ 140,358,242	\$ 144,813,797	2.38%
Reserve for Uncollected Taxes	\$ 6,300,000	\$ 5,184,281	\$ 5,313,888	\$ 5,420,166	\$ 5,528,569	\$ 5,639,141	\$ 5,751,923	2.00%
Total Tax Levy	\$ 131,019,055	\$ 133,531,949	\$ 136,885,295	\$ 139,783,919	\$ 142,780,457	\$ 145,997,382	\$ 150,565,720	2.20%
TAX LEVY BREAKDOWN								
Municipal Tax Levy	\$ 25,754,936	\$ 25,991,437	\$ 26,251,352	\$ 26,513,865	\$ 26,779,004	\$ 27,046,794	\$ 27,317,262	1.00%
Local School District Tax Levy	65,668,713	66,610,925	67,943,144	69,302,006	70,688,046	72,101,807	73,543,844	2.00%
County Tax Levy	36,222,615	37,490,406	38,240,214	39,005,019	39,785,119	40,580,821	41,392,438	2.00%
County Open Space Tax Levy	1,044,760	1,044,760	1,049,984	1,055,234	1,060,510	1,065,813	1,071,142	0.05%
Library Tax Levy	2,328,031	2,394,420	2,418,364	2,442,548	2,466,973	2,491,643	2,516,559	1.00%
Total Tax Levy	\$ 131,019,055	\$ 133,531,949	\$ 135,903,058	\$ 138,318,672	\$ 140,779,653	\$ 143,286,878	\$ 145,841,244	2.10%
TAX RATE BREAKDOWN								
Municipal Tax Rate	\$ 0.829	\$ 0.836	\$ 0.844	\$ 0.853	\$ 0.861	\$ 0.870	\$ 0.878	1.00%
Local School District Tax Rate	2.114	2.142	2.185	2.228	2.273	2.318	2.365	2.00%
County Tax Rate	1.166	1.206	1.230	1.254	1.279	1.305	1.331	2.00%
County Open Space Tax Rate	0.033	0.033	0.033	0.033	0.033	0.034	0.034	0.05%
Library Tax Rate	0.075	0.077	0.078	0.079	0.079	0.080	0.081	1.00%
Total Tax Rate	\$ 4.217	\$ 4.293	\$ 4.369	\$ 4.447	\$ 4.526	\$ 4.607	\$ 4.689	1.80%
NET VALUATION TAXABLE	\$ 3,104,968,500	\$3,109,869,300	\$3,109,869,300	\$3,109,869,300	\$3,109,869,300	\$3,109,869,300	\$3,109,869,300	0.00%
MUNICIPAL TAX POINT INCREASE		\$ 0.006	\$ 0.008	\$ 0.008	\$ 0.01	\$ 0.01	\$ 0.01	
MUNICIPAL TAX % INCREASE		0.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%

2016	
Reserve for Uncollected Taxes	
Local School Taxes (estimated)	\$ 66,610,925
County Taxes (estimated)	37,490,406
County Open Space Levy (estimated)	1,044,760
Library Taxes (estimated)	2,394,420
Municipal Appropriations (excludes R.U.T.)	37,497,658
TOTAL APPROPRIATIONS	\$ 145,038,169
<i>Less: Anticipated General Revenues</i>	<i>16,690,502</i>
CASH REQUIRED TO SUPPORT BUDGET	\$ 128,347,668
<i>/ Anticipated Tax Collection Rate</i>	<i>0.9612</i>
TOTAL AMOUNT TO BE RAISED BY TAXES	\$ 133,531,949
<i>Less: Cash Required to Support Budget</i>	<i>128,347,668</i>
RESERVE FOR UNCOLLECTED TAXES (R.U.T.)	\$ 5,184,281

REVENUES & APPROPRIATIONS

5-YEAR HISTORICAL DATA

GENERAL REVENUES	Realized 2012	Realized 2013	Realized 2014	Realized 2015	Anticipated 2016	Annual % Change From 2015
Fund Balance						
Fund Balance (Surplus)	\$ 6,250,000	\$ 6,300,000	\$ 6,300,000	\$ 7,600,000	\$ 7,100,000	-6.6%
Local Revenues						
ABC Licenses	\$ 40,734	\$ 40,140	\$ 40,380	\$ 40,860	\$ 40,000	-2.1%
Other Licenses	67,179	70,136	72,872	66,204	66,000	-0.3%
Municipal Court	647,564	594,703	583,929	475,482	475,000	-0.1%
Interest & Costs on Taxes	188,010	186,282	185,272	181,371	175,000	-3.5%
Interest on Investments	18,356	16,375	18,111	61,313	61,000	-0.5%
Old Town Hall Rent	33,546	33,546	33,546	33,546	33,500	-0.1%
Community Services Fees	101,537	115,241	112,552	136,791	132,000	-3.5%
Drainage & Grading Fees	22,450	23,925	22,200	25,400	20,000	-21.3%
Briant Park - Emergency Services	12,000	12,000	12,000	12,000	12,000	0.0%
Health Fees	137,219	155,907	155,419	173,888	170,000	-2.2%
Zoning Board Fees	13,388	22,714	17,833	31,198	30,000	-3.8%
Municipal Golf Course Fees	195,954	187,958	188,629	214,314	205,000	-4.3%
Family Aquatic Center Fees	486,889	472,295	434,958	450,285	450,000	-0.1%
Cable TV Franchise Fees (Verizon)	133,955	153,779	173,803	195,811	210,000	7.2%
Cable TV Franchise Fees (Comcast)	161,022	149,142	141,830	133,813	130,000	-2.8%
Sale of Recyclable Materials	104,288	94,572	84,844	77,714	77,000	-0.9%
Police Off-Duty Administration Fees	71,895	131,368	135,559	118,232	110,000	-7.0%
Hotel/Motel Occupancy Fees	135,344	148,177	159,878	165,780	160,000	-3.5%
TOTAL LOCAL REVENUES	\$ 2,571,328	\$ 2,608,259	\$ 2,573,614	\$ 2,594,002	\$ 2,556,500	-1.4%
State Aid						
School Debt Service Aid	\$ 876,407	\$ 649,582	\$ 510,177	\$ 552,532	\$ 545,000	-1.4%
Energy Receipts Tax	2,857,198	2,857,198	2,857,198	3,023,257	3,023,257	0.0%
Supplemental Energy Receipts	166,059	166,059	166,059	0	0	0.0%
TOTAL STATE AID	\$ 3,899,664	\$ 3,672,839	\$ 3,533,434	\$ 3,575,789	\$ 3,568,257	-0.2%
Interlocal Agreements						
Millburn Twp. Joint Dispatch	\$ 164,590	\$ 164,590	\$ 164,590	\$ 41,000	\$ 0	-100.0%
TOTAL INTERLOCAL AGREEMENTS	\$ 164,590	\$ 164,590	\$ 164,590	\$ 41,000	\$ 0	-100.0%
Grants						
Grants	\$ 106,229	\$ 1,079,280	\$ 63,496	\$ 239,681	\$ 202,361	-15.6%
TOTAL GRANT REVENUES	\$ 106,229	\$ 1,079,280	\$ 63,496	\$ 239,681	\$ 202,361	-15.6%

REVENUES & APPROPRIATIONS

5-YEAR HISTORICAL DATA

	Realized 2012	Realized 2013	Realized 2014	Realized 2015	Anticipated 2016	Annual % Change From 2015
Enterprise Funds/ Contributions						
Summit Housing P.I.L.O.T.	\$ 52,603	\$ 41,848	\$ 46,121	\$ 50,502	\$ 50,000	-1.0%
Parking Share of Debt Services	499,596	480,315	460,768	447,614	210,684	-52.9%
Parking Share of Various Services	250,000	250,000	250,000	250,000	250,000	0.0%
Parking Utility Surplus	200,000	200,000	250,000	250,000	450,000	80.0%
Sewer Share Of Pension Costs	28,075	24,460	25,548	23,729	30,000	26.4%
Sewer Share of Various Services	112,000	50,000	50,000	55,000	112,000	103.6%
Sewer Utility Surplus	125,000	125,000	125,000	125,000	225,000	80.0%
UCC Share of Pension Costs	60,000	26,000	26,000	26,000	26,000	0.0%
General Capital Surplus	125,000	150,000	545,000	523,500	450,000	-14.0%
SDI Share of Debt Service	68,150	66,050	63,950	40,413	29,700	-26.5%
Uniform Safety Act	41,693	48,248	44,706	38,952	38,000	-2.4%
FEMA Storm Reimbursement	0	0	84,609	0	0	0.0%
Reserve for Municipal Debt Service	0	45,000	0	31,000	250,000	706.5%
Reserve for School Debt Service	0	0	0	349,000	667,000	91.1%
TOTAL ENTERPRISE FUNDS/ CONTRIBUTIONS	\$ 1,562,117	\$ 1,506,922	\$ 1,971,702	\$ 2,210,710	\$ 2,788,384	26.1%
Prior Year Tax Receipts						
Prior Year Tax Receipts	\$ 631,000	\$ 555,000	\$ 466,000	\$ 485,515	\$ 475,000	-2.2%
TOTAL PRIOR YEAR TAX RECEIPTS	\$ 631,000	\$ 555,000	\$ 466,000	\$ 485,515	\$ 475,000	-2.2%
GENERAL REVENUES SUB-TOTAL	\$ 15,184,928	\$ 15,886,889	\$ 15,072,836	\$ 16,746,697	\$ 16,690,502	-0.3%
<i>Amount To Be Raised By Taxes (Municipal Tax Levy)</i>	25,674,484	25,925,905	25,863,525	\$ 25,754,936	\$ 25,991,438	0.9%
<i>Local School District Obligation to City (School District Levy)</i>	4,038,393	4,291,118	4,196,880	4,449,262	4,244,133	-4.6%
<i>Amount to Be Raised By Taxes (Library Tax Levy)</i>	2,318,041	2,285,677	2,247,435	2,328,031	2,394,420	2.9%
TAX LEVY TOTAL	\$ 32,030,918	\$ 32,502,700	\$ 32,307,840	\$ 32,532,229	\$ 32,629,991	0.3%
TOTAL GENERAL REVENUES	\$ 47,215,846	\$ 48,389,589	\$ 47,380,676	\$ 49,278,927	\$ 49,320,492	0.1%

REVENUES & APPROPRIATIONS

5-YEAR HISTORICAL DATA

GENERAL APPROPRIATIONS OPERATIONS WITHIN "CAPS"	Adopted 2012	Adopted 2013	Adopted 2014	Adopted 2015	Proposed 2016	Annual % Change From 2015
General Government						
Administrative & Executive						
Salaries & Wages	\$ 250,700	\$ 272,000	\$ 356,500	\$ 375,700	\$ 342,627	-8.8%
Other Expenses	41,400	40,250	31,250	31,250	51,850	65.9%
Sub-Total	\$ 292,100	\$ 312,250	\$ 387,750	\$ 406,950	\$ 394,477	-3.1%
Employee Assistance Program						
Other Expenses	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,600.00	23.4%
Sub-Total	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,600.00	40.2%
Postage						
Other Expenses	\$ 42,000	\$ 42,000	\$ 35,000	\$ 45,000	\$ 50,000	11.1%
Sub-Total	\$ 42,000	\$ 42,000	\$ 35,000	\$ 45,000	\$ 50,000	11.1%
Physical Examinations - Municipal Employees						
Other Expenses	\$ 37,000	\$ 17,000	\$ 17,000	\$ 42,000	\$ 30,000	-28.6%
Sub-Total	\$ 37,000	\$ 17,000	\$ 17,000	\$ 42,000	\$ 30,000	-28.6%
Technology - Other Expenses						
Other Expenses	\$ 125,000	\$ 250,000	\$ 222,500	\$ 220,000	\$ 236,500	7.5%
Sub-Total	\$ 125,000	\$ 250,000	\$ 222,500	\$ 220,000	\$ 236,500	7.5%
HomeTowne TV Service Agreement						
Other Expenses	\$ 56,218	\$ 53,063	\$ 60,585	\$ 82,403	\$ 82,500	0.1%
Sub-Total	\$ 56,218	\$ 53,063	\$ 60,585	\$ 82,403	\$ 82,500	0.1%
Clerk's Office						
Salaries & Wages	\$ 294,000	\$ 299,400	\$ 307,000	\$ 289,100	\$ 272,000	-5.9%
Other Expenses	116,525	116,275	107,800	107,900	116,000	7.5%
Codification of Ordinances	8,500	8,500	5,000	10,200	8,200	-19.6%
Sub-Total	\$ 419,025	\$ 424,175	\$ 419,800	\$ 407,200	\$ 396,200	-2.7%
Legal Services						
Municipal Prosecutor - Salaries & Wages	\$ 0	\$ 34,000	\$ 34,000	\$ 34,510	\$ 34,641	40.4%
Other Expenses - Legal Professional Contracts	454,000	375,000	380,000	380,000	220,000	-0.4%
Public Defender	0	8,500	8,500	8,500	8,500	3.0%
Sub-Total	\$ 454,000	\$ 417,500	\$ 422,500	\$ 423,010	\$ 263,141	-7.7%
GENERAL GOVERNMENT TOTAL	\$ 1,430,743	\$ 1,521,388	\$ 1,570,535	\$ 1,631,963	\$ 1,458,418	-11.9%

REVENUES & APPROPRIATIONS

5-YEAR HISTORICAL DATA

	Adopted 2012	Adopted 2013	Adopted 2014	Adopted 2015	Proposed 2016	Annual % Change From 2015
Department of Finance						
Financial Administration						
Salaries & Wages	\$ 280,600	\$ 279,000	\$ 291,500	\$ 321,100	\$ 306,000	-4.7%
Other Expenses	41,900	48,800	67,000	67,000	96,000	43.3%
Sub-Total	\$ 322,500	\$ 327,800	\$ 358,500	\$ 388,100	\$ 402,000	3.6%
Audit Services						
Other Expenses	\$ 31,600	\$ 31,750	\$ 32,700	\$ 33,400	\$ 35,000	4.8%
Sub-Total	\$ 31,600	\$ 31,750	\$ 32,700	\$ 33,400	\$ 35,000	4.8%
Contingent						
Other Expenses	\$ 0	\$ 0	\$ 1,500	\$ 1,600	\$ 1,500	-6.3%
Sub-Total	\$ 0	\$ 0	\$ 1,500	\$ 1,600	\$ 1,500	-6.3%
Tax Collection						
Salaries & Wages	\$ 97,000	\$ 122,000	\$ 127,000	\$ 135,300	\$ 142,700	5.5%
Other Expenses	18,900	20,200	23,100	21,000	22,200	5.7%
Sub-Total	\$ 115,900	\$ 142,200	\$ 150,100	\$ 156,300	\$ 164,900	5.5%
Tax Assessment						
Salaries & Wages	\$ 185,000	\$ 184,000	\$ 207,000	\$ 194,100	\$ 220,000	13.3%
Other Expenses	53,150	48,850	66,000	82,050	333,400	306.3%
Sub-Total	\$ 238,150	\$ 232,850	\$ 273,000	\$ 276,150	\$ 553,400	100.4%
FINANCE DEPARTMENT TOTAL	\$ 708,150	\$ 734,600	\$ 815,800	\$ 855,550	\$ 1,156,800	35.2%
Public Safety						
Police						
Salaries & Wages	\$ 5,969,500	\$ 5,832,500	\$ 5,760,000	\$ 5,816,300	\$ 5,984,000	2.9%
Other Expenses	319,500	351,000	344,500	337,500	329,000	-2.5%
Crossing Guards - Salaries & Wages	190,000	199,000	220,000	223,300	223,300	0.0%
Crossing Guards - Other Expenses	4,000	4,000	2,500	2,500	2,500	0.0%
Police Vehicles	73,000	73,000	73,000	90,000	0	-100.0%
Sub-Total	\$ 6,556,000	\$ 6,459,500	\$ 6,400,000	\$ 6,469,600	\$ 6,538,800	1.1%
Fire						
Salaries & Wages	\$ 3,783,000	\$ 3,753,000	\$ 3,760,700	\$ 3,816,801	\$ 3,743,000	-1.9%
Other Expenses	215,500	242,500	260,500	269,000	263,000	-2.2%
Uniform Fire Safety Act - Salaries & Wages	0	35,000	40,000	36,000	36,000	0.0%
Fire Hydrant Service	270,000	270,500	271,000	271,500	271,500	0.0%
Sub-Total	\$ 4,268,500	\$ 4,301,000	\$ 4,332,200	\$ 4,393,301	\$ 4,313,500	-1.8%
Emergency Management						
Other Expenses	\$ 14,500	\$ 20,000	\$ 17,500	\$ 17,500	\$ 13,500	-22.9%
Sub-Total	\$ 14,500	\$ 20,000	\$ 17,500	\$ 17,500	\$ 13,500	-22.9%
PUBLIC SAFETY TOTAL	\$ 10,839,000	\$ 10,780,500	\$ 10,749,700	\$ 10,880,401	\$ 10,865,800	-0.1%

	Adopted 2012	Adopted 2013	Adopted 2014	Adopted 2015	Proposed 2016	Annual % Change From 2015
Department of Community Services						
Community Services Administration						
Salaries & Wages	\$ 481,000	\$ 551,000	\$ 568,000	\$ 577,000	\$ 520,000	-9.9%
Other Expenses	33,900	34,200	33,900	35,500	36,500	2.8%
Downtown Maintenance	9,000	6,000	8,600	8,600	8,800	2.3%
Sub-Total	\$ 523,900	\$ 591,200	\$ 610,500	\$ 621,100	\$ 565,300	-9.0%
Engineering						
Salaries & Wages	\$ 254,000	\$ 274,000	\$ 286,000	\$ 299,100	\$ 342,000	14.3%
Other Expenses	55,000	38,500	38,400	33,800	26,150	-22.6%
Sub-Total	\$ 309,000	\$ 312,500	\$ 324,400	\$ 332,900	\$ 368,150	10.6%
Road Repair & Maintenance						
Salaries & Wages	\$ 713,000	\$ 695,266	\$ 755,100	\$ 851,450	\$ 950,000	11.6%
Other Expenses	357,000	354,000	366,500	374,500	284,000	-24.2%
Sub-Total	\$ 1,070,000	\$ 1,049,266	\$ 1,121,600	\$ 1,225,950	\$ 1,234,000	0.7%
Public Works Maintenance						
Salaries & Wages	\$ 463,500	\$ 444,477	\$ 452,800	\$ 486,225	\$ 525,000	8.0%
Other Expenses	47,000	48,200	48,200	49,500	47,300	-4.4%
Sub-Total	\$ 510,500	\$ 492,677	\$ 501,000	\$ 535,725	\$ 572,300	6.8%
Garbage & Trash						
Salaries & Wages	\$ 637,000	\$ 686,200	\$ 682,600	\$ 715,000	\$ 745,000	4.2%
Other Expenses	18,300	18,300	20,500	20,700	20,600	-0.5%
Sub-Total	\$ 655,300	\$ 704,500	\$ 703,100	\$ 735,700	\$ 765,600	4.1%
Recycling						
Salaries & Wages	\$ 69,000	\$ 69,000	\$ 69,000	\$ 72,000	\$ 75,000	4.2%
Other Expenses	141,100	151,600	155,800	214,100	239,400	11.8%
Sub-Total	\$ 210,100	\$ 220,600	\$ 224,800	\$ 286,100	\$ 314,400	9.9%
Transfer Station						
Salaries & Wages	\$ 181,000	\$ 251,000	\$ 262,100	\$ 268,390	\$ 277,000	3.2%
Other Expenses	81,300	82,000	82,700	111,500	93,900	-15.8%
Disposal Charges	860,000	873,000	925,000	825,000	850,000	3.0%
Sub-Total	\$ 1,122,300	\$ 1,206,000	\$ 1,269,800	\$ 1,204,890	\$ 1,220,900	1.3%
Compost Area						
Salaries & Wages	\$ 137,000	\$ 139,000	\$ 142,100	\$ 145,015	\$ 147,000	1.4%
Other Expenses	15,750	15,650	15,700	17,200	14,600	-15.1%
Sub-Total	\$ 152,750	\$ 154,650	\$ 157,800	\$ 162,215	\$ 161,600	-0.4%

REVENUES & APPROPRIATIONS

5-YEAR HISTORICAL DATA

	Adopted 2012	Adopted 2013	Adopted 2014	Adopted 2015	Proposed 2016	Annual % Change From 2015
Public Buildings & Grounds						
Salaries & Wages	\$ 74,000	\$ 76,600	\$ 62,000	\$ 0	\$ 0	0.0%
Other Expenses	194,800	200,750	210,150	199,200	215,750	8.3%
Sub-Total	\$ 268,800	\$ 277,350	\$ 272,150	\$ 199,200	\$ 215,750	8.3%
Fleet Maintenance						
Salaries & Wages	\$ 387,000	\$ 258,000	\$ 265,100	\$ 269,105	\$ 267,216	-0.7%
Other Expenses	29,450	28,950	37,400	42,000	28,752	-31.5%
Sub-Total	\$ 416,450	\$ 286,950	\$ 302,500	\$ 311,105	\$ 312,800	0.5%
Parks & Shade Trees						
Salaries & Wages	\$ 599,000	\$ 523,000	\$ 575,000	\$ 593,300	\$ 611,000	3.0%
Other Expenses	233,100	246,600	250,000	252,700	250,200	-1.0%
Sub-Total	\$ 599,000	\$ 769,600	\$ 825,000	\$ 846,000	\$ 861,200	1.8%
Land Use						
Salaries & Wages	\$ 11,600	\$ 11,000	\$ 12,000	\$ 13,900	\$ 11,500	-17.3%
Other Expenses	104,200	87,200	85,750	111,800	132,050	18.1%
Sub-Total	\$ 115,800	\$ 98,200	\$ 97,750	\$ 125,700	\$ 143,550	14.2%
Board of Adjustment						
Salaries & Wages	\$ 0	\$ 18,700	\$ 18,700	\$ 0	\$ 0	10.0%
Other Expenses	2,550	2,350	2,350	21,000	24,200	15.2%
Sub-Total	\$ 2,550	\$ 21,050	\$ 21,050	\$ 21,000	\$ 24,200	15.2%
Code Enforcement						
Salaries & Wages	\$ 182,000	\$ 183,200	\$ 188,000	\$ 193,100	\$ 196,000.00	1.5%
Other Expenses	2,000	1,750	2,250	2,250	2,750	22.2%
Sub-Total	\$ 184,000	\$ 184,950	\$ 190,250	\$ 195,350	\$ 198,750	1.7%
DEPARTMENT OF COMMUNITY SERVICES TOTAL	\$ 6,140,450.01	\$ 6,369,493	\$ 6,621,700	\$ 6,802,935	\$ 6,958,500	2.3%

	Adopted 2012	Adopted 2013	Adopted 2014	Adopted 2015	Proposed 2016	Annual % Change From 2015
Department of Community Programs						
Community Programs						
Salaries & Wages	\$ 404,000	\$ 465,000	\$ 472,000	\$ 488,000	\$ 531,918	9.0%
Other Expenses	32,900	32,900	32,900	47,200	61,200	29.7%
Sub-Total	\$ 436,900	\$ 497,900	\$ 504,900	\$ 535,200	\$ 593,118	10.8%
Golf Course						
Salaries & Wages	\$ 111,500	\$ 112,500	\$ 116,500	\$ 121,500	\$ 127,000	4.5%
Other Expenses	48,820	48,820	48,820	58,500	58,500	0.0%
Sub-Total	\$ 160,320	\$ 161,320	\$ 165,320	\$ 180,000	\$ 185,500	3.1%
Family Aquatic Center						
Salaries & Wages	\$ 146,000	\$ 146,000	\$ 146,000	\$ 146,000	\$ 151,000	3.4%
Other Expenses	92,000	92,000	95,500	103,200	109,200	5.8%
Sub-Total	\$ 238,000	\$ 238,000	\$ 241,500	\$ 249,200	\$ 260,200	4.4%
DEPARTMENT OF COMMUNITY PROGRAMS TOTAL	\$ 835,220.00	\$ 897,220	\$ 911,720	\$ 964,400	\$ 1,038,818	7.7%
Board of Health						
Salaries & Wages	\$ 227,000	\$ 217,500	\$ 224,000	\$ 229,100	\$ 231,000	0.8%
Other Expenses	72,699	73,590	76,152	77,600	85,600	10.3%
Dog Regulation	38,000	38,300	10,000	10,000	5,000	-50.0%
Social Services - S.A.G.E.	33,000	34,000	34,000	34,100	34,587	1.4%
Prevention of Drug & Alcohol Abuse	7,890	7,890	7,890	7,890	7,890	0.0%
Sub-Total	\$ 378,589	\$ 371,280	\$ 352,042	\$ 358,690	\$ 364,077	1.5%
Municipal Court						
Salaries & Wages	\$ 301,000	\$ 350,000	\$ 355,000	\$ 370,000	\$ 304,000	-17.8%
Other Expenses	21,525	21,525	19,725	19,800	19,800	0.0%
Sub-Total	\$ 322,525	\$ 371,525	\$ 374,725	\$ 389,800	\$ 323,800	-16.9%
Utilities						
Electricity	\$ 425,000	\$ 301,000	\$ 320,000	\$ 356,800	\$ 372,000	4.3%
Street Lighting	180,000	170,000	170,000	166,800	153,000	-8.3%
Telephone	204,000	200,000	215,000	219,300	220,000	0.3%
Water	61,000	66,000	66,000	66,990	67,500	0.8%
Fuel	477,000	432,000	435,000	412,000	375,000	-9.0%
Sub-Total	\$ 1,347,000	\$ 1,169,000	\$ 1,206,000	\$ 1,221,890	\$ 1,187,500	-2.8%

REVENUES & APPROPRIATIONS

5-YEAR HISTORICAL DATA

	Adopted 2012	Adopted 2013	Adopted 2014	Adopted 2015	Proposed 2016	Annual % Change From 2015
Insurance						
General Liability	\$ 459,000	\$ 433,000	\$ 460,600	\$ 474,200	\$ 502,000	5.9%
Workers Compensation	598,100	658,000	648,000	648,700	648,000	-0.1%
Employee Group Health	2,782,000	2,919,280	2,728,900	2,654,400	2,615,000	-1.5%
Unemployment Insurance	0	40,000	45,000	45,000	45,000	0.0%
Other Insurance	0	0	123,361	118,000	110,000	-6.8%
Sub-Total	\$ 3,839,100	\$ 4,050,280	\$ 4,005,861	\$ 3,940,300	\$ 3,920,000	-0.5%
Summary Details:						
Salaries & Wages	\$ 16,428,400	\$ 16,446,343	\$ 16,755,700	\$ 17,080,396	\$ 17,320,686	1.4%
Other Expenses	\$ 9,412,377.04	\$ 9,783,943.02	\$ 9,852,383	\$ 9,965,533	\$ 9,953,028	-0.1%
Total Operations within "CAPS"	\$ 25,840,777	\$ 26,230,286	\$ 26,608,083	\$ 27,045,929	\$ 27,273,714	0.8%
Statutory Expenditures within "CAPS"						
Pensions/ Social Security						
Public Employees Retirement System (PERS)	\$ 1,042,526	\$ 898,960	\$ 817,955	\$ 934,372	\$ 990,065	6.0%
Police Fire Retirement System (PFRS)	1,983,600	2,066,900	1,887,969	2,018,053	2,134,000	5.7%
Defined Contribution Retirement System (DCRP)	2,000	2,500	2,600	5,850	9,000	53.8%
Social Security	0	0	712,000	748,050	800,000	6.9%
Sub-Total	\$ 3,028,126	\$ 2,968,360	\$ 3,420,524	\$ 3,706,325	\$ 3,933,065	6.1%
Total General Appropriations within "CAPS"	\$ 28,868,903	\$ 29,198,646	\$ 30,028,607	\$ 30,752,254	\$ 31,206,779	1.5%
GENERAL APPROPRIATIONS						
OPERATIONS & DEBT SERVICE EXCLUDED FROM "CAPS"						
Maintenance of Free Public Library						
Salaries & Wages	\$ 1,455,489	\$ 1,312,786	\$ 1,451,205	\$ 1,490,000	\$ 1,518,000	1.9%
Other Expenses	862,552	972,891	796,230	838,031	876,420	4.6%
Sub-Total	\$ 2,318,041	\$ 2,285,677	\$ 2,247,435	\$ 2,328,031	\$ 2,394,420	2.9%
Grants Appropriations - Offset by Revenues						
Grants	\$ 106,229	\$ 1,079,280	\$ 63,496	\$ 52,350	\$ 202,361	286.6%
Sub-Total	\$ 106,229	\$ 1,079,280	\$ 63,496	\$ 52,350	\$ 202,361	286.6%

REVENUES & APPROPRIATIONS

5-YEAR HISTORICAL DATA

	Adopted 2012	Adopted 2013	Adopted 2014	Adopted 2015	Proposed 2016	Annual % Change From 2015
Interlocal Agreements						
Joint Meeting - NPSM Emergency Dispatch Center	\$ 0	\$ 0	\$ 180,000	\$ 589,882	\$ 879,950	49.2%
Sub-Total	\$ 0	\$ 0	\$ 180,000	\$ 589,882	\$ 879,950	49.2%
Capital Improvements						
Capital Improvement Fund	\$ 350,000	\$ 350,000	\$ 325,000	\$ 325,000	\$ 325,000	0.0%
Sub-Total	\$ 350,000	\$ 350,000	\$ 325,000	\$ 325,000	\$ 325,000	0.0%
Municipal Debt Service						
Bond Principal	\$ 2,188,000	\$ 1,986,000	\$ 1,796,000	\$ 2,168,000	\$ 2,260,000	4.2%
Bond Anticipation Notes Principal	0	316,800	302,300	302,300	288,500	-4.6%
Interest on Bonds	572,000	489,938	508,390	511,594	597,113	16.7%
Interest on Bond Anticipation Notes	0	31,592	403,164	52,000	47,655	-8.4%
Downtown Business Improvement Loan	33,300	33,300	33,300	33,300	33,300	0.0%
Sub-Total	\$ 2,793,300	\$ 2,857,630	\$ 3,043,154	\$ 3,067,194	\$ 3,226,568	5.2%
School Debt Service						
Bond Principal	\$ 3,350,000	\$ 3,475,000	\$ 3,200,000	\$ 3,340,000	\$ 3,345,000	0.1%
Bond Anticipation Notes Principal	0	0	0	847,000	667,000	-21.3%
Interest on Bonds	1,564,800	1,438,775	1,318,057	1,098,794	1,353,753	23.2%
Interest on Bond Anticipation Notes	0	26,925	189,000	65,000	90,380	39.0%
Sub-Total	\$ 4,914,800	\$ 4,940,700	\$ 4,707,057	\$ 5,350,794	\$ 5,456,133	2.0%
Deferred Charges & Reserves						
Prospective Assessments Canceled	\$ 74,000	\$ 74,000	\$ 74,000	\$ 37,000	\$ 0	-100.0%
Deferred Charges (Capital Expenses not Funded)	25,000	50,000	75,000	100,000	0	-100.0%
Reserve for Tax Appeals	275,000	250,000	200,000	200,000	350,000	75.0%
Reserve for Salary Adjustments	0	0	0	0	95,000	100.0%
Sub-Total	\$ 374,000	\$ 374,000	\$ 349,000	\$ 337,000	\$ 445,000	32.0%
Total General Appropriations excluded from "CAPS" Sub-Total	\$ 10,856,370	\$ 11,887,287	\$ 10,915,142	\$ 12,050,251	\$ 12,929,432	7.3%
<i>Reserve for Uncollected Taxes</i>	\$ 6,200,000	\$ 6,300,000	\$ 6,300,000	\$ 6,300,000	\$ 5,184,281	-17.7%
TOTAL GENERAL APPROPRIATIONS	\$ 45,925,273	\$ 47,385,933	\$ 47,243,749	\$ 49,102,505	\$ 49,320,492	0.4%

REVENUES & APPROPRIATIONS

5-YEAR PROJECTIONS

	Adopted Budget 2015	Realized YTD through 12/31/15	Anticipated 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Annual Average % Change
General Revenues									
Fund Balance									
Fund Balance (Surplus)	\$ 7,600,000	\$ 7,600,000	\$ 7,100,000	\$ 6,958,000	\$ 6,818,840	\$ 6,682,463	\$ 6,548,814	\$ 6,417,838	-2.00%
TOTAL FUND BALANCE	\$7,600,000	\$7,600,000	\$7,100,000	\$6,958,000	\$6,818,840	\$6,682,463	\$6,548,814	\$6,417,838	-2.00%
Local Revenue									
ABC Licenses	\$ 40,000	\$ 40,860	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	0.00%
Other Licenses	75,000	66,204	66,000	66,660	67,327	68,000	68,680	69,367	1.00%
Municipal Court	583,000	475,482	475,000	479,750	484,548	489,393	494,287	499,230	1.00%
Interest & Costs on Taxes	185,000	181,371	175,000	176,750	178,518	180,303	182,106	183,927	1.00%
Interest on Investments	18,000	61,313	61,000	61,610	62,226	62,848	63,477	64,112	0.00%
Old Town Hall Rent	33,500	33,546	33,500	33,835	34,173	34,173	34,173	34,515	0.00%
Community Services Fees	134,000	136,791	132,000	133,320	134,653	136,000	137,360	138,733	1.00%
Drainage & Grading Fees	0	25,400	20,000	20,200	20,402	20,606	20,812	21,020	0.00%
Briant Park - Emergency Services	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	0.00%
Health Fees	170,000	173,888	170,000	171,700	173,417	175,151	176,903	178,672	1.00%
Zoning Board Fees	17,500	31,198	30,000	30,300	30,603	30,909	31,218	31,530	1.00%
Municipal Golf Course Fees	188,000	214,314	205,000	207,050	209,121	211,212	213,324	215,457	1.00%
Family Aquatic Center Fees	433,000	450,285	450,000	454,500	459,045	463,635	468,272	472,955	1.00%
Cable TV Franchise Fees (Verizon)	195,800	195,811	210,000	212,100	214,221	216,363	218,527	220,712	1.00%
Cable TV Franchise Fees (Comcast)	133,810	133,813	130,000	130,000	130,000	130,000	130,000	130,000	0.00%
Sale of Recyclable Materials	75,000	77,714	77,000	77,000	77,000	77,000	77,000	77,000	0.00%
Police Off-Duty Administration Fees	110,000	118,232	110,000	111,100	112,211	113,333	114,466	115,611	1.00%
Hotel/Motel Occupancy Fees	158,000	165,780	160,000	161,600	163,216	164,848	166,497	168,162	1.00%
TOTAL LOCAL REVENUE	\$ 2,561,610	\$ 2,594,002	\$ 2,556,500	\$ 2,582,065	\$ 2,602,680	\$ 2,625,775	\$ 2,649,101	\$ 2,673,002	0.90%
State Aid									
School Debt Service Aid	\$ 552,532	\$ 552,532	\$ 545,000	\$ 545,000	\$ 545,000	\$ 545,000	\$ 545,000	\$ 545,000	0.00%
Energy Receipts Tax	3,023,257	3,023,257	3,023,257	3,023,257	3,023,257	3,023,257	3,023,257	3,023,257	0.00%
TOTAL STATE AID	\$ 3,575,789	\$ 3,575,789	\$ 3,568,257	0.00%					
Interlocal Agreements									
Millburn Twp. Joint Dispatch	\$ 41,000	\$ 41,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
TOTAL INTERLOCAL AGREEMENTS	\$ 41,000	\$ 41,000	\$ 0	0.00%					
Grants									
Grants	52,350	239,681	202,361	0	0	0	0	0	0.00%
TOTAL GRANT REVENUES	\$ 52,350	\$ 239,681	\$ 202,361	\$ 0	0.00%				

	Adopted Budget 2015	Realized YTD through 12/31/15	Anticipated 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Annual Avg. % Change
Enterprise Funds/ Contributions									
Summit Housing P.I.L.O.T.	\$ 46,000	\$ 50,502	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	0.00%
Parking Share of Debt Services	447,614	447,614	210,684	210,000	210,000	210,000	210,000	210,000	0.00%
Parking Share of Various Services	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	0.00%
Parking Utility Surplus	250,000	250,000	450,000	450,000	450,000	450,000	450,000	450,000	0.00%
Sewer Share Of Pension Costs	24,000	23,729	30,000	30,000	30,000	30,000	30,000	30,000	0.00%
Sewer Share of Various Services	55,000	55,000	112,000	112,000	112,000	112,000	112,000	112,000	0.00%
Sewer Utility Surplus	125,000	125,000	225,000	225,000	225,000	225,000	225,000	225,000	0.00%
U.C.C. Share of Pension Costs	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	0.00%
General Capital Surplus	523,500	523,500	450,000	450,000	450,000	450,000	450,000	450,000	0.00%
SDI Share of Debt Service	40,413	40,413	29,700	29,700	29,700	29,700	29,700	29,700	0.00%
Uniform Safety Act	43,000	38,952	38,000	38,190	38,381	38,573	38,766	38,960	0.50%
FEMA Storm Reimbursement	54,000	0	0	0	0	0	0	0	0.00%
Reserve for Municipal Debt Service	31,000	31,000	250,000	100,000	100,000	100,000	100,000	100,000	0.00%
Reserve for School Debt Service	349,000	349,000	667,000	0	0	0	0	0	0.00%
TOTAL ENTERPRISE FUNDS/CONTRIBUTIONS	\$ 2,264,527	\$ 2,210,710	\$ 2,788,384	\$ 1,832,700	0.00%				
Prior Year Tax Receipts									
	\$ 475,000	\$ 475,000	\$ 475,000	\$ 475,000	\$ 475,000	\$ 475,000	\$ 475,000	\$ 475,000	0.00%
TOTAL PRIOR YEAR TAX RECEIPTS	\$ 475,000	\$ 475,000	\$ 475,000	\$ 475,000	\$ 475,000	\$ 475,000	\$ 475,000	\$ 475,000	0.00%
General Revenues Sub-Total	\$ 16,570,276	\$ 16,736,181	\$ 16,690,502	\$ 15,416,022	\$ 15,297,477	\$ 15,184,195	\$ 15,073,872	\$ 14,966,797	-0.75%
Amount To Be Raised By Taxes (Municipal Tax Levy)									
	\$ 25,754,936	\$ 25,754,936	\$25,991,438	\$ 26,251,352	\$ 26,513,865	\$ 26,779,004	\$ 27,046,794	\$ 27,317,262	1.00%
Local School District Obligation to City (School District Levy)									
	4,449,262	4,449,262	4,244,133	3,946,531	4,140,338	4,299,577	4,303,054	3,021,043	-8.30%
Amount to Be Raised By Taxes (Library Tax Levy)									
	2,328,031	2,328,031	2,394,420	2,408,118	2,432,199	2,456,521	2,481,086	2,505,897	1.00%
TAX LEVY TOTAL	\$ 32,532,229	\$ 32,532,229	\$32,629,991	\$ 32,606,001	\$ 33,086,402	\$ 33,535,102	\$ 33,830,934	\$ 32,844,202	0.25%
TOTAL GENERAL REVENUES	\$ 49,102,505	\$ 49,268,410	\$ 49,320,492	\$ 48,022,023	\$ 48,383,879	\$ 48,719,297	\$ 48,904,806	\$ 47,810,999	-0.07%

REVENUES & APPROPRIATIONS

5-YEAR PROJECTIONS

GENERAL APPROPRIATIONS OPERATIONS WITHIN "CAPS"

	Adopted 2015	Final w/ Transfers 2015 (As of 12/31/2015)	Proposed 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Annual Average % Change
General Government									
Administrative & Executive									
Salaries & Wages	\$ 375,700	\$ 370,700	\$ 342,627	\$ 347,766	\$ 352,983	\$ 358,278	\$ 363,652	\$ 369,107	1.50%
Other Expenses	31,250	36,250	51,850	52,887	53,945	55,024	56,124	57,247	2.00%
Sub-Total	\$ 406,950	\$ 406,950	\$ 394,477	\$ 400,653	\$ 406,928	\$ 413,301	\$ 419,776	\$ 426,353	1.75%
Employee Assistance Program									
Other Expenses	\$ 5,400	\$ 5,400	\$ 5,600	\$ 5,712	\$ 5,826	\$ 5,943	\$ 6,062	\$ 6,183	2.00%
Sub-Total	\$ 5,400	\$ 5,400	\$ 5,600	\$ 5,712	\$ 5,826	\$ 5,943	\$ 6,062	\$ 6,183	2.00%
Postage									
Other Expenses	\$ 45,000	\$ 50,000	\$ 50,000	\$ 51,000	\$ 52,020	\$ 53,060	\$ 54,122	\$ 55,204	2.00%
Sub-Total	\$ 45,000	\$ 50,000	\$ 50,000	\$ 51,000	\$ 52,020	\$ 53,060	\$ 54,122	\$ 55,204	2.00%
Physical Examinations - Municipal Employees									
Other Expenses	\$ 42,000	\$ 36,000	\$ 30,000	\$ 30,600	\$ 31,212	\$ 31,836	\$ 32,473	\$ 33,122	2.00%
Sub-Total	\$ 42,000	\$ 36,000	\$ 30,000	\$ 30,600	\$ 31,212	\$ 31,836	\$ 32,473	\$ 33,122	2.00%
Technology - Other Expenses									
Other Expenses	\$ 220,000	\$ 220,000	\$ 236,500	\$ 241,230	\$ 246,055	\$ 250,976	\$ 255,995	\$ 261,115	2.00%
Sub-Total	\$ 220,000	\$ 220,000	\$ 236,500	\$ 241,230	\$ 246,055	\$ 250,976	\$ 255,995	\$ 261,115	2.00%
HomeTowne TV Service Agreement									
Other Expenses	\$ 82,403	\$ 82,403	\$ 82,500	\$ 84,150	\$ 85,833	\$ 87,550	\$ 89,301	\$ 91,087	2.00%
Sub-Total	\$ 82,403	\$ 82,403	\$ 82,500	\$ 84,150	\$ 85,833	\$ 87,550	\$ 89,301	\$ 91,087	2.00%
Clerk's Office									
Salaries & Wages	\$ 289,100	\$ 289,100	\$ 272,000	\$ 276,080	\$ 280,221	\$ 284,425	\$ 288,691	\$ 293,021	1.50%
Other Expenses	107,900	107,900	116,000	118,320	120,686	123,100	125,562	128,073	2.00%
Codification of Ordinances	10,200	6,200	8,200	8,364	8,531	8,702	8,876	9,053	2.00%
Sub-Total	\$ 407,200	\$ 403,200	\$ 396,200	\$ 402,764	\$ 409,439	\$ 416,227	\$ 423,129	\$ 430,148	1.83%
Legal Services									
Municipal Prosecutor - Salaries & Wages	\$ 34,510	\$ 34,510	\$ 34,641	\$ 35,161	\$ 35,688	\$ 36,223	\$ 36,767	\$ 37,318	1.50%
Other Expenses - Legal Professional Contracts	380,000	380,000	220,000	224,400	228,888	233,466	238,135	242,898	2.00%
Public Defender	8,500	8,500	8,500	8,670	8,843	9,020	9,201	9,385	2.00%
Sub-Total	\$ 423,010	\$ 423,010	\$ 263,141	\$ 268,231	\$ 273,419	\$ 278,709	\$ 284,102	\$ 289,601	1.83%
GENERAL GOVERNMENT TOTAL	\$ 1,631,963	\$ 1,626,963	\$ 1,458,418	\$ 1,484,340	\$ 1,510,732	\$ 1,537,602	\$ 1,564,959	\$ 1,592,813	1.93%

REVENUES & APPROPRIATIONS

5-YEAR PROJECTIONS

	Adopted 2015	Final w/ Transfers 2015 (As of 12/31/2015)	Proposed 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Annual Average % Change
Department of Finance									
Financial Administration									
Salaries & Wages	\$ 321,100	\$ 321,100	\$ 306,000	\$ 310,590	\$ 315,249	\$ 319,978	\$ 324,777	\$ 329,649	1.50%
Other Expenses	67,000	64,500	96,000	97,920	99,878	101,876	103,913	105,992	2.00%
Sub-Total	\$ 388,100	\$ 385,600	\$ 402,000	\$ 408,510	\$ 415,127	\$ 421,854	\$ 428,691	\$ 435,641	1.75%
Audit Services									
Other Expenses	\$ 33,400	\$ 33,400	\$ 35,000	\$ 35,700	\$ 36,414	\$ 37,142	\$ 37,885	\$ 38,643	2.00%
Sub-Total	\$ 33,400	\$ 33,400	\$ 35,000	\$ 35,700	\$ 36,414	\$ 37,142	\$ 37,885	\$ 38,643	2.00%
Contingent									
Other Expenses	\$ 1,600	\$ 1,600	\$ 1,500	\$ 1,530	\$ 1,561	\$ 1,592	\$ 1,624	\$ 1,656	2.00%
Sub-Total	\$ 1,600	\$ 1,600	\$ 1,500	\$ 1,530	\$ 1,561	\$ 1,592	\$ 1,624	\$ 1,656	2.00%
Tax Collection									
Salaries & Wages	\$ 135,300	\$ 135,300	\$ 142,700	\$ 144,841	\$ 147,013	\$ 149,218	\$ 151,457	\$ 153,728	1.50%
Other Expenses	21,000	18,000	22,200	22,644	23,097	23,559	24,030	24,511	2.00%
Sub-Total	\$ 156,300	\$ 153,300	\$ 164,900	\$ 167,485	\$ 170,110	\$ 172,777	\$ 175,487	\$ 178,239	1.75%
Tax Assessment									
Salaries & Wages	\$ 194,100	\$ 208,300	\$ 220,000	\$ 223,300	\$ 226,650	\$ 230,049	\$ 233,500	\$ 237,002	1.50%
Other Expenses	82,050	67,850	333,400	340,068	346,869	353,807	360,883	368,101	2.00%
Sub-Total	\$ 276,150	\$ 276,150	\$ 553,400	\$ 563,368	\$ 573,519	\$ 583,856	\$ 594,383	\$ 605,103	1.75%
FINANCE DEPARTMENT TOTAL	\$ 855,550	\$ 850,050	\$ 1,156,800	\$ 1,176,593	\$ 1,196,731	\$ 1,217,221	\$ 1,238,069	\$ 1,259,282	1.85%
Public Safety									
Police									
Salaries & Wages	\$ 5,816,300	\$ 5,979,300	\$ 5,984,000	\$ 6,073,760	\$ 6,164,866	\$ 6,257,339	\$ 6,351,199	\$ 6,446,467	1.50%
Other Expenses	337,500	337,500	329,000	335,580	342,292	349,137	356,120	363,243	2.00%
Crossing Guards - Salaries & Wages	223,300	221,800	223,300	223,300	226,650	226,650	230,049	230,049	0.00%
Crossing Guards - Other Expenses	2,500	4,000	2,500	2,550	2,601	2,653	2,706	2,760	2.00%
Police Vehicles	90,000	90,000	0	0	0	0	0	0	0.00%
Sub-Total	\$ 6,469,600	\$ 6,632,600	\$ 6,538,800	\$ 6,635,190	\$ 6,736,409	\$ 6,835,779	\$ 6,940,075	\$ 7,042,520	1.38%
Fire									
Salaries & Wages	\$ 3,816,801	\$ 3,821,801	\$ 3,743,000	\$ 3,799,145	\$ 3,856,132	\$ 3,913,974	\$ 3,972,684	\$ 4,032,274	2.00%
Other Expenses	269,000	269,000	263,000	268,260	273,625	279,098	284,680	290,373	2.00%
Uniform Fire Safety Act - Salaries & Wages	36,000	36,000	36,000	36,540	37,088	37,644	38,209	38,782	1.50%
Fire Hydrant Service	271,500	271,500	271,500	276,930	282,469	288,118	293,880	299,758	2.00%
Sub-Total	\$ 4,393,301	\$ 4,398,301	\$ 4,313,500	\$ 4,380,875	\$ 4,449,314	\$ 4,518,834	\$ 4,589,453	\$ 4,661,187	1.88%
Emergency Management									
Other Expenses	\$ 17,500	\$ 17,500	\$ 13,500	\$ 13,770	\$ 14,045	\$ 14,326	\$ 14,613	\$ 14,905	2.00%
Sub-Total	\$ 17,500	\$ 17,500	\$ 13,500	\$ 13,770	\$ 14,045	\$ 14,326	\$ 14,613	\$ 14,905	2.00%
PUBLIC SAFETY TOTAL	\$ 10,880,401	\$ 11,048,401	\$ 10,865,800	\$ 11,029,835	\$ 11,199,768	\$ 11,368,940	\$ 11,544,141	\$ 11,718,612	1.75%

REVENUES & APPROPRIATIONS

5-YEAR PROJECTIONS

	Adopted 2015	Final w/ Transfers 2015 (As of 12/31/2015)	Proposed 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Annual Average % Change
Department of Community Services									
Community Services Administration									
Salaries & Wages	\$ 577,000	\$ 558,900	\$ 520,000	\$ 527,800	\$ 535,717	\$ 543,753	\$ 551,909	\$ 560,188	1.50%
Other Expenses	35,500	33,600	36,500	37,230	37,975	38,734	39,509	40,299	2.00%
Downtown Maintenance	8,600	8,600	8,800	8,976	9,156	9,339	9,525	9,716	2.00%
Sub-Total	\$ 621,100	\$ 601,100	\$ 565,300	\$ 574,006	\$ 582,847	\$ 591,826	\$ 600,943	\$ 610,203	1.83%
Engineering									
Salaries & Wages	\$ 299,100	\$ 299,100	\$ 342,000	\$ 347,130	\$ 352,337	\$ 357,622	\$ 362,986	\$ 368,431	1.50%
Other Expenses	33,800	33,800	26,150	26,673	27,206	27,751	28,306	28,872	2.00%
Sub-Total	\$ 332,900	\$ 332,900	\$ 368,150	\$ 373,803	\$ 379,543	\$ 385,373	\$ 391,292	\$ 397,303	1.75%
Road Repair & Maintenance									
Salaries & Wages	\$ 851,450	\$ 951,450	\$ 950,000	\$ 964,250	\$ 978,714	\$ 993,394	\$ 1,008,295	\$ 1,023,420	1.50%
Other Expenses	374,500	419,500	284,000	289,680	295,474	301,383	307,411	313,559	2.00%
Sub-Total	\$ 1,225,950	\$ 1,370,950	\$ 1,234,000	\$ 1,253,930	\$ 1,274,187	\$ 1,294,778	\$ 1,315,706	\$ 1,336,979	1.75%
Public Works Maintenance									
Salaries & Wages	\$ 486,225	\$ 486,225	\$ 525,000	\$ 532,875	\$ 540,868	\$ 548,981	\$ 557,216	\$ 565,574	1.50%
Other Expenses	49,500	54,500	47,300	48,246	49,211	50,195	51,199	52,223	2.00%
Sub-Total	\$ 535,725	\$ 540,725	\$ 572,300	\$ 581,121	\$ 590,079	\$ 599,176	\$ 608,415	\$ 617,797	1.75%
Garbage & Trash									
Salaries & Wages	\$ 715,000	\$ 737,700	\$ 745,000	\$ 756,175	\$ 767,518	\$ 779,030	\$ 790,716	\$ 802,577	1.50%
Other Expenses	20,700	20,700	20,600	21,012	21,432	21,861	22,298	22,744	2.00%
Sub-Total	\$ 735,700	\$ 758,400	\$ 765,600	\$ 777,187	\$ 788,950	\$ 800,891	\$ 813,014	\$ 825,321	1.75%
Recycling									
Salaries & Wages	\$ 72,000	\$ 72,000	\$ 75,000	\$ 76,125	\$ 77,267	\$ 78,426	\$ 79,602	\$ 80,796	1.50%
Other Expenses	214,100	202,400	239,400	244,188	249,072	254,053	259,134	264,317	2.00%
Sub-Total	\$ 286,100	\$ 274,400	\$ 314,400	\$ 320,313	\$ 326,339	\$ 332,479	\$ 338,737	\$ 345,113	1.75%
Transfer Station									
Salaries & Wages	\$ 268,390	\$ 277,290	\$ 277,000	\$ 281,155	\$ 285,372	\$ 289,653	\$ 293,998	\$ 298,408	1.50%
Other Expenses	111,500	109,900	93,900	95,778	97,694	99,647	101,640	103,673	2.00%
Disposal Charges	825,000	735,000	850,000	867,000	884,340	902,027	920,067	938,469	2.00%
Sub-Total	\$ 1,204,890	\$ 1,122,190	\$ 1,220,900	\$ 1,243,933	\$ 982,034	\$ 1,001,674	\$ 1,021,708	\$ 1,042,142	1.83%
Compost Area									
Salaries & Wages	\$ 145,015	\$ 148,415	\$ 147,000	\$ 149,205	\$ 151,443	\$ 153,715	\$ 156,020	\$ 158,361	1.50%
Other Expenses	17,200	17,200	14,600	14,892	15,190	15,494	15,804	16,120	2.00%
Sub-Total	\$ 162,215	\$ 165,615	\$ 161,600	\$ 164,097	\$ 166,633	\$ 169,208	\$ 171,824	\$ 174,480	1.75%

REVENUES & APPROPRIATIONS

5-YEAR PROJECTIONS

	Adopted 2015	Final w/ Transfers 2015 (As of 12/31/2015)	Proposed 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Annual Average % Change
Public Buildings & Grounds									
Other Expenses	\$ 199,200	\$ 239,200	\$ 215,750	\$ 220,065	\$ 224,466	\$ 228,956	\$ 233,535	\$ 238,205	1.50%
Sub-Total	\$ 199,200	\$ 239,200	\$ 215,750	\$ 220,065	\$ 224,466	\$ 228,956	\$ 233,535	\$ 238,205	1.50%
Fleet Maintenance									
Salaries & Wages	\$ 269,105	\$ 269,905	\$ 272,000	\$ 276,080	\$ 280,221	\$ 284,425	\$ 288,691	\$ 293,021	1.50%
Other Expenses	42,000	42,000	40,800	41,616	42,448	43,297	44,163	45,047	2.00%
Sub-Total	\$ 311,105	\$ 311,905	\$ 312,800	\$ 317,696	\$ 322,670	\$ 327,722	\$ 332,854	\$ 338,068	1.75%
Parks & Shade Trees									
Salaries & Wages	\$ 593,300	\$ 583,300	\$ 611,000	\$ 620,165	\$ 629,467	\$ 638,909	\$ 648,493	\$ 658,221	1.50%
Other Expenses	252,700	252,700	250,200	255,204	260,308	265,514	270,825	276,241	2.00%
Sub-Total	\$ 846,000	\$ 836,000	\$ 861,200	\$ 875,369	\$ 889,776	\$ 904,424	\$ 919,318	\$ 934,462	1.75%
Land Use									
Salaries & Wages	\$ 13,900	\$ 9,900	\$ 11,500	\$ 11,673	\$ 11,848	\$ 12,025	\$ 12,206	\$ 12,389	1.50%
Other Expenses	111,800	111,800	132,050	134,691	137,385	140,133	142,935	145,794	2.00%
Sub-Total	\$ 125,700	\$ 121,700	\$ 143,550	\$ 146,364	\$ 149,232	\$ 152,158	\$ 155,141	\$ 158,183	1.75%
Board of Adjustment									
Salaries & Wages	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Other Expenses	21,000	25,000	24,200	24,684	25,178	25,681	26,195	26,719	2.00%
Sub-Total	\$ 21,000	\$ 25,000	\$ 24,200	\$ 24,684	\$ 25,178	\$ 25,681	\$ 26,195	\$ 26,719	1.00%
Code Enforcement									
Salaries & Wages	\$ 193,100	\$ 193,100	\$ 196,000	\$ 198,940	\$ 201,924	\$ 204,953	\$ 208,027	\$ 211,148	1.50%
Other Expenses	2,250	2,250	2,750	2,805	2,861	2,918	2,977	3,036	2.00%
Sub-Total	\$ 195,350	\$ 195,350	\$ 198,750	\$ 201,745	\$ 204,785	\$ 207,871	\$ 211,004	\$ 214,184	1.75%
DEPARTMENT OF COMMUNITY SERVICES TOTAL	\$ 1,698,355	\$ 1,729,155	\$ 1,756,250	\$ 1,785,923	\$ 1,816,107	\$ 1,846,812	\$ 1,878,046	\$ 1,909,820	1.58%
Department of Community Programs									
Community Programs									
Salaries & Wages	\$ 488,000	\$ 488,000	\$ 531,918	\$ 539,897	\$ 547,995	\$ 556,215	\$ 564,559	\$ 573,027	1.50%
Other Expenses	47,200	47,200	61,200	62,424	63,673	64,946	66,245	67,570	2.00%
Sub-Total	\$ 535,200	\$ 535,200	\$ 593,118	\$ 602,321	\$ 611,668	\$ 621,161	\$ 630,804	\$ 640,597	1.75%
Golf Course									
Salaries & Wages	\$ 121,500	\$ 121,500	\$ 127,000	\$ 128,905	\$ 130,839	\$ 132,801	\$ 134,793	\$ 136,815	1.50%
Other Expenses	58,500	58,500	58,500	59,670	60,864	62,081	63,322	64,589	2.00%
Sub-Total	\$ 180,000	\$ 180,000	\$ 185,500	\$ 188,575	\$ 191,702	\$ 194,882	\$ 198,116	\$ 201,404	1.75%
Family Aquatic Center									
Salaries & Wages	\$ 146,000	\$ 146,000	\$ 151,000	\$ 153,265	\$ 155,564	\$ 157,897	\$ 160,266	\$ 162,670	1.50%
Other Expenses	103,200	103,200	109,200	111,384	113,612	115,884	118,202	120,566	2.00%
Sub-Total	\$ 249,200	\$ 249,200	\$ 260,200	\$ 264,649	\$ 269,176	\$ 273,781	\$ 278,468	\$ 283,236	1.75%
DEPARTMENT OF COMMUNITY PROGRAMS TOTAL	\$ 964,400	\$ 964,400	\$ 1,038,818	\$ 1,055,545	\$ 1,072,546	\$ 1,089,825	\$ 1,107,387	\$ 1,125,236	1.75%

REVENUES & APPROPRIATIONS

5-YEAR PROJECTIONS

	Adopted 2015	Final w/ Transfers 2015 (As of 12/31/2015)	Proposed 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Annual Average % Change
Board of Health									
Salaries & Wages	\$ 229,100	\$ 229,100	\$ 231,000	\$ 234,465	\$ 237,982	\$ 241,552	\$ 245,175	\$ 248,853	1.50%
Other Expenses	77,600	77,600	85,600	87,312	89,058	90,839	92,656	94,509	2.00%
Dog Regulation	10,000	10,000	5,000	5,100	5,202	5,306	5,412	5,520	2.00%
Social Services - S.A.G.E.	34,100	34,100	34,587	35,279	35,984	36,704	37,438	38,187	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%
Sub-Total	\$ 358,690	\$ 358,690	\$ 364,077	\$ 370,204	\$ 376,435	\$ 382,774	\$ 389,222	\$ 395,780	1.90%
Municipal Court									
Salaries & Wages	\$ 370,000	\$ 370,000	\$ 304,000	\$ 308,560	\$ 313,188	\$ 317,886	\$ 322,655	\$ 327,494	1.50%
Other Expenses	19,800	19,800	19,800	20,196	20,600	21,012	21,432	21,861	2.00%
Sub-Total	\$ 389,800	\$ 389,800	\$ 323,800	\$ 328,756	\$ 333,788	\$ 338,898	\$ 344,087	\$ 349,355	1.75%
Utilities									
Electricity	\$ 356,800	\$ 376,800	\$ 372,000	\$ 379,440	\$ 387,029	\$ 394,769	\$ 402,665	\$ 410,718	2.00%
Street Lighting	166,800	166,800	153,000	156,060	159,181	162,365	165,612	168,924	2.00%
Telephone	219,300	219,300	220,000	224,400	228,888	233,466	238,135	242,898	2.00%
Water	66,990	66,990	67,500	68,850	70,227	71,632	73,064	74,525	2.00%
Fuel	412,000	412,000	375,000	382,500	390,150	397,953	405,912	414,030	2.00%
Sub-Total	\$ 1,221,890	\$ 1,241,890	\$ 1,187,500	\$ 451,350	\$ 460,377	\$ 469,585	\$ 478,976	\$ 488,556	2.00%
Insurance									
General Liability	\$ 474,200	\$ 474,200	\$ 502,000	\$ 512,040	\$ 522,281	\$ 532,726	\$ 543,381	\$ 554,249	2.00%
Workers Compensation	648,700	648,700	648,000	660,960	674,179	687,663	701,416	715,444	2.00%
Employee Group Health	2,654,400	2,404,400	2,615,000	2,758,825	2,910,560	3,070,641	3,239,526	3,417,700	5.50%
Unemployment Insurance	45,000	45,000	45,000	45,450	45,905	46,364	46,827	47,295	1.00%
Other Insurance	118,000	118,000	110,000	112,200	114,444	116,733	119,068	121,449	2.00%
Sub-Total	\$ 3,940,300	\$ 3,690,300	\$ 3,920,000	\$ 2,871,025	\$ 3,070,909	\$ 3,233,738	\$ 3,405,421	\$ 3,586,445	3.13%
Summary Details:									
Salaries & Wages	\$ 17,088,896	\$ 17,368,296	\$ 17,320,686	\$ 17,577,147	\$ 17,840,804	\$ 18,105,017	\$ 18,376,592	\$ 18,648,790	1.50%
Other Expenses	\$ 9,912,033	\$ 9,652,633	\$ 9,953,027.56	\$ 10,197,713	\$ 10,498,226	\$ 10,810,060	\$ 11,133,734	\$ 11,469,792	2.96%
Total Operations within "CAPS"	\$ 27,000,929	\$ 27,020,929	\$ 27,273,714	\$ 27,774,860	\$ 28,339,031	\$ 28,915,077	\$ 29,510,326	\$ 30,118,582	2.10%

REVENUES & APPROPRIATIONS

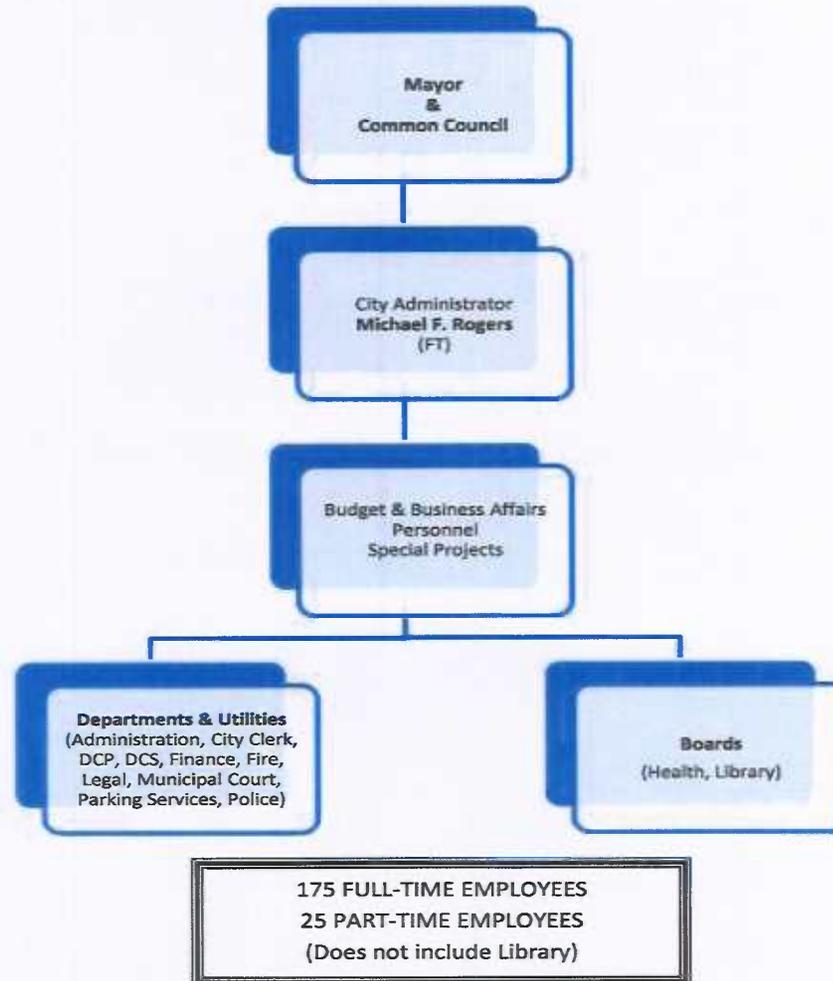
5-YEAR PROJECTIONS

Statutory Expenditures within "CAPS"	Adopted 2015	Final w/ Transfers 2015 (As of 12/31/2015)	Proposed 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Annual Average % Change
Pensions/ Social Security									
Public Employees Retirement System (PERS)	\$ 934,372	\$ 914,372	\$ 990,065	\$ 1,039,568	\$ 1,091,547	\$ 1,146,124	\$ 1,203,430	\$ 1,263,602	5.00%
Police Fire Retirement System (PFRS)	2,018,053	2,018,053	2,134,000	2,240,700	2,352,735	2,470,372	2,593,890	2,723,585	5.00%
Defined Contribution Retirement System (DCRP)	5,850	5,850	9,000	9,450	9,923	10,419	10,940	11,487	5.00%
Social Security	748,050	764,560	800,000	812,000	824,180	836,543	849,091	861,827	1.50%
Sub-Total	\$ 3,706,325	\$ 3,702,835	\$ 3,933,065	\$ 4,101,718	\$ 4,278,384	\$ 4,463,457	\$ 4,657,351	\$ 4,860,500	4.33%
Total General Appropriations within "CAPS"	\$ 30,707,254	\$ 30,723,764	\$ 31,206,779	\$ 31,876,578	\$ 32,617,415	\$ 33,378,534	\$ 34,167,677	\$ 34,979,082	2.33%
GENERAL APPROPRIATIONS OPERATIONS & DEBT SERVICE EXCLUDED FROM "CAPS"									
Maintenance of Free Public Library									
Salaries & Wages	\$ 1,490,000	\$ 1,490,000	\$ 1,518,000	\$ 1,540,770	\$ 1,563,882	\$ 1,587,340	\$ 1,611,150	\$ 1,635,317	1.50%
Other Expenses	838,031	838,031	876,420	893,948	911,827	930,064	948,665	967,639	2.00%
Sub-Total	\$ 2,328,031	\$ 2,328,031	\$ 2,394,420	\$ 2,434,718	\$ 2,475,709	\$ 2,517,404	\$ 2,559,815	\$ 2,602,956	3.50%
Grants Appropriations - Offset by Revenues									
Grants	\$ 52,350	\$ 242,448	\$ 202,361	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Sub-Total	\$ 52,350	\$ 242,448	\$ 202,361	\$ 0	0.00%				
Interlocal Agreements									
Joint Meeting - NPSM Emergency Dispatch Center	\$ 589,882	\$ 589,882	\$ 879,950	\$ 897,549	\$ 915,500	\$ 933,810	\$ 952,486	\$ 971,536	2.00%
Sub-Total	\$ 589,882	\$ 589,882	\$ 879,950	\$ 897,549	\$ 915,500	\$ 933,810	\$ 952,486	\$ 971,536	2.00%
Capital Improvements									
Capital Improvement Fund	\$ 325,000	\$ 325,000	\$ 325,000	\$ 331,500	\$ 338,130	\$ 344,893	\$ 351,790	\$ 358,826	2.00%
Sub-Total	\$ 325,000	\$ 325,000	\$ 325,000	\$ 331,500	\$ 338,130	\$ 344,893	\$ 351,790	\$ 358,826	2.00%
Municipal Debt Service									
Bond Principal	\$ 2,168,000	\$ 2,168,000	\$ 2,260,000	\$ 2,864,000	\$ 2,695,000	\$ 985,985	\$ 2,035,000	\$ 2,055,000	-18.08%
Bond Anticipation Notes Principal	302,300	302,300	288,500	0	0	0	0	0	0.00%
Interest on Bonds	511,594	511,594	597,113	651,387	500,350	437,488	394,250	346,337	-14.50%
Interest on Bond Anticipation Notes	52,000	52,000	47,655	0	0	0	0	0	0.00%
Downtown Business Improvement Loan	33,300	33,300	33,300	33,633	33,969	34,309	34,652	34,999	1.00%
Sub-Total	\$ 3,067,194	\$ 3,067,194	\$ 3,226,568	\$ 3,549,020	\$ 3,229,319	\$ 1,457,782	\$ 2,463,902	\$ 2,436,336	3.50%

	Adopted 2015	Final w/ Transfers 2015 (As of 12/31/2015)	Proposed 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Annual Average % Change
School Debt Service									
Bond Principal	\$ 3,340,000	\$ 3,340,000	\$ 3,345,000	\$ 3,970,000	\$ 4,295,000	\$ 4,380,900	\$ 4,400,000	\$ 3,145,000	-7.35%
Bond Anticipation Notes Principal	847,000	847,000	667,000	0	0	85,789	85,789	85,789	0.00%
Interest on Bonds	1,098,794	1,098,794	1,353,753	448,031	316,988	304,538	292,775	272,625	-14.20%
Interest on Bond Anticipation Notes	65,000	65,000	90,380	73,350	73,350	73,350	69,489	62,629	-1.39%
Sub-Total	\$ 5,350,794	\$ 5,350,794	\$ 5,456,133	\$ 4,491,381	\$ 4,685,338	\$ 4,844,577	\$ 4,848,054	\$ 3,566,043	-7.05%
Deferred Charges & Reserves									
Prospective Assessments Canceled	\$ 37,000	\$ 37,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Deferred Charges (Capital Expenses not Funded)	100,000	100,000	0	0	0	0	0	0	-0.02%
Reserve for Tax Appeals	200,000	200,000	350,000	350,000	250,000	200,000	200,000	200,000	-9.00%
Reserve for Salary Adjustments	0	0	95,000	0	0	0	0	0	0.00%
Sub-Total	\$ 337,000	\$ 337,000	\$ 445,000	\$ 350,000	\$ 250,000	\$ 200,000	\$ 200,000	\$ 200,000	-9.00%
Total General Appropriations excluded from "CAPS" Sub-Total	\$ 12,050,251	\$ 12,240,349	\$ 12,929,432	\$ 12,054,169	\$ 11,893,996	\$ 10,298,465	\$ 11,376,048	\$ 10,135,697	-4.68%
<i>Reserve for Uncollected Taxes</i>	\$ 6,300,000	\$ 6,300,000	\$ 5,184,281	\$ 5,287,967	\$ 5,393,726	\$ 5,501,601	\$ 5,611,633	\$ 5,723,865	2.00%
TOTAL GENERAL APPROPRIATIONS	\$ 49,057,505	\$ 49,264,113	\$ 49,320,492	\$ 49,218,714	\$ 49,905,137	\$ 49,178,600	\$ 51,155,358	\$ 50,838,645	1.14%

CITY ORGANIZATIONAL STRUCTURE

CITY OF SUMMIT



Office of the City Administrator

Michael F. Rogers, City Administrator



WHAT WE DO

The Office of the Administrator is responsible for the overall management of the municipal workforce and the development and oversight of the operating and capital budgets, personnel administration, public information, as well as the development and management of special projects.

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

Administration supports all municipal staff by providing the needed technology with which to perform their jobs in an efficient manner.

OUR MISSION

The mission of the City of Summit is to deliver municipal services that meet the vital health, safety and general welfare needs of citizens, and sustain 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 community prosperity.

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

As we work to achieve this mission, we will employ fiscal discipline, continuous improvement, first-rate customer service, and straight forward communications.

2015 ACCOMPLISHMENTS

Considerable progress has been made toward helping city agencies and departments to fulfill workforce needs, and more effectively manage/operate resources.

With the assistance of the Technology Advisory Committee, develop a strategic technology plan with a focus on efficiency and client/constituent service.

- Outdated, failing multiple servers were replaced by a single host server utilizing virtualization technology.

- Cloud-based Office 365 email solution will provide high-speed service and increase document management, compliance and security.
- Website has been redesigned to provide a higher-level of service and functionality.

Provide a ridesharing solution to alleviate parking demands

- Implemented \$5 holiday ridesharing promotion with Uber to reduce demand for parking in downtown Summit during winter holidays.
- Generated ridesharing RFP targeted at residents that access long-term commuter parking.

2016 ADMINISTRATION GOALS

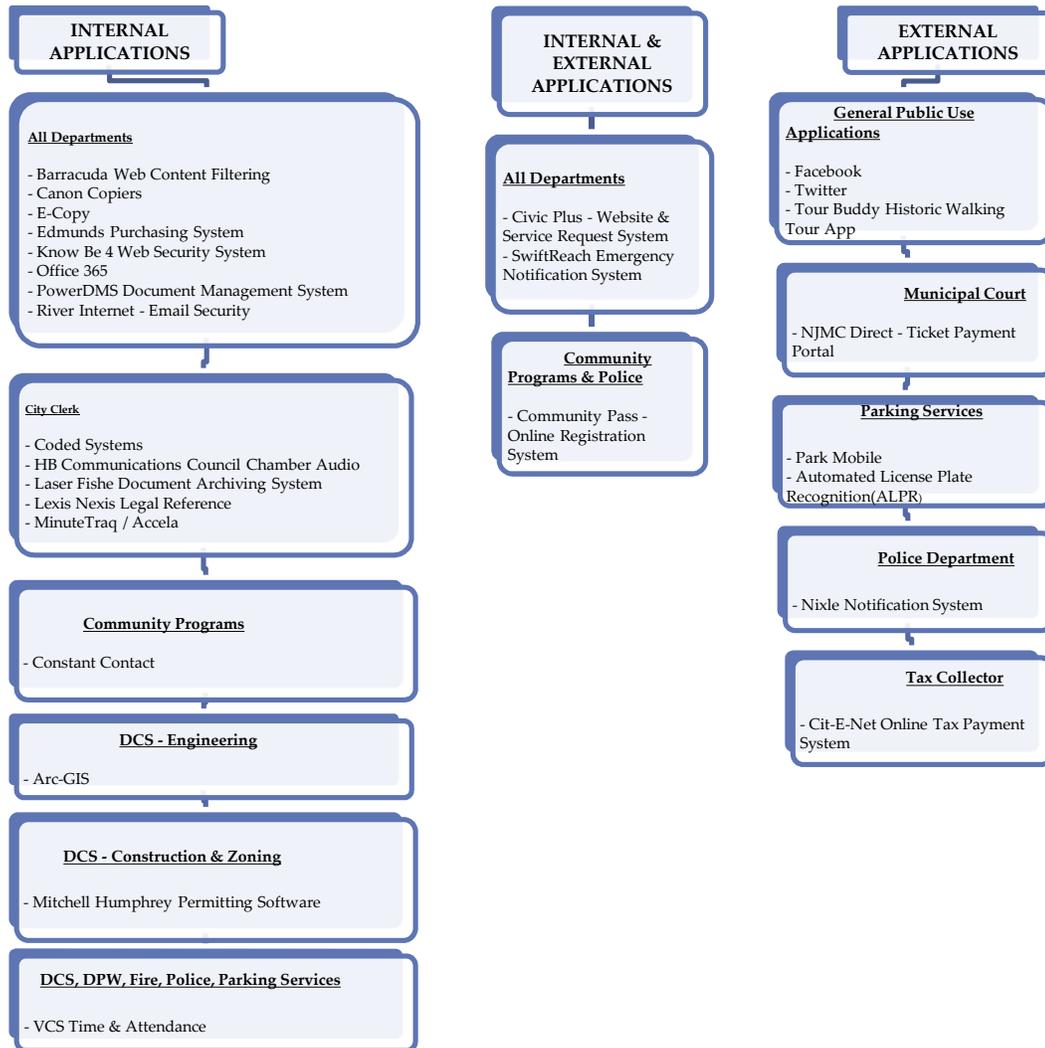
- Continue to provide employees with technology applications to enhance efficiency and communications, which will enable them to perform their jobs effectively and productively.
- Select and source a cloud-based licensing and permit platform.
- Provide employee training to maximize technology investment.
- Promote web-based services for residents, including a redesigned city website and reporting app.
- Promote communication and interaction among all municipal departments.
- Select and source a vendor to provide ridesharing for commuters to and from the Summit train station.
- Maximize the efficacy of the Joint Insurance Fund liability and worker's compensation management, providing training to improve service and minimize claims.
- Improve and enhance relationship with legal counsel to facilitate the exchange of information and reduce costs.
- Successfully negotiate labor contracts with FMBA and Teamsters by year-end.
- Establish employee training protocols for staff development with an emphasis on enhancement of individual skill sets and cross-functionality, and customer service

awareness and improvement.

- Retain a grants consultant to research and apply for department-specific project funding.

CITY TECHNOLOGY SNAPSHOT

The City organization uses various software platforms and systems to provide employees with best technological tools possible to increase service delivery effectiveness and external accessibility and efficiency with the public. Below provides a visual chart of the technology systems used in our City operations.



Public Information Office

Amy Cairns, Public Information Officer



2015 Accomplishments

Clearly and consistently convey general and emergency information about City projects, events, initiatives, and incidents as well as complex or controversial City issues.

- 94 news releases in 2015
- 23,200 (average) website sessions monthly; project management of new City website



- social media
 - 22,240 Facebook likes; 500 to 5,000+ post views; ; some videos receiving 1,000 to 3,000+ views
 - 1,067 twitter followers, consistent retweets
 - 150+ contacts in email distribution channels
 - 6,000 registered Swift Reach users

Obtains advance/timely information on projects and other events that impacts members of the residential and business community to enhance outreach efforts.

- Meet with individual department heads weekly, and members of the governing body and Board of Education as needed.
- Attend pre-construction meetings, participate in community organization initiatives.
- Maintain relationships with Board of Education communications staff as well as community organizations and non-profits groups.

2016 Established Objectives

•••

“Striving for new and enhanced forms of citizen engagement”

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

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

Monitors and analyzes current events, public opinion and press, identifies issues and trends, and advises management on appropriate action/responses.

Provide ongoing strategy, recommendations and support.

•••

Redesign the City website to generate increased citizen engagement.

- Build a visually-driven website that will support increased communications options including video.
- Include push notifications and relevant, up-to-date content and news to establish cityofsummit.org as a destination for all City information
- Utilize apps and other functionality to improve our ability to respond to requests for information and service, and provide timely feedback.

Harness power of online marketing tools and social media to boost ability to share information, and drive people to the City website.

- Continue to increase Facebook views and likes by posting useful and colorful content



- Growing twitter following, consistent retweets

Collaborate closely with the governing body and department heads, executing a team approach to project planning, implementation and review to initiate the timely and effective communication to key constituents.

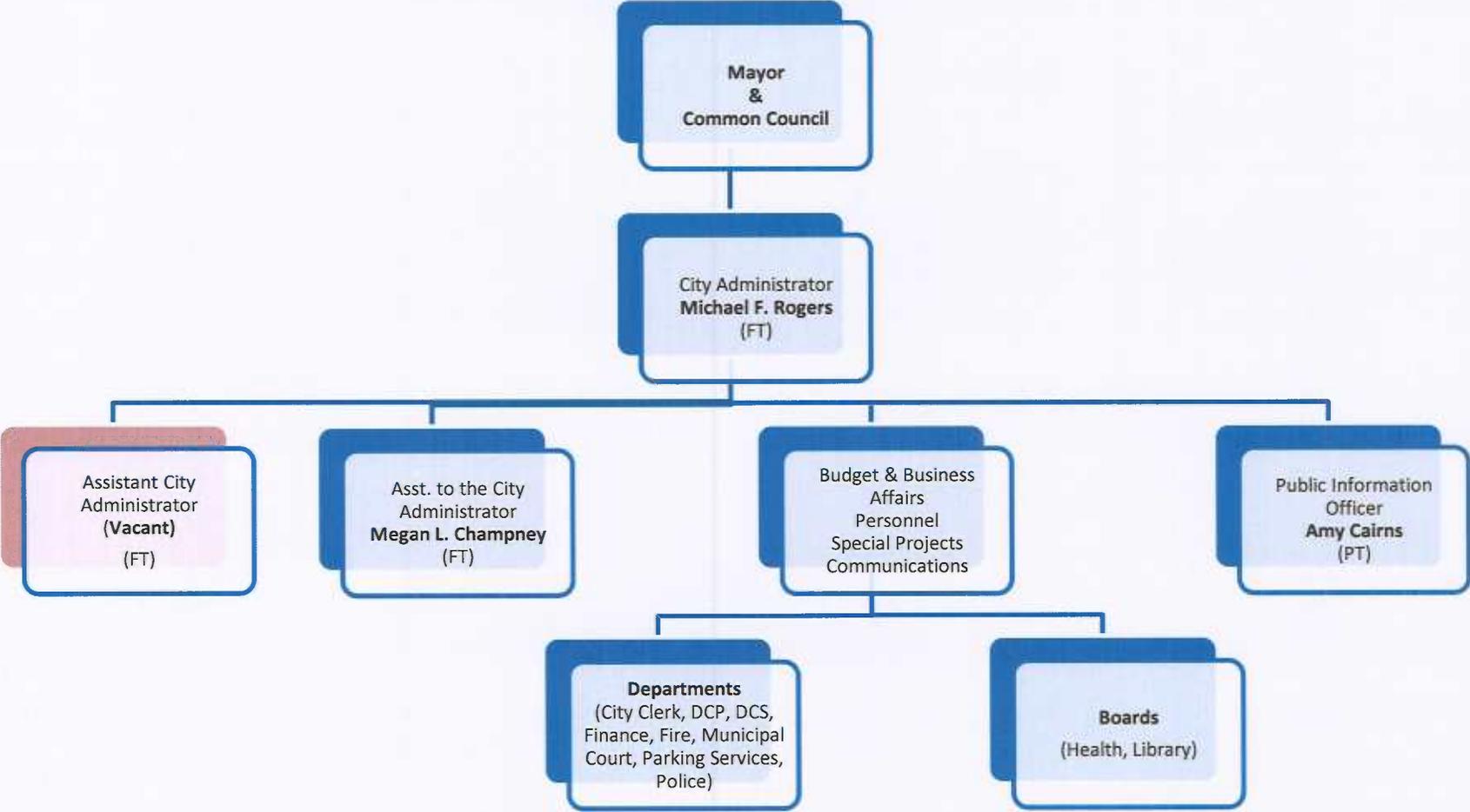
- Provide ongoing strategy and support for City initiatives

Establish elevated professional standards for published material.

- Creation of templates and style guides for public documents

Facilitate ongoing the development of part-time Communications staff and continue summer internship program with two, unpaid college interns.

OFFICE OF THE CITY ADMINISTRATOR



2 FULL-TIME EMPLOYEES
1 PART-TIME EMPLOYEE
1 VACANCY

		2015			2016		2015-2016	
		Final Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
Salaries and Wages								
101	Full-Time	\$ 344,000	\$ 294,555	\$ 49,445	\$ 262,000	\$ 262,000	\$ (82,000)	-23.84%
102	Part-Time	31,700	0	31,700	55,627	55,627	23,927	75.48%
103	Executive Search/Temps	0	23,923	(23,923)	25,000	25,000	25,000	100.00%
104	Executive Committee	0	12,000	(12,000)	0	0	0	0.00%
	Total Salary & Wages	\$ 375,700	\$ 330,478	\$ 45,222	\$ 342,627	\$ 342,627	\$ (33,073)	-8.80%
Other Expenses								
201	Supplies and Materials	\$ 3,500	\$ 4,666	\$ (1,166)	\$ 5,000	\$ 5,000	\$ 1,500	42.86%
301	Printing	5,000	4,173	827	5,000	5,000	0	0.00%
309	Miscellaneous Services	1,200	1,360	(160)	1,500	1,500	300	25.00%
500	Contract Services	6,000	9,423	(3,423)	24,000	24,000	18,000	300.00%
502	Contract Services - Revelstone	0	3,900	(3,900)	0	0	0	0.00%
700	Equipment	0	0	0	0	0	0	0.00%
804	Training & Seminars	5,600	4,378	1,223	10,600	10,600	5,000	89.29%
806	Memberships	2,000	1,675	325	2,000	2,000	0	0.00%
807	Subscriptions	150	178	(28)	250	250	100	66.67%
808	Personal Expenses	4,800	3,200	1,600	0	0	(4,800)	-100.00%
809	Conference & Meetings	3,000	3,297	(297)	3,500	3,500	500	16.67%
	Total Other Expenses	\$ 31,250	\$ 36,249	\$ (4,999)	\$ 51,850	\$ 51,850	\$ 20,600	65.92%
	Department Total	\$ 406,950	\$ 366,727	\$ 40,223	\$ 394,477	\$ 394,477	\$ (12,473)	-3.06%

100-000 ADMINISTRATION & EXECUTIVE

LINE-ITEM BUDGET

		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Variance	
							\$	%
100-001								
200	<i>Employee Assistance Program</i>	\$ 5,400	\$ 5,400	\$ 0	\$ 5,600	\$ 5,600	\$ (200)	-3.70%
100-002								
200	<i>Postage</i>	\$ 45,000	\$ 40,811	\$ 4,189	\$ 50,000	\$ 50,000	\$ 5,000	11.11%
100-003								
200	<i>Physical Exams - Municipal Employees</i>	\$ 42,000	\$ 35,101	\$ 6,899	\$ 30,000	\$ 30,000	\$ (12,000)	-28.57%
100-004								
	<i>Technology - Other Expenses</i>							
	Other Expenses	\$ 0	\$ 384	\$ (384)	\$ 500	\$ 500	\$ (500)	0.00%
	Operation Support (Shared Svcs Consultant)	115,000	115,000	0	105,000	105,000	(10,000)	-8.70%
	Server Project Support (Shared Svcs Consultant)	0	5,500	(5,500)	0	0	0	0.00%
	Equipment & Hardware	40,000	30,444	9,556	20,000	20,000	(20,000)	-50.00%
	Supplies & Materials	0	5,628	(5,628)	6,000	6,000	(6,000)	100.00%
	Tech & Software Licenses	60,000	49,534	10,466	100,000	100,000	40,000	66.67%
	Support - Parking Utility	0	1,339	(1,339)	0	0	0	0.00%
	Contract Services	0	12,144	(12,144)	0	0	0	0.00%
	Training & Seminars	5,000	0	5,000	5,000	5,000	0	0.00%
	Total Other Expenses	\$ 220,000	\$ 219,974	\$ 26	\$ 236,500	\$ 236,500	\$ 16,500	7.50%
100-005								
200	<i>HomeTowne TV Service Agreement</i>	\$ 82,403	\$ 82,402	\$ 1	\$ 82,500	\$ 82,500	\$ 97	0.12%
	Overall Admin. & Exec. Total	\$ 801,753	\$ 750,415	\$ 51,338	\$ 799,077	\$ 799,077	\$ (2,676)	-0.33%

Status	Title	2015	2016	Grade	Step	Longevity	2016	
		Base + Longevity	Base				Total	
Cairns, Amy	Part-Time	Public Information Officer	\$ 31,200	\$ 55,627	11	17	\$ 0	\$ 55,627
Champney, Megan	Full-Time	Assistant to the City Administrator	75,217	80,163	11	18	\$ 0	80,163
Rogers, Michael	Full-Time	City Administrator	196,867	175,000	21		\$ 0	175,000
Salaries & Wages Total			\$ 303,284	\$ 310,790			\$ 0	\$ 310,790

Office of the City Clerk

Rosemary Licatese, City Clerk



WHAT WE DO

The City Clerk serves as the secretary to the municipal corporation and the governing body. She is the local election administrator and provides a variety of administrative and community relations services.

As the Secretary to the governing body, the City Clerk coordinates and attends all meetings of the Common Council, prepares the agendas and minutes and a majority of the ordinances and resolutions, as well as maintains official city files and records, and 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 general liaison to all city volunteer boards.

OUR FOCUS ON EQUITY

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

SERVICES & GOALS

Assist City Departments with Operational Needs

Assist departments in obtaining necessary permissions, authorizations and approvals needed for purchasing, contracting and regulatory purposes through ordinances and resolutions. Ensure timely response to requests for information with efficiency in retrieval of archived records.

Provide Exemplary Customer Service

Provide efficient and timely assistance and response to applicants in the processing of licenses and permits issued by the City Clerk's Office.

Reduce Paper

Use technology wherever it provides an equal or more efficient way of relaying or providing information in lieu of paper for items such as agenda packets, application forms, internal and external correspondence, licenses and permits. Implement software to accept transactions through the city website for license and permit applications that require fees.

Records Management/Access to Public Records

Assist city departments in the management of its active and archived records. Streamline OPRA request process. Create centralized database for all requests received by all city departments (excluding police and court requests).

Council Chamber & WCR Presentation Equipment Upgrade

Explore needs to either upgrade or acquire new equipment to enhance presentation capability and improve viewing ability in Council Chamber and the Whitman Community Room.

SERVICE GOAL

Assist departments in obtaining the necessary permissions, authorizations and approvals needed for purchasing, contracting and regulatory purposes through ordinances and resolutions. Ensure timely response to requests for information and provide efficiency in retrieval of archived records.

While the number of ordinances and resolutions varies from year to year, in 2015 the City Clerk's Office processed 1,560 resolutions, 23 regulatory ordinances, 5 bond ordinances, 175 contracts and approximately 22 bids. A majority of these items require significant follow-up by City Clerk staff, such as placement of legal advertisements, processing of contracts, reviewing bid documents, conducting research of state regulations, resolution and ordinance creation and follow-up with municipal, county and state agencies.

The Clerk's Office will continue to work with all departments in the processing of its requests for purchasing or regulation through resolutions and ordinances.

SERVICE GOAL

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

In 2015 the City Clerk's Office processed 18 property use applications for 26 events held on city property; 137 restaurant/food establishment licenses; 24 sidewalk café permits, 24 peddler's licenses, 31 taxi and limousine driver licenses; 39 Taxi & Limo vehicle licenses, and 22 liquor licenses. All applicants are treated with respect and cooperation. Understanding that many of these licenses are their livelihood, the City Clerk staff goes to great lengths to process such applicants as efficiently as possible, which many times requires multiple follow-ups with the applicant and/or city departments.

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

**SERVICE
GOAL**

Utilize technology when it provides an equal or more efficient way of sharing information, including agenda packets, applications, licenses, permits, forms and correspondence.

Before the introduction of certain technology the City Clerk's Office produced approximately 27-30 agenda packets for each council meeting which were provided to each member of the governing body, each department head and copies were also made available for public inspection at city hall and at the public library. Due to a reduction in staff in 1998, the City Clerk's Office had to find ways to continue to provide the great service which the governing body, city staff and the public were accustomed to, but with less manpower. One way was to reduce the number of agenda packets being produced. Today, the City Clerk's Office produces approximately half the number of packets and makes the full packet available to all by posting it on the city's website.

By installing touch screen technology (I-Pads or tablets) at City Hall and at the Library for use by the public to view PDF formatted agenda packets via the City's website, the total number of packets could be reduced by another two, leaving more time for staff to attend to other duties, thereby increasing employee production in other areas such as scanning of archives or customer service.

**SERVICE
GOAL**

Assist city departments in best practices for the management of active and archived records. Streamline the OPRA request process. Create a centralized database for all requests received by all city departments (excluding Police and Court).

As the Custodian of Records, the City Clerk manages both active and archived records. The Clerk is responsible for maintaining public records and knowing when to purge records by applying for necessary permissions with the State of New Jersey once certain records have reached their mandatory retention period.

One of the ways in which the City Clerk's Office continually strives to optimize on its limited physical storage space is by staying on top of the regular purging of records. The Clerk's Office routinely scans all permanent Council-related records – agendas, minutes, resolutions and ordinances – into a digital database, an imaging system which has been certified by the State since 1999.

In 2016 the Clerk's Office plans to reconvene the City-established Records Management Committee, a group which is made up of representatives of each city department. Planned discussion will include best practices for good records management, which is a critical part of efficient storage and retrieval of records, especially when responding to OPRA requests.

In 2016, the Clerk's Office's goal is to continue scanning archived documents into this system and expand the logging in of all OPRA requests including those submitted directly to city departments (excluding Police and Court requests).

In 2015 the City Clerk's Office received and processed approximately 200 OPRA requests and, in 2016 and forward, will continue to explore ways in which to streamline the process of responding to such requests.

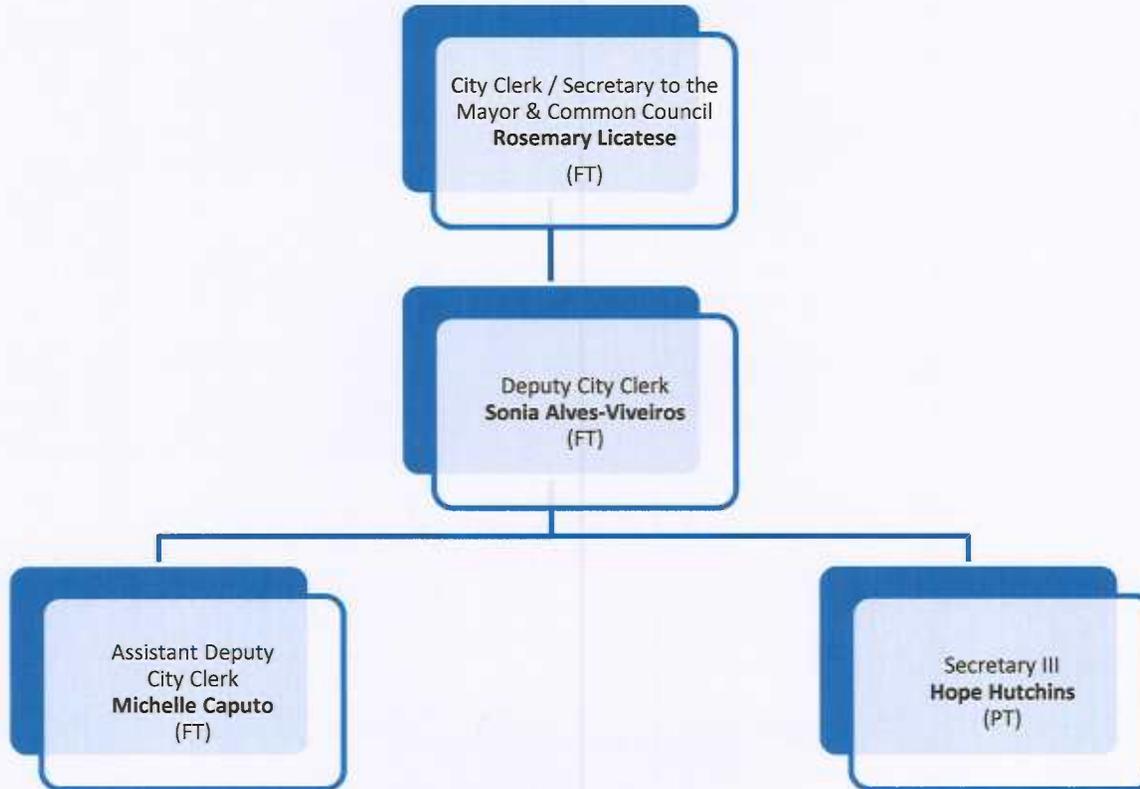
**SERVICE
GOAL**

Explore the need to either upgrade or acquire new equipment to enhance presentation capability in the council chamber and in the Whitman Community Room.

When presentations are given in the Council chamber by various city groups, such as Common Council, Planning Board, Zoning Board and city departments, the current equipment utilized includes a laptop and projector and the images are shown on one wall. The City Clerk's Office is exploring a state-of-the-art system to provide ease and convenience for presenters while maximizing viewing ability from different angles -- the dais, the council chamber audience and television audience.

The Clerk's Office is also exploring a similar system for the Whitman Community Room, where many presentations are made, including the City's budget workshop and the display of election results.

OFFICE OF THE CITY CLERK

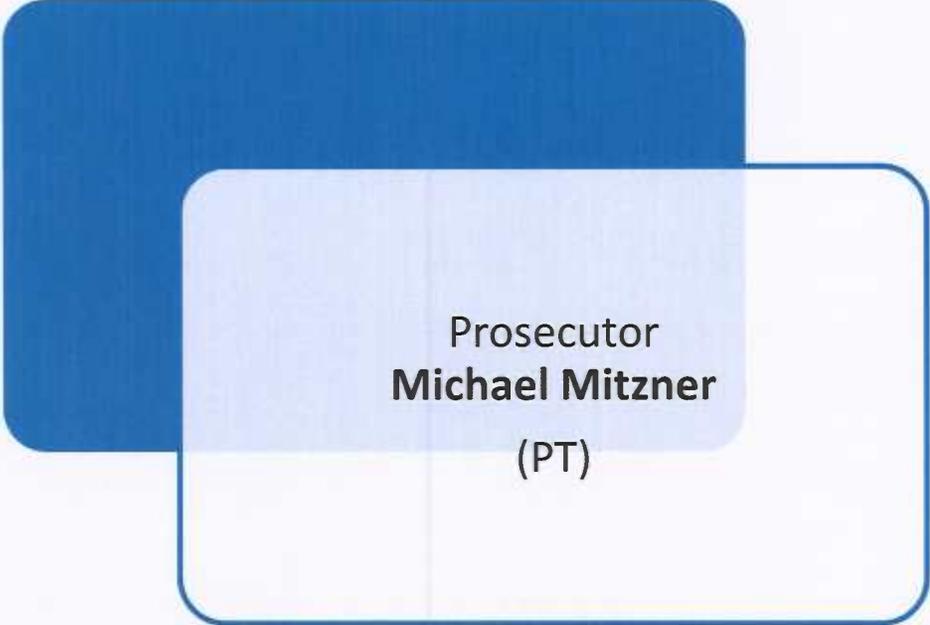


3 FULL-TIME EMPLOYEES
1 PART-TIME EMPLOYEE

		2015			2016		2015-2016 Budget Variance	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>								
101	Full-Time	\$ 254,000	\$ 234,893	\$ 19,107	\$ 236,000	\$ 236,000	\$ (18,000)	-7.09%
102	Part-Time	30,100	30,059	41	31,000	31,000	900	2.99%
114	Election Expenses Payroll	5,000	4,645	355	5,000	5,000	0	0.00%
	Total Salary & Wages	\$ 289,100	\$ 269,598	\$ 19,502	\$ 272,000	\$ 272,000	\$ (17,100)	-5.91%
<u>Other Expenses</u>								
201	Supplies and Materials	\$ 33,000	\$ 40,646	\$ (7,646)	\$ 34,000	\$ 34,000	\$ 1,000	3.03%
202	Mayor Expenses	2,000	464	1,536	1,000	1,000	(1,000)	-50.00%
209	Miscellaneous Services	3,500	1,575	1,925	3,500	3,500	0	0.00%
210	Advertising	9,000	7,011	1,989	9,000	9,000	0	0.00%
212	Dues	0	1,492	(1,492)	1,600	1,600	1,600	100.00%
213	Miscellaneous Boards	1,000	390	610	1,500	1,000	0	0.00%
214	Election Expense	20,000	15,986	4,014	20,000	20,000	0	0.00%
403	Equipment Service	14,000	10,434	3,566	12,500	12,500	(1,500)	-10.71%
429	Lease Equipment	8,200	8,184	16	8,200	8,200	0	0.00%
500	Contract Service	10,000	9,135	865	15,000	15,000	5,000	50.00%
700	Equipment	2,000	0	2,000	2,000	2,000	0	0.00%
808	Travel/Personal Expenses	700	29	671	1,000	700	0	0.00%
809	Conference & Meetings	4,500	6,452	(1,952)	7,500	7,500	3,000	66.67%
	Total Other Expenses	\$ 107,900	\$ 101,798	\$ 6,102	\$ 116,800	\$ 116,000	\$ 8,100	7.51%
	Department Total	\$ 397,000	\$ 371,395	\$ 25,605	\$ 388,800	\$ 388,000	\$ (9,000)	-2.27%
120-001								
200	<u>Codification of Ordinances</u>	\$ 10,200	\$ 6,128	\$ 4,072	\$ 8,200	\$ 8,200	\$ (2,000)	-19.61%
	Overall City Clerk Total	\$ 407,200	\$ 377,523	\$ 29,677	\$ 397,000	\$ 396,200	\$ (11,000)	-2.70%

Status	Title	2015	2016			2016	
		Base + Longevity	Base	Grade	Step	Longevity	Total
Alves-Viveiros, Sonia	Full-Time Deputy City Clerk	\$ 55,601	\$ 55,601	9	3	\$ 0	\$ 55,601
Caputo, Michelle	Full-Time Asst. Deputy City Clerk	62,429	63,836	7	19	0	63,836
Hutchins, Hope	Part-Time Secretary III	29,837	30,510	5	14	0	30,510
Licatese, Rosalia	Full-Time City Clerk/Sec. to Mayor & Council	103,333	102,130	17	4	10,213	112,343
Salaries & Wages Total		\$ 251,200	\$ 252,077			\$10,213	\$ 262,290

LEGAL SERVICES



Prosecutor
Michael Mitzner
(PT)

1 PART-TIME EMPLOYEE

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance	
							\$	%
<i>Salaries and Wages</i>								
101	Payroll	\$ 34,510	\$ 34,129	\$ 381	\$ 34,641	\$ 34,641	\$ 131	0.38%
	Total Salary & Wages	\$ 34,510	\$ 34,129	\$ 381	\$ 34,641	\$ 34,641	\$ 131	0.38%
<i>Other Expenses</i>								
500	Contract Services	\$ 100,000	\$ 184,495	\$ (84,495)	\$ 200,000	\$ 200,000	\$ 100,000	100.00%
501	Tax Assessor Contract Services*	200,000	0	200,000	0	0	(200,000)	100.00%
509	Miscellaneous Services	80,000	2,428	77,572	20,000	20,000	(60,000)	-75.00%
	Total Other Expenses	\$ 380,000	\$ 186,923	\$ 193,077	\$ 220,000	\$ 220,000	\$ (160,000)	-42.11%
	Department Total	\$ 414,510	\$ 221,052	\$ 193,458	\$ 254,641	\$ 254,641	\$ (159,869)	-38.57%
	* Transferred to Tax Assessor O/E Budget Section							
495-000								
101	<i>Public Defender</i>	\$ 8,500	\$ 8,489	\$ 11	\$ 8,500	\$ 8,500	\$ 0	0.00%
	Overall Legal Services Total	\$ 423,010	\$ 229,541	\$ 193,469	\$ 263,141	\$ 263,141	\$ (159,869)	-37.79%

Status	Title	2015	2016	Grade	Step	Longevity	2016
		Base + Longevity	Base				Total
Mitzner, Michael	Part-Time Prosecutor	\$ 33,877	\$ 34,641			\$ 0	\$ 34,641
Salaries & Wages Total		\$ 33,877	\$ 34,641			\$ 0	\$ 34,641

Finance Department

Margaret V. Gerba, City Treasurer/CFO



WHAT WE DO

The Finance Department comprises three Offices:

Office of the Tax Collector

The Tax Collector's Office is responsible for the collection of the City's tax levies. In 2015 the total tax levy was over \$131 Million, with an additional Sewer Utility levy of over \$2 Million. They have consistently maintained a collection rate of over 99%.

Office of the Tax Assessor

The Tax Assessor's Office maintains the property assessment records and is responsible for the fair valuation of all properties within the City. The Assessor also handles appeals to property assessed values, interacting with property owners and County and State Tax Courts as needed.

Office of the City Treasurer

The Treasurer's Office maintains the financial records of the City. It manages cash flow, issues payroll, reconciles all bank accounts, records deposits and pays bills. Interfacing with all other City departments, it assists and supports the staff and operations on a daily basis.

OUR FOCUS ON EQUITY

The Finance Department administers the City's tax and revenue laws fairly, transparently and efficiently to instill public confidence and encourage compliance while providing exceptional customer service.

SERVICES & GOALS

Provide Excellent Service

All three areas of this department strive to consistently provide information, assistance and support to our residents, general public and all City employees.

Maintain Highest Level of Fiscal Responsibility

Bank accounts are examined on a daily basis to insure adequate balances are maintained. Accounts are reconciled monthly verifying department deposit reports and accounting for all payments issued. All required fiscal reports are prepared and filed as required by statute.

Initiate Sound Financial Management

With input from Bond Counsel and Financial Managers together with advice from Municipal Auditors, financial plans are prepared and submitted to City Council for approval. These plans, and any debt service associated with them, are reviewed and evaluated. The resulting decisions always take into consideration both the effect on the City's Budget and the need, welfare and safety of the community.

How We Performed in 2015

TAX COLLECTOR'S OFFICE

Outstanding customer service is one of our main priorities. We treat all of our taxpayers with patience and respect either at the counter or over the phone. We also research tax payments for attorney and title/tax search companies.

2015 Tax Levy: **\$131,222,325.13**

2015 Added & Omitted: **\$743,942.76**

2015 Tax Collection Rate: **99.58%**

- Timely billing and collection of property taxes
- Processing of delinquent notices as needed
- 2015 Sewer Utility billing of 6,614 parcels (10,471 –Units) with a levy of \$2,188,439
- 2015 Special Assessments billed and recorded for 35 confirmed open assessments containing 1-72 parcels
- Responsible for the daily recording and depositing of City funds
- Timely filing of all statutory reports to the Governing Body and the State of New Jersey
- 2015 Tax Sale had 1 parcel sold with a premium collected of \$58,000
- Processed 82 tax court and 51 county boards judgments
- In 2015 - implemented an online tax information look-up program for the convenience of the public
- Ability to pay on line is currently restricted to e-check - our goal for 2016 is to add online credit card payments

TAX ASSESSOR'S OFFICE

In 2015, the Summit Assessor's Office processed over 1,938 building permits that resulted in 238 properties receiving an addition to their assessment, totaling \$23,841,400. Another 131 were evaluated and their assessments were deemed accurate with no value change was applied. There were also 17 new dwellings completed this year, contributing a change in assessments of over \$10,000,000.

This year 138 County Tax Appeals were filed - 50 cases were settled by stipulation agreement, 53 were dismissed, 23 were withdrawn, 8 were affirmed to Tax Court and 4 were found to be out of range by the County. Total ratable change from the County Tax season was -\$4,730,900.

In the State Tax Court system, there are currently 49 cases, 6 have settlement stipulations in process and 15 new tax appeal filings were new in 2015. Continued progress is being made on remaining appeals.

CITY TREASURER'S OFFICE

The Treasurer's Office oversees and coordinates the financial management of the City. Our internal goal is to assist all departments as they interface with our financial processing system. We also strive to provide requested information and assistance to the City's residents as well as the general public at large.

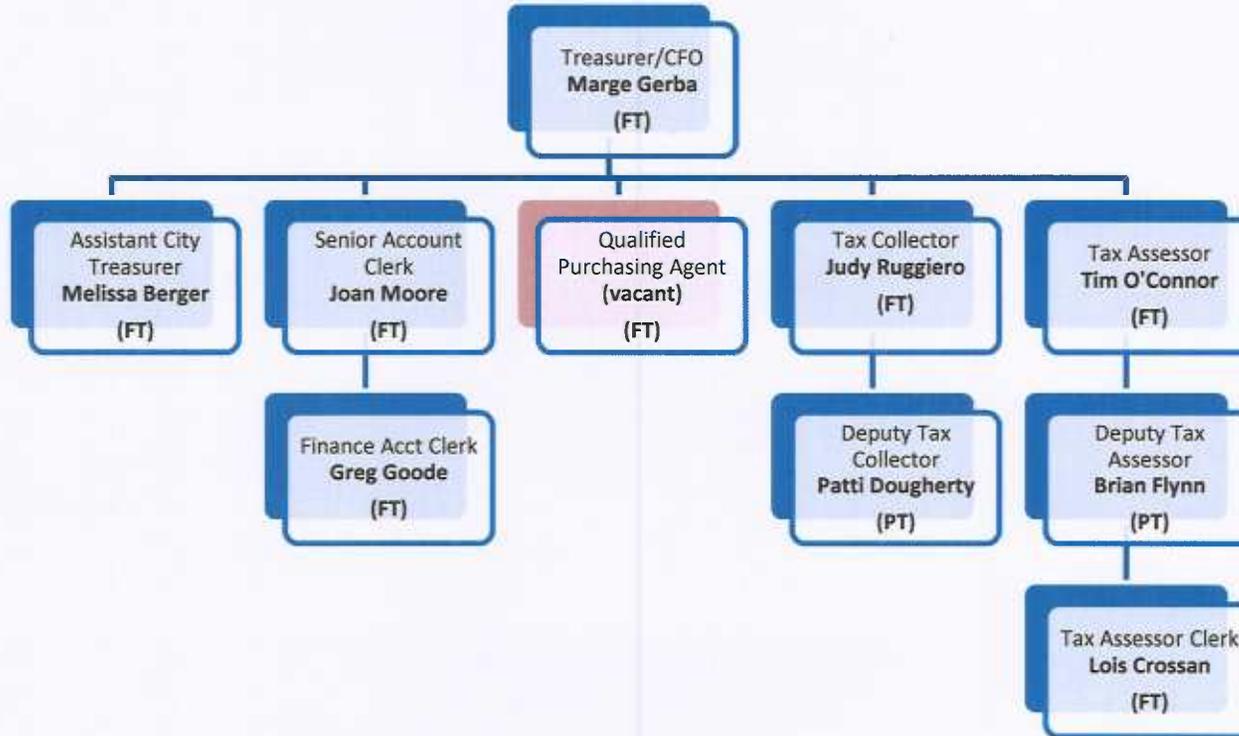
The Annual Debt Statement, Supplemental Debt Statements, Annual Fiscal Statement, Budget Document, User Friendly Budget and Best Practices Worksheet were all filed timely and as required by the State.

The City's Annual Audit received in 2015 for the fiscal year 2014 contained four comments, down from a high of 11 for fiscal year 2011.

In 2015, the Treasurer's Office issued six-month Municipal Bond Anticipation Notes and School Temporary Notes totaling \$32,868,600 at an annual interest rate of 1% with a premium of \$140,993.43 yielding an effective rate of 0.142%.

In 2016, the Treasurer's Office will oversee the financial execution and conversion of outstanding short-term bonds. Additionally, all prior year bond ordinances will be reviewed with the City Administrator to determine whether certain previously authorized capital project monies will or will not materialize in need funding. This analysis will lend to reducing the City's authorized and/or issued debt amounts on our financial records, resulting in possible lower net debt.

FINANCE DEPARTMENT



7 FULL-TIME EMPLOYEES
2 PART-TIME EMPLOYEES
1 VACANCY

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<u>Salaries and Wages</u>								
101	Full-Time	\$ 290,800	\$ 257,711	\$ 33,089	\$ 290,000	\$ 290,000	\$ (800)	-0.28%
102	Part-Time	30,300	20,937	9,363	10,000	10,000	(20,300)	-67.00%
110	Overtime	0	0	0	6,000	6,000	6,000	100.00%
	Total Salary & Wages	\$ 321,100	\$ 278,648	\$ 42,452	\$ 306,000	\$ 306,000	\$ (15,100)	-4.70%
<u>Other Expenses</u>								
201	Supplies and Materials	\$ 5,000	\$ 609	\$ 4,391	\$ 800	\$ 800	\$ (4,200)	-84.00%
403	Equipment Service	7,500	7,194	306	7,500	7,500	0	0.00%
450	Financial Advisor Services	5,000	2,500	2,500	5,000	5,000	0	0.00%
500	Fixed Assets	8,500	8,500	0	8,500	8,500	0	0.00%
501	Payroll Services (Clearing Acct)	13,000	13,306	(306)	40,000	40,000	27,000	207.69%
502	Alarm Registration Merchant Fees	4,300	849	3,451	800	800	(3,500)	-81.40%
503	Court Merchant Fees (Fees Acct)	700	952	(252)	800	800	100	14.29%
504	Court Merchant Fees (Clearing Acct)	0	105	(105)	200	200	200	100.00%
505	Financial Services (Audit)	10,000	21,750	(11,750)	25,000	25,000	15,000	150.00%
808	Travel Expenses	500	1,699	(1,199)	1,000	1,000	500	100.00%
809	Conferences/Meetings & Dues	5,000	6,418	(1,418)	6,000	6,000	1,000	20.00%
840	Miscellaneous	7,500	578	6,922	400	400	(7,100)	-94.67%
	Total Other Expenses	\$ 67,000	\$ 64,460	\$ 2,540	\$ 96,000	\$ 96,000	\$ 29,000	43.28%
	Department Total	\$ 388,100	\$ 343,107	\$ 44,993	\$ 402,000	\$ 402,000	\$ 13,900	3.58%
135-000								
200	<u>Audit Services</u>	\$ 33,400	\$ 33,400	\$ 0	\$ 35,000	\$ 35,000	\$ 1,600	4.79%
470-000								
10	<u>Contingent</u>	\$ 1,600	\$ 0	\$ 1,600	\$ 1,500	\$ 1,500	\$ (100)	-6.25%
	Overall Financial Admin. Total	\$ 423,100	\$ 376,507	\$ 46,593	\$ 438,500	\$ 438,500	\$ 15,400	3.64%

Status	Title	2015	2016			2016	
		Base + Longevity	Base	Grade	Step	Longevity	Total
Berger, Melissa	Full-Time Assistant City Treasurer	\$ 69,505	\$ 70,548	13	1	\$ 0	\$ 70,548
Gerba, Marge	Full-Time Chief Financial Officer/Treasurer	90,136	100,283	18	1	0	100,283
Goode, Gregory	Full-Time Finance Account Clerk	44,695	48,342	6	4	0	48,342
Moore, Joan	Full-Time Senior Account Clerk	68,853	66,421	8	19	3,985	70,406
Salaries & Wages Total		\$ 273,189	\$ 285,594			\$ 3,985	\$ 289,579

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance	
							\$	%
<u>Salaries and Wages</u>								
101	Full-Time	\$ 81,000	\$ 80,979	\$ 21	\$ 88,000	\$ 88,000	\$ 7,000	8.64%
102	Part-Time	54,300	52,111	2,189	54,700	54,700	400	0.74%
	Total Salary & Wages	\$ 135,300	\$ 133,090	\$ 2,210	\$ 142,700	\$ 142,700	\$ 7,400	5.47%
<u>Other Expenses</u>								
201	Supplies and Materials	\$ 5,000	\$ 4,511	\$ 489	\$ 5,000	\$ 5,000	\$ 0	0.00%
300	Printing Costs	6,000	3,311	2,689	4,000	4,000	(2,000)	-33.33%
500	Collection Software Fees	2,500	2,403	98	5,000	5,000	2,500	100.00%
501	Credit Card Set-up Costs	500	0	500	1,200	1,200	700	0.00%
502	Collector Services	2,500	2,250	250	2,500	2,500	0	0.00%
808	Travel Expenses	500	138	362	500	500	0	0.00%
809	Conferences/Meetings & Dues	4,000	1,744	2,256	4,000	4,000	0	0.00%
	Total Other Expenses	\$ 21,000	\$ 14,357	\$ 6,643	\$ 22,200	\$ 22,200	\$ 1,200	5.71%
	Division Total	\$ 156,300	\$ 147,447	\$ 8,853	\$ 164,900	\$ 164,900	\$ 8,600	5.50%

Status	Title	2015 Base + Longevity	2016 Base	Grade	Step	Longevity	2016 Total
Dougherty, Patricia	Part-Time Deputy Tax Collector	\$ 52,111	\$ 53,756	9	13	\$ 0	\$ 53,756
Ruggiero, Juliet	Full-Time Tax Collector	80,381	87,678	14	8	0	87,678
Salaries & Wages Total		\$ 132,492	\$ 141,434			\$ 0	\$ 141,434

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<i>Salaries and Wages</i>								
101	Full-Time	\$ 123,600	\$ 148,025	\$ (24,425)	\$ 160,000	\$ 160,000	\$ 36,400	29.45%
102	Part-Time	70,500	60,204	10,296	60,000	60,000	(10,500)	-14.89%
	Total Salary & Wages	\$ 194,100	\$ 208,229	\$ (14,129)	\$ 220,000	\$ 220,000	\$ 25,900	13.34%
<i>Other Expenses</i>								
201	Supplies and Materials	\$ 3,000	\$ 2,226	\$ 774	\$ 6,000	\$ 6,000	\$ 3,000	100.00%
300	Office Services	0	0	0	2,400	2,400	2,400	100.00%
350	Field Inspections	20,000	7,760	12,240	10,000	5,000	(15,000)	-75.00%
500	Appraisers - Contract Services	55,000	47,700	7,300	90,000	90,000	35,000	63.64%
502	Part-Time Contracted Services	0	3,976	(3,976)	0	0	0	0.00%
503	Tax Appeals - Legal Services*	0	0	0	200,000	225,000	225,000	100.00%
804	Training Seminars	700	1,465	(765)	2,000	2,000	1,300	185.71%
807	Subscriptions	450	465	(15)	500	500	50	11.11%
808	Transportation	1,400	192	1,208	1,400	1,000	(400)	-28.57%
809	Conference & Meetings	1,500	570	930	2,000	1,500	0	0.00%
	Total Other Expenses	\$ 82,050	\$ 64,354	\$ 17,696	\$ 314,300	\$ 333,400	\$ 251,350	306.34%
	Division Total	\$ 276,150	\$ 272,583	\$ 3,567	\$ 534,300	\$ 553,400	\$ 277,250	100.40%

			2015	2016				2016
Status	Title	Base + Longevity	Base + Longevity	Base	Grade	Step	Longevity	Total
Crossan, Lois	Full-Time Tax Assessor Clerk	\$ 62,429	\$ 62,429	\$ 63,836	7	19	\$ 0	\$ 63,836
Flynn, Bryan	Part-Time Deputy Tax Assessor	53,919	53,919	59,196	12	4	0	59,196
O'Connor, Timothy	Full-Time Tax Assessor	88,137	88,137	95,324	16	4	0	95,324
Salaries & Wages Total			\$ 204,485	\$ 218,356			\$ 0	\$ 218,356

Summit Police Department

Robert K. Weck, Chief of Police



WHAT WE DO

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

The personnel assigned to the Department's patrol bureau and other investigative and specialized units protect life and deter crime while responding to emergency calls and impartially enforcing the law.

OUR FOCUS ON EQUITY

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

Mission Statement

The mission of the Summit Police Department is to maintain order, preserve and protect the lives, peace and property of the citizens of Summit, and to 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 provide a safe community and strive to enhance the quality of life for all citizens.

Value Statement

The Summit Police Department's core values, inscribed on our seal, signify our role as leaders and role models in the Summit community, particularly in difficult times. All the 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*.

OUR SERVICES & GOALS

Ensure courteous, professional and respectful interactions with the community.

Continue to enhance the strong police and community relationships.

Manage public safety programs related to traffic safety.

Reduce the incidence of traffic collisions, injuries and fatalities.

Manage public safety programs related to criminal activity.

Reduce the incidence of crime.

Respond to police emergencies and calls for service quickly and efficiently.

How We Performed in 2015

**SERVICE
GOAL**

Ensure courteous, professional and respectful interactions with the community. Continue to enhance the strong police and community relationships.

A centerpiece of Chief Robert Weck's vision of the Summit Police Department is the dedicated Community Policing Unit. The Community Policing Unit's specially trained officers and all members of the Department are committed to fostering and furthering all of the community policing and community outreach functions of the Summit Police Department.

These outreach functions play a central role in the Department's ongoing mission to forge a close relationship with Summit's residents and businesses. This partnership allows the Department to proactively respond to the public safety needs of the City as well as develop progressive strategies for providing the highest possible quality of life for all those who live, work, and learn within the City's borders.

The Community Policing Unit strives to build strong, trusting relationships with the citizens of Summit. Through these relationships, the Community Policing Unit works closely with other division of the Police Department to address public safety concerns. Additionally, the Unit enjoys a dynamic working relationship with other branches of the City Government, including the Department of Community Programs, the Summit Board of Education and the Police Athletic League.

The community outreach functions, coupled with the important relationships fostered by the Community Policing Unit, allows the Police Department to serve the people of Summit through a variety of channels—furthering the Department's role in making Summit a safe and enjoyable place to visit and live.

**SERVICE
GOAL**

Manage public safety programs related to traffic safety. Reduce the incidence of traffic collisions, injuries and fatalities.

The City of Summit is proud to host numerous visitors throughout the year. Whether a visitor or resident is working in the City, attending a production at the Summit Play House, or enjoying a meal at one of the City's many fine dining restaurants, there is a continuous flow of travel utilizing the roadways and sidewalks throughout Summit. Given this high volume of motor vehicle and pedestrian traffic, the Traffic Services Department of the Community Policing Unit places targeted focus on ensuring that traffic laws are enforced throughout the City in order to provide a safe traveling

environment for all. Additionally, the Unit engages in educational campaigns that serve to enhance motorist and pedestrian awareness of these laws. These responsibilities, combined with ensuring roadway safety, conducting traffic volume studies, and placing appropriate traffic signage throughout the City, assist the Police Department in its mission to deter crime and ensure public safety.

Traffic Enforcement/Motor Vehicle Law

Officers assigned to the Community Policing Unit are responsible for conducting traffic enforcement throughout the City. Through this dedicated assignment, these officers, under the supervision of a Lieutenant assigned to the Police Department's Traffic Unit, target areas of the City which require enhanced enforcement. Resident reported traffic concerns, including parking, speed violations, pedestrian safety, and other safety concerns, are addressed by the Unit in order to provide the safest possible traveling environment.

Pedestrian Safety Campaigns

Summit is host to thousands of people who come to the City to enjoy the many different entertainment and social opportunities the City has to offer. In addition to sharing fun times with family and friends, Summit also hosts a vibrant corporate community that attracts employees from throughout the Tri-State area. The high level of interest in the City also gives rise to an increased number of pedestrians using sidewalks and street crossings to reach their destinations. The Community Policing Unit recognizes it is important to protect everyone who works and visits Summit and organizes Pedestrian Safety Campaigns throughout the year to further this goal. By conducting motor vehicle enforcement at high traffic intersections and roadways and through distribution of educational material encouraging pedestrians and motorists to "Share the Road!", the Community Policing Unit is able to address the important safety concern and ensure everyone in Summit enjoys their time spent in the City.

Electronic Message Board Management

The Police Department employs a fleet of three (3) electronic traffic message boards. These environmentally friendly, solar powered boards allow the Department to communicate (traffic pattern changes, upcoming events, roadway safety hazards and other motorist and pedestrian targeted messages) to quickly and effectively target high volume traffic areas in order to relay important information. The Community Policing Unit is responsible for managing the Department's fleet of message boards, programming the boards, and deploying them at predetermined locations throughout the City.

Speed and Volume Roadway Surveys

The Traffic Services Community Policing Unit conducts surveys of various roadways throughout the City in order to ensure traffic is able to flow freely and safely. Additionally, vehicle speed concerns are addressed in neighborhood areas in order to create the safest possible environment for both residents and motorists. Using advanced computer technology, the Unit is able to assess the continuing evolving needs of the City's roadway system.

Roadways Engineering Evaluations

In cooperation with the City's Engineering Division, the Unit's certified staff evaluates roadway engineering in order to ensure that intersections, traffic sign placement, and pedestrian pathways are established in compliance with the State and Federal Departments of Transportation guidelines. The Traffic Services Department also evaluates and reviews high traffic volume areas and monitors activity in these areas so pedestrians and motorists are afforded the safest possible roadway system while traveling in the City.

Motor Vehicle Crash Investigation

The Traffic Services Unit is responsible for reviewing all motor vehicle crashes which take place in the City of Summit. Using data collected from crash reports, detailed statistics are analyzed in order to target specific areas which present safety concerns. Members of the Traffic Services Unit are certified by the State of New Jersey as experts in the field of motor vehicle crash investigations and are often called to the scene of serious and fatal motor vehicle crashes in order to complete a highly detailed analysis of the crash. These services serve to promote traffic safety within the City as well as support of the Department's Patrol Bureau when responding to calls concerning motor vehicle collisions.

Traffic Year in Review 2014 compared to 2015:

Traffic Enforcement		
<i>Motor Vehicle Summonses Issued</i>	Year 2014	Year 2015
Moving Violations	2,690	1,759
Parking Violations	5,027	3,064
TOTAL	7,717	4,823

Motor Vehicle Accidents		
<i>Type of Accident</i>	Year 2014	Year 2015
Reportable Accidents	614	601
Non-Reportable Accidents	189	222
Number of Fatalities	0	0
TOTAL	803	823

Pedestrian Involved Accidents*		
	2014	2015
Intersection	14	10
Injuries	12	10
Fatalities	0	0
Non-Intersection	4	3
Injuries	4	2
Fatalities	0	0

Driving Under the Influence (D.W.I.)		
	2014	2015
TOTAL ARRESTS:	18	19

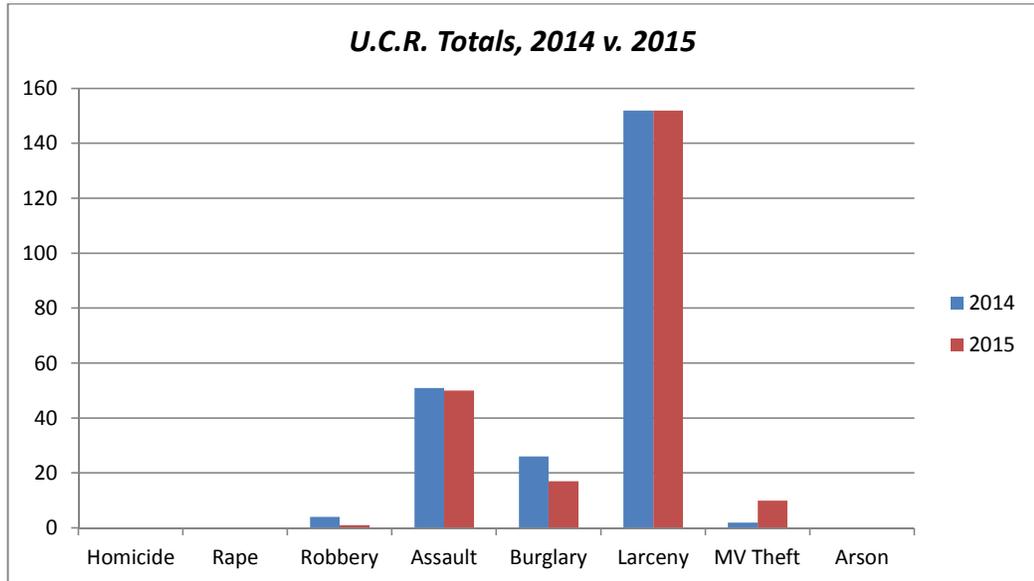
* NJTR-1 Report Guidelines were used for all pedestrian accidents.

SERVICE GOAL **Manage public safety programs related to criminal activity.
Reduce the incidence of crime.**

The Summit Police Department, through innovative anti-crime strategies, strives to continue the reductions in crime that has occurred within the City of Summit. Summit Police continues to introduce new tools in which the Department can work with residents and local merchants to reach consensus on the most critical issues and crimes in order to adapt to more effective police operations.

State of New Jersey- Uniform Crime Reporting Statistics, 2014 v. 2015

<i>Classification of Part I Offenses</i>	2014	2015
Homicide	0	0
Rape	0	0
Robbery	4	1
Assault	51	50
Burglary	26	17
Larceny	152	152
Motor Vehicle Theft	2	10
Arson	0	0
TOTAL	235	230



Arrests Made (Criminal, Motor Vehicle and Municipal), 2014 v. 2015

Persons Arrested	Year 2014	Year 2015
Adult Arrests	305	177
Juvenile Arrests	21	24
TOTAL	326	201

Charges Filed (Criminal, Motor Vehicle and Municipal), 2014 v. 2015

Charges Filed	Year 2014	Year 2015
Adult Complaints	503	279
Juvenile Complaints	175	96
TOTAL	678	375

**SERVICE
GOAL**

Respond to police emergencies and calls for service quickly and efficiently.

The Summit Police Department strives to respond to all calls for service as expeditiously as possible, while also ensuring that the public is provided with optimal levels of police service at each instance where the assistance of the Police Department is required. As with any police department, the “backbone” is the patrol division. The patrol officers are the most visible arm of local government as officers work around the clock and perform the most vital role of the Police Department. This group of men and women are expected to handle many types of incidents and provide a variety of services. The patrol function of the Summit Police Department embraces the philosophy that patrolling our streets remains the vital task of ensuring public safety through the proven deterrence of aggressive, intelligent law enforcement. Patrol officers are expected to accomplish a number of clearly defined objectives, some of which are: the protection of life and property, the prevention of crime, the enforcement of laws, and the detection and apprehension of criminals. In addition to the obvious day-to-day tasks, patrol officers also spend a great amount of time dedicating their time to various services to the public. These services range from simple tasks such as providing directions to lost citizens to assisting paramedics with a medical emergency.

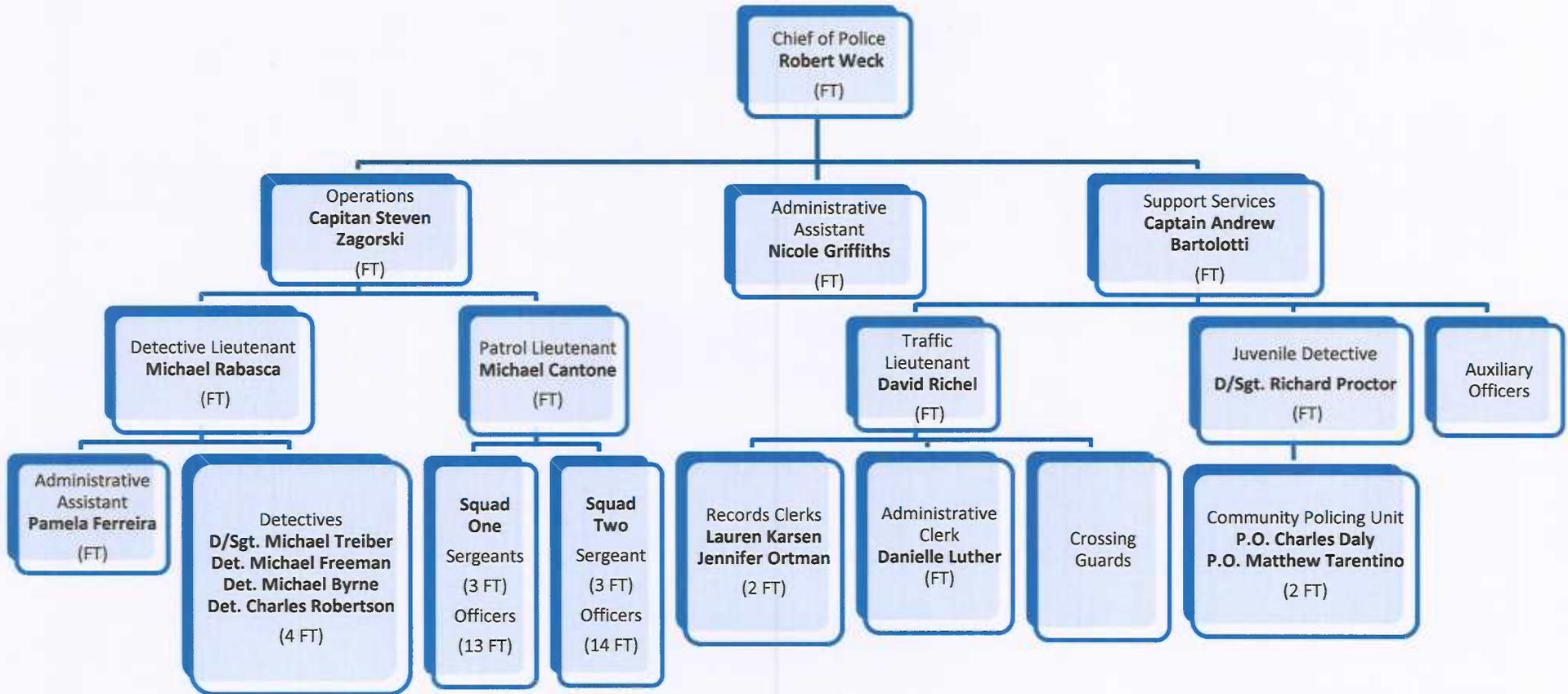
Calls for Service	TOTAL
Year: 2014	32,655
Year: 2015	28,432*

** Summit Police experienced a switch through several different computer aided dispatch (CAD) systems and records management systems (RMS) with the transition to the Mountain Valley Emergency Communication Center (MVECC). Numbers are not entirely reflective of actual call volume for the year.**

SUMMARY

The men and women of the Summit Police Department continue to serve the City of Summit more effectively and efficiently year after year. With enhanced training and developments in new equipment and technology, the Department takes the necessary steps to supply the officers with the tools needed to best provide the utmost service to those in need. The Summit Police Department stands behind the mission statement to serve both residents and visitors of the community and uphold the values of integrity, courage, duty, loyalty, respect and honor.

Police Department



51 FULL-TIME EMPLOYEES

240-000 POLICE DEPARTMENT

LINE-ITEM BUDGET

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
Salaries and Wages								
101	Full-Time	\$ 5,188,000	\$ 5,145,488	\$ 42,512	\$ 5,300,000	\$ 5,300,000	\$ 112,000	2.16%
103	Coverage	0	21,899	(21,899)	0	0	0	0.00%
104	Overtime	210,300	247,675	(37,375)	230,000	210,000	(300)	-0.14%
105	Dispatcher Holiday Pay	8,000	2,892	5,108	8,000	0	(8,000)	-100.00%
106	Sick Leave Incentive	25,000	0	25,000	25,000	25,000	0	0.00%
107	Court Security	6,000	0	6,000	0	0	(6,000)	-100.00%
108	Special Law Enforcement Officer 1	0	0	0	70,000	70,000	70,000	100.00%
109	Other Pay - Court Overtime	0	12,072	(12,072)	12,000	12,000	12,000	100.00%
111	Auxillary Police Chief	2,000	0	2,000	2,000	2,000	0	0.00%
114	Off Duty (Clearing Acct)	18,000	86,240	(68,240)	20,000	20,000	2,000	11.11%
121	Civilian Administration	319,000	322,891	(3,891)	310,000	305,000	(14,000)	-4.39%
131	Dispatch	0	84,427	(84,427)	0	0	0	0.00%
141	Rabbi Trust Contribution	40,000	40,000	0	40,000	40,000	0	0.00%
Total Salary & Wages		\$ 5,816,300	\$ 5,963,583	\$ (147,283)	\$ 6,017,000	\$ 5,984,000	\$ 167,700	2.88%

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
Other Expenses								
201	Supplies and Materials	\$ 9,000	\$ 8,129	\$ 871	\$ 9,000	\$ 9,000	\$0	0.00%
206	Street Signs	11,000	9,979	1,021	11,000	11,000	0	0.00%
224	Ordnance & Range	22,000	22,211	(211)	32,000	32,000	10,000	0.00%
225	Detective Bureau/Photo Equip	2,000	2,533	(533)	2,000	2,000	0	0.00%
301	Printing	2,000	2,423	(423)	2,000	2,000	0	0.00%
500	Contract Services	60,000	54,047	5,953	60,000	60,000	0	0.00%
501	Revision Program	3,500	0	3,500	3,000	3,000	(500)	-14.29%
502	Community Policing	3,000	2,313	687	3,000	3,000	0	0.00%
505	E-Ticketing	43,000	28,552	14,449	43,000	32,000	(11,000)	100.00%
700	Equipment	10,000	7,929	2,071	10,000	10,000	0	0.00%
701	City Hall Security System Maint.	0	0	0	20,000	0	0	100.00%
703	Vehicle Maintenance	40,000	30,735	9,265	40,000	35,000	(5,000)	-12.50%
800	Employee Support	3,000	2,248	752	3,000	3,000	0	0.00%
803	Clothing Allowance	6,000	4,145	1,855	6,000	6,000	0	0.00%
804	Training & Seminars	15,000	11,703	3,297	15,000	15,000	0	0.00%
805	Tuition Reimbursement	24,000	7,188	16,812	24,000	22,000	(2,000)	-8.33%
806	Memberships	3,000	3,718	(718)	3,000	3,000	0	0.00%
809	Clothing Allowance (Payroll Acct.)	76,000	71,375	4,625	76,000	76,000	0	0.00%
900	Miscellaneous (Promo. Exams)	5,000	25	4,975	5,000	5,000	0	0.00%
901	SAPF Aux. Police Body Armor Match	0	3,150	(3,150)	0	0	0	0.00%
Total Other Expenses		\$ 337,500	\$ 272,400	\$ 65,100	\$ 367,000	\$ 329,000	\$ (8,500)	-2.52%

240-000 POLICE DEPARTMENT

LINE-ITEM BUDGET

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance	
							\$	%
240-001	Crossing Guards							
100	<i>Salaries and Wages</i>	\$ 223,300	\$ 203,587	\$ 19,713	\$ 223,300	\$ 223,300	\$ 0	0.00%
200	<i>Other Expenses</i>	\$ 2,500	\$ 3,887	\$ (1,387)	\$ 2,500	\$ 2,500	\$ 0	0.00%
240-002	Police Vehicles	\$ 90,000	\$ 90,000	\$ 0	\$ 0	\$ 0	\$ (90,000)	-100.00%
Overall Police Department Total		\$ 6,469,600	\$ 6,533,457	\$ (63,857)	\$ 6,609,800	\$ 6,538,800	\$ 69,200	1.07%

Status	Title	2015 Base + Longevity	2016 Base	Grade	Step	Longevity	2016 Total
Weck, Robert	Full-Time Chief	\$ 141,850	\$ 162,857	5	3	\$15,986	\$ 178,843
Bartolotti, Andrew	Full-Time Captain	153,691	146,071	4	3	8,764	154,835
Zagorski, Steven	Full-Time Captain	159,491	146,071	4	3	14,607	160,678
Cantone, Michael	Full-Time Lieutenant	142,778	136,716	3	2	8,203	144,919
Rabasca, Michael	Full-Time Lieutenant	142,778	136,716	3	2	8,203	144,919
Richel, David	Full-Time Lieutenant	145,472	136,716	3	2	10,937	147,653
Buntin, Matthew	Full-Time Sergeant	121,670	122,787	2	2		122,787
Frank, Peter	Full-Time Sergeant	128,578	122,787	2	2	7,367	130,154
Martin, Ronald	Full-Time Sergeant	130,648	122,787	2	2	9,823	132,610
Proctor, Richard	Full-Time Sergeant	121,670	123,487	2	2	0	123,487
Rice, John	Full-Time Sergeant	133,067	122,787	2	2	12,279	135,066
Rich, Thomas	Full-Time Sergeant	128,228	122,787	2	2	7,367	130,154
Rutkowski, Sam	Full-Time Sergeant	120,970	122,787	2	2	0	122,787
Treiber, Michael	Full-Time Sergeant	128,578	122,787	2	2	7,367	130,154
Superior Officers Sub-Total		\$ 1,899,469	\$ 1,848,143			\$ 110,904	\$ 1,959,047

Status	Title	2015	2016	Grade	Step	Longevity	2016
		Base + Longevity	Base				Total
Brunetto, John	Full-Time Patrol Officer	\$ 63,195	\$ 66,008	1	4	\$ 0	\$ 66,008
Byrne, Michael	Full-Time Patrol Officer	113,773	107,482	1	11	6,449	113,931
Daly, Charles	Full-Time Patrol Officer	106,744	108,332	1	11	0	108,332
Deets, Jeffrey	Full-Time Patrol Officer	49,127	54,754	1	2	0	54,754
DeFilippis, Donald	Full-Time Patrol Officer	105,894	107,482	1	11	0	107,482
Eriksen, Christian	Full-Time Patrol Officer	105,894	107,482	1	11	\$0	107,482
Finnegan, Craig	Full-Time Patrol Officer	114,366	107,482	1	11	8,599	116,081
Freeden, James	Full-Time Patrol Officer	114,366	107,482	1	11	8,599	116,081
Freeman, Robert	Full-Time Patrol Officer	113,798	107,482	1	11	6,449	113,931
Garcia, Jonathon	Full-Time Patrol Officer	105,894	107,482	1	11	0	107,482
Griffin, Leland	Full-Time Patrol Officer	105,894	107,482	1	11	0	107,482
Kotiga, David	Full-Time Patrol Officer	104,329	107,482	1	11	0	107,482
Kwiatek, Keith	Full-Time Patrol Officer	66,008	71,635	1	5	0	71,635
Ludena, Henry	Full-Time Patrol Officer	63,195	66,008	1	4	0	66,008
Lyons, Louis	Full-Time Patrol Officer	114,366	107,482	1	11	8,599	116,081
Maggiulli, Kathleen	Full-Time Patrol Officer	105,894	107,482	1	11	0	107,482
McDermott, Gerald	Full-Time Patrol Officer	105,894	107,482	1	11	0	107,482
Medina, Christopher	Full-Time Patrol Officer	105,894	107,482	1	11	0	107,482
O'Leary, Sean	Full-Time Patrol Officer	112,248	107,482	1	11	6,449	113,931
Padilla, John	Full-Time Patrol Officer	105,894	107,482	1	11	0	107,482
Pedersen, Raymond	Full-Time Patrol Officer	113,748	107,482	1	11	6,449	113,931
Peer, Jeffrey	Full-Time Patrol Officer	113,748	107,482	1	11	6,449	113,931
Peters, Ryan	Full-Time Patrol Officer	105,894	107,482	1	11	0	107,482
Rice, Elizabeth	Full-Time Patrol Officer	106,669	107,482	1	11	0	107,482
Robertson, Charles	Full-Time Patrol Officer	107,444	109,032	1	11	0	109,032
Santos, Paulo	Full-Time Patrol Officer	105,894	107,482	1	11	0	107,482
Sauers, Jonathan	Full-Time Patrol Officer	112,248	107,482	1	11	6,449	113,931
Sauers, Karen	Full-Time Patrol Officer	105,894	107,482	1	11	0	107,482
Stanek, Ryan	Full-Time Patrol Officer	105,894	107,482	1	11	0	107,482
Tarentino, Matthew	Full-Time Patrol Officer	64,045	66,008	1	4	0	66,008
Watson, Rodney	Full-Time Patrol Officer	112,248	107,482	1	11	6,449	113,931
Werthmann, Brian	Full-Time Patrol Officer	113,748	107,482	1	11	6,449	113,931
Patrol Officers Sub-Total		\$ 3,250,141	\$ 3,228,827			\$ 77,387.07	3,306,214

Status	Title	2015 Base + Longevity	2016 Base	Grade	Step	Longevity	2016 Total
Ferreira, Pamela	Full-Time Administrative Assistant	\$ 62,429	\$ 63,836	7	19	\$ 0	\$ 63,836
Griffiths, Nicole	Full-Time Administrative Assistant	63,702	66,641	8	19	0	66,641
Karsen, Lauren	Full-Time Records Clerk	62,429	63,836	7	19	0	63,836
Luther, Danielle	Full-Time Administrative Clerk	59,983	61,335	6	19	0	61,335
Ortman, Jennifer	Full-Time Records Clerk	44,695	49,067	6	4	0	49,067
Civilian Administration Total		\$ 293,238	\$ 304,715			\$ 0	\$ 304,715
Salaries & Wages Total		\$ 5,442,848	\$ 5,381,685			\$ 188,291	\$ 5,569,976

Summit Fire Department

Eric Evers, Fire Chief



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 2,200 calls per year and is responsible for providing fire protection and emergency services, including "First Responder" emergency medical response.

MISSION STATEMENT

The Summit Fire Department is a well-funded and equipped organization of highly motivated and trained people providing a full range of emergency services, public fire protection and fire safety education. The organization is viewed as a premiere fire department in the delivery of fire suppression, prevention, training, EMS and regional dispatch services.

KEY VALUES

People are our most valuable resource.

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

Fire protection is our critical mission.

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

Excellence in the delivery of customer service is the standard of our performances

OVERVIEW

Our response jurisdiction includes just over six (6) square miles with a population of approximately 21,000 residents. The response area includes a Central Business District with smaller outlying commercial areas. One general service medical hospital and one residential

psychiatric facility are also located in the City and one pharmaceutical research firm that sustain two (2) business campuses.

The balance of the land use is primarily residential consisting of a mix of single-family detached homes and several large garden apartment style complexes. Additionally the area also serves as a main transportation corridor with sections of Interstate Highway Route 78 and State Highway Route 24 framing the eastern and southern borders of the City. A New Jersey Transit railroad station, located in the central business district, is the busiest station on the Morris & Essex Midtown Direct line, which provides direct commuter rail service to New York City.

Goals

Operations

- Increase staffing levels for safe, effective operations
- Implement a Special Operations Division
- Review the First Responder Medical program
- Provide a detailed evaluation of department operations

Facilities and Apparatus

- Move forward with the new firehouse replacement project
- Update the apparatus replacement schedule

Fire Service Accreditation

- Obtain fire service re-accreditation status

Fire Department Shared Services

- Continue automatic engine company coverage with Millburn Fire Department
- Evaluate additional joint training with area departments
- Continue partnership agreements with Overlook Hospital and Celgene Corporation

Organizational Structure

“Combination” Fire Department: 32 full-time career members, 12 volunteer firefighters.

4 Platoon system 24/72: Each platoon has one (1) Battalion Chief, one (1) Lieutenant, five (5) firefighters.

Administration Staff on days: One (1) Chief, One (1) Deputy Chief, One (1) Assistant and Two (2) Fire Prevention Inspectors.

Response Activity

Summit Fire Department continues to contribute data to the National Fire Incident Reporting System or (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 from around the State is used to track changing trends in the fire service.

The Summit Fire Department responded to 2,255 calls in 2015.

The responses are broken down into different categories of response.

FIRES

The Summit Fire Department responded to 127 fires in 2015. Almost 80 of these were fires inside structures. This statistic also includes vehicle, haz-mat, brush and other types of fires.

RESCUES

The Fire Department was called upon to perform 48 rescues in 2015. This category includes motor vehicle extrications, technical rescue and elevator extrications. This does not include removal of victims from fires.

MOTOR VEHICLE ACCIDENTS

The Fire Department responded to 35 motor vehicle accidents. This includes all types of assistance at vehicle accidents with the exception of extrications and accidents where the fire department is called upon to perform EMS services.

HAZARDOUS CONDITIONS

The Fire Department responded to 306 hazardous conditions in 2015. These include hazardous materials incidents, downed power lines, gas leaks, electrical equipment problems and carbon monoxide calls.

EMERGENCY MEDICAL (First Responder)

The Fire Department responded to 410 first responder calls. These are backup calls to the first aid squad to provide patient care until an ambulance crew becomes available. The Fire Department does not currently provide for patient transport to a hospital.

SERVICE CALLS

The Fire Department handled 335 service calls in 2015. 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

The Fire Department responded to 244 good intent calls. This category includes calls where a caller believes something to be an emergency when in fact an investigation finds no need for the Fire Department, where units are dispatched and cancelled in-route, or where perhaps another agency is needed. Fire personnel will arrange to get the right service for the situation.

ALARM ACTIVATIONS

This category includes alarm malfunctions, accidental activations and malicious false alarms. The Department responded to 590 alarm activations and eight (8) malicious false alarms.

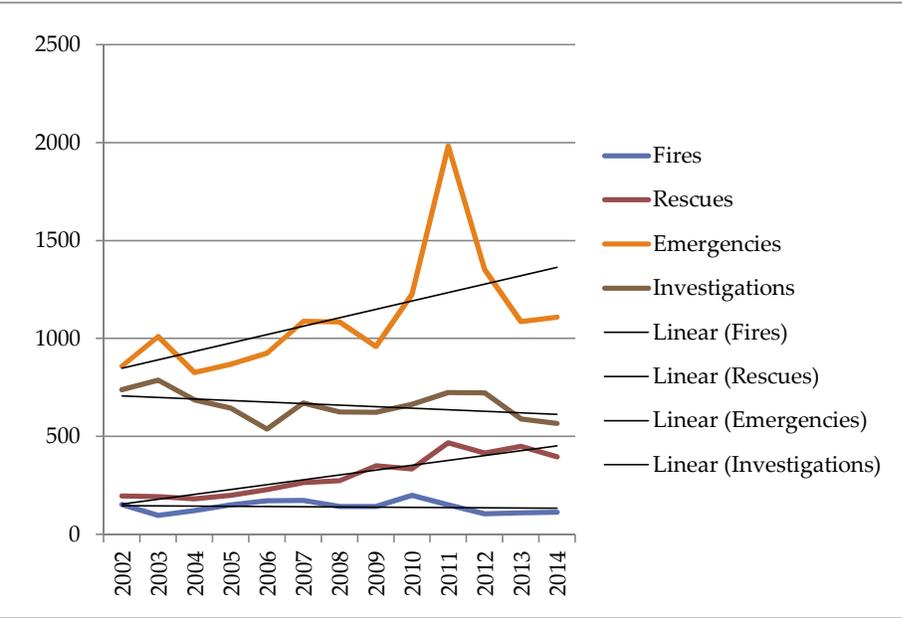
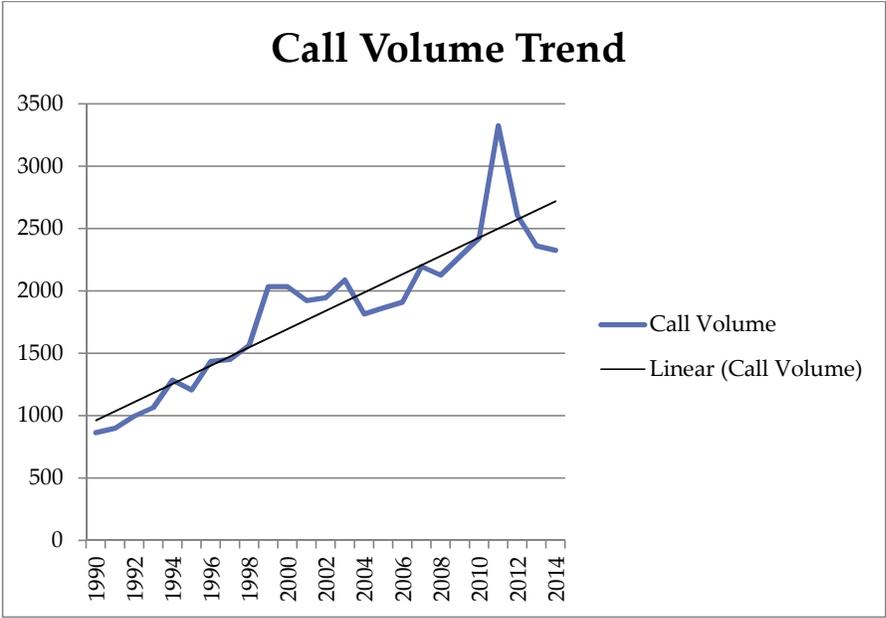
OTHER CALLS

The Fire Department responded to 152 other incidents. These include mutual aid responses, police assists, first aid assists, aircraft standby, and to provide emergency protection at various functions.

SUMMIT FIRE DEPARTMENT

Fire Activity Response Report

	2015	2014
Fires		
Fires Inside Structures	77	75
Fires Outside Structures		
Vehicle Fires	22	12
Tree/Brush/Grass/Refuse Fires	26	20
All Other Types of Fires	2	6
Mutual Aid Task Force Responses		
Total Fires	127	113
Emergencies		
Hazardous Conditions	163	118
Electrical Hazards	143	124
Motor Vehicle Accidents	35	57
Mutual Aid Station Coverage	10	11
Service Calls (Lockouts, Water Removal, etc.)	335	345
Good Intent Calls	244	298
Miscellaneous Calls (Assist Police, Stand-By, Special Services)	117	137
CO Detector Activations	25	20
Total Emergencies	1,072	1,110
Rescues		
Motor Vehicle Extrications	34	29
Elevator Emergencies, Searches, etc.	14	15
Emergency Medical Calls	410	352
Total Rescues	458	396
Alarm Activations		
Malicious False Alarms	8	9
Accidental, Malfunctions, Honest Mistakes	590	558
Total Alarm Activations	598	567
Total Number of Responses	2,255	2,186



Fire Safety Education & Prevention

EDUCATION

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

By teaching the public about the dangers of fire, and the proper methods to prevent fire from occurring in the first place, we are teaching the public to assist Summit firefighters to protect their own lives and property.

The Fire Department made safety presentations in the fire station or other locations to all segments of the population in 2015.

These presentations include:

- School visits to the fire station, where we discuss the firefighting equipment
- Demonstrate how to put out fires on clothing by practicing "Stop, Drop & Roll"
- Instruct on the importance of smoke detectors and how to test if it is in working order
- How to create an emergency evacuation plan
- Learn to look for fire hazards in their own home

Specialized talks presented 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

In total, the Fire Department conducted 93 Safety presentations in 2015.

The Summit Fire Department continued its long-standing involvement in "National Fire Prevention Week", senior citizen fire safety, and "Prevent the Unthinkable" fire safety for babies and toddlers. Through these campaigns and the numerous press releases to specific target fire hazards, the Summit Fire Department was able to help educate the community of the dangers of fire and ways to prevent it from occurring.

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

PREVENTION

Within our community, the Summit Fire Department inspects all buildings and structures, except for owner occupied one and two family dwellings.

The Department's Bureau of Fire Prevention maintains records of over 950 buildings, structures and occupancies that need inspection. In 2015, the Summit Fire Department performed over 2,223 fire *safety* inspections. The inspection program is comprised of Platoon In-Service Inspectors (4 Platoons) and the Staff of the Fire Prevention Bureau (2 *inspectors*). All the required inspections are divided among the five units in the Department. The Bureau is also responsible for complaint investigations, fire safety permits, site-plan review and fire investigations.

FIRE INSPECTIONS			2015 Totals	2014 Totals
Theaters & Auditoriums			34	30
Nightclubs & Clubs			75	77
Restaurants			343	371
Churches			119	102
Professional Services			388	274
Florists/Laundries			29	28
School Day Care (*2 1/2 yr +)			180	249
Fabrication			25	
Industrial Labs			76	47
A & D Centers			37	48
Hospitals			65	97
Child Care (Infants)			45	40
Jails, Retail, Gas Stations			190	231
Hotels/Motels			37	15
Rooming Houses			45	34
Multi-family apartments			131	174
One & Two family units			317	231
Storage, auto repair & lumber yds.			75	55
Metals, low storage & food products			12	18
Total All Inspections			2,223	2,121

FIRE EDUCATION PROGRAMS	2015	2014
	Totals	Totals
Fire Prev. Programs off-site	48	45
Fire Prev. Programs in-station	43	65
Fire Extinguisher Training	2	3
Total	93	113

PLAN REVIEWS	2015	2014
	Totals	Totals
Total Plans Reviewed	373	371
Total Site Plans Reviewed	75	72

Apparatus & Equipment Division

Purchasing of apparatus involves extensive research, including assessment of the Department's needs, determining an acceptable quality standard, 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. Daily, at the beginning of each shift, vehicles are checked 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; decreasing the risk of catastrophic failure. The following schedule maintains a 4-year purchasing cycle for major fire apparatus with a maximum replacement age of 25 years. The staff and support vehicles schedule for replacement is based on a 9-year life expectancy.

Fire Apparatus	Year	Replacement Date	Age at Replacement
Engine 1	1997	2020	23
Engine 2	2013	2033	20
Engine 3	2010	2030	20
Engine 4	1992	2018	26
Truck 1	2016	2036	20
Rescue 1	2002	2024	22

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

Personnel

PROMOTED

Eric Evers, promoted to Fire Chief

Donald Nelson, promoted to Deputy Fire Chief

Henry Evers, promoted to Battalion Chief

Paul Imbimbo, promoted to Battalion Chief

Brian Harnois, promoted to Lieutenant

James Pignatello, Jr., promoted to Lieutenant

RETIRED

Joseph Houck, retired Fire Chief

Wayne Smith, retired Battalion Chief

Daniel J. Harvis, retired firefighter

NEW HIRES

Brian Tavis, firefighter

Matthew Lemons, firefighter

Thomas Penn, firefighter

Approved 2015 Capital Projects

There were three (3) Capital Projects approved by Common Council in 2015:

REPLACEMENT OF TURNOUT GEAR

This is a multi-year program to replace firefighter turnout gear. In 2015, **\$13,000.00** was approved for the purchase of approximately seven (7) sets of turnout gear. This replacement schedule maintains a program avoiding a large capital expenditure at one time. This program also provides a limited number of back-up sets in the event a firefighter's gear becomes damaged or contaminated.

PURCHASE OF NEW TOWER FIRE TRUCK

This truck will replace the current tower truck. The goal to purchase a new mid-mount aerial tower fire truck to replace the current aerial truck was decided after demonstrating that the current truck has not performed to expectations.

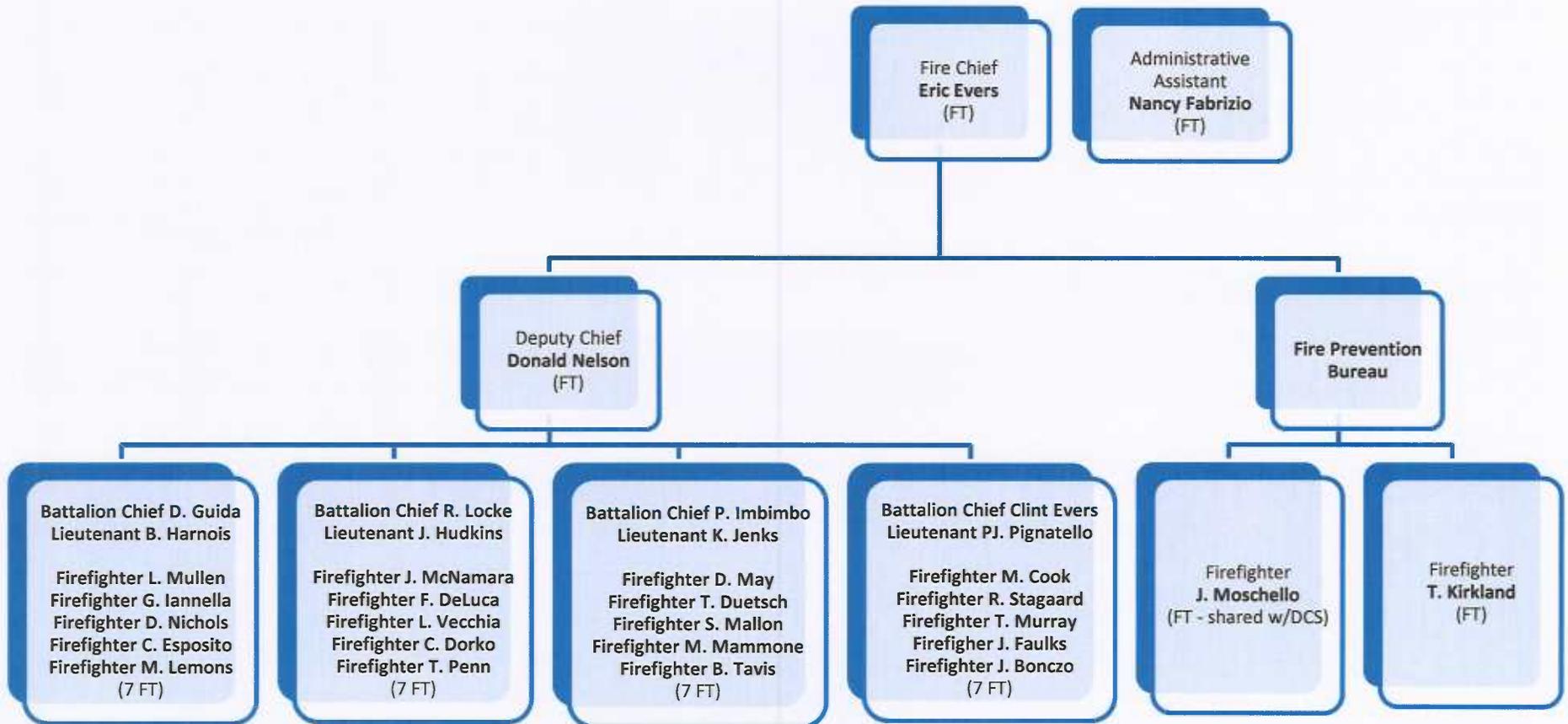
The truck's unreliability has caused the department to spend too much to repair and maintain. This truck is an essential piece of apparatus allowing our firefighters to operate in multi-story buildings.

The approved cost of the new mid-mount aerial fire truck is **\$1,400,000.00**.

PURCHASE OF NEW OFFICE COPIER

This is the only copier in the fire department and is used 24/7 as crews and office personnel come and go. Using this 10 year old copier for our entire department's 24/7 needs, resulted in major replacement of parts and repair work, making the reliability of this older equipment questionable and maintaining this copier not cost effective. The amount approved for this purchase was **\$10,000.00**

FIRE DEPARTMENT



32.5 FULL-TIME EMPLOYEES

265-000 FIRE DEPARTMENT

LINE-ITEM BUDGET

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<u>Salaries and Wages</u>								
101	Full-Time	\$ 3,521,000	\$ 3,444,830	\$ 76,170	\$ 3,415,000	\$ 3,415,000	\$ (106,000)	-3.01%
104	Overtime	150,000	162,250	(12,250)	160,000	155,000	5,000	3.33%
105	Dispatcher Holiday Pay	6,801	4,033	2,768	0	0	(6,801)	-100.00%
108	Volunteer FF's Allowance	0	0	0	8,000	8,000	8,000	100.00%
109	Sick Leave Incentive	8,000	63,364	(55,364)	42,000	42,000	34,000	425.00%
110	Dispatchers	34,000	49,184	(15,184)	0	0	(34,000)	-100.00%
111	Deputy EM Coordinator	3,000	0	3,000	3,000	3,000	0	0.00%
121	Administration	70,000	69,365	635	72,000	72,000	2,000	2.86%
141	Rabbi Trust Contribution	24,000	24,000	0	48,000	48,000	24,000	100.00%
	Total Salary & Wages	\$ 3,816,801	\$ 3,817,027	\$ (226)	\$ 3,748,000	\$ 3,743,000	\$ (73,801)	-1.93%
<u>Other Expenses</u>								
201	Supplies and Materials	\$ 16,000	\$ 16,517	\$ (517)	\$ 18,000	\$ 18,000	\$ 2,000	12.50%
402	Building Maintenance	7,000	5,597	1,403	9,000	8,000	1,000	14.29%
500	Contract Services	50,000	52,184	(2,184)	50,000	52,000	2,000	0.00%
700	Equipment	23,000	20,054	2,946	22,000	20,000	3,000	0.00%
705	Vehicle Maintenance	65,000	42,303	22,697	65,000	60,000	(5,000)	-7.69%
800	Employee Support	8,000	6,500	1,500	8,000	8,000	0	0.00%
803	Clothing Allowance	5,000	10,393	(5,393)	7,000	7,000	2,000	40.00%
804	Training & Seminars	30,000	25,557	4,443	25,000	25,000	(5,000)	-16.67%
808	Personal Expenses	2,000	1,107	893	2,000	2,000	0	100.00%
809	Clothing Allowance (Payroll Acct)	63,000	1,494	61,506	63,000	63,000	0	0.00%
	Total Other Expenses	\$ 269,000	\$ 181,705	\$ 87,295	\$ 269,000	\$ 263,000	\$ (6,000)	-2.23%
265-001	Uniform Fire Safety Act							
	<u>Salary & Wages</u>	\$ 36,000	\$ 36,000	\$ 0	\$ 36,000	\$ 36,000	\$ 0	0.00%
	<u>Fire Hydrant Service</u>	\$ 271,500	\$ 249,723	\$ 21,777	\$ 271,500	\$ 271,500	\$ 0	0.00%
	Overall Fire Department Total	\$ 4,393,301	\$ 4,284,454	\$ 87,069	\$ 4,324,500	\$ 4,313,500	\$ (79,801)	-4.16%

265-000 FIRE DEPARTMENT

EMPLOYEE SALARY & WAGES

Status	Title	2015	2016	Grade	Step	Longevity	2016
		Base + Longevity	Base				Total
Evers, Eric	Full-Time Chief	\$ 173,726	\$ 155,206	19	2	\$ 15,986	\$ 171,192
Nelson, Donald	Full-Time Deputy Chief	151,942	135,402	17	1	13540	148,942
Evers, Henry Clint	Full-Time Battalion Chief	120,055	119,182	3	2	7,151	126,333
Guida, David	Full-Time Battalion Chief	135,002	129,290	3	3	10,343	139,633
Imbimbo, Paul	Full-Time Battalion Chief	124,513	129,290	3	3	7,757	137,047
Locke, Richard	Full-Time Battalion Chief	142,219	129,290	3	3	12,929	142,219
Harnois, Brian	Full-Time Lieutenant	105,925	114,958	2	3	0	114,958
Hudkins, Jeffrey	Full-Time Lieutenant	124,585	114,958	2	3	11,496	126,454
Jenks, Kenneth	Full-Time Lieutenant	113,259	114,958	2	3	0	114,958
Pignatello, James	Full-Time Lieutenant	106,179	107,312	2	2	0	107,312
Bonczo, John	Full-Time Firefighter	47,953	50,906	1	2	0	50,906
Cook, Michael	Full-Time Firefighter	111,235	102,640	1	10	10,264	112,904
DeLuca, Frank	Full-Time Firefighter	108,202	102,640	1	10	8,211	110,851
Deutsch, Timothy	Full-Time Firefighter	107,190	102,640	1	10	6,158	108,798
Dorko, Christopher	Full-Time Firefighter	101,123	102,640	1	10	0	102,640
Esposito, Christopher	Full-Time Firefighter	69,579	73,454	1	4	0	73,454
Faulks, Jeffrey	Full-Time Firefighter	77,705	81,955	1	5	0	81,955
Iannella, Gabriel	Full-Time Firefighter	107,190	102,640	1	10	6,158	108,798
Kirkland, Thomas	Full-Time FF/Inspector	103,398	104,915	1	10	0	104,915
Lemons, Matthew	Full-Time Firefighter	45,000	45,000	1	1	0	45,000
Mallon, Scott	Full-Time Firefighter	107,190	102,640	1	10	6,158	108,798
Mammone, Michael	Full-Time Firefighter	101,123	102,640	1	10	0	102,640
May, David	Full-Time Firefighter	111,235	102,640	1	10	10,264	112,904
McNamara, Jeffrey	Full-Time Firefighter	111,235	102,640	1	10	10,264	112,904
Moschello, Joseph	Full-Time FF/Fire Sub-Code Official	110,669	111,234	1	10	0	111,234
Mullen, Lon	Full-Time Firefighter	107,190	102,640	1	10	6,158	108,798
Murray, Thomas III	Full-Time Firefighter	107,190	102,640	1	10	6,158	108,798
Nichols, Dwight	Full-Time Firefighter	101,123	102,640	1	10	0	102,640
Penn, Thomas	Full-Time Firefighter	45,000	45,000	1	1	0	45,000
Stagaard, Richard	Full-Time Firefighter	107,190	102,640	1	10	6,158	108,798
Tavis, Brian	Full-Time Firefighter	50,009	50,906	1	2	0	50,906
Vecchia, Louis	Full-Time Firefighter	107,190	102,640	1	10	6,158	108,798
Fire Department Sub-Total		\$ 3,342,324	\$ 3,250,176			\$ 161,314	\$ 3,411,490
Fire Administration							
Fabrizio, Nancy	Full-Time Administrative Assistant	\$ 69,365	\$ 66,421	8	19	\$ 5,314	\$ 71,735
Salaries & Wages Total		\$ 3,411,689	\$ 3,316,597			\$ 166,628	\$ 3,483,225

		2015			2016		2015-2016 Budget Variance	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<i>Other Expenses</i>								
201	Supplies and Materials	\$ 7,000	\$ 23	\$ 6,977	\$ 2,000	\$ 2,000	\$ (5,000)	-71.43%
500	Contract Services	7,000	5,995	1,005	7,000	7,000	0	0.00%
801	Clothing/Cleaning	3,000	8,057	(5,057)	8,000	4,000	1,000	33.33%
804	Training & Seminars	500	261	239	500	500	0	0.00%
901	SAPF Aux Police Body Armor Match	0	3,150	(3,150)	0	0	0	0.00%
	Total Other Expenses	\$ 17,500	\$ 17,486	\$ 14	\$ 17,500	\$ 13,500	\$ (4,000)	-22.86%
	Division Total	\$ 17,500	\$ 17,486	\$ 14	\$ 17,500	\$ 13,500	\$ (4,000)	-22.86%

Department of Community Services (DCS)

Paul Cascais, Director



WHAT WE DO

The Department of Community Services (DCS) is responsible for engineering and public works, code administration, and 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 issues.

OUR FOCUS

The Department of Community Services (DCS) is one of the City of Summit's largest and most diverse departments. DCS is responsible for implementing the largest portion of the City's capital projects; no other department has oversight of such magnitude and scope over City functions. DCS responsibilities include code administration and construction, planning zoning and property maintenance, engineering and public works, and the City's environmental initiatives.

DCS handles tens of thousands of calls and communications annually from the public ranging from safety and emergency management to property maintenance concerns and drainage questions. DCS is the first point of contact for new residents and businesses with its wide-ranging jurisdiction, managing the day-to-day operations within the City.

MISSION STATEMENT

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

OVERVIEW

In the Engineering and Public Works Division, responsibilities include capital improvements and maintenance to drainage, 50 miles of storm sewer, 2,783 storm structures, 82 miles of sanitary sewer, 2,256 sanitary structures, management of 4-7 million gallons daily of sanitary sewage flow, six (6) miles of force mains, four (4) pump stations, road projects involving 83 miles in the City and the City's 269 streets, pedestrian safety, parks and public spaces, emergency management, infrastructure maintenance, public safety, and other essential services.

In the Code Administration and Construction Division, City personnel 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. The office issues approximately 2,200 permits annually, representing up to \$120 M+ of construction work each year and an annual average of 9,000 inspections. Also, 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 and zoning and safe homes responsibilities also fall under this Division.

The key issue areas for DCS are supporting infrastructure for the City and personnel; service delivery to the local and surrounding communities and their staff, from the Transfer Station to waste collection, from downtown beautification to athletic field maintenance, and from pedestrian safety to sewer services. Among other priorities include emergency services, fostering quality of life, and promoting an attractive, diverse and balanced community.

How We Performed in 2015

**SERVICE
GOAL**

Maintain and upgrade city infrastructure including critical city infrastructure and municipal resources.

Drainage

Engineering created the Citywide Drainage Assessment Report (DAR) to utilize as a guide to track areas of the City with drainage problems. The report is revised annually and serves as the ongoing list of projects to be considered for drainage improvement projects. During rainfall events, these locations are studied to determine measures that can be taken to correct them, and additional areas are examined to determine if they should be added to the DAR.

Sewers

Engineering and Public Works provides immediate emergency responses in sewer-related emergencies, along with continual maintenance of the systems to ensure proper and continuous flow.

Storm

The City has an intricate network of storm sewers that service thirteen (13) individual drainage areas within the City. All told, one hundred and five (105) individual discharge points to various waterbodies exist. These drainage basins are located within three (3) separate Watershed Management Areas (WMA) as defined by NJDEP. The system is upgraded as recommended by the DAR, during roadway improvement projects, and as identified throughout the year by field conditions encountered by both Engineering and Public Works.

Sanitary

With the exception of approximately twenty (20) parcels, all properties within the City are serviced by the City's sanitary sewer system. The City's sanitary sewer system includes a network of various sized pipes, four (4) pumping stations, and a main trunk line that ultimately conveys all of the City's sewage to the Joint Meeting of Essex and Union Counties, a sewage treatment plant in Elizabeth, NJ. Engineering works with Public Works to identify sewer infrastructure projects based on 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 (3) sanitary sewer improvement projects each year from design through construction. The City also receives sewage from New Providence and works closely with their professionals in monitoring the flow amounts.

Road Maintenance and Projects

Each year the City approves Capital funding for infrastructure projects of which the largest portion is dedicated to roadway improvements. Engineering is responsible for maintaining an ongoing inventory of the City's roadways and schedules these for improvements in a five (5) year Capital Plan through the annual Pavement Rating System. Each year, the City completes the design and inspection of several roadway improvement projects. Public Works is responsible for roadway and infrastructure maintenance and repair, including paving, micro-surfacing, pothole repairs, curb work, thermoplastic applications, and seasonal work such as snow and ice control and removal and plowing. Public Works also ensures compliance with NJ state storm water regulations.

Pedestrian Safety

Pedestrian safety has been one of the City's top priorities. Through technical analysis and studies, Engineering works with both the Public Works and Safety Committees in identifying projects and then overseeing them from conceptual design through construction. Engineering handles everything from inception to execution on all pedestrian safety projects, including labor-intensive monitoring to evaluation and implementation. These projects include sidewalk installation/improvements, implementation of ADA requirements, flashing beacons, signage, upgrade of pedestrian traffic signals and striping. Pedestrian projects are completed annually. Public Works executes sidewalk installations and repairs as needed, along with the proper operation of 460+ traffic and pedestrian signal light heads and 121 CRBD decorative (street, pedestrian, etc.) lights. Pedestrian safety is also addressed within the roads projects annually.

Parks and Recreation

Upgrading and maintaining the City's recreation facilities requires the cooperation of Engineering, Public Works, and Community Programs. For construction projects, Engineering assumes the lead design and project management role while working in conjunction with other departments. Throughout the year, Engineering is relied upon for assistance with design, maintenance and minor upgrades. Public Works is responsible for the maintenance and improvements of 15 athletic fields, the municipal golf course and the City's Aquatic Center.

GIS (Geographic Information System)

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

Infrastructure Maintenance

Public Works handles the oversight of the City's fleet maintenance program, managing 250+ City vehicles and equipment (Police, Fire, Code/Construction, Parking, Engineering, Public Works, Board of Education, etc.). Public Works mechanics provide professional expertise in emergency vehicle lighting, electrical/hydraulic/brake systems, and engine components. Fleet mechanics also provide emergency storm operation support 24/7 through a storm event.

City Infrastructure/Properties Maintenance

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

Sanitation and Solid Waste Management

Public Works oversees the City's solid waste stream, including residential/commercial trash, bulky waste and recyclables. Its fleet includes specialized trailers for the transport of solid waste. Public Works manages the City's Transfer Station which handles the community's recycling needs and leaf collection/composting. Annually, the Transfer Station processes approximately 10,000+ tons of municipal solid and bulky waste, and 5,000+ tons of recyclables. Public Works works in concert with the Summit's Recycling Advisory Committee to continue to divert from Summit's waste stream.

ENGINEERING	2014	2015	Percentage Change	Monthly Avg. 2014	Monthly Avg. 2015
Grading permits	71	80	13%	6	7
Public Utilities	128	114	-11%	11	10
Storm/Sanitary Sewers	11	15	36%	1	1
Road Opening	1	3	200%	0	0
Curb/Sidewalks	52	47	-10%	4	4
Total Engineering Permits	263	259	-2%	22	22
TREES					
Number of replacement trees	52	48	-8%	4	4
Tree Permits Approved/Fee	69	56	-19%	6	5
Tree Permits Approved/Exempt	154	131	-15%	13	11
Tree Permits Denied	1	1	0%	0	0
Total Tree Permits	224	187	-17%	19	16
Linear Feet of Cleaned & Video Inspected Sewer Mains	25,364	22,659			
Potholes	94	238	153%		
Microsurfacing (square yardage)	47,978	70,400	47%		

Recycling/Garbage Tonnage Grant Data Comparison (Processed Curbside and at the Transfer Station)			
	2013	2014	Percent Change
-			
Corrugated	2,009.57	1,559.39	-22.40%
Mixed Office Paper	679.56	299.85	-55.88%
Newspaper	1143.74	848.85	-25.78%
Other Paper/Mag/Junk Mail	278.31	716.23	157.35%
Glass Containers	993.89	566.63	-42.99%
	2013	2014	Percent Change
Aluminum Containers	57.22	51.88	-9.33%
Steel Containers	90.09	82.03	-8.95%
Plastic Containers	156.42	137.42	-12.15%
Heavy Iron	326.76	26.62	-91.85%
Nonferrous/Aluminum Scrap	48.28	34.14	-29.29%
White Goods & Light Iron	216.69	463.86	114.07%
Brush/Tree Parts	8,276.90	3174.61	-61.64%
Stumps	524.89	564.5	7.55%
Consumer Electronics	196.05	285.03	45.39%
Food Waste	265.29	105.4	-60.27%
Fluorescent Bulbs	2.91	2.97	2.06%
Toner Cartridge	0	1.03	103.00%
Textiles	186.58	21.72	-88.36%
Wood Scraps	135.01	3505.8	2496.70%
10 Household Municipal Solid Waste	7,724.90	7,937.10	2.75%
13 Bulky Waste	2,530.33	2,031.94	-19.70%
Totals	25,843.39	22,417.00	-13.26%

How We Performed in 2015

SERVICE
GOAL

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

Construction

The Construction Office is responsible for administering the statewide New Jersey Uniform Construction Code, issuing construction permits and conducting the mandated inspections for building, electrical, plumbing, fire and mechanical work. The office issues around 2,200 permits annually, 98% of which were released on or ahead of schedule. This represents anywhere from \$60 - \$120 M of construction work each year and an annual average of about 9,000 inspections.

Land Use/Zoning

The Land Use/Zoning Office is responsible for administering the Summit Development Regulations Ordinance, the City's zoning regulations. This includes a prior approval review of about 600 construction projects for zoning compliance, 94%+ of which were reviewed and decided on-time. The office also issues 600+ Zoning Certificates of Occupancy each year, entailing 1,100+ inspections, for home re-sales and tenant changes. Technical assistance is also provided to the City's two land use boards.

Planning and Zoning Board

The New Jersey Municipal Land Use Law requires Summit to have both a Planning Board and a Zoning Board of Adjustment. The Planning Board typically considers major commercial and large residential developments and subdivisions, while the Zoning Board considers requests for relief (variances) from the City's Development Regulations Ordinance.

CONSTRUCTION	<u>2014</u>	<u>2015</u>	<u>Percentage Change</u>	<u>Monthly Avg. 2014</u>	<u>Monthly Avg. 2015</u>
Zoning CO Inspections	868	873	1%	72	73
Zoning CO Re-Inspections	609	657	8%	51	55
Total Zoning CO Inspections	1,477	1,530	4%	123	128
Total Zoning Reviews	627	659	5%	52	55
UCC Plan Reviews	3,078	3,110	5%	257	259
% completed within 20 days	96%	95%	-1%	96%	95%
Total UCC Inspections	9,310	9,596	3%	776	800
	<u>2014</u>	<u>2015</u>	<u>Percentage Change</u>	<u>Monthly Avg. 2014</u>	<u>Monthly Avg. 2015</u>
Construction Permit Rev.	\$1,014,618.00	\$ 889,699.00	-12%	\$84,551.50	\$74,141.58
Total Construction Value	\$ 87,187,255	\$ 76,359,056	-12%	\$ 7,265,605	\$ 6,363,255
Total Permits Issued	2,354	2,375	1%	196	198
PLANNING & ZONING					
# of Zoning Board applications submitted	41	68	66%	3	6
# of Zoning Board applications decided	46	60	30%	4	5
ZB Application Fees Collected	\$17,932.46	\$ 29,610.47	65%	\$1,494.37	\$2,467.54
ZB Escrow Deposits	\$92,526.14	\$ 105,134.99	14%	\$7,710.51	\$8,761.25
ZB Inspection Fees Collected	\$4,523.86	\$ 7,824.50	73%	\$376.99	\$652.04
# of Planning Board applications submitted	10	8	-20%	1	1
# of Planning Board applications decided	12	9	-25%	1	1
PB Application Fees Collected	\$25,280.75	\$ 3,268.75	-87%	\$2,106.73	\$272.40
PB Escrow Deposits	\$83,828.39	\$ 20,388.13	-76%	\$6,985.70	\$1,699.01
PB Inspection Fees Collected	\$600,994.09	\$ 45,639.40	-92%	\$50,082.84	\$3,803.28

SERVICE
GOAL

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

Property Maintenance

Enforcement of the City's Property Maintenance and Housing Code are critical to maintaining Summit's excellent property values and quality of life. Pro-active 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.

Safe Homes

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. Staffed by a single bilingual inspector, the program has a hotline and 24-hour on-call support, and works very closely with the City's police, fire, and health agencies to investigate and correct unsafe housing conditions, respond promptly to investigate complaints, and issues fines to landlords and tenants for violations.

Resident Assistance

Each day every DCS staffer provides direct assistance to City residents in the form of phone calls, emails, site visits, preparation of maps, service calls, issuing and inspecting engineering permits, public works emergencies, new resident/business information, and scheduling inspections (building, plumbing, electrical, mechanical, fire).

Emergency Operations

DCS (Engineering, Public Works, Code Administration) provides on-call, immediate response 24/7 for emergencies including storm events, accident response assistance efforts, and building infrastructure damage. This includes everything from maintaining access to critical locations, such as medical and first-responder facilities, during weather-related emergencies, to determining the integrity and safety of a building in event of damage.

Environmental/Arts Initiatives

DCS manages and administers the City's arts and environmental programs. Further, DCS supports economic sustainability wherever possible in all City initiatives. The City won the first-ever Sustainability Champion Award for its Sustainable Jersey submission, spearheaded by the DCS department, tying for first place in the medium municipality category, and second place overall. The SJ certification program recognizes a community's "green" accomplishments. Summit has won periodically since then as well. DCS also launched the Summit Free Market, an environmental program that facilitates goods exchange among residents.

Agency Coordination

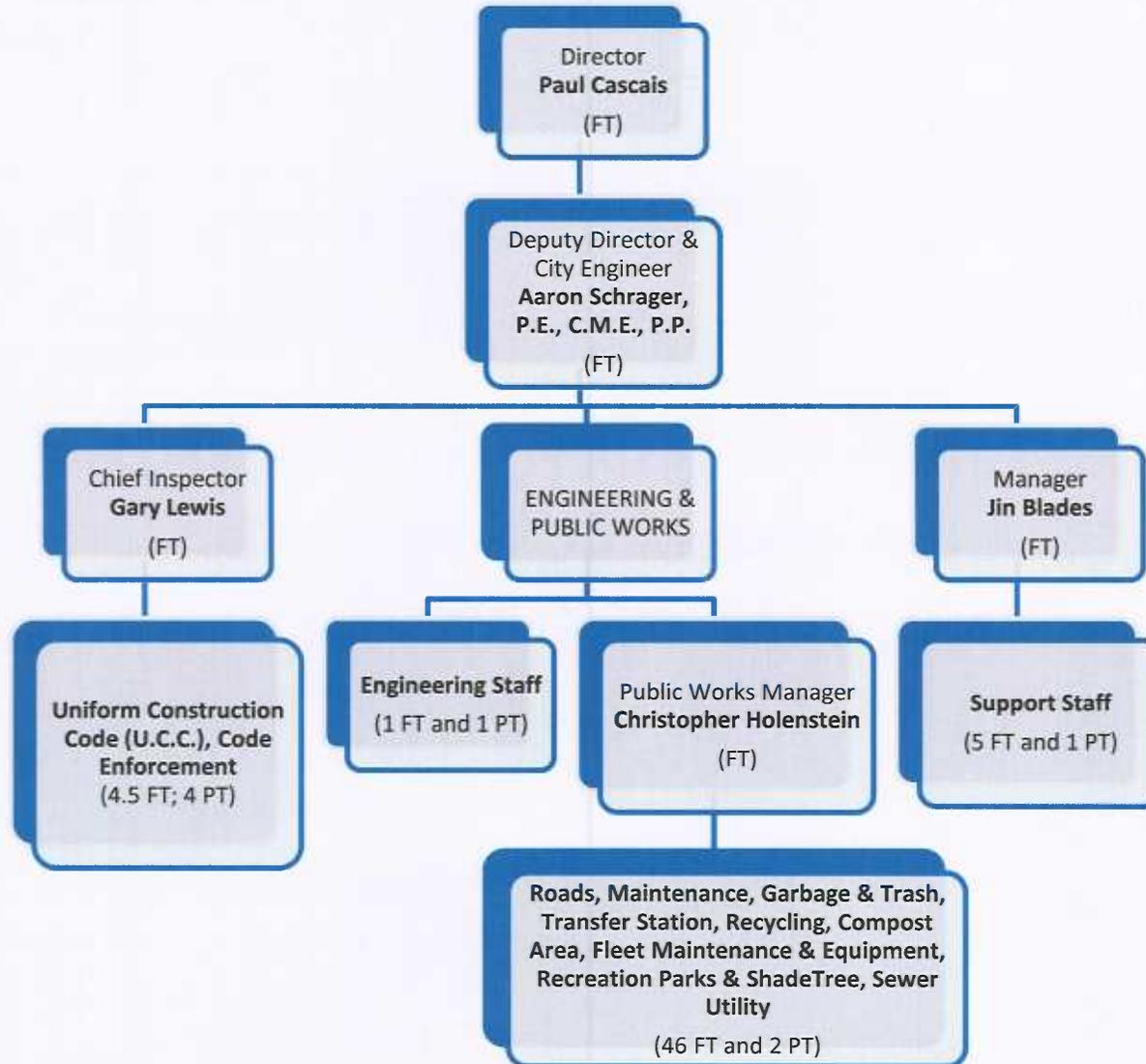
Coordination with the various Federal, State, and County agencies that have jurisdiction over some infrastructure within the City limits is a vital responsibility of DCS. Open communication assures conformance to all current regulations and maintains a working relationship to ensure efficient projects.

SAFE HOMES/Property Maintenance	<u>2014</u>	<u>2015</u>	<u>Percentage Change</u>	<u>Monthly Avg. 2014</u>	<u>Monthly Avg. 2015</u>
Code service calls-external	192	177	-8%	16	15
Code service call-internal/proactive	71	98	38%	6	8
Total service calls-code	263	275	5%	22	23
Issues found from external referrals	29	55	90%	2	5
Issues found from internal investigations	37	30	-19%	3	3
Total issues found	66	37	-44%	6	3
Safe Homes Issue found (100% are resolved same day)	11	7	-36%	1	1
# of written notices	75	46	-39%	6	4
# of summonses	7	5	-29%	1	0
# of service calls closed	146	173	18%	12	14
Dial-A-Truck Stops	895	898	0%	75	75
OPRA Requests	116	187	61%	10	16

SUMMARY

As one of the City's largest departments, with the broadest jurisdictions, DCS is continuously improving operations as efficiently as possible to better the quality of life of Summit citizens. Our goal is to make the City one of the most attractive places to live in New Jersey and maintain the highest community standards, from sustaining and upgrading the City's robust infrastructure and implementing City-wide environmental best practices to facilitating safe, compliant land development and promoting economic growth.

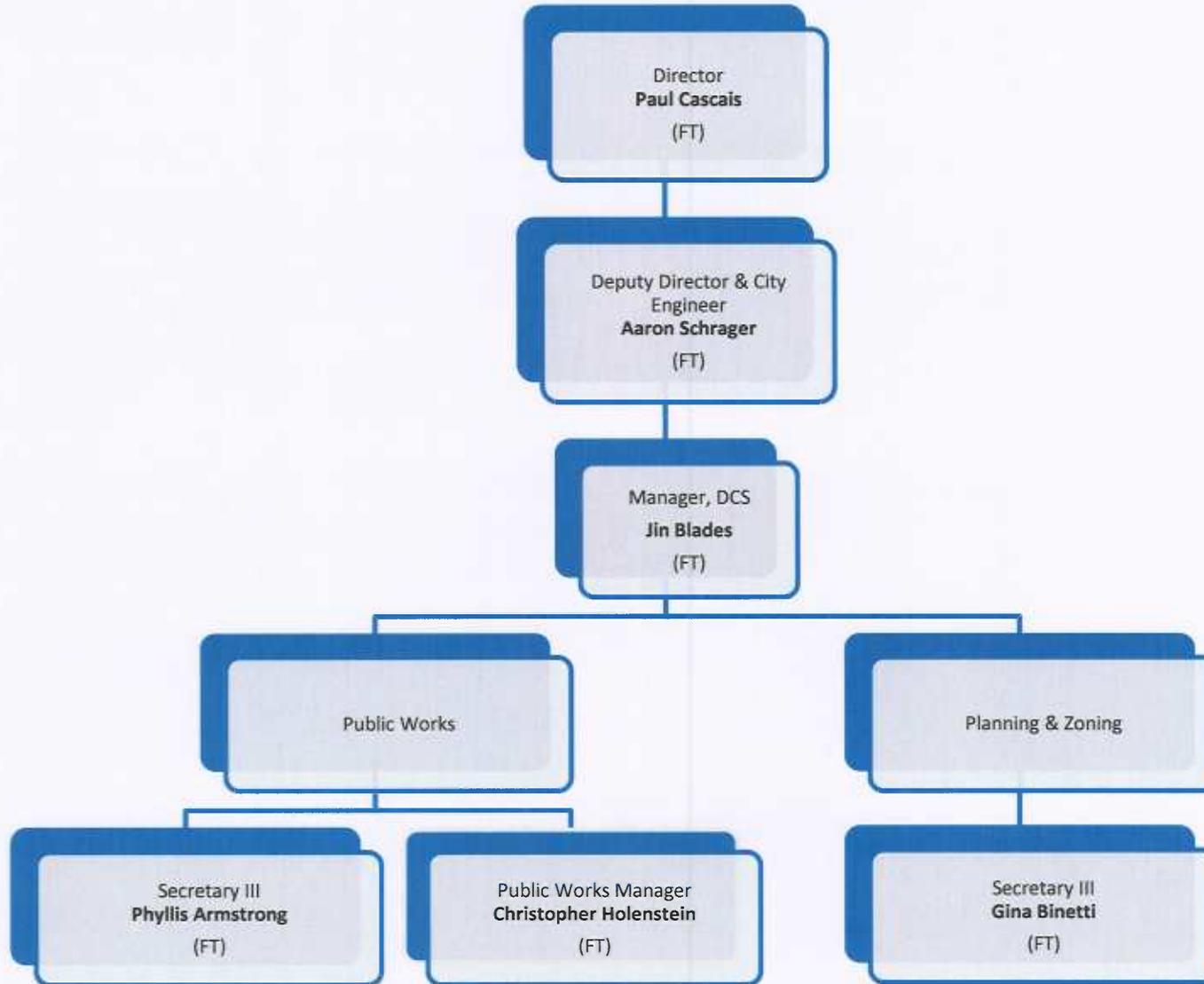
DEPARTMENT OF COMMUNITY SERVICES



**61.5 Full-Time Employees
8 Part-Time Employees**

DEPARTMENT OF COMMUNITY SERVICES

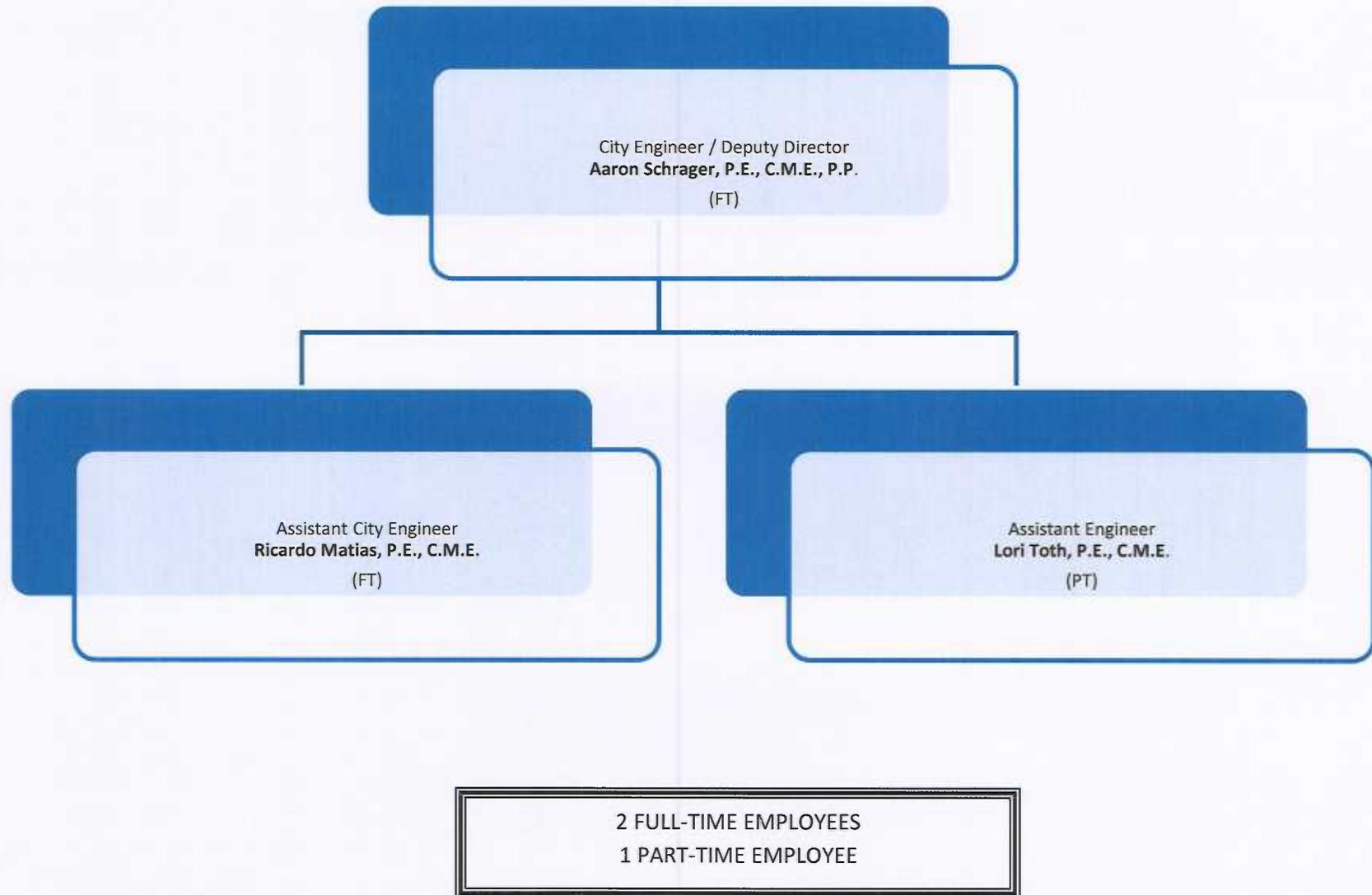
DCS ADMINISTRATION



5 FULL-TIME EMPLOYEES
1 PART-TIME EMPLOYEE

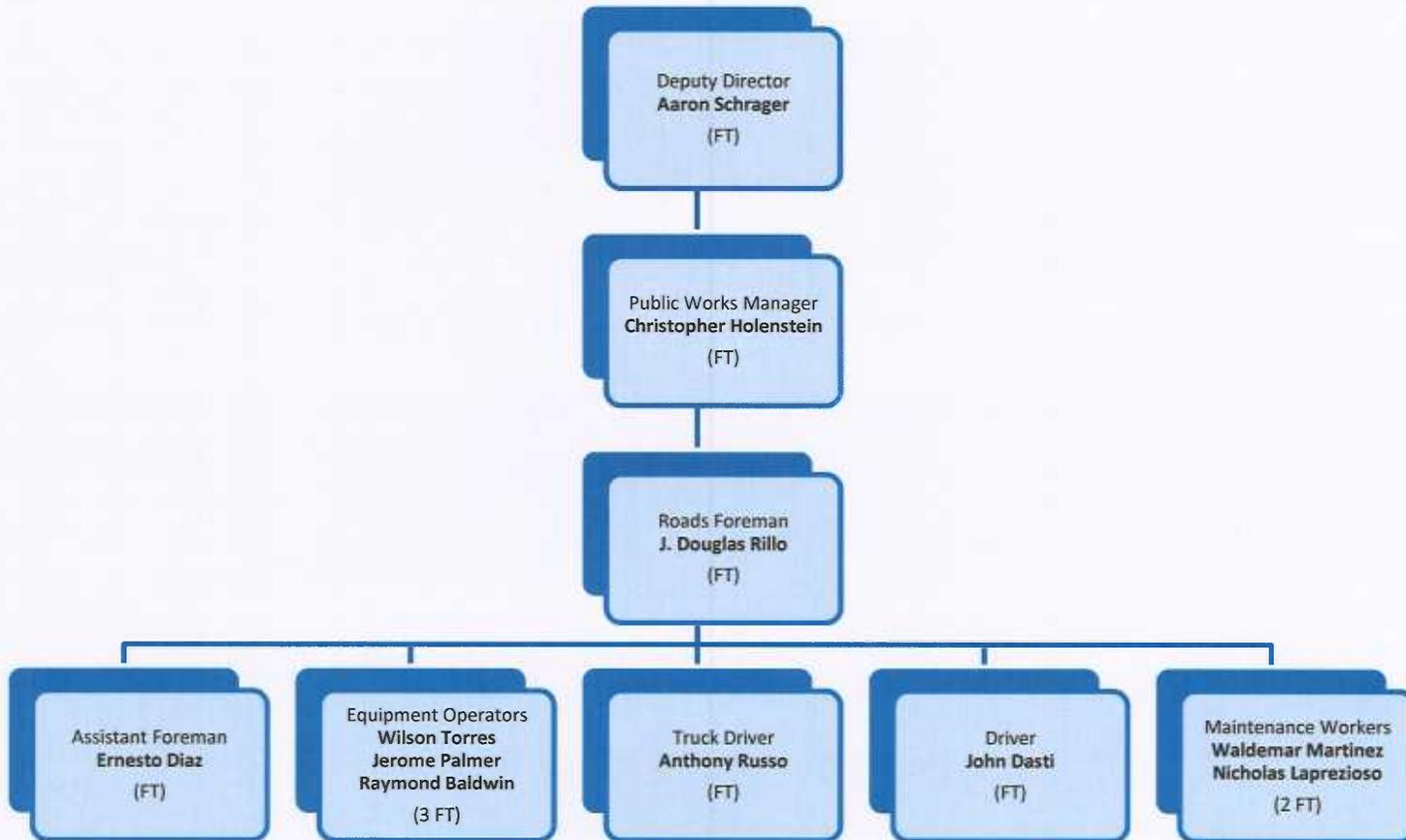
DEPARTMENT OF COMMUNITY SERVICES

ENGINEERING DIVISION



**DEPARTMENT OF COMMUNITY SERVICES
DIVISION OF PUBLIC WORKS**

ROADS

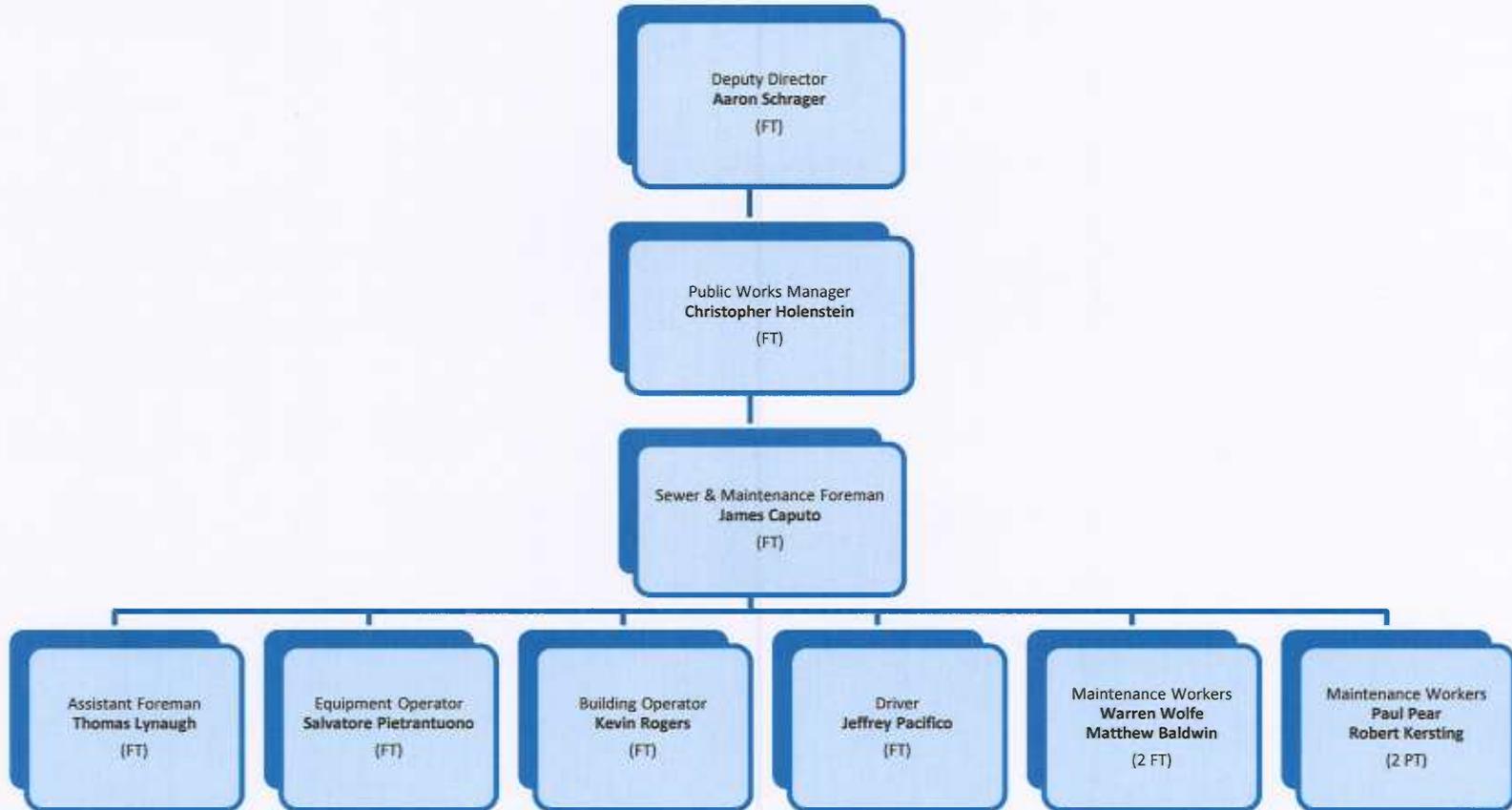


9 FULL-TIME EMPLOYEES*

*Does not include Deputy Director or
Public Works Manager)

DEPARTMENT OF COMMUNITY SERVICES
DIVISION OF PUBLIC WORKS

MAINTENANCE

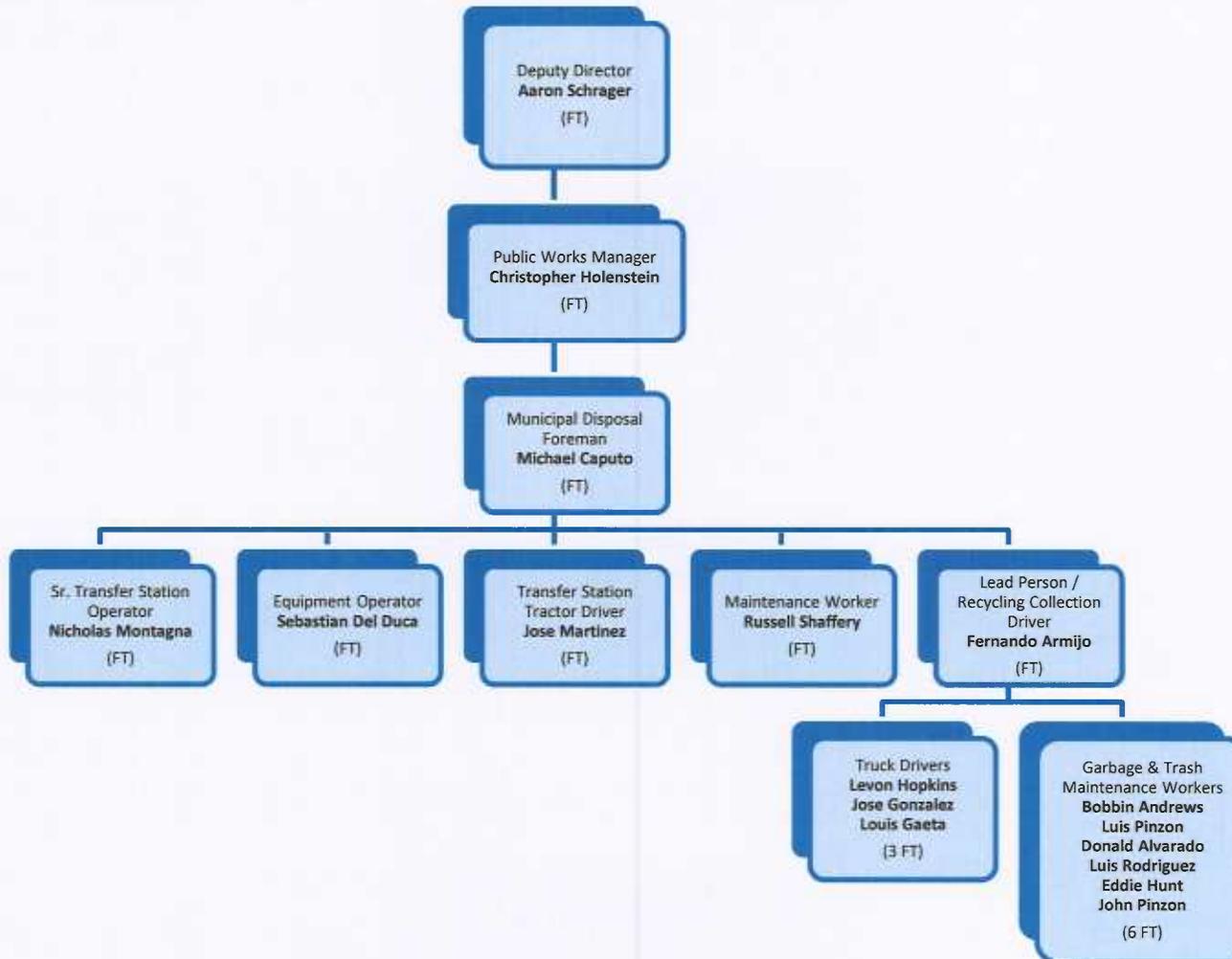


7 FULL-TIME EMPLOYEES*
2 PART-TIME EMPLOYEES
*Does not include Deputy Director or
Public Works Manager

DEPARTMENT OF COMMUNITY SERVICES

DIVISION OF PUBLIC WORKS

GARBAGE & TRASH/TRANSFER STATION/RECYCLING/COMPOST AREA



15 FULL-TIME EMPLOYEES*

*Does not include Deputy Director and
Public Works Manager

**DEPARTMENT OF COMMUNITY SERVICES
DIVISION OF PUBLIC WORKS**

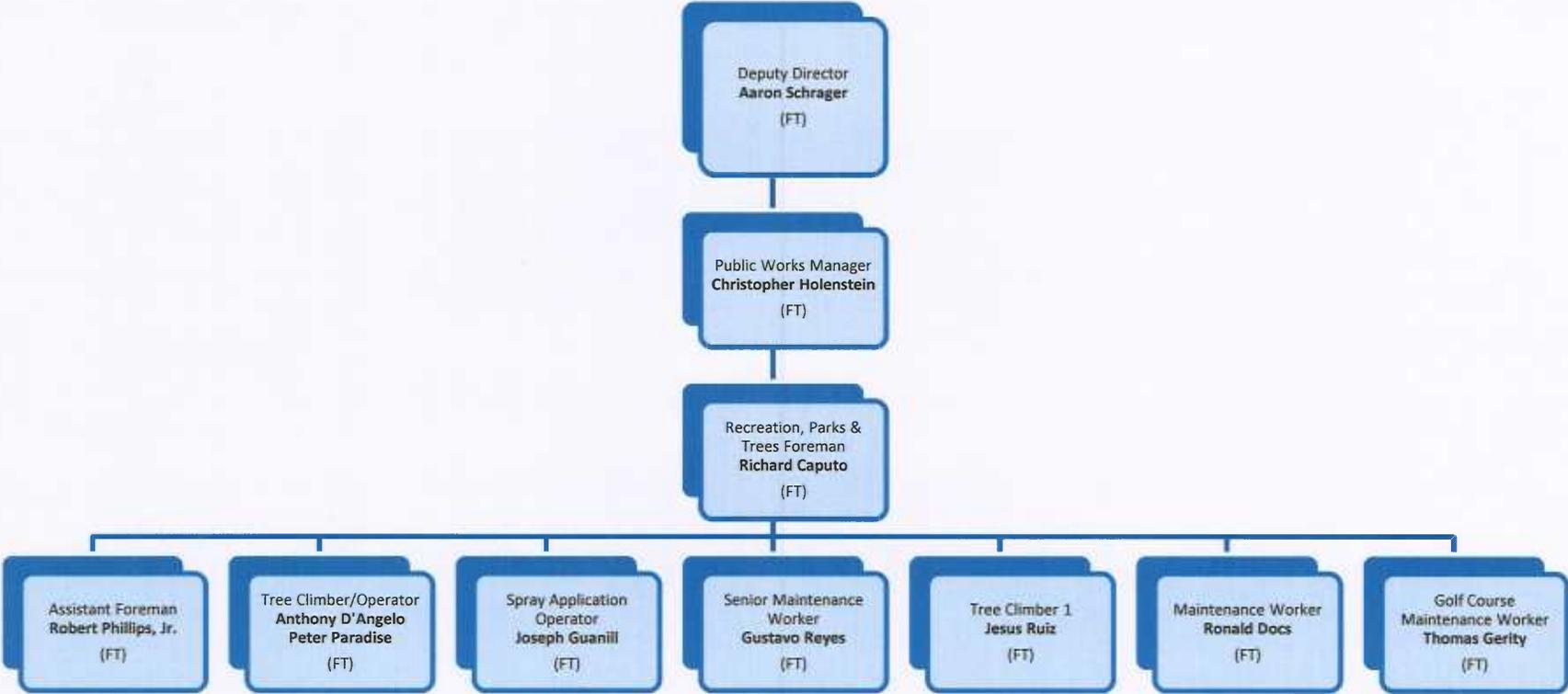
FLEET MAINTENANCE & EQUIPMENT



3 FULL-TIME EMPLOYEES*

*Does not include Deputy Director or
Public Works Manager

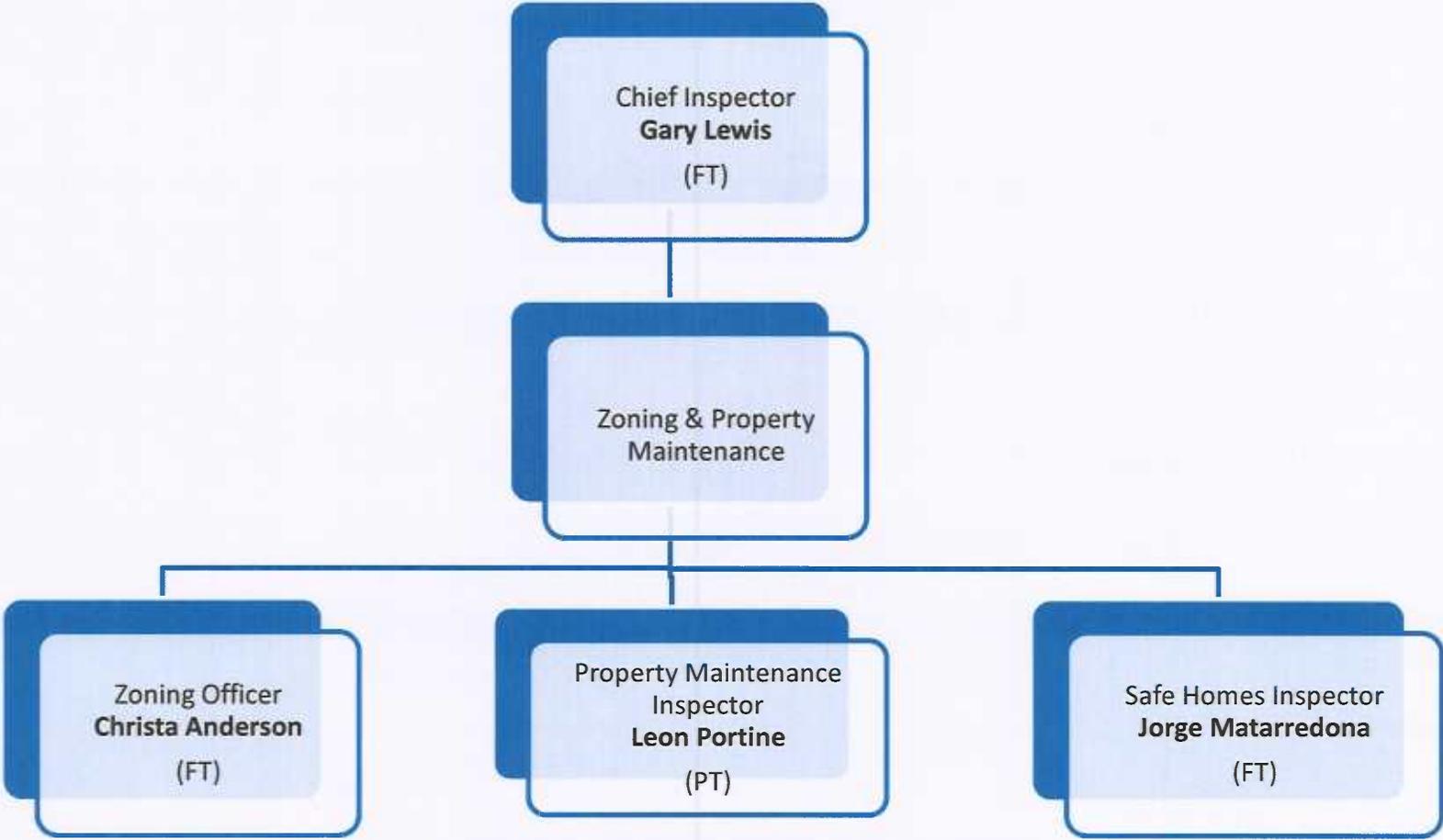
DEPARTMENT OF COMMUNITY SERVICES
DIVISION OF PUBLIC WORKS
RECREATION, PARKS & SHADE TREES



7 FULL-TIME EMPLOYEES*
*Does not include Deputy Director,
Public Works Manager, or Golf Course
Maintenance Worker

DEPARTMENT OF COMMUNITY SERVICES

CODE ENFORCEMENT



2 FULL-TIME EMPLOYEES*
1 PART-TIME EMPLOYEE
*Does not include Chief Inspector

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<i>Salaries and Wages</i>								
101	Full-Time	\$ 514,000	\$ 477,727	\$ 36,273	\$ 455,000	\$ 455,000	\$ (59,000)	-11.48%
102	Clearing Account	0	18,275	(18,275)	0	0	0	0.00%
130	Staff Support	63,000	62,893	107	65,000	65,000	2,000	3.17%
	Total Salary & Wages	\$ 577,000	\$ 558,895	\$ 18,105	\$ 520,000	\$ 520,000	\$ (57,000)	-9.88%
<i>Other Expenses</i>								
201	Supplies & Materials	\$ 6,000	\$ 5,051	\$ 949	\$ 6,000	\$ 6,000	\$ 0	0.00%
509	Pager Services	4,500	4,700	(200)	5,000	4,500	0	0.00%
701	Equipment	7,000	1,010	5,990	5,500	5,000	(2,000)	-28.57%
804	Training & Seminars	6,500	9,951	(3,451)	9,000	9,000	2,500	38.46%
806	Memberships	2,700	2,573	127	3,000	3,000	300	11.11%
808	Personal Expenses	3,600	3,600	0	3,600	3,600	0	0.00%
809	Conferences & Meetings	4,500	1,397	3,103	4,500	4,500	0	0.00%
812	Licenses & Certifications	700	1,400	(700)	900	900	200	28.57%
	Total Other Expenses	\$ 35,500	\$ 29,683	\$ 5,817	\$ 37,500	\$ 36,500	\$ 1,000	2.82%
	Division Total	\$ 612,500	\$ 588,578	\$ 23,922	\$ 557,500	\$ 556,500	\$ (56,000)	-9.14%
401-000								
200	<i>Downtown Maintenance</i>	\$ 8,600	\$ 8,589	\$ 11	\$ 8,800	\$ 8,800	\$ 200	2.33%
	Overall Community Services Total	\$ 621,100	\$ 597,167	\$ 23,933	\$ 566,300	\$ 565,300	\$ (55,800)	-8.98%

Status	Title	2015 Base + Longevity	2016 Base	Grade	Step	Longevity	2016 Total
Armstrong, Phyllis	Full-Time Secretary III	\$ 62,429	\$ 63,836	7	19	\$ 0	\$ 63,836
Binetti, Gina	Full-Time Secretary III	47,645	48,360	6	3	0	48,360
Blades, Jin	Full-Time Administrative Manager	79,454	81,246	11	19	0	81,246
Cascais, Paul	Full-Time DCS Director	137,973	143,722	19	19	14,372	158,094
Holenstein, Christopher	Full-Time Public Works Manager	101,369	102,742	14	19	0	102,742
Salaries & Wages Total		\$ 428,870	\$ 439,906			\$ 14,372	\$ 454,278

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<i>Salaries and Wages</i>								
101	Full-Time	\$ 284,100	\$ 286,044	\$ (1,944)	\$ 327,000	\$ 327,000	\$ 42,900	15.10%
102	Interns	15,000	11,594	3,406	15,000	15,000	0	0.00%
	Total Salary & Wages	\$ 299,100	\$ 297,638	\$ 1,462	\$ 342,000	\$ 342,000	\$ 42,900	14.34%
<i>Other Expenses</i>								
201	Supplies and Materials	\$ 1,000	\$ 898	\$ 102	\$ 1,000	\$ 1,000	\$ 0	0.00%
405	Vehicle Maintenance	1,000	284	716	1,000	1,000	0	0.00%
503	Contract Services	18,000	7,637	10,363	12,500	12,500	(5,500)	-30.56%
504	GIS CAD Software License	3,400	2,343	1,057	2,750	2,750	(650)	0.00%
505	Printing	3,400	2,603	797	3,400	3,400	0	0.00%
709	Miscellaneous Equipment	1,000	1,007	(7)	1,000	1,000	0	0.00%
809	Conferences/Meetings & Training	6,000	3,167	2,833	6,000	4,500	(1,500)	-25.00%
	Total Other Expenses	\$ 33,800	\$ 17,938	\$ 15,862	\$ 27,650	\$ 26,150	\$ (7,650)	-22.63%
	Division Total	\$ 332,900	\$ 315,576	\$ 17,324	\$ 369,650	\$ 368,150	\$ 35,250	10.59%

Status	Title	2015 Base + Longevity	2016 Base	Grade	Step	Longevity	2016 Total
Matias, Ricardo	Full-Time Assistant City Engineer	\$ 91,729	\$ 103,266	16	9	\$ 0	\$ 103,266
Schrager, Aaron	Full-Time City Engineer/Deputy Director	135,582	137,616	18	19	0	137,616
Toth, Lori	Part-Time Assistant Engineer	76,326	85,351	13	19	0	85,351
Salaries & Wages Total		\$ 303,637	\$ 326,233			\$ 0	\$ 326,233

290-000 DCS - ROAD REPAIR & MAINTENANCE

LINE-ITEM BUDGET

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<i>Salaries and Wages</i>								
101	Full-Time	\$ 651,000	\$ 643,052	\$ 7,948	\$ 665,000	\$ 650,000	\$ (1,000)	-0.15%
104	Overtime	110,450	58,444	52,006	100,000	100,000	(10,450)	-9.46%
107	Snow Removal	90,000	245,324	(155,324)	200,000	200,000	110,000	122.22%
	Total Salary & Wages	\$ 851,450	\$ 946,820	\$ (95,370)	\$ 965,000	\$ 950,000	\$ 98,550	11.57%
<i>Other Expenses</i>								
201	Supplies	\$ 0	\$ 2,402	\$ (2,402)	\$ 0	\$ 10,000	\$ 10,000	100.00%
205	Tools	2,500	1,139	1,361	2,500	2,500	0	0.00%
211	Road Materials	180,000	182,057	(2,057)	67,000	67,000	(113,000)	-62.78%
403	Equipment Maintenance	36,000	24,126	11,874	36,000	36,000	0	0.00%
405	Vehicle Maintenance	20,000	23,563	(3,563)	22,000	22,000	2,000	10.00%
406	Road Maintenance	0	43,121	(43,121)	0	0	0	0.00%
407	Snow Removal Services	85,000	10,504	74,496	70,000	70,000	(15,000)	-17.65%
408	Snow Removal Materials	47,000	104,018	(57,018)	73,000	73,000	26,000	55.32%
801	Clothing Purchase/Cleaning	4,000	3,239	761	3,500	3,500	(500)	100.00%
	Total Other Expenses	\$ 374,500	\$ 394,169	\$ (19,669)	\$ 274,000	\$ 284,000	\$ (90,500)	-24.17%
	Division Total	\$ 1,225,950	\$ 1,340,989	\$ (115,039)	\$ 1,239,000	\$ 1,234,000	\$ 8,050	0.66%

Status	Title	2015 Base + Longevity	2016 Base	Grade	Step	Longevity	2016 Total
Baldwin, Raymond	Full-Time Equipment Operator	\$ 69,014	\$ 73,662	8	19	\$ 500	\$ 74,162
Dasti, John	Full-Time Driver	67,563	68,069	6	19	500	68,569
Diaz, Ernesto Jr.	Full-Time Assistant Foreman	72,122	78,502	9	19	1,500	80,002
Laprezioso, Nicholas	Full-Time Maintenance Worker	45,872	45,872	5	1	0	45,872
Martinez, Waldemar	Full-Time Maintenance Worker	48,072	51,732	6	3	0	51,732
Palmer, Jerome	Full-Time Equipment Operator	74,073	73,662	8	19	1,500	75,162
Rillo, J. Doug	Full-Time Roads Foreman	96,485	90,678	11	19	9,068	99,746
Russo, Anthony	Full-Time Truck Driver	73,769	68,069	6	19	6,807	74,876
Torres, Wilson	Full-Time Equipment Operator	76,927	73,662	8	19	5,893	79,555
Salaries & Wages Total		\$ 623,897	\$ 623,908			\$ 25,768	\$ 649,676

300-000 DCS - PUBLIC WORKS MAINTENANCE

LINE-ITEM BUDGET

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<u>Salaries and Wages</u>								
101	Full-Time	\$ 446,000	\$ 423,436	\$ 22,564	\$ 507,000	\$ 480,000	\$ 34,000	7.62%
104	Overtime	15,225	34,730	(19,505)	20,000	20,000	4,775	31.36%
106	Incentive	25,000	25,717	(717)	25,000	25,000	0	0.00%
	Total Salary & Wages	\$ 486,225	\$ 483,883	\$ 2,342	\$ 552,000	\$ 525,000	\$ 38,775	7.97%
<u>Other Expenses</u>								
201	Supplies	\$ 0	\$ 1,414	\$ (1,414)	\$ 5,000	\$ 4,000	\$ 4,000	100.00%
205	Tools	1,500	1,290	211	1,200	1,200	(300)	-20.00%
211	Road Materials	3,500	4,672	(1,172)	4,100	4,100	600	17.14%
212	Sewer Materials	3,000	1,932	1,068	3,000	3,000	0	0.00%
215	Street Name Signs	6,500	868	5,632	6,000	5,000	(1,500)	-23.08%
403	Equipment Maintenance	9,500	9,657	(157)	7,000	7,000	(2,500)	0.00%
405	Vehicle Maintenance	9,000	13,796	(4,796)	10,000	10,000	1,000	11.11%
406	Road Maintenance	10,000	650	9,351	9,000	7,500	(2,500)	-25.00%
407	Sewer Maintenance	3,500	320	3,180	3,000	3,000	(500)	100.00%
801	Clothing Purchase/Cleaning	3,000	3,338	(338)	2,500	2,500	(500)	-16.67%
	Total Other Expenses	\$ 49,500	\$ 37,936	\$ 11,564	\$ 50,800	\$ 47,300	\$ (2,200)	-4.44%
	Division Total	\$ 535,725	\$ 521,819	\$ 13,906	\$ 602,800	\$ 572,300	\$ 36,575	6.83%

Status	Title	2015	2016				2016
		Base + Longevity	Base	Grade	Step	Longevity	Total
Baldwin, Matthew	Full-Time Maintenance Worker	\$ 45,872	\$ 45,872	5	1	\$ 0	\$ 45,872
Caputo, James	Full-Time Sewer & Maintenance Foreman	98,272	90,678	11	19	9,068	99,746
Lynaugh, Thomas	Full-Time Assistant Foreman	78,842	78,502	9	19	1,500	80,002
Pacifico, Jeffrey	Full-Time Driver	73,769	68,069	6	19	6,807	74,876
Pietrantuono, Salvatore	Full-Time Equipment Operator	74,073	73,662	8	19	1,500	75,162
Rogers, Kevin	Full-Time Building Operator	54,695	55,995	8	3	0	55,995
Wolfe, Warren	Full-Time Maintenance Worker	45,872	45,872	5	1	0	45,872
Salaries & Wages Total		\$ 471,395	\$ 458,650			\$ 18,875	\$ 477,525

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<i>Salaries and Wages</i>								
101	Full-Time	\$ 584,000	\$ 573,255	\$ 10,746	\$ 595,000	\$ 595,000	\$ 11,000	1.88%
102	Per Diem	75,850	68,990	6,860	75,000	70,000	(5,850)	-7.71%
104	Overtime	10,150	31,352	(21,202)	30,000	30,000	19,850	195.57%
105	Holiday Pay	30,000	35,269	(5,269)	30,000	30,000	0	0.00%
109	Leaf Pay	15,000	17,499	(2,499)	15,000	20,000	5,000	33.33%
160	Emergency Operations	0	4,085	(4,085)	0	0	0	0.00%
	Total Salary & Wages	\$ 715,000	\$ 730,450	\$ (15,450)	\$ 745,000	\$ 745,000	\$ 30,000	4.20%
<i>Other Expenses</i>								
209	Supplies & Materials	\$ 2,000	\$ 1,888	\$ 112	\$ 2,000	\$ 2,000	\$ 0	0.00%
404	Ground Maintenance	1,500	569	931	1,500	1,500	0	0.00%
405	Vehicle Maintenance	13,000	13,636	(636)	13,000	13,000	0	0.00%
801	Clothing Maintenance/ Cleaning	4,200	4,559	(359)	4,100	4,100	100	0.00%
	Total Other Expenses	\$ 20,700	\$ 20,652	\$ 48	\$ 20,600	\$ 20,600	\$ 100	0.48%
	Division Total	\$ 735,700	\$ 751,102	\$ (15,402)	\$ 765,600	\$ 765,600	\$ 30,100	4.09%

Status	Title	2015 Base + Longevity	2016 Base	Grade	Step	Longevity	2016 Total
Alvarado, Donald	Full-Time Maintenance Worker	\$ 62,868	\$ 63,304	5	19	\$ 500	\$ 63,804
Andrews, Bobbin	Full-Time Maintenance Worker	68,605	63,304	5	19	6,330	69,634
Gaeta, Louis	Full-Time Truck Driver	68,063	68,069	6	19	1,000	69,069
Gonzalez, Jose	Full-Time Truck Driver	68,563	68,069	6	19	1,500	69,569
Hopkins, Levon	Full-Time Truck Driver	71,087	68,069	6	19	4,084	72,153
Hunt, Eddie	Full-Time Maintenance Worker	63,368	63,304	5	19	1,000	64,304
Pinzon, John	Full-Time Maintenance Worker	53,908	55,055	5	13	0	55,055
Pinzon, Luis	Full-Time Maintenance Worker	63,368	63,304	5	19	1,500	64,804
Rodriguez, Luis	Full-Time Maintenance Worker	63,368	63,304	5	19	1,000	64,304
Salaries & Wages Total		\$ 583,198	\$ 575,782			\$ 16,915	\$ 592,697

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<u>Salaries and Wages</u>								
101	Full-Time	\$ 72,000	\$ 70,738	\$ 1,262	\$ 77,000	\$ 75,000	\$ 3,000	4.17%
	Total Salary & Wages	\$ 72,000	\$ 70,738	\$ 1,262	\$ 77,000	\$ 75,000	\$ 3,000	4.17%
<u>Other Expenses</u>								
203	Supplies	\$ 2,000	\$ 1,407	\$ 593	\$ 2,000	\$ 2,000	\$ 0	0.00%
205	Tools	100	100	0	100	100	0	0.00%
403	Equipment Maintenance	1,000	1,000	0	1,000	1,000	0	0.00%
405	Vehicle Maintenance	6,000	11,470	(5,470)	6,300	6,300	(300)	0.00%
512	Curbside Collection	205,000	188,012	16,988	230,000	230,000	25,000	12.20%
	Total Other Expenses	\$ 214,100	\$ 201,989	\$ 12,111	\$ 239,400	\$ 239,400	\$ 24,700	11.54%
	Division Total	\$ 286,100	\$ 272,728	\$ 13,372	\$ 316,400	\$ 314,400	\$ 27,700	9.68%

Status	Title	2015 Base + Longevity	2016 Base	Grade	Step	Longevity	2016 Total
Armijo, Fernando	Full-Time Lead Person / Recycling Collection Driver	\$ 71,643	\$ 73,662	8	19	\$ 1,000	\$ 74,662
Salaries & Wages Total		\$ 71,643	\$ 73,662			\$ 1,000	\$ 74,662

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<i>Salaries and Wages</i>								
101	Full-Time	\$ 234,000	\$ 233,057	\$ 943	\$ 240,000	\$ 240,000	\$ 6,000	2.56%
104	Overtime	26,390	32,149	(5,759)	28,000	28,000	1,610	6.10%
109	Other Pay	8,000	12,036	(4,036)	9,000	9,000	1,000	12.50%
	Total Salary & Wages	\$ 268,390	\$ 277,242	\$ (8,852)	\$ 277,000	\$ 277,000	\$ 8,610	3.21%
<i>Other Expenses</i>								
202	Supplies & Materials	\$ 6,000	\$ 2,241	\$ 3,759	\$ 4,500	\$ 4,000	\$ (2,000)	-33.33%
216	Facility Licenses	55,000	54,108	892	40,000	40,000	(15,000)	-27.27%
223	Tolls	1,600	2,000	(400)	1,600	1,600	0	0.00%
402	Building Maintenance	17,000	10,593	6,407	16,000	16,000	(1,000)	-5.88%
403	Equipment Maintenance	4,000	2,427	1,573	4,500	4,500	500	12.50%
405	Vehicle Maintenance	23,000	20,860	2,140	23,000	23,000	0	0.00%
511	Computer Service	3,500	3,515	(15)	3,600	3,600	100	2.86%
801	Clothing Maintenance/ Cleaning	1,400	981	419	1,200	1,200	(200)	0.00%
	Total Other Expenses	\$ 111,500	\$ 96,725	\$ 14,775	\$ 94,400	\$ 93,900	\$ (17,600)	-15.78%
	Division Total	\$ 379,890	\$ 373,967	\$ 5,923	\$ 371,400	\$ 370,900	\$ (8,990)	-2.37%
308-000 Disposal Charges								
200	Disposal Charges	\$ 825,000	\$ 706,899	\$ 118,101	\$850,000	\$850,000	\$25,000	3.03%
	Overall Transfer Station Total	\$ 1,204,890	\$ 1,080,866	\$ 124,024	\$ 1,221,400	\$ 1,220,900	\$ 16,010	1.33%

Status	Title	2015	2016				2016
		Base + Longevity	Base	Grade	Step	Longevity	Total
Caputo, Michael	Full-Time Municipal Disposal Foreman	\$ 80,120	\$ 82,150	11	16	\$ 1,500	\$ 83,650
Martinez, Jose	Full-Time Transfer Station Tractor Driver	74,073	73,662	8	19	1,500	75,162
Montagna, Nicholas	Full-Time Senior Transfer Station Operator	78,842	78,502	9	19	1,500	80,002
Salaries & Wages Total		\$ 233,035	\$ 234,314			\$ 4,500	\$ 238,814

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<u>Salaries and Wages</u>								
101	Full-Time	\$ 144,000	\$ 146,610	\$ (2,610)	\$ 146,000	\$ 146,000	\$ 2,000	1.39%
104	Overtime	1,015	1,749	(734)	1,000	1,000	(15)	-1.48%
	Total Salary & Wages	\$ 145,015	\$ 148,359	\$ (3,344)	\$ 147,000	\$ 147,000	\$ 1,985	1.37%
<u>Other Expenses</u>								
205	Tools	\$ 200	\$ 200	\$ 0	\$ 200	\$ 200	\$ 0	0.00%
402	Compost Station Maintenance	5,000	3,433	1,567	4,000	4,000	(1,000)	-20.00%
403	Equipment Maintenance	9,500	7,072	2,428	8,500	8,000	(1,500)	-15.79%
405	Vehicle Maintenance	1,600	5,807	(4,207)	1,600	1,600	0	0.00%
801	Clothing Maintenance/ Cleaning	900	607	294	800	800	(100)	0.00%
	Total Other Expenses	\$ 17,200	\$ 17,118	\$ 82	\$ 15,100	\$ 14,600	\$ (2,600)	-15.12%
	Division Total	\$ 162,215	\$ 165,477	\$ (3,262)	\$ 162,100	\$ 161,600	\$ (615)	-0.38%

Status	Title	2015	2016	Grade	Step	Longevity	2016
		Base + Longevity	Base				Total
DeDuca, Sebastian	Full-Time Equipment Operator	\$ 79,830	\$ 73,662	8	19	\$ 7,366	\$ 81,028
Shaffery, Russell	Full-Time Maintenance Worker	63,618	63,304	5	19	1,500	64,804
Salaries & Wages Total		\$ 143,448	\$ 136,966			\$ 8,866	\$ 145,832

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<u>Other Expenses</u>								
201	Supplies & Materials	\$ 20,000	\$ 28,415	\$ (8,415)	\$ 22,000	\$ 22,000	\$ 2,000	10.00%
402	Building Maintenance	2,500	16,357	(13,857)	2,500	7,500	5,000	200.00%
403	Equipment Maintenance	75,000	81,198	(6,198)	80,000	80,000	5,000	6.67%
410	Repairs - 71 Summit Avenue	2,500	0	2,500	2,500	2,500	0	0.00%
411	Repairs - City Garage	12,000	8,113	(8,113)	12,000	12,000	0	0.00%
412	Repairs - City Hall	22,000	29,410	(7,410)	24,000	24,000	2,000	9.09%
418	100 Morris Avenue	13,000	8,972	4,028	10,000	10,000	(3,000)	-23.08%
419	5 Myrtle Avenue	5,000	4,169	831	5,500	5,000	0	0.00%
420	Butler Parkway/Tatlock Center	3,500	4,125	(625)	4,000	4,000	500	14.29%
421	Wilson Park	300	366	(66)	350	350	50	16.67%
508	Cleaning Services	43,000	47,688	(4,688)	48,000	48,000	5,000	11.63%
801	Clothing Maintenance/ Cleaning	400	126	274	400	400	0	0.00%
	Total Other Expenses	\$ 199,200	\$ 228,938	\$ (29,738)	\$ 211,250	\$ 215,750	\$ 16,550	8.31%
	Division Total	\$ 199,200	\$ 228,938	\$ (29,738)	\$ 211,250	\$ 215,750	\$ 16,550	8.31%

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<u>Salaries and Wages</u>								
101	Full-Time	\$ 262,000	\$ 261,603	\$ 397	\$ 270,000	\$ 266,000	\$ 4,000	1.53%
104	Overtime	7,105	5,613	1,492	6,000	6,000	(1,105)	-15.55%
	Total Salary & Wages	\$ 269,105	\$ 267,216	\$ 1,889	\$ 276,000	\$ 272,000	\$ 2,895	1.08%
<u>Other Expenses</u>								
201	Supplies & Materials	\$ 7,000	\$ 9,126	\$ (2,126)	\$ 7,500	\$ 7,500	\$ 500	7.14%
209	Safety Gear	4,000	3,863	137	4,000	4,000	0	0.00%
214	Vehicle Supplies	9,000	2,696	6,304	8,000	8,000	(1,000)	-11.11%
403	Equipment Maintenance	16,000	8,099	7,901	15,000	15,000	(1,000)	0.00%
405	Vehicle Maintenance	1,500	2,384	(884)	2,000	2,000	500	33.33%
700	Equipment	3,000	1,325	1,675	3,000	3,000	0	0.00%
801	Clothing Purchase/Cleaning	1,500	1,259	241	1,300	1,300	(200)	-13.33%
	Total Other Expenses	\$ 42,000	\$ 28,752	\$ 13,248	\$ 40,800	\$ 40,800	\$ (1,200)	-2.86%
	Division Total	\$ 311,105	\$ 295,968	\$ 15,137	\$ 316,800	\$ 312,800	\$ 1,695	0.54%

Status	Title	2015	2016				2016
		Base + Longevity	Base	Grade	Step	Longevity	Total
Bilello, Joseph	Full-Time Mechanic	\$ 85,326	\$ 78,502	9	19	\$ 7,850	\$ 86,352
Cooper, Raymond	Full-Time Fleet & Equipment Foreman	98,522	90,678	11	19	9,068	99,746
Leontowycz, Victor	Full-Time Mechanic	78,092	78,502	9	19	500	79,002
Salaries & Wages Total		\$ 261,940	\$ 247,682			\$ 17,418	\$ 265,100

		2015			2016		2015-2016 Budget Variance	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<i>Salaries and Wages</i>								
101	Full-Time	\$ 567,000	\$ 565,565	\$ 1,435	\$ 590,000	\$ 585,000	\$ 18,000	3.17%
103	Seasonal	6,000	4,728	1,272	6,000	6,000	0	0.00%
104	Overtime	20,300	12,655	7,645	20,000	20,000	(300)	-1.48%
	Total Salary & Wages	\$ 593,300	\$ 582,948	\$ 10,352	\$ 616,000	\$ 611,000	\$ 17,700	2.98%
<i>Other Expenses</i>								
204	Grounds Maintenance Materials	\$ 40,000	\$ 45,052	\$ (5,052)	\$ 40,000	\$ 40,000	\$ 0	0.00%
205	Tools	2,700	1,824	876	2,700	2,700	0	0.00%
226	Tree Planting	17,000	21,045	(4,045)	18,000	18,000	1,000	5.88%
403	Equipment Maintenance & Service	19,000	25,125	(6,125)	20,000	20,000	1,000	5.26%
404	Grounds Maintenance	66,000	65,970	30	66,000	66,000	0	0.00%
405	Vehicle Maintenance	20,000	16,910	3,090	22,000	22,000	2,000	10.00%
408	Snow Removal Materials	0	6,600	(6,600)	0	0	0	100.00%
514	Contracted Tree Pruning Services	46,000	26,335	19,665	46,000	40,000	(6,000)	-13.04%
515	Contracted Forester Services	37,000	37,000	0	36,000	36,000	(1,000)	-2.70%
516	Equipment	2,500	972	1,528	2,500	2,500	0	0.00%
801	Clothing Purchase/ Cleaning	2,500	2,450	50	3,000	3,000	500	0.00%
809	Conferences & Meetings	0	80	(80)	0	0	0	0.00%
	Total Other Expenses	\$ 252,700	\$ 249,362	\$ 3,338	\$ 256,200	\$ 250,200	\$ (2,500)	-0.99%
	Division Total	\$ 846,000	\$ 832,311	\$ 13,689	\$ 872,200	\$ 861,200	\$ 15,200	1.80%

Status	Title	2015	2016			2016	
		Base + Longevity	Base	Grade	Step	Longevity	Total
Caputo, Richard	Full-Time Rec Parks & Shade Tree Foreman	\$ 96,485	\$ 90,678	11	19	\$ 7,254	\$ 97,932
D'Angelo, Anthony	Full-Time Tree Climber/Operator	70,014	73,662	8	19	1,500	75,162
Docs, Ronald	Full-Time Maintenance Worker	62,868	63,304	5	19	500	63,804
Guanill, Joseph	Full-Time Spray Application Operator	50,734	53,395	8	1	0	53,395
Paradise, Peter	Full-Time Tree Climber/Operator	54,695	55,995	8	3	0	55,995
Phillips, Robert Jr.	Full-Time Assistant Foreman	78,842	78,502	9	19	1,500	80,002
Reyes, Gustavo	Full-Time Senior Maintenance Worker	77,653	73,662	8	19	5,893	79,555
Ruiz, Jesus	Full-Time Climber 1	76,134	70,219	6	19	7,022	77,241
Salaries & Wages Total		\$ 567,425	\$ 559,417			\$ 23,669	\$ 583,086

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<i>Salaries and Wages</i>								
101	Board Meetings	\$ 6,950	\$ 1,356	\$ 5,594	\$ 3,100	\$ 3,100	\$ (3,850)	-55.40%
199	Attorney	6,950	6,300	650	8,400	8,400	1,450	20.86%
	Total Salary & Wages	\$ 13,900	\$ 7,656	\$ 6,244	\$ 11,500	\$ 11,500	\$ (2,400)	-17.27%
<i>Other Expenses</i>								
201	Supplies and Materials	\$ 500	\$ 304	\$ 196	\$ 500	\$ 500	\$ 0	0.00%
210	Advertising	500	55	445	400	400	(100)	-20.00%
301	Printing	500	0	500	500	500	0	0.00%
510	Planning Services	58,000	58,000	0	80,000	80,000	22,000	37.93%
511	Special Projects	52,000	52,000	0	50,000	50,000	(2,000)	-3.85%
809	Conferences/Meetings & Training	300	326	(26)	650	650	350	116.67%
	Total Other Expenses	\$ 111,800	\$ 110,685	\$ 1,115	\$ 132,050	\$ 132,050	\$ 20,250	18.11%
	Division Total	\$ 125,700	\$ 118,342	\$ 7,358	\$ 143,550	\$ 143,550	\$ 17,850	14.20%

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<i>Salaries and Wages</i>		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Total Salary & Wages		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
<i>Other Expenses</i>								
201	Supplies and Materials	\$ 500	\$ 1,351	\$ (851)	\$ 500	\$ 500	\$ 0	0.00%
210	Advertising	200	156	44	200	200	0	0.00%
220	Attorney PO's	500	98	403	500	500	0	0.00%
500	Contract Services	19,000	19,775	(775)	22,000	22,000	3,000	15.79%
809	Conferences/Meetings & Training	800	180	620	1,300	1,000	200	25.00%
Total Other Expenses		\$ 21,000	\$ 21,560	\$ (560)	\$ 24,500	\$ 24,200	\$ 3,200	15.24%
Division Total		\$ 21,000	\$ 21,560	\$ (560)	\$ 24,500	\$ 24,200	\$ 3,200	15.24%

195-000 DCS - CODE ENFORCEMENT

LINE-ITEM BUDGET

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance	
							\$	%
<u>Salaries and Wages</u>								
101	Full-Time	\$ 160,700	\$ 159,669	\$ 1,031	\$ 163,000	\$ 163,000	\$ 2,300	1.43%
102	Part-Time	32,400	32,345	55	33,000	33,000	600	1.85%
	Total Salary & Wages	\$ 193,100	\$ 192,014	\$ 1,086	\$ 196,000	\$ 196,000	\$ 2,900	1.50%
<u>Other Expenses</u>								
201	Supplies and Materials	\$ 750	\$ 0	\$ 750	\$ 750	\$ 750	\$ 0	0.00%
301	Printing	500	635	(135)	500	500	0	100.00%
405	Vehicle Maintenance	500	1,561	(1,061)	1,000	1,000	500	100.00%
804	Training & Seminars	500	0	500	500	500	0	0.00%
	Total Other Expenses	\$ 2,250	\$ 2,196	\$ 54	\$ 2,750	\$ 2,750	\$ 500	22.22%
	Division Total	\$ 195,350	\$ 194,210	\$ 1,140	\$ 198,750	\$ 198,750	\$ 3,400	1.74%

Status	Title	2015 Base + Longevity	2016 Base	Grade	Step	Longevity	2016 Total
Anderson, Christa	Full-Time Zoning Officer	\$ 96,061	\$ 89,298	12	19	\$8,930	\$ 98,228
Matarredona, Jorge	Full-Time Safe Homes Inspector	62,429	63,365	7	19	0	63,365
Portine, Leon	Part-Time Property Maintenance Inspector	32,106	32,830	7	19	0	32,830
Salaries & Wages Total		\$ 190,596	\$ 185,493			\$8,930	\$ 194,423

DEPARTMENT OF COMMUNITY PROGRAMS

Judith Leblein Josephs, Director
Mark Ozoroski, Assistant Director



WHAT WE DO

The Department of Community Programs :

- | Provides recreation programs; facilities and leisure services that are accessible to all segments of the community.
- | Serves as the community resource for information and referral among organizations serving youth, recreation and senior services, both public and private.
- | Provides the City with a wide variety of programs involving social, cultural, educational, physical, health and wellness needs of Summit.
- | Schedules and requests maintenance for all of the athletic fields , playgrounds and park properties in the City for department, allied organizations and BOE athletics.
- | Facilitates improvements to the parks and recreation properties in the City and maintains the Field Restoration Fund.
- | Working with all City agencies, the DCP produces City Special Events
- | The DCP provides morale and education programs for City employees .

MISSION

To provide recreation and other related programs and services that meets the community's needs with a special consideration on senior and youth programs.

OUR VISION

The Department serves as the community's prime source for recreation, youth and seniors providing excellent programs, facilities, services and information.

CORE VALUES

Affordability • Character Development • Communication • Excellence
Friendliness • Health/Wellness • Inclusiveness • Learning
Partnerships • Responsiveness

OUR SERVICES AND GOALS

SERVICE 1 Park Capital Projects

GOAL

- Complete Projects Currently Underway
- Introduce New Projects Through Capital Plan

SERVICE 2 Corporate and Strategic Partnerships

GOAL

- Increase corporate opportunities
- Investigate a commissioned based firm
- Increase revenues

SERVICE 3 Senior Services & Special Needs Programs

GOAL

- Increase number of TryCAN communities
- Americans With Disabilities Compliance
- Manage Senior Connections Bus

SERVICE 4 Communication with the Public

GOAL

- Enhance our website, photo & video galleries
- Increase Constant Contact reach

SERVICE 5 Quality Programs and Special Events

GOAL

- Add new and exciting programs
- Enhance and expand special events
- Be a resource to allied organizations

HOW WE PERFORMED IN 2015



Complete current projects that are underway. Introduce new projects through the Capital Plan.

2015 Major Accomplishments

- The Community Center Project Schematic Design was completed with an Estimate of Probable Construction Costs above the \$5.7 million dollar target. Several scenarios were considered for cost savings measures.
- Investors Bank Field Artificial Turf Replacement Project bids were rejected due to costs. The project was postponed until June 2016. We purchased the turf and installation through a national co-op and received an upgrade by Desso Turf Products.
- The chimney at the Cornog Field House was repaired and brought back to its original glory. The Schematic Design and Estimate of Probable Construction Costs were prepared for the rehabilitation of the facility with leasing options explored.
- The Tatlock Tennis Court Project was successfully bid and advanced to near completion.
- The Tatlock Park Redevelopment Plan was prepared in draft form for consideration.
- Wilson Park Phase II Concept Plans were completed with DCS Engineering.
- The Investors Bank Field Bleacher and Press Box Project was started with a Structural Engineering Study, Survey and Testing.
- The plans for a new playground and shade pavilion at the FAC were completed with assistance from DCS Engineering.

2016 GOALS & OBJECTIVES



Complete current projects that are underway. Introduce new projects through the Capital Plan.

- Select an Architect to move into Design Development and Bid Specifications for the Summit Community Center for bidding by end of 2016.
- Replace artificial turf at Investors Bank Field for the 2016 Fall Athletic Season.
- Replace the bleachers and press box at Investors Bank Field for the 2016 Athletic Season.
- Present the Cornog Field House Redevelopment Plan as a part of the 2016 Capital Plan and start the design documents if funded.
- Bid the construction of an ADA Restroom and install at Cornog Field House.
- Bid the Wilson Park Phase II Project and complete before the end of 2016.
- Complete the Tatlock Tennis Court Project by spring 2016, and host celebration.
- Purchase and install a new playground and shade pavilion at the FAC for 2016 season.
- Review the Tatlock Park Redevelopment Plan as a part of the 2016 Capital Plan and begin design if funded.

HOW WE PERFORMED IN 2015



**Increase corporate and strategic partnership opportunities.
Investigate a commissioned-based firm. Increase revenues.**

2015 Major Accomplishments

- Increased the number of corporate sponsors by 35%. The total number of sponsors was 38, of which 10 were new.
- Brought in an overall total of \$98,483 corporate funding donation for special events produced by the DCP.
- Announced a gift of \$250,000 from Investors Bank for the Community Center Project.
- Secured \$7,800 for the Share the Fun! Afterschool Club from CDBG and Overlook Foundation.
- Secured \$34,450 for the Senior Connections Bus through CDBG, Junior League, Luminary Fund and Annual Campaign. The City contributed \$14,000 toward gas and operations.
- Secured \$165,000 toward the Tatlock Tennis Court Spring Repair and 2015 Replacement through Union County Kids Recreation Trust Fund and Summit Tennis Association.
- Secured a grant for the Investors Bank Field Artificial Turf Replacement from Union County Kids Recreation Trust.
- Secured new safety fencing for Glenside Field through Union County Kids Trust Fund valued at \$15,000.
- Secured grants and Coalition Funding for TryCAN Collaboration for a total of \$31,500 from the State of New Jersey, and FMBA.
- Collected \$119,101 in Field Restoration Fees for use on field projects with \$100,000 appropriated for replacement of Investors Bank Field Artificial Turf.
- Funded the annual Senior Picnic with \$1,000 from Overlook Hospital.
- Secured \$1,500 in Muni Tee Box Sponsorships for 2015-2018.
- Met with Sylvia Allen, a firm that solicits high level corporate sponsorships and explored a commission based approach for City Wide Projects.
- Created a Non Resident Youth Membership at the Summit Municipal Golf Course and saw an increase of \$6,900 in memberships and a subsequent increase in non-resident rounds of \$5,300. We also saw an increase in Summit rounds of \$14,644.
- An attempt to increase memberships at the Summit Family Aquatic Center by extending memberships to employees of the Summit Board of Education, EMS, and commercial lease holders proved unsuccessful with only 1 full season and 2 ½ season memberships.
- We had a total of 3,073 participants in Recreation Programs sponsored by the DCP for a total collected of \$362,400.

2016 GOALS & OBJECTIVES



**Increase corporate and strategic partnership opportunities.
Investigate a commissioned-based firm. Increase revenues.**

- Assist the Community Center Fundraising Committee to meet their goal of \$1.5 million dollars in 2016.
- Explore advertising possibilities and new corporate opportunities in all areas of DCP operations.
- Work with the Naming and Sponsorship Committee to identify new opportunities and prioritize City efforts.
- Seek out possible leases for the Cornog Field House and explore food service lease options to fund improvements.
- Interview additional firms that find corporate sponsorships on a commission basis.
- Promote the one year trial Non Resident Membership at the Summit Family Aquatic Center and report to the Common Council on results.
- Lease the Muni up to 4 times per year for outings to increase revenue.
- Increase marketing to area non - residents for both the Muni and the SFAC.
- Continue to pursue new sources of grants to offset expenses.
- Expand popular program offerings of the DCP. Muni and SFAC to increase revenues.

HOW WE PERFORMED IN 2015



Increase the number of services and programs for seniors and citizens with special needs. Expand the number of TryCan communities. Focus on ADA compliance. Further develop Senior Connections bus options.

2015 Major Accomplishments

- 100 Summit Seniors registered for annual memberships. 11 Non-resident Seniors registered for annual memberships and receive newsletters.
- The DCP hosted 8 Senior programs, for a total of 158 participants weekly, 5,688 participant segments in attendance recorded programs.
- The SFAC had a total of 3 programs for senior citizens for a total of 224 participants weekly or 2,688 participant segments for the season.
- Senior Connections Ridership holds steady at 55 per week for a total of 2,640 rides per year.
- The Senior Connections bus continues to run at a deficit of approximately \$20,000 per year, depending on their endowment.
- The DCP explored bus advertising opportunities and grants for the Senior Connections Bus.
- TryCAN Collaboration has reached 9 Municipal Partners that pay an annual fee of \$750 for participation and contribute facilities, volunteers and marketing.
- 114 area youth were trained as Teen Peer Mentors in 2015. Total number of volunteer hours for 2015 was 1563. There were 24 adult volunteers involved in 2015.
- A total of 59 programs were offered for children with special needs including sports, academics social skills and outings.
- A total of 400 youth participated in TryCAN with 97 new participants.
- The TryCAN Coordinator's position is funded through grants from the State of New Jersey.
- ADA reviews of each improvement project are conducted by Recreation Accessibility Consultants. Tatlock Tennis Courts were reviewed for compliance.
- Increased Senior Memberships at the Muni from 154 – 165 in 2015.
- Facilitated the Summit Senior Tennis Program.
- Held the first TryCAN Swim Event at the SFAC.

2016 GOALS & OBJECTIVES



Increase the number of services and programs for seniors and citizens with special needs. Expand the number of TryCan communities. Focus on ADA compliance. Further develop Senior Connections bus options.

- Recruit additional cities for the TryCAN Collaboration
- Maintain ROID Grant from State of New Jersey and resubmit.
- Train 100 new Teen Peer Mentors per year.
- Find new sources of revenue and support for TryCAN and Senior Programming
- Add Union County Higher Education History Program to Senior Program offerings.
- Expand health and wellness activities at DCP, SFAC and Muni for Seniors.
- Adjust senior special event schedule to meet new active senior population.
- Secure advertising on the Senior Connection Bus
- Explore other advertising sources within the city for revenue to be dedicated to Senior Bus.
- Hold 2 TryCAN Swim Events at the SFAC

HOW WE PERFORMED IN 2015



Improve communication with the public. Enhance our website, photo and video galleries. Increase Constant Contact reach.

2015 Major Accomplishments

- 1,025 Likes on SummitCommunityPrograms/Facebook
- Shark Diddy TV Episode # 1 reached 10,781 views, Shark Diddy TV Episode #2 reached 15,176 views and Mr. Z Top of the Rock Episode reached 16,103 views
- 124 press releases were sent in 2015
- 329 likes on SharkDiddy/Facebook with the highest organic reach in one day on July 28, 2015 by reaching 1,885 people in one day.
- Average weekly organic reach during the summer months was 5,000-5,500 during the summer months and 2,000-2,500 for the remainder of the year.
- Top Posts: Mr. Z Top of the Rock reached 1,200, “A Diddy from Diddy” reached 779 and Summit Sharks Promo reached 418.
- Fan breakdown for Shark Diddy Facebook insights: 69% women 26% between the ages of 35-44.
- DCP went to the Constant Contact email format and reached 5,491 recipients.
- Open rates for Constant Contact was 47% on average during the summer months and 36% average open rate for the remainder of the year, compared to industry average of 32%
- 227 newsletters sent in 2015.
- Created our own webpage summitcommunityprograms.com and linked to the City website.
- Started work on the new City site with our own DCP link late in 2015 for implementation in 2016.
- Played a vital role in the development of Summit Today Community Calendar.
- Won three World Waterpark Awards for media and promotional campaigns
- Won NJRPA Award for FAC commercial “Why Swim Anywhere Else?”
- Won the cover of Aquatics International as well as a featured article.
- Won Aquatics International Best of Aquatics Award
- FAC featured in an article in Recreation Management Magazine.
- Assisted with the Environmental Commission’s Sustainability Report
- Played a vital role in the selection of new City Website provider and subsequent training

2016 GOALS & OBJECTIVES



Improve communication with the public. Enhance our website, photo and video galleries. Increase Constant Contact reach.

- Fine tune the new summitcommunityprograms.com that is linked to the new City website.
- Increase our reach with Constant Contact or similar newsletter format.
- Further develop Shark Diddy TV.
- Participate in World's Largest Swim Lesson in June 2016.
- Publish an article on the Parental Responsibility Campaign from the FAC.
- More community outreach TV productions for all DCP programs.
- A DCP blog will be implemented on new City website.
- More contesting using photos, video for interaction with residents.
- Conduct a workshop to test our website accessibility and adjust.
- Create a Master calendar of grant and award application deadlines.

HOW WE PERFORMED IN 2015



Continue to generate quality programs and special events. Add new and exciting programs. Enhance and expand special events. Be a resource to allied organizations.

Major 2015 Accomplishments

- Created new programs at the Summit Community Center and Summit Family Aquatic Center including: Paddleboarding, Chef it Up, Lego Robotics and Holiday Camp for a total of new revenue of \$3,021.
- Had a total enrollment in programs of 3,073 participants in 70 programs offered by the DCP.
- Collected \$362,400 in program revenue through the Recreation Accounts Payable.
- Trained coaches with the Rutgers Youth Sports Safety Program from all DCP run athletic programs as well as affiliated organizations such as Summit Junior Baseball, Summit Soccer Club, Summit Lacrosse.
- Conducted criminal background checks for the same.
- Conducted concussion training for Summit Junior Football coaches.
- Served as a liaison and resource to the affiliated sports organizations who in turn provided athletic programs; SJBB 862 participants, Summit Lacrosse 800 participants, Summit Soccer Club 766 participants.
- Conducted a total of four tournaments at the Muni including Women, Youth, Seniors and Club Championship.
- Had 120 youth in the Recreation Swim Team at the SFAC.
- Conducted Employee Morale and Recognition Programs including the Summer Safety and the Holiday Employee Breakfast.
- Increased the daily participation in the After School Share the Fun! Club from 47 registered to 64. With daily walk in traffic we run a high attendance of 100 per week to a low of 50. Serving Grades 3-5.
- Working with 3 volunteers, we had Homework Help three days per week.
- The DCP produced or participated in 36 Special Events in total including concerts, movies, parades, pool parties, golf tournaments, senior breakfasts and holiday events. We team with the Summit PAL for their major events including the Ping Pong Tournament, Egg Hunt, Fishing Derby, Pet Show, Halloween Parade and Overlook 5 K.
- Produced two new events, the Diddy Doggy Dip and Heritage Day.
- Served on Shaping Summit Together and Junior League Community Boards.

2016 GOALS & OBJECTIVES

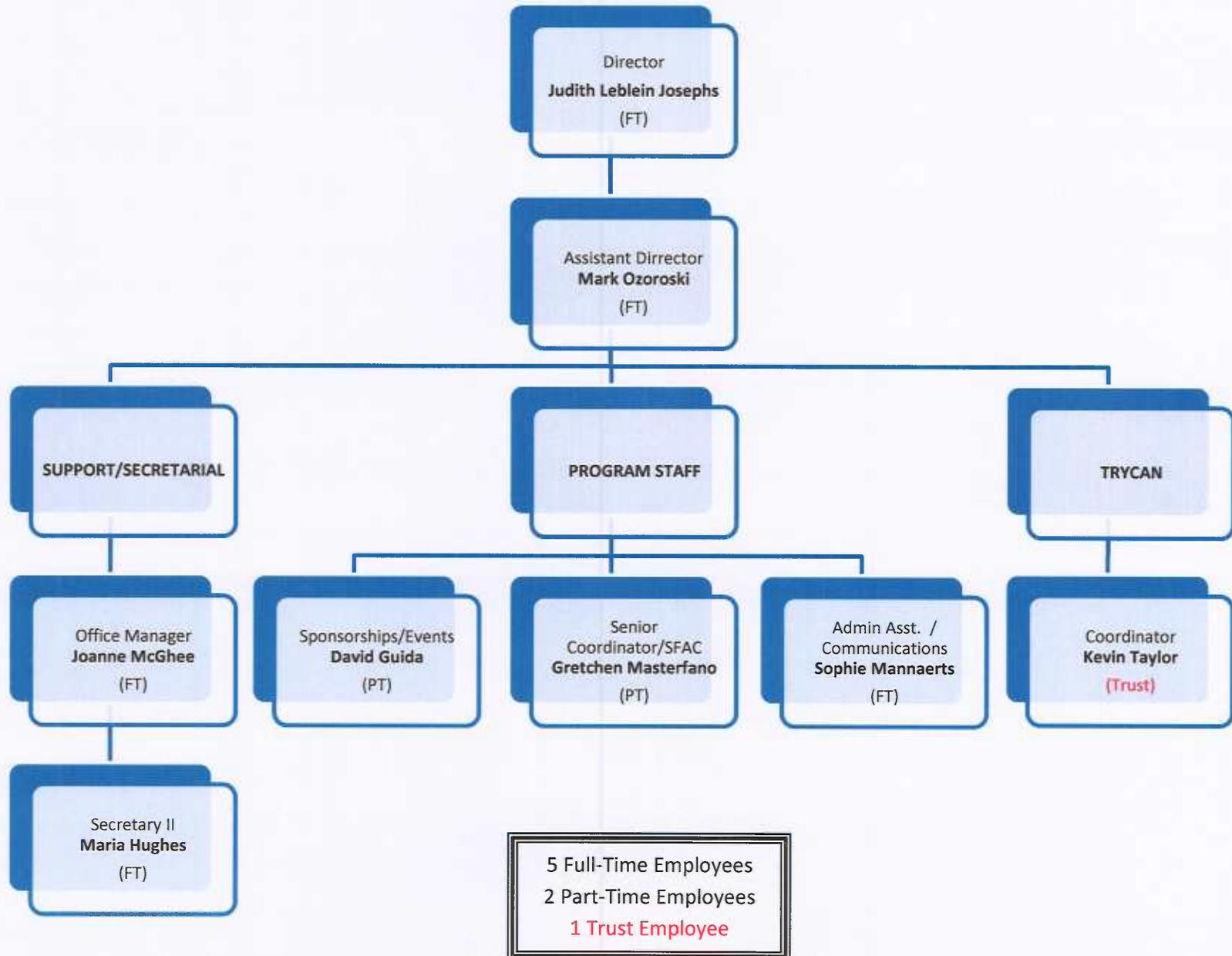


Continue to generate quality programs and special events. Add new and exciting programs. Enhance and expand special events. Be a resource to allied organizations.

- Hold Skate on the Green Event with artificial ice.
- Run nine new summer camps and enrichment programs.
- Add kayaking and yoga event to the FAC Special Programming.
- Participate in the World's Largest Swim Lesson and coordinate with YMCA and Connection
- Teaming with New Wave Aquatics to double the number of swim lessons.
- Continue to provide rentals for the Summit Seals and Summit Scarlet Elite Swim Teams.
- Add two new Youth Fitness Programs in the Fall.
- Hold Holiday Camp during Holiday Break after 2015 success.
- Keep more detailed statistics for use in future Management Reports.
- Survey our program participants following programs.

DEPARTMENT OF COMMUNITY PROGRAMS

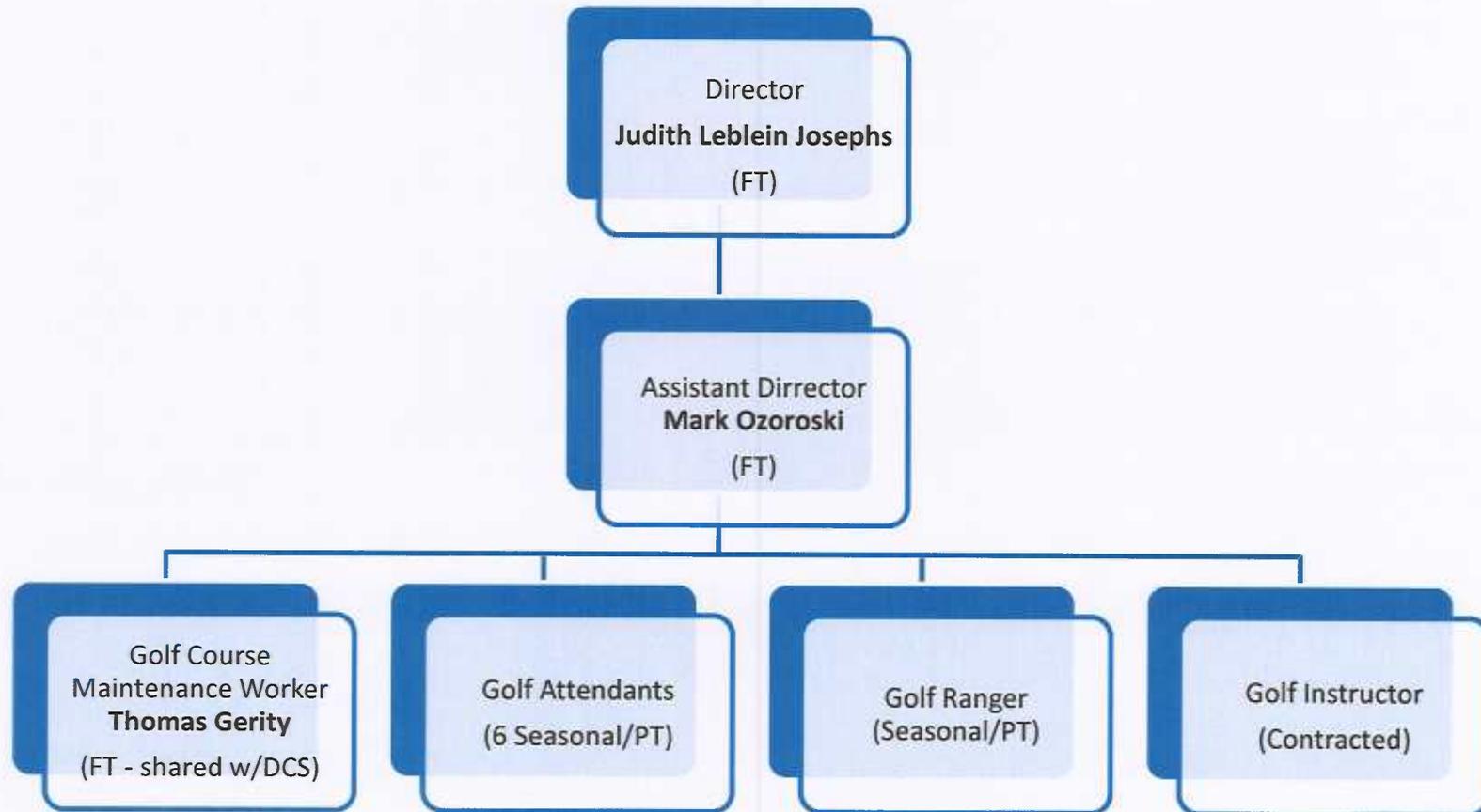
ADMINISTRATION



DEPARTMENT OF COMMUNITY PROGRAMS

MUNICIPAL GOLF COURSE

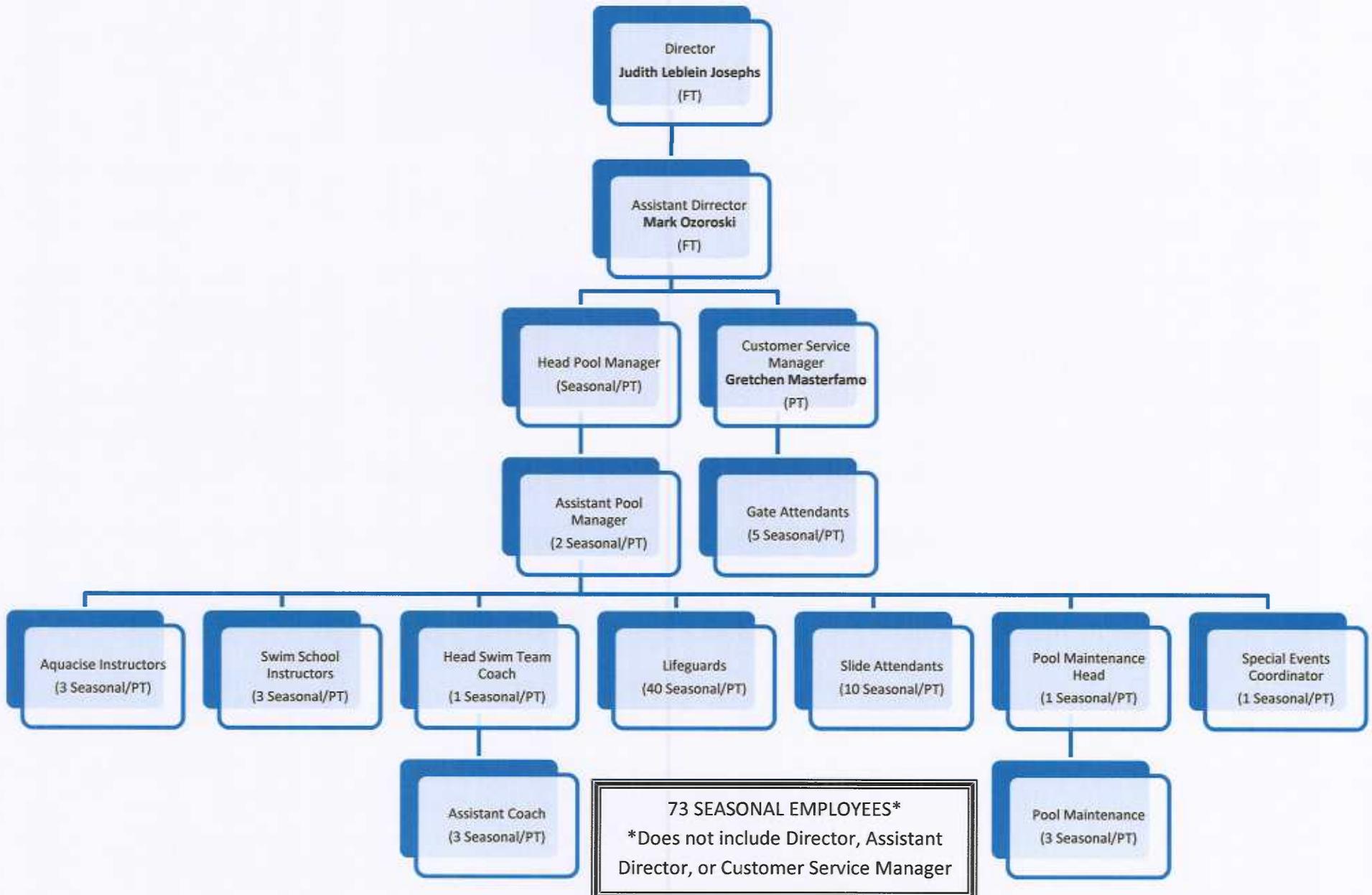
“MUNI”



1 FULL-TIME EMPLOYEE
7 SEASONAL/PART-TIME EMPLOYEES*
Does not include Director, Assistant Director or
Golf Instructor who is a contracted employee

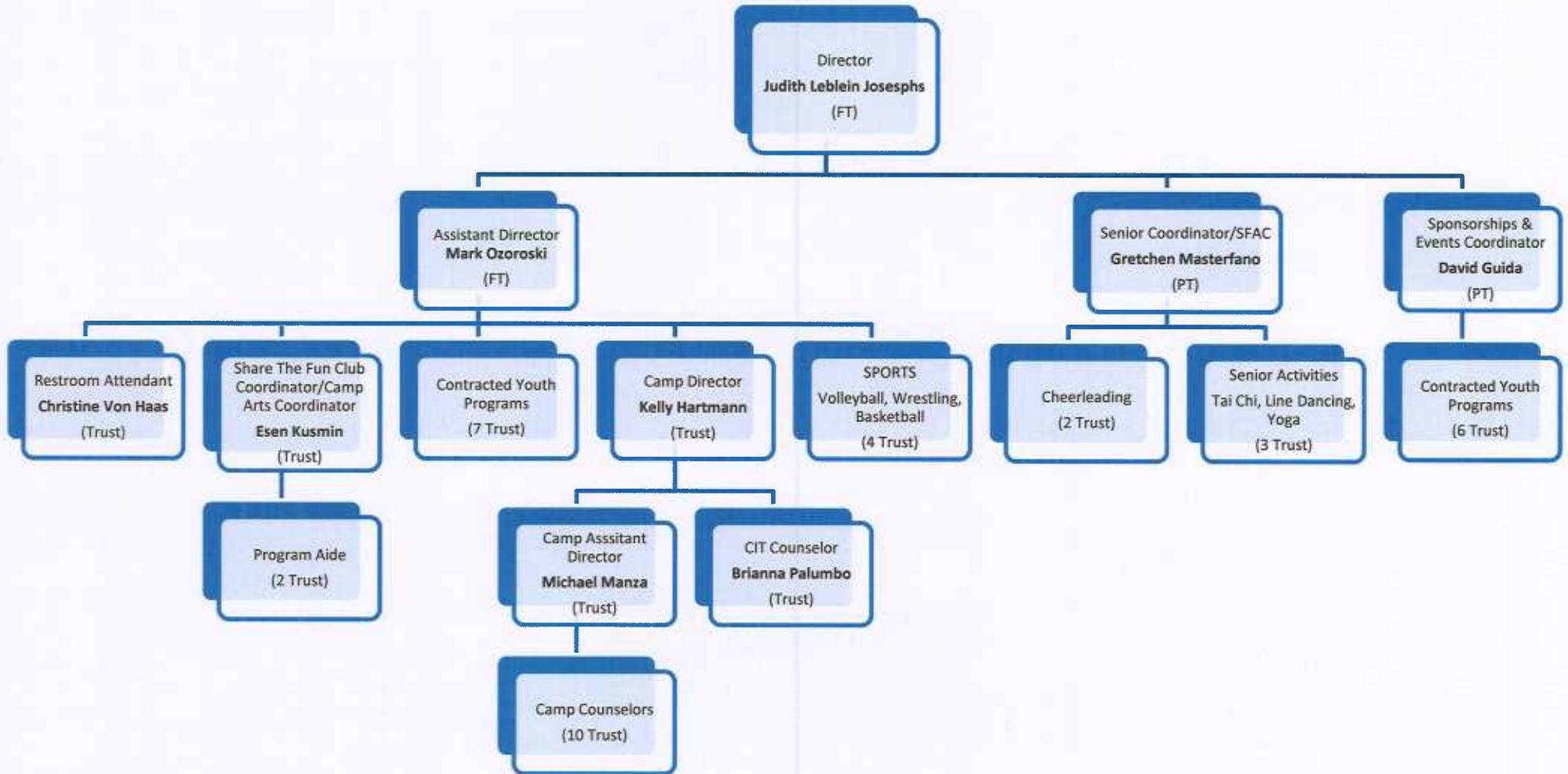
DEPARTMENT OF COMMUNITY PROGRAMS

FAMILY AQUATIC CENTER



DEPARTMENT OF COMMUNITY PROGRAMS

PROGRAM TRUST FUND

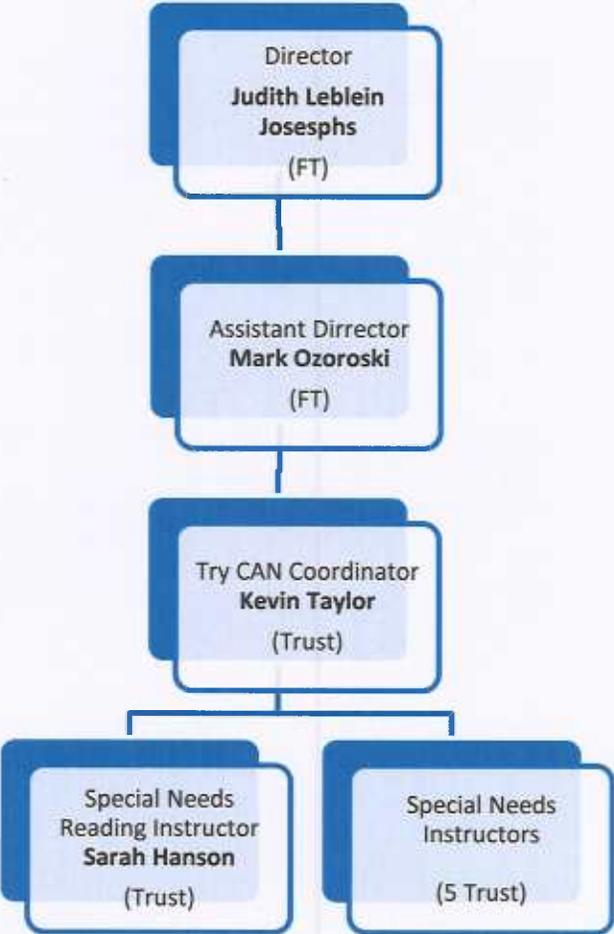


39 PROGRAM TRUST FUND EMPLOYEES*

*Does not include Director, Assistant Director, Sr.
Coordinator/SFAC, Sponsorships & Events Coordinator)

DEPARTMENT OF COMMUNITY PROGRAMS

TryCAN – PROGRAM TRUST FUND



6 TryCAN PROGRAM TRUST EMPLOYEES*
*Does not include Director, Assistant Director,
or TryCAN Coordinator

370-000 DEPARTMENT OF COMMUNITY PROGRAMS (DCP)

LINE-ITEM BUDGET

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<i>Salaries and Wages</i>								
101	Full-Time	\$ 442,000	\$ 441,669	\$ 331	\$ 495,918	\$ 495,918	\$ 53,918	12.20%
102	Part-Time	45,000	44,901	99	36,000	36,000	(9,000)	-20.00%
104	Overtime	1,000	0	0	0	0	0	-100.00%
	Total Salary & Wages	\$ 488,000	\$ 486,569	\$ 1,431	\$ 531,918	\$ 531,918	\$ 43,918	9.00%
<i>Other Expenses</i>								
201	Supplies & Materials	\$ 4,000	\$ 2,473	\$ 1,527	\$ 4,000	\$ 4,000	\$ 0	0.00%
301	Printing	4,500	4,299	201	4,500	4,500	0	0.00%
302	Postage	500	98	402	500	500	0	0.00%
309	Senior Services	13,000	13,000	0	13,000	13,000	0	0.00%
402	Building Maintenance	1,000	378	622	1,000	1,000	0	0.00%
405	Vehicle Maintenance	500	792	(292)	500	500	0	0.00%
500	Senior Bus	14,200	14,200	0	34,200	28,200	14,000	98.59%
700	Equipment	2,000	975	1,025	2,000	2,000	0	0.00%
801	Clothing Purchase/ Cleaning	1,000	300	700	1,000	1,000	0	0.00%
804	Training & Seminars	4,000	6,024	(2,024)	4,000	4,000	0	0.00%
808	Personal Expenses	2,500	3,649	(1,149)	2,500	2,500	0	0.00%
	Total Other Expenses	\$ 47,200	\$ 46,188	\$ 1,012	\$ 67,200	\$ 61,200	\$ 14,000	29.66%
	Division Total	\$ 535,200	\$ 532,757	\$ 2,443	\$ 599,118	\$ 593,118	\$ 57,918	10.82%

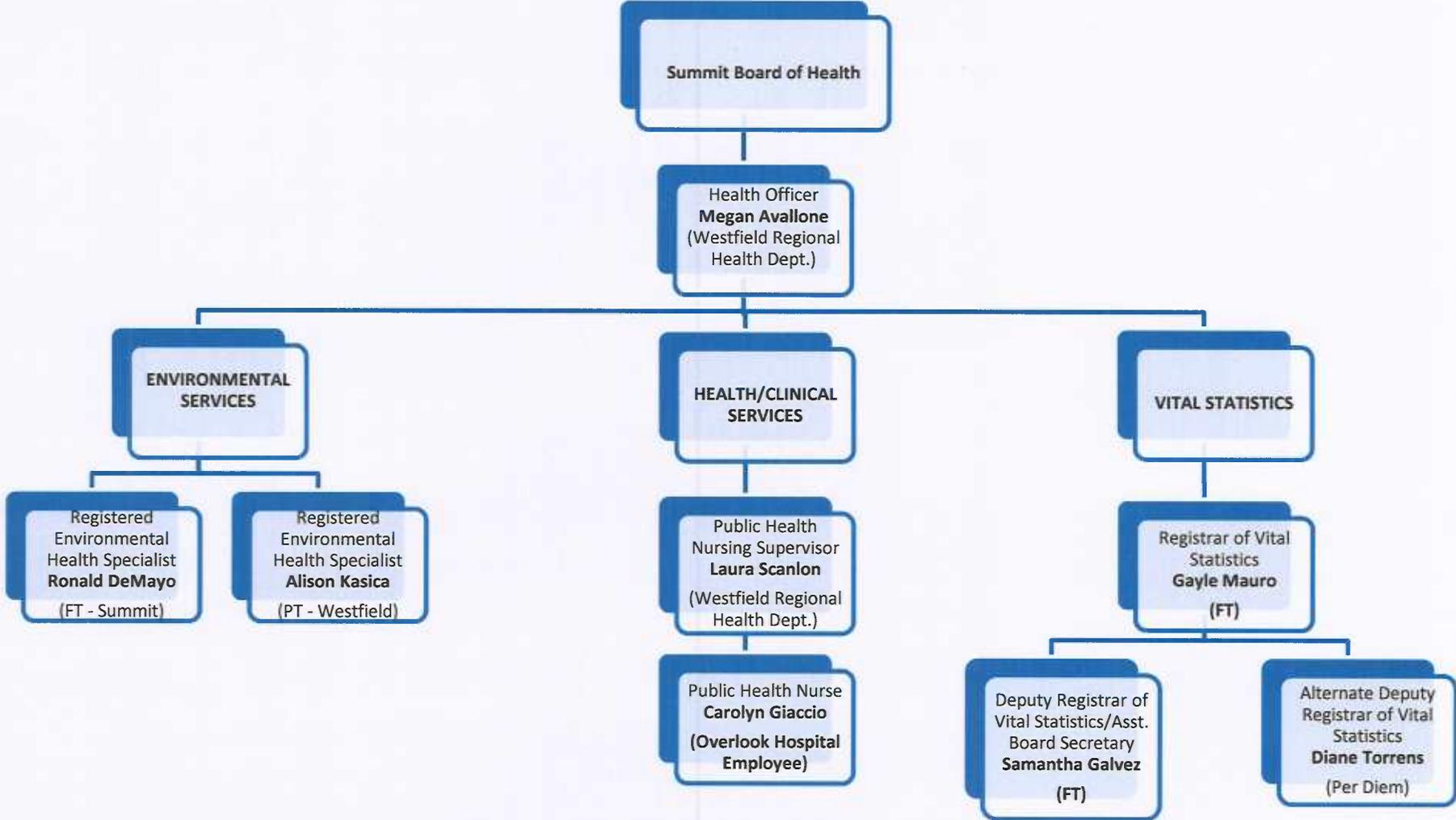
Status	Title	2015	2016				2016
		Base + Longevity	Base	Grade	Step	Longevity	Total
Guida, David	Part-Time Sponsorship/Events Coordinator	\$ 13,667	\$ 41,107	9	1	\$ 0	\$ 41,107
Hughes, Maria	Full-Time Secretary II	75,857	70,516	9	19	7,052	77,568
Leblein Josephs, Judith	Full-Time DCP Director	132,591	135,582	18	19	0	135,582
Mannaerts, Sophie	Full-Time Admin. Assist./Communications	56,714	62,991	9	12	0	62,991
Masterfano, Gretchen	Part-Time Senior Coordinator	26,780	36,000	9	1	0	36,000
McGhee, Joanne	Full-Time DCP Office Manager	75,857	70,516	9	19	7,052	77,568
Ozoroski, Mark	Full-Time Assistant Director	98,872	95,380	13	19	5,723	101,103
Salaries & Wages Total		\$ 480,337	\$ 476,092			\$ 19,826	\$ 495,918

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<u>Salaries and Wages</u>								
101	Full-Time	\$ 79,000	\$ 78,842	\$ 158	\$ 81,000	\$ 81,000	\$ 2,000	2.53%
102	Part-Time	32,000	31,945	55	36,000	36,000	4,000	12.50%
104	Overtime	10,500	7,960	2,540	10,000	10,000	(500)	-4.76%
	Total Salary & Wages	\$ 121,500	\$ 118,747	\$ 2,753	\$ 127,000	\$ 127,000	\$ 5,500	4.53%
<u>Other Expenses</u>								
201	Supplies & Materials	\$ 2,700	\$ 3,251	\$ (551)	\$ 2,700	\$ 2,700	\$ 0	0.00%
203	Equipment Maintenance Supplies	7,500	5,198	2,302	7,500	7,500	0	0.00%
204	Grounds Maintenance Supplies	32,000	24,512	7,488	32,000	32,000	0	0.00%
302	Postage	300	196	104	300	300	0	0.00%
402	Building Maintenance	4,200	1,685	2,515	4,200	4,200	0	0.00%
405	Vehicle Maintenance	1,000	347	653	1,000	1,000	0	0.00%
500	Contract Services	6,600	6,455	145	6,600	6,600	0	0.00%
700	Equipment	1,500	277	1,223	1,500	1,500	0	0.00%
801	Clothing Purchase/ Cleaning	500	751	(251)	500	500	0	0.00%
804	Registration Fees	200	110	90	200	200	0	0.00%
900	Rec Credit Card Fees	2,000	1,887	113	2,000	2,000	0	0.00%
	Total Other Expenses	\$ 58,500	\$ 44,669	\$ 13,831	\$ 58,500	\$ 58,500	\$ 0	0.00%
	Division Total	\$ 180,000	\$ 163,417	\$ 16,583	\$ 185,500	\$ 185,500	\$ 5,500	3.06%

Status	Title	2015 Base + Longevity	2016 Base	Grade	Step	Longevity	2016 Total
Gerity, Thomas	Full-Time Golf Course Maintenance Worker	\$ 78,842	\$ 78,502	9	19	\$ 1,500	\$ 80,002
Salaries & Wages Total		\$ 78,842	\$ 78,502			\$ 1,500	\$ 80,002

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<u>Salaries and Wages</u>								
101	Full-Time	\$ 0	\$ 0	\$ 0	\$ 33,000	\$ 0	\$ 0	100.00%
102	Part-Time	145,000	144,894	106	150,000	150,000	5,000	3.45%
104	Overtime	1,000	935	65	1,000	1,000	0	0.00%
	Total Salary & Wages	\$ 146,000	\$ 145,829	\$ 171	\$ 184,000	\$ 151,000	\$ 5,000	3.42%
<u>Other Expenses</u>								
201	Supplies & Materials	\$ 33,000	\$ 36,710	\$ (3,710)	\$ 40,000	\$ 40,000	\$ 7,000	21.21%
203	Equipment Maintenance Supplies	6,900	6,856	44	6,900	6,900	0	0.00%
204	Grounds Maintenance Materials	3,500	4,276	(776)	3,500	3,500	0	0.00%
301	Printing	500	39	461	500	500	0	0.00%
302	Postage	300	0	300	300	300	0	0.00%
400	Maintenance Services	18,000	12,452	5,548	18,000	16,000	(2,000)	-11.11%
402	Building Maintenance	8,500	8,326	174	8,500	8,500	0	0.00%
500	Contract Services	15,000	16,187	(1,187)	16,000	16,000	1,000	6.67%
700	Equipment	5,000	4,932	68	5,000	5,000	0	0.00%
801	Clothing Purchase/ Cleaning	5,000	5,399	(399)	5,000	5,000	0	0.00%
804	Training & Seminars	1,500	2,118	(618)	1,500	1,500	0	0.00%
900	Rec Credit Card Fees	6,000	5,737	263	6,000	6,000	0	0.00%
	Total Other Expenses	\$ 103,200	\$ 103,033	\$ 167	\$ 111,200	\$ 109,200	\$ 6,000	5.81%
	Division Total	\$ 249,200	\$ 248,862	\$ 338	\$ 295,200	\$ 260,200	\$ 11,000	4.41%

DEPARTMENT OF HEALTH



3 FULL-TIME EMPLOYEES

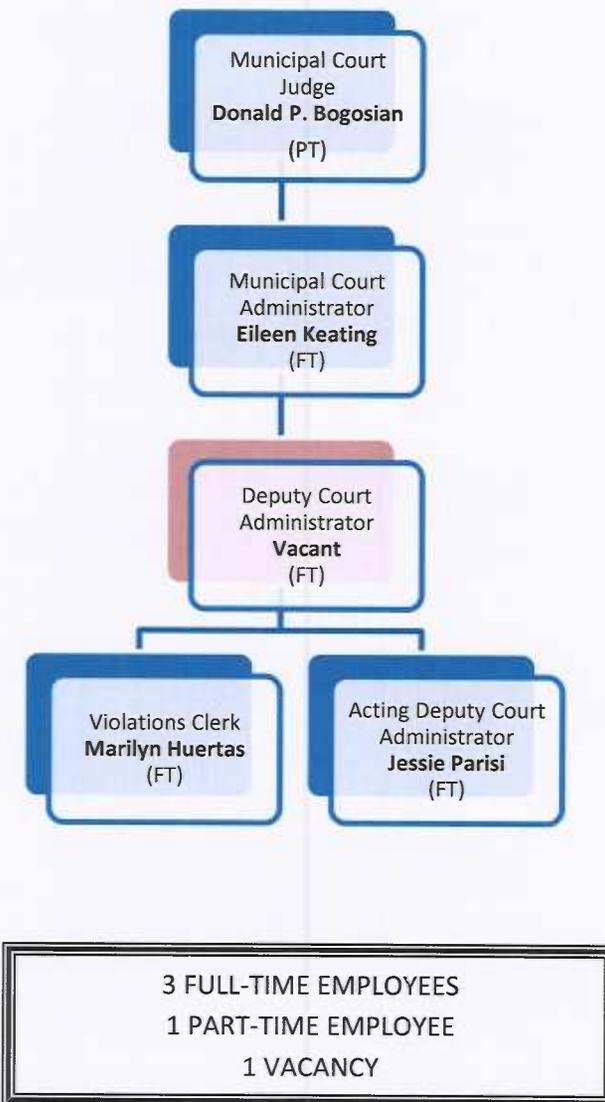
1 PER-DIEM EMPLOYEE

1 FULL-TIME OVERLOOK HOSPITAL EMPLOYEE
3 SHARED SERVICE EMPLOYEES - WESTFIELD

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<u>Salaries and Wages</u>								
101	Full-Time	\$ 165,600	\$ 172,732	\$ (7,132)	\$ 226,000	\$ 226,000	\$ 60,400	36.47%
102	Part-Time	55,500	39,923	15,577	5,000	5,000	(50,500)	-90.99%
109	Part-Time Inspectors	8,000	0	8,000	0	0	(8,000)	-100.00%
199	Environmental Health Services	0	8,000	(8,000)	0	0	0	0.00%
	Total Salary & Wages	\$ 229,100	\$ 220,655	\$ 8,445	\$ 231,000	\$ 231,000	\$ 1,900	0.83%
<u>Other Expenses</u>								
300	Office Services	\$ 5,000	\$ 5,389	\$ (389)	\$ 6,000	\$ 6,000	\$ 1,000	20.00%
302	Postage	300	300	0	300	300	0	0.00%
500	Contract Services	2,500	1,360	1,140	2,000	2,000	(500)	-20.00%
501	Westfield Shared Service Agreement	65,000	64,841	159	74,000	74,000	9000	13.85%
506	Management Services	1,500	219	1,281	500	500	(1,000)	-66.67%
703	Automobiles	700	0	700	700	700	0	0.00%
806	Memberships	1,000	205	795	500	500	(500)	-50.00%
809	Conferences & Meetings	1,500	1,116	384	1,500	1,500	0	0.00%
900	Miscellaneous	100	0	100	100	100	0	0.00%
	Total Other Expenses	\$ 77,600	\$ 73,430	\$ 4,170	\$ 85,600	\$ 85,600	\$ 8,000	10.31%
	Division Total	\$ 306,700	\$ 294,085	\$ 12,615	\$ 316,600	\$ 316,600	\$ 9,900	3.23%
340-000								
200	<u>Dog Regulation</u>	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ (5,000)	-50.00%
350-000								
10	<u>Social Services - S.A.G.E.</u>	\$ 34,100	\$ 34,077	\$ 23	\$ 34,587	\$ 34,587	\$ 487	1.43%
351-000								
200	<u>Prevention of Drug & Alcohol Abuse</u>	\$ 7,890	\$ 7,890	\$ 0	\$ 7,890	\$ 7,890	\$ 0	0.00%
	Overall Health Total	\$ 358,690	\$ 341,051	\$ 17,639	\$ 364,077	\$ 364,077	\$ 5,387	1.50%

Status	Title	2015 Base + Longevity	2016 Base	Grade	Step	Longevity	2016 Total
Demayo, Ronald	Registered Environmental Health Specialist	\$ 102,603	\$ 95,380	13	19	\$ 9,538	\$ 104,918
Galvez, Samantha	Deputy Registrar	45,365	49,067	6	4	0	49,067
Mauro, Gayle	Registrar of Vital Statistics	68,853	66,421	8	19	5,314	71,735
Salaries & Wages Total		\$ 216,821	\$ 210,868			\$ 14,852	\$ 225,720

MUNICIPAL COURT / VIOLATIONS BUREAU



		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<i>Salaries and Wages</i>								
101	Full-Time	\$ 350,000	\$ 289,942	\$ 60,058	\$ 310,000	\$ 294,000	\$ (56,000)	-16.00%
103	Part-Time	15,000	3,712	11,288	15,000	5,000	(10,000)	-66.67%
104	Overtime	5,000	2,508	2,492	5,000	5,000	0	0.00%
170	Payroll (Clearing Account)	0	7,805	(7,805)	0	0	0	0.00%
	Total Salary & Wages	\$ 370,000	\$ 303,967	\$ 66,033	\$ 330,000	\$ 304,000	\$ (66,000)	-17.84%
<i>Other Expenses</i>								
201	Supplies & Materials	\$ 5,000	\$ 3,618	\$ 1,382	\$ 5,000	\$ 5,000	\$ 0	0.00%
300	Office Services	3,300	2,062	1,238	3,300	3,300	0	0.00%
500	Contract Services	3,000	2,587	413	3,000	3,000	0	0.00%
501	Legal Services	1,500	1,103	398	1,500	1,500	0	0.00%
509	Miscellaneous Svcs (Interpreters)	2,000	1,238	763	2,000	2,000	0	0.00%
700	Equipment	1,000	1,713	(713)	1,000	1,000	0	0.00%
809	Conferences & Meetings	4,000	978	3,022	4,000	4,000	0	0.00%
	Total Other Expenses	\$ 19,800	\$ 13,297	\$ 6,503	\$ 19,800	\$ 19,800	\$ 0	0.00%
	Division Total	\$ 389,800	\$ 317,264	\$ 72,536	\$ 349,800	\$ 323,800	\$ (66,000)	-16.93%

Status	Title	2015 Base + Longevity	2016 Base	Grade	Step	Longevity	2016 Total
Bogosian, Donald	Part-Time Municipal Court Judge	\$ 52,369	\$ 52,759			\$ 0	\$ 52,759
Huertas, Marilyn	Full-Time Violations Clerk	59,983	61,335	6	19	0	61,335
Keating, Eileen	Full-Time Municipal Court Administrator	110,524	102,742	14	19	10,274	113,016
Parisi, Jessie	Full-Time Acting Dep. Court Administrator	65,081	61,335	6	19	3,680	65,015
Salaries & Wages Total		\$ 287,957	\$ 278,171			\$ 13,954	\$ 292,125

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
430-000	Electricity							
100	Electricity	\$ 356,800	\$ 351,882	\$ 4,918	\$ 350,000	\$ 350,000	\$ (6,800)	0.00%
FAC	Family Aquatic Center	0	17,000	(17,000)	17,000	17,000	17,000	100.00%
GLF	Golf Course	0	4,765	(4,765)	5,000	5,000	5,000	100.00%
	Sub-Total	\$ 356,800	\$ 373,646	\$ (16,846)	\$ 372,000	\$ 372,000	\$ 15,200	4.26%
435-000	Street Lighting							
	Street Lighting	\$ 166,800	\$ 153,179	\$ 13,621	\$ 153,000	\$ 153,000	\$ (13,800)	-8.27%
	Sub-Total	\$ 166,800	\$ 153,179	\$ 13,621	\$ 153,000	\$ 153,000	\$ (13,800)	-8.27%
440-00	Telephone							
	Telephone	\$ 219,300	\$ 219,289	\$ 11	\$ 220,000	\$ 220,000	\$ 700	0.32%
	Sub-Total	\$ 219,300	\$ 219,289	\$ 11	\$ 220,000	\$ 220,000	\$ 700	0.32%
445-000	Water							
100	Water	\$ 66,990	\$ 60,822	\$ 6,168	\$ 61,000	\$ 61,000	\$ (5,990)	-8.94%
FAC	Family Aquatic Center	0	5,900	(5,900)	6,000	6,000	6,000	100.00%
GLF	Golf Course	0	238	(238)	500	500	500	100.00%
	Sub-Total	\$ 66,990	\$ 66,960	\$ 30	\$ 67,500	\$ 67,500	\$ 510	0.76%
	Fuel							
446	Natural Gas	\$ 70,000	\$ 51,849	\$ 23,508	\$ 60,000	\$ 60,000	\$ (10,000)	-14.29%
447	Heating Oil	45,000	44,991	9	50,000	50,000	5,000	11.11%
460	Gasoline	136,000	127,963	(5,632)	135,000	135,000	(1,000)	100.00%
461	Diesel	161,000	112,000	49,000	130,000	130,000	(31,000)	-19.25%
	Sub-Total	\$ 412,000	\$ 336,804	\$ 75,196	\$ 375,000	\$ 375,000	\$ (37,000)	-8.98%
	Utilities Total	\$ 1,221,890	\$ 1,149,878	\$ 72,012	\$ 1,187,500	\$ 1,187,500	\$ (34,390)	-2.81%

	2015			2016		2015-2016 Budget Variance	
	Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
210-000 General Liability							
General Liability	\$ 474,200	\$ 450,000	\$ 24,200	\$ 522,000	\$ 502,000	\$ 27,800	5.86%
Sub-Total	\$ 474,200	\$ 450,000	\$ 24,200	\$ 522,000	\$ 502,000	\$ 27,800	5.86%
215-000 Workers Compensation							
Workers Compensation	\$ 648,700	\$ 150,000	\$ 498,700	\$ 648,700	\$ 648,000	\$ (700)	-0.11%
Sub-Total	\$ 648,700	\$ 150,000	\$ 498,700	\$ 648,700	\$ 648,000	\$ (700)	-0.11%
220-000 Employee Group Health							
Medical and Dental	\$ 2,654,400	\$ 2,205,800	\$ 448,600	\$ 2,654,400	\$ 2,615,000	\$ (39,400)	-1.48%
Sub-Total	\$ 2,654,400	\$ 2,205,800	\$ 448,600	\$ 2,654,400	\$ 2,615,000	\$ (39,400)	-1.48%
225-000 Unemployment							
Unemployment	\$ 45,000	\$ 43,650	\$ 1,350	\$ 45,000	\$ 45,000	\$ 0	0.00%
Sub-Total	\$ 45,000	\$ 43,650	\$ 88,650	\$ 45,000	\$ 45,000	\$ 0	0.00%
230-000 Other Insurances							
Other Insurances	\$ 118,000	\$ 0	\$ 118,000	\$ 118,000	\$ 110,000	\$ (8,000)	-6.78%
Sub-Total	\$ 118,000	\$ 0	\$ 118,000	\$ 118,000	\$ 110,000	\$ (8,000)	-6.78%
Insurance Total	\$ 3,940,300	\$ 2,849,451	\$ 1,090,849	\$ 3,988,100	\$ 3,920,000	\$ (20,300)	-0.52%

	2015			2016		2015-2016	
	Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
471-000 Public Employees Retirement System							
PERS	\$ 1,074,137	\$ 1,051,170	\$ 22,967	\$ 1,151,400	\$ 1,151,400	\$ 77,263	7.19%
Less : Library Contribution	(116,800)	(116,800)	0	(136,835)	(136,835)	(20,035)	17.15%
Less : Housing Authority Contribution	(22,965)	(22,965)	0	(24,500)	(24,500)	(1,535)	6.68%
Sub-Total	\$ 934,372	\$ 911,405	\$ 24,200	\$ 990,065	\$ 990,065	\$ 55,693	5.96%
475-000 Police Fire Retirement System							
PFRS	\$ 2,018,053	\$ 2,018,053	\$ 0	\$ 2,134,000	\$ 2,134,000	\$ 115,947	5.75%
Sub-Total	\$ 2,018,053	\$ 2,018,053	\$ 498,700	\$ 2,134,000	\$ 2,134,000	\$ 115,947	5.75%
471-000 Defined Contribution Retirement Plan							
DCRP	\$ 5,850	\$ 8,101	\$ (2,251)	\$ 9,000	\$ 9,000	\$ 3,150	53.85%
Sub-Total	\$ 5,850	\$ 8,101	\$ (2,251)	\$ 9,000	\$ 9,000	\$ 3,150	53.85%
472-000 Social Security							
Social Security	\$ 748,050	\$ 747,959	\$ 91	\$ 800,000	\$ 800,000	\$ 51,950	6.94%
Sub-Total	\$ 748,050	\$ 747,959	\$ 91	\$ 800,000	\$ 800,000	\$ 51,950	6.94%
Pension/ Social Security Total	\$ 3,706,325	\$ 3,685,518	\$ 20,807	\$ 3,933,065	\$ 3,933,065	\$ 226,740	6.12%

	2015			2016		2015-2016	
	Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
265-000 Interlocal Agreements							
<u>Interlocal Agreements</u>							
Joint Meeting - NPSM Emergency Dispatch Center	\$ 589,882	\$ 589,882	\$ 0	\$ 879,950	\$ 879,950	\$ 290,068	49.17%
Interlocal Agreements Total	\$ 589,882	\$ 589,882	\$ 0	\$ 879,950	\$ 879,950	\$ 290,068	49.17%
000-000 State and Federal Grant Appropriations							
<u>Grants</u>							
NJ Recycling Tonnage Grant	\$ 52,350	\$ 52,350	\$ 0	\$ 39,034	\$ 39,034	\$ (13,316)	-25.44%
Drunk Driving Enforcement	5,688	5,688	0	0	0	(5,688)	-100.00%
NJ Body Armor Replacement Fund	4,373	4,373	0	0	0	(4,373)	-100.00%
Clean Communities	42,706	42,706	0	13,327	13,327	(29,379)	-68.79%
Greening Union County	6,875	6,875	0	0	0	(6,875)	-100.00%
Union County Infrastructure and Municipal Aid	115,000	115,000	0	0	0	(115,000)	-100.00%
Auxiliary Police Body Armor	12,600	12,600	0	0	0	(12,600)	-100.00%
Drunk Driving Enforcement Grant	2,856	2,856	0	0	0	(2,856)	100.00%
NJ DOT Municipal Aid - DeForest Avenue Section II	0	0	0	150,000	150,000	150,000	100.00%
Grants Total	\$ 242,447	\$ 242,447	\$ 0	\$ 202,361	\$ 202,361	\$ (40,086)	-16.53%

	2015			2016		2015-2016	
	Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
901-000 Capital Improvement Fund	\$ 325,000	\$ 0	\$ 325,000	\$ 325,000	\$ 325,000	\$ 0	0.00%
900-000 Debt Service							
Municipal Debt Service							
Bond Principal	\$ 2,168,000	\$ 2,168,000	\$ 0	\$ 2,260,000	\$ 2,260,000	\$ 92,000	4.24%
Bond Anticipation Note Principal	302,300	302,300	0	288,500	288,500	(13,800)	-4.57%
Interest on Bond Anticipation Notes	511,594	511,594	0	596,162	597,113	85,519	16.72%
Interest on Notes	52,000	51,928	72	47,655	47,655	(4,345)	-8.36%
Downtown Business Improvement Loan	33,300	33,300	0	33,300	33,300	0	0.00%
Municipal Debt Service Total	\$ 3,067,194	\$ 3,067,122	\$ 72	\$ 3,225,617	\$ 3,226,568	\$ 159,374	5.20%
School Debt Service							
Bond Principal	\$ 3,340,000	\$ 3,340,000	\$ 0	\$ 3,345,000	\$ 3,345,000	\$ 5,000	0.15%
Bond Anticipation Note Principal	847,000	847,000	0	667,000	667,000	(180,000)	-21.25%
Interest on Bonds Anticipation Note	1,098,794	1,098,714	80	1,353,753	1,353,753	254,959	23.20%
Interest on Notes	65,000	65,000	0	90,380	90,380	25,380	39.05%
School Debt Service Total	\$ 5,350,794	\$ 5,350,714	\$ 80	\$ 5,456,133	\$ 5,456,133	\$ 105,339	1.97%

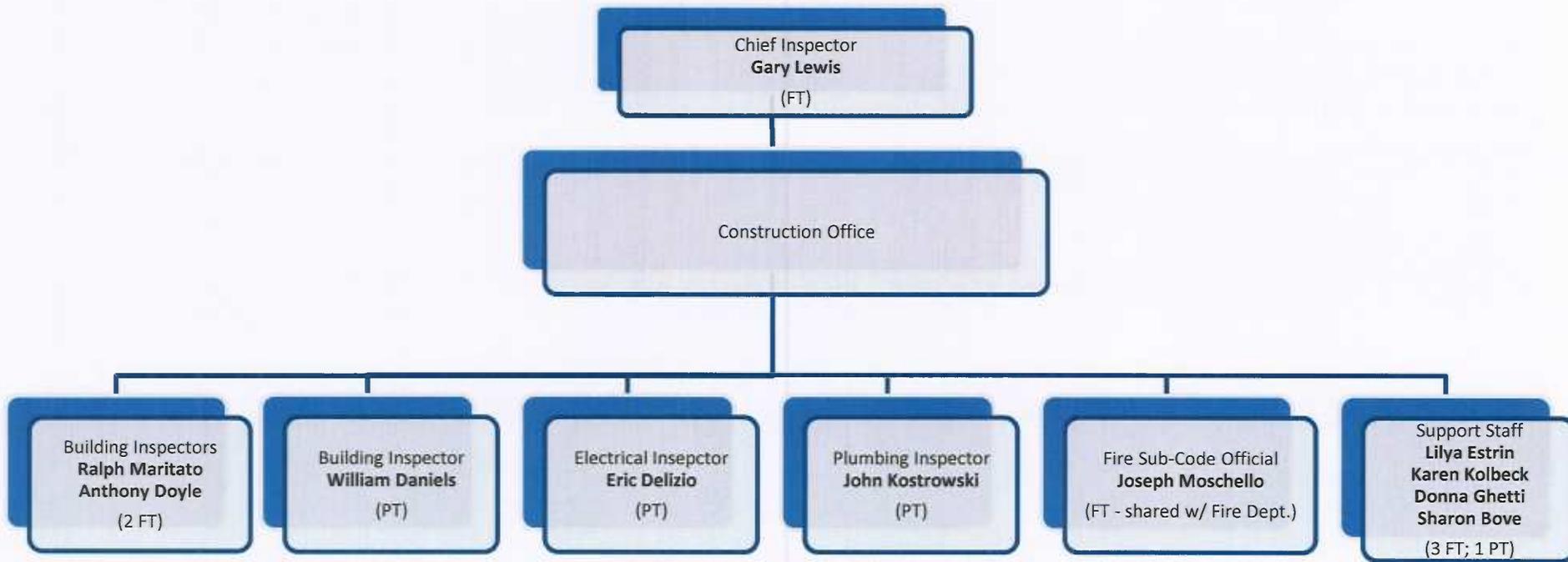
DEFERRED CHARGES & RESERVES

LINE-ITEM BUDGET

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
Deferred Charges								
876-000	Prospective Assessments Canceled	\$ 37,000	\$ 37,000	\$ 0	\$ 37,000	\$ 0	\$ (37,000)	-100.00%
877-000	Deferred Charges (Capital Expenses not Funded)	\$ 100,000	\$ 0	\$ 100,000	\$ 0	\$ 0	\$ (100,000)	-100.00%
Reserves								
899-001	Reserve for Tax Appeals	\$ 200,000	\$ 200,000	\$ 0	\$ 350,000	\$ 350,000	\$ 150,000	75.00%
899-002	Reserve for Salary Adjustments	\$ 0	\$ 0	\$ 0	\$ 95,000	\$ 95,000	\$ 95,000	100.00%
899-000	Reserve for Uncollected Taxes	\$ 6,300,000	\$ 6,300,000	\$ 0	\$ 6,300,000	\$ 5,184,281	\$ (1,115,719)	-17.71%

DEPARTMENT OF COMMUNITY SERVICES

UNIFORM CONSTRUCTION CODE (U.C.C.)



6.5 FULL-TIME EMPLOYEES
4 PART-TIME EMPLOYEES

701-000 DCS - UNIFORM CONSTRUCTION CODE (DEDICATED TRUST FUND)

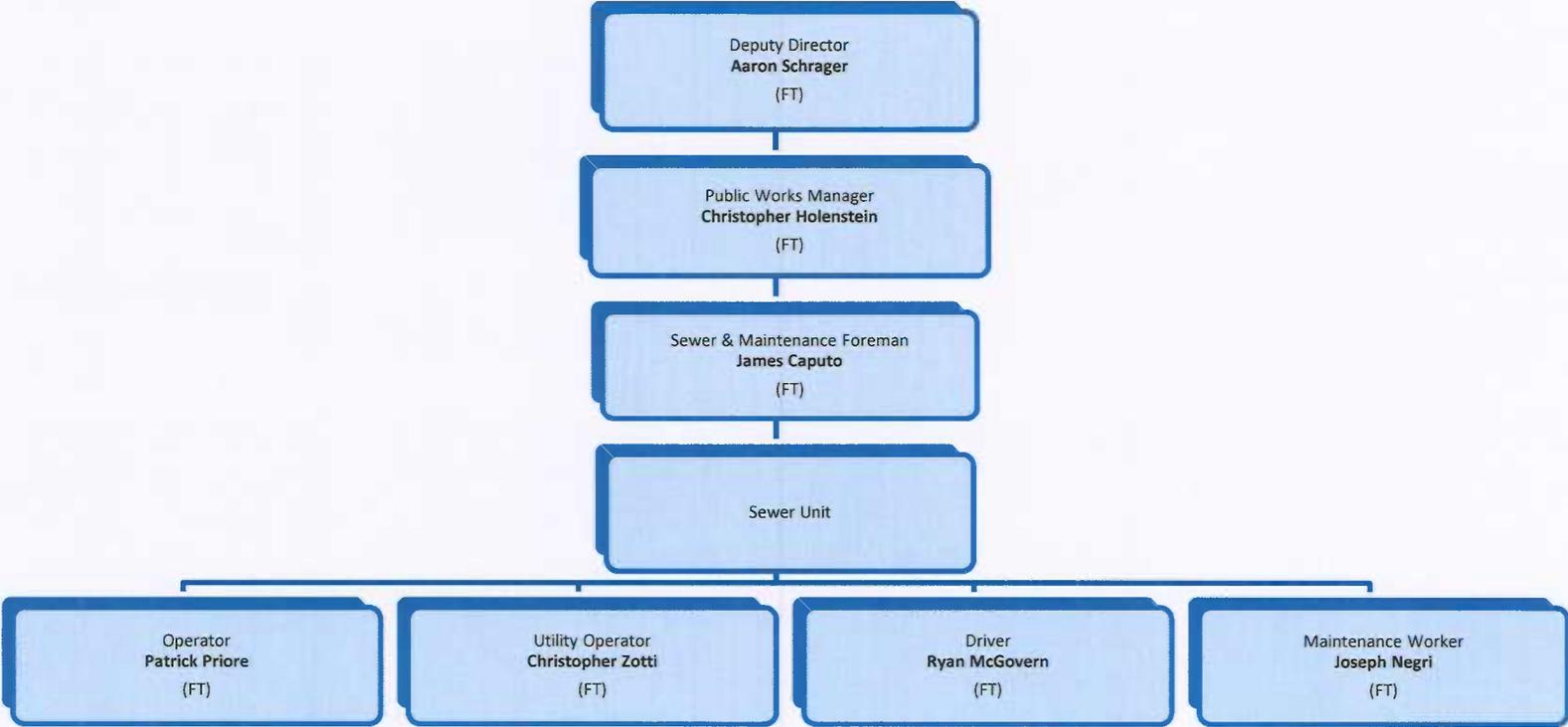
LINE-ITEM BUDGET

REVENUES		2015			2016		2015-2016 Budget Variance	
		ANTICIPATED	ACTUAL	Amount Over/(Under)	ANTICIPATED	\$	%	
	U.C.C. Fees	\$ 855,900	\$ 808,679	\$ (47,221)	\$ 859,000	\$ 3,100.00	0.36%	
	Interest on Investments	0	1,755	1,755	0	0	0.00%	
	Total U.C.C. Revenues	\$ 855,900	\$ 810,434	\$ (45,466.43)	\$ 859,000	\$ 3,100	0.36%	
APPROPRIATIONS		2015			2016		2015-2016 Budget Variance	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Proposed Budget	\$	%	
Salaries and Wages								
101	Full-Time	\$ 711,700	\$ 724,178	\$ (12,478)	\$ 720,000	\$ 8,300	1.17%	
104	Overtime	30,000	17,366	12,634	30,000	0	0.00%	
	Total Salary & Wages	\$ 741,700	\$ 741,544	\$ 156	\$ 750,000	\$ 8,300	1.12%	
Other Expenses								
201	Supplies & Materials	\$ 3,700	\$ 3,171	\$ 529	\$ 2,700	\$ (1,000)	-27.03%	
301	Printing	1,000	181	819	5,000	4,000	400.00%	
405	Vehicle Maintenance	3,500	8,098	(4,598)	3,500	0	0.00%	
500	Contract Services	10,500	6,785	3,715	10,500	0	0.00%	
607	Telephone	3,000	2,500	500	3,000	0	0.00%	
700	Equipment	3,100	139	2,961	2,700	(400)	-12.90%	
801	Clothing Purchases	3,000	2,405	595	3,000	0	0.00%	
804	Training & Seminars	1,600	200	1,400	2,000	400	25.00%	
806	Memberships	700	603	97	700	0	0.00%	
807	Personal Expenses (Non-Payroll)	1,300	0	1,300	2,400	1,100	84.62%	
808	Personal Expenses (Payroll)	3,300	5,700	(2,400)	3,300	0	0.00%	
809	Conference & Meetings	4,500	4,065	435	4,500	0	0.00%	
900	Share of Social Security & Medicare	49,000	42,783	6,217	43,000	0	0.00%	
901	Share of Pension Costs	26,000	26,000	0	22,700	0	0.00%	
	Total Other Expenses	\$ 114,200	\$ 102,630	\$ 11,570	\$ 109,000	\$ 4,100	3.59%	
	U.C.C. Total Appropriations	\$ 855,900	\$ 844,174	\$ 11,726	\$ 859,000	\$ 12,400	1.45%	

Status	Title	2015 Base + Longevity	2016 Base	Grade	Step	Longevity	2016 Total
Bove, Sharon	Part-Time Secretary II	\$ 31,970	\$ 32,691	5	19	\$ 0	\$ 32,691
Daniels, William	Part-Time Building Inspector	39,925	42,865	12	7	0	42,865
Delizio, Eric	Part-Time Electrical Inspector	57,638	61,745	12	10	0	61,745
Doyle, Anthony	Full-Time Building Inspector	87,328	89,298	12	19	0	89,298
Estrin, Lilya	Full-Time Secretary III	59,983	61,335	6	19	0	61,335
Ghetti, Donna	Full-Time Secretary III	54,791	59,697	6	17	0	59,697
Kolbeck, Karen	Full-Time Secretary II	55,948	57,209	5	19	0	57,209
Kostrowski, John	Part-Time Plumbing Inspector	62,241	68,070	12	13	0	68,070
Lewis, Gary	Full-Time Construction Official/Chief Inspector	125,843	119,150	16	19	11,915	131,065
Maritato, Ralph	Full-Time Building Inspector	87,328	89,298	12	19	0	89,298
Salaries & Wages Total		\$ 662,995	\$ 681,358			\$ 11,915	\$ 693,273

DEPARTMENT OF COMMUNITY SERVICES
DIVISION OF PUBLIC WORKS

SEWER UTILITY



4 FULL-TIME EMPLOYEES*
*Does not include Deputy Director,
Public Works Manager, or Sewer &
Maintenance Foreman

501-000 DCS - SEWER UTILITY (SEWER ADMINISTRATION)

REVENUES & LINE-ITEM BUDGET

REVENUES	2015			2016	2015-2016	
	ANTICIPATED	ACTUAL	Amount Over/(Under)	ANTICIPATED	Budget Variance \$	%
Fund Balance Anticipated (Surplus)	\$ 325,000	\$ 325,000	\$ 0	\$ 355,700	\$ 30,700	9.45%
Domestic User Charges	2,864,194	2,930,063	65,869	3,036,450	172,256	100.00%
Industrial User Charges	107,077	117,077	10,000	83,328	(23,749)	-22.18%
Reserve for Debt Service						
Total Sewer Utility Revenues	\$ 3,296,271	\$ 3,372,140	\$ 75,869	\$ 3,475,478	\$ 179,207	5.44%

APPROPRIATIONS	2015			2016		2015-2016	
	Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
SEWER ADMINISTRATION							
<i>Salaries and Wages</i>							
101	Full-Time	\$ 6,000	\$ 0	\$ 6,000	\$ 0	\$ (6,000)	-100.00%
	Share of Various Salaries - Current Fund	55,500	55,472	28	112,000	56,500	101.80%
	Total Salary & Wages	\$ 61,500	\$ 55,472	\$ 6,028	\$ 112,000	\$ 50,500	82.11%
<i>Other Expenses</i>							
201	Supplies & Materials	\$ 16,300	\$ 451	\$ 15,849	\$ 2,500	\$ (13,800)	-84.66%
210	Advertising, Printing & Postage	0	0	0	6,000	6,000	100.00%
403	Software Licensing	2,000	1,158	842	4,000	2,000	100.00%
504	Accounting Services	7,900	7,900	0	5,000	(2,900)	-36.71%
804	Training & Seminars	0	0	0	1,000	1,000	100.00%
	Total Other Expenses	\$ 26,200	\$ 9,509	\$ 16,691	\$ 18,500	\$ (7,700)	-29.39%
	Sewer Utility Administration Sub-Total	\$ 87,700	\$ 64,981	\$ 22,719	\$ 130,500	\$ 42,800	48.80%

501-000 DCS - SEWER UTILITY (SEWER OPERATIONS)

LINE-ITEM BUDGET

APPROPRIATIONS		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
SEWER OPERATIONS								
<i>Salaries and Wages</i>								
101	Full-Time	\$ 289,250	\$ 277,563	\$ 11,687	\$ 285,000	\$ 285,000	\$ (4,250)	-1.47%
103	Overtime	0	4,103	\$ (4,103)	5,000	5,000	5,000	100.00%
	Total Salary & Wages	\$ 289,250	\$ 281,666	\$ 7,584	\$ 290,000	\$ 290,000	\$ 750	0.26%
<i>Other Expenses</i>								
205	Tools	\$ 1,000	\$ 306	\$ 694	\$ 500	\$ 589	\$ (411)	-41.10%
212	Materials	3,000	8,182	(5,182)	3,000	3,000	0	0.00%
402	Building Maintenance	5,500	8,381	(2,881)	5,500	5,500	0	0.00%
403	Equipment Maintenance	6,500	19,399	(12,899)	6,000	6,000	500	7.69%
405	Truck Maintenance	8,500	7,610	890	8,500	8,500	0	0.00%
460	Fuel	0	0	0	9,400	9,400	9,400	100.00%
490	Collection System Maintenance	3,500	664	2,836	3,000	2,000	(1,500)	-42.86%
491	Odor Control	5,000	2,940	2,060	4,000	3,000	(2,000)	-40.00%
492	Pumps Maintenance	22,000	11,551	10,449	12,000	12,000	(10,000)	-45.45%
493	Sanitary Sewer	6,500	11	6,489	5,000	5,000	(1,500)	-23.08%
494	TV Sewer Inspection	12,000	6,669	5,331	12,000	12,000	0	0.00%
495	Force Main Repairs	4,000	0	4,000	4,000	4,000	0	0.00%
500	Contract Services	0	0	0	40,000	40,000	40,000	100.00%
506	Legal Services	2,000	0	2,000	0	0	(2,000)	-100.00%
509	Mobile Devices	0	0	0	1,250	1,250	1,250	100.00%
513	Sewer Service	170,000	196,348	(26,348)	180,000	180,000	10,000	5.88%
601	Pumps Electricity	100,000	62,864	37,136	90,000	90,000	(10,000)	-10.00%
605	Water	15,000	0	15,000	5,000	2,000	(13,000)	-86.67%
801	Clothing Purchase/Clean	2,200	1,257	943	1,500	1,500	(700)	-31.82%
804	Training & Seminars	1,000	0	1,000	1,000	500	(500)	-50.00%
	Total Other Expenses	\$ 367,700	\$ 326,182	\$ 41,518	\$ 391,650	\$ 386,239	\$ 19,539	5.31%
	Sewer Utility Operations Sub-Total	\$ 744,650	\$ 672,829	\$ 71,821	\$ 812,150	\$ 806,739	\$ 63,089	8.47%

501-000 DCS - SEWER UTILITY (SEWER OPERATIONS)

LINE-ITEM BUDGET

APPROPRIATIONS	2015			2016		2015-2016	
	Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
SEWER OPERATIONS							
<i>Joint Meeting Charges</i>	\$ 1,882,032	\$ 1,882,032	\$ 0	\$ 1,956,332	\$ 1,956,332	\$ 74,300	3.95%
<i>Health & Dental Insurances</i>	\$ 95,400	\$ 95,400	\$ 0	\$ 90,000	\$ 90,000	\$ 5,400	5.66%
<i>Capital Improvement Fund</i>	\$ 25,000	\$ 25,000	\$ 0	\$ 25,000	\$ 25,000	\$ 0	0.00%
<i>Deferred Charges</i>	\$ 56,560	\$ 56,560	\$ 0	\$ 56,560	\$ 56,560	\$ 0	0.00%
<i>Debt Service</i>							
Bond Principal	\$ 135,000	\$ 135,000	\$ 0	\$ 135,000	\$ 135,000	\$ 0	0.00%
Bond Anticipation Notes Principal	109,700	109,700	0	0	0	(109,700)	-100.00%
Interest on Bonds	58,300	58,225	75	118,047	118,047	59,747	102.48%
Interest on Bond Anticipation Notes	18,900	18,900	0	2,800	2,800	(16,100)	-85.18%
Total Other Expenses	\$ 321,900	\$ 321,825	\$ 75	\$ 255,847	\$ 255,847	\$ (66,053)	-20.52%
<i>Statutory Expenditures</i>							
Social Security & Medicare	\$ 22,000	\$ 18,581	\$ 3,419	\$ 31,600	\$ 26,600	\$ 4,600	20.91%
Contribution to PERS	23,729	23,729	0	33,400	33,400	9,671	40.76%
	\$ 45,729	\$ 42,310	\$ 3,419	\$ 65,000	\$ 60,000	\$ 14,271	31.21%
<i>Surplus to Current Fund</i>	\$ 125,000	\$ 125,000	\$ 0	\$ 225,000	\$ 225,000	\$ 100,000	59.09%
Overall Sewer Utility Totals	\$ 3,296,271	\$ 3,220,956	\$ 75,315	\$ 3,485,889	\$ 3,475,478	\$ 179,207	5.44%

Status	Title	2015	2016	Grade	Step	Longevity	2016
		Base + Longevity	Base				Total
McGovern, Ryan	Full-Time Driver	\$ 68,063	\$ 68,063	6	19	\$ 1,000	\$ 69,063
Negri, Joseph	Full-Time Maintenance Worker	67,981	63,304	5	19	6,330	69,634
Priore, Patrick	Full-Time Operator	74,073	73,662	8	19	1,500	75,162
Zotti, Christopher	Full-Time Utility Operator	65,840	68,069	8	11	1,500	69,569
Salaries & Wages Total		\$ 275,957	\$ 273,098			\$ 10,330	\$ 283,428

Parking Services Agency

Rita M. McNany, Parking Services Manager



WHAT WE DO

The Parking Services Agency was established in 2000 as a separate utility to manage municipal parking operations. Operations include the collection and maintenance of all metered machines and facilities.

Parking Services collects all parking revenues, excluding parking tickets, to fully cover its operating expenses and all parking debt service while maintaining a sufficient surplus for future snow removal and capital improvements.

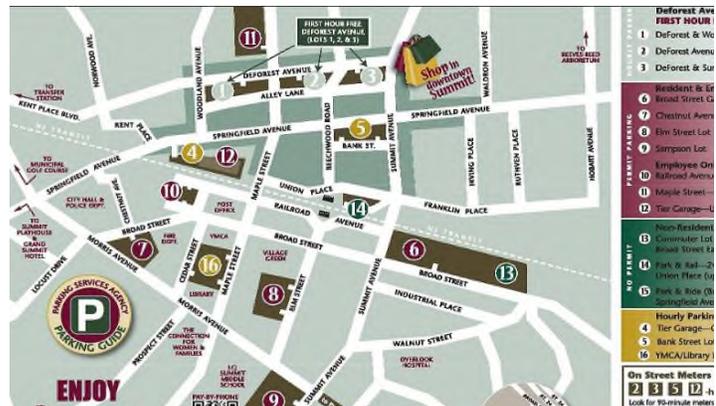
Parking enforcement is a vital tool in providing equitable parking and reaching the highest turnover of spaces.

Parking Services facilitates special events and construction projects parking requirements in the Downtown.

Parking Services promotes alternate modes of transportation and fosters improved circulation of vehicles in downtown Summit.

OUR FOCUS ON EQUITY

The Parking Services Agency (Parking Services) manages the City's municipal parking operation in support of Summit's downtown business district. Our mission is to offer a simple, convenient, and pleasant parking experience. Parking Services strives to provide equitable parking for all users. Parking Services manages a variety of on- and off-street parking facilities with easy payment and permit options based upon individual or group parking needs. Parking Services continually strives to simplify parking with the use of trending technologies while promoting alternate modes of transportation.



OUR SERVICES & GOALS

SERVICE 1 Streamline Operations

Goal 1a Parking Services offices will be relocated to the 1st floor of City Hall in order for synergy of office work flow.

Goal 1b Ensures timely responses for customer inquiries in office or from the field.

SERVICE 2 Parking Services Management Assessment

Goal 2a Conduct an independent assessment of parking operations management and perform a fiscal audit.

Goal 2b Determine best practices and practical use of current regulatory ordinances and laws.

SERVICE 3 Unified Parking Management System

Goal 3a Utilize Pay-by-Plate universally for payments, permits and enforcement.

Goal 3b The License Plate is the unique identifier with payment processing, permit issuance, and enforcement using Automated License Plate Recognition (ALPR) equipment.

SERVICE 4 Reduction of Cash Collection Operations

Goal 4a Continue to promote on-line payments or the use of Parkmobile™ to reduce labor intensive collections.

Goal 4b Add on-street payment kiosks to offer additional credit card payment capability and reduce labor-intensive collection efforts

SERVICE 5 Garage Facility Maintenance and Renovations

Goal 5a Preventive maintenance provides a safer, cleaner parking facility and preserves the value of a city asset.

Goal 5b Invest in the needed improvements to a 38 year old parking facility.

How Can We Perform Better in 2016

**SERVICE
GOAL**

Streamline operations. Parking Services offices will be relocated to the 1st floor of City Hall in order for synergy of office work flow. Ensures timely responses for customer inquiries in office or from the field.

When City Hall was built in 1997, parking services responsibilities were split between the Summit Police Department (meter collections and enforcement), City Clerk’s Office (permit issuance) and the Summit Chamber of Commerce (Tier garage, DeForest lots and issuance of hangtags and permits).

Due to residents' concerns about utilizing tax dollars to pay for improvements and debt service for a newly built parking garage on Broad Street, the governing body created a parking utility in 2000. The utility is designed to cover all operating expenses, capital improvements and all parking debt service.

By 2007, the governing body had all parking being managed under the City through the Parking Services Agency. Parking Services Agency has been utilizing various departments' office space, therefore not having a place of its own. Sufficient space has become available on the first floor of City Hall.

With an integrated office space, customer service levels are expected to rise along with response times.

SERVICE GOAL **Parking Services will conduct an independent assessment of parking operations management and perform a fiscal audit. Determine best practices and practical use of current regulatory ordinances and laws.**

With the ever evolving world of parking, advancements in technology and the availability of new alternative modes of transportation, now is the time to look how Parking Services conducts business and where improvements are needed. Parking Services serves a variety of users within Summit's business district. Are we utilizing our parking inventory in the best fashion? The Master Plan is underway for 2016 and this is an opportune time to review and collectively collaborate on current issues, possible redevelopment opportunities and the ability for the Parking Services to enhance its technologies and provide alternative modes of transportation for a positive parking experience in Summit.

Continue to utilize and introduce best practices based on industry standards. The parking assessment will also look at the practical use of current regulatory ordinances and laws.

SERVICE GOAL **Utilize pay-by-plate universally for payments, permits and enforcement. The license plate is the unique identifier with payment processing, permit issuance and enforcement using Automated License Plate Recognition (ALPR) equipment.**

One of the fastest growing technological systems within the parking industry is pay-by-plate. The license plate is being used universally in parking. Summit is utilizing this currently with

Parkmobile™ whereby the plate is used in conjunction with the location to make a virtual parking payment via a smart phone.

Parking customers will soon simply utilize their license plate for paid parking whether the payment is on-line, by cell phone or in person. The ALPR enforcement equipment reads the license plate and checks for permit and payments through all payment platforms. Customers will no longer need to remember their spaces numbers. This process will help reduce errors in ticket writing.

**SERVICE
GOAL**

To reduce labor intensive cash collection, Parking Services will continue to promote online payments or the use of Parkmobile™. On-street payments will be added to kiosks to offer additional credit card payment capability.

Parking Services began offering a simple payment method using a cell phone with Parkmobile™ in 2013 and usage increases each and every year. The on-line payment portal has been in existence since 2007 with recurring billing option for monthly, quarterly and annual prepayment options. Currently, only the recurring billing function is available and a new on-line payment portal will be introduced in 2016. Please notice the increase in the use of Parkmobile™ on page 4.

In 2016-2017, Parking Services will remove single space street meters and install payment kiosks on various blocks of downtown Summit. With the payment kiosks being replaced at the high time limit locations, a credit card payment will now be accepted. The customer can also sign up to receive a text message to add additional time. With the use of either Parkmobile payments or on-street payment kiosks, the goal is to reduce the highly labor intensiveness of collecting single space meters.

**SERVICE
GOAL**

Garage facility maintenance and renovations will include preventive maintenance to provide a safer, cleaner parking facility and will preserve the value of a 38-year-old city asset.

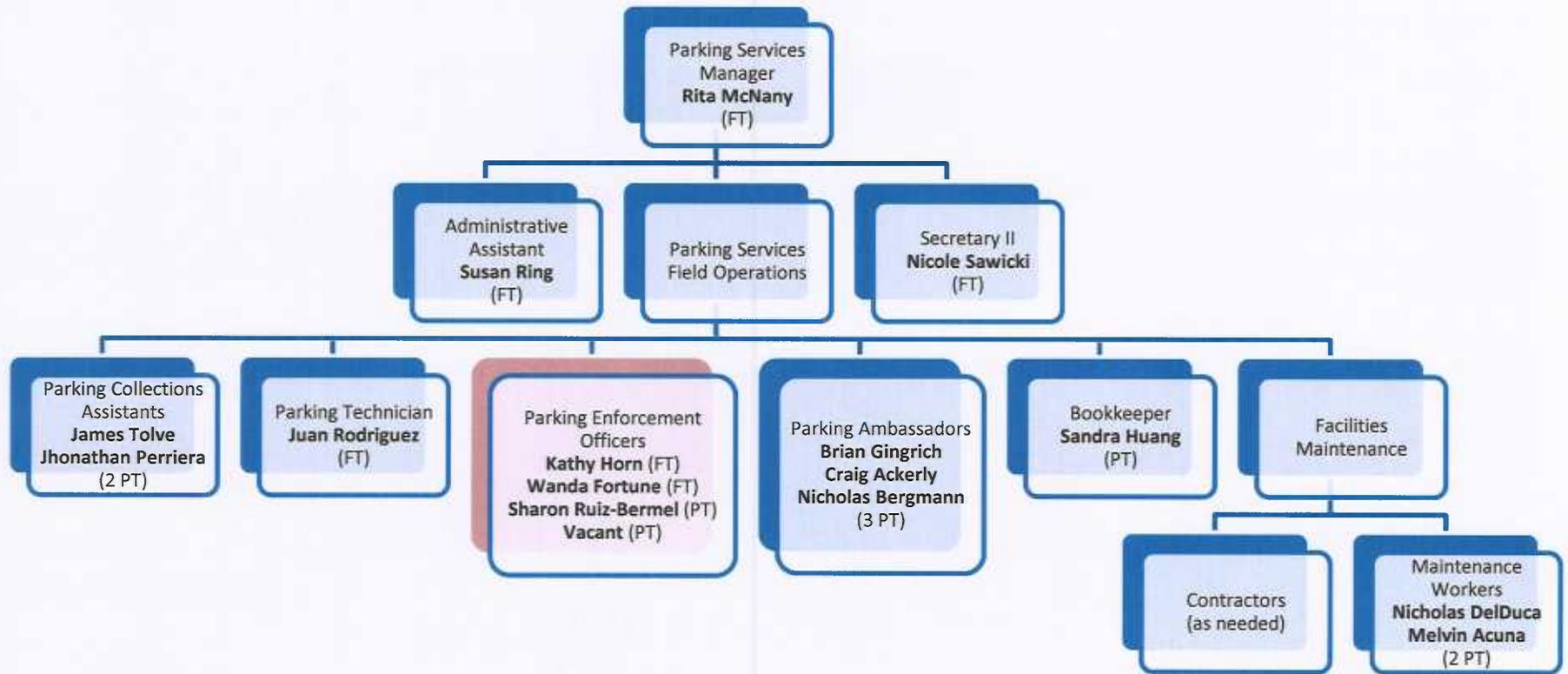
Implementation of the new See/Click/Fix mobile service alert system will provide a functional tracking system for frequency and timeliness of correcting facility maintenance issues. Incorporate a new production tracking mechanism will ensure preventive maintenance is performed on a regular basis.

Steps are underway for the improvement to a 38-year old parking facility including needed structural repairs, elevator improvements and replacement of outdated electrical wiring, lighting and security systems. A new welcoming sign is being proposed as well.

Agency Transactions by Quantity

DESCRIPTION	2013	2014	2015	2016
Permit Sales	2,421	2,350	2,407	
Bag Meters	968	1,599	2,876	
Dumpster Permits	58	55	98	
Daily Visitor Passes - Counter	12,274	9,172	9,278	
Smart Card Sales – Counter	1423	652	453	
Smart Card Recharges – in Field	1970	1,027	24	
Total Smart Cards – in 2015 only available in street	3,393	1,679	477	
Prepayments (Month, Quarter & Annual) – Counter	2,166	2,361	2,397	
Prepayments - (Month, Quarter & Annual) – On-Line	4,238	2,440	1,849	
Total Prepayments – On-line system not work in 2015				
Parkmobile Off Street	79,639	141,740	173,496	
Parkmobile On-Street	31,492	53,308	86,908	
Total Parkmobile	114,677	195,048	260,404	
Credit Card – Off Street	118,097	107,723	124,470	
Cash – old machines only provided cash totals	N/A	N/A	162,757	
Cash – DeForest Only	78,575	60,893	52,878	

PARKING SERVICES AGENCY



6 FULL-TIME EMPLOYEES
9 PART-TIME EMPLOYEES
1 VACANCY

REVENUES	2015			2016	2015-2016 Budget Variance	
	ANTICIPATED	ACTUAL	Amount Over/(Under)	ANTICIPATED	\$	%
Lots & Garages - Cash, CC & Parkmobile						
Garage - Broad Street	\$ 300,000	\$ 329,461	\$ 29,461	\$ 329,000	\$ 29,000	9.67%
Garage - Tier Upper Level	150,000	152,277	2,277	150,000	0	0.00%
Garage - Tier Ground Level	60,000	73,920	13,920	70,000	10,000	16.67%
Parking Lots (excludes DeForest Lots)	255,000	260,190	5,190	260,000	5,000	1.96%
DeForest Lots	325,000	434,387	109,387	400,000	75,000	23.08%
Bank Street Lot	50,000	56,512	6,512	52,000	2,000	4.00%
Library Lot	65,000	68,001	3,001	65,000	2,000	4.00%
Total Lots & Garages	\$ 1,205,000	\$ 1,374,748	\$ 169,748	\$ 1,326,000	\$ 123,000	10.21%
On-Street Meters						
Cash Only	\$ 400,000	\$ 400,218	\$ 218	\$ 390,000	\$ (10,000)	-2.50%
Parkmobile	60,000	103,347	43,347	90,000	30,000	0.00%
Total On-Street Meters	\$ 460,000	\$ 503,565	\$ 43,565	\$ 480,000	\$ 20,000	4.35%
Smart Card Sales						
Initial Sales - Counter	\$ 2,500	\$ 2,880	\$ 380	\$ 1,000	\$ (1,500)	-60.00%
Recharge Sales - Counter	2,500	9,951	7,451	5,000	2,500	100.00%
Recharge Sales - Machines	7,500	7,500	0	0	(7,500)	0.00%
Total Smart Card Sales	\$ 12,500	\$ 20,331	\$ 7,831	\$ 6,000	\$ (6,500)	-52.00%
Bar-Code Permit Sales						
Resident	\$ 14,000	\$ 15,290	\$ 1,290	\$ 14,000	\$ 0	0.00%
Resident Renewal	35,000	35,000	0	35,000	0	0.00%
Resident - Seniors	1,000	750	(250)	1,000	0	0.00%
Employee	6,000	6,820	820	6,000	0	0.00%
Employee Renewal	10,000	0	(10,000)	10,000	0	0.00%
Employee - Seniors	100	100	0	100	0	0.00%
Total Bar-Code Permit Sales	\$ 66,100	\$ 57,960	\$ (8,140)	\$ 66,100	\$ 0	0.00%

REVENUES	2015			2016	2015-2016 Budget Variance	
	ANTICIPATED	ACTUAL	Amount Over/(Under)	ANTICIPATED	\$	%
Pre-Paid Parking						
Resident - Monthly and Daily	\$ 90,000	\$ 86,045	\$ (3,955)	\$ 86,000	\$ (4,000)	-4.44%
Resident - Quarterly	90,000	84,806	(5,194)	84,000	(6,000)	0.00%
Resident - Annual	39,752	39,744	(8)	39,000	(752)	-1.89%
Resident - Pre-paid Prior Year for Current Year	55,756	55,756	0	55,000	(756)	-1.36%
Resident - Pre-paid Current Year for Next Year	55,756	55,756	0	55,000	(756)	-1.36%
Less: Pre-paid Current Year for Next Year	(55,756)	(55,756)	0	(55,000)	(5,756)	10.32%
Resident Pre-Paid Sub-Total	\$ 275,508	\$ 266,351	\$ (9,157)	\$ 264,000	\$ (18,020)	-6.54%
Corporate Codes - Employer Paid Parking	\$ 11,000	\$ 21,830	\$ 10,830	\$ 21,000	\$ 10,000	90.91%
Employee - Monthly and Daily	90,000	76,669	(13,331)	76,000	(14,000)	0.00%
Employee - Quarterly	90,000	113,859	23,859	110,000	20,000	22.22%
Employee - Annual	40,000	32,832	(7,168)	30,000	(10,000)	-25.00%
Employee - Pre-paid Prior Year for Current Year	59,736	59,736	0	111,629	51,893	86.87%
Employee - Pre-paid Current Year for Next Year	59,736	111,636	51,900	75,000	15,264	25.55%
Less: Pre-paid Current Year for Next Year	(59,736)	(111,636)	(51,900)	(75,000)	(15,264)	25.55%
Employee Pre-Paid Sub-Total	\$ 290,736	\$ 304,926	\$ 14,190	\$ 348,629	\$ 57,893	19.91%
Total Pre-Paid Parking	\$ 566,244	\$ 571,277	\$ 5,033	\$ 612,629	\$ 46,385	8.19%
Daily Visitor Passes						
Bulk (Pack of 10 - \$50.00)	\$ 6,000	\$ 9,650	\$ 3,650	\$ 8,000	\$ 2,000	33.33%
Single (One Time - Atlantic Health)	25,000	27,000	2,000	27,000	2,000	8.00%
Single (1 for \$6.00)	200	742	542	500	300	150.00%
Total Daily Passes	\$ 31,200	\$ 37,392	\$ 6,192	\$ 35,500	\$ 4,300	13.78%
Non-Resident Lot						
Broad Street East Lot	\$ 343,000	\$ 350,964	\$ 7,964	\$ 311,000	\$ (32,000)	-9.33%
Total Non-Resident Parking	\$ 343,000	\$ 350,964	\$ 7,964	\$ 311,000	\$ (32,000)	-9.33%
Overnight Parking						
Quarterly	\$ 14,000	\$ 15,290	\$ 1,290	\$ 14,000	\$ 0	0.00%
Pre-paid Prior Year for Current Year	35,000	35,000	0	35,000	0	0.00%
Pre-paid Current Year for Next Year	1,000	750	(250)	1,000	0	0.00%
Less: Pre-paid Current Year for Next Year	6,000	6,820	820	6,000	0	0.00%
Total Overnight Parking	\$ 56,000	\$ 57,860	\$ 1,860	\$ 56,000	\$ 0	0.00%

REVENUES	2015			2016	2015-2016 Budget Variance	
	ANTICIPATED	ACTUAL	Amount Over/(Under)	ANTICIPATED	\$	%
Other Revenues						
Dumpster Permit/Bagged Meters	\$ 15,000	\$ 33,598	\$ 18,598	\$ 30,000	\$ 15,000	100.00%
Bid Specs	0	375	375	0	0	0.00%
Bagged Meters - Developer Agreement	3,500	16,070	12,570	0	(3,500)	-100.00%
Miscellaneous Revenue	0	35	35	0	0	900.00%
Merchant Coupons	100	225	125	100	0	0.00%
Leased Spaces	50,000	51,435	1,435	50,000	0	0.00%
Total Other Revenues	\$ 68,600	\$ 101,738	\$ 33,138	\$ 80,100	\$ 11,500	16.76%
Park & Ride (DOT Rt. 24 Lot)						
Cash Receipts	\$ 200	\$ 407	\$ 207	\$ 100	\$ (100)	-50.00%
Smart Card Usage	0	0	0	0	0	0.00%
Credit Card Usage and Daily CC	6,000	6,903	903	7,000	1,000	16.67%
Parkmobile	17,000	20,487	3,487	19,000	2,000	11.76%
Permit Monthly, Quarterly or Annually	32,000	36,880	4,880	35,000	3,000	9.38%
Pre-paid Prior Year for Current Year	2,000	1,360	(640)	2,200	200	10.00%
Pre-paid Current Year for Next Year	960	2,240	1,280	1,950	990	103.13%
<i>Less: Pre-paid Current Year for Next Year</i>	(960)	(2,240)	(1,280)	(2,000)	(1,040)	108.33%
Total NJDOT Park & Ride	\$ 57,200	\$ 66,037	\$ 8,837	\$ 63,250	\$ 6,050	10.58%
Park & Rail (NJ Transit Lot)						
Cash Receipts	\$ 500	\$ 3,252	\$ 2,752	\$ 3,500	\$ 3,000	600.00%
Smart Card Usage	0	0	0	0	0	100.00%
Parkmobile	46,000	49,730	3,730	48,000	2,000	4.35%
Credit Card Usage & CC Daily	45,000	49,868	4,868	50,000	5,000	11.11%
Total NJT Park & Rail	\$ 91,500	\$ 102,850	\$ 11,350	\$ 101,500	\$ 10,000	10.93%
Parking Services Revenues Sub-Total	\$ 2,957,344	\$ 3,244,722	\$ 287,378	\$ 3,138,079	\$ 180,735	6.11%
<i>Less: Refunds</i>	\$ (8,000)	\$ (10,490)	\$ (2,490)	\$ (8,000)	\$ 0	0.00%
<i>Less: NJ Sales Tax (7%) -Transit Lot Only</i>	(8,000)	(7,149)	851	(8,000)	0	0.00%
<i>Less: Capital Reserve Fund</i>	(120,000)	(134,102)	(14,102)	(120,000)	0	0.00%
Total Revenue Reductions	\$ (136,000)	\$ (151,741)	\$ (15,741)	\$ (136,000)	\$ 0	0.00%

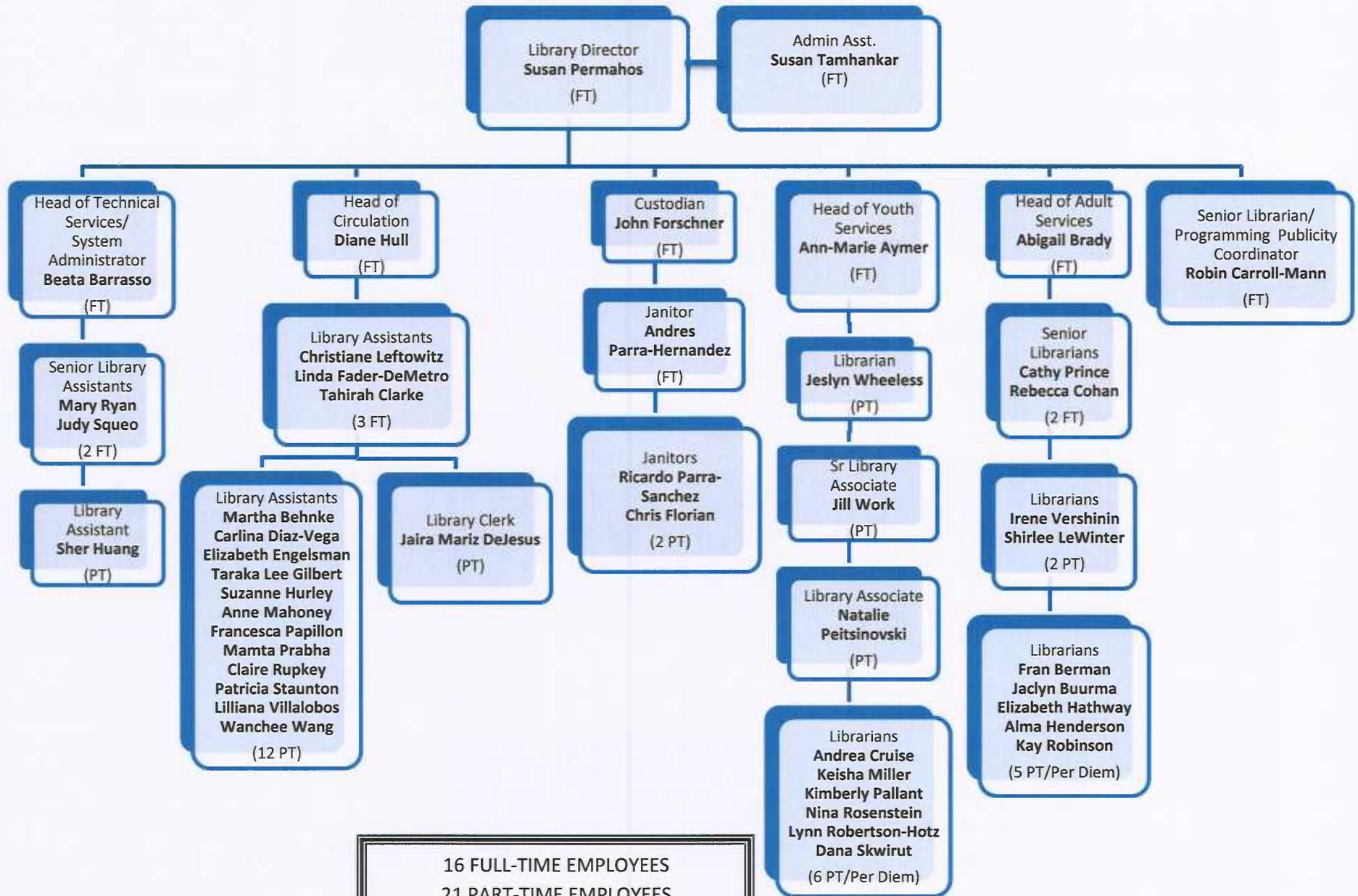
REVENUES	2015			2016	2015-2016	
	ANTICIPATED	ACTUAL	Amount Over/(Under)	ANTICIPATED	Budget Variance \$	%
Miscellaneous Revenues						
Anticipated Capital Surplus for Capital Outlay	\$ 140,000	\$ 140,000	\$ 0	\$ 95,000	\$ (45,000)	-32.14%
Anticipated Operating Surplus	386,000	386,000	0	54,643	(331,357)	0.00%
Anticipated Operating Surplus - Garage Down payment	480,000	0	480,000	0	(480,000)	-100.00%
Removal of Garage Downpayment	(480,000)	0	(480,000)	0	480,000	100.00%
Note Premium - Capital Surplus	0	0	(0)	0	0	0.00%
Total Miscellaneous Revenues	\$ 526,000	\$ 526,000	\$ 0	\$ 149,643	\$ (376,357)	-71.55%
TOTAL PARKING SERVICE UTILITY REVENUES	\$ 3,347,344	\$ 3,618,981	\$ 271,637	\$ 3,151,722	\$ (195,622)	-5.84%

		2015			2016		2015-2016 Budget Variance	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
<i>Salaries and Wages</i>								
101	Full-Time	\$ 425,000	\$ 410,379	\$ 14,621	\$ 461,000	\$ 461,000	\$ 36,000	8.47%
102	Part-Time	195,000	175,854	19,146	190,000	190,000	(5,000)	-2.56%
103	Overtime	5,000	3,066	1,934	23,000	23,000	18,000	360.00%
132	Parking Ambassadors	40,000	13,775	26,225	40,000	40,000	0	0.00%
	Total Salary & Wages	\$ 665,000	\$ 603,075	\$ 61,925	\$ 714,000	\$ 714,000	\$ 49,000	7.37%
<i>Other Expenses</i>								
200	Supplies & Materials	\$ 35,000	\$ 30,575	\$ 4,425	\$ 36,000	\$ 36,000	\$ 1,000	2.86%
204	Deforest Lots	129,500	67,246	62,254	67,588	67,588	(61,912)	-47.81%
205	Credit Card & Bank Fees (DeForest)	122,000	74,385	47,615	75,000	75,000	(47,000)	-38.52%
310	Electronic Costs	88,870	74,675	14,195	246,239	246,239	157,369	177.08%
402	Building Maintenance	37,000	44,518	(7,518)	37,000	37,000	0	0.00%
403	Equipment Maintenance	52,250	26,603	25,647	44,000	44,000	(8,250)	-15.79%
405	Vehicle Maintenance	7,000	7,560	(560)	8,000	8,000	1,000	14.29%
501	Legal Services	1,000	3,900	(2,900)	4,000	4,000	3,000	300.00%
504	Audit	6,000	5,700	300	6,000	6,000	0	0.00%
507	NJT Park & Rail Lots - Rents	50,000	35,782	14,218	50,000	50,000	0	0.00%
509	Contributory Costs to Current Fund	250,000	250,000	0	250,000	250,000	0	100.00%
700	Equipment	12,000	10,153	1,847	15,000	15,000	3,000	25.00%
801	Clothing (Uniforms)	5,000	2,180	2,820	6,000	6,000	1,000	20.00%
804	Training & Seminars	2,000	537	1,463	4,000	4,000	2,000	100.00%
806	Memberships	1,000	1,227	(227)	2,000	2,000	1,000	100.00%
942	Parking Lot Maintenance	4,000	4,388	(388)	10,000	10,000	6,000	150.00%
943	Maintenance - NJ Transit & NJDOT Lots	250	0	250	2,000	2,000	1,750	700.00%
945	Snow Removal - 2007 Reserve	50,000	30,725	19,275	30,000	30,000	(20,000)	-40.00%
	Total Other Expenses	\$ 852,870	\$ 670,154	\$ 182,716	\$ 892,827	\$ 892,827	\$ 39,957	4.69%
	Parking Appropriations Sub-Total	\$ 1,517,870	\$ 1,273,229	\$ 244,641	\$ 1,606,827	\$ 1,606,827	\$ 88,957	5.86%

	2015			2016		2015-2016	
	Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	\$	%
Capital Improvement Fund	\$ 555,000	\$ 555,000	\$ 0	\$ 90,000	\$ 90,000	\$ (465,000)	-83.78%
Capital Outlays	\$ 80,000	\$ 0	\$ 80,000	\$ 95,000	\$ 95,000	\$ 15,000	18.75%
Deferred Charges	\$ 10,000	\$ 10,000	\$ 0	\$ 10,000	\$ 10,000	\$ 0	0.00%
Insurance	\$ 115,000	\$ 115,000	\$ 0	\$ 115,000	\$ 115,000	\$ 0	0.00%
Debt Service							
Bond Principal	\$ 135,000	\$ 135,000	\$ 0	\$ 140,000	\$ 140,000	\$ 5,000	0.00%
Bond Anticipation Notes Principal	47,000	47,000	0	0	0	(47,000)	-100.00%
Interest on Bonds	51,660	51,660	0	69,751	69,751	18,091	35.02%
Interest on Bond Anticipation Notes	2,200	2,200	0	933	933	(1,267)	-57.59%
Debt Service Broad Street Garage	447,614	447,614	0	434,461	434,461	(13,153)	-2.94%
Total Other Expenses	\$ 683,474	\$ 683,474	\$ 0	\$ 645,145	\$ 645,145	\$ (38,329)	-5.61%
Statutory Expenditures							
Social Security & Medicare	\$ 50,000	\$ 36,332	\$ 13,668	\$ 50,000	\$ 50,000	\$ 0	0.00%
	\$ 50,000	\$ 36,332	\$ 13,668	\$ 50,000	\$ 50,000	\$ 0	0.00%
Utilities							
Electricity	\$ 73,250	\$ 72,683	\$ 567	\$ 75,000	\$ 75,000	\$ 1,750	0.00%
Mobile Phones & Data Lines	10,000	20,901	(10,901)	12,000	12,000	2,000	20.00%
Telephone (Garages)	2,500	2,246	254	2,500	2,500	0	0.00%
Water	250	218	32	250	250	0	0.00%
Total Other Expenses	\$ 86,000	\$ 96,048	\$ (10,048)	\$ 89,750	\$ 89,750	\$ 3,750	4.36%
Surplus to Current Fund	\$ 250,000	\$ 250,000	\$ 0	\$ 450,000	\$ 450,000	\$ 200,000	80.00%
Overall Parking Utility Totals	\$ 3,347,344	\$ 3,019,084	\$ 328,260	\$ 3,151,722	\$ 3,151,722	\$ (195,622)	-5.84%

Status	Title	2015	2016				2016
		Base + Longevity	Base	Grade	Step	Longevity	Total
Fortune, Wanda	Full-Time Parking Enforcement Officer	\$ 55,948	\$ 57,209	5	19	\$ 0	\$ 57,209
Horn, Kathleen	Full-Time Parking Enforcement Officer	59,868	57,209	5	19	4,577	61,786
McNany, Rita	Full-Time Parking Services Manager	92,568	89,298	12	19	5,358	94,656
Ring, Susan	Full-Time Administrative Assistant	65,439	66,421	8	19	0	66,421
Rodriguez, Juan	Full-Time Parking Technician	71,451	66,421	8	19	6,642	73,063
Sawicki, Nicole	Full-Time Secretary II	55,948	57,209	5	19	0	57,209
Salaries & Wages Total		\$ 401,222	\$ 393,767			\$ 16,577	\$ 410,344

SUMMIT FREE PUBLIC LIBRARY



16 FULL-TIME EMPLOYEES
 21 PART-TIME EMPLOYEES
 11 PART TIME/PER DIEM EMPLOYEES

		2015			2016		2015-2016	
		Adopted Budget	Paid or Charged	Amount (Over) / Under	Department Request	Proposed Budget	Budget Variance \$	%
<i>Salaries and Wages</i>								
101	Full-Time	\$ 1,170,000	\$ 1,146,520	\$ 23,480	\$ 1,190,000	\$ 1,190,000	\$ 20,000	1.71%
102	Part-Time	320,000	282,487	37,513	328,000	328,000	8,000	2.50%
	Total Salary & Wages	\$ 1,490,000	\$ 1,429,007	\$ 60,993	\$ 1,518,000	\$ 1,518,000	\$ 28,000	1.88%
<i>Other Expenses</i>								
217	Books	\$ 102,231	\$ 91,647	\$ 10,584	\$ 104,250	\$ 104,250	\$ 2,019	1.97%
218	Periodicals	14,800	13,004	1,796	14,000	14,000	(800)	-5.41%
219	Audio Visual	33,600	33,173	427	32,500	32,500	(1,100)	-3.27%
220	Other Materials	1,000	0	1,000	1,000	1,000	0	0.00%
221	Machine Readable	27,400	33,019	(5,619)	24,500	24,500	(2,900)	-10.58%
222	Other Operating Expenses	50,000	37,987	12,013	51,070	51,071	1,071	2.14%
415	Plant Operation & Maintenance	97,500	106,939	(9,439)	105,000	105,000	7,500	7.69%
517	Computer Costs	17,500	17,211	289	26,000	26,000	8,500	48.57%
813	Fringe Benefits - Pension	120,000	150,000	(30,000)	154,000	154,000	34,000	28.33%
814	Fringe Benefits - SS/Med/Hlth/Dntl	332,000	312,688	19,312	345,854	345,854	13,854	4.17%
815	Fringe Benefits - Bldg Insurance	42,000	41,312	688	8,000	8,000	(34,000)	100.00%
816	Library Other Municipal Expenses	0	0	0	10,145	10,145	10,145	100.00%
899	Miscellaneous	0	101	(101)	100	100	100	100.00%
	Total Other Expenses	\$ 838,031	\$ 837,080	\$ 951	\$ 876,419	\$ 876,420	\$ 38,389	4.58%
	Library Total Appropriations	\$ 2,328,031	\$ 2,266,088	\$ 61,943	\$ 2,394,419	\$ 2,394,420	\$ 66,389	2.85%

Status	Title	2015	2016				2016	
		Base + Longevity	Base	Grade	Step	Longevity	Total	
Aymer, Ann Marie	Full-Time	Head of Youth Services	\$ 83,945	\$ 89,023	13	14	\$ 0	\$ 89,023
Brady, Abigail	Full-Time	Head of Adult Services	83,945	89,023	13	14	0	89,023
Carroll-Mann, Robin	Full-Time	Sr. Librarian / Programming Publicity Coordinator	95,302	87,678	12	19	7,624	95,302
Clarke, Tahirah	Full-Time	Library Assistant	51,737	52,513	4	19	0	52,513
Cohan, Rebecca	Full-Time	Senior Librarian	74,172	74,172	10	19	0	74,172
Fader-Demetrio, Linda	Full-Time	Library Assistant	51,737	52,513	4	19	0	52,513
Forschner, John	Full-Time	Custodian	60,429	61,335	6	19	0	61,335
Hull, Diane	Full-Time	Head of Circulation	66,667	67,697	9	16	4,062	71,759
Lefkowitz, Christine	Full-Time	Library Assistant	51,737	52,513	4	19	0	52,513
Paczek-Barrasso, Beata	Full-Time	Head of Technical Services / System Administrator	75,081	80,961	12	12	0	80,961
Parra-Hernandez, Andres	Full-Time	Janitor	49,666	52,513	4	19	0	52,513
Permahos, Susan	Full-Time	Library Director	133,578	135,582	18	19	0	135,582
Prince, Cathy	Full-Time	Senior Librarian	80,599	74,172	10	19	6,427	80,599
Ryan, Mary	Full-Time	Senior Library Assistant	66,472	61,335	6	19	6,134	67,469
Squeo, Judith	Full-Time	Senior Library Assistant	66,667	57,209	5	19	3,433	60,642
Tamhankar, Susan	Full-Time	Administrative Assistant	65,439	66,421	8	19	0	66,421
Salaries & Wages Total			\$ 1,157,172	\$ 1,154,660			\$ 27,679	\$ 1,182,339

2016 Capital Budget & 5-Year Plan



Overview

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.

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 2016 Capital Budget reflects projects that were developed and reviewed from the functional level given the familiarity of respective department heads with particular capital projects and needs. Additional evaluation was conducted at a fiscal level with the Administrator and municipal CFO to assess budgetary parameters, debt affordability, long-term debt expense and operating costs once the project is complete. Lastly, Common Council committees evaluated all capital requests in the context of established broader community objectives.

Total project requests from Department Heads amounted to over \$13.1 million. However, after careful re-assessment of all capital requests, the recommended 2016 Capital Budget plan, which includes City, Sewer and Parking Service Utility projects, amounts to \$8.3 million.

CAPITAL PROJECT ASSESSMENT

The proposed 2016 capital improvement plan includes projects that were evaluated using a number of 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)

2016 CAPITAL PROJECTS SUMMARY

	Total Capital Request	Brief Description
PUBLIC SAFETY		
<i>Fire Department</i>	\$ 309,500	<ul style="list-style-type: none"> ▪ New Fire HQ feasibility study ▪ Breathing air fill station ▪ Replace fire prevention vehicle ▪ Rescue and small equipment replacement program ▪ Replace warning lights on Rescue 1 ▪ Replace firefighter turnout gear and fire hose ▪ Bay floor scrubbing machine ▪ Replace office furniture
<i>Police Department</i>	\$ 119,800	<ul style="list-style-type: none"> ▪ Replacement of two - three police vehicles ▪ Tactical 4-in-1 patrol jackets ▪ Expandable batons ▪ Rotatable speed alert monitor
<i>MVEC Joint Dispatch</i>	\$ 300,000	<ul style="list-style-type: none"> ▪ Public safety radio infrastructure enhancements
LIBRARY	\$ 294,500	<ul style="list-style-type: none"> ▪ Replace carpeting ▪ Replace Library roof ▪ Computer hardware ▪ New copy machine
Administration/ Clerk	\$ 25,000	<ul style="list-style-type: none"> ▪ New audio/visual equipment for Council and Whitman Rooms
Community Programs	\$ 560,000	<ul style="list-style-type: none"> ▪ Replace Upper Tatlock artificial turf field ▪ Family Aquatic Center improvements ▪ Park furnishings
Community Services	\$4,246,000	<ul style="list-style-type: none"> ▪ <u>Infrastructure</u>: Various road, sidewalk and pedestrian safety improvement projects ▪ <u>Vehicle/Equipment</u>: Replace street sweeper. Salt spreaders, greens equipment, tractor, knuckle boom truck and purchase chipper box ▪ <u>Buildings</u>: Replace Spillway at Muni Golf Course, remediation at Transfer Station, and other building maintenance projects

	Total Capital Request	Brief Description
TECHNOLOGY	\$ 50,000	<ul style="list-style-type: none"> ▪ GIS development in DCS (Engineering)
PARKING SERVICES UTILITY	\$ 1,900,000	<ul style="list-style-type: none"> ▪ <u>Springfield Avenue Tier Garage</u>: Structural and elevator repairs, lighting upgrades and new wiring, dark fiber, surveillance electrical and equipment and entrance sign
SEWER UTILITY	\$ 500,000	<ul style="list-style-type: none"> ▪ <u>Infrastructure</u>: TV inspection and line cleaning project, sewer lining, and spot repairs ▪ <u>Capital Projects</u>: Priority spot repairs and investigation ▪ <u>Pump Station</u>: Work at Constantine, Glen Avenue and River Road

2016 Capital Budget PROJECT SUMMARY	Requested	Future Years					Prospective Projects	Total All Years
	2016	2017	2018	2019	2020	2021		

Fire Department

Equipment

All terrain vehicle		\$ 18,000						\$ 18,000
Replace warning lights Rescue 1	13,000							13,000
Floor scrubbing machine	8,000							8,000
Breathing air fill station	60,000							60,000
Firefighter turnout gear replacement	13,500	14,000	14,500	14,500	15,000			71,500
Upgrade training library		20,000						20,000
Replace SCBA breathing air cylinders		145,000	145,000		145,000			435,000
Replace fire prevention vehicle	50,000							50,000
Replace fire hose	15,000		17,000		19,000			51,000
Small equipment replacement program	5,000		10,000		10,500			25,500
Radio equipment replacement		50,000	75,000					125,000
Rescue equipment replacement	35,000		40,000					75,000
Replace office furniture	10,000		11,000		12,000			33,000
Replace office area carpeting			11,000					11,000
Replace fire staff vehicle		55,000						55,000
Replace hydrant markers		3,000		3,500				6,500
Replace & upgrade recall pagers		12,000						12,000
Interior painting Fire Headquarters		20,000						20,000
Replace & upgrade computer workstations		13,500						13,500
Replace Engine #4			700,000					700,000
Fire Equipment Subtotal	\$ 209,500	\$ 350,500	\$ 1,023,500	\$ 18,000	\$ 201,500	\$ 0	\$ 0	\$ 1,803,000

Fire Headquarters

Feasibility study	\$ 100,000							\$ 100,000
Traffic studies, engineering, drawings etc.			\$ 650,000					650,000
Advertising, bidding process				\$ 275,000				275,000
New Fire Station							\$ 10,000,000	10,000,000
Fire Headquarters Subtotal	\$ 100,000	\$ 0	\$ 650,000	\$ 275,000	\$ 0	\$ 0	\$ 10,000,000	\$ 11,025,000

FIRE DEPARTMENT TOTAL

\$ 309,500	\$ 350,500	\$ 1,673,500	\$ 293,000	\$ 201,500	\$ 0	\$ 10,000,000	\$ 12,828,000
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Police Department

CCTV camera system		\$ 213,000						\$ 213,000
Expandable batons	\$ 8,000							8,000
Tactical 4 in 1 patrol jacket	13,800							13,800
Rotatable speed alert monitor	8,000							8,000
Motorcycle		23,500						23,500
Variable message board		17,000						17,000
Firearms			\$ 36,000					36,000
Police vehicles	90,000	90,000	90,000	90,000	90,000			450,000

POLICE DEPARTMENT TOTAL

\$ 119,800	\$ 343,500	\$ 126,000	\$ 90,000	\$ 90,000	\$ 0	\$ 0	\$ 769,300
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2016 Capital Budget PROJECT SUMMARY	Requested	Future Years					Prospective Projects	Total All Years
	2016	2017	2018	2019	2020	2021		
MVEC Dispatch Center								
Public Safety Radio Enhancements	\$ 300,000	\$ 250,000	\$ 250,000	\$ 250,000				\$ 1,050,000
MVEC DISPATCH CENTER TOTAL	\$ 300,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 0	\$ 0	\$ 0	\$ 1,050,000
Library								
Computer Hardware	\$ 19,500	\$ 19,500	\$ 19,500	\$ 19,500	\$ 19,500	\$ 19,500		\$ 117,000
Replace Library Roof	50,000	50,000	50,000	50,000	50,000	50,000		300,000
Replace Carpeting	175,000							175,000
Copy Machine	6,500							6,500
Duct Cleaning		30,000						30,000
Children's Room Renovation	43,500							43,500
Replace Reference & Circulation Desks		50,000						50,000
Library Total	\$ 294,500	\$ 149,500	\$ 69,500	\$ 69,500	\$ 69,500	\$ 69,500	\$ 0	\$ 722,000
Administration/Clerk/Finance								
Audio Visual Equipment Clerk's Office Revaluation	\$ 25,000						\$ 1,000,000	\$ 25,000 1,000,000
ADMINISTRATION/CLERK/FINANCE TOTAL	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,000,000	\$ 1,025,000
Department of Community Programs								
Facility Repair/Maintenance								
Cornog Field House Renovations & Repairs		\$ 150,000	\$ 1,350,000					\$ 1,500,000
Family Aquatic Center Improvements	\$ 50,000							50,000
Glenside Field Turf		500,000						500,000
Golf Course Muni Entrance/ADA Improvement		250,000	250,000					500,000
Memorial Playground		100,000						100,000
Memorial Track		250,000						250,000
Tatlock Redevelopment:		200,000	2,300,000					2,500,000
♦Tatlock Park Plan								0
♦Tatlock Park Basketball Court								0
♦Tatlock Investors Bank Field Track								0
♦Tatlock Investors Concession								0
Upper Tatlock Artificial Turf Field	500,000							500,000
Village Green Playground			125,000					125,000
Subtotal Community Programs Facility Repair	\$ 550,000	\$ 1,450,000	\$ 4,025,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 6,025,000
Community Programs Vehicles & Equipment								
Park Furnishing	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000			\$ 50,000
Subtotal Community Programs Equipment	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 0	\$ 0	\$ 50,000
DEPARTMENT OF COMMUNITY PROGRAMS TOTAL	\$ 560,000	\$ 1,460,000	\$ 4,035,000	\$ 10,000	\$ 10,000	\$ 0	\$ 0	\$ 6,075,000

2016 Capital Budget PROJECT SUMMARY	Requested	Future Years						Total All Years
	2016	2017	2018	2019	2020	2021	Prospective Projects	

Department of Community Services

Infrastructure

Annual Road Program	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 3,750,000	\$ 4,950,000
Briant Parkway & Edison Drive					850,000		850,000
Butler Parkway				750,000			750,000
Canoe Brook Parkway/Wade/Karen/Beverly					900,000		900,000
Canterbury Lane, Ramsey Drive			400,000				400,000
Clark, Huntley, Dayton & Willow	625,000						625,000
College Roads (Yale, Harvard, Princeton)					550,000		550,000
Colonial Road	300,000						300,000
Colon/Crest Acre/Carleen/FriarTuck/OShea	550,000						550,000
Colt Road	\$ 200,000		750,000				950,000
Curbing Program			200,000		200,000		400,000
Dorchester Road & Winchester Road			400,000				400,000
Drainage Improvement Projects	250,000	150,000	150,000	200,000	200,000		950,000
Edgemont Avenue Improvements	550,000						550,000
Henry & Pearl			200,000				200,000
Hobart Ave Sect 1 (Franklin - Springfield)	300,000						300,000
Hobart Ave Sect 2 (Springfield to Rte 124)					750,000		750,000
Larned, Laurel, Maple & Watchung			1,000,000				1,000,000
Lenox Road Improvements	575,000						575,000
Linden / Oakland Place				850,000			850,000
Maple & Summit	550,000						550,000
Micropaving Program	150,000	150,000	150,000	150,000	150,000	150,000	900,000
New Providence Avenue		250,000					250,000
Open Space Management		30,000		30,000		35,000	95,000
Park Avenue		550,000					550,000
Pedestrian Safety Improvement Project	150,000	150,000	150,000	150,000	150,000	150,000	900,000
Pine Grove Avenue				600,000			600,000
Plymouth Road & Sweetbriar		500,000					500,000
Public Works Paving Program	125,000		125,000		125,000		375,000
Regulatory & Warning Sign Replacement	15,000	15,000	15,000	15,000	15,000	15,000	90,000
Silver Lake Drive			375,000				375,000
Storm Water Requirements	5,000	5,000	5,000	5,000	5,000	5,000	30,000
Wallace Road Improvements				950,000			950,000
Whittredge Rd - Phase 1	650,000						650,000
Subtotal DCS Infrastructure	\$ 3,220,000	\$ 3,875,000	\$ 4,220,000	\$ 4,000,000	\$ 4,195,000	\$ 4,105,000	\$ 23,615,000

2016 Capital Budget <u>PROJECT SUMMARY</u>	Requested	Future Years					Prospective Projects	Total All Years
	2016	2017	2018	2019	2020	2021		

Vehicle/Equipment

Traffic Signal Controllers		\$ 18,000		\$ 18,000		\$ 18,000		\$ 54,000
Purchaser of Chipper Box	\$ 15,000							15,000
Vehicle Replacement Knuckle Boom Truck	67,000							67,000
Replace 2910 Tractor with implements	75,000							75,000
Replace #3 Service Pickup 4WD 1 ton					\$ 46,700			46,700
Replace Vehicle #104 (Jeep Wrangler w/plow)		38,000						38,000
Replace Vehicle #210 (Ford Explorer)		40,000						40,000
Replace Vehicle 4WD Mason Dump w/ Plow			\$ 60,000					60,000
Replace Vehicle F250 pick up with Plow		40,000	45,000	45,000				130,000
Replace 2008 Trash Transfer Trailers #78 #79 #81		100,000						100,000
Replace 2007 Volvo Tractor Trailers #71 & 73		155,000				160,000		315,000
Purchase F-350 Rack Body Truck		65,000						65,000
Purchase Rear Packer Truck (CNG possible)			205,000					205,000
Replace #64 Garbage Truck Intl 7500/Leach 25CY				280,000				280,000
Replace #68 Garbage Truck Intl 7500/Leach 25CY					283,587			283,587
Replace #66 Garbage Truck Intl 7500/Leach 25CY						285,000		285,000
Replace Front End Loaders			295,000	150,000	130,000			575,000
Replace Greens Equipment	14,000		15,000	44,000				73,000
Replace #519 2006 Street Sweeper	205,000					220,000		425,000
Replace 1994 Ingersoll Rand Light Tower				35,000				35,000
Replace Salt spreaders (5-6CY)	30,000	30,000		30,000				90,000
Replace Salt spreader (3CY)			9,300					9,300
Replace Gar9 Drill Press - Jet 15"					888			888
Replace #12 Dump 5-7 CY				158,000				158,000
Replace 12A Snow Plow 11"				17,000				17,000
Replace #15 Dump 5-7 CY						157,399		157,399
Replace 15A Snow Plow 11'					17,599			17,599
Replace #42 Dump 5-7 CY						158,000		158,000
Replace 42A Snow Plow 11'						17,000		17,000
Replace #93 Dump 5-7 CY		147,000						147,000
Replace 93A Snow Plow 11'		17,000						17,000
Replace #91 Pick up 4WD 1 ton Ford F350					42,446			42,446
Replace 91A Snow Plow Western				5,770				5,770
Replace #102 Jeep 4WD				42,404				42,404
Replace 102A Snow Plow Western				5,077				5,077
Replace #103 Dump 2 CY 4 WD			75,288					75,288
Replace 103A Snow plow			5,181					5,181
Replace 110 Sprayer Turf 175 Gallon with Foam					44,168			44,168
Replace Asphalt Rollers			60,000		130,000			190,000
Replace Snow Loader		140,000						140,000
Snow Melting Machinery						300,000		300,000
Subtotal DCS Vehicles and Equipment	\$ 406,000	\$ 790,000	\$ 769,769	\$ 830,251	\$ 855,388	\$ 1,155,399	\$ 0	\$ 4,806,807

2016 Capital Budget PROJECT SUMMARY	Requested	Future Years					Prospective Projects	Total All Years
	2016	2017	2018	2019	2020	2021		
DCS Buildings								
City Hall - Building Maintenance	\$ 65,000	\$ 65,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000		\$ 290,000
City Hall - HVAC (Water cooling tower)	85,000	20,000	30,000	30,000	30,000	30,000		225,000
DPW 41 Chatham Rd Building Maintenance	25,000	30,000	30,000	30,000	30,000	30,000		175,000
DPW 41 Chatham Rd Master Plan	15,000							15,000
DPW 41 Chatham Rd Facility Renovation		50,000	250,000	500,000	2,000,000	2,000,000		4,800,000
Spillway - Municipal Golf Course	250,000							250,000
Transfer Station Building Maintenance	30,000	30,000	30,000	30,000	30,000	30,000		180,000
Transfer Station Remediation/Redevelopment		1,500,000						1,500,000
UST-LSRP Program Transfer Station	150,000							150,000
Village Green Improvements		750,000	750,000					1,500,000
Subtotal DCS Buildings	\$ 620,000	\$ 2,445,000	\$ 1,130,000	\$ 630,000	\$ 2,130,000	\$ 2,130,000	\$ 0	\$ 9,085,000
DEPARTMENT OF COMMUNITY SERVICES TOTAL	\$ 4,246,000	\$ 7,110,000	\$ 6,119,769	\$ 5,460,251	\$ 7,180,388	\$ 7,390,399	\$ 0	\$ 37,506,807
Technology								
GIS - DCS	\$ 50,000		\$ 50,000		\$ 50,000	\$ 50,000		\$ 200,000
Workstations								
Network Appliances								
Cameras								
Subtotal Technology	\$ 50,000	\$ 0	\$ 50,000	\$ 0	\$ 50,000	\$ 50,000	\$ 0	\$ 200,000
TOTAL CITY PROJECTS	\$ 5,904,800	\$ 9,663,500	\$ 12,323,769	\$ 6,172,751	\$ 7,601,388	\$ 7,509,899	\$ 11,000,000	\$ 60,176,107
UTILITY PROJECTS								
Parking Services Utility								
New Parking Structure							\$ 10,000,000	\$ 10,000,000
Tier Garage:								0
Access Control						\$ 300,000		300,000
Rehab Project (Every 5 Years)				\$ 500,000				500,000
Structural Repairs	\$ 1,000,000.00							1,000,000
Elevator	325,000	\$ 50,000.00	\$ 50,000	50,000	50,000	50,000		575,000
Lighting Upgrade	175,000							175,000
Lighting New Wiring	100,000							100,000
Entrance Sign	75,000							75,000
Surveillance Equipment	60,000							60,000
Surveillance Electrical	60,000							60,000
Dark Fiber	25,000							25,000
Transfer Station Automated License Plate Reader System	80,000							80,000
Broad Street Garage Camera System		50,000						50,000
Parking Services Utility Totals	\$ 1,900,000	\$ 100,000	\$ 50,000	\$ 550,000	\$ 50,000	\$ 350,000	\$ 10,000,000	\$ 13,000,000

2016 Capital Budget <u>PROJECT SUMMARY</u>	Requested	Future Years					Prospective Projects	Total All Years
	2016	2017	2018	2019	2020	2021		
Sewer Utility								
General - Infrastructure								
TV Inspection & Line Cleaning Project	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000		\$ 900,000
Sewer Lining	75,000	75,000	75,000	75,000	75,000	75,000		450,000
Spot Repairs	50,000	50,000	50,000	50,000	50,000	50,000		300,000
GIS mapping & updates		10,000		10,000		10,000		30,000
Trundling Maintenance & Repairs			50,000			50,000		100,000
Infiltration & Inflow Projects	25,000	25,000	25,000	25,000	25,000	25,000		150,000
Subtotal General Routine Infrastructure	\$ 300,000	\$ 310,000	\$ 350,000	\$ 310,000	\$ 300,000	\$ 360,000	\$ 0	\$ 1,930,000
Sewer Utility								
Capital Projects								
Broad Street Trunk line				\$ 25,000				\$ 25,000
West End Avenue	\$ 200,000							200,000
Division Avenue & Blackburn		50,000	\$ 350,000					400,000
Priority Spot Repairs & Investigation	\$ 100,000	250,000		250,000				600,000
Out year Projects					\$ 350,000	\$ 350,000		700,000
Subtotal Sewer Capital Projects	\$ 100,000	\$ 500,000	\$ 350,000	\$ 275,000	\$ 350,000	\$ 350,000	\$ 0	\$ 1,925,000
Equipment								
Equip. #43 5CY Dump with Plow				\$ 175,000				\$ 175,000
Equip. #49 Komatsu Loader/Backhoe			\$ 125,000					125,000
Sewer Camera & Setup	\$ 50,000							50,000
Subtotal Sewer Infrastructure	\$ 0	\$ 50,000	\$ 125,000	\$ 175,000	\$ 0	\$ 0	\$ 0	\$ 350,000
Pump Station								
Chatham Road	\$ 25,000			\$ 200,000				\$ 225,000
Constantine	\$ 50,000	100,000	\$ 100,000		\$ 100,000			350,000
Glen Avenue	25,000							25,000
River Road	25,000							25,000
Subtotal Sewer Pump Stations	\$ 100,000	\$ 125,000	\$ 100,000	\$ 200,000	\$ 100,000	\$ 0	\$ 0	\$ 625,000
JMEUC - Capital Contribution								
Capital Plan	\$ 943,357				\$ 1,009,152			\$ 1,952,509
Subtotal JMEUC Capital Contribution	\$ 0	\$ 943,357	\$ 0	\$ 0	\$ 1,009,152	\$ 0	\$ 0	\$ 1,952,509
SEWER UTILITY TOTALS	\$ 500,000	\$ 1,928,357	\$ 925,000	\$ 960,000	\$ 1,759,152	\$ 710,000	\$ 0	\$ 6,782,509
TOTAL CITY & UTILITY PROJECTS	\$ 8,304,800	\$ 11,691,857	\$ 13,298,769	\$ 7,682,751	\$ 9,410,540	\$ 8,569,899	\$ 21,000,000	\$ 79,958,616
TOTAL SCHOOL PROJECTS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL CITY, SCHOOL & UTILITY PROJECTS	\$ 8,304,800	\$ 11,691,857	\$ 13,298,769	\$ 7,682,751	\$ 9,410,540	\$ 8,569,899	\$ 21,000,000	\$ 79,958,616