



# 2021 July Department Status Reports

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## Overview – July 2021

- ❖ **Garage/Estate Sale Permits:** In the month of July, 7 garage/estate sale permits were issued to residents.
  - ❖ Since January 1<sup>st</sup>, 2021, a total of 36 garage/estate sale permits have been issued.
- ❖ **Passports:** Throughout July, 16 passports have been issued to residents.
  - ❖ A total of 82 passports have been issued since January 1<sup>st</sup>, 2021.
- ❖ **Parking Hang Tags:** In July, 15 yellow parking hang tags were issued to residents.
  - ❖ This is part of the 141 total that have been issued since January.
- ❖ **Elm Place Stickers:** For Elm Place Parking Stickers, a total of 0 stickers were issued to residents in the month of July.
  - ❖ Year to date, 48 stickers total have been issued

## Department Achievements/Notes

**Karp Strategies** – The Business Attraction Brochure is nearly complete with the Korean & Spanish language translations received from Leonia Bridge. A meeting is being scheduled to include Karp Strategies and Millennium Strategies (the Borough’s grant writing professionals) to discuss potential funding opportunities in the economic development area that the Borough may be eligible for to help offset future endeavors. Karp met with the Borough recently to discuss ideas related to the economic development/business liaison staff team member that may be proposed within the 2022 operating budget.

**Broad Avenue/Hillside Ave. Traffic Signal Project** – The contractor began marking out the area for this project the week of August 9<sup>th</sup>. This project is to get underway in the very near future with the goal of having the signal installed before the new school year begins.

**Capital Budget 2021 – 2026** – Adoption of the Ordinance is complete and the 20-day estoppel period in progress. Department heads understand they may begin moving forward with obtaining quotes for their projects, but may not issue any purchase orders until the estoppel period is over on August 27<sup>th</sup>.

### **Municipal Building(s) - Update** –

**Police Facility** – Demolition of 245/247 Fort Lee Road properties and the Ambulance Building is nearly complete. Final cleanup of the site is being conducted. A more attractive fence will be erected after all quotes have been received and the “banner” identifying the site as the “Future Home of the Leonia Police Department” will be affixed to the fence facing Fort Lee Road. Environmental contractor, GZA, will begin the underground storage tank removal process later in August.

**Time and Attendance System** – Survey of specifications has been completed by Borough staff for vendor to review and customize the Borough’s systems. Time clocks are being ordered for the various facilities. The system is scheduled for kick-off in September.

**Alleyway Dining** – the Borough’s first outside public dining space is complete and being utilized by the residents. Councilwoman Flaim and the Borough Administrator discussed the naming of the area. The name SoLeil Alleyway Eatery was proposed by the Councilwoman. A banner will be created to hang on the Broad Avenue side of the alleyway to identify this public space.

## Department Achievements/Notes, contd.

**Plastic Bag Ban Communication to Businesses** – The Administrator provided the second scheduled communication to Leonia businesses reminding them of the September 1<sup>st</sup> enforcement date of the Leonia plastic bag ban. An article was created for the Borough website the same week alerting the residents of this ban.

**Relocation of EMS** – On July 27<sup>th</sup>, Rick Sposa (Director for EMS Services, Englewood Health) wrote that parts have been unavailable for the temporary keypads needed for the library. John Villareal is working with PSEG on the power source at the Beechwood lot for the ambulances.

**Employee Website** –The Leonia Employee Gateway was launched and made available to all employees of the Borough. Employees access this site via their Leonia email & password. The site should prove to be a great resource for staff as it will continually be updated with pertinent information.

**Bergen County E-Procurement Agreement** – Cui Wang presented information to the Finance/HR Committee on Tuesday, August 10<sup>th</sup> regarding this shared service with Bergen County. The Committee had some questions that Cui answered. We anticipate this initiative to come before the Mayor and Council for discussion at the September work session.

**Information Technology – Penetration Testing Discussion** – Cameron Arabi was asked for additional information from Mayor Zeigler regarding the penetration testing for the Borough networks and why five IP addresses needed to be tested. Cameron is to provide his opinion on which IP addresses are to receive this testing and why in the form of a memorandum to the Mayor and Council.

**Employee/Volunteer Mandatory Training** – Andrea and Anne met with JIF managers Art Caughlan and Gerard Quinn as well as with Adam Abramson on July 28<sup>th</sup> to discuss the planned mandatory training for employees and volunteers to include hostile work environment, harassment, social media and the updated employee handbook. The date of the training was discussed and all agreed to push the training to early November 2021 to provide the time necessary to adopt the updates to the Borough’s Employee Handbook.

## Overview – July 2021

- ❖ **OPRA Requests:** In the month of July, the Clerk's Office received a total of 45 OPRA requests.
  - ❖ Year to date, the Clerk's Office has received a total of 296 OPRA requests.
- ❖ **Towing:** No new towing licenses have been issued in the month of July
  - ❖ There has been a total of 4 towing licenses issued year to date.
- ❖ **Raffle Licenses:** In July, no new raffle licenses have been issued or applications for one received.
  - ❖ There was however one inquiry into a raffle license for the upcoming Oktoberfest event.

## Overview – July 2021, contd.

- ❖ **Limousine Licenses:** Since January, a total of 7 limousine licenses have been issued by the Clerk's Office. Two of these were processed in the month of July
- ❖ **Liquor Licenses:**
  - ❖ A Social Affair Permit for the Oktoberfest and a Limited Brewery Off Premises Event for the 4<sup>th</sup> of July Event were processed.

## Important Events/Projects – July 2021

1. **Borough Calendar:** Melina Tineo has reviewed the Borough Calendar proof and the calendar will be going to print in early August. We are coordinating with the Board of Education on distribution of the calendars.
2. **Codification Project:** I discussed with the L&O Committee on July 12th the recommendation of the Borough Planner to align the timing of the submission of the Editorial & Legal Analysis with the recommendations for Zoning amendments originating from the Master Plan. The committee was in agreement with this recommendation as it will be a cost savings for the Borough. I discussed the change in timeline with General Code.
3. **Vehicle Audit:** A vehicle audit was conducted by the JIF on June 4th. We received the draft Vehicle Audit Report on July 19th which was distributed to the departments for review. I confirmed with the firm that the information in the audit report was correct so that it could be finalized.
4. **Personnel Policies & Procedures Manual:** I met with Councilwoman Flaim on July 22nd to review the update to the Personnel Policies and Procedures Manual. We prepared a timeline for review of the updated manual with both the Finance/Human Resources Committee as well as the Mayor and Council in order to ensure compliance with the November 1st adoption date deadline. I met with the Labor Attorney and Risk Managers on July 28th to review relevant portions of the manual for recommended changes. Follow-up meetings with both Councilwoman Flaim and the Labor Attorney are scheduled during the first week of August.

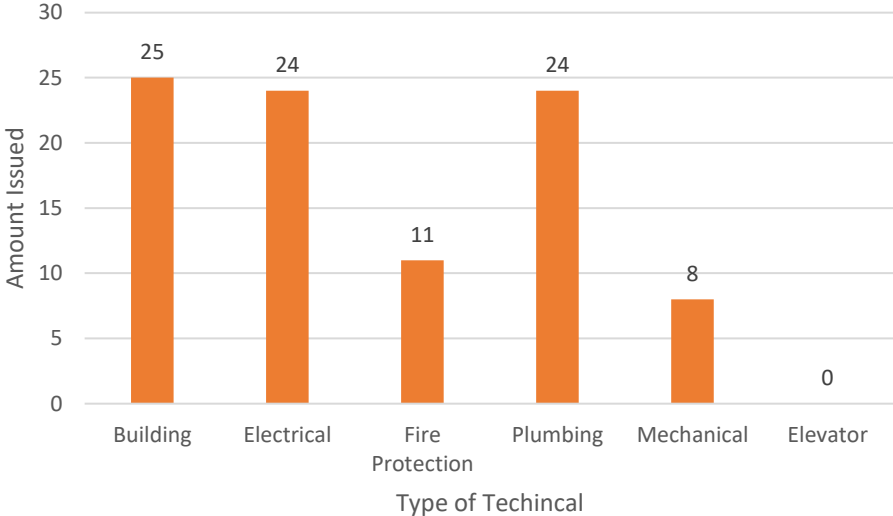
## Important Events/Projects contd. – July 2021

5. **Employee Mandatory Training:** The Borough Administrator and I met with the Risk Managers and Labor Attorney on July 28th to discuss the Mandatory Training for both Borough employees and volunteers. Although originally planned for late September, we are now looking to hold this training in early November to align with the adoption of the updated Personnel Policies & Procedures Manual. We discussed topics that will be covered and scheduled tentative dates and times.
6. **Records Management:** The proposal with Accuscan was authorized on July 12th. This project will commence on August 16th.
7. **Time & Attendance Implementation:** I attended a meeting on July 20th with the Borough Administrator, her Administrative Assistant, and the CFO to answer a questionnaire in order to begin the implementation of our time and attendance program, TimeTrak.
8. **Employee Website:** I met with the Borough Administrator, Jonathan Mandel, and David Torres on July 12th to discuss the Employee website. We discussed the pages and forms that should be included on this website which is anticipated to go live in early August.
9. **Karp Strategies:** I attended meetings with representatives from Karp Strategies on July 6th and 21st. The digital business attraction brochure and business resource pages were reviewed and discussed.
10. **In-Person Meeting Preparation:** The new Clearcaster hardware was received. Cameron Arabi worked with the Granicus representative to install this hardware at the Senior Center. I met with Cameron on July 29th to determine what equipment will be necessary to both livestream the meetings through Granicus and utilize GoToMeeting. Cameron is in the process of ordering this equipment. The new LiveManager software is expected to deploy in early August and training for this software will be scheduled once deployed.

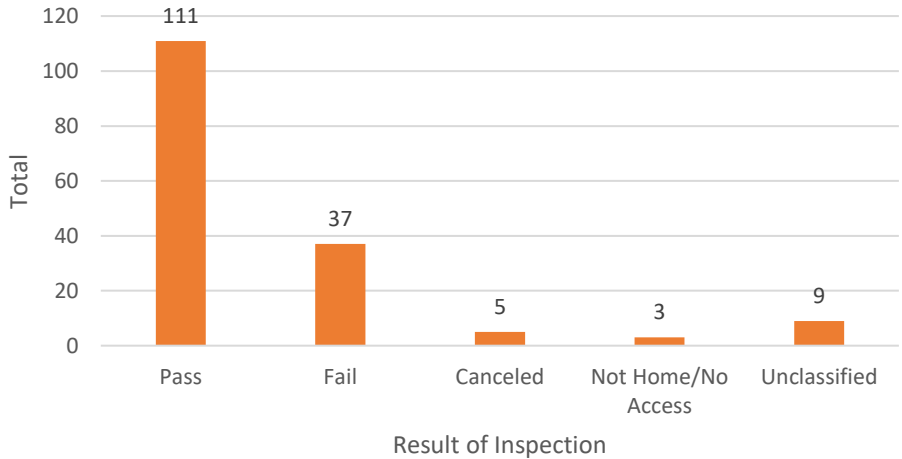
## Overview – July 2021

- ❖ A total of 45 permits were issued throughout July 2021. \$25,147.00 was collected in permit fees. Other fees totaled \$1,720.00 along with an additional \$100.00 collected for penalties, for a total monthly amount collected of \$26,967.00.
- ❖ There were 165 inspections:
  - ❖ 57 were Building Inspections
  - ❖ 25 were Fire Protection Inspections
  - ❖ 35 were Electrical Inspections
  - ❖ 39 were Plumbing Inspections
  - ❖ 9 were Mechanical Inspections
- ❖ There were 33 total CCO applications this month (with 0 denied, 5 in progress, and currently 18 issued.)
- ❖ Construction costs this month totaled \$1,390,903.50

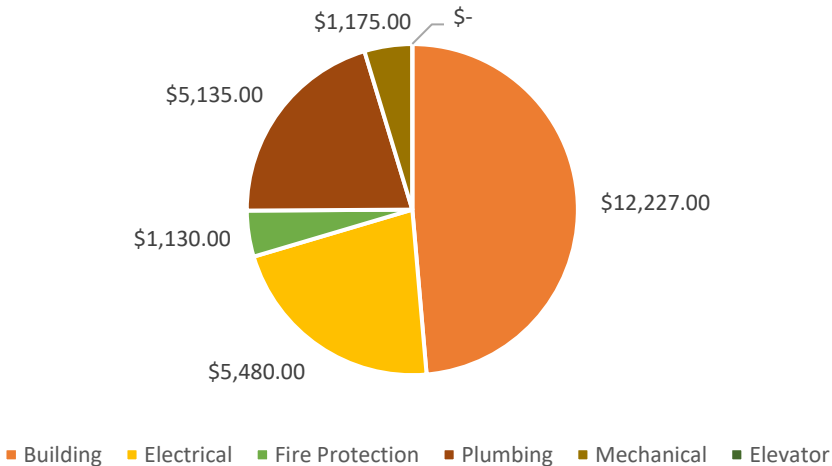
Amount of Each Technical Issued



165 Inspections – All Types



Amount (\$) collected per technical fee



## Overview – July 2021

- ❖ In July, there was a total of 7 applications for tree removal permits.
  - ❖ Year to date, there has been a total of 53 applications for tree removal permits.
- ❖ In the month of July, \$1,580.00 was collected in tree removal fees (not including fees that were waived.)
  - ❖ Year to date, \$12,210.00 has been collected from tree removal fees (not including fees that were waived.)



## Overview – July 2021

- ❖ Year to date, 17 properties have been registered. Two of these properties have since been deregistered in the months of February and April respectively. In total, year to date collection of registration fees has totaled \$12,550.
  - ❖ Of these 17 properties, 9 have been registered for their initial year, 6 have been registered for their second year, and 2 have been deregistered.
- ❖ \*No new vacant property registrations for July 2021.\*

## Overview, contd. – July 2021

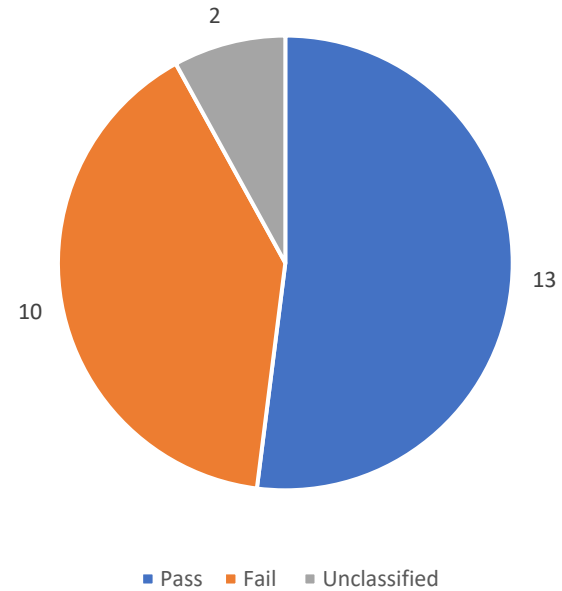
Registration Dates and Fees collected for Vacant Properties reflect the date the property becomes REO. Alternatively, the "Date Entered" for a Vacant Property application reflect the date the application was entered into the GovPilot system by an external applicant or a Building Department employee.

Ordinance#2021-04, which updated the Vacant Property Fees, went into effect on March 26, 2021. The Borough registered one new Vacant Property for 2021 after Ordinance #2021-04 went into effect. The Borough collected \$3,750 (prorated fee) from this new registration.

## Overview – July 2021

- ❖ In the month of July there were:
  - ❖ 10 Initial Inspections
  - ❖ 16 Reinspections
  - ❖ 7 Complaint Investigations
  - ❖ 3 Complaint Follow Ups
  - ❖ 1 Miscellaneous Permit Inspection
  - ❖ 1 Fire Investigation
  - ❖ 93 Violations Issued
  - ❖ \$1,079.00 in Collected Fees

Status of July Fire Prevention Inspections



## Overview – July 2021

- The 43<sup>rd</sup> Run 4 Fun took place on July 4<sup>th</sup> and had over 300 participants, this is double the previous amount for last years event.
- The Leonia Swim Club ended their season with an impressive record. Out of four matches, the Leonia Swim Club won all four undefeated.
- On July 30<sup>th</sup>, Senior Coordinator Marion Cassidy retired after 28 years of service within the Borough.
- Movie Night, held on July 31<sup>st</sup>, had approximately 50 attendants. The movie that was shown for this particular movie night was Croods 2: A New Age (PG).

## Future Trends/Looking Ahead

As mentioned in the prior June Dashboard, registrations have started to begin for classes and events hosted by the Leonia Recreation Department.

Since the registration period is still in progress, it is expected that the complete numbers of registrants will be able to be showcased in the August Dashboard.



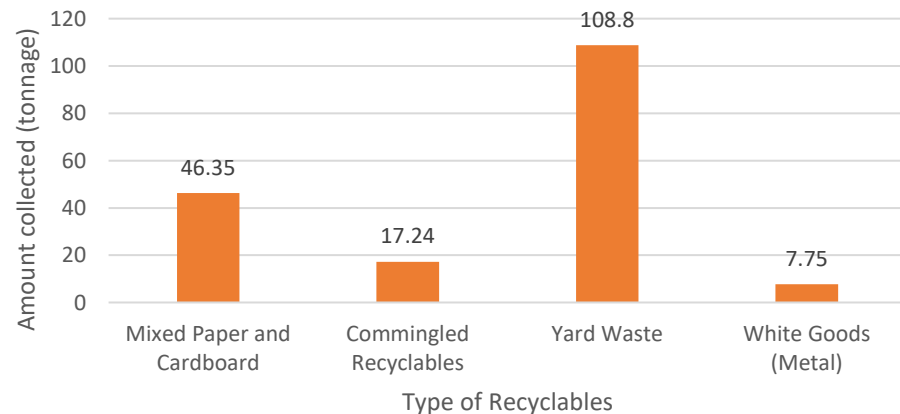
## Overview – July 2021

- ❖ During the month of July, the DPW continued its regular programs of garage and trash collection, recycling, street and road repairs, etc.
- ❖ In the month of July, there were/was:
  - ❖ 2 hot water heaters removed from 245/247 Fort Lee Road prior to demolition of the two buildings. This is to make way for the new Police Department Building
  - ❖ 1 sewer emergency
  - ❖ \$1,559.91 received by the borough for the collection of White Goods
  - ❖ 2 tree removals, and 0 pruned
    - ❖ 23.14 tons of recycled woodchips

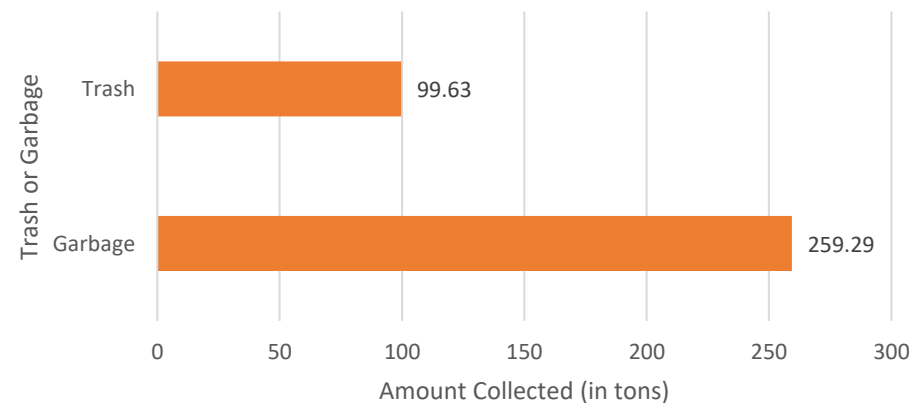
## Important Installations/Events

- ❖ In July, the DPW performed much work in preparation of the new open dining area located at the Borough Hall
  - ❖ This work includes the installation of exterior lighting and benches, along with other prep work.
- ❖ For the 4<sup>th</sup> of July Cov-InDependence Day Event the department assisted with various tasks.
  - ❖ This include the installation and removal of a large American Flag, Set up and breakdown of a stage, and the set up and break down of barricades for the refreshment

Recyclables (Tonnage)



Trash and Garbage (Tonnage)



## Overview – July 2021

- ❖ In the Month of July, the total activity of the Police Department is as follows:
  - ❖ 662 Calls for Service
  - ❖ 13 Motor Vehicle Crashes
  - ❖ 3 Arrests (all types)
  - ❖ 281 Written Citations (including warnings)
  
- ❖ Property Maintenance
  - ❖ A Report for Property Maintenance is not yet available for July but will be included with next month's report

## Training – July 2021

- ❖ July 9th, Firearms training: Sgt Kennedy, PO Mikatarian, PO Goodell, PO Chung, PO Cho
  
- ❖ July 12th-23rd, Advanced Crash Investigation, PO Longo
  
- ❖ July 14th-15th, Advanced Roadside Impaired Driving Enforcement, PO DO

## Community Outreach – July 2021

On July 4th, the department supported the Borough's 4th of July celebration in Wood Park with extra officers assigned to the event for community policing, security and traffic control. Crossing guards were also assigned to the event for pedestrian safety

## Additional News/Achievements – July 2021

- ❖ July 21st-23rd, oral interviews were conducted for the Sergeant's promotional process.
  
- ❖ As part of the Department's preparation for accreditation, six new Standard Operating Procedures (SOP's) were issued this month on the following topics: Arrest & Transport, Emotionally Disturbed People, Interview & Interrogation, Search Procedures, Motor Vehicle Impound & Inventory, and Training.
  
- ❖ In response to numerous complaints of violations in the Central Business District, officers conducted 81 Selective Enforcement Traffic Details between June 12th and July 23rd . Details targeted U-turn, pedestrian, speeding and traffic signal violations.