

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

General Instructions: This application must be submitted in its entirety by May 24, 2019 for funding consideration under this program. Information contained in the application is subject to independent verification by the Division. Refer to Local Finance Notice 2019-8 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:		Borough of Seaside Heights		County:	Ocean
Contact Person:		Christopher J. Vaz		Title:	Administrator
Phone:	732-793-9100	Fax:	732-793-0319	E-mail:	administrator@seaside-heightsnj.org

I. Aid History

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

CY 2018	CY 2017	CY2016
\$1,190,000	\$1,400,000	\$750,000

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

Amount of aid requested for the Application Year:	\$1,011,500
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If not seeking a decrease, a letter from the Mayor is required. See Local Finance Notice 2019-8.

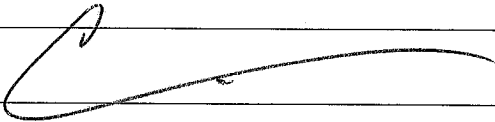
III. Submission Requirements

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
2019 Annual Financial Statement	w/application
2018 Annual Audit	TBD
2018 Corrective Action Plan	w/application
Application Year Introduced Budget	Will be introduced June 5th
Budget Documentation Submitted to Governing Body	w/application

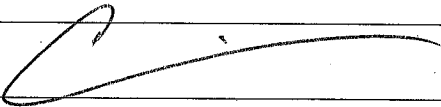
IV.A Application Certification

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		05/31/19
Governing Body Presiding Officer		
Chief Financial Officer		05/31/19
Chief Administrative Officer		05/31/19

IV.B CY2018 Transitional Aid Recipients Applying in 2019

CY2018 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		05/31/19
Governing Body Presiding Officer		
Chief Financial Officer		05/31/19
Chief Administrative Officer		05/31/19

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.

1. Superstorm Sandy (2012) and South End Boardwalk Fire (2013) impacts on the aggregate assessed value of property located in Seaside Heights continue to drive property tax revenue losses. Substantial Essential Services Grant funding was utilized in 2015 and 2014 to help offset the revenue gap, but said funding was not available after 2015. The 2018-2019 change to aggregate assessed value was only + \$4,321,000. On the positive side, new construction and refurbishment of existing structures is experience a notable upturn even though ratables are not ticking up nearly as fast as we need them to.

- 2012: \$843,276,901
- 2013: \$617,804,000
- 2014: \$623,753,994
- 2015: \$640,833,200
- 2016: \$633,423,000
- 2017: \$632,270,900
- 2018: \$637,407,000 (+ \$5,136,100)
- 2019: ~~\$641,728,000~~ (+ \$4,321,000)

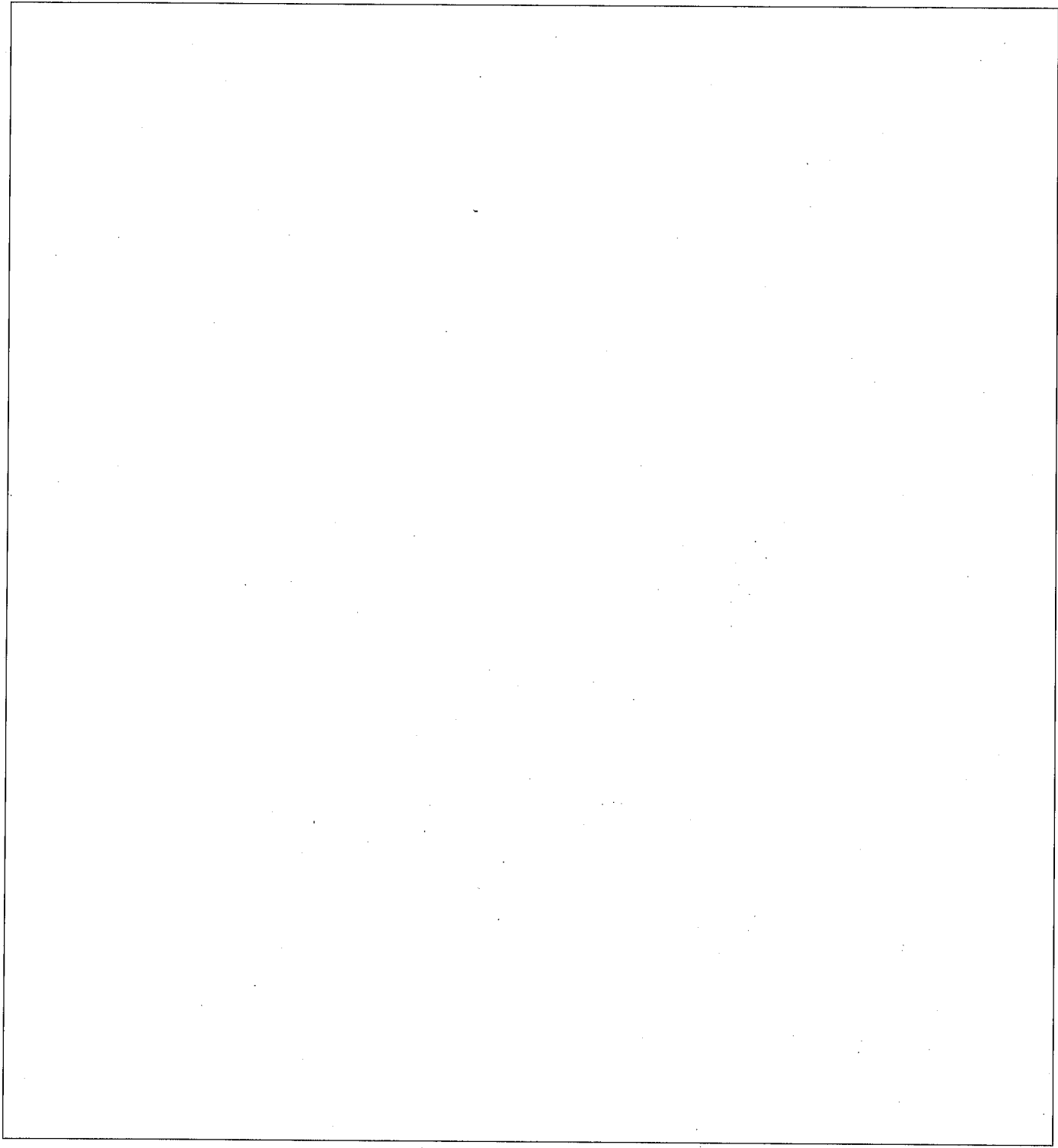
The southern portion of the Seaside Heights boardwalk that was lost to the hurricane and fire has not been redeveloped although a site plan was approved by the Planning Board. The owner has been attempting to sell the property since Sandy and is now litigating in Superior Court with a contract purchaser (“time of the essence” and breach of contract lawsuit). It is probable that the property will not be redeveloped in 2019 and perhaps not even in 2020.

2. Water-Sewer Utility Deficit. The 2018 AFS indicates that the significant rate increase we implemented in 2018 resolved the Borough’s pattern of annual operating deficit and return the utility to self-liquidity.

* Factors that result in constrained ability to raise sufficient revenues to meet budget requirements, and if such revenues were raised, how would it substantially jeopardize the fiscal integrity of the Borough:

In the absence of a major positive shift in the aggregate assessed value of real property in the Borough, we do not have the ability to raise sufficient tax revenues or other revenues to meet budgetary requirements. In order to balance the budget without transitional aid funding the Borough would have to substantially reduce appropriations. This will result in an historic layoff of essential personnel – permanent and seasonal law enforcement officers, beach attendants, lifeguards, parking meter workers, and other employees whose jobs involve serving hundreds of thousands of visitors who pump millions of dollars into our local and regional economy.

The Borough Administrator and Tax Assessor have been discussing the commencement of a reassessment or revaluation that would be occur in 2021, the results of which would be on the books for 2022.



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
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			

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

1. In the area of personnel costs, the Borough eliminated the police dispatch unit during 2018. The Borough presently contracts with the Ocean County Sheriff's Department for all 911 and related public safety dispatch services. Seven dispatchers were displaced but the Borough successfully accomplished the shared service without having to implement a Civil Service reduction in force. Four of the dispatchers were hired by the county and local law enforcement agencies. One dispatcher was held over into 2019 as a matron/police department clerical employee, in anticipation of her retirement effective June 1st. And the two remaining dispatchers were transferred to the Seaside Heights Municipal Court to fill vacancies that occurred as the result of a resignation (violations clerk relocated out of state) and retirement (Court Administrator retiring June 30th).

2. The Police Department implemented a hiring freeze and presently maintains a staffing level of 21 regular full-time police officers (down from 23 in 2017 due to one retirement and one intergovernmental transfer). The Police Department's table of organization in 2013 was 27 regular full-time officers. Subject to DLGS approval, the 2019 budget appropriates \$3,807,000 (down from \$3,927,000 in 2018) to fund Police Department salaries/wages **with 26 regular full-time police officers**. Assuming a June 26th start date for the five officers, the budget appropriates \$80,454 for salaries through December 31st. The annual salary for two of the officers that have to undergo additional police academy training is \$33,150. The annual salary for the three remaining officers who are PTC certified is \$41,300.

3. A 30+ year payroll clerk is retiring in July 2020, but is exercising terminal leave effective June 3rd in lieu of a lump sum payment of accumulated leave time. We attempted to fill the vacancy but after job offers were rejected by three separate candidates, the Municipal Clerk, Deputy Municipal Clerk and Borough Administrator agreed to assume all payroll and pension function for additional compensation. After the payroll clerk is off the books in July 2020, the direct budget savings are anticipated to be approximately \$34,859 (plus fringe benefits that we would have incurred with a new hire).

4. The Borough Council declared two blighted areas of the municipality “areas in need of redevelopment.” We continue to meet with developers and are hopeful that we will see shovels in the ground in 2020.
5. As DLGS is aware, Borough Council adopted an ordinance in December 2017 raising water-sewer utility rates commencing January 1, 2018. The 2018 AFS indicates that revenues are now supporting expenses and the utility is self-liquidating.
6. The Municipal Court Administrator is retiring effective June 30th. We anticipate that one of the two deputy court administrators will be promoted. The Borough intends to promote one of the two violations clerks to the deputy court administrator position, but we will not backfill the violations clerk position. In other words, the court table of organization will be reduced from 5 to 4 employees. Based on conversations between the Borough Administrator and Ocean County Vicinage Municipal Court Manager, the present case load supports 3.5 full time employees with a need for a part-time employee during court sessions. Thus, we rounded up to 4 full time employees. * It is important to note that the retiring court administrator is entitled to a large payout for accumulated leave time but has opted not to receive any portion of same in 2019. She intends to split the payments between 2020 and 2021.
7. We continue to aggressively market Seaside Heights as a vacation destination. More visitors = more beach and parking meter revenue, and more visitors also = potential for developing the hotel/motel tax into a significant revenue source.
8. The hotel/motel tax was implemented mid-2017. In 2018, the Borough received distributions from the NJ Division of Taxation totaling approximately \$325,000.

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.

Seaside Heights participates in the SHBP except as to prescription drug coverage.

The Borough moved prescription drug coverage to Benecard commencing in 2015 due to cost savings achieved in 2015-2018. The broker of record is Conner Strong & Buckelew. The broker is paid through commissions by the insurance provider.

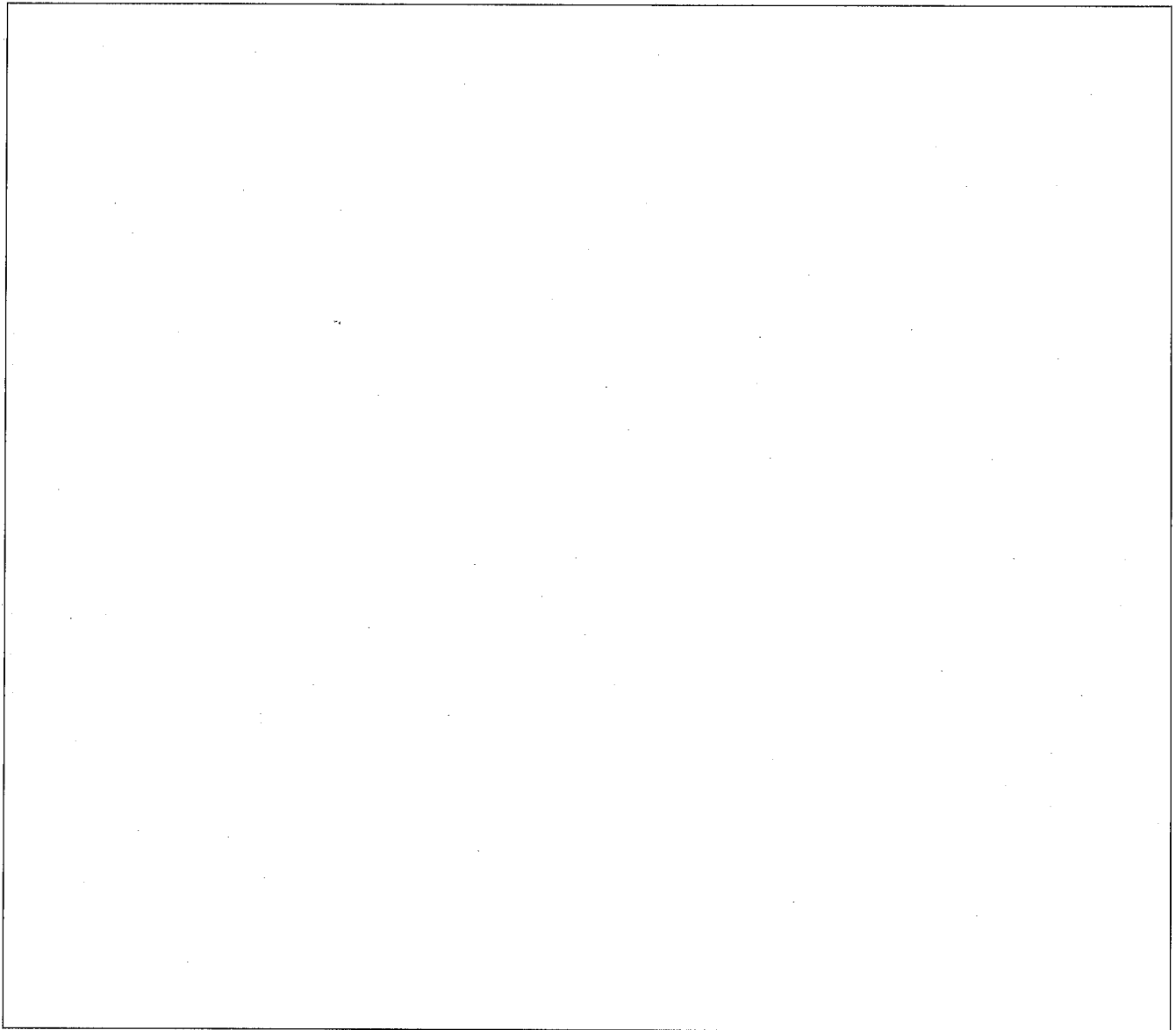
2016 Prescription Rx Broker Commissions: \$16,647

2017 Prescription Rx Broker Commissions: \$15,946

2018 Prescription Rx Broker Commissions: \$13,825

2019 *Projected* Prescription Rx Broker Commissions: \$14,277

We are negotiating language in collective bargaining agreements and non-union employment contracts that will allow the Borough to use the SHBP prescription program as the baseline for future RX decisions. We anticipate this will be effective January 1, 2020.



VI. Historical Fiscal Statistics

Item	2017	2018	Introduced Application Year
1. Property Tax/Budget Information			
Municipal tax rate	\$0.967	\$1.002	\$
Municipal Purposes tax levy	\$6,113,025.85	\$6,387,618	\$
Municipal Open Space tax levy	\$0	\$0	\$0
Total general appropriations	\$17,212,454.88	\$15,936,408	\$
2. Cash Status Information			
% Of current taxes collected	99.88%	%	%
% Used in computation of reserve	98.61%	98.60%	%
Reserve for uncollected taxes	\$202,516.52	\$208,428	\$
Total year end cash surplus	\$2,246,672.37	\$1,961,003	\$
Total non-cash surplus	\$959.45	\$0	\$
Year end deferred charges	\$0	\$	\$
3. Assessment Data			
Assessed value (as of 1/10)	\$632,270,900	\$637,407,000	\$641,728,000
Average Residential Assessment	\$	\$	\$
Number of tax appeals granted	\$	\$	\$
Amount budgeted for tax appeals	\$250,000	\$250,000	\$100,000
Refunding bonds for tax appeals	\$	\$	\$
4. Full time Staffing Levels			
Uniformed Police - Staff Number	23	21	26
Total S&W Expenditures	\$3,471,308	\$3,689,637	\$3,641,153
Uniformed Fire - Staff Number	N/A	N/A	N/A
Total S&W Expenditures	\$	\$	\$
All Other Employees - Staff Number	53	52	49
Total S&W Expenditures	\$3,651,620	\$3,808,000	\$
5. Impact of Proposed Tax Levy			
			Amount
Current Year Taxable Value			
Introduced Tax Levy			
Proposed Municipal Tax Rate		Average Res. Value (#4 above)	
Current Year Taxes on Average Residential Value (#4 above)			
Prior Year Taxes on Average Residential Value			
Proposed Increase in average residential taxes			

VII. Application Year Budget Information

A. Year of latest revaluation/reassessment

2013
2019: 95.72

A1. Most current equalized ratio

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 | |
| | 3.5% | |
| 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 |
| \$ | | |

C. List the five largest item appropriation increases:

Appropriation	Prior Year Actual	Application Year Proposed	\$ Amount of Increase
Beach and Boardwalk Operations	737,117	860,000	122,889
Aid to volunteer ambulance	70,000	130,000	60,000
General Administration	618,662	652,000	33,338
Engineering Services	53,106	110,000	56,894
Uniform Construction Code	83,969	121,000	37,031
Mayor & Council	37,396	91,000	53,604

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

Department/Agency	Position	Number	Dollar Amount
Police	Police officers	5	80,454
	* positions are provided for in the table of organization but they were frozen since 2013		

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					
Second year					
Third year					

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.	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? If not, be prepared to discuss why not in your application meeting.		X

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				
Average total cost percentage increase	%	%	%	%
Last contract settlement date				
Contract expiration date				

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)				
Wage Freezes (describe below)				
Layoffs (describe below)				

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:	N/A	
3. On what dates were tax delinquency notices sent out in 2018: Date:	2/15, 5/23, 8/17, 1/4/19	
4. Date of last tax sale: Date:	12/28/18	

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	\$	2018	\$	Anticipated Application Year:	\$
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2. List the instruments in which idle funds are invested:

NJ Cash Management Fund	

3. What was the average return on investments during 2018?

	%
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4. Left Blank Intentionally

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5. The name and firm of the municipality's auditor?

Oliwa & Associates

6. When was the last time the municipality changed auditors?

2014

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
PBA Local 252	12/31/2016	Finalizing a 2-year extension that will expire 12/31/18
Teamsters Local 469	12/31/2019	
Teamsters Local 97	12/31/2018	

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	2019 Assessed Value	2019 Taxes If Billed in Full at 2018 Total Tax Rate	Term of Tax Abatement
Seaside Senior Apartments Redevelopment Project	HUD financed senior housing (apartments)	N/A	2,938,200	70,193	Upon satisfaction of agency mortgage not to exceed 50 years
Approximately 50 short-term residential abatements were approved after Sandy.	Ordinance 2017-19 eliminated the short-term abatements for residential properties.	Most of the 50 approved abatements are expiring in 2020 or 2021.			5 years

**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 Dispatch S/W & O/E 25-250-1 and 25-250-2	352,040 (2017)	180,000	Police Dispatch was eliminated. All 911 and related dispatch services are now performed by Ocean County Sheriff's Dept through a shared services agreement.
	*2018 budget was for a partial year		
Police SW 25-240-1	3,689,890	3,642,000	Lieutenant retired. Position was filled through promotion by a sergeant. The existing sergeant vacancy will not be filled in 2019 and 2020. Additionally, we haven't replaced a paralegal that resigned in March due to medical issues. Although we intend to fill the position because of its importance within the Professional Responsibility Division, we don't intend to do so until late summer after we can adequately advertise the vacancy and conduct interviews.
Municipal Court S/W 43-490-1	360,271	383,000	After Municipal Court Administrator retires June 30 th and the position is filled by one of the current deputy court administrators, the Borough will not fill the 5 th court position. Thus, we will reduce the court table of organization from 5 to 4 employees.

IX-B. List actions that limited or reduced Other Expense costs: i.e., reductions, changes, or elimination of services, procurement efficiencies or restraint. Include changes in spending policies that reduce non-essential spending.

Line Item	Prior Year Actual	Application Year Proposed	Explanation of Change

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 type="checkbox"/>			
Sewer Fees	<input checked="" type="checkbox"/>	Yes		Fees increased in 2018
Water Fees	<input checked="" type="checkbox"/>	Yes		Fees increased in 2018
Swimming Pool	<input type="checkbox"/>			
Uniform Construction Code	<input checked="" type="checkbox"/>	Yes		New Construction Code Official has proposed increasing permit and inspection fees.
Uniform Fire Code	<input type="checkbox"/>			
Land Use Fees	<input checked="" type="checkbox"/>	Yes		
Parking Fees	<input checked="" type="checkbox"/>	Yes		
Beach Fees	<input checked="" type="checkbox"/>	Yes		
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 checked="" type="checkbox"/>			Staff is collecting escrow fees.

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)
911 public safety dispatch	Ocean County Sheriff's Department	180,000	2018
Schedule C Agreement	Ocean County	As needed	Annual agreement
DWI Enforcement Program	Ocean County		Annual agreement
Drug Recognition Expert Callout Program	Ocean County		Annual agreement
Cooperative Purchase System	Ocean County		
Cooperative Pricing System	Middlesex Regional Education Services		
School Resource Officer	Seaside Heights School District		

Application Year: CY2019	Municipality: Seaside Heights	County: Ocean
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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	2018 Full Time Staffing	2019 Full Time Staffing	\$ Amount to be Saved
	See attached					

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

Rank Order	Service	Cost Savings	Impact on Services
	See attached		

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: _____

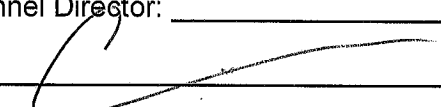
Chief Financial Officer: _____ Date: _____

Chief Administrative Officer:  _____ Date: 5/31/19

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: _____

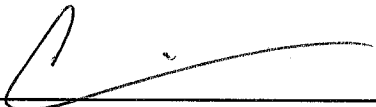
Chief Administrative Officer:  _____ Date: 5/31/19

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: _____

Chief Financial Officer: _____ Date: _____

Chief Administrative Officer:  _____ Date: 5/31/19

Section XI – Impact of Limited or No Aid Award

Notification of transitional aid typically does not occur until late September. This means, practically speaking, that should DLGS not grant Seaside Heights aid or grant Seaside Heights a substantial reduction in the amount of aid requested, a significant negative chain of events would occur. Most seasonal employees are finished working by September 30th; thus, layoffs and reductions in services would come from our permanent workforce of police officers, clerical staff, and general laborers.