



City of Hoboken CY 2012 Introduced Budget Supplemental Materials

Department of Health & Human Services

Prepared by
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CY 2012 Introduced Budget

Department of Health & Human Services



Health & Human Services Departmental Overview

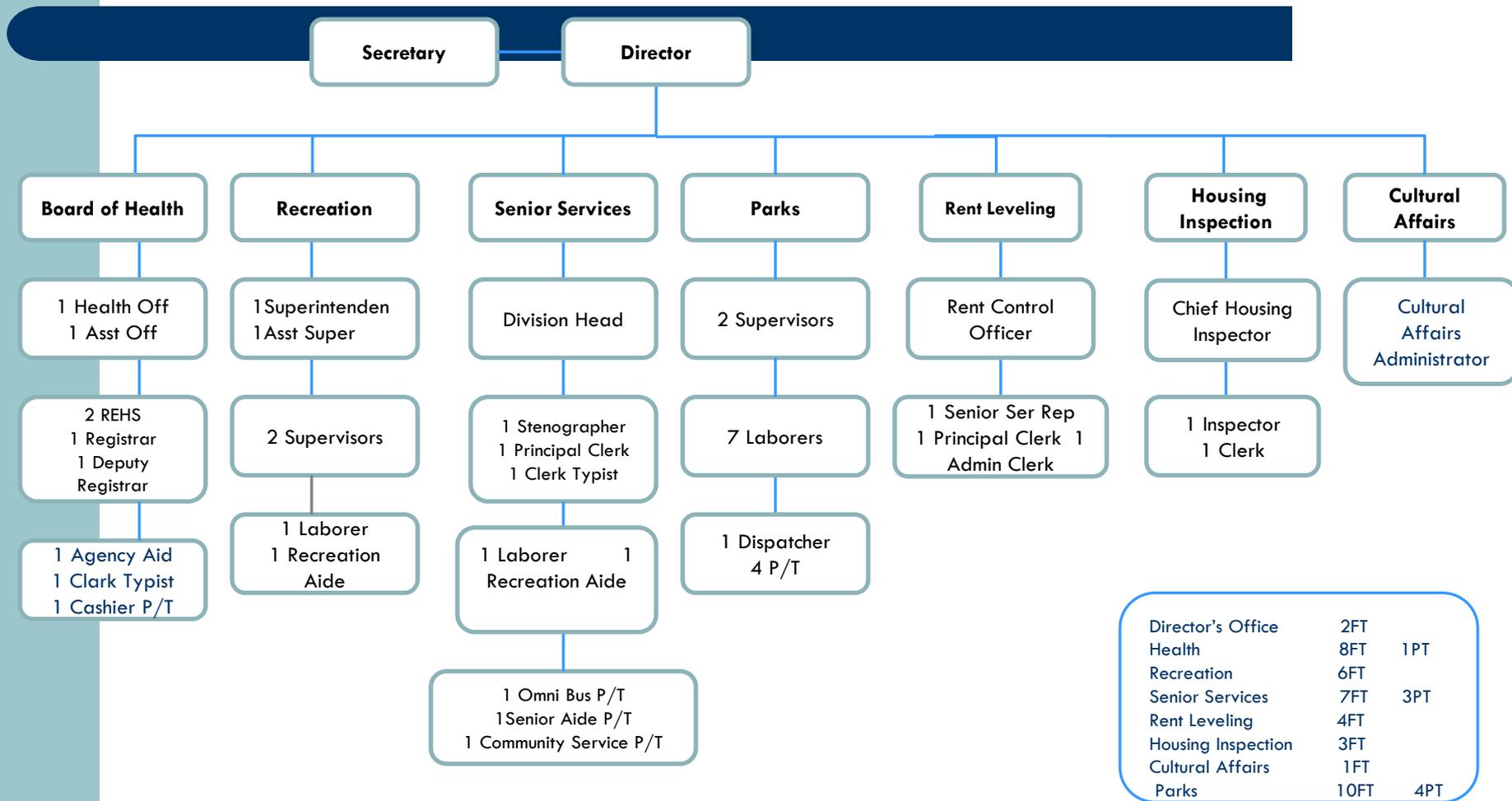
- Director's Office
- Division of Health
- Division of Housing Inspection
- Division of Senior Services
- Division of Rent Leveling
- Division of Recreation
- Division of Cultural Affairs
- Division of Parks

CY 2012 Introduced Budget Department of Health & Human Services



ORGANIZATIONAL CHART

Department of Human Services



Director's Office	2FT	
Health	8FT	1PT
Recreation	6FT	
Senior Services	7FT	3PT
Rent Leveling	4FT	
Housing Inspection	3FT	
Cultural Affairs	1FT	
Parks	10FT	4PT



Employees

- (2012) – 31 full time employees and 3 part time employees
- (2011) – 32 full time employees and 4 part time employees
- (2010) – 37 full time employees and 7 part time employees
- (2009) – 37 full time employees and 7 part time employees

- Current staffing levels are adequate



Director's Office

Functions

- The Director exercises leadership and supervision for the operations of the Department of Human Services and its divisions.
- Prepare requisitions for Director and Division heads within Human Services.
- Review time sheets and time cards for absenteeism, etc. Manage employees sick and vacation time and maintain attendance records. Check accuracy of any overtime requests submitted.
- Typing of all correspondence, memorandum, letters, and purchase requisitions for the Director as well as other division within Human Services.
- Provide customer service to constituent complaints and concerns regarding the services provided by the Department of Human Services.
- Create flyers, newsletters, calendars and brochures on various computer programs.
- Reconcile checks submitted to Department of Human Services for Health, Recreation, Seniors and any donations.



Division of Health

Functions

- Conducts inspections to enforce relevant sanitary and health laws.
- Issues violations of relevant State and Local sanitary and health laws, determines the cause and takes proper corrective action.
- Reviews and may approve plans for residential, commercial, and industrial development as necessary to ensure compliance with sanitary, environmental, and public health laws, rules, and ordinances.
- Inspects retail food establishments, schools, pools, licensed child care centers, etc.
- Investigates nuisances and violations of the sanitary, environmental, and public health laws, rules, and ordinances.



Division of Health

Functions

- Maintains, updates, and analyzes environmental health records, findings of inspections, and other data to ensure proper documentation and continuity of environmental health protection
- Conducts investigations of suspected disease outbreaks; visits suspected areas and interviews persons who have contracted the disease to compile information on symptoms and environmental factors.
- As is provided for in the health ordinance, issues certain licenses and permits.
- Handles complaints regarding stray animals, and licensed and unlicensed domesticated animals and investigates alleged violations of state anti- cruelty statutes.
- Conducts yearly Rabies and Seasonal Flu clinics



Division of Housing Inspection

Functions

- ❑ Enforce multiple dwelling and hotel housing laws by state partnership on five year cyclical cycle
- ❑ Fire safety inspections for housing units six stories or less
- ❑ Buildings higher than six stories are inspected by the Fire Department
- ❑ Enforcement of New Jersey Fire Safety Codes
- ❑ Enforcement of New Jersey Housing Codes
- ❑ Enforcement of City of Hoboken Multiple Dwelling and Hotel Codes



Division of Senior Services

Functions

Trained staff provides a wide range of services that promote a valuable choice for seniors in the Hoboken Community. Our care managers maintain a service network that meets the health, economic and social needs of seniors, with a particular emphasis on assisting those considered frail and economically disadvantaged.

- CCPED – Medicaid Waiver program
- JACC – Jersey Assistance For Community Care Giving
- SLIMB – Special Low Income Medicare Benefits
- NJ Life Line – Service for 65 and older or disabled receiving Social Security Disability benefits.
- Medicare/Medicaid
- Meals program (Meals on Wheels)
- Activities run at the Senior Center such as Bingo, Theme Parties and other fun filled activities for seniors.



Division of Rent Leveling

Functions

Assists and provides customer service to property owners and tenants in understanding the impact of Municipal Rent Control Ordinance, Chapter 155 that may have on their properties and apartments.

- Maintain files on all properties which are rent controlled
- Calculating legal base rents for landlords and tenants
- Provide the allowable monthly CPI rent increases to landlords
- Tax Surcharges, water/sewerage surcharges
- Capital improvement surcharges
- Hardship increases
- Vacancy decontrols
- Annual registration of rental properties



Division of Recreation

Functions

Support the community's recreational needs and interests by providing a wide variety of activities through traditional and innovative programming. The following is statistical figures of participants.

- **Recreational Participation...**
- Basketball **500** participants
- Soccer **915** participants
- PAL Football **125** participants
- Baseball **564** participants
- Girls Softball **220** participants
- Cheerleading **40** participants
- Wrestling **50** participants
- Summer Fun **420** participants



Division of Cultural Affairs

Functions

Department plans and executes a wide range of community events throughout the year to promote the arts, theater, family and music activities. Our diverse programming is designed to appeal to the entire community.

- Spring & Fall Arts & Music Festival
- KiddiePalooza
- Family Fun Nights
- Art in the Park
- Summer Concerts Series
- Sinatra Idol Contest
- Movies Under The Stars
- Artists Studio Tour
- Harvest Festival
- RagaMuffin Parade
- Holiday Tree Lighting
- Holiday Crafts Fair



Parks

- Continue maintenance of Castle Point Skate Park, Church Square Park, Sinatra Park, Pier A, Maxwell Place Park, Harborside Park, Community Garden, Jackson Park, Jefferson Park, Madison St. Park, Gateway Park, Triangle btwn. Paterson Plank Rd. & Harrison St., Multi-Service Center, Steven's Park, Elysian Park, Soccer Field, Little League Field, American Legion Park, Boat House & Beach Area, Island Gardens on 11th Street, 14th Street, Housing Authority Ball Field.
- Participate and Coordinate with Community Clean up Groups
- Coordinate with Hoboken Dog Owners Association to provide for: Shelters for the Dog Runs, Notice Boards for the Dog Runs, Pole mounted cans and doggie bags along city streets, Higher fencing, practical amendments to the ordinance pertaining to dogs on the City's parkside walks, better enforcement of deposit, droppings and fecal matter "pooper scooper" laws.
- Security in city parks

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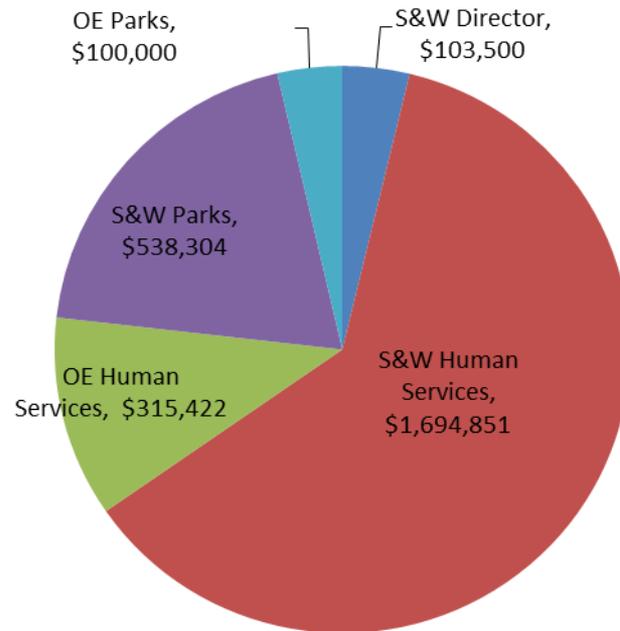
CAPITAL IMPROVEMENTS – COST SUMMARY

Location	Cost Estimate
1300 Willow Avenue	\$70,063.00
Elysian Park	\$830,000.00
Castle Point Skate Park	\$150,000.00
Church Square Park	\$519,775.00
Stevens Park	\$614,100.00
Jackson Street	\$104,412.25
Jefferson Street	\$137,013.00
Mama Johnson Field	\$350,000.00

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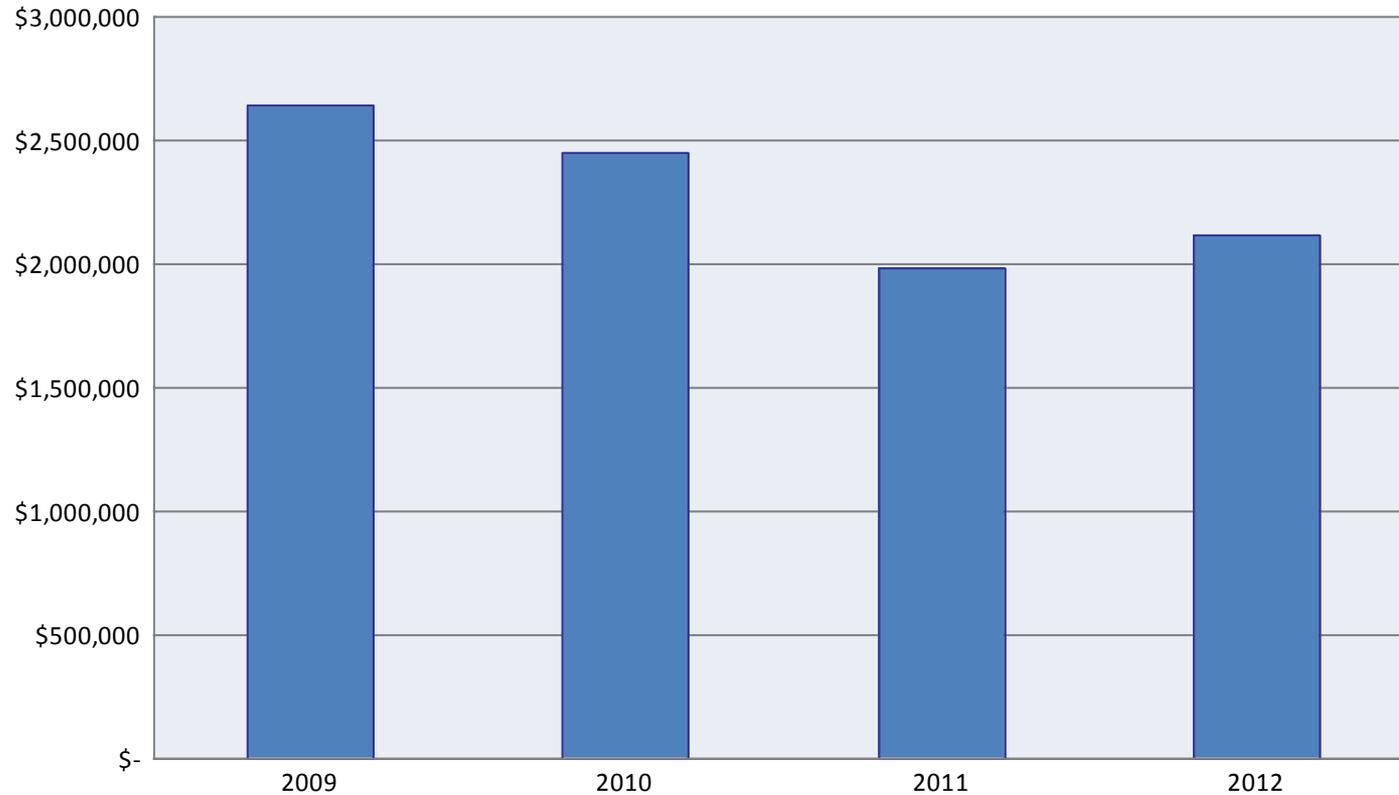
Budget



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4 Year Budget History



	2009	2010	2011	2012
■ Budget	\$2,640,085	\$2,453,809	\$1,980,603	\$2,113,113

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Budget

