

Englewood

City Manager's Office

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6637 • Fax (201) 567-3678

TO: City Council Members & Mayor Frank Huttle, III

FROM: Timothy J. Dacey, City Manager

DATE: January 29, 2013

SUBJECT: 2013 Budget

I am presenting the Mayor and Council with a proposed 2013 budget that totals \$59,955,510, which is \$155,313.89 more than 2012. It is well below the state mandated levy cap (2%) and the appropriations cap (2 ½%). The slight increase of .65% will increase taxes on an average house valued at \$458,500 by \$31.29 per year, or \$2.60 per month.

As part of the 2013 budget I am recommending various changes in City operations that I will discuss.

- 1) Health Department -- I am recommending that Englewood contract with another municipality for Health Officer coverage. Our current Health Officer's contract expires in July 2013. By sharing a health officer Englewood should be able to save between \$50,000 and \$75,000 while still providing excellent health services. I have discussed this with the President of the Board of Health and she has discussed it with the Board. All other Health Department services are fully funded.
- 2) Community Development – With the EEDC no longer interested in contracting with the City for managed services, I am recommending that we eliminate the position of Downtown Manager. This will save the City about \$62,000 per year. We will have to figure out who would run the summer jobs program (\$50,000) that I recommend stay in the budget.

I also plan on automating the parking deck this spring. We will eliminate two or three PEO's who collect money in the deck. We will still have PEO's who will do enforcement. This will save about \$100,000 per year.

- 3) Police – I have already shared the price that Bergen County wants for dispatch services. The amount of \$542,000 is, I believe, too much. Instead we will go to the joint dispatch by July 1, once all the new radio equipment is in. If, in the future, if the county reduces its price, county dispatch can be reconsidered.

I have left the salary of the police officer who is on suspension in the budget. I

recommend that the council send three new recruits to the June Police Academy class. Overtime is very high because of vacancies, sick-time, workers compensation cases, and extended sick time for work related illnesses. The officer who will not return made \$146,000. New officers cost about \$42,000 per year.

I have also put the required funds in the capital budget to purchase new radios, hand held's, and base stations to meet the "narrow-banding" requirement for the police and fire departments.

- 4) Public Works – I again recommend that we begin the phase-in of automated garbage trucks this fall. I am preparing the bid specifications to get them out on bid before spring. A two year phase-in would allow the residents to get used to the trucks and will give us extra men to work on other duties, such as leaf pick-up. I also recommend elimination of the Thursday/Friday trash collection from October 15 to December 27, 2013. This would allow me to put 18 more men out on leaf collection for those Thursdays and Fridays which will reduce overtime and speed-up leaf pick-up. The automated trucks will also reduce compensation claims, eight of which had been filed in the DPW since January 1, 2013.

The full amount of budgeted savings from these changes will help with the 2014 budget.

- 5) Recreation – We are not including the rent (\$300,000) for Liberty School, as the Board of Education has vacated the building. They have still not paid us the \$200,000 due from 2012. Ron and I are working on an operating budget for the building for 2013 that we will work into the budget over the next few weeks.

I am recommending that we allow the YWCA to operate the Tryon Pool this season. This would save us about \$70,000. If this is not possible I recommend that the pool not open. The use of the pool for the last two years was very limited. All members can be accommodated at the Mackay Pool.

During the budget discussions we really should discuss what the Mayor and council "envision" for recreation programs at Liberty School going forward. The fall classes were fairly well attended, but the numbers have dropped for the classes being offered this spring.

- 6) Library – I am recommending a 1.5% increase for 2013. Last year the council gave the Library \$125,000 to buy books, \$75,000 more than I recommended. They actually used \$15,000 for books while the rest went to salaries and overtime. They should also consider sharing a Library Director, which could save over \$50,000, but the leadership of the Board says that every municipality that has over 7,500 people must have a full-time Library Director with a master's degree.
- 7) Administration – I will be recommending in February that the council cancel the IT contract with the Board of Education and replace it with a contract for a consultant. The Board no longer responds to our requests and no longer gives the City any IT support.

Other budget highlights are:

- 1) We are putting \$250,000 aside for tax appeals, which the CFO is comfortable with.
- 2) We are putting \$200,000 into terminal pay, which we can use if we need, or carry it forward for an expected retirement in 2014.
- 3) Our reserve for uncollected taxes is being reduced to \$1 million from \$3.2 million. We will do an accelerated tax sale for 2012 this summer and an accelerated tax for 2013 late in the year. We should be able to reduce this more in the 2014 budget.
- 4) I have included \$780,000 in revenue from the Route 4 Special Assessment. We will have \$500,000 in escrow, as required by the lawsuit, but the additional revenue can be used this year.
- 5) I have eliminated the \$40,000 donation to EVAC. They began billing in 2012 and have used that revenue stream to replace the money from the City.
- 6) While we expect to end 2012 with a healthy surplus, I am using \$2.5 million for this 2013 budget. Last year we used \$3.3 million and the Council asked that I look to reduce that amount for 2013.
- 7) Court fees were \$121,819 less than budgeted for in 2012, thus I reduced the expected revenue for 2012 from \$920,000 to \$795,000.
- 8) Our parking revenues were \$68,114 more than we budgeted for in 2012. I have increased our expected parking revenue for 2013 to \$556,000 from \$500,000.
- 9) Our parking deck revenue was \$306,111 versus the \$120,000 we had budgeted. This was mainly due to Benzel Busch's construction and their renting of spaces all year. I have put \$95,000 back in for 2013, which I hope will be on the low side of what we actually collect.
- 10) Our overall recreation revenues were \$97,778, down from \$137,500 that was budgeted. We were down in almost every line, which is troublesome to me.
- 11) State Aid – As no state aid numbers have been released, I put the 2012 aid numbers in for 2013. The state expects to release these numbers around February 27.
- 12) Insurance – We have budgeted for a 7% increase on health insurance, 8% for our other insurances like liability, property, etc., and 9% for workman's compensation insurance.

13) Pension costs all declined for 2013:

			INC/(DEC)
	<u>2013</u>	<u>2012</u>	<u>diff</u>
PFRS (police)	\$2,454,251.00	\$2,487,980.00	(\$33,729.00)
PFRS (fire)	\$1,331,599.00	\$1,332,860.00	(\$1,261.00)
PERS	<u>\$1,044,644.00</u>	<u>\$1,080,991.00</u>	<u>(\$36,347.00)</u>
	\$4,830,494.00	\$4,901,831.00	(\$71,337.00)

Ron and I are also discussing, based on a strong 2012 performance, that we may cancel one or both of the emergencies due to the hurricane and flooding that you passed last year. If we feel we are in a strong enough cash position and will not hurt our surplus, we will recommend this in either February or March.

Overall, this should be an easy budget for the Council to work with. We are in an excellent position with a healthy surplus. My team has worked hard to reduce costs and get more efficient so we can help the Englewood taxpayers.

The state has issued the following dates regarding the budget:

- Budget transmittal to Council February 1
- Municipal Introduction March 15
- Budget Adoption April 26

I look forward to working with you over the next few months as we work towards adoption the 2012 budget.

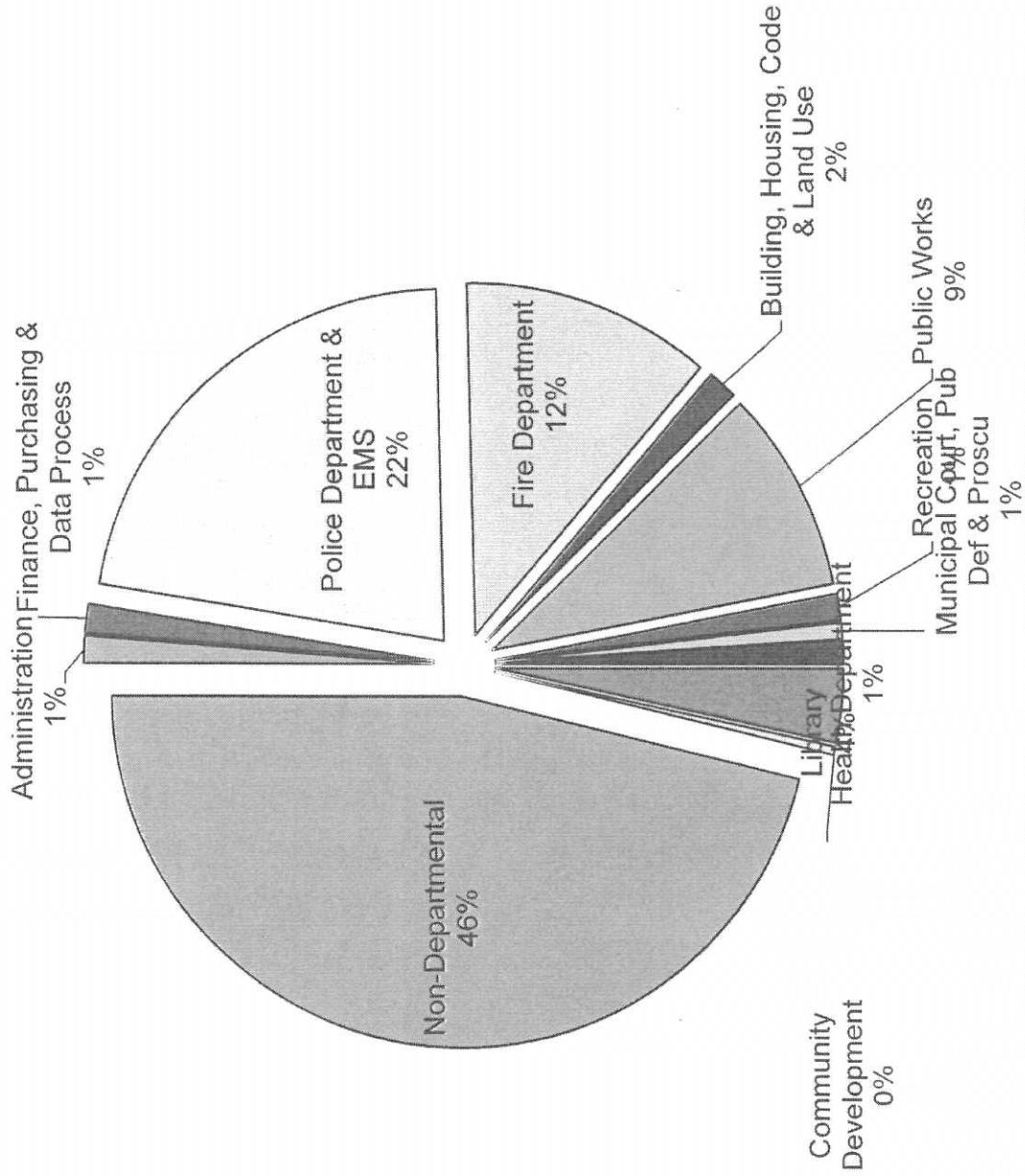
Sincerely,



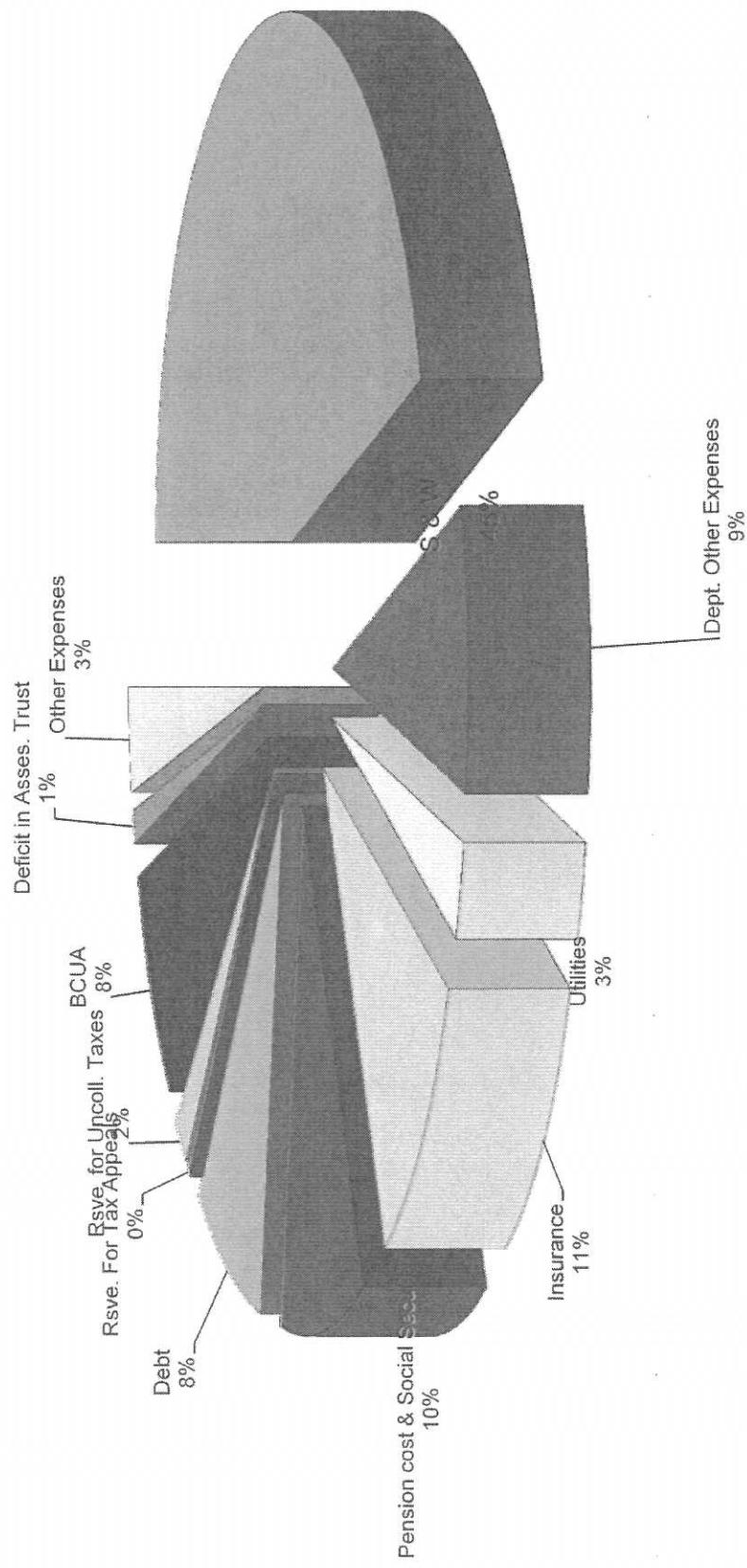
Timothy J. Dacey
City Manager

TJD/dag

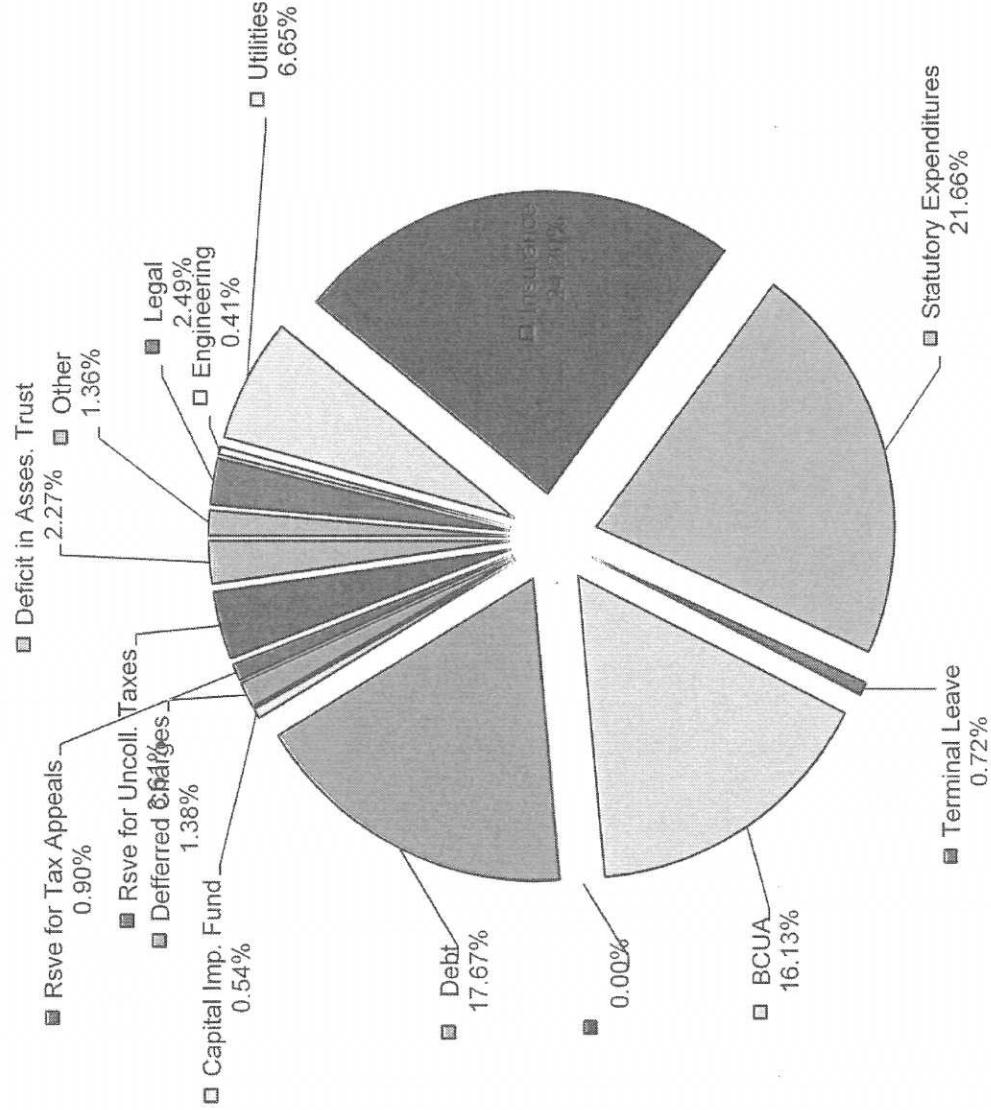
2013 Total Budget by Department \$59,955,510



2013 S&W vs. Other Expenses



2013 Non Departmental



Library

To: Tim Dacey, City Manager

cc: Mayor Frank Huttle
City Council Members—Lynne Algrant, Michael Cohen, Marc Forman, Wayne Hamer,
and Eugene Skurnick

Subject: 2013 Englewood Public Library Budget

Date: January 16, 2013

2012

This past year has been an especially notable one for our library.

165,222	patrons passed through our doors
1325	attended adult programs
1630	attended children's programs
75,698	used our computers
78,422	had their questions answered by our reference librarians
1500	residents found heat, light, and wi-fi in the aftermath of Hurricane Sandy

These metrics highlight the central place the Library serves in our community and in our democracy. Since 1778 when the first public library opened in the United States, the primary mission of public libraries has been to promote literacy for all members of the community. While the meaning of literacy has expanded to include digital, all forms flourish at the Englewood Library ensuring that every resident has equal access to the world of knowledge.

As we look ahead, the Library Board is actively seeking a new director who will be a passionate advocate for the Englewood Library. The new director will be tasked with enriching the patron experience, enhancing the Library's outreach to the community, and making sure the Library is efficient and effective.

2013

Our 2013 budget requests funding similar to our 2011 budget—an approximate 10% increase over the 2012 budget. The rationale for the increase is simple: the costs associated with maintaining the Library's building and grounds, which are owned by the City, should be borne by the City in parity with other departments. Our requests include:

- A \$104,000 request for Facilities Maintenance. We are very proud of the Library's building and grounds and as we plan for its 50th anniversary, we want to make sure it thrives for another 50 years. We also want to hire a better quality cleaning services for both the interior and exterior—this in part a result of patron feedback. In addition, the carpet, despite frequent cleaning, is worn and will need replacement in the near future.
- A \$10,000 request for Horticultural Services. We have at least five large dead trees that need to be cut down. And overall, we want the grounds to be well maintained and restored to reflect the architect's original design.
- A 3% increase in Salary and Benefits. We are currently in negotiations with the union to determine salary increases. The 3% in the budget is our current working estimate keeping in mind that since the Library union contract has expired, any increase the staff receives will be retroactive to 2012. The increases in Benefits are not determined by the Board, but we must budget for what increases occur.

With building's expenses absorbed by the City, the Library can devote its resources to provide services that directly benefit the community:

- **Collection.** To better reflect our community demographics, we want to develop our collection especially in the areas of Judaica and Hispanic literature. We will also invest more deeply into ebooks. We may consider purchasing e-readers that patrons could borrow loaded with the book(s) of their choice.
- **Community Outreach.** We are partnering with Englewood Hospital and Holy Name Hospital to sponsor healthy living programs. We also plan to expand our exhibit schedule to coincide with community events. For example, if Dwight Morrow is producing *Grease*, we will be sure to provide contextual information about the play, and the working-class life in the 1950s. If SECIL is offering a course on living within a budget, the Library will feature related topical material. If the Paul Taylor Dance Company is appearing at bergenPAC, the Library will mount a display about the Company and about modern dance and dancers. This new outreach will more closely align events in our community with resources at the library.
- **Programming.** We plan to not only increase the amount of programming but also sponsor programming in different media. The Friends of the Englewood Library are considering giving us a large flat-screen monitor that would be used for speakers as well as screening films. In addition, the Young Adult and Children's programming will be doing more outreach to our schools and inviting relevant artists to run programs. To give you a glance of the programming we offered in 2012, please see the attached Appendix.
- **Englewood Cliffs presence.** We will continue to increase our visibility in the Englewood Cliffs schools and community at large by regularly scheduling librarian school visits and responding to feedback via our SurveyMonkey results.

We look forward to discussing the budget as well our future plans with all of you.

Regards,

Englewood Library Board of Trustees

Englewood Public Library Programs for 2012

January Programs

Adult

All Seasons Chamber Players
Samuel Lee's PowerPoint Lecture/African American Diaspora
Chinese Program "Year of the Dragon"
Kurt Markgraf Art Reception
Englewood Draftsman Robert Robinson Computer Aided Drafting Introductory Class
Englewood Author Adolfo Borromeo Talk on Religion
In Stitches Knitting Group
Janet and Friends Poetry
Englewood Yoga Instructor Phyllis Taylors Yoga Class
Ivy Omere (Actor) African Clay Mask-Making Class

Children's

African Mask Making Workshop
Playtime (214 attendees/month)
Storytime: Themes included Snow, Wind, Getting Dressed, Chinese New Year (51 Attendee/month)

Book Clubs

SESCIL Group- *Mudbound* by Hillary Jordan 17 participants
Women's Diversity Book Group -*Conquistadora* by Esmralda Santiago 18 participants
Friday Morning Book Group- *The Girl with Amber Eyes: A Family Century of Art* 6 participants

February Programs

Adult

Don Carter Jazz Concert
Art Reception for Artist Anthony Cowels
Sam Lee Hip Hop Culture Lecture/Demonstration
Phyllis Taylor Yoga
Draftsman Robert Robinson Computer Aided Drafting
Dick Burnon Video/Lecture Negro League Baseball Greats
In Stitches
Note: Four Black History Month Programs attracted 141 people total

Children's

Joanne Ingis presented her just published book *Diary of a Pet Turkey*
Valentine's Day Storytime with Craft
Watch Books Come Alive- Movies based on stories about people & events in African American History
Playtime (186 attendee/month)
Storytime (54 attendee/month)

Book Clubs

SESCIL Group-*Surely You're Joking* by Richard Feynman 17 participants
Women's Diversity Book Group -*Warmth of Other Suns* 21 participants
Friday Morning Book -*Snow Flower & the Secret Fan* 6 participants

March Programs

Adult

Tenafly Artist Barbara Landberg Meet the Artist
Sound Mind Musical Concert
John Merlino Art Classes for Seniors
Norman Davis Historical Talk on Englewood
Professor Nicholas dames Lecture on 19th Century Literature
Phyllis Taylor Yoga Class
Life Coach Suzanne Savion Health Talk
Author JB Kelly
Rachelle Weisbergers New Book Talk
Adolfo Borromeo Talk on the Hewish New Testament
In Stitches Knitting Group

Children's

Read across America Cat in the Hat (Children's Librarian Amy Aynedjian dressed in costume as the Cat)
McCloud School special education class visit
Seussical Stories Dr. Seuss Birthday
Playtime (261 attendees/month)
Story time (29 attendees/month)

Book Clubs

SESCIL- *In the Shadow of Gotham* 17 participants
Women's Diversity Book -*These is My Words: The Diary of Sarah Agnes Prine* 21 participants
Friday Morning Book- *Snow White & the Secret Fan* 6 participants

April Programs

Adult

Student Violin Concert
Artist Reception Eddie Pagan
Author/Poet Vielka Solanos
Phyllis Taylor Yoga Class
Phyllis Taylor Health & Nutrition Power Point Lecture
Bob Malgieri PowerPoint Prunning Pointers
Ira & Jennifer Rinn PowerPoint on Autism
In Stitches

Children's

Melody & Presley song and dance
Popcorn and Poetry Nation Poetry Month
Open House National Library Week
Visits from 3 Kindergarten classes from Quarles School
Playtime (138 attendees/month)
Storytime (20 attendees/month)

Book Clubs

SESCIL -*The Art of Racing in the Rain* 18 participant
Women's Diversity Book Group- *A Friendship that Changed the World* 32 participants
Friday Morning Book Group - *Half a Life* 6 participants

May Programs**Adult**

Dwight Morrow High School Student Art Reception
Professor Nicholas Dammes Talk 19th Century Literature
Dr. Robert Press Talk on Vitamins
Author Marie Pinto New Book Talk
Phyllis Taylor Yoga Class
Authors Elena Yordan & Carrie Donegans New Book Talk
Janet and Friends Poetry Spring Read
Health Couch Phyllis Taylor Lecture on Health and Nutrition
Anita Newkirks Talk on medical claims
In Stitches Knitting
Dr. Leroy Strom Diabetes Talk

Children's

Mother's Day Brunch
Cinco de Mayo Program
Kindergarten class visit
Playtime (305 attendees/month)
Storytime (56 Attendees/month)

Book Clubs

SESCIL Group – *The Warmth of Other Suns* 16 participants
Women's Diversity Book Club-*Kabul Beauty School* 20 participants
Friday Morning Book Group- *Half a Life* 6 participants

June Programs**Adult**

John Merlino Summer Art Camp for Senior
Elizabeth D'Angio art reception
Author Helen Tinsley New Books Talk & Signing
Poetry Program Eight Poets
Jack Riley Social networking workshop
Carolyn Wilson's Introduction to Reiki
Phyllis Taylor Health & Nutrition PowerPoint
In Stitches

Children's

Music Get Together
Englewood Recreation Summer Camp
Summer Reading Club Kick Off
Playtime (73 Attendees/month)
Story time (47 Attendees/month)

Book Clubs

SESCIL- *The Warmth of the Sun* (part 1 of 2) 16 participants
Women's Diversity Book Group- *Kabul Beauty School* 20 participants
Friday Morning Book- *Half a Life* 6 participants

July/August Programs**Adult**

Saving a Generation Talk

Video/Lecture Amelia Earhart
Yoga with Phyllis Taylor
Benefit of Walking Talk
In Stitches Knitting
Wednesday Film Festival

Children's
Monster Hunt
Maurizio's Fable
Ben & Jerry's
Wacky Wednesday
Explore Science
Playtime (84 attendees/month)
Storytime (16 attendees/month)

Book Clubs

July
SESCIL- *The Warmth of the Sun* (part 2 of2) 18 participants
Women's Diversity Book -*Unbearable Lightness* 20 participants
Friday Morning -*The Marriage Plot* 6 participants

August

SESCIL Group -*A World War II Story* 17 participants
Women's Diversity Book Group -*Secret Daughter* 20 participants

September Programs

Adult
Sunday Concert
1800 Presidential Election Video/Lecture
Yoga with Phyllis Taylor
Foreclosures
Benefit of Hypnosis
In Stitches Knitting
Fort Lee Film Commission Video/Lecture
Janet and Friends Poetry Program
Herb Fischer's Baseball Talk
Health Power Point Lecture
AIM Theatre Workshop Open House

Children's
Music Together
Playtime (175 attendees/month)
Storytime (37 attendees/month)

Book Clubs

SESCIL Group -*Paris Wife* 17 participants

October Programs

Adult
Sunday Concert
Foreclosures Talk Part 2

Medical Benefits Talk Part 2
Short Story Writing Workshops
Glenn Early Poetry Program
In Stitches Knitting
Computer Aided Drafting Workshop

Children's
Music Together
Baby Signs
Charter School Students
Every day is Earth Day
Captain Underpants
Playtime (81 attendee/month)
Story time (25 attendee/month)

Book Clubs
SESCIL GROUP-A *Farewell to Arms* 17 participants
Women's Diversity Book- *Turn of Mind* 21 participants

November Programs

Adult
Sunday Concert
Civil War Talks
Courtship Coach Talk
Short Story Writing Workshop
Colorado Rockies Travel Slide/Lecture
In Stitches Knitting
Computer-Aided Drafting Workshop
Janet & Friend Poetry
Author Evelyn Silas New Book Talk
Dr. Leapt Kuzniar Sleep Talk
Grushkin Gift Reception

Children's
Music Together
Baby Signs
Laceyville Monkeys
Art Kids Rule
Playtime (167 attendees/month)
Story time (36 attendees/month)

Book Clubs
SESCIL Group-*Pearl of China* 17 participants
Women's Diversity-*The Absolutely True Diary of a Part-Time Indian* 21 participants

December Programs

Adult
Prof. Ben Nelson Jewish Book Month Talk
Attorney Devin Cohen Estate Planning
Jane Sharp Talk on Scottish Dance Painting
Author Robert Zorn New Book Talk

Terrylynn Smith/Bobbi Hicks Joint Business
In Stitches Knitting
Computer Aided Drafting Workshop
Author Hank Quense New Book Talk
Reiki Wellness Circle

Children's
Music Together
Baby Signs
School Students
Laceyville Monkeys
Art Kids Rule
Breakfast with Mother Goose

Book Clubs

SESCIL Group-*Into the Beautiful North* 16 participants
Women's Diversity Book Group-Haven: *The Dramatic Story 1000 WWII Refugees* 21 participants

September 24, 2012
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City of Englewood
Budget/Revenue Preparation Worksheet

Page No: 1

Range of Budget Accounts: 3-01-29-390-000-000 to 3-01-29-390-000-280
Subtotal CAFR: No Subtotal DEPARTMENT: No Subtotal EXTENSION: No
Incl Revenue Accts: No
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100
DEPARTMENT Page Break: No

Description Budget Account Number	2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	***** Year 2013 *****			%PY
				Requested	Admin. Recmd	Budgeted	
Library - S&W/Other Expenses							
3-01-29-390-000-100	C						
2012							
Library - Regular Pay 3-01-29-390-000-111	S	0.00	1,547,491.00	1,336,027.00	<u>1,389,468.08</u>		0.00
		0.00	1,473,855.26	970,118.33			
2013							
Library - Overtime Pay 3-01-29-390-000-114	S	0.00	0.00	0.00	<u>12,423.48</u>		0.00
		0.00	9,928.37	11,945.65			
2014							
Library - Workmens' Comp Insurance 3-01-29-390-000-124	S	0.00	17,000.00	17,000.00	<u>17,000.00</u>		0.00
		0.00	17,000.00	17,000.00			
2015							
Library - Property Insurance 3-01-29-390-000-125	S	0.00	15,000.00	15,000.00	<u>15,000.00</u>		0.00
		0.00	15,000.00	15,000.00			
2016							
Library - Health Insurance 3-01-29-390-000-192	S	0.00	350,608.00	244,596.00	<u>244,596.00</u>		0.00
		0.00	336,610.80	171,521.35			
2017							
Library - P.E.R.S. 3-01-29-390-000-194	S	0.00	154,382.00	171,163.00	<u>178,009.52</u>		0.00
		0.00	154,382.00	171,163.00			
2018							
Library - Other Costs- Fica 3-01-29-390-000-195	S	0.00	114,534.00	96,906.00	<u>100,782.24</u>		0.00
		0.00	112,554.00	51,317.42			
2019							
Library - Postage 3-01-29-390-000-222	S	0.00	0.00	0.00			0.00
		0.00	0.00	0.00			
2020							
Library - Printing & Binding 3-01-29-390-000-223	S	0.00	0.00	0.00			0.00
		0.00	0.00	0.00			
2021							
Library - Facilities Maintenance 3-01-29-390-000-224	S	0.00	0.00	0.00	<u>104,000</u>		0.00
		0.00	12,300.33	0.00			
2022							
Library - Office Equipment - Service 3-01-29-390-000-226	S	0.00	0.00	0.00			0.00
		0.00	0.00	0.00			

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City of Englewood
Budget/Revenue Preparation Worksheet

Page No: 2

Description Budget Account Number	2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	Year 2013			%PY
				Requested	Admin. Recmd	Budgeted	
DEPARTMENT: 3-01-29-390-000-000							
Library - Specialized Services 3-01-29-390-000-228	S 0.00 0.00	0.00 0.00	0.00 0.00				0.00
Library - Other Contractual Service 3-01-29-390-000-229	S 0.00 0.00	0.00 10,435.00-	0.00 0.00	0			0.00
Library - Books & other Publications 3-01-29-390-000-233	S 0.00 0.00	0.00 8,604.67-	75,000.00 0.00	0			0.00
Library - Office Supplies 3-01-29-390-000-236	S 0.00 0.00	0.00 0.00	0.00 3.52				0.00
Library - Janitorial/Laundry Supplies 3-01-29-390-000-252	S 0.00 0.00	0.00 0.00	0.00 0.00				0.00
Library - Office Equipment 3-01-29-390-000-253	S 0.00 0.00	0.00 0.00	0.00 0.00				0.00
Library - Office Furniture 3-01-29-390-000-257	S 0.00 0.00	0.00 0.00	0.00 0.00				0.00
Library - Other Equipment 3-01-29-390-000-258	S 0.00 0.00	0.00 0.00	0.00 0.00				0.00
Library - Horticultural Supplies & Services 3-01-29-390-000-261	S 0.00 0.00	0.00 0.00	0.00 0.00	10,000.00			0.00
Library - Heating & Lighting 3-01-29-390-000-270	S 0.00 0.00	0.00 46,473.92	50,092.00 34,294.80	79,200.00			0.00
Library - Water 3-01-29-390-000-272	S 0.00 0.00	0.00 0.00	0.00 0.00				0.00
Library - Printing & Publications 3-01-29-390-000-275	S 0.00 0.00	0.00 0.00	0.00 0.00				0.00
Library - Automation 3-01-29-390-000-280	S 0.00 0.00	0.00 38,830.50	0.00 0.00	50,000			0.00]

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City of Englewood
Budget/Revenue Preparation Worksheet

Page No: 3

Description Budget Account Number	2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	***** Year 2013 *****			%PY
				Requested	Admin. Recmd	Budgeted	
DEPARTMENT: 3-01-29-390-000-000							
Control Total	0.00	2,199,015.00	2,005,784.00	0.00	0.00	0.00	0.00
		0.00	2,197,895.51	1,442,364.07	<i>\$8,300,479.32</i>		
Budgeted Total	0.00	2,199,015.00	2,005,784.00	0.00	0.00	0.00	0.00
		0.00	2,197,895.51	1,442,364.07			
Non-Budget Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00			
Budget Fund Total	0.00	2,199,015.00	2,005,784.00	0.00	0.00	0.00	0.00
		0.00	2,197,895.51	1,442,364.07			
Year Total	0.00	2,199,015.00	2,005,784.00	0.00	0.00	0.00	0.00
		0.00	2,197,895.51	1,442,364.07			

Police • Fire



Department of Police

75 South Van Brunt Street • Englewood, New Jersey 07631

Office of the Chief

Arthur O'Keefe
Chief of Police
January 22, 2013

Telephone (201) 871-6409
Fax (201) 567-3504

Mr. Timothy Dacey
City Manager
Englewood Administration

Mr. Dacey,

I would like to take this opportunity to highlight some of the department's "recent" success with respect to our budgetary efforts. The following are some examples of how my administration has been fiscally responsible in the face of this nation's second worst economic downturn.

- The Englewood Police Department budget has DECLINED over the last 6 years and remained essentially flat..
- Reduced staffing levels by 14%.
- Upgraded departmental technology and improved efficiencies via grants and asset forfeiture at no expense to the taxpayers.
- Increased productivity, arrests and citizen calls for service despite the aforementioned staff reductions.
- Enhanced the city's first Emergency Services Unit to incorporate responses to schools and other high risk facilities located within the city.
- Equipped all police patrol vehicles with computers and associated law enforcement software at no expense to the taxpayers such as E-Ticketing, and InfoCop.
- Modernized the police fleet operation and reduced maintenance costs over 50%. Instituted policy to charge private vendors for related maintenance costs.
- Began a comprehensive reconstruction of the tour commander, communication, detective bureau and witness interview areas at a departmental cost of approximately \$300,000 at no expense to city taxpayers.
- Engaged in partnership with the Bergen County Prosecutor's Office to receive and implement the use of an ALPR or Automated License Plate Reader. We've received 2 at a value of approximately \$40,000.

The Englewood Police Department has reduced staffing from 86 sworn personnel to its current level of 77. It is anticipated that one officer will be terminated within the next few weeks. That reduction has necessitated a redistribution of personnel to provide several fundamental services. We have reached the point at which staffing levels and our ability to provide law enforcement services have been maximized in my opinion. We cannot reduce staffing or resource allocation without restricting our future service delivery. As witnessed by our summer initiative, where outside police agencies were brought to bear, we

were unable to successfully diminish violent criminal conduct with the resources available. The start of this calendar year has unfortunately continued what we observed last year with respect to violent crime.

I know that it is the council's decision to staff the police department at minimal levels and to supplement the staffing via overtime as needed. I would like to remind everyone involved that the 5 largest police departments in Bergen County are located along the Route 4 corridor from New York City. Each of those departments employs 18-38 more officers than does Englewood to deliver law enforcement services. Assuming an overall cost factor of \$150,000 per officer for salary, pension, and insurance, let us say that Englewood were to return to its highest staffing level of 96 officers. That would place this department among its neighbors in average staffing and would cost an additional \$3,000,000 per year to taxpayers. Last year this department spent \$1,092,000 in overtime to maintain services and honor contractual overtime obligations. That would mean that the department is saving approximately \$2,000,000 in salaries annually while still providing core services. That does not take into account having retained a flat budget for 6 consecutive years. I would hope that the governing body recognizes the highly successful efforts undertaken to reduce costs and strengthen operations, all while saving money and reducing staff. It should be further noted that the overtime figures represent 3 distinct expenses. They are manpower, court testimony/appearances, and investigations. They are relatively evenly divided, only one of which we exert any true control over. Since the manpower aspect reflects about \$375,000 of the overtime figure, I would hope that everyone involved can appreciate what 6 years of continuous refining of departmental operations has achieved and how much money has been saved. I would further hope that these 6 years of savings have allowed the city to address other critical needs as it moves forward. I would ask that the council strongly consider replacing lost staff and work toward a staffing goal which fully meets the needs of our residents and visitors. While I recognize the financial constraints facing this city, I strongly believe that any cuts to police department operations, whether human or material, will have a dangerous impact on our ability to deliver effective law enforcement services. A consequence of diminished staffing levels is also reflected in the entirely reactive nature of our investigations. We lack the necessary resources to effectively become proactive and to seize the initiative. As anyone who follows any athletic competition knows, if you remain in a static defense for too long, the opposition will eventually uncover methods to exploit your weaknesses and score. It is also reflected in diminished revenue. While we were not able to incorporate the E-Ticketing program fully until training was completed mid summer, we were still able to generate 23,000 summonses. It is approximately 3,000 less than our record high achieved in 2010, but despite the traffic officers spending the majority of their days providing court security, we are clearly on the right path en-route to record summons productivity, even in consideration of reduced staffing.

The Englewood Police Department has emerged from a period of distinct turmoil to become one of the most respected law enforcement agencies in Bergen County. It has taken a great deal of determination and hard work to arrive at this point where it can be stated with confidence that we are operating as efficiently as possible given our current resources. I would strongly encourage the governing body to establish a long term plan for staffing levels and resource allocation for the future. Such stability will provide the framework for fiscal controls going forward.

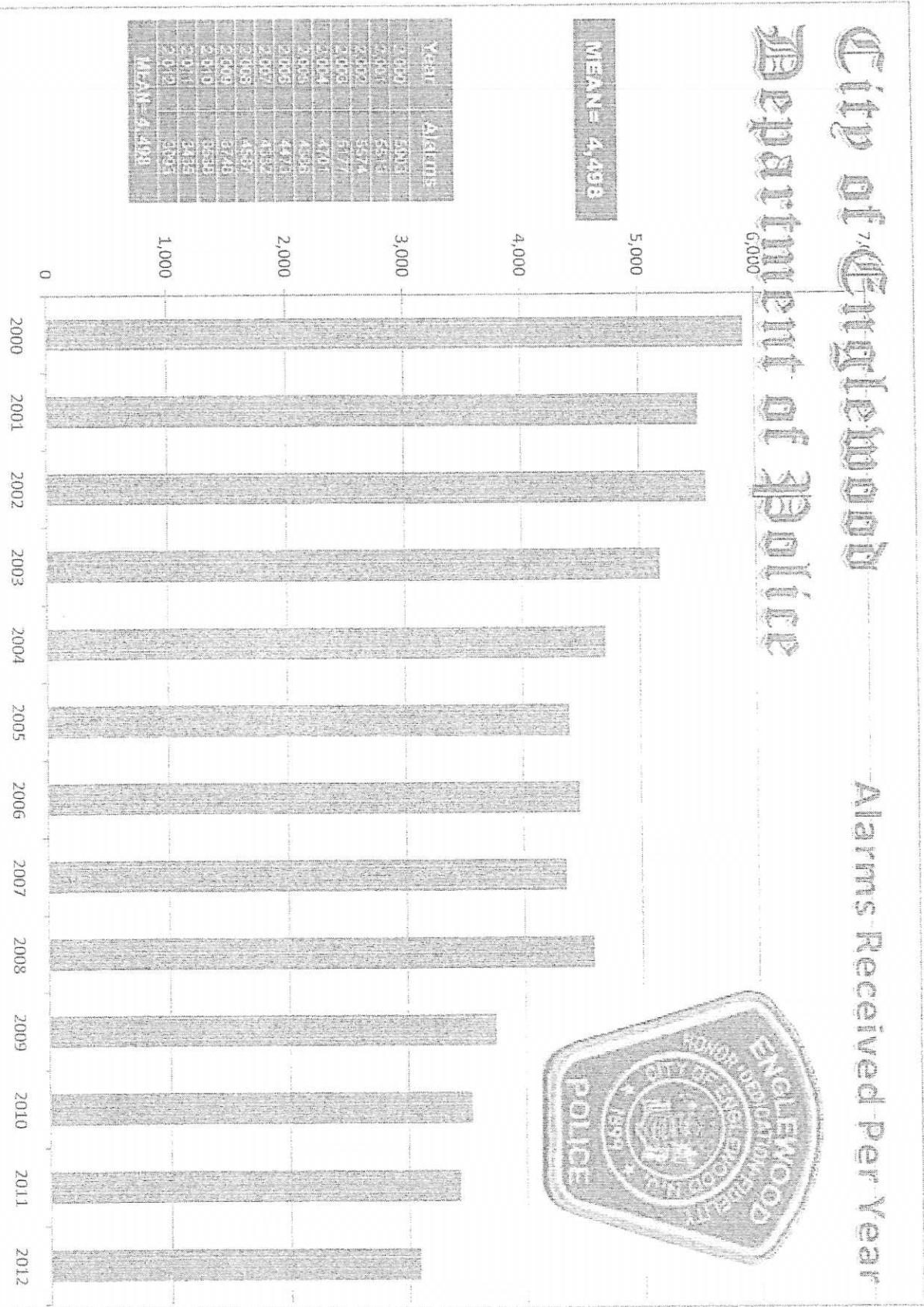


Arthur O'Keefe
Chief of Police

City of Cheyenne

Department of Police

Alarms Received Per Year





**City of Englewood
Department of Police**

Alarms Received Per Year

Year	Alarms
2000	5,903
2001	5,513
2002	5,574
2003	5,177
2004	4,701
2005	4,386
2006	4,473
2007	4,352
2008	4,587
2009	3,748
2010	3,538
2011	3,435
2012	3,093
MEAN= 4,498	



The Englewood Fire Department has, for 100 years, served the residents of the City of Englewood in any and all circumstances. As a matter of course, we plan for certain outcomes, and where necessary, adapt to changing conditions. The past two years have seen the department adapt to the new economic realities faced by the City of Englewood by prioritizing acquisition of resources, re-structuring organization and response, and in certain cases, deferring purchases and services that won't have an immediate impact on service delivery. In 2012 a conscious effort was made to restrain, and cut where necessary, spending. It is our intention to follow the same course, insomuch as we are able, in 2013. Included in this document are what we feel are the necessary personnel and operating expenditures necessary for the EFD to continue providing what we feel, given our operating parameters, is the optimal service to our residents and visitors.

CORE SERVICES PROVIDED BY THE ENGLEWOOD FIRE DEPARTMENT

- Fire Suppression
- Hazardous Materials Emergency Response
- Light to Heavy Rescue
- Technical Rescue
- Fire Inspection
- Life Hazard Use Inspection
- Fire Lane Parking Enforcement
- Public Education (School and Community)
- Residential Fire Safety Inspection (Voluntary)
- Medical Stabilization at Emergency Scenes

In 2013, we will continue our core services, but are also planning to enhance our public education programs, targeting adolescents and our Latino Community. We plan to re-evaluate how we can better meet post-emergency community needs, to see where we can possibly partner with local charities to fill the gap found between public and private assistance. It is also our intention to re-evaluate our inter-local shared service agreements with our mutual aid partners, develop resiliency and continuity programs to increase our recovery time in the event of natural or man-made disasters, and continue trying to find ways to reduce our operating costs.

OPERATIONS AND EQUIPMENT

For the 2013 budget, mindful of the aforementioned new economic reality, the Englewood Fire Department is, once again, not seeking to expand services, but to maintain core services. This can be done, for the most part, by holding our present operations and equipment budget to 2012 levels, deferring the replacement of one Fire Engine (Engine #3 – 1983 E-One, re-furbished in 1998) to 2014,

unless we can secure grant funding, and re-distributing the funding within the O&E for our routine purchases. We do have certain equipment needs, necessary for safe and efficient fire suppression and personnel safety, which will require capital funding. Some of these items were deferred from 2012, others are part of an ongoing re-structuring of how we respond to emergencies, and some are part of multi-year implementation plans to reduce the financial impact on city finances. To that end, the following Operations and Equipment items have been presented for capital funding:

- 10x Self-Contained Breathing Apparatus - Unit Cost \$5,028.50 - Total Cost \$50,285
- 10x Self-Contained Breathing Cylinder - Unit Cost \$873.90 - Total Cost \$8,739.00
- 5x Thermal Imaging Cameras - Unit Cost \$5,355.00 - Total Cost \$26,755.00
- 3x Hydrant Master RC Hydrant Valve - Unit Cost \$2,595.00 - Total Cost \$7,785.00
- 3x Hydrant Master Mounting Bracket - Unit Cost \$149.00 - Total Cost \$447.00
- 7x Vehicle-Mounted Diesel Exhaust Capture System - Unit Cost \$8,739.00 - Total Cost \$61,174.00
- 4x Ruggedized Mobile Data Terminals and Vehicle Mounting - Unit Cost \$10,000 - Total Cost \$40,000

Total Capital Funding Requested - \$195,205

SELF-CONTAINED BREATHING APPARATUS (SCBA) AND CYLINDERS

Part of the core protective ensemble of a Firefighter is the SCBA, Self-Contained Breathing Apparatus. This equipment provides a source of breathable air to personnel operating in environmental atmospheres immediately dangerous to life and health (IDLH). The current generation of SCBA allow for Firefighter survival in thermal environments, fire, as well as CBRN environments, Chemical, Biological, Radioactive, and Nuclear. SCBA have a definitive service life of around 10 years, and the first replacement SCBAs the department purchased, after moving to a uniform 4500 PSI cylinder some years ago, are near the end of their service life. In addition to the SCBA, the cylinders which hold the air, are also nearing the end of their life, and in some cases have been condemned due to excess wear. Rather than replace all SCBA and cylinders at once, we hope to implement a replacement program, where we can replace the units over a period of four years, at a rate of 10 units per year.

The following features are based on the most current requirements as specified by the NFPA, National Fire Protection Association, and NIOSH, National Institutes for Occupational Safety and Health:

- HUD - Heads-up Display - Provides the personnel visual representation within the mask, of his or her remaining air pressure. This is necessary because in low-visibility environments, responders cannot see the regulator pressure gauge which tells them approximately how much air they have left. This data is necessary to prevent members from inadvertently exhausting their air supply while in an IDLH atmosphere.
- Pak-Alert Safety Device - This is a safety feature on the SCBA itself that transmits a signal which can be tracked by rescuers in the event a Firefighter becomes lost in a low-visibility environment.
- CBRN Regulator - This regulator, the part of the SCBA that steps-down the air pressure from the cylinder, and directly provides air to the responder, is rated to operate in WMD/Hazmat environments and can be decontaminated, allowing the unit, in most cases, to be re-used after an event involving chemical, radioactive, or biological substances.

- RIC Connector - This is another safety feature, allowing a Rapid Intervention Crew (RIC) to supply an alternate source of air to a downed firefighter without having to remove his or her SCBA while in an IDLH atmosphere. Also allows for “buddy breathing”, two Firefighters breathing off one cylinder in an emergency, or for rapid cylinder trans-fill, where a Firefighter with air can transfer some of their air to the exhausted cylinder of another Firefighter in an IDLH atmosphere.
- Lightweight Carbon-Fiber Cylinders - The bottle which contains the breathing air. The latest cylinders are stronger and lighter than their predecessors. This reduces Firefighter fatigue, and keeps personnel in the fight a little longer.

BULLARD ECLIPSE THERMAL IMAGING CAMERA

Thermal Imaging Cameras have revolutionized the way Firefighters operate at structure fires. This technology, originating from the U.S. military, allows personnel to discern minute thermal differences in an environment, translating those differences into a visual image, not unlike a photograph or video. These devices allow personnel to identify hidden pockets of fire, the location of fire victims, the relative temperature of an object, allows personnel to move with confidence through low- and no-visibility environments, and in some cases, the ability to transmit the images of what personnel are seeing, to a remote location. When first entering fire service, the models were much larger and more expensive (\$25,000). The EFD currently possesses three 2nd and 3rd generation thermal imaging cameras. While still serviceable, they are reaching the end of their service life, and are heavier and offer less resolution than today's camera. We hope to keep most of those devices in service, but the recent drop in price and reduction in the size of the devices, with increased capability, will allow us to put more devices in services to visualize more of a scene at once, as it will allow us to outfit an officer on each shift with the camera. This improves supervisory efficiency as personnel can operate without the need for the officer being right at their side.

The devices come with the following features:

- Latest generation of thermal imaging technology, offering finer resolution.
- Improved thermal throttling, allowing the user to adjust thermal thresholds in environments where the thermal picture is too uniform to readily discern objects/images.
- Vehicle mounted charging.
- Light-weight and easily transportable, reducing responder fatigue.

TASK FORCE TIP HYDRANT MASTER REMOTE-CONTROLLED HYDRANT VALVE AND MOUNTS

Currently, when a large water supply is required for our operations, we hook up a supply line to the fire hydrant, and at the right time, the fire pump operator will radio the responder at the hydrant, the “Hydrant Man”, to turn on the hydrant which supplies water to the Fire Engine. When that task is complete, the Hydrant Man, moves up to the scene (at times more than thousand feet distant), and begin his or her next assignment(s). The TFT Hydrant Master is a wireless, remote-controlled valve device that we attach to the supply line, which will then be affixed to the hydrant. This allows the Pump Operator to control the flow of water to the Engine without having, for the most part, the Hydrant Man standing by for orders. The benefit is clear for a department like the EFD, who responds to most fires with far less manpower than is recommended by any national regulatory/advisory body. By transferring the control to the Pump Operator, the Incident Commander has one more Firefighter he can put into the fight, to perform tasks which would normally go unfulfilled until personnel were available, 2-10 minutes faster. In a situation where seconds and minutes can have a huge impact on the outcome of an

emergency, this is a tremendous application of available technology allowing us to better utilize our manpower at reduced personnel levels. This is a technology that is available for other appliances used on the Fire Ground. In the near future we will be evaluating their potential utility and how well they will allow us to leverage reduced staffing into a more effective fighting force.

VEHICLE-MOUNTED DIESEL CAPTURE AND FILTERING DEVICES

Currently, the law in New Jersey calls for publically-owned diesel-emitting vehicles to be retrofitted with devices to reduce harmful emissions. The State provided funding to retrofit vehicles, but would not fund the retrofitting of Emergency Response Vehicles. The governing body responded to the concerns of our personnel years ago, and funded the installation of an exhaust capturing system in the Firehouse. This was a health and safety issue, as you could physically see the residue of exhaust on all surfaces within the firehouse. By logical extension, that residue was also in the lungs and respiratory tracts of not only the responders, but anyone who was in the building as vehicles were running, either to respond to emergency, or when maintenance was being performed. For whatever reason, a hose capture system was chosen, even though it could not adequately service all the first response vehicles due to the physical layout of the facility. Not only could the system not work for the vehicles we have, it was often being damaged due to tight-quarters, and the inability to release the hoses. The compressor that powers the "grabbers", which pneumatically seal themselves to the exhaust pipes, and trigger the motor to pull the fumes out of the hose, has also repeatedly failed. The cost of maintenance and repair of this system has already approached \$30,000, and was going to, potentially, at the current rate of failure, start to cost \$1,000 a month to repair and maintain.

We are proposing moving to a different, direct-source capture, method of dealing with diesel exhaust. By mounting the capturing system directly to the apparatus, we can remove the hoses throughout the building, and not have to worry about the expense of re-installing them in any facility to which we might move. The recurring expenses for a direct-source capture are the ceramic filters themselves, currently rated for 150 service hours. This may not seem like much, but the devices are only designed to operate long enough for the apparatus to move outside the building, which is seconds, before they return to stand-by mode. We should get months of service out of each filter, even if utilize the bypass feature, where inclement weather requires us to operate the vehicles indoors. As part of the base price of the system, additional filters are provided. We feel this is a cost-effective measure to ensure the necessary safety of our personnel.

IT INTEGRATION - RUGGEDIZED MOBILE DATA TERMINALS AND VEHICLE MOUNTS

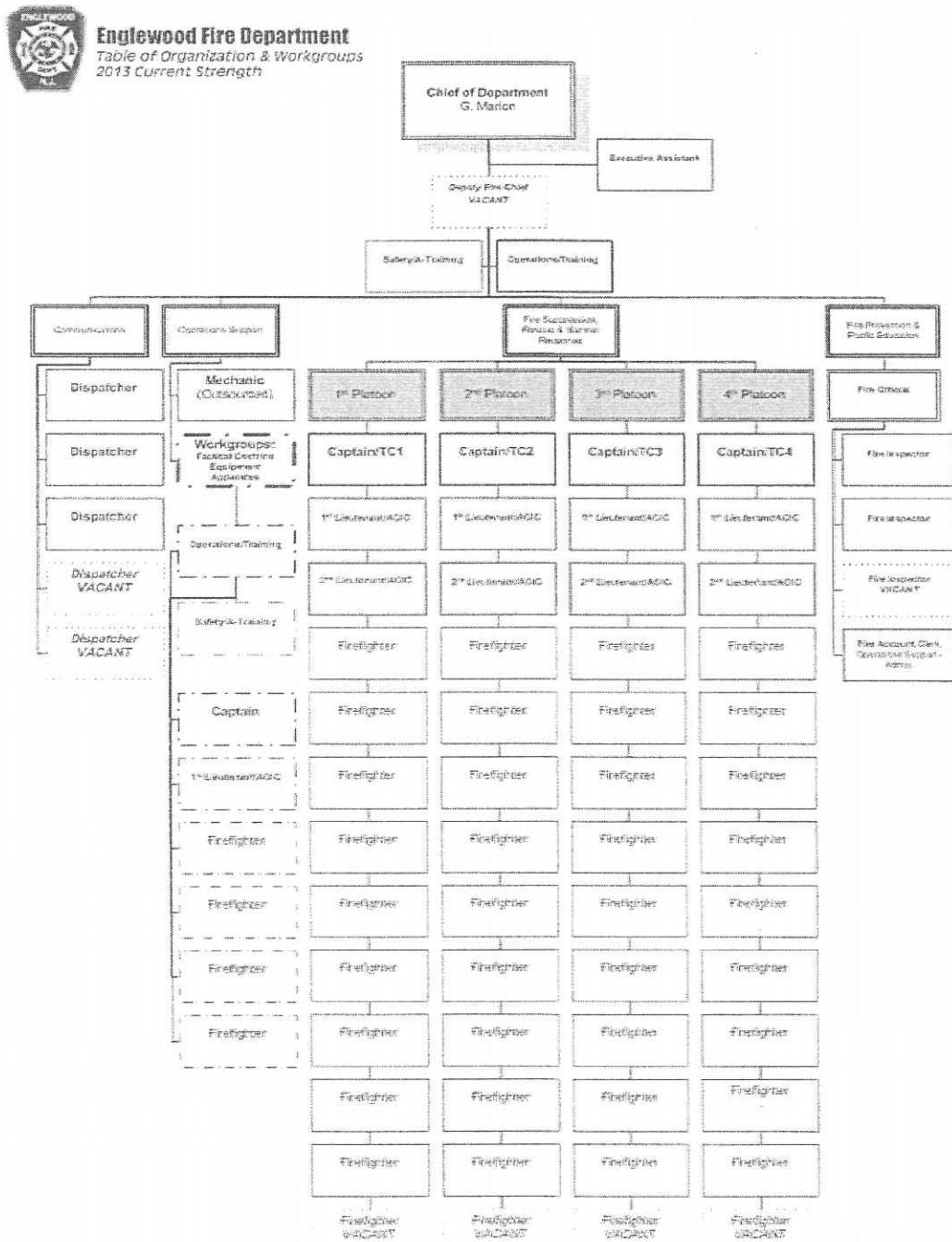
The acquisition and installation of mobile data terminals into front-line apparatus is a continuation of a multi-phased project to tear down information silos in the department, and provide usable and actionable information to our first responders. Examples of this information include, WISER, a free software program provided by the National Institutes of Health that provide a basic reference library of hazardous chemicals and simple atmospheric modeling algorithms to determine a potential hazard footprint over a geographical area. It will also allow us to put our more sophisticated hazard analysis, mapping, and atmospheric modeling software where it's needed, at the scene of emergencies. The most important information these tools will provide, are relevant building data for emergency planning and response. We collect a significant amount of information now, as matter of routine function, when our inspectors go out. In 2012 we, implemented the first phase of our plan, acquiring some of hardware, software, and licenses, that made it easier to share information, but we need that sharing to be as seamless as possible and immediately accessible at the scene of an emergency. As mentioned, as we have done with our SCBA needs, we plan to move in phases, to minimize the fiscal impact. Phase II of our While for some, but not all, of the apparatus, we require a data terminal and mount, with the

four Command Vehicles, require slightly more sophisticated set-ups. The Primary Tour Commander and Secondary Tour Commander Vehicles must be made uniform, in essence, having the same capability, as it allows us to prosecute simultaneous incidents, which happens multiple times per year. Both these vehicles are the first to respond to a scene, and are where tactical and initial strategic planning, personnel accountability, and field communications take place. Currently, only one vehicle, Car #3 is set-up to handle those functions. Listed below is the breakdown of what is planned for this phase (Please note that, to save money, one of the Firefighters having experience in this area is building the command console at cost):

- Car #3 (Primary Tactical Command Vehicle)
 - MDT - Accountability (completed Phase I)
 - MDT - Operations & Planning (Phase II)
 - MDT - Mutualink Communication Systems (completed Phase I)
 - New Command Console integrating mounting for the above items (Pending completion Phase I)
- Car #3A (Secondary Tactical Command Vehicle)
 - MDT - Accountability (completed Phase I)
 - MDT - Operations & Planning (Phase II)
 - Mounting for MDT - Mutualink Communication System (Phase II)
 - New Command Console integrating the above systems and radios (Pending completion Phase I)
- Truck #1
 - MDT - Operations & Planning (Phase II)
 - Mounting for MDT (Phase II)
- Truck #2
 - MDT - Operations & Planning (Phase III)
 - Replace Pre-installed MDT Mounting (Phase II)
- Engine #1
 - MDT - Operations & Planning (Phase II)
 - Mounting for MDT (Phase II)
- Engine #2
 - MDT - Operations & Planning (Phase III)
 - Mounting for MDT (Phase II)
- Rescue #1
 - MDT - Operations & Planning (Phase III)
 - Mounting for MDT (Phase II)

PERSONNEL/SALARY & WAGES

As you can see in the Table of Organization, since our last re-structuring in 2012, the department is currently understaffed by seven (8) personnel overall, five (5) positions of which come from the suppression division, the personnel responsible for mitigating emergencies.



We are respectfully requesting that the governing body allow us to fill the position of Deputy Fire Chief, and increase our Firefighter strength from the present 36 Firefighters, to our previous strength of 44 Firefighters (11 Firefighters per shift), which would require hiring 8 additional Firefighters at a cost of \$000,000.00

RATIONALE FOR FIREFIGHTER HIRES

We have seen the strength of this department, through two rounds of personnel re-structuring gradually diminish, going from, at one point, 12 Firefighters per shift, to 9 Firefighters per shift. While on the surface, these may seem like positive changes, the reductions have brought some significant downsides. In the case of the former Safety & EMS Officer, the costs of that position, which was previously supported by funds recovered from insurance companies as part of our role as the EMS provider to the city, is now being absorbed by our budget. In 2012 we underwent our 10 year review by the Insurance Services Organization (ISO), and our reduced staffing was reflected in our overall score, leaving us just shy of reaching the next ISO level. Since ISO scores help insurance companies to determine the fire insurance rates for the city, it is safe to say that, had we more personnel, all things being equal, individual property owners potentially could have seen a reduction in their insurance premiums, most especially for the commercial properties.

Aside from systemic downsides, operationally, the reduction in personnel, without adjusting for the other variables, has made the potential for overtime that more likely, as it has brought normal staffing to just above the threshold where overtime is triggered, e.g. Maximum staffing is 9 Firefighters, minimum staffing is 6 Firefighters. Below 6 Firefighters, overtime is required. Contractually, 2 Firefighters are allowed on vacation at any given time (one exception), and one is allowed to take a personal day. Given our contract and staffing levels, this means that, for much of the year, we're operating at minimum manning levels. Any Firefighter taking sick or injury leave is likely to trigger overtime. The reduced staffing means the workload per person is higher now than it has been in the past, with an aging workforce, the onset of fatigue is quicker, and the potential for injury higher. These are two factors that play a significant role in workers choosing to take sick leave, rather than "tough it out" and in worker injuring themselves. As a consequence, what this means for the EFD is at almost any given time, overtime is going to be necessary to staff our shifts.

Besides the potential for overtime, the most significant downside to improper staffing levels, are the danger in which it places the responder and the citizen. The National Fire Protection Association is the premier standards-making body of the Fire Service. Their rules and guidelines are carefully vetted by all Fire Service stakeholders, from private industry to elected officials, from large Career Fire Departments to small rural Volunteer Fire Departments. Through their standard, NFPA 1710, they have determined what the recommended staffing levels are for cities with career fire departments, based on the typical workloads. For the Englewood Fire Department, minimum staffing would be 17 Fire Suppression personnel (Officers are included in that count) per shift. Put another way, we would require an additional 20 Firefighters (Officers are included) be hired, at maximum staffing levels, than presently in our TO&E. Even if the governing body fulfilled our recommended request, we would still, again at maximum staffing levels, be short 12 responders. As such, we believe our personnel request to be a reasonable one, even with increased costs.

RATIONALE FOR DEPUTY FIRE CHIEF

In 2012, I requested of the governing body that the Deputy Fire Chief's slot in the Table of Organization & Equipment (TO&E) be filled, citing the cost-savings and increase in operational efficiency. The governing body at the time chose not to fill the position, and we continued to expend overtime. Once again in 2013, I am respectfully requesting that the governing body reconsider. The reasons for this recommendation are threefold:

1. It increases the margin of safety for resident and responder alike.
2. It allows for a more efficient operating environment.
3. With certain structural changes to the TO&E, there exists a fiscal savings.

The proposed recommendation can trim at least \$21,966.00 from the Fire Department budget. The savings are realized through two actions:

1. We will be reducing the number of Captains, going from five Captains to four Captains on our Table of Organization & Equipment, transferring the duties of the Training/Operations Officer to the Deputy Fire Chief.
2. With the elimination of a Captain serving in the position of Training/Operations Officer, the contractually-obligated overtime associated with the position, will cease.

While the Deputy Chief earns slightly more than a Captain, the position does not earn overtime. Presently, due to the aforementioned contractual obligations, a Captain assigned in the Operations Officer slot can potentially earn, at minimum, \$27,778.00 in overtime, based on December 2011 data for a Captain at the top-tier of the contractual salary guideline.

Please note that this figure includes only the recall and meeting obligations. As one might surmise, additional time requirements outside of the normal duty hours, which aren't as predictable as meeting or emergency call backs (recalls), will mean additional overtime earned. As such, the \$27,778 figure represents overtime taken as salary, but doesn't necessarily mean it will be taken as additional pay. The contract for sworn uniform personnel allows the members to take earned overtime as time off, or what we call, "Recall Time."

Currently, the 2012 modified base salary for five (5) Captains, inclusive of longevity and stipend, but without overtime, pension, and medical benefits, totals \$724,432.00, with the average annual adjusted salary of each Captain being \$145,688.00. Once we include overtime, and in this case, for sake of this document, I made an assumption that each of the four Line Captains, whose primary assignment is that of Tour Commander, will earn, through recalls and coverage of personnel shortages, an average of \$10,000 in overtime annually. The fifth Captain is the Operations Officer (formerly the Training Officer). This Staff Position is currently filled by a Captain, who is on-call seven days a week for all emergencies, as opposed to the other four Captains, who are "officially" on-call only one day out of four, except for Department Recalls and above. Due to the rank, this person must be compensated in accordance with the terms of the negotiated labor agreement. The consequence of this is that an officer in this position can potentially earn a significant amount of additional compensation, above the salary of a Deputy Fire Chief, as well as Chief of Department, whereas the rank of Deputy Chief does not.

SAFETY & EFFICIENCY

The role of Deputy Fire Chief is important to the operation of any fire department. A department the size of Englewood, given the nature of the calls to which we respond, and the fact that we respond, via

inter-local agreements, to emergencies in multiple districts, requires that we have, at a minimum, at least one additional Chief-level officer. The hierarchical nature of the Fire Service, and the Labor-Management relationship in the City of Englewood, makes it necessary that we have an officer, legally empowered to assist the Chief Fire Officer with the direction of fire suppression, hazard mitigation, and rescue activities or, in the absence of the Chief Fire Officer, will direct operations themselves.

These activities may entail the supervision of tactical actions at a fire scene, or commanding operations at a second emergency. The need is most keenly-felt during complex emergency incidents, such as a hurricanes or emergencies affecting a wide-scale area, which require the activation of an Emergency Operations Center (EOC) and a Unified Command structure. In these cases, a duly-authorized, and again, empowered, representative is required to be at the EOC to coordinate operations, but also directing Firefighting forces in the field. As it is impossible for one person to be in both places at once, the need for a Deputy becomes obvious.

Day-to-day management of a modern fire department is divided among two main activities, Planning and Operations. The optimal division of labor, resulting in a more efficient workplace, is for the Chief of Department to focus on planning, providing the vision, direction, and goals for the department, while the Deputy Chief concentrates his or her efforts on carrying out those action items developed from the planning to ensure we reach those goals. The division of labor, especially in a department the size of Englewood's, is not rigid and absolute. Pragmatism and reality have dictated that the Chief of Department will play an active role in operational issues, and the Deputy Chief has a vital role to play in the planning process.

In summation the total numbers requested are:

Personnel Cost	-	\$
Capital Cost	-	\$195,205.00
Operations and Equipment	-	\$

On behalf of the Officers, Firefighters and Staff of the Englewood Fire Department, I thank the Mayor and Council for allowing us to serve the residents of this great community. We ask only that you give us the tools and resources necessary to protect Englewood, allowing it to thrive and her residents to live in safety.

Thank you,

Gerald P. Marion
Chief of Department
Englewood Fire Department

Public Works



CITY OF ENGLEWOOD DEPARTMENT OF PUBLIC WORKS OVERVIEW

The Department of Public Works (DPW) is the arm of the City government with which residents have the most frequent contact. DPW provides many of the basic services that make the City an attractive place for residents and businesses. Among the many services that the City relies on DPW for are:

- Garbage removal
- Recycling
- Leaf collection
- Street and pothole repairs
- Snow removal
- Street sweeping
- Maintenance of municipal land and buildings
- Maintenance of sewer and stormwater collection systems
- Maintenance of City vehicles and heavy equipment
- Maintenance of City trees

Four long range goals that DPW Administration has are:

1. Improve the level of residents' satisfaction with Department services.
2. Increase residents' knowledge of Department services and regulations.
3. Increase the competency and safety awareness of employees.
4. Raise the awareness of City residents to being environmentally responsible.

In addition, it is our goal to continue to find more efficient and cost effective ways to deliver our services to the residents of Englewood.

DPW's cost in providing its services has increased for a number of reasons including:

- Additional City owned property to maintain
- Increased storm debris related costs
- Maintaining a high number of older vehicles and equipment

Outlined below are some ways that we intend to either contain or offset cost increases.

Sanitation Services

The cost of the collection and disposal of solid wastes is a large part of DPW's budgeted expense. In mid 2008, the Department went through the most significant service delivery change in its history. Through the elimination of rear yard garbage pick-up service, we were able to reduce the number of personnel and amount of equipment that is used in the daily operation of the Sanitation Division. Since then we have been advocated that we adopt an automated collection system using trucks with a mechanical arm operated by one person to pick up garbage. Changing over to an automated system would result in additional substantial cost savings in the garbage collection operation. Currently our operation requires 2-3 member crews for each truck. The more efficient automated collection system would result in operation cost savings from the use of fewer personnel, less equipment and a reduction in the number of job related injuries and its associated cost.

Because of the substantial cost savings, the capital cost of implementing an automated system would be quickly recouped. Much of the cost of implementing a pilot automated garbage collection system will need to be spent in purchasing new rear load garbage packers if we continue in our current labor intensive system. The City has purchased one new garbage packer in the past eight years. A reasonable equipment replacement program for our needs requires the purchase of five packers during that same period. Our current fleet is old and can only be kept operating with large maintenance and repair costs.

We will be recommending the implementation of a pilot automated garbage collection system in 2013.

Storms and Related Expenses

The last few years have been remarkable in that we have experienced either heavy snow storms or hurricanes, tropical storms and the super storm of 2012. All of these events resulted in much higher snow and storm debris removal costs than we had normally incurred in previous years. Fortunately, a good part of those costs are reimbursable from FEMA but not all storm related costs are reimbursable. Assuming that these types of events may become the new normal, we must be prepared to meet the associated costs whether or not they continue to be reimbursed to the same degree in the future.

For the past two years we have had tremendous storms at the beginning of our leaf collection program resulting in enormous amounts of storm debris. In spite of that, we were able to remove the storm debris and complete the removal of leaves from the street on schedule. Nevertheless, the unsafe conditions caused by leaves being piled in the streets on top of storm debris confirms that piling leaves in the street is not a good practice. For reasons of safety, good environmental practice, cost savings and improving the appearance of the community, it is recommended that the City adopt a policy of requiring all leaves be bagged for disposal or brought into the DPW yard rather than be thrown in the streets.

Facilities Maintenance

During the past year the inventory of buildings that the City directly maintains has increased. Much work had to be done related to adapting Liberty School for City use. In addition, the transitions of Bennett Studios and the Mackay Park ice arena during the past year have required the assistance of DPW. This follows a trend in recent years in which additional properties have been required to be maintained, i.e., Lincoln School and Eleanor Harvey Park, without any additional resources. City buildings are aging and require additional maintenance and, appropriately so, expectations of the level of maintenance and appearance of City properties are now higher than has been in past years. The workers freed up by implementing an automated garbage collection system should be used to provide the additional maintenance required for City properties as well as to improve street maintenance and care of the City's trees.

Emergency Preparedness

During the recent hurricane, the DPW complex as well as the City's sewer pump stations were without power for a week. We had to provide emergency debris cleanup while preparing and maintaining equipment in the dark. We had no reliable telephone service and no radio communications. There was no heat in our buildings. A search that extended to other areas of the country resulted in eventually obtaining temporary emergency generators, providing limited power to the DPW complex and avoiding the health crises that would have occurred if the sewer pumps were down for an extended period of time. After many years of requests, we are now moving to provide permanent emergency backup generator power capability to these facilities.

Our telephone system is nearly 40 years old and our radio communication system is inadequate and unreliable making for inefficient operation. Both these systems need to be replaced. Fortunately, the radio communication must be replaced because it doesn't conform to new Federal band width regulations. We are moving in that direction along with the other City departments to have a coordinated radio communication system that meets new Federal standards.

Equipment

The Council has approved the acquisition of some of the equipment that the department needed in the past couple of years but the major impediment to our being able to meet our goals continues to be the shortage of reliable equipment. After many years of not approving the purchase of new equipment, it will take a while before we have a program that replaces equipment before it becomes unreliable or inoperable. The average age of our equipment still exceeds 10 years and over 15% of our equipment is 20 or more years old. Although this is an improvement over our status two years ago, it is still not at a level that gives us a reliable fleet that is cost effective to maintain.

The high cost of fuel continues to severely affect the Central Maintenance budget. A new fueling station with automated record keeping capability is finally under construction after being on the drawing board for many years. Once we obtain that, we will be better able to track fuel usage and develop strategies for containing costs.

We have been experimenting with the use of vegetable oil as a fuel in trucks with diesel engines and plan to expand that program in 2013. Also, the future acquisition of alternative fuel vehicles will help in stabilizing energy costs.

Recycling

While recycling is required by law, not all residents recycle to the full extent possible. Intensifying our efforts to increase the participation of multi-family dwellings as well as the public schools in removing recyclable materials from the waste stream has steadily increased our overall recycling tonnage. Eliminating yard debris and grass clippings from the waste stream has also helped in that increase. Increasing recycling creates a corresponding decrease in solid waste disposal and the associated tipping fees.

As part of our effort to increase the effectiveness of the recycling program and cut costs, we began a free leaf bag program in 2008. As a result, we have seen steady increase in the number of residents who bag their leaves in lieu of the poor practice of piling leaves in the streets.

Our plan in 2013 is to intensify our community education program in an effort to increase recycling and reduce the overall cost of solid waste disposal.

After experiencing many years of cut backs and not spending on resources needed to fully provide service at the desired level, we want to maintain our focus on how we can cost effectively better meet the expectations of the City's residents.

Recreation

2013 Budget Narrative

January 22, 2013

In developing this year budget we paid particular attention to the role that Liberty School will play in our programming efforts and those with various partner agencies. We are also cognizant of maintenance and utility expenses that will incur as we develop new programs therefore we focused on the following line items:

224 Facilities Maintenance

Liberty Renovations - plaster, paint, repair flooring in rooms 203, 207, 208 and 210

271 Gas and Electric

Liberty heating and cooling expensed based on Bd of Ed figures,

301 Photographic/ Reproduction

Advertisement for Recreation Programs

352 Janitorial/ Laundry Service

Cleaning Services for Liberty School

430 Aquatics Summer

Summer Splash Camp Scholarship

Unfortunately, this budget does not address department vehicles, pool furniture and Tryon Field house bathrooms for pool. However, we plan to sustain all other expenses at 2012 levels within this budget.

Recreation 2012/2013
Revenue vs Expense

Program	Revenue 2012	Expense 2012	Program	Revenue 2013	Expense 2013
03/406 Pool Badges	\$15,731.00	\$83,024.00	Pool Badges	\$15,731	\$78,000.00
04/407 Pool Fees	\$13,867.00	\$18,317.00	Pool Fees	\$13,867	\$24,000.00
06/408 New Programs	\$2,503.00	\$257.00	New Programs	\$4,340	\$1,500.00
*007 Processing Fee	\$6,471.00	\$0.00	Processing Fee	\$7,708	\$0.00
09/410 Spring Tennis	\$667.00	\$450.00	Spring Tennis	\$880.00	\$880.00
11/412 Spring/Fall Soccer	\$4,016.00	\$3,731.00	Spring/Fall Soccer	\$5,000.00	\$5,440.00
12/413 Indoor Soccer	\$2,617	\$1,683.00	Indoor Soccer	\$2,700.00	\$3,200.00
13/414 Dance	\$1,103.00	\$1,060.00	Dance	\$1,000.00	\$1,000.00
14/415 Ice Skating	\$600.00	\$600.00	Ice Skating	\$0.00	\$0.00
15/416 SunFun	\$33,907.00	\$39,857.00	SunFun	\$41,000.00	\$45,000.00
16/417 Seniors	\$400	\$929.00	Seniors	\$400.00	\$1,500.00
17/418 Track & Field	\$2,388	\$3,028.00	Track & Field	\$2,388.00	\$5,000.00
18/419 Swim Academy	\$180.00	\$28,082.00	Swim Academy	\$0.00	\$0.00
19/420 Pee Wee Sports	\$660.00	\$0.00	Pee Wee Sports	\$0.00	\$0.00
20/421 Football	\$6,921.00	\$37,425.00	Football	\$6,921.00	\$15,000.00
424 Cheerleading	\$0.00	\$180.00	Cheerleading	\$0.00	\$5,000.00
24/425 Youth at Risk	\$1,165.00	\$740.00	Youth at Risk	\$1,165.00	\$15,000.00
426 Adult Golf	\$450.00	\$450.00	Adult Golf	\$400.00	\$400.00
26/427 Park Permits	\$4,520.00	\$0.00	Park Permits	\$4,520.00	\$0.00
28/429 Youth Golf	\$370.00	\$370.00	Youth golf	\$400.00	\$400.00
430 Aquatic Summer	\$0.00	\$25,000.00	Aquatic Summer	\$0.00	10000
Total	\$98,536.00	\$245,183.00	Total	\$108,420.00	\$211,320.00

Jan 1 - Jan 23

Liberty School

RAE Group

Zumba (RAE) am	19
Zumba (RAE) pm	3
Piano(RAE)	10
Guitar(RAE)	10
Trumpet(RAE)	4
<u>Total</u>	46

Recreation

Super Hero	21
Baseball	13
Archery	8
Drum Corps	16
Dance Fusion With Brittany	16
4G's Hip-Hop	4
4G's Line Dance	0
Y'Workout	2
Game U	1
Tennis	5
Ping Pong	6
Zumba with Louis	17
Cheerleading	123
Art	0
<u>Total</u>	232

YWCA

Creative Movement (YWCA)	0
Sculpt and Core(YWCA)	4
Power Kickboxing (YWCA)	0
Body,Booty&Abs (YWCA)	0
Meditation & Dance (YWCA)	0
African Dance Fusion (YWCA)	0
Yoga(YWCA)	0
Bollywood Hustle (YWCA)	0
<u>Total</u>	4

June/July 2012

Mackay Pool

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 24	June 25	June 26	June 27	June 28	June 29	June 30
Daily: Member: RAIN	Daily: 0 Member: 0	Daily: 3 Member: 12	Daily: 13 Member: 41	Daily: 14 Member: 94	Daily: 23 Member: 69	Daily: 39 Member: 76
1 Daily: 16 Member: 76	2 Daily: 47 Member: 98	3 Daily: 23 Member: 117	4 Daily: 101 Member: 114	5 Daily: 24 Member: 99	6 Daily: 11 Member: 32 BFC: 40 R	7 Daily: 40 Member: 69
8 Daily: 44 Member: 55	9 Daily: 7 Member: 80	10 Daily: 16 Member: 96	11 Daily: 31 Member: 110 ABILITY: 32	12 Daily: 8 Member: 81	13 Daily: 10 Member: 68	14 Daily: 15 Member: 54
15 Daily: 12 Member: 69	16 Daily: 19 Member: 136	17 Daily: 34 Member: 128	18 Daily: 8 Member: 76	19 Daily: Member: RAIN OUT	20 Daily: Member: RAIN OUT	21 Daily: 5 Member: 62
22 Daily: 10 Member: 49	23 Daily: 1 Member: 79 Rolling Thunder	24 Daily: 21 Member: 120	25 Daily: 20 Member: 86	26 Daily: 16 Member: 58 RAIN/ THUNDER	27 Daily: 0 Member: 106	28 Daily: 0 Member: 0 CLOSED EARLY
29 Daily: 2 Member: 26	30 Daily: 1 Member: 70 BFC: 40 R 13 NR	31 Daily: 6 Member: 37 BFC: 8 R 11 NR				

June/July 2012

Tryon Pool

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 24	June 25	June 26	June 27	June 28	June 29	June 30
			CLOSED	Daily: 12 Member: 43	Daily: 12 Member: 43	Daily: 17 Member: 39
1 Daily: 12 Member: 62	2 CLOSED	3	4	5 Daily: 27 Member: 50 DMHS: 18	6 Daily: 12 Member: 27	7 Daily: 28 Member: 76
8 Daily: 10 Member: 45	9 CLOSED	10	11	12 Daily: 8 Member: 61 DMHS: 16	13 Daily: 3 Member: 35	14 Daily: 8 Member: 31
Daily: 0 Member: 37 RAIN CLOUDY	16 CLOSED	17	18	19 Daily: 2 Member: 0 RAIN	20 Daily: 0 Member: 0 RAIN	21 Daily: 4 Member: 22
22 Daily: 0 Member: 0	23 CLOSED	24	25	26 Daily: 2 Member: 27 DMHS: 25	27 Daily: 1 Member: 23	28 Daily: 2 Member: 14
29 Daily: 0 Member: 10	30 CLOSED	31				

August 2012

Mackay Pool

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Daily: 0 Member: 0 RAIN	2 Daily: 31 Member: 60 BFC: 43 R 16 NR	3 Daily: 10 Member: 70 BFC: 5 R 6 NR	4 Daily: 33 Member: 62
5 Daily: 9 Member: 69	6 Daily: 7 Member: 50	7 Daily: Member: NO CHLORINE	8 Daily: 39 Member: 119 EBC: 12 R 16 NR BFC: 39R/9NR	9 Daily: 23 Member: 87 EBC: 13 R 19 NR	10 Daily: 0 Member: 0 RAIN OUT	11 Daily: 6 Member: 82
12 Daily: 16 Member: 99	13 Daily: 1 Member: 20 BFC: 20 R 1 NR	14 Daily: 5 Member: 12 BFC: 32 R 5 NR	15 Daily: 0 Member: 12 RAIN OUT	16 Daily: 18 Member: 31 BFC: 1 R 2 NR BFC: 49R	17 Daily: 27 Member: 58 EBC: 13 R 19 NR	18 Daily: 1 Member: 17
19 Daily: 0 Member: 11	20 Daily: 1 Member: 20 BFC: 20 R 1 NR	21 Daily: 4 Member: 67	22 Daily: Member: CLOSED	23 Daily: 1 Member: 28 BFC: 24 R 2 NR	24 Daily: Member:	25 Daily: Member:
26 Daily: Member:	27 Daily: 0 Member: 8	28 Daily: 3 Member: 33	29 Daily: 3 Member: 22	30 Daily: 4 Member: 28	31 Daily: Member:	

August 2012

Tryon Pool

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Daily: 13 Member: 53	2 Daily: 20 Member: 34	3 Daily: 6 Member: 40
5 Daily: 6 Member: 62	6	7	8	9 Daily: Member:	10 Daily: Member:	11 Daily: Member:
12 Daily: Member:	13	14	15	16 Daily: 0 Member: 34	17 Daily: 4 Member: 41	18 Daily: Member: CLOSED
19 Daily: 0 Member: 11	20	21	22	23 Daily: Member: 40	24 Daily: Member:	25 Daily: Member:
26 Daily: Member:	27	28	29	30 Daily: 3 Member: 34	31 Daily: 0 Member: 31	

September 2012

Mackay Pool

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Daily: Member: NO CHLORINE
2 Daily: Member: NO CHLORINE	3	4	5	6	7	8
CLOSED			CLOSED			

September 2012

Tryon Pool

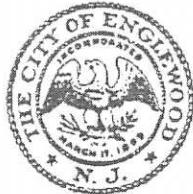
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Daily: 15 Member: 44
2 Daily: 4 Member: 28	3	4	5	6	7	8
CLOSED			CLOSED			

Municipal Court

THE MUNICIPAL COURT
OF THE
CITY OF ENGLEWOOD, NEW JERSEY

JAMES E. DOW, JR., Judge

DEBBIAN BARR, Certified Court Administrator



73 South Van Brunt St.
Raymond C. Wright Safety Complex
Englewood, N.J. 07631

T 201/569-0255
F 201/567-7083

MEMORANDUM

Date: December 5, 2012

To: Hon. Mayor and Council City of Englewood

From: James E. Dow, Jr., J.M.C.

Subject: 2012-13 Municipal Court Budget Message

With regard to the 2013 Municipal Court Budget Message, we submit the following:

1. The Staff of the Englewood Municipal Court currently consists of six (6) employees, including Judge James E. Dow, Jr. We are currently down two (2) employees, consisting of the positions of violations clerk. I am happy to report that our part time Deputy Court Administrator, Jacqueline Bland, is continuing to satisfactorily perform her duties
2. From January 1, 2012 to October 31, 2012 the Englewood Municipal Court generated gross revenues of \$1,326,189.41. In 2011 the Court generated gross revenues in the amount of \$1,847,597.15 and in 2010 the Court generated gross revenues of \$1,471,336.98. The diminution in the amount of fines and assessments collected this year, in comparison to the revenues generated in 2011 and 2010, is primarily due to the deep recession, which is beginning to show signs of recovery, and Hurricane Sandy, which devastated North Jersey and caused the Englewood Municipal Court to be closed for at least a week, due to loss of electrical power.
3. The Englewood Municipal Court is now equipped with an E-Ticket Summons machine. The E-Ticket machine was not fully operational until sometime in June or July of this year, due to the fact that the Englewood Police needed to be trained on its operation.
4. The court is now fully equipped with a credit/debit card machine, as of November 2009, which has enhanced the collection of fines and assessments, as well as

Memo to Hon. Mayor and Council

December 5, 2012

Page 2

reducing the number of time payment orders. As of October 31, 2012, the credit card machine generated gross revenues of \$197,026.70.

5. As of October 31, 2012, the Englewood Municipal Court disposed of 1,246 criminal cases, 35 DWI cases and 20,569 traffic cases.
6. The installation of the Language Line in the Municipal Courtroom, in January, 2010, continues to save the City of Englewood substantial sums of money. In 2009 the amount of fees that were paid to live interpreters was \$39,000.00. In 2010 the Court paid \$7,926.00 for Language Line services and the use of live interpreters, combined. In 2011, however, the Municipal Court spent \$20,804.00 for interpreters, due to increased demands for interpreters, during trials conducted at the Englewood Municipal Court.
7. The Englewood Police Department has continued to maintain security in the Municipal Court with three (3) police officers. We currently have two students from the Fairleigh Dickinson Paralegal Program serving, without salary, as interns in the Englewood Municipal Court on Tuesday, Wednesday and Thursday. Their duties include answering the phones, helping out at the violations window, escorting litigants to the payment window and obtaining driving abstracts, in order to avoid removing court security officers from the courtroom. We are fortunate to have the assistance of these interns and I want to express our appreciation for their service.
8. The E-Ticket system is alive and well at the Englewood Municipal Court and it has made it easier and more efficient to process traffic summonses..
9. I am happy to report that the rear entrance to the Municipal Court now has a roof overhang to protect the Staff from the effects of inclement weather. On behalf of the Court Staff, I want to thank the City of Englewood for being responsive to our request for shelter.
10. We are still awaiting a decision by the City of Englewood to select and engage a collection agency to collect outstanding fines owed to the Englewood Municipal Court. I am happy to see this new procedure for collecting outstanding fines progress to the point that it may become a reality soon. The court staff and I, as the Municipal Court Judge, spend an enormous amount of time tracking unpaid fines and the whereabouts of fugitive defendants. Unfortunately, enormous staff time will be devoted to supporting and assisting the approved collection

Memo to Hon. Mayor and Council

December 5, 2012

Page 3

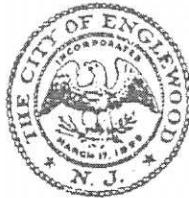
agency, once the collection process is underway. In any event, it is time for the professionals, who specialize in collecting delinquent debts, to take over.

C: Tim Dacey, City Manager
Police Chief Arthur O'Keefe
Hon. Roy F. McGeady, P.J.M.C.
Debbian Barr, C.M.C.A.

THE MUNICIPAL COURT
OF THE
CITY OF ENGLEWOOD, NEW JERSEY

JAMES E. DOW, JR., *Judge*

DEBBIAN BARR, *Certified Court Administrator*



73 South Van Brunt St.
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Englewood, N.J. 07631

T 201/569-0255
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Financial Records
January 2012 to December 2012
Total Monies Received

January \$ 99,958.19

February \$138,681.83

March \$166,972.00

April \$147,515.00

May \$140,147.91

June \$142,197.99

July \$130,697.78

August \$124,106.71

September \$125,595.00

October \$110,317.00

November \$ 85,516.00

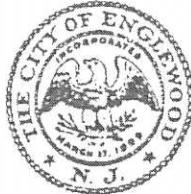
December \$ 66,777.00

TOTAL \$1,478,482.41

THE MUNICIPAL COURT
OF THE
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73 South Van Brunt St.
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T 201/569-0255
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Jan. 2012 to Dec. 2012
Disbursement to the City of Englewood

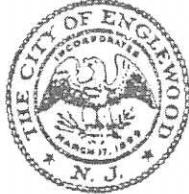
Date	POAA	City	Interest
January	\$656	\$52,552.00	\$10.53
February	\$830	\$73,864.73	\$ 9.91
March	\$944	\$87,722.63	\$11.94
April	\$708	\$78,049.22	\$13.92
May	\$778	\$72,967.09	\$13.02
June	\$832	\$76,384.01	\$11.54
July	\$838	\$71,837.58	\$12.54
August	\$824	\$67,637.58	\$12.12
September	\$754	\$66,346.14	\$11.80
October	\$858	\$58,527.13	\$12.85
November	\$782	\$48,155.71	\$ 9.89
December	\$608	\$37,134.75	\$ 9.39
TOTAL	\$9,412.00	\$791,178.57	\$ 139.45

GRAND TOTALS \$ 800,730.02

THE MUNICIPAL COURT
OF THE
CITY OF ENGLEWOOD, NEW JERSEY

JAMES E. DOW, JR., *Judge*

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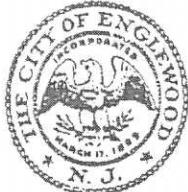
AOC Report
January 2012 to December 2012

Date	Tickets ATS	Criminal ACS	DWI
January	1,727	170	3
February	2,177	104	2
March	2,506	137	7
April	1,982	111	5
May	1,992	117	4
June	2,265	138	3
July	2,127	140	5
August	1,991	89	3
September	2011	113	3
October	1,791	127	0
November	1,325	105	1
December	1,100	91	1
TOTAL	22,994	1,442	37

THE MUNICIPAL COURT
OF THE
CITY OF ENGLEWOOD, NEW JERSEY

JAMES E. DOW, JR., *Judge*

DEBBIAN BARR, *Certified Court Administrator*



73 South Van Brunt St.
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Englewood, N.J. 07631

T 201/569-0255
E 201/567-7083

PNC Merchant Credit Card
Statement

January 2012 to December 2012

January \$11,423.90

February \$20,837.60

March \$23,784.39

April \$20,102.33

May \$20,439.22

June \$26,741.18

July \$14,894.06

August \$18,081.52

September \$22,024.98

October \$18,697.52

November \$10,452.36

December \$ 8,485.52

Total \$215,964.58

Finance

FINANCE DEPARTMENT

2012

For the Finance Department 2012 was a year of new beginnings. It marked the appointment of a new Chief Financial Officer to help direct the goals outlined by the Mayor and Council for the financial future of the City. It introduced a new accounting system which has improved financial reporting, forecasting, operational efficiencies and add transparency to the day-to-day transactions. 2012 also brought about the upgrade from an in- house payroll to a nationally recognized payroll system linking payroll with human resources.

Goals for the year included

- monthly financial updates to the Mayor & Council,
- the ability for directors to run departmental financial reports to aided them in daily operations.
- improve the City's financial position
- seek ways to improve revenue generation & reduce non-essential spending
- minimize debt without sacrificing necessary capital programs

Results for the year promise to be relatively good especially during these challenging financial times. The surplus balance for 2012, while not expected to generate at past levels, should be slightly lower than 2011. Tax collection exceeded 97% but slightly less than 2011. Both delinquent tax collection and anticipated revenues appear to be better than projected.

Additional debt was required to meet the demand of mounting appeals. Although \$2.9MM was borrowed short term, because of its strong financial history, the City was able to secure a note at a net interest rate of .78%. The note will be paid off in five (5) years.

Hurricane Sandy exacerbated the financial challenges already confronting our City. The City was very fortunate in that this storm that wreaked havoc throughout the state only forced the City to request \$140,000 to supplements its municipal budget for this emergency. A water main break within the Municipal Building basement forced the City to request an additional \$175,000 as an emergency. FEMA reimbursement should help miscellaneous revenues in 2013.

The City is poised to enter 2013 with certain resolve that although the financial climate is slowly improving we seek new ideas and new approaches to old issues. We are in the midst of preparing the 2013 Budget. This budget will require the implementation of some aggressive concepts. The Finance Department is ready to offer suggestions and accomplish whatever is required!

BUDGET YEAR 2013
FINANCE DEPARTMENT

HEADCOUNT	SALARIES	2013		2013		SALARIES	VARIANCE \$	VARIANCE %	OTHER EXP.	2012	VARIANCE \$	VARIANCE %
		B	U	D	G	E	T					
FINANCE	4	\$299,000.00		\$96,000.00			\$281,810.00	\$17,190.00	6.10%	\$86,719.00	\$9,281.00	10.70%
TAX COLLECTOR	2	\$142,000.00		\$26,000.00			\$136,492.00	\$5,508.00	4.04%	\$24,313.00	\$1,687.00	6.94%
TAX ASSESSOR	2	\$151,000.00		\$34,000.00			\$144,870.00	\$6,130.00	4.23%	\$31,336.00	\$2,664.00	8.50%
TOTAL	8	\$592,000.00		\$156,000.00			\$563,172.00	\$28,828.00	5.12%	\$142,368.00	\$13,632.00	9.58%

Health

Memorandum

To: Tim Dacey
City Manager

CC: Ronald Amorino
City CFO

Diana Patino Valle
City Treasurer

Lisa Wisotsky, MD, MPH
President, Englewood Board of Health

JoEllen Bostick
Vice President, Englewood Board of Health

Richard Lustgarten
Attorney, Englewood Board of Health

Deborah L. Baldwin
Administrative Assistant/Office Manager/Registrar

From: Nelson Xavier Cruz, MS, MBA, HO, FACHE
Director, Health Services/Health Officer
Englewood Department of Health

Date: 10/11/12

Re: 2013 Budget for Englewood Health Department

On behalf of the Englewood Board of Health, the Englewood Health Department hereby submits for your consideration its proposed 2013 Budget for the delivery of public health services to the City of Englewood for a total amount of \$721,883, Salary and Wages (SW) in the amount of \$642,483 and Other Expenses (OE) in the amount of \$79,400 to carry out their mission: *To protect the public's health by partnering with the Englewood community to prevent disease, promote wellness, and prepare for disaster.* The Health Department carries out this mission with 13 employees or 12.5 FTEs (including 1 grant funded position) for a population of 27,147 (based on the 2010 census available in 2012) which amounts to a per capita expense of \$26.59 per Englewood resident. To offset the budget, the Department generates an average of 35.6% or more of its budget in revenues annually. For the period of FY 2011 and FY 2012, the OE portion of the Health Department Budget had been reduced by a combined total of 27.6%, or 11.8% in 2011 and 15.8% in 2012.

In addition to this proposed budget, a capital budget request is being submitted in the amount of \$5,193 for the memory upgrade or replacement, if necessary, of 6 PCs severely lacking in memory which causes poor response and performance. The Health Department's computers run a variety of applications, from word processing and spreadsheets to licensing and presentations and web searches for resources. The first course of action, recommended by Business Systems Unlimited, is to increase

the memory in these computers to determine whether replacement is necessary. If the memory upgrade does not resolve the issue, replacement will be required (see Attachment A).

The Englewood Health Department projects that it will generate approximately \$275,000 (income distribution is 82% to the City of Englewood and 18% to the State of New Jersey) in operating income, 38.1% of the proposed FY 2013 budget of \$721,883. In 2012, the Englewood Health Department generated \$261,102 in operating income, a 36.5% of the FY 2012 budget of \$716,314. In 2011, the Health Department generated \$236,896 in operating income, 32.6% of the FY 2011 budget of \$725,828. Operating income during the periods of 2011 and 2012 has increased by a total of \$24,206 while the operating budget has been decreasing for the same periods (reduced from an OE of \$102,425 in 2010 to an OE of \$90,000 in 2011, and reduced again to an OE of \$75,800 in 2012; a total OE reduction of \$26,625). However, the City of Englewood does not track or report on the operating income sent to the State of New Jersey or credit the Englewood Health Department for that portion of generated income.

In 2011, the budget (\$725,828) of the Englewood Health Department was 1.4% of the City budget (\$52,801,868). That same year, the Health Department generated 32.6% (\$236,896) of its operating budget in income for the City of Englewood. When you analyze the per capita expense of the 2011 budget by comparing all the departments that render essential and emergency response services (Health, \$28; Fire, \$355; Police, \$470; and DPW, \$184) to a population of 26,203, the Health Department had the lowest per capita expense at \$27.70 – lower than the cost of a flu vaccine administered by Walgreens at a cost of \$29.95. The Englewood Health Department coordinates the public health system's efforts in an intentional, non-competitive, fiscally sound, responsive, competent, and non-duplicative manner. At a per capita expense of \$27.70, the Health Department is the most effective, efficient, and productive agency in the City of Englewood with the best ROI (Return On Investment) and value for its residents.

Based on the fiscal constraints of the City and 2012 estimated expenditures, the proposed 2013 Health Department Budget is fiscally balanced, responsible, and viable. Each line item was carefully reviewed prior to submitting the Health Department's proposed budget, and the Englewood Board of Health agrees that it has been prudently prepared. I and key department staff, as well as members of the Englewood Board of Health, will be pleased to meet with your office and the Englewood City Council to discuss the details of the budget and address any issues you may have.

I. Budget Purpose

The budget purpose of the Englewood Health Department is to ensure the provision of State mandated services which are five major areas of recognized public health activities; Vital Statistics and Administration, Environmental Health, Communicable Disease/Maternal/Child Health, and Adult Health Services. The Englewood Health Department is a community-based public health service provider and the front-line force responsible for providing essential public health services that protect and promote the health of 27,147 Englewood residents within the departmental divisions of Vital Statistics and Administration, Environmental Health, Public Health Nursing, and Health Education. The Englewood Health Department prevents epidemics and the spread of disease; protects the community against environmental hazards; prevents injuries; promotes and encourages healthy behaviors; and responds to disasters and assists the community in recovery. The essential services provided by the Englewood Health Department include: monitor health status to identify community problems; diagnose and investigate health problems and hazards; inform, educate and empower the community about health issues; mobilize community partnerships to identify and resolve problems; develop policies and plans that support community health efforts; enforce laws and regulations that protect health and provide safety; link those in need to personal health and health care services when not otherwise available; assure a competent public health workforce; evaluate effectiveness, accessibility, and quality of health services; and investigate and employ innovative solutions to health problems.

II. Accomplishments

The accomplishments for the 2012 fiscal period are as follows:

Revenues

REVENUE	2011	2012	Variance
Operations:			
Certified Copies & Corrections	\$121,466.00	\$143,134.00	21,668.00
Burial/Disinterment Permits	\$105.00	\$40.00	-65.00
Marriage/Civil Union/Dom Partner Licenses	\$4,144.00	\$4,939.00	795.00
Dog Licenses	\$7,563.00	\$9,111.00	1,548.00
Cat Licenses	\$1,070.00	\$1,133.00	63.00
Pet Late License Fees & Duplicate Tags	\$3,682.00	\$2,792.00	-890.00
CHC User Fees	\$480.00	\$640.00	160.00
Retail Food Licenses/Plan Reviews	\$50,073.00	\$64,692.00	14,619.00
Food Establishment Re-inspection / Late License Fees	\$750.00	\$1,680.00	930.00
FMC and FHC Course Registration	\$0	\$0	0.00
Misc. Licenses (Pools, Temp. Food, etc)	\$4,030.00	\$5,690.00	1,660.00

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Misc. Income (Immun. Records, Photocopies, Notary, Corrections)	\$310.00	\$227.00	-83.00
Fee For Service (Mantoux, Flu/Pneumonia Vaccines)	\$1,290.00	\$3,024.00	1,734.00
Total Operations Income	\$194,963.00	\$237,102.00	42,139.00
Grants:			
EMHC Reach & Teach	\$24,000	\$24,000	0.00
NJHOA H1N1 Flu Mini Grant	\$10,000	\$0	-10,000.00
Bergenfield partnership in NJHOA Mass Immunization Grant	\$7,933	\$0	-7,933.00
NJDHSS Public Health Priority Funds	\$0	\$0	0.00
Total Grant Income	\$41,933	\$24,000	-17,933.00
REVENUE GRAND TOTAL	\$236,896	\$261,102	\$24,206
Fines Levied Through Municipal Court	\$5,380	\$1,496	-\$3,884

* Of the total operating income generated by the Englewood Health Department, 82% goes to the City of Englewood and 18% goes to the State of New Jersey. The City of Englewood does not record the portion of operating income that goes to the State.

Vital Statistics & Licensing

	RECORDS/LICENSES PROCESSED						Variance
	2011		2012				
	Filed	Issued	Filed	Issued	Filed	Issued	
Birth Certificates (including comp copies)	2,039	4,261	2,076	8,183	37	3,922	
Marriage/Civil Union Certificates	153	265	119	548	-34	283	
Death Certificates (including fetal)	598	622	596	2165	-2	1,543	
Burial/Disinterment Permits	24	24	11	11	-13	-13	
Marriage Licenses		156		176	0	20	

Misc. to Government Agencies	24	21	0	-3
Adoption/Name Changes/Corrections	171	193	0	22
Dog & Cat Licenses	970	1128	0	158
Retail Food & Misc. Licenses	377	393	0	16
Grand Total	2,814	6,870	2,802	12,818
			-12	5,948

Environmental Health

Enforcement Actions		2011	2012	Variance
Conditional Ratings		22	34	12
Abatement Notices Issued		24	20	-4
Unsatisfactory Ratings		0	1	1
Administrative Hearings		1	0	-1
Food Recalls		592	199	-393
Voluntary Food Destruction		36	951	915
Summons		83	42	-41
Total		758	1,207	449
Complaints		2011	2012	Variance
Animal Bite reports		53	47	-6
Nuisances		49	144	95
Air (Odors), Mold		23	50	27
Sewage		8	8	0
Noxic Weeds		7	2	-5
Well Water Compliance		2	2	0
Rodent & Insect Control		46	98	52
Food Complaints (including food borne illness)		11	19	8

Animal Complaint Investigations	56	57	1
Lead Complaint Investigation/Follow-up	18	1	-17
Massage Parlor Complaints/Inspection	0	0	0
Total	273	428	155

Food Establishment Inspections

	2011	2012	Variance
Type 1 - Food Markets	145	177	32
Type 2 - Restaurants	194	211	17
Type 3 - Vending Machines	33	64	31
Type 4 - Mobile Vendors	12	16	4
Type 5 - Sweet, Candy, Gum	24	12	-12
Spot Checks	41	68	27
Temp Events	18	44	26
Total	467	592	125

City License Inspections

	2011	2012	Variance
Certificate of Occupancy	44	44	0
Liquor Store	65	26	-39
Beauty Parlors/Barbers	31	15	-16
Nail Salons	9	5	-4
Laundromats/Dry Cleaners	13	14	1
Pre-Operational Inspections	32	35	3
Rooming House	5	6	1
Pool Inspections	32	11	-21
Day Camp	7	4	-3

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Total		238	160	-78
Environmental Health Grand Total		1,736	2,387	651

Public Health Nursing & Nutrition

Child Health Clinics		2011	2012	Variance
Sessions Held		12	16	4
Children Seen		79	70	-9
Screenings		159	130	-29
New Children (Intakes)		37	31	-6
Immunizations		144	81	-63
Total CHC Activities		431	328	-103
Communicable Diseases Confirmed Cases Investigated		2011	2012	Variance
Anboebiasis		0	1	1
Babesosis		0	1	1
Campylobacteriosis		4	6	2
Cholera		0	0	0
Cyclospora/Iosspora		0	0	0
Dengue		0	1	1
E. Coli		0	0	0
Entamoeba Histolytica		0	0	0

	2011	2012	Variance
School Immunization Audits			
Schools Audited	21	16	-5
Ehrlichiosis/Anaplasmosis (previously HGE)			
Giardia	0	3	3
Hepatitis A	1	1	1
Hepatitis B	25	3	2
Hepatitis C	26	11	-14
Haemophilus Influenzae	7	7	-19
Influenza A	1	0	-1
Legionellosis	0	3	3
Lyme Disease	8	22	14
Malaria	0	0	0
Mumps	0	0	0
Pertussis	0	3	3
Rocky Mountain Spotted Fever	0	0	0
Salmonella	2	4	2
Salmonella Typhoid Fever	0	0	0
Shigella	0	0	0
Staphylococcus Aureus	0	0	0
Streptococcus pneumoniae	2	1	-1
Tuberculosis	2	0	-2
Varicella/Chickenpox	0	6	6
Total Confirmed Cases Investigated	12	23	11
Total Confirmed Acute Cases	34	23	-11
Total Unconfirmed, Possible, and Probable Cases Investigated	26	77	51
Total Communicable Disease Investigations	144	196	51

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Records Audited	2,873	3,143	270
Lead Documentation Review	<u>458</u>	<u>200</u>	<u>-258</u>
Total School Immunization Audits	3,352	3,359	7

Adult Clinics	2011	2012	Variance
Flu Vaccines Given	200	127	-73
Pneumonia Vaccines Given	18	67	49
Hepatitis A Vaccines Given	0	6	6
Hepatitis B Given	0	31	31
Meningitis Vaccine Given	0	2	2
Tdap Vaccine Given	0	8	8
Varicella Vaccine Given	0	2	2
Zoster Vaccine Given	0	39	39
H1N1 Vaccines Given	0	0	0
Total Vaccines Given	218	282	64

Childhood Nutrition	2011	2012	Variance
Preventive Nutrition Counseling	66	80	14
Healthier Food Choices	34	90	56
Handling Picky Eaters	15	45	30
Increasing Calcium Rich Foods for Poor Milk Consumption	24	30	6
Limiting Juice Intake	33	54	21
Constipation	27	33	6
Limiting Dietary Fat Intake	63	125	62
Introduction of New Solid Foods	19	22	3
Weaning (from breast to bottle/from bottle to cup)	12	10	-2
Adding Age Appropriate Foods	20	35	15

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Dental Hygiene		366	456	90
Total Nutrition Counseling		679	980	301
Net Income Generated		2011	2012	Variance
Adult Vaccination Clinics		0	\$1,656	\$1,656
Adult Flu Clinics		0	\$205	\$205
Total Income		0	\$1,861	\$1,861

Health Promotion & Education

	2011	Total Sessions Reached	2012	Total Sessions Reached	Variance
Community Outreach	n/a	n/a	n/a	n/a	n/a
Child Health Conference	2	46	4	45	-1
Blood Borne Pathogen Training	6	188	25	294	106
Barbershop/Beauty Salon Training	12	386	9	34	-352
Bergen Family Center	3	24	0	0	-24
Westside Community Center	0	0	0	0	0
Summer Outreach/MacKay Pool	0	0	0	0	0
Summer Program/MacKay Park	4	62	0	0	-62
Women's Right Center	27	706	38	373	-333
Total Community Outreach					
School Outreach	16	861	17	1834	973
DMAE/Outreach	1	228	2	63	-165
Baby Think It Over ... Again					

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KeepinIt Real	6	27	6	19	0	-8
Prom Precautions DMHS & AE	0	0	2	379	2	379
Janis E. Dismus MS / Outreach	9	765	41	957	32	192
Liberty School	0	0	0	0	0	0
Nutrition Program - 2nd Grade	45	913	8	118	-37	-795
Nutrition Program - 6th Grade	15	200	0	0	-15	-200
Reaching Out, Reaching In Program	34	798	18	204	-16	-594
BTTO Doll Distribution Program	7	90	6	63	-1	-27
Staying Safe in Seven	26	533	20	199	-6	-334
Game of Life	1	206	0	0	-1	-206
School Outreach Total	160	4,621	120	3,836	-40	-785
Special Community Events						
Breast Cancer Awareness Walk	1	350	n/a	n/a	-1	-350
Community Health Fair - Grieco	1	150	0	0	-1	-150
Dental Screenings Vincent K Tibbs Center	1	82	0	0	-1	-82
Dental Screening Bergen Family Center	1	100	0	0	-1	-100
Bergenfield Head Start	n/a	n/a	n/a	n/a	n/a	n/a
Heart Health - First Baptist Church	1	150	0	0	-1	-150
Get Fit Englewood	8	286	0	0	-8	-286
Family Health Awareness Fair	1	150	1	300	0	150
Hispanic Heritage Health Fair	1	500	0	0	-1	-500
World AIDS Day Presentation	1	1500	n/a	n/a	-1	-1500
Special Community Events Total	16	3,268	1	300	-15	-2968
GRAND TOTAL	203	8,595	159	4,509	-44	-4086

III. Recommended Program Changes

The 2013 Program Goals and Objectives are as follows:

Environmental Health

Goal 1: Protect the public's health by identifying and preventing the spread of diseases in the community, building effective partnerships with associated agencies, preventing exposure to hazardous risks, and assuring safe food, water supply, and waste disposal.

Objective 1a: Maximize each site visit by having and utilizing cross-trained staff to detect and address all public health risks at the time of the visit by June 2013.

Objective 1b: By August 2013, each staff member be cross-trained by completing certification training in at least one (1) the following disciplines per year: AHA HeartSaver AED; Animal Cruelty Investigator; Animal Control Officer; Certified Pool Operator; Chemical Immobilization of Animals; Commercial Pesticide Applicator; Community Noise Enforcement; Lead Inspector/Risk Assessor.

Goal 2: Involve the citizens and communities of Englewood in identifying health hazards and in maintaining a safe and healthful environment; such as pet waste, use of trap, neuter, return of feral cats, animal cruelty, etc.

Objective 2a: Promote understanding, education, and compliance with environmental health laws and regulations with at least 400 retail eating establishments by May 2013.

Goal 3: Provide cost-effective accommodating services in pursuit of our responsibilities, with efficiency, courtesy, and professionalism.

Objective 3a: Provide all staff with access to the Internet, new complaint/inspection methods and software/hardware upgrade, lap top mobility, other research resources, and training by March 2013.

Public Health Nursing

Goal 1: Improve public awareness and increase utilization of the Child Health Conference.

Objective 1a: Develop an information brochure and distribute to churches, schools, child care facilities, Latino organizations, and other community based organizations by May 2013 and increase CHC utilization by 35% by establishing an adolescent clinic.

Objective 1c: Expand the Adult Immunization clinic in community-based settings (i.e. houses of worship, community centers, etc.) from 1 session per month to 2 sessions per month by February 2013.

Goal 2: Maintain nursing readiness to anticipate, monitor, and respond to identified public health threats to the Englewood Community, such as H1N1 Flu, Pandemic Flu, Bioterrorism, and other newly emerging disease outbreaks.

Objective 2a: Attend and participate in 4 drills, training sessions, or educational conferences on the public health nurse's role in emergency preparedness offered by the Bergen County Health Department and New Jersey Department of Health and Senior Services by October 2013.

Goal 3: Promote healthy behaviors among the adult population.

Objective 3a: Offer at least 4 screening events for the Adult population by November 2012; i.e., foot screening for the diabetic patient during Diabetes Awareness Month in November 2013.

Goal 4: Provide cost-effective accommodating services in pursuit of our responsibilities, with efficiency, courtesy, and professionalism.

Objective 4a: By April 2013, Public Health Nursing Unit will enter into shared services agreement with Leonia for the delivery of public health nursing services to the residents of this municipality in order to generate additional revenues.

Vital Statistics

Goal 1: Encourage employee excellence and professional growth.

Objective 1a: By March 2013, ensure that all key Vital Statistics personnel obtain and maintain certification as a "Certified Municipal Registrar".

Goal 2: Apply the most current knowledge in designing strategies to enhance the vital statistics and licensing function.

Objective 2a: By June 2013, licensing area will provide on-line payment option for pet licenses, retail food licenses, temporary food licenses for special events, plan review fees, etc. to enhance customer services in the Englewood community.

Goal 3: Provide responsive public services

Objective 3a: Publish and distribute vital statistics and other City of Englewood health information as required by law and/or warranted by public need. Provide up-to-date and easily accessible information, related to Vital Statistics & Licensing, on the City's web page.

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Objective 3a: Publish and distribute vital statistics and other City of Englewood health information as required by law and/or warranted by public need. Provide up-to-date and easily accessible information, related to Vital Statistics & Licensing, on the City's web page.

Health Education

Goal 1: Expand educational programs in the schools on health related topics, such as infection control, nutrition, violence prevention, obesity, etc. Focus on priority health issues: cardiovascular disease, diabetes, hypertension, obesity, HIV/AIDS, cancer.

Objective 1a: Increase education prevention sessions and outreach activities for cardiovascular disease by 50% in 6 sessions by July 2013.

Objective 1b: Increase education prevention sessions and outreach activities for STIs by 35% in 4 sessions by June 2013.

Goal 2: Increase educational programs and services to senior citizen groups.

Objective 2a: Increase health education sessions and outreach activities in Sexually Transmitted Infections (STIs) by 30% in 4 sessions by June 2013.

Objective 2b: Increase health education sessions and outreach activities in Diabetes by 35% in 5 sessions by August 2013.

Goal 3: Continue to promote and encourage residents to use the City's web site as a resource for information and education.

Objective 3a: Redesign and introduce the department's web page to be more user friendly and customer service oriented by April 2013.

Reach & Teach

Goal 1: Refocus on increasing adolescent health initiative and positive youth development programs.

Objective 1a: Increase community awareness of adolescent health needs and concerns by meeting quarterly or at least 4 times in 2013 with different organizations involved in programs committed to serving adolescents.

Goal 2: Identify, recruit, and educate peer health educators on human sexuality, prevention of unintended pregnancies, and AIDS/HIV prevention.

Objective 2a: Recruit, educate, and utilize 10 peer health educators by May 2013.

Objective 2b: By April 2013, enhance the Face Book link on the health department web page to increase youth outreach efforts by at least 35%.

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Objective 3b: Facilitate at least 2 workshops to parents on "How to talk to their adolescents about sexual issues" by June 2013.

Objective 3c: Increase barber shop and beauty salon health education sessions outreach activities by 45% in 6 sessions by September 2013.

IV. Comments on the Requested Appropriations: None.

V. Comments on Suggested Changes to the Personnel Structure: None.

VI. 2013 Budget

The proposed 2013 budget is described in the subsequent pages as follows:

ATTACHMENT A

2013 Capital Budget - New Equipment Request

City of Englewood

Description:

The Englewood Health Department currently has a total of three (3) PCs with 1mb of RAM and (3) PCs with 2mb of RAM, causing poor response and performance. This is particularly true for those with only 1mb RAM.

Justification Rationale:

The Department's computers run a variety of applications, from word processing and spreadsheets to licensing and presentations and web searches for resources. The first course of action, recommended by Business Systems Unlimited, is to increase the memory in these computers to determine whether replacement is necessary. If replacement is then necessary, the approximate cost each is as follows:

Calculations:

(Using existing printers and MS Office 2007 software)

State Contract:

Dell - Dell Vostro 260 mini tower, Windows 7 Pro	\$559.00
Lenovo - Dell Vostro 260 - MT - 1 x Core i3 2120	\$539.00

Sunnytech price:

Lenovo ThinkCentre Edge 72 3493EKU Desktop Computer	\$535.00
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Vendor/price recommendation:

State contract vendor – Lenovo	
Dell Vostro 260 mini tower with Windows 7 Pro	\$539.00

19" Monitor	\$139.00
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Replacement cost of (6) PCs	\$3,234.00
Replacement cost of (6) monitors	\$834.00

Setup of new PCs on Health LAN by Business Systems Unlimited @ \$125.00/hour (Approximately 9 hours)	\$1,125.00
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Total amount of request	<u>\$5,193.00</u>
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City of Englewood
Budget/Revenue Preparation Worksheet

10/2/12

Page No: 1

Range of Budget Accounts: 3-01-27-330-000-100 to 3-01-27-330-000-388
Subtotal CAFR: No Subtotal DEPARTMENT: No Subtotal EXTENSION: No Incl Revenue Accts: No
DEPARTMENT Page Break: No
Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100

Description Budget Account Number	2010 Approp Actual	1011 Approp Actual	2012 Approp Actual	Requested	Admin. Recmd	Budgeted	%PY
	***** Year 2013 *****				*****		
Health Dept. Salaries & Wages							
3-01-27-330-000-100	C						
Health - Regular Pay							
3-01-27-330-000-111	\$ 19,074.79	652,318.00	537,014.00	<u>639,483</u>			0.00
	0.00	620,934.40	416,189.93				
Transfers	0.00	20,000.00-	0.00				
Health - Overtime Pay							
3-01-27-330-000-114	\$ 0.00	3,500.00	3,500.00	<u>3,000</u>			0.00
	0.00	5,034.86	1,796.05				
Control Total	\$ 19,074.79	655,828.00	540,514.00	<u>642,483</u>	0.00	0.00	0.00
Transfers	0.00	526,039.26	429,985.88				
	0.00	20,000.00-	0.00				
Health Dept Other Expenses							
3-01-27-330-000-200	C						
Health - Contractual Services							
3-01-27-330-000-220	\$ 0.00	0.00	0.00	<u>3,250</u>			0.00
	0.00	0.00	0.00				
Health - Advertising							
3-01-27-330-000-221	\$ 0.00	1,800.00	1,250.00	<u>1,300</u>			0.00
	0.00	1,215.75	1,574.54				
Health - Postage							
3-01-27-330-000-222	\$ 0.00	15,000.00	12,500.00	<u>11,250</u>			0.00
	2,364.00	22,312.19	9,985.13				
Health - Printing & Binding							
3-01-27-330-000-223	\$ 0.00	4,000.00	2,000.00	<u>1,500</u>			0.00
	443.46	1,822.04	1,202.76				
Health - Vehicular Repair & Maintenance							
3-01-27-330-000-225	\$ 0.00	150.00	150.00	<u>100</u>			0.00
	150.00	0.00	0.00				
Health - Office Equipment - Service							
3-01-27-330-000-226	\$ 0.00	1,800.00	1,800.00	<u>1,500</u>			0.00
	0.00	659.00	0.00				
Health - Specialized Services							
3-01-27-330-000-228	\$ 16,373.45	30,000.00	25,000.00	<u>28,000</u>			0.00
	149.88	16,480.60	16,587.50				

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City of Englewood
Budget/Revenue Preparation worksheet

Page No: 2

Description	2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	2012 Requested	Year 2013 Admin. Recmd	Budgeted	Spv
DEPARTMENT: 3-01-27-330-000-000							
Health - Books & Other Publications							
3-01-27-330-000-233	\$ 0.00 56.95	\$ 500.00 1,732.70	\$ 500.00 59.95	<u>150</u>			\$ 0.00
Health - Office Supplies							
3-01-27-330-000-236	\$ 0.00 2,438.63	\$ 6,000.00 3,204.55	\$ 6,000.00 3,620.75	<u>5,000</u>			\$ 0.00
Health - Training Aids & Programs							
3-01-27-330-000-240	\$ 0.00 675.00	\$ 2,000.00 1,822.00	\$ 2,000.00 1,375.32	<u>3,000</u>			\$ 0.00
Health - Meeting,Convention,Conference							
3-01-27-330-000-241	\$ 0.00 35.00	\$ 3,200.00 2,112.95	\$ 2,800.00 2,216.32	<u>2,800</u>			\$ 0.00
Health - Uniforms & Accessories							
3-01-27-330-000-243	\$ 0.00 0.00	\$ 0.00 0.00	\$ 0.00 0.00	<u>0</u>			\$ 0.00
Health - Memberships							
3-01-27-330-000-244	\$ 0.00 0.00	\$ 750.00 765.00	\$ 750.00 746.00	<u>800</u>			\$ 0.00
Health - Travel Allowance							
3-01-27-330-000-245	\$ 0.00 62.90	\$ 1,750.00 1,028.72	\$ 1,000.00 1,577.55	<u>1,500</u>			\$ 0.00
Health - Vehicular Equipment							
3-01-27-330-000-251	\$ 0.00 0.00	\$ 0.00 0.00	\$ 0.00 0.00	<u>0</u>			\$ 0.00
Health - Office Furniture							
3-01-27-330-000-257	\$ 0.00 0.00	\$ 0.00 0.00	\$ 0.00 0.00	<u>0</u>			\$ 0.00
Health - Other Equipment							
3-01-27-330-000-258	\$ 0.00 0.00	\$ 9,000.00 3,674.84	\$ 6,000.00 1,869.00	<u>4,000</u>			\$ 0.00
Health - Telephone & Telegraph							
3-01-27-330-000-276	\$ 0.00 469.11	\$ 750.00 984.26	\$ 750.00 357.47	<u>6,000</u>			\$ 0.00
Health - Other Materials & Supplies							
3-01-27-330-000-294	\$ 0.00 259.19	\$ 2,500.00 3,118.25	\$ 2,500.00 3,003.75	<u>3,000</u>			\$ 0.00
Health - Food & Drugs							
3-01-27-330-000-296	\$ 0.00 18.39	\$ 100.00 1,963.63	\$ 100.00 159.11-	<u>500</u>			\$ 0.00

Description	2010 Budget Account Number	2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	2013 Requested	Year 2013 Admin. Second	Budgeted	EPY
DEPARTMENT: 3-01-27-330-000-000								
Health - Photographic/Reproduction								
3-01-27-330-000-301	S	0.00	60.00	50.00	50			0.00
			0.00	0.00	2,951.80			
Health - Photo, Blueprint & Developing								
3-01-27-330-000-302	S	0.00	8,000.00	8,000.00	8,000			0.00
		500.00	7,332.70	7,104.85				
Health - Equipment Repair & Maintenance								
3-01-27-330-000-326	S	0.00	1,000.00	1,000.00	1,000			0.00
		729.00	2,379.90	748.75				
Health - Child Health Clinic								
3-01-27-330-000-385	S	0.00	750.00	750.00	1,220			0.00
		16.50	490.40	1,166.44				
Health - Reach And Teach-Englewood Hosp								
3-01-27-330-000-386	S	0.00	0.00	0.00	0			0.00
		0.00	0.00	0.00				
Health - T.A.S.E. Program								
31-27-330-000-387	S	0.00	500.00	500.00	500			0.00
		0.00	0.00	0.00				
Health - Adolescent Health								
3-01-27-330-000-388	S	0.00	0.00	0.00	0			0.00
		0.00	1,438.40	624.18				
Control Total		26,373.45	90,000.00	75,800.00	73,400		0.00	0.00
		8,558.01	71,678.08	67,102.95				
Budgeted Total		45,448.24	745,828.00	716,314.00	721,823		0.00	0.00
		8,558.01	697,717.34	497,068.93				
Transfers		0.00	20,000.00	0.00	20,000			
Non-Budget Total		0.00	1.00	0.00	0.00		0.00	0.00
		0.00	0.00	0.00				
Budget Fund Total		45,448.24	745,828.00	716,314.00	721,823		0.00	0.00
		8,558.01	697,717.34	497,068.93				
Transfers		0.00	20,000.00	0.00	20,000			
Year Total		45,448.24	745,828.00	716,314.00	721,823		0.00	0.00
		8,558.01	697,717.34	497,068.93				
Transfers		0.00	20,000.00	0.00	20,000			

HEALTH DEPARTMENT

2013 BUDGET

Account Number

9/27/2012

Account Type Requested Admin Rec mud

Account Number	Account Description	Adopted Budget	Adopted Budget Note	Prior Year Ap
3-01-27-330-000-100	Health Dept. Salaries & Wages	Central Sub Account	642483.00	0.00
3-01-27-330-000-111	Health - Regular Pay	Sub Account	639463.00	0.00
3-01-27-330-000-114	Health - Overtime Pay	Sub Account	3000.00	0.00
3-01-27-330-000-200	Health Dept Other Expenses	Central Sub Account	79400.00	0.00 incl 1% negotiated incr
3-01-27-330-000-220	Health - Contractual Services	Sub Account	3250.00	0.00
3-01-27-330-000-221	Health - Advertising	Sub Account	4390.00	0.00
3-01-27-330-000-222	Health - Postage	Sub Account	41250.00	0.00
3-01-27-330-000-223	Health - Printing & Binding	Sub Account	1500.00	0.00
3-01-27-330-000-225	Health - Vehicular Repair & Maintenance	Sub Account	180.00	0.00
3-01-27-330-000-226	Health - Office Equipment - Service	Sub Account	1500.00	0.00
3-01-27-330-000-228	Health - Specialized Services	Sub Account	28000.00	0.00
3-01-27-330-000-233	Health - Books & Other Publications	Sub Account	150.00	0.00
3-01-27-330-000-236	Health - Office Supplies	Sub Account	63900.00	0.00
3-01-27-330-000-240	Health - Training Aids & Programs	Sub Account	3000.00	0.00
3-01-27-330-000-241	Health - Meeting, Convention, Conference	Sub Account	2800.00	0.00
3-01-27-330-000-243	Health - Uniforms & Accessories	Sub Account	0.00	0.00
3-01-27-330-000-244	Health - Memberships	Sub Account	800.00	0.00
3-01-27-330-000-245	Health - Travel Allowance	Sub Account	4500.00	0.00
3-01-27-330-000-251	Health - Vehicular Equipment	Sub Account	0.00	0.00
3-01-27-330-000-257	Health - Office Furniture	Sub Account	0.00	0.00
3-01-27-330-000-258	Health - Other Equipment	Sub Account	4000.00	0.00
3-01-27-330-000-276	Health - Telephone & Telegraph	Sub Account	1000.00	0.00
3-01-27-330-000-291	Health - Other Materials & Supplies	Sub Account	3000.00	0.00
3-01-27-330-000-296	Health - Food & Drugs	Sub Account	500.00	0.00
3-01-27-330-000-301	Health - Photographic/Reproduction	Sub Account	50.00	0.00
3-01-27-330-000-302	Health - Photo, Blueprint & Developing	Sub Account	8000.00	0.00
3-01-27-330-000-326	Health - Equipment Repair & Maintenance	Sub Account	1000.00	0.00
3-01-27-330-000-395	Health - Child Health Clinic	Sub Account	1200.00	0.00
3-01-27-330-009-396	Health - Reach And Teach-Endowed	Sub Account	0.00	0.00

Budget / 2012
Favor / 2012

3-01-27-330-000-387 Health - Y.A.S.E. Program
3-01-27-330-000-390 Health - Adolescent Health

500,00	0,00	0,00
0,00	0,00	0,00

560,00
0,00
0,00

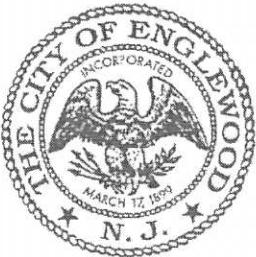
Health Dept. - Employee Roster
9/27/2012

127 / 2012

2013 BUDGET – LINE ITEM APPROPRIATIONS

CODE	DESCRIPTION	2013 REQUEST
220	CONTRACTUAL SERVICES Safe Shredding - \$700 annual; Uncle Bob's Storage - \$2,550 annual	\$3,250
221	ADVERTISING BOH notices, classified ads, paid ads	\$1,300
222	POSTAGE Meter lease - \$783/quarter; Meter postage account - \$6,000 annual Meter supplies - \$500; Shpg/Hndl'g for purchases - \$1,500	\$11,250
223	PRINTING/BINDING Bus cards; Food for Thought; License forms (genl); bus envelopes; Annual Reports (100); health ed/promo material	\$1,500
225	VEHICLE MAINT/REPAIR	\$ 100
226	OFFICE EQUIP – SERVICE Business Sys Unlimited @ \$125/hour; Blackbox (phones)	\$1,500
228	SPECIALIZED SERVICES J. Kang; Dr. Jones; R. Lustgarten; Dr. Adair; lab tests (Sanipure, EMSL, etc)	\$28,000
223	BOOKS, PUBLICATIONS (PDR etc)	\$150
236	OFFICE SUPPLIES All misc supplies; BOH minutes binders; Vital records paper, binders, etc.	\$5,000
240	TRAINING AIDS, PROGRAMS Conferences/Seminars for CEUs, etc.	\$2,000
241	MEETINGS, CONVENTIONS, CONFERENCES Misc expenses related to meeting/conference attendance	\$2,800
243	UNIFORMS, ACCESSORIES	\$0
244	MEMBERSHIPS	\$800
245	TRAVEL ALLOWANCE Director's monthly allowance (\$125); mileage allow. for staff	\$1,500
251	VEHICULAR EQUIP	\$0
258	OTHER EQUIP BC CHIP fee; computer equip.; equip rentals (health fair, etc); Emergency Prep. Needs	\$4,000
276	TELEPHONE Landline (Verizon)	\$1,000
294	OTHER MATLS/SUPPLIES Misc purchases f/kitchen, cleaning, etc.; Misc licenses & fees paid	\$3,000
296	FOOD & DRUGS Misc purchases f/programs & BOH mtgs; vaccines	\$500
301	PHOTOGRAPHIC REPRODUCTION	\$50
302	PHOTO, BLUEPRINT & DEVELOPMENT (copier costs) Monthly lease; supplies (staples, etc); lease termination (Kyocera)	\$8,000
326	EQUIPMENT REPAIR & MAINTENANCE Misc repairs	\$1,000
385	CHC Supplies etc.	\$1,200
386	REACH & TEACH	\$0
387	TASE	\$500
388	ADOLESCENT HEALTH	\$0

City Clerk • Human Resources



**City Clerk's Office
CITY OF ENGLEWOOD
2-10 N. VAN BRUNT STREET
Englewood, NJ 07631
Phone: (201) 871-6612
Fax: (201) 567-4395
Email: clerk@cityofenglewood.org**

Memo

To: Mayor and Council From: Lauren Vande Vaart, RMC
Re: Budget Narrative- City Clerk Date: 1/22/2013
CC: Tim Dacey and Ron Amorino

Dear Mayor and Council:

2012 was a year of getting old business completed in the City Clerk's office:

- The codification of the City Code was finally completed and placed online for the public's use.
- The Minutes, going back to 2005, have been organized and bound in books as required by State Statute.
- New fees for Liquor Licenses were adopted by the Council and became effective for the 2012-13 licensing term.
- As warranted by the 2010 Census, the Ward and Election district lines were redrawn. All information including maps and street lists were updated and made available to the public through the City Clerk's office and on the website.

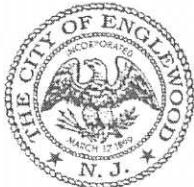
2012 was a year of extreme challenges as well:

- The flooding prior to Hurricane Sandy destroyed a multitude of records stored in the basement of City Hall. The wet records that we have to retain have been frozen and I am working on a RFP for their preservation, the wet records that we no longer needed to retain are gone and the dry records that could be shredded have been. I am currently getting quotations to store the records at an offsite facility because we have had one too many floods in the basement over the years and it is advisable to move the vital records offsite.
- Hurricane Sandy forced a consolidation of polling sites for the General (Presidential) Election due to power outages, but the election went off fairly well with a heroic effort from all involved; Mayor and Council, City Clerk and City Manager and their staff, Police Department, County of Bergen officials and staff, School Board trustees and staff, and Poll Workers.

For 2013 I am looking to better integrate technology into the City Clerk's office in order to streamline the License process and the interface between my office and the other departments' involved in issuing licenses for services such as Mobile Food Vendors, Ice Cream Peddlers, Rooming House, Buying & Selling of Used Gold and Silver.

Best regards,

Lauren Vande Vaarst, RMC
City Clerk



Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

TO: City Council Members & Mayor Frank Huttle III
FROM: Arielle Greenbaum Saposh
SUBJECT: 2012 Human Resources Summary & Budget Narrative
DATE: January 14, 2013

The Human Resources Department was busy throughout 2012.

I spent much of the year handling employee discipline, union arbitrations and grievances, employee complaints and investigations regarding discrimination and harassment, EEOC investigations, leave issues, employment lawsuits, and union contract negotiations. I have been trying to better enforce City policies, plan training sessions and intervene to address employee issues in their infancy to avoid future litigation. I have been working to keep workman compensation costs down, preventing injuries and getting injured employees back to work as soon as possible.

The Department continues to do the “regular” HR day to day work, including handling City-wide liability claims, hiring, keeping track of employee attendance and leave time, and benefits administration. In addition, HR spent the year working on a number of additional projects.

In the first half of the year, the extensive process to create a new hiring list for police officers was completed. The process began in late 2011 with 216 applicants and between the written police exam, physical fitness and agility tests, and oral examinations and interviews, a new hiring list of 21 was created.

The Department is proud to finally have the billing issue regarding retiree health benefits resolved as this has been an ongoing problem since 2001. Much time was spent throughout the year on this issue through working with our attorneys to prepare for the arbitration (from which we received a reward fully sustaining the City’s position), contacting our retirees demanding repayment of funds owed for past health benefit coverage for their dependent children and monthly payment for current coverage, and working with the State to find a solution going

forward. As of February, 2013, the City will no longer be laying out money for health benefits coverage of our retirees' dependent children.

HR has been working to implement a new Human Resource Information System through ADP, our payroll provider, to seamlessly share information between HR and Finance. It will allow employee information to be better maintained, streamline hiring and benefit changes and allow for the simple creation of necessary reports such as pension reports, insurance reports and EEO reports. We have completed a lot of training and have been working to finish the initial input of information into the system. We are excited to begin fully using this new HR Benefits module within ADP.

2012 was the first year offering City employees the option of opening a Flexible Spending Account for medical expenses and/or dependent care, which was required by the State as part of the 2011 pension and health benefit reform. Our employees who enrolled enjoyed the benefit and for 2013, we have additional employees who are taking advantage of these tax-advantaged financial accounts.

For 2013, the City is offering voluntary vision and dental insurance coverage to employees. We are happy to be able to offer additional benefits to our employees at no cost to the City.

Daria, Joanna and I look forward to another productive year and continuing to work with each of you to make improvements.

Code Enforcement



Englewood

P.O. Box 228 • Englewood, N.J. 07631

2013 Budget Narrative

Code Enforcement

The Department of Code Enforcement has served the citizens of Englewood with another stellar year. Our department continued to service and process the citizens and business owners of Englewood in vast numbers. Our department continues to perform at an optimum level. This includes, but not limited to permits, inspections, and customer service at all times keeping our city safe and code compliant.

As you see, our budget hasn't increased, although we will be seeking funds towards our capital budget to bring the Code Enforcement Department into the twenty-first century.

Our department has streamlined our funds by removing unnecessary costs, and channeling funds where they could serve the City of Englewood more appropriately.

Our department is dedicated to using our budget to best service and keep safe the Citizens of Englewood without creating additional frivolous expenditures. We continue to strengthen our department without having a negative effect on service or safety.

Respectfully submitted,

Walter Deptuch 1/25/13
Walter Deptuch
Construction Official

Income for Code Enforcement
For the period of 01/01/12 - 12/31/12
Uniform Construction Code

Technical Subcodes

Building Permits	\$325,473.00	832 Building
Plumbing Permits	\$171,575.00	767 Plumbing
Fire Permits	\$62,065.00	431 Fire
Elevator Permits	\$1,909.00	5 Elevators
ElevatorAnnual Inspections	\$59,889.00	
Electrical Permits	\$172,736.00	848 Electrical
State Surchage Fee	\$40,841.00	
Demolition Permits	\$800.00	
Uniform Construction Code Fines	\$32,439.00	
Certificate of Continued Occupancy	\$45,000.00	
Contractor Registration	\$950.00	
Exempt Fees	\$8,350.00	
Zoning Sub-Total	\$859,962.00	
Zoning Certificate	\$1,600.00	
Awnings & Signs	\$4,983.00	
Zoning Summons	\$9,400.00	
Total	\$938,010.00	

Housing & Property Maintenance	
Certificate of Rental Occupancy	\$60,800.00
Multiple Dwelling Registration	\$8,662.00
Property Maintenance Summons	\$19,729.00

\$89,191.00

Grand Total \$1,027,201.00

CODE ENFORCEMENT - CITY OF ENGLEWOOD

THE CITY OF ENGLEWOOD
CODE ENFORCEMENT

SUMMARY INCOME REPORT FOR 2011

UNIFORM CONSTRUCTION CODE 2011

<i>Sub Code</i>	<i>Permits</i>	<i>Income</i>
Building	770	339,405.00
Electrical	886	181,975.00
Plumbing	713	158,300.00
Fire	378	61,455.00
Elevator	3	65,324.00
Elevator	Admin	11,079.00
Waived Fees		<u>17,520.00</u>
Certificate of Occupancy		5,690.00
Fines		14,400.00
Contractor Registration		800.00
Income		827,349.00
Waived Fees		<u>17,520.00</u>
Uniform Construction Total Fees		844,869.00

HOUSING, PROPERTY MAINTENANCE

Multiple Dwelling Registration	8,529.00
Certificate of Rental Occupancy	61,000.00
Property Maintenance Fine Collected	<u>4,998.00</u>
Total Income	74,527.00

ZONING

Certificate of Continued Occupancy	45,550.00
Zoning Summons	11,712.00
Zoning Denial Letters	<u>600.00</u>
	57,862.00

Building, Zoning, Housing, Property Maintenance Income \$959,738.00

Code Enforcement Staffing Analysis		CITY OF ENGLEWOOD			
Year	Employees	Revenues Generated		Breakdown of Employees	
2008	10 full time 6 part time	\$848, 113.00	4 f/t office staff	1 p/t zoning	2 f/t property maintenance and zoning
	10 full time 6 part time		5 f/t UCC inspectors	4 p/t UCC inspectors	
2009	10 full time 6 part time	\$752, 800.00	4 f/t office staff	1 p/t zoning	2 f/t property maintenance and zoning
	10 full time 2 part time		5 f/t UCC inspectors	4 f/t UCC inspectors	
2010	10 full time 2 part time	\$755, 675.00	3 f/t office staff	1 f/t zoning	2 f/t property maintenance/housing
	10 full time 2 part time		4 f/t UCC inspectors	2 p/t UCC inspectors	
2011	10 full time 2 part time	\$959, 738.00	3 f/t office staff	1 f/t zoning	2 f/t property maintenance/housing
	10 full time 2 part time*		4 f/t UCC inspectors	2 p/t UCC inspectors	
2012	10 full time 2 part time*	\$1, 027, 201.00	3 f/t office staff	1 f/t zoning	2 f/t property maintenance/housing
	*attempts were made to hire a part time electrical/UCC inspector		4 f/t UCC inspectors	2 p/t UCC inspectors	

CODE ENFORCEMENT - CITY OF ENGLEWOOD

January 24, 2013
09:55 AM

City of Englewood
Budget/Revenue Preparation Worksheet

Description Dept Account Number	2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	***** Requested	Year 2013 Admin. Recmd	Budgeted	%PY
DEPARTMENT: 3-01-22-195-000-000							
Code Enforcement - Overtime Pay 3-01-22-195-000-114	\$ 0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
Control Total	11,270.47 0.00 Transfers	618,264.00 633,200.77 0.00	638,331.00 694,641.05 20,000.00	700,000.00 707,000.00 8,000.00	707,000.00	0.00	0.00
Code Enforcement Other Expenses 3-01-22-195-000-200	C						
Code Enforcement - Advertising 3-01-22-195-000-221	\$ 0.00 0.00	100.00 70.00	100.00 0.00	_____	_____	_____	0.00
Code Enforcement - Postage 3-01-22-195-000-222	\$ 0.00 0.00	3,500.00 3,672.28	3,500.00 4,912.82	3,500.00 3,500.00	3,000.00 3,000.00	_____	0.00
Code Enforcement - Printing & Binding 3-01-22-195-000-223	\$ 0.00 35.40	3,000.00 3,698.37	3,000.00 3,382.45	3,000.00 3,000.00	3,000.00 3,000.00	_____	0.00
Code Enforcement - Office Equipment - Ss 3-01-22-195-000-226	\$ 0.00 145.00	2,950.00 4,096.00	2,950.00 3,331.10	3,000.00 3,000.00	3,000.00 3,000.00	_____	0.00
Code Enforcement - Specialized Services 3-01-22-195-000-228	\$ 64,576.81 920.20 Transfers	10,525.00 5,763.07 5,000.00-	6,000.00 5,635.81 0.00	6,000.00 2,000.00	2,000.00 _____	_____	0.00
Code Enforcement - Books & Other Pubs. 3-01-22-195-000-233	\$ 0.00 0.00	800.00 1,779.00	800.00 442.20	1,000.00 1,000.00	1,000.00 _____	_____	0.00
Code Enforcement - Office Supplies 3-01-22-195-000-236	\$ 0.00 462.26	4,500.00 2,395.55	3,000.00 2,905.83	3,000.00 3,000.00	3,000.00 3,000.00	_____	0.00
Code Enforcement - Training Aids & Prgms 3-01-22-195-000-240	\$ 0.00 1,538.00	250.00 0.00	250.00 750.00	1,000.00 750.00	750.00 750.00	_____	0.00
Code Enforcement - Meeting,Conv. & Conf. 3-01-22-195-000-241	\$ 0.00 0.00	3,500.00 972.50	2,000.00 729.55	2,000.00 1,500.00	1,500.00 1,500.00	_____	0.00

8/2013

City of Englewood
Budget/Revenue Preparation Worksheet

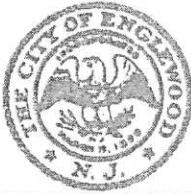
Page No: 19

Description Budget Account Number	2010 Approp Actual	2011 Approp Actual	2012 Approp Actual	***** Requested	Year 2013 Admin. Recmd	Budgeted	%PY
DEPARTMENT: 3-01-22-195-000-000							
Code Enforcement - Memberships							
3-01-22-195-000-244 S	0.00	1,200.00	1,200.00	1,200.00	1,000.00	1,000.00	0.00
	0.00	300.00	265.00				
Code Enforcement - Travel Allowance							
3-01-22-195-000-245 S	0.00	6,400.00	7,900.00	7,900.00	4,000.00	4,000.00	0.00
	0.00	6,540.00	0.00				
Code Enforcement - Office Equipment							
3-01-22-195-000-253 S	0.00	3,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	0.00	0.00	1,109.57				
Transfers	0.00	2,500.00-	0.00				
Code Enforcement - Office Furniture							
3-01-22-195-000-257 S	0.00	1,600.00	0.00	1,000.00	1,000.00	1,000.00	0.00
	0.00	0.00	0.00				
Code Enforcement - Other Equipment							
3-01-22-195-000-258 S	0.00	500.00	500.00	500.00	400.00	400.00	0.00
	0.00	0.00	0.00				
Enforcement - Photographic/Reprod							
3-01-22-195-000-301 S	0.00	250.00	250.00	250.00	250.00	250.00	0.00
	0.00	0.00	0.00				
Code Enforcement - Elevator Fees							
3-01-22-195-000-320 S	0.00	56,500.00	56,500.00	46,000.00	46,000.00	46,000.00	0.00
	24,516.00	53,519.00	44,598.00				
Transfers	0.00	0.00	10,000.00-				
Code Enforcement - Vehicular Equipment							
3-01-22-195-000-321 S	0.00	75.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00				
Code Enforcement - Equip. Repair & Maint.							
3-01-22-195-000-326 S	0.00	0.00	75.00	2,000.00	2,000.00	2,000.00	0.00
	0.00	162.00	200.00				
Code Enforcement - Rent Machinery & Equip							
3-01-22-195-000-351 S	0.00	350.00	350.00	350.00	350.00	350.00	0.00
	0.00	0.00	0.00				
Control Total	64,576.81	99,000.00	89,375.00	82,450.00	75,000.00	0.00	0.00
	27,616.86	82,967.77	68,262.38				
Transfers	0.00	7,500.00-	10,000.00-				
Int. Income							
3-01-23-200-000-000 C							

4

Control Total		0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00		
Code Enforcement Salaries & Wages							
3-01-22-195-000-100	C						
Code Enforcement - Regular Pay							
3-01-22-195-000-111	S	11,270.47	618,264.00	688,331.00	700,000.00	707,000.00	0.00
		0.00	633,200.77	694,641.05			
Transfers		0.00	20,000.00	8,000.00			

CAPITAL IMPROVEMENT



Englewood

P.O. Box 228 • Englewood, N.J. 07631

TO: Tim Dacey

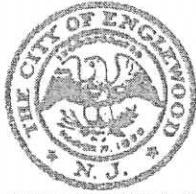
FROM: Walter Deptuch

RE: Part time employee request

I would like to request a part time electrical and a part time plumbing inspector for 2013. Building activity has increased steadily for the last three years and we are awaiting several large projects planned for the city. The department is also working on cleaning up old permits that we have not had the time or manpower to close. We are aware that residents have complained that the permit and inspection process take too long and I would like our department to run in a more efficient manner.

The hours that would work for our department would be eight to twelve hours a week with a pay rate of eight to twelve thousand dollars per year.

Thank you for your consideration on this matter.



Englewood

P.O. Box 228 • Englewood, N.J. 07631

January 25, 2013

TO: Tim Dacey
Ron Amorino

FROM: Walter Deptuch

RE: Capital Purchase

The Code Enforcement department is in need of replacement vehicles. We have been searching the city for a year and have had no luck in finding used city vehicles that we can acquire from other departments.

I would like to purchase two 2013 Jeep Patriot Sport Utility Vehicles (4 wheel drive) at a discounted price of \$17,093.00 (excluding tax and licensing). These are state contract vehicles and would be purchased through the State of New Jersey.

Thank you for your consideration.



Englewood

P.O. Box 228 • Englewood, N.J. 07631

Code Enforcement

In order to help to streamline the overwhelming number of phone calls and email requests received throughout the department, Code Enforcement is undergoing a capital improvement campaign. This campaign, in conjunction with System Specialists will create a more productive work flow of processing permits, property maintenance, zoning and board applications. It will alleviate many of our day to day responsibilities and eliminate the unnecessary manpower attached to these tasks.

Walter Deptuch
Construction Official

recommend that the council send three new recruits to the June Police Academy class. Overtime is very high because of vacancies, sick-time, workers compensation cases, and extended sick time for work related illnesses. The officer who will not return made \$146,000. New officers cost about \$42,000 per year.

I have also put the required funds in the capital budget to purchase new radios, hand held's, and base stations to meet the "narrow-banding" requirement for the police and fire departments.

- 4) Public Works – I again recommend that we begin the phase-in of automated garbage trucks this fall. I am preparing the bid specifications to get them out on bid before spring. A two year phase-in would allow the residents to get used to the trucks and will give us extra men to work on other duties, such as leaf pick-up. I also recommend elimination of the Thursday/Friday trash collection from October 15 to December 27, 2013. This would allow me to put 18 more men out on leaf collection for those Thursdays and Fridays which will reduce overtime and speed-up leaf pick-up. The automated trucks will also reduce compensation claims, eight of which had been filed in the DPW since January 1, 2013.

The full amount of budgeted savings from these changes will help with the 2014 budget.

- 5) Recreation – We are not including the rent (\$300,000) for Liberty School, as the Board of Education has vacated the building. They have still not paid us the \$200,000 due from 2012. Ron and I are working on an operating budget for the building for 2013 that we will work into the budget over the next few weeks.

I am recommending that we allow the YWCA to operate the Tryon Pool this season. This would save us about \$70,000. If this is not possible I recommend that the pool not open. The use of the pool for the last two years was very limited. All members can be accommodated at the Mackay Pool.

During the budget discussions we really should discuss what the Mayor and council "envision" for recreation programs at Liberty School going forward. The fall classes were fairly well attended, but the numbers have dropped for the classes being offered this spring.

- 6) Library – I am recommending a 1.5% increase for 2013. Last year the council gave the Library \$125,000 to buy books, \$75,000 more than I recommended. They actually used \$15,000 for books while the rest went to salaries and overtime. They should also consider sharing a Library Director, which could save over \$50,000, but the leadership of the Board says that every municipality that has over 7,500 people must have a full-time Library Director with a master's degree.
- 7) Administration – I will be recommending in February that the council cancel the IT contract with the Board of Education and replace it with a contract for a consultant. The Board no longer responds to our requests and no longer gives the City any IT support.

Other budget highlights are:

- 1) We are putting \$250,000 aside for tax appeals, which the CFO is comfortable with.
- 2) We are putting \$200,000 into terminal pay, which we can use if we need, or carry it forward for an expected retirement in 2014.
- 3) Our reserve for uncollected taxes is being reduced to \$1 million from \$3.2 million. We will do an accelerated tax sale for 2012 this summer and an accelerated tax for 2013 late in the year. We should be able to reduce this more in the 2014 budget.
- 4) I have included \$780,000 in revenue from the Route 4 Special Assessment. We will have \$500,000 in escrow, as required by the lawsuit, but the additional revenue can be used this year.
- 5) I have eliminated the \$40,000 donation to EVAC. They began billing in 2012 and have used that revenue stream to replace the money from the City.
- 6) While we expect to end 2012 with a healthy surplus, I am using \$2.5 million for this 2013 budget. Last year we used \$3.3 million and the Council asked that I look to reduce that amount for 2013.
- 7) Court fees were \$121,819 less than budgeted for in 2012, thus I reduced the expected revenue for 2012 from \$920,000 to \$795,000.
- 8) Our parking revenues were \$68,114 more than we budgeted for in 2012. I have increased our expected parking revenue for 2013 to \$556,000 from \$500,000.
- 9) Our parking deck revenue was \$306,111 versus the \$120,000 we had budgeted. This was mainly due to Benzel Busch's construction and their renting of spaces all year. I have put \$95,000 back in for 2013, which I hope will be on the low side of what we actually collect.
- 10) Our overall recreation revenues were \$97,778, down from \$137,500 that was budgeted. We were down in almost every line, which is troublesome to me.
- 11) State Aid – As no state aid numbers have been released, I put the 2012 aid numbers in for 2013. The state expects to release these numbers around February 27.
- 12) Insurance – We have budgeted for a 7% increase on health insurance, 8% for our other insurances like liability, property, etc., and 9% for workman's compensation insurance.

13) Pension costs all declined for 2013:

			INC/(DEC)
	<u>2013</u>	<u>2012</u>	<u>diff</u>
PFRS (police)	\$2,454,251.00	\$2,487,980.00	(\$33,729.00)
PFRS (fire)	\$1,331,599.00	\$1,332,860.00	(\$1,261.00)
PERS	<u>\$1,044,644.00</u>	<u>\$1,080,991.00</u>	<u>(\$36,347.00)</u>
	\$4,830,494.00	\$4,901,831.00	(\$71,337.00)

Ron and I are also discussing, based on a strong 2012 performance, that we may cancel one or both of the emergencies due to the hurricane and flooding that you passed last year. If we feel we are in a strong enough cash position and will not hurt our surplus, we will recommend this in either February or March.

Overall, this should be an easy budget for the Council to work with. We are in an excellent position with a healthy surplus. My team has worked hard to reduce costs and get more efficient so we can help the Englewood taxpayers.

The state has issued the following dates regarding the budget:

- Budget transmittal to Council February 1
- Municipal Introduction March 15
- Budget Adoption April 26

I look forward to working with you over the next few months as we work towards adoption the 2012 budget.

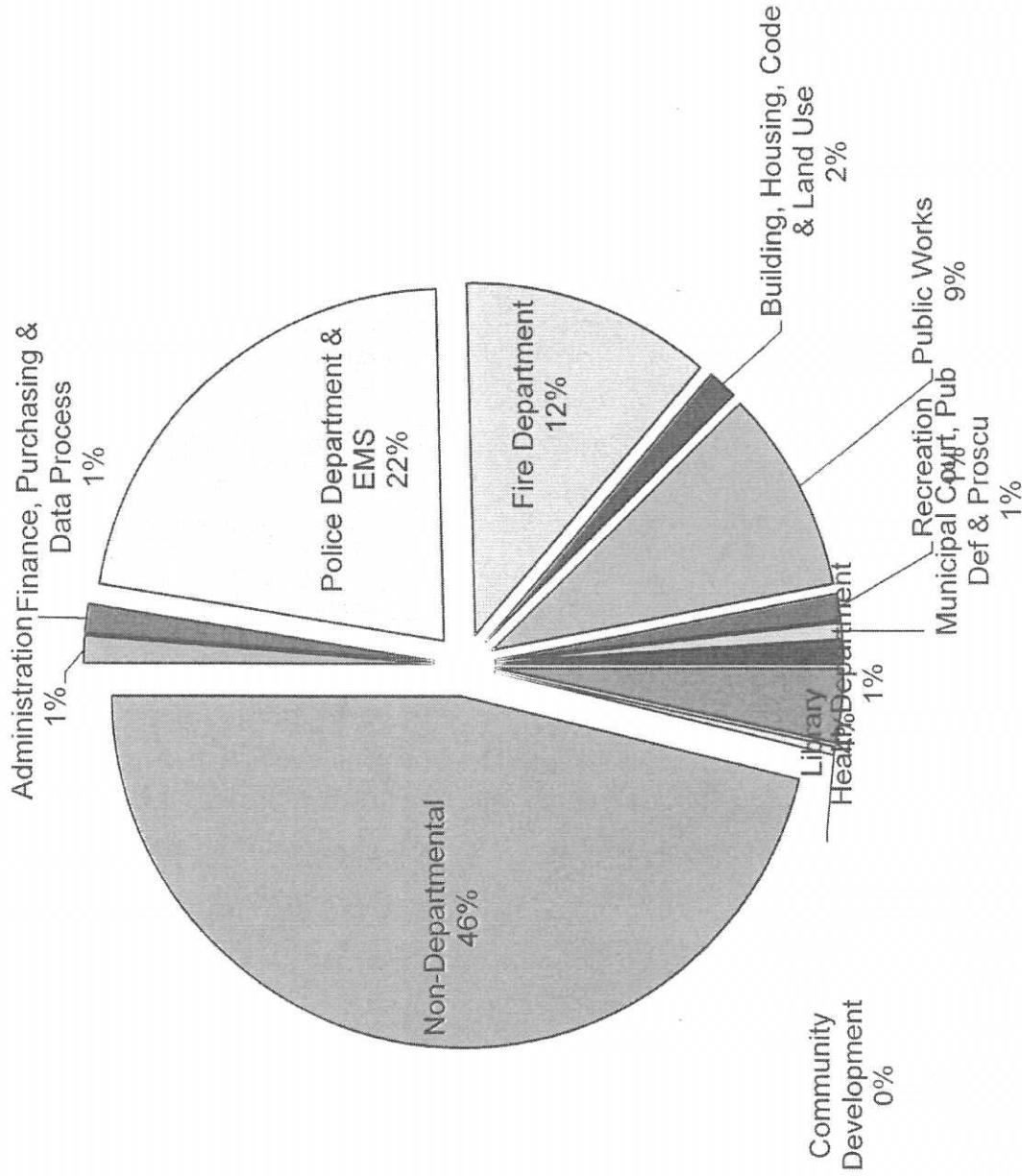
Sincerely,



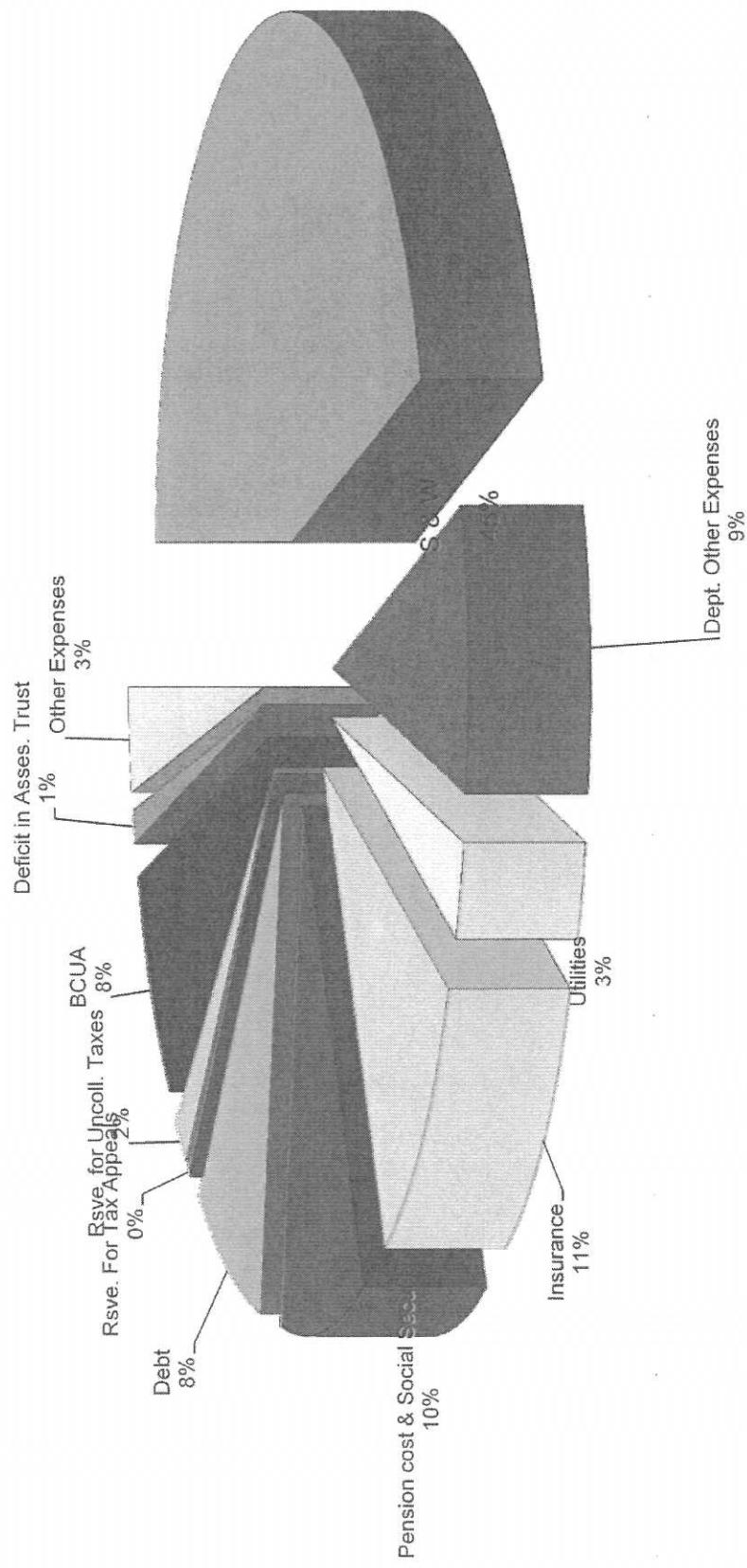
Timothy J. Dacey
City Manager

TJD/dag

2013 Total Budget by Department \$59,955,510



2013 S&W vs. Other Expenses



2013 Non Departmental

