

Transitional Aid Application for State Fiscal Year 2012
Division of Local Government Services
Department of Community Affairs

General Instructions: This application must be submitted in its entirety by **September 2, 2011** for funding consideration under this program. Information contained in the application is subject to independent verification by DLGS. Refer to Local Finance Notice 2011-22 when preparing this application for specific instructions and definitions, and review the Submission Checklist on Page 6.

Name of Municipality:		City of Bridgeton		County:	Cumberland
Contact Person:		Teresa C. Delp		Title:	CFO
Phone:	856-455-3230 X 204	Fax:	856-455-9903	E-mail:	delpt@cityofbridgeton.com

I. Aid History

List amount of Transitional or former Discretionary Aid (Extraordinary, Special Municipal, or Capital Cities) received for the last three years, if any:

FY 2011	FY 2010	FY 2009
\$855,000	\$2,250,000	\$1,800,000

II. Aid Request for Application Year: (All municipalities currently operating under a Transitional Aid MOU are advised that a decrease from prior year funding is likely.)

Amount of aid requested for the Application Year:	\$400,000.00
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An aid request does not constitute guarantee of receipt of any funds.

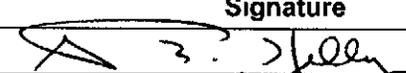
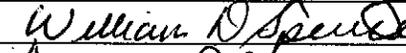
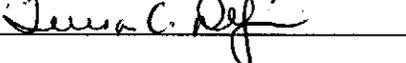
III. Submission Requirements

The following items must be submitted with, or prior to, submission of this application. Indicate date of submission of each.

Item	Date Submitted to DLGS
Prior Year Annual Financial Statement	09-20-2010
Previous Year Annual Audit	02-23-2011
Previous Year Audit Corrective Action Plan	03-09-2011
Application Year Introduced Budget	08-30-2011
Budget documentation submitted to governing body	08-23-2011

IV. Application Certification

The undersigned herewith certify that they have reviewed this application and, to the best of their ability, find its contents to be true and that it accurately portrays the circumstances regarding the municipality's fiscal practices and need for financial assistance. By submitting the application, the municipality acknowledges that the law provides that the decision of the Director regarding aid awards is final and not subject to appeal.

Official	Signature	Date
Mayor/Chief Executive Officer		9-8-11
Governing Body Presiding Officer		9-8-11
Chief Financial Officer		9-8-11

V-A. Explanation of Need for Transitional Aid

Explain the circumstances that require the need for Transitional Aid in narrative form. Include factors that result in a constrained ability to raise sufficient revenues to meet budgetary requirements, and if such revenues were raised, how it would substantially jeopardize the fiscal integrity of the municipality.

The City of Bridgeton has made tremendous strides towards achieving financial independence. The Governing Body and Administration is diligently working to improve the City and bring in additional commercial ratables to help stabilize the tax ratable base. An excellent example of the success of this endeavor is a new supermarket that will open in the City in September, 2011. The success of achieving financial independence can be highlighted by the extremely low debt load of the City. Through careful financial management, the annual debt continues to be reduced.

This application for Transitional Aid, if approved, would reduce the tax rate increase that is necessary this fiscal year. The City budget has been introduced with a \$0.243 per hundred of assessed value increase for Municipal Purposes and a total increase from Cumberland County and the School District of \$0.27 per hundred of assessed value. This will bring the Local Purpose Tax rate to \$3.035 and the total rate to \$5.74 per hundred. \$400,000 in Transitional aid would reduce the tax rate by approximately 11 cents and cut the tax increase by 45%.

The City of Bridgeton continues to control personnel costs through negotiation of new labor agreements with 0% increases in FY 2012 and FY 2013. The labor agreements also contain significant additional steps thereby reducing the lifetime costs of a new employee. Additional personnel are retiring and being replaced with lower paid employees. The new health benefit contribution will reduce our health insurance costs. We were awarded a SAFER grant to fund nine firefighters who will not only fill the role of fireman but also EMT thereby reducing the need to have separate EMTs. The Bridgeton Police Department was awarded a technology grant and replaced many old computers and installed cameras in patrol cars. This action reduced City funding requirements to meet this critical Department need.

The City continues to look for new revenues. We are in the final stages of implementation of Court debt collections and await approval of the Administrative Office of the Court for vendor approval. We are installing red light traffic cameras which will generate additional income. We instituted a new trash can ordinance that generated 140 citations in the first 3 days. Sale of City owned property continues to generate some revenue. We currently have a deal with an organization to purchase numerous lots and within two years after purchase build and sell market rate housing thereby adding additional revenue to the tax base. The City is fighting tax appeals and in fact the largest appeal is by the owner of a building leased to the State of New Jersey. If this appeal is successful, the result will be a decrease of about \$ 50,000.00 in taxes, another blow to a City in this economy.

Any assistance provided by the State of New Jersey to the City of Bridgeton would be extremely beneficial to our taxpayers.

V-B Alternate Eligibility Calculation

Complete this section only if Transitional Aid **was not** received in the prior year. If the requirements of this section are met, this application must also reflect that the criteria in Section C, items 2-7 of Local Finance Notice 2011-22 are met.

Part 1 calculates loss of equalized value. If there is a loss of at least *2% of equalized value*, the eligibility criteria is met and the rest of the form does not have to be completed.

If the 2% criterion is **not** met, continue with Part 2 to identify individual revenue losses (exclusive of State CMPTRA/ETR formula aid reductions) or specific, extraordinary appropriation increases (pursuant to Local Finance Notice 2011-22, Item B-8).

Part 1 – Eligibility of Value Loss	Current Year County Equalization Table County Apportionment (a)	Prior Year Director’s Table Equalized Value (b)	Decrease (c)
Equalized Value Reduction			
Percent of loss from prior year (c) divided by (b) as percent:			
If this exceeds 2%, stop and proceed to the next page.			

Part 2 – Demonstration of Revenue Loss/Substantial Cost Increase

Complete Part 2 if eligibility was not met in Part 1. Show: (1) extraordinary revenue losses (exclusive of State CMPTRA/ETR aid reductions, but inclusive of other aid, including payments under various open space State payments in lieu of tax programs), but not as the aggregate of many revenue line items; and (2) or specific, extraordinary increases in appropriations. Describe the item on the cell below each entry. If applicable, indicate in the description of the extraordinary increase in expenditure if the increase was the result of a policy decision made by the municipality (i.e. a back-loaded debt service schedule, deferred payment, costs associated with additional hires, etc.)

Revenue or Appropriation	Prior Year Value	Current Year Value	Amount of Loss/Increase
Description:			

V-C Actions to Reduce Future Need for Aid

Detail the steps the municipality is taking to reduce the need for aid in the future. Include details about long-term cost cutting and enhanced revenue plans, impact of new development, potential for grants to offset costs, and estimated short and long-term annual savings. Use additional pages if necessary.

- 1. Reviewing all ordinances for appropriate fee increases**
- 2. Looking into shared services with neighboring Townships for being the lead agency for Municipal Court**
- 3. Out sourcing Animal Control \ or Shared Service**
- 4. Exploring Health Care Services by entering into a JIF**
- 5. Turning all fringe benefit costs for the Bridgeton Free Public Library previously paid by the City of Bridgeton to them to pay.**
- 6. Working with Cumberland Development Corp for developing shared services within Cumberland County.**
- 7. Exploring possibility of operating a City owned towing and a storage yard.**
- 8. Having a Solar energy survey done to install solar on public buildings and on a City owned field to provide electricity for public buildings. Looking also at solar powered street lighting.**
- 9. Elected Officials no longer receive Health Benefits effective 7-1-2010.**
- 10. Exploring shared services for IT services with the local School system.**
- 11. Entering into a contract with company who provides Red Light Camera's and ticketing mechanism to bring in Revenue.**
- 12. Talking with Regional Hospital to provide Ambulance Services which is presently handled by one company**
- 13. Anticipated savings in having the Local election moved to November from May in 2014.**
- 14. Started receiving donations in our Recreation Trust Fund to help with activities throughout the City Park. Through these donations and revenues generated by the Zoological Society we able to support some expenses for our ZOO. Admission fees and increase permit fees for the Zoo and Park area are also being reviewed.**
- 15. Turning our old Landfill into a solar field to provide electric to the Parks**

system.

- 16. Applying for grant money to enhance the downtown area, sidewalks, and beautification to the downtown area in order to promote more business, entice businesses to open in that area and make it a safer environment**

VI. Historical Fiscal Statistics

Item	2010	2011	Introduced Application Year
1. Property Tax/Budget Information			
Municipal tax rate	\$4.955	\$5.270	\$5.572
Municipal Purposes tax levy	\$2.467	\$2.679	\$3.005
Municipal Open Space tax levy	\$	\$	\$
Total general appropriations	\$23,174,371	\$23,868,654.78	\$21,691,374.82

2. Cash Status Information			
% Of current taxes collected	99.32%	98.89%	%
% Used in computation of reserve	98.8%	98.8%	98.8%
Reserve for uncollected taxes	\$272,712	\$235,767	\$248,740
Total year end cash surplus	\$2,831,983	\$2,180,987	
Total non-cash surplus	\$58,394	\$61,045	
Year end deferred charges	\$	\$	

3. Assessment Data			
Assessed value (as of 7/1)	\$359,193,224	\$358,344,014	\$361,012,992
Average Residential Assessment	\$54,433	\$54,451	\$54,451
Number of tax appeals granted			
Amount budgeted for tax appeals	\$	\$	\$
Refunding bonds for tax appeals	\$	\$	\$

4. Full time Staffing Levels			
Uniformed Police - Staff Number	64	64	60
Total S&W Expenditures	\$4,964,999	\$5,258,080	\$5,229,840
Uniformed Fire \ EMS- Staff Number*	31	46*	54*
Total S&W Expenditures	\$2,341,132	\$2,395,184	\$2,100,000
All Other Employees - Staff Number	FTE 111 \ PT 66	FTE 103 \ PT 45	FTE 103 \ PT 45
Total S&W Expenditures	\$3,805,572	\$2,824,763	\$3,077,000

5. Impact of Proposed Tax Levy

			Amount
Current Year Taxable Value			361,012,992
Introduced Tax Levy			10,955,108
Proposed Municipal Tax Rate	3.005	Average Res. Value (#4 above)	54,451
Current Year Taxes on Average Residential Value (#4 above)			1636.25
Prior Year Taxes on Average Residential Value			1458.74
Proposed Increase in average residential taxes			177.51

VII. Application Year Budget Information

A. Year of latest revaluation/reassessment 1993

B. Proposed Budget -- Appropriation Cap Information

Item	Yes	No
1. Was an appropriation cap index rate ordinance adopted last year? If YES: % that was used	X	
3.50%		
2. Amount of appropriation cap bank available going into this year		
\$1,205,403.21		
3. Is the Application Year budget at (appropriation) cap? If NO, amount of remaining balance		X
\$2,231,759.60		
4. Does the Application Year anticipate use of a waiver to exceed the appropriation cap? If YES, amount:		X
\$		

C. List the five largest item appropriation increases:

Appropriation	Prior Year Actual	Application Year Proposed	\$ Amount of Increase
Police and Fire Pension	1,586,047	1,860,367	274,320
Administration S&W	85,665	139,000	53,335
Streets and Roads S&W	735,169	765,000	29,831
Division of Recreation S&W	108,000	77,772.	30,228
Public Employees Retirement Pensions	448,082	418,140	29,942
Economic Development S&W	81,752	136,000	54,248

D. List all new property tax funded full-time positions planned in the Application Year:

Department/Agency	Position	Number	Dollar Amount

E. Display projected tax levies, local revenues (not grants), anticipated (gradually reduced) Transitional Aid, total salary and wages, and total other expenses projected for the three post-application years:

	Tax Levy	Local Revenues	Transitional Aid	Total S&W	Total OE
First year	3.005	1,197,000	400,000	10,406,840	7,342,894
Second year	3.10	1,597,000	0	10,614,976	7,500,000
Third year	3.16	1,797,000	0	10,880,351	7,850,000

VIII. Financial Practices

A. Expenditure controls and practices:

Question	Yes	No
1. Is an encumbrance system used for the current fund?	X	
2. Is an encumbrance system used for other funds?	X	
3. Is a general ledger maintained for the current fund?	X	
4. Is a general ledger maintained for other funds?	X	
5. Are financial activities largely automated?	X	
6. Does the municipality operate the general public assistance program?		X
7. Are expenditures controlled centrally (Yes) or de-centrally by dept. (No)?	X	
8. At any point during the year are expenditures routinely frozen?	X	
9. Has the municipality adopted a cash management plan?	X	
10. Have all negative findings in the prior year's audit report been corrected?	X	
If No, list those uncorrected as an appendix.		

B. Risk Management: Indicate ("x") how each type of risk is insured.

Coverage	JIF/HIF	Self	Commercial
General liability	X		
Vehicle/Fleet liability	X		
Workers Compensation	X		
Property Coverage	X		
Public Official Liability	X		
Employment Practices Liability	X		
Environmental	X		
Health	SHBP		
	X		

C. 1) Salary and Employee Contract Information (when more than one bargaining unit for each category, use average):

Question	Police	Fire	Other Contract	Non-Contract
Year of last salary increase	7-1-10	7-1-10	7-1-10	2006
Average percentage increase	3.25%	3.25%	2.75%	0.0%
Last contract settlement date	7-10-08	6-25-08	6-30-08	
Contract expiration date	6-30-11	6-30-11	6-30-11 / 6-30-12	

2) Explain if any of the following actions have been taken or are under consideration for the Application Year:

Action	Police	Fire	Other Contract	Non-Contract
Furloughs (describe below)			91,000	1,000
All unions are participating in furloughs but PBA, IFFA (police & fire)				
Wage Freezes (describe below)				
PBA is taking a 6 month step freeze and in negotiations, Teamsters settled for a 0% increase over two years. All unions are being offered 0% for two years				
Layoffs (describe below)				
N/A				

Application Year SFY 2012	Municipality:	County:
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D. Tax Enforcement Practices:

Question	Yes	No
1. Does the municipality use the accelerated tax sale program?	X	
2. When was the last foreclosure action taken or tax assignment sale held: Date:	July 2011	
3. On what dates were tax delinquency notices sent out in 2010: Date:	Dec. Feb. Apr	
4. Date of last tax sale: Date:	06-20-11	

E. Specialized Service Delivery:

If the answer to either question is "Yes," provide (as an appendix) a cost justification of maintaining the service without changes.

Service	Yes	No
Sworn police or firefighters are used to handle emergency service call-taking and dispatch (in lieu of civilians)		X
The municipality provides rear-yard solid waste collection through the budget		X

F. Other Financial Practices

1. Amount of interest on investment earned in:

Prior Year:	\$77,938	Last Year:	\$90,030	Anticipated Application Year:	\$90,000
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2. List the instruments in which idle funds are invested:

Money Market, Sweep Accounts, Investment Accounts	

3. What was the average return on investments during SFY 2011?

1.01%

4. When was the last time fee schedules were reviewed and updated?

10/31/09

G. Status of Collective Negotiation (Labor) Agreements: List each labor agreement by employee group, contract expiration date, and the status of negotiations of expired contracts.

Employee Group	Expiration Date	Status of Negotiations of Expired Agreement
Council 18	6-30-11	In Progress
Council 18-Supervisors	6-30-12	Contract up 6-30-12
Teamsters 676	6-30-11	Agreement signed September 2011
Fire IFFA/Superiors	6-30-11	In Progress
EMS	6-30-11	In Progress
Police PBA\SOA	6-30-11	In Progress

Application Year SFY 2012	Municipality:	County:
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Application Year SFY 2012	Municipality:	County:
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Application Year SFY 2012	Municipality:	County:
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Section XI – Impact of Limited or No Aid Award

Describe in complete detail the impact if aid is not granted for the current fiscal year; **this priority setting requires that the municipality will maintain a minimum level of essential services.** List the appropriate category of impact if the aid is not received. Rank each item from both lists as to the order in which elimination will take place. If across the board cuts will be made, indicate under service. **For rank order purposes, consider the two sections as one list. The cuts outlined here are one that the municipality is committing to make if they do not receive aid.**

Rank Order	Department	# of Layoffs	Effective Date	2010 Full Time Staffing	2011 Full Time Staffing	\$ Amount to be Saved
	N/A					

If services will be reduced, describe the service, impact and cost savings associated with it.

Rank Order	Service	Cost Savings	Impact on Services
	N/A		

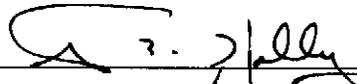
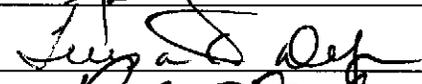
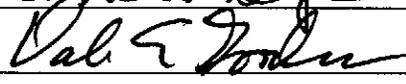
XII. Agreement to Improve Financial Position of Municipality

If aid is granted, the municipality will be required to submit to certain reporting conditions and oversight as authorized by law and a Memorandum of Understanding will need to be signed. Please mark each box below indicating that the applicant understands, and agrees to comply with these broad reporting and oversight provisions.

	Yes	No
1. Allow the Director of Local Government Services to assign management, financial, and operational specialists to assess your municipal operations.	X	
2. Implement actions directed by the Director to address the findings of Division staff.	X	
3. Enter into a Memorandum of Understanding and comply with all its provisions, without exception.	X	

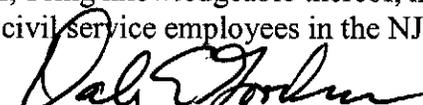
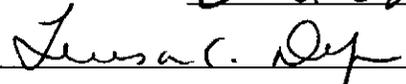
XIII. Certification of Past Compliance for Municipalities Currently Operating Under a Transitional Aid MOU:

The undersigned certify that the municipality has complied with all the conditions and requirements of 2010 MOU conditions, including, but not limited to, the following: submission of a Transition Plan, adoption of a pay to play ordinance, receipt of signed approval forms as required prior to hiring personnel and contracting with professional service vendors.

Mayor:  Date: 9-8-11
 Chief Financial Officer:  Date: 8-8-11
 Chief Administrative Officer:  Date: 9-8-11

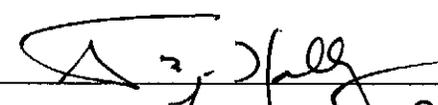
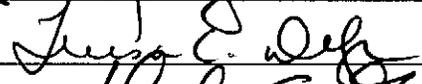
XIV. CAMPS Certification (Civil Service municipalities only)

For Civil Service municipalities, the undersigned, being knowledgeable thereof, hereby certify that the municipality has placed the names of all current civil service employees in the NJ "CAMPS" system.

Human Resources or Personnel Director:  Date: 7-8-11
 Chief Financial Officer:  Date: 9-8-11

XV. CERTIFICATION OF APPLICATION FOR TRANSITIONAL AID

The undersigned acknowledges the foregoing requirements with which the municipality must comply in order to receive aid as outlined above. In addition, included with this application is a copy (printed or electronic) of the budget documentation that supports the budget calculation that was provided to the governing body.

Mayor:  Date: _____
 Chief Financial Officer:  Date: 9-8-11
 Chief Administrative Officer:  Date: 9-8-11