

Township of Roxbury

2013 Year End Reports

~February 11, 2014~



Roxbury Township



Financial Over View

- General Operating Revenue/Expenditure
- Water Utility
- Sewer Utility

Activity Reports

- Zoning
- Construction
- Fire Prevention
- Court
- Ambulance Response Times
- Water Pumpage/Usage

2013 "To Do" List



Roxbury Township

GENERAL OPERATING REVENUE



FOR THE PERIOD JANUARY 1, 2013 THROUGH DECEMBER 31, 2013

	2012 Realized Thru 12/31/12	2013 Adopted Budget	Year-to-Date Realized thru 12/31/13	Collected over (+) Collected under (-)	Percentage Used
Local Revenue	2,086,522.00	2,030,662	2,171,287	140,625	107%
State Aid:	2,111,960.00	2,110,960	2,102,463	8,497	100%
Federal & State Grants:	12,329 324,455.00	181,795	245,589	0 63,794	0% 135%
Total	28,383,819.00	28,206,865	28,609,895	403,030	101%



Roxbury Township

GENERAL OPERATING EXPENDITURE



FOR THE PERIOD JANUARY 1, 2013 THROUGH DECEMBER 31, 2013

	2012 Expended Thru <u>12/31/12</u>	2013 Adopted Budget	2013 Expended Thru <u>12/31/13</u>	Balance Remaining	Percentage Used
General Operating Expenses (Continued):					
Total General Operating Expenses	<u>21,362,805</u>	<u>21,959,140</u>	<u>21,515,253</u>	<u>443,887</u>	<u>98%</u>
Federal & State Grants:					
Total Grants	<u>276,050</u>	<u>137,439</u>	<u>186,486</u>	<u>(49,047)</u>	<u>136%</u>
Interlocal Service Agreements:					
Total Interlocal Agrmts.	<u>387,770</u>	<u>455,536</u>	<u>455,531</u>	<u>5</u>	<u>100%</u>
Capital:					
Total Capital	<u>1,203,568</u>	<u>1,622,195</u>	<u>1,622,195</u>	<u>0</u>	<u>100%</u>



Roxbury Township

GENERAL OPERATING REVENUE/EXPENDITURE

MONTHLY EXPENSE SUMMARY FOR THE PERIOD JANUARY 1, 2013 THROUGH DECEMBER 31, 2013

	2012 Expended Thru 12/31/12	2013 Adopted Budget	2013 Expended Thru 12/31/13	Balance Remaining	Percentage Used
Debt Service:					
Total Debt Service	2,087,027	1,764,396	1,764,478	0.00	100%
Res. Uncollected Taxes	1,840,000	2,048,000	2,048,000	0.00	100%
Total Appropriations	<u>27,208,220</u>	<u>27,986,706</u>	<u>27,591,943</u>	<u>394,763.00</u>	<u>99%</u>
Total Revenue	<u>28,383,819</u>	<u>27,986,706</u>	<u>28,609,895</u>		
Difference Revenue/Expenses	<u>1,175,599</u>		<u>1,017,952</u>		



Roxbury Township

WATER UTILITY



WATER UTILITY MONTHLY REVENUE & EXPENSE SUMMARY FOR THE PERIOD JANUARY 1, 2013 THROUGH DECEMBER 31, 2013

	2012 Realized Thru 12/31/12	2013 Adopted Budget	Year-to-Date Realized thru 12/31/13	Collected over (+) Collected under (-)	Percentage Used
WATER UTILITY:					
Revenue:					
Total Revenue	<u>\$1,946,254</u>	<u>1,592,167</u>	<u>1,927,146</u>	<u>334979.00</u>	<u>122%</u>
Expenses:					
Operating:	<u>\$1,111,725</u>	<u>1,138,154</u>	<u>1,066,268</u>	<u>71886.00</u>	94%
Capital:	<u>\$436,599</u>	<u>421,013</u>	<u>420,975</u>	<u>38.00</u>	100%
Statutory Expenses:	<u>\$31,121</u>	<u>33,000</u>	<u>34,141</u>	<u>1141.00</u>	103%
Total Expenses	<u>\$1,579,445</u>	<u>1,592,167</u>	<u>1,521,384</u>	<u>70783.00</u>	<u>96%</u>
DIFF BETWEEN REV AND EXP:	<u>366,809</u>		<u>405,762</u>		



Roxbury Township

SEWER UTILITY



SEWER UTILITY MONTHLY REVENUE & EXPENSE SUMMARY FOR THE PERIOD JANUARY 1, 2013 THROUGH DECEMBER 31, 2013

	2012 Realized Thru 12/31/12	2013 Adopted Budget	Year-to-Date Realized thru 12/31/13	Collected over (+) Collected under (-)	Percentage Used
SEWER UTILITY:					
Revenue:					
Total Revenue	<u>4,770,750</u>	<u>4,701,450</u>	<u>4,790,489</u>	<u>89039.00</u>	<u>98%</u>
Expenses:					
Total Expenses	<u>4,555,698.00</u>	<u>4,701,450</u>	<u>4,354,653</u>	<u>346797.00</u>	<u>93%</u>
DIFF BETWEEN REV AND EXP:	<u>215,052</u>		<u>435,836</u>		



Roxbury Township

ACTIVITY REPORTS



- Zoning
- Construction
- Fire Prevention
- Court
- Ambulance Response Times



Roxbury Township ZONING DEPARTMENT



2013 Annual Report

- % Growth from 2012 to 2013
- 2011, 2012, 2013 Annual Summary Table
- 2011, 2012, 2013 Permits Issued Chart



Roxbury Township

ZONING DEPARTMENT



% Growth From 2012 to 2013:

- 14% Growth in Permits Fees Collected
- 6% Growth in # of Permits Issued



Roxbury Township

ZONING DEPARTMENT

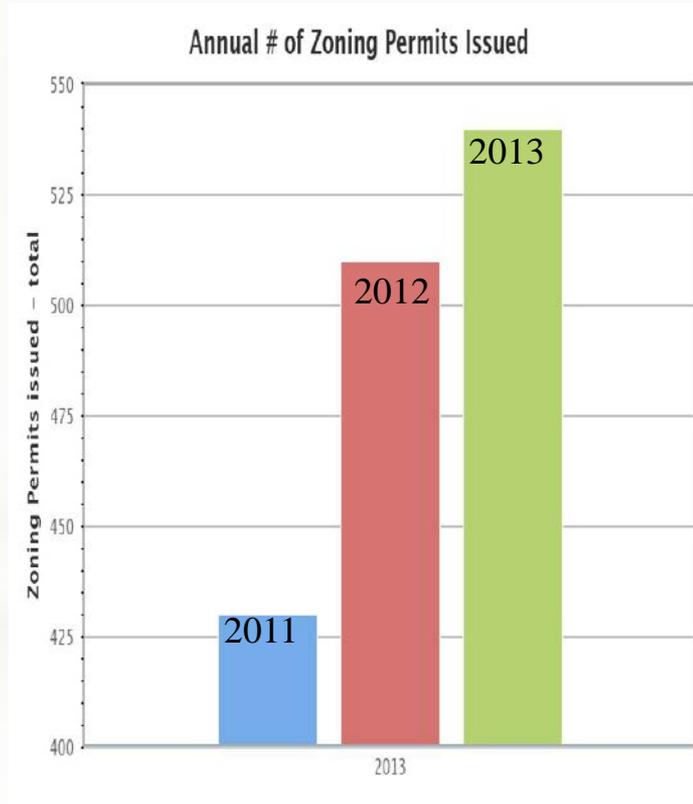


	ANNUAL TOTAL
2011 Zoning Permits Issued	430
2011 Permit fees Collected	\$15,860
	ANNUAL TOTAL
2012 Zoning Permits Issued	510
2012 Permit fees Collected	\$17,265
	ANNUAL TOTAL
2013 Zoning Permits Issued	540
2013 Permit fees Collected	\$19,635



Roxbury Township

ZONING DEPARTMENT



	QTR 1	QTR 2	QTR 3	QTR 4	Total
2011	64	137	135	94	430
2012	120	159	162	69	510
2013	103	178	159	100	540



Roxbury Township

CONSTRUCTION DEPARTMENT



2013 Annual Report

- % Growth from 2012 to 2013
- 2011, 2012, 2013 Summary Table
- 2011, 2012, 2013 Graph: Permit Fees Collected
- 2011, 2012, 2013 Graph: # of Permits Issued
- 2011, 2012, 2013 Graph: # of Inspections Completed



Roxbury Township

CONSTRUCTION DEPARTMENT



% Growth From 2012 to 2013:

- 28% Growth in # of Permits Issued
- 15% Growth in # of Inspections Completed
- 12% Growth in Permit Fees Collected



Roxbury Township CONSTRUCTION DEPARTMENT

Summary 2011, 2012 and 2013

	2011 totals QTR 1,2,3,4
2011 Permits issued	1,363
2011 Permit fees	\$264,395
2011 Inspections	3,270
	2012 Totals QTR 1,2,3,4
2012 Permits issued	1,498
2012 Permit fees	\$296,274
2012 Inspections completed	3,931
	2013 Totals QTR 1, 2, 3,4
2013 Permits issued	1,922
2013 Permit fees	\$330,973
2013 Inspections completed	4,530



Roxbury Township

CONSTRUCTION DEPARTMENT

PERMIT DOLLARS



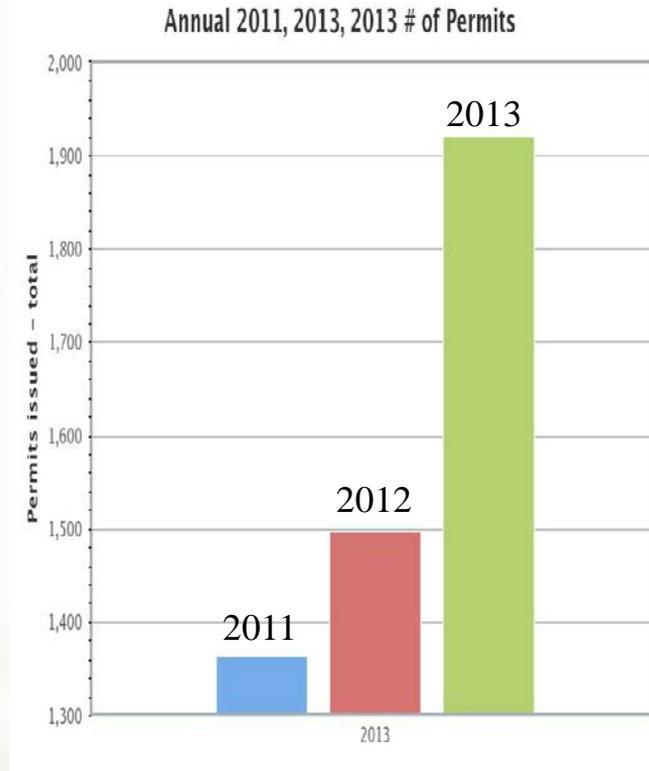
Year	Measure	Q1	Q2	Q3	Q4	Annual Total
2011	Total permit fees	\$54,155	\$69,313	\$60,802	\$80,125	\$264,395
2012	Total permit fees	\$56,880	\$85,532	\$80,683	\$73,179	\$296,274
2013	Total permit fees	\$67,472	\$93,085	\$89,457	\$80,959	\$330,973



Roxbury Township

CONSTRUCTION DEPARTMENT

OF PERMITS ISSUED



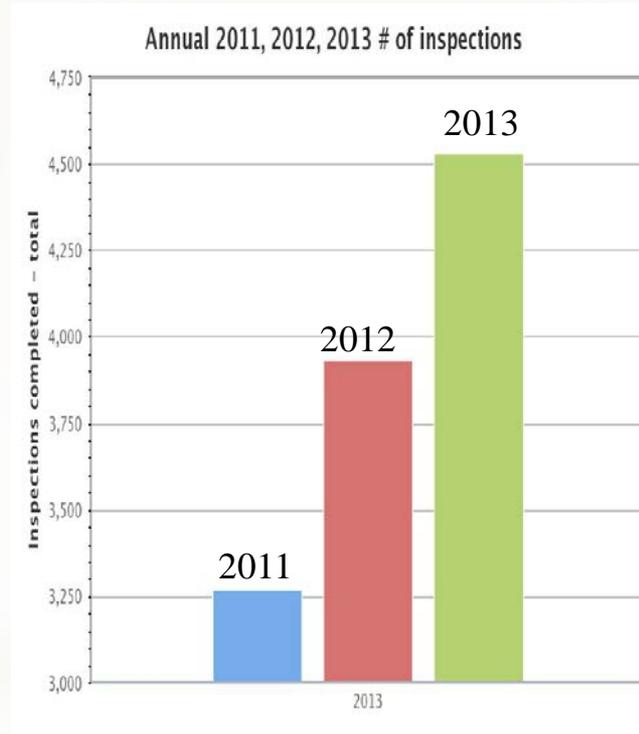
Year	Measure	Q1	Q2	Q3	Q4	Annual Total
2011	Permits issued	255	355	362	391	1,363
2012	Permits issued	324	382	396	396	1,498
2013	Permits issued	371	17 538	549	464	1,922



Roxbury Township

CONSTRUCTION DEPARTMENT

OF INSPECTIONS



Year	Measure	Q1	Q2	Q3	Q4	Annual Total
2011	Inspections completed	700	856	892	822	3,270
2012	Inspections completed	888	1,072	1,116	855	3,931
2013	Inspections completed	937	1,113	1,205	1,275	4,530



Roxbury Township



FIRE PREVENTION

2013 Annual Report

- % Dollar Growth from 2011 to 2012 to 2013
- 2011, 2012, 2013 Annual Review Funds Generated
- 2011, 2012, 2013 # of Life Hazard Inspections
- 2011, 2012, 2013 # of Non-Life Hazard Inspections



Roxbury Township

FIRE PREVENTION



From 2012 to 2013:

- 13% Growth in Funds Generated

From 2011 to 2012:

- 10% Growth in Funds Generated



Roxbury Township

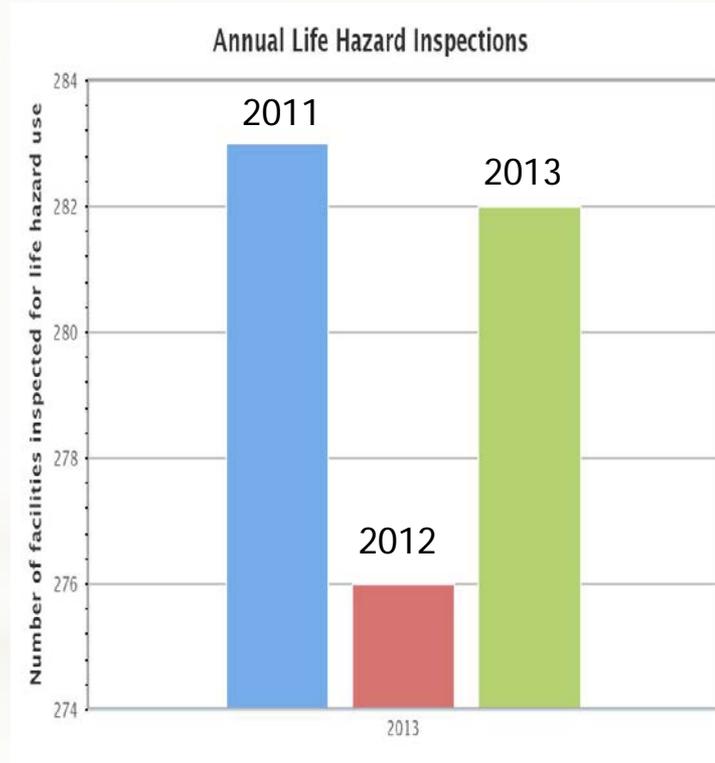
FIRE PREVENTION

	FUNDS GENERATED	ACTUAL EXPENDED	REVENUE + (COST -)
2011	\$82,859.65	\$66,064.43	\$16,795.22 +
2012	\$91,378.92	\$82,624.00	\$8,754.92 +
2013	\$103,481.43	\$82,474.93	\$21,006.50 +



Roxbury Township

FIRE PREVENTION



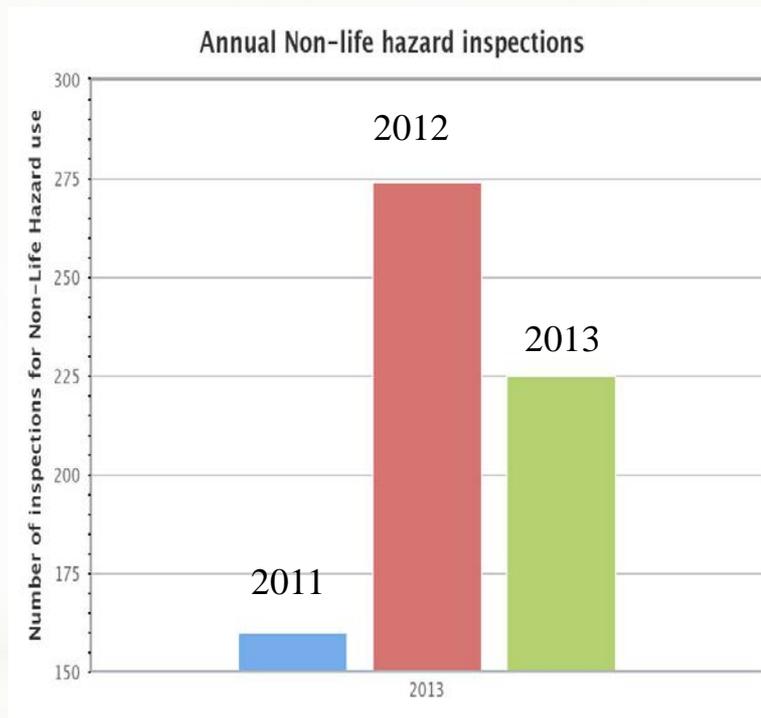
STATE LIFE HAZARD INSPECTIONS

	QTR 1	QTR 2	QTR 3	QTR 4	Total
2011	74	66	62	81	283
2012	59	116	73	28	276
2013	65	89	83	45	282



Roxbury Township

FIRE PREVENTION



TOWN NON- LIFE HAZARD INSPECTIONS

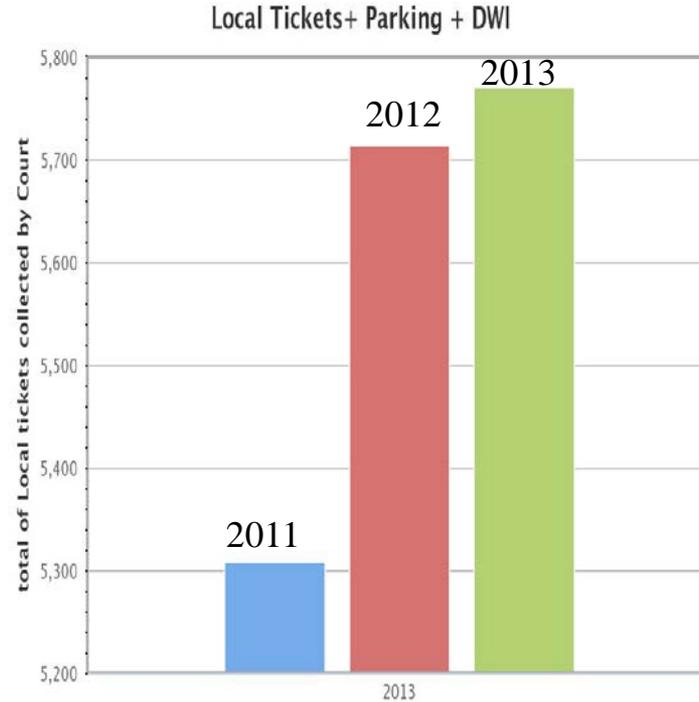
	QTR 1	QTR 2	QTR 3	QTR 4	Total
2011	72	50	29	9	160
2012	42	48	285	99	274
2013	55	63	17	90	225



Roxbury Township Court



Processed*: Local Tickets + Parking + DWI



	QTR 1	QTR 2	QTR 3	QTR4	Totals
2011 # of Local (Tickets/Parking/DWI)	1,513	1,195	1,435	1,166	5,309
2012 # of Local (Tickets/Parking/DWI)	1,480	1,635	1,501	1,099	5,715
2013 # of Local (Tickets/Parking/DWI)	1,463	1,290	1,602	1,416	5,771

(*Does not include # of criminal complaints or ordinance/W&M) ²⁴



Roxbury Township Court



Money Collected by Court : Township's Portion

	QTR 1	QTR 2	QTR 3	QTR4	Totals
2011 Money collected: Township Portion	\$157,733.11	\$134,119.72	\$130,343.45	\$107,379.05	\$528,575.33
2012 Money collected: Township Portion	\$122,848.32	\$126,940.01	\$122,701.65	\$95,747.70	\$468,237.70
2013 Money collected: Township Portion	\$117,954.79	\$116,373.86	\$146,106.18	\$118,151.40	\$498,586.23

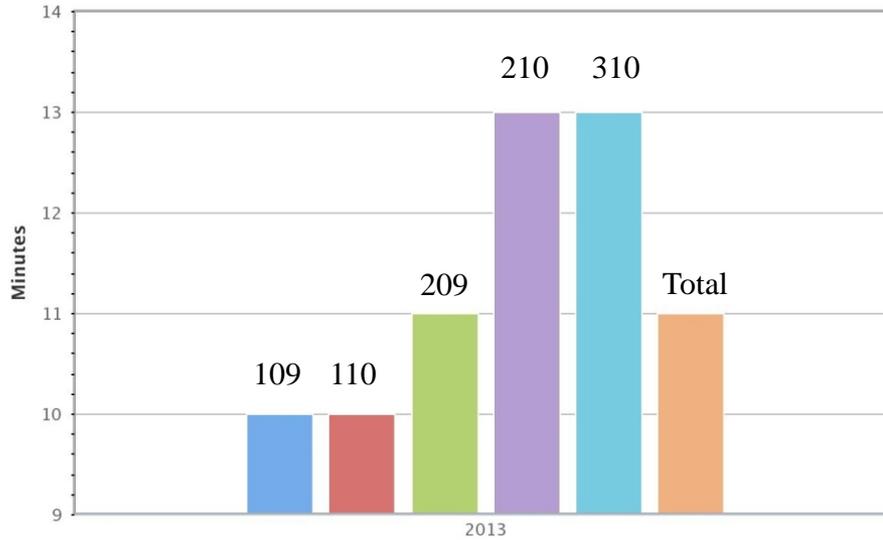


Roxbury Township

ROXBURY EMS



2013 Annual Avg Ambulance Response Time



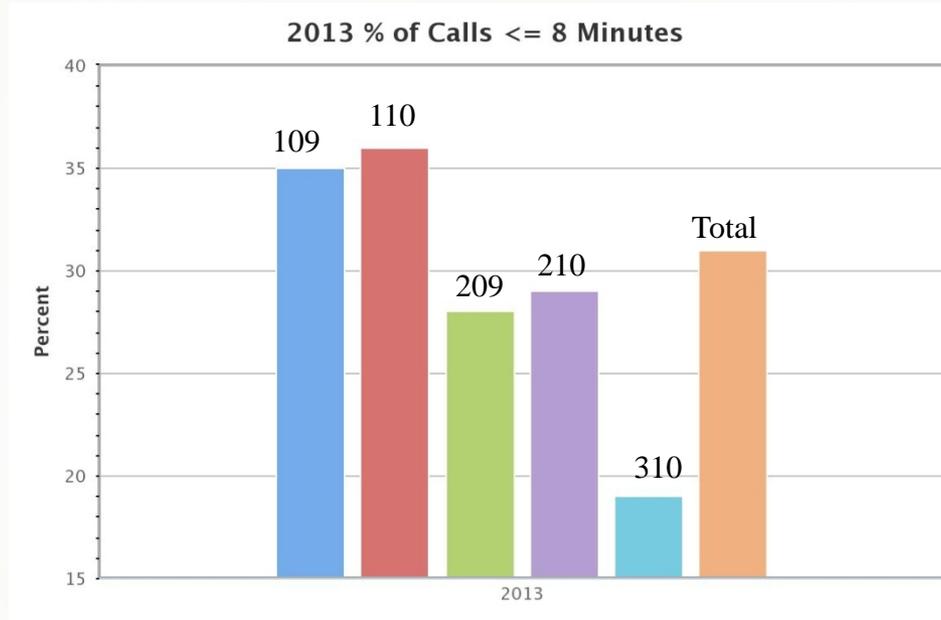
Average Response Time in Minutes

Ambulance	Q1	Q2	Q3	Q4	2013
# 109	11	10	9	10	10
# 110	11	10	10	10	10
# 209	12	12	10	10	11
# 210	12	12	17	10	13
# 310	14	14	13	13	13
Total Ambulance	12	11	12	11	11



Roxbury Township

ROXBURY EMS



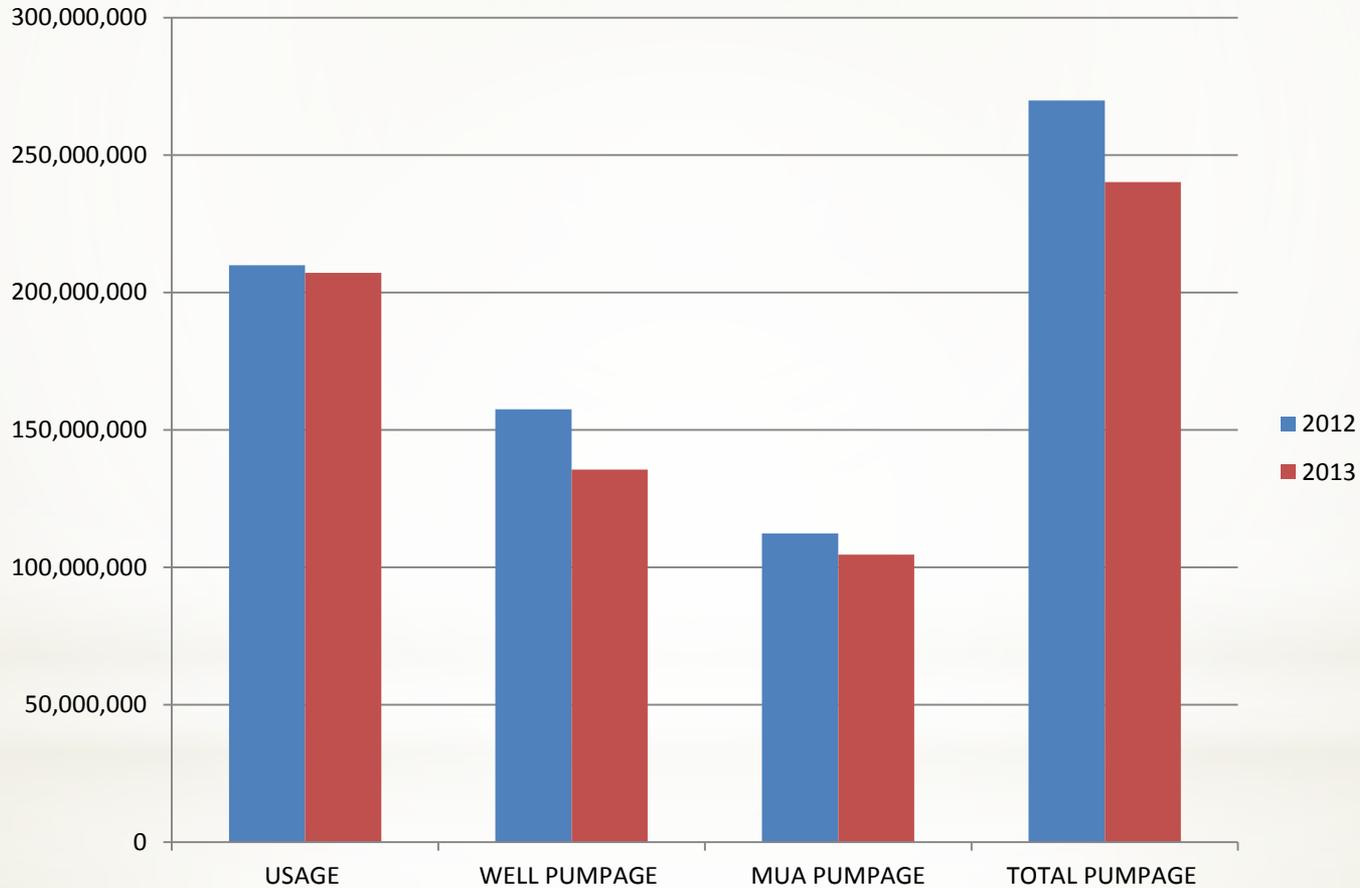
Percent of calls* <= 8 Minutes

Ambulance	Q1	Q2	Q3	Q4	2013
# 109	30%	34%	40%	37%	35%
# 110	32%	35%	34%	42%	36%
# 209	24%	26%	30%	33%	28%
# 210	12%	26%	28%	48%	29%
# 310	21%	10%	13%	29%	19%
Total Ambulance	25%	28%	27 32%	38%	31%

* Industry standard for response time <=8 minutes is 40% for paid EMS departments



Roxbury Township WATER PUMPAGE/USAGE





Roxbury Township

2013 “TO DO” LIST



TOWNSHIP MANAGER

- Update Job descriptions
- Update Personnel Manual

FINANCE DEPARTMENT

- Prepare and Solicit the RFQ for Payroll Services
- Prepare and Solicit the RFP for Banking Services
- Requisitions on-line for utilities

ENGINEERING DEPARTMENT

- Succasunna Lake Tributary Bank Stabilization Design/Permitting
- Ledgewood Pond Dam Alternative Analysis
- Mount Arlington Blvd Water Main Replacement Design/Permitting-Phase I
- Succasunna Lake & Mooney Pond Weed Treatment

Water Department

- Fuel Storage Tank Replacement at Well #10
- Well #6 – Replace Pump and Water Line
- Well #3 – Generator Replacement
- Hydrant replacements in Bensel Area – Phase I

Sewer

- Golf Hill Pump Station Upgrade
- Highland Manor Pump Station Upgrade Design
- RBC Unit Replacements (4)
- Toby Drive Pump Station Upgrade

FIRE PREVENTION BUREAU

- Educate Public on Generator Safety
- Obtain Grant from FM Global
- Update Oxygen Uses List

SAFETY DEPARTMENT

- Train First Responders on Live Wire Safety
- CPR/AED Training for Health and Recreation Employees
- Conduct Fire Extinguisher Training for Employees

HEALTH DEPARTMENT

- Establish rabies in Wildlife Training Program for First Responders
- Revise blood born pathogen training program
- Conduct biennial dog/cat census

POLICE DEPARTMENT

- Electronic Discovery records program
- Replace Patrol Long Guns and provide necessary training
- Recruit and Hire and train replacement officers
- Alarm Registry Ordinance
- Electronic Community Service Request Forms –Web Site
- Complete School Buildings and Security Plan Review



Roxbury Township

2013 "TO DO" LIST (CONTINUED)



DEPARTMENT OF PUBLIC WORKS

Road Department – Paving

- Mountain Road
- Ridge Road
- Whitegate Road
- Chip Seal Hilltop Road Area

Drainage

- Repair 4 Detention Basins
- Repair 75 Catch Basins

Sidewalk Repairs

- Hillary/Radcliff Area
- Golf Course Area
- Parkwood Road
- Churchill Road

Parks Department

- Repair Horseshoe Lake Swim Dock
- Berkshire Valley Court Improvements
- Perfetti Park Court Improvements

Buildings and Grounds

- Roof Replacement Community Center
- Install Vehicle Wash at Public Works Facility

IT

- Install Projection Equipment in all Meeting Rooms
- Redesign Agenda and Minutes Postings on Website
- Move GIS Software to new Server
- Launch Employee Intranet Server
- Install Wireless Network at Town Hall
- Establish Callback Mailbox for Everbridge Notification
- Implement Paperless Council Meetings
- Review & Revise On-line Service Request Form

CONSTRUCTION

- Complete Right to Know Survey
- Organize and catalogue plans in storage area
- Pursue shared service with neighboring community

PLANNING DEPARTMENT

- Finalize Environmental Assessment and Remediating Plan for former DPW facility to Affordable Housing
- Create and implement "Post Construction Zoning Permit"
- Standardize bond forms
- Update automotive business list
- Standardize enforcement/distribution of Municipal Business Licenses
- Reorganize zoning permit files

RECREATION

- Complete Final Design and Construction Drawings of Landing Road Park
- Implementation of Roxbury Trails Link on Township Website
- Create one uniform School/Township Calendar for Games and events
- Veteran's Park – Extension of Trails
- Incorporation of Recreation Website into Township Website

TAX ASSESSOR

- Update Roxbury Assessment Maps
- Audit 9,000+ line item block and lot folders checking deductions for seniors, disabled and veterans
- Process approximately 400 Tax Appeals

TOWNSHIP COLLECTOR

- Compare online payment programs
- Institute a faster notification to property owners of apparent water leaks
- Review DARM's criteria for destruction of water and sewer utility financial records