



DEPARTMENT OF ADMINISTRATION
CITY OF CAMDEN
NEW JERSEY

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MAYOR

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November 2, 2018

Melanie Walter, Acting Director
Division of Local Government Services
101 S. Broad Street
P. O. Box 803
Trenton, New Jersey 08625-0803

Re: City of Camden – Transitional Aid Application for FY2018

Dear Acting Director Walter:

In conformance with guidelines for the Transitional Aid Application, I am writing this letter to explain and justify the City of Camden's request and need for the additional aid indicated in the City's Application.

Unfortunately, as the DCA is well aware, the City's fiscal condition has been a dilemma for many years and to date there has been no true fix to the problems which created it and have perpetuated it. I believe your review of the City's Application and its introduced budget will show that the issue is not in the efforts the City has and is undertaking to restrict costs and maintain spending sensibility, but actually in the lack of potential revenue sources, particularly after years of utilizing City fund balances, specifically from City water and sewer utilities and also from the City's capital funds. Thus, even though the City follows the requirement that the local tax levy be raised 3% each year, with that increase you will see the tax collections has still increased in percentage.

To address its fiscal issues, the City has begun the sale of municipal property; foreclosures on municipal liens; shutting off of utilities; and invoking the lien reduction programs provided by statute. These efforts should show some capacity building in the areas of revenues and reduction of costs in City operations to manage and maintain the records and properties involved. The City also has a rate study in place to enhance revenues for the utilities. We are additionally exploring fees and possible permit cost increases. The City hopes these efforts will create more permanent revenues and activity.

The note to attempt to have more permanent revenues sources is made as the past budgeting cycles appear to involve utilization of one-shot revenues and revenues limiting the City's fiscal capacity to perform much needed service in infrastructure in non-development areas. The recent history of one-shot revenues and creative budgeting to solve only a single year budget cycle has included the use of accelerated tax sale, bulk lien sales, the Tax Title Lien Corporation, and tax amnesties—all of which produced mixed nominal results.

As you will note, the City makes heavy use of grants and shared services and cooperative purchasing agreements. The City workforce has been substantially reduced in the recent years since a furlough and major layoffs several years ago. Most recently, the Police Telecommunication Operators were laid off and the service picked up by the Camden County Communication Center enabling a reduction in the salary wages and the benefits paid by the City. The City also changed its Pharmacy Prescription Drug Program to substantial savings.

However, the City's budget is mostly non-discretionary appropriations, which we must pay as statutory and deferred charges such as debt service, pensions, health benefits, leaving little choice for the City to either cut services drastically to make changes. As the Fiscal Year is already (four) 4 months over, the impact of service reductions to gain cost savings would seriously affect the City's ability to provide basic services to Camden's residents.

I appreciate any consideration you may be able to give to the City's request. I stand ready to meet, discuss, explain and implement any possible necessary actions. Thank you for your time and feel free to contact me at your convenience.





Respectfully,

A handwritten signature in black ink, appearing to read 'Francisco Moran', with a long horizontal flourish extending to the right.

Francisco Moran
Mayor, City of Camden




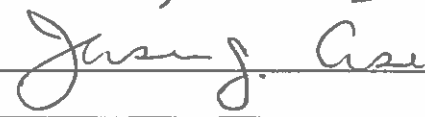
IV.A Application Certification

The undersigned herewith certify that they have reviewed this application and, individually, believes the contents to be true and accurately portray 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		11/2/18
Governing Body Presiding Officer		11-2-18
Chief Financial Officer		11/2/18
Chief Administrative Officer		11-2-18

IV.B FY2018 Transitional Aid Recipients Applying in 2019

FY2018 Municipalities operating under a Memorandum of Understanding ("MOU") must certify that they are in substantial compliance with all conditions and requirements of the MOU.

Official	Signature	Date
Mayor/Chief Executive Officer		11/2/18
Governing Body Presiding Officer		11-2-18
Chief Financial Officer		11/2/18
Chief Administrative Officer		11-2-18

Transitional Aid Application for Fiscal Year 2019
Division of Local Government Services
Department of Community Affairs

General Instructions: This application must be submitted in its entirety by October 19, 2018 for funding consideration under this program. Information contained in the application is subject to independent verification by the Division. Refer to Local Finance Notice 2018-21 when preparing this application for specific instructions and definitions, and review the Submission Checklist on Page 7 of the Local Finance Notice.

Name of Municipality:		City of Camden		County:	Camden
Contact Person:		Jason Asuncion		Title:	Business Administrator
Phone:	856 757 7150	Fax:	856 – 963-1841	E-mail:	jaasunci@ci.camden.nj.us

I. Aid History

List amount of Transitional Aid received for the last three years, if any:

FY 2018	FY 2017	FY2016
\$ 18,200,000.00	\$ 17,000,000.00	\$ 12,000,000.00

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

Amount of aid requested for the Application Year:	\$ 23,237,816.31
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If not seeking a decrease, a letter from the Mayor is required. See Local Finance Notice 2018-21.

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
2018 Annual Financial Statement	11/1/2018
2017 Annual Audit	03 / 21/2018
2017 Corrective Action Plan	03/28/2018
Application Year Introduced Budget	11/02/2018
Budget Documentation Submitted to Governing Body	11/02/2018

V-A. Explanation of Need for Transitional Aid

Explain the circumstances that warrant 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 jeopardize the fiscal integrity of the municipality.

The very basic issue of the need for Aid is the revenue base does not support the operations of the municipality. In accordance with the requirements the City has been increasing the local tax levy by 3 % each year and in fact the collection rate has increased in each of the years. However, the means of financing the recent budgets was a mixture of one time revenues, which are no longer available for the inclusion in the budget ,and also have left several other funds particularly the Water and Sewer funds in position of potential financial trouble as the surplus from these funds was utilized to support the current fund in recent years,

V-B. Demonstration of Revenue Loss/Substantial Cost Increase

Show: (1) specific, extraordinary revenue losses, but not as the aggregate of many revenue line items; and (2) specific, extraordinary increases in appropriations, but not as the aggregate of many appropriation line items. Describe the item in 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	2018 Value	2019 Value	Amount of Loss/Increase
Current Fund Surplus	\$ 15,000,000.00	\$ 10,000,000.00	< \$ 5,000,000.00
Description:	Surplus utilized reduced amount available for inclusion		
Surplus Water Fund	\$ 1,500,000.00	-	< 1,500,000.00 >
Description:	Surplus not available for inclusion		
COGEN Host Community Benefit	\$ 530,000.00	-	< \$ 530,000.00 >
Description:	Agreement expired in 2017		
Capital Trust Surplus	\$ 788,000.00	-	< \$ 788,000.00
Description:	Surplus not available for inclusion		
Group Insurance	\$ 24,085,652.14	\$ 25,509,591.00	& 1,443,938.86
Description:	Rate increase projected		
Police Agreement	\$ 67,210,793.92	\$ 68,453,010.43	\$ 1,442,217.08
Description:	2 % contracted escalator		
Debt Service	\$ 2,521,755.00	\$ 2,814,066.00	\$ 293,711.00
Description:	Payments on bonds and interest coming due		

V-C. Actions to Reduce Future Need for Aid

Detail the steps the municipality is taking to reduce the need for future aid. Include details about shared services and consolidation, 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.

These steps should demonstrate initiatives taken to bring structural balance to the Municipality's finances and shall include, but are not limited to the following:

Use additional pages if necessary

- Efforts to bring economic development to the Municipality; and
- A plan to constrain or reduce staffing costs through collective negotiation, attrition, consolidation, restructuring, or other personnel actions; and
- A plan to eliminate, reduce or constrain the costs of non-essential services and activities; and
- A plan to maximize recurring revenues, including, as appropriate: updating fees, fines and penalties; maximizing enforcement of delinquencies; and selling surplus land and property; and
- A plan to address findings contained in various audits, investigations, and reports with respect to the Municipality, including municipal audits, applicable State Comptroller and State Auditor reports and audits, federal program audits, and other audits as identified by the Director

The City has participated in earnest efforts to redevelop the municipality through several programs including the Economic Development Act and the Economic Opportunity Act. The developments have created new building and business.

The City has, also has participated in residential development programs moving the some formerly public housing to market rate and home ownership.

The City has begun actively marketing and selling City properties through auction and will have settlement on several during this fiscal year, this will generate some one time revenue from the sale but return the property to tax retables and remove the responsibility of maintaining them from the city and also remove the liability of ownership. .

The City also has been processing lien reduction programs which allow for properties to be assigned to third parties interesting in owning the property for approved purposes by making the acquisition reasonable cost in relation to the true real value instead of the inflated unrealistic values on the face of the liens.

The City collection rate has continued to increase now being over 91 %

The City has limited Fire Overtime resulting in the closing of up to two (2) Fire Companies a shift.

The City has contracted out the Police Department and moved the dispatching off the city budget.

The City is attempting to rectify audits findings and recommendation.

V-D. Discussion of Health Benefits

Skip this section if using SHBP. If not using SHBP, explain why the municipality's current health benefits plan is cheaper, or what other reasons exist to reject this alternative. Additionally, list all brokers (primary broker or risk manager, all co-brokers, and sub-brokers) together with their compensation for the current and prior two fiscal years. Compensation must be disclosed in this section whether provided directly by the municipality or as a commission from the insurance provider. It is the municipality's right, and obligation, to determine whether the broker is compensated with commission in order to fully complete this section. If commissions are being earned, provide both how the commission is calculated (percentage of premium or self-insurance) and the actual \$ value of the commission received in each year.

The City belongs to the State Health Benefits Program for all coverages except prescriptions but that is expected to change shortly once current proposals are reviewed.

The City provides a Dental Program which is annually bid out for service. There are no brokers utilized in this coverage.

The City has an in-house Risk Manager but that is changing through retirement and several means of replacement are being considered.

VI. Historical Fiscal Statistics

Item	2017	2018	Introduced Application Year
1. Property Tax/Budget Information			
Municipal tax rate	\$ 1.587	\$ 1.607	\$ 1.668
Municipal Purposes tax levy	\$ 26,937,949.78	\$ 27,107,434.50	\$ 28,115,307.00
Municipal Open Space tax levy	\$-	\$-	\$
Total general appropriations	\$ 193,532,380.49	\$ 193,307,727.04	\$ 190,338,618.18
2. Cash Status Information			
% Of current taxes collected	89.49%	91.2124 %	%
% Used in computation of reserve	89 %	89 %	90 %
Reserve for uncollected taxes	\$ 6,288,672.61	\$ 5,725,303.45	\$ 5,180,888.50
Total year end cash surplus	\$	\$	\$
Total non-cash surplus	\$	\$	\$
Year end deferred charges	\$	\$	\$
3. Assessment Data			
Assessed value (as of 1/10)	\$ 1,697,620,982.00	\$ 1,697,364,582.00	\$ 1,685,975,824.00
Average Residential Assessment	\$ \$6,500	\$ \$ 56,400	\$ 56,500
Number of tax appeals granted	60	84	%
Amount budgeted for tax appeals	\$ 0	\$ 0	\$ 0
Refunding bonds for tax appeals	\$ 0	\$ 0	\$ 0
4. Full time Staffing Levels			
Uniformed Police - Staff Number	0	0	0
Total S&W Expenditures	\$	\$	\$
Uniformed Fire - Staff Number	196	196	212
Total S&W Expenditures	\$ 19,673,594.26	\$ 19,483,139.77	\$ 19,872,803.00
All Other Employees - Staff Number	487	515	469
Total S&W Expenditures	\$ 23,887,405.71	\$ 23,887,405.71	\$ 21,323,782.00
5. Impact of Proposed Tax Levy			
			Amount
Current Year Taxable Value			190,338,618.18
Introduced Tax Levy			28,115306.71
Proposed Municipal Tax Rate	1.668	Average Res. Value (#4 above)	56,500
Current Year Taxes on Average Residential Value (#4 above)			942.42
Prior Year Taxes on Average Residential Value			906.35
Proposed Increase in average residential taxes			35.62

VII. Application Year Budget Information

A. Year of latest revaluation/reassessment

2011
95.35

A1. Most current equalized ratio

B. Proposed Budget – Appropriation Cap Information

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

	Yes	No
3.5%		
\$		
\$		
\$		

C. List the five largest item appropriation increases:

Appropriation	Prior Year Actual	Application Year Proposed	\$ Amount of Increase
Police Services	\$ 67,110,793.92	\$ 68,453,010.00	\$ 1,342,216.08
Group Insurance	\$ 24,065,652.14	\$ 25,509,591.00	\$ 1,443,938.86
Debt Service	\$ 2,521,755.00	\$ 2,814,755.00	\$ 292,311.00
PFRS	\$ 4,843,731.00	\$ 5,037,760.00	\$ 194,029
Fire S & W	\$ 19,483,139.77	\$ 19,872,803.00	\$ 389,663.23

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

Department/Agency	Position	Number	Dollar Amount
Finance	Chief Financial Officer	1	\$ 100,000.00
Tax Office	Tax Collector	1	\$ 105,000.00
Public Works	Laborer	15	\$ 561,855.00

Application Year: FY2019	Municipality: City of Camden	County: Camden
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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	25,729,493.99	11,094,733.00	12,000,000.00	43,894,086.83	112,915,272.10
Second year	26,501,374.57	8,889,811.47	17,000,000.00	43,560,999.98	132,000,274.90
Third year	27,188,831.52	7,405.369.00	18,200,000.00	43,225,427.08	130,740,625.33

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? If so, please identify system being used. Edmunds	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 not, be prepared to discuss why not in your application meeting.		

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	N / A	2016	2017	various
Average total cost percentage increase ²	%	2 %	2 %	N / A%
Last contract settlement date				
Contract expiration date		12/31/2016	12/31/2017	

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

Action	Police	Fire	Other Contract	Non-Contract
Furloughs (describe below)	N / A	NO	NO	NO
Wage Freezes (describe below)	N / A	Yes	yes	Yes
Fire salaries are frozen pending Collective Bargaining				
Civilian Workers are frozen pending Collective Bargaining				
All Non Represented employees are frozen and many for more than 10 - 12 years changing usually only on job change				
Layoffs (describe below)	NO	NO	NO	NO

D. Tax Enforcement Practices:

Question	Yes	No
1. Did the municipality complete its accelerated tax sale by December 31, if included in 2018 budget? If not, please include a letter from the tax collector explaining why he/she failed to complete the sale in a timely manner and what the impacts were on cash flow and lost investment earnings.	x	
2. When was the last foreclosure action taken or tax assignment sale held: Date:		
3. On what dates were tax delinquency notices sent out in 2018: Date:	March, June, September 2018- next December 2018	
4. Date of last tax sale: Date:	6/18/2018	

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:

2017	\$ 197,632	2018	\$ 461,850	Anticipated Application Year:	\$ 469,500
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2. List the instruments in which idle funds are invested:

Black Rock Investments	
New Jersey Cash Management Fund	

- 3. What was the average return on investments during 2018?
- 4. Left Blank Intentionally
- 5. The name and firm of the municipality's auditor?
- 6. When was the last time the municipality changed auditors?

	5 %
Bowman	
2016	

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
Local 3578 IAFF	12/31/2016	Arbitration – Settlement Proposed
Local 7888 IAFF	12/31/2016	Arbitration
CWA Blue Collar / White Collar/ Supervisors	12/31/2017	In Negotiations
CWA Crossing Guards	12/31/2016	In Negotiations

H. Tax Abatements. Please provide a detailed discussion of any short-term or long-term tax abatements that are currently in place or are currently being negotiated including the following information:

Project Name/Property	Type of Project	2018 PILOT Billing	2018 Assessed Value	2018 Taxes If Billed in Full at 2017 Total Tax Rate	Term of Tax Abatement
Attached List					

IX-A. List actions that limited Salary and Wage costs: i.e., layoffs, furloughs, freezes, contract concessions, etc. (See item C-3 in Local Finance Notice for details)

S&W Line Item	Prior Year Actual	Application Year Proposed	Explanation of Change
Police S & W			Lay Off of Police Radio Dispatchers and service moved to the County
Fire Overtime restrictions			Reduction in overtime cost by taking up to two companies out of service each shift where manning is not met
Overtime restrictions on all departments			
Hiring limited to one for one replacement			

Application Year: FY2019

Municipality:

County:

IX-C. Evaluate existing local revenues, as to whether or not the rates or collections can be increased or imposed, and if so, how changes will be implemented.

Local Revenues and services provided through the General/Current Fund	Check if services is provided	Are fees charged to cover the costs of the program?	If fees do not cover costs, what is the amount of subsidy?	If there is a subsidy, explain why fees cannot be increased to reduce or eliminate subsidy.
Recreation programs	<input checked="" type="checkbox"/>	no		Part of overall staff services
Sewer Fees	<input checked="" type="checkbox"/>	yes		Rate study in progress
Water Fees	<input checked="" type="checkbox"/>	yes		Rate Study in Progress
Swimming Pool	<input checked="" type="checkbox"/>	no		Part of overall Staff services -- fees being considered along with sponsorships
Uniform Construction Code	<input checked="" type="checkbox"/>	yes		
Uniform Fire Code	<input checked="" type="checkbox"/>	yes		
Land Use Fees	<input checked="" type="checkbox"/>	yes		
Parking Fees	<input type="checkbox"/>			Parking Authority
Beach Fees	<input type="checkbox"/>			
Insert other local fees below:	<input type="checkbox"/>			
Land Use Escrow fees for in-house staff	<input type="checkbox"/>			
Land Use Escrow fees for independent contractors	<input type="checkbox"/>			

X. Service Delivery

List all services that the municipality contracts to another organization: i.e., shared services with another government agency, including formal and informal shared services, memberships in cooperative purchasing program, private (commercial), or non-profit organization.

Service	Name of Contracted Entity	Estimated Amount of Contract	Year Last Negotiated (as applicable)
Police Services	Camden County	\$ 69 M	2018
Water and Sewer Operations	American Water Services LLC	\$ 14 M	2018
Fire Apparatus Maintenance	Cherry Hill Fire Department	\$ 75 K	2018
Trash Disposal	Camden County Municipalities Cooperative Purchasing	\$ 3.5M	2018 Bids out
Trash Collection	Waste Management	\$ 2.5 M	Bids Out
Recycling Materials	Camden County Municipal Cooperative	\$ 10 K	2017
Salt / Ice Control Material	Camden County Municipal Cooperative	\$ 200,000	2018
Landscaping	Camden County	Unknown	2018 currently
Building Maintenance	Camden County	Unknown	2018 currently
Long Term Pollution Control Plan	CCMUA, Gloucester City	At cost	DEP Permitting timeline
Salt and Calcium	Camden Parking Authority		Weather dependent
Salt and Calcium	Camden Board of Education		Weather dependent
Fuel Purchasing	Camden Board of Education		Weather dependent
Fuel	Camden county Sherriff Department		Weather dependent
Brine	Gloucester City		

Application Year: FY2019

Municipality:

County:

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Section XI – Impact of Limited or No Aid Award

Describe in detail the impact if aid is not granted for the current fiscal year. Essential services needs should be given priority. 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 will make absent a grant of aid.

Rank Order	Department	# of Layoffs	Effective Date	2017 Full Time Staffing	2018 Full Time Staffing	\$ Amount to be Saved
	There are no number of employees that can make up the difference total non-fire department salaries are only \$21,240,177 and at this time in the year only 1/2 of the salaries can be reduced for half a year and costs of severances and pid leave would increase the obligations					

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

Rank Order	Service	Cost Savings	Impact on Services
	Other than [police services there are no large discretionary spending items unless trash collection is eliminated along with street lights all he costs are in the deferred and statutory required itmes or offset with revenues already		

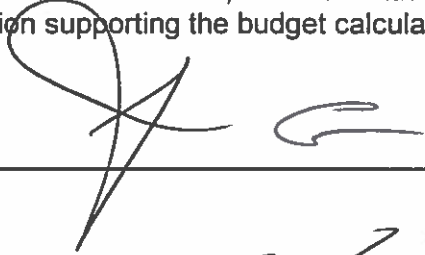
Application Year: FY2019

Municipality:

County:

XV. CERTIFICATION OF APPLICATION FOR TRANSITIONAL AID

The undersigned acknowledges the municipality must comply with the foregoing requirements to receive Transitional Aid. In addition, included with this application is a copy (printed or electronic) of the budget documentation supporting the budget calculation that was provided to the governing body.

Mayor:  _____ Date: 11/2/18

Chief Financial Officer:  _____ Date: 11/2/18

Chief Administrative Officer:  _____ Date: 11-2-18

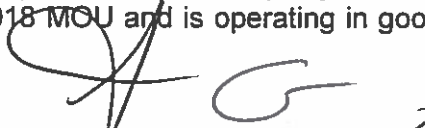
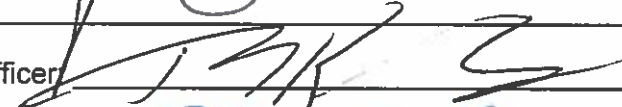

XII. Agreement to Improve Financial Position of Municipality

If aid is granted, the municipality will be required to submit to certain reporting conditions and oversight as authorized by law and a new 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 new Memorandum of Understanding and comply with all its provisions, without exception.	X	

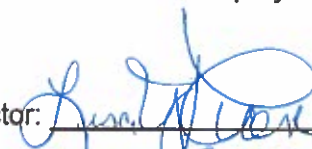
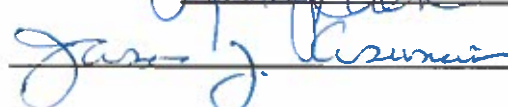
XIII. Certification of Past Compliance for Municipalities Currently Operating Under a Transitional Aid MOU:

The undersigned certify that the municipality is in substantial compliance with the conditions and requirements of the 2018 MOU and is operating in good faith to correct those area of noncompliance that have been identified.

Mayor:  Date: 11/2/18
 Chief Financial Officer:  Date: 11/2/18
 Chief Administrative Officer:  Date: 11-2-18

XIV. CAMPS Certification (County and Municipal Personnel System - 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 NJ "CAMPS."

Human Resources or Personnel Director:  Date: 11-2-18
 Chief Administrative Officer:  Date: 11-2-18