

BOROUGH OF MANVILLE

2017



Budget Introduction

March 27, 2017

Borough of Manville

2017 Budget Introduction

Overview

Total 2017 Current Fund Budget

Appropriations

\$13,077,522

Amount to be raised by Taxes

\$8,909,276

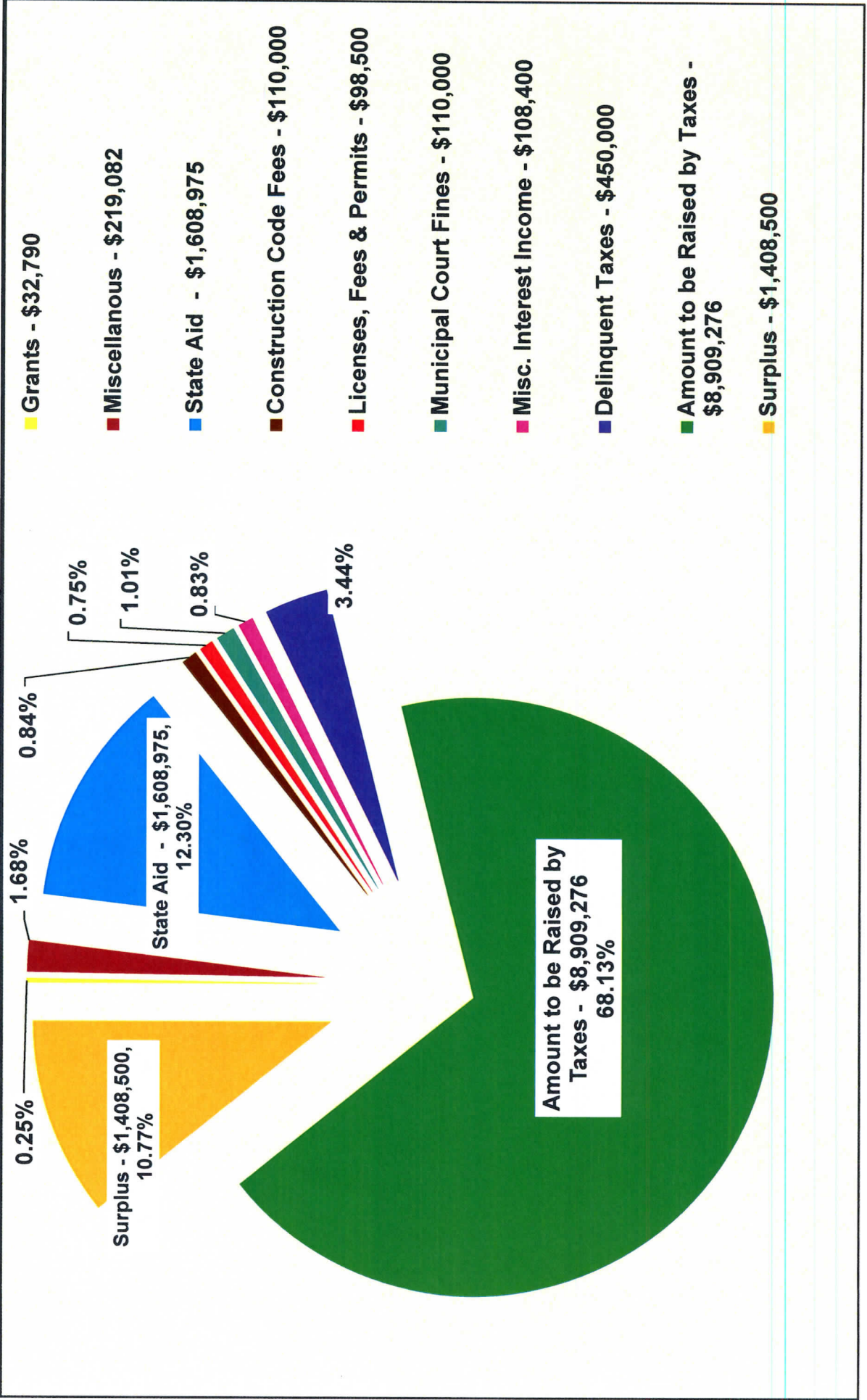
Current Fund 2017 Budget

Major Revenue Sources



- Amount to be Raised by Taxes = \$8,909,276
- State Aid (Energy Receipts Tax) = \$1,208,469
- Consolidated Municipal Property Tax Relief Aid = \$400,506
- Municipal Court Fines = \$132,000
- Uniform Construction Code Fees = \$110,000
- Fees & Permits = \$64,500

2017 Budgeted Revenues



Year over Year Comparison

2016

Amount to be Raised by
Property Taxes

\$8,909,276

2017

Amount to be Raised by
Property Taxes

\$8,909,276

**2017 Proposed Budget Keeps Amount to be
Raised by Property Taxes Flat.**

**The 2014 and 2015 Cap Bank will once again
NOT be utilized.**

Property Tax Rate Information



2016

- Final Municipal Tax Rate = 1.016
- \$8 Average Increase over 2015

2017

- Proposed Municipal Tax Rate = 1.023
- \$15.46 Average Increase over 2016

Although the Property Tax Levy will remain flat, there will be a very small increase of .007 cents to the municipal tax rate resulting in an average increase of \$15.46 per household.

2016 – 2017 Expenditures

Major Departmental Programs						
Departments	2016 Budgeted Expenditures	2016 Actual Expenditures	Over/(Under)	2017 Budgeted Expenditures	Increase/(Decrease) over 2016 Actual	Percent Increase/(Decrease) over 2016 Actual
Police Department	3,441,280	3,381,556	(59,724)	3,310,233	(71,323)	-2.1%
Public Works Department	1,631,724	1,548,390	(83,334)	1,554,240	5,850	0.4%
Recreation Department	206,979	198,422	(8,557)	198,342	(80)	-0.04%
Construction & Property Mntc.	184,250	178,514	(5,736)	178,980	466	0.26%
Engineering	50,000	49,776	(224)	54,000	4,224	8.49%
Buildings & Grounds	55,000	54,272	(728)	80,900	26,628	49.06%
Fire Department	90,000	90,000	-	145,075	55,075	61.19%
Uniform Fire Safety Act	38,900	26,377	(12,523)	70,500	44,123	167.28%
Financial Administration	157,900	145,046	(12,854)	133,100	(11,946)	-8.24%
Administrative & Executive	230,000	161,671	(68,329)	210,300	48,629	30.08%
Legal Services	110,000	125,000	15,000	125,000	-	0.00%
Collection & Assessment of Taxes	145,648	145,484	(164)	134,920	(10,564)	-7.26%

2016 — 2017 Expenditures

Major Departmental Programs						
Departments	2016 Budgeted Expenditures	2016 Actual Expenditures	Over/(Under)	2017 Budgeted Expenditures	Increase/(Decrease) over 2016 Actual	Percent Increase/(Decrease) over 2016 Actual
Insurances						
Employee Group Health	962,000	911,006	(50,994)	991,000	79,994	8.78%
Workers Compensation	234,729	234,729	-	242,000	7,271	3.10%
Other	206,000	229,564	23,564	232,000	2,436	1.06%
SubTotal Insurances	1,402,729	1,375,299	(27,430)	1,465,000	89,701	6.52%
Utilities						
Gasoline & Fuel	80,000	70,000	(10,000)	70,000	-	0.00%
Electricity	106,000	105,334	(666)	120,000	14,666	13.92%
Street Lighting	171,000	133,394	(37,606)	150,000	16,606	12.45%
Natural Gas	40,000	26,102	(13,898)	35,000	8,898	34.09%
Fire Hydrant Service	170,000	166,872	(3,128)	170,000	3,128	1.87%
Telephone	104,000	92,885	(11,115)	90,000	(2,885)	-3.11%
Water	11,000	16,918	5,918	21,000	4,082	24.13%
Postage	18,000	17,937	(63)	22,000	4,063	22.65%
SubTotal Utilities	700,000	629,442	(70,558)	678,000	48,558	7.71%

2017 Budgeted Expenditures



<u>Police Departmental Detail</u>			
Salaries & Wages	\$3,168,158	95.70%	
Training/Memberships	4,791	.15%	
Books & Publications	600	.02%	
Maintenance Agreements	15,594	.47%	
Materials & Supplies	57,555	1.74%	
Detective Div. Supplies	2,350	.07%	
Computers & Related Eq.	13,672	.41%	
Vehicle Mntc. & Related Exp.	27,293	.83%	
Vehicle Leases	<u>20,220</u>	<u>.61%</u>	
Total	\$3,310,233	100.00%	

2017 Budgeted Expenditures



<u>Public Works Departmental Detail</u>		
Salaries & Wages	\$ 966,765	62.20%
Waste & Trash Services	302,000	19.43%
Recycling Tipping Fees	102,000	6.56%
Road Repairs, Deicing	53,000	3.41%
Vehicle Mntc./Repairs	90,000	5.79%
Misc. Employee Expenses	10,200	.66%
Office/Admin. Expenses	12,350	.79%
Garage Repairs/Supplies	4,500	.29%
Other	<u>10,500</u>	<u>.68%</u>
Total	\$1,554,240	100.00%

2017 Budgeted Expenditures

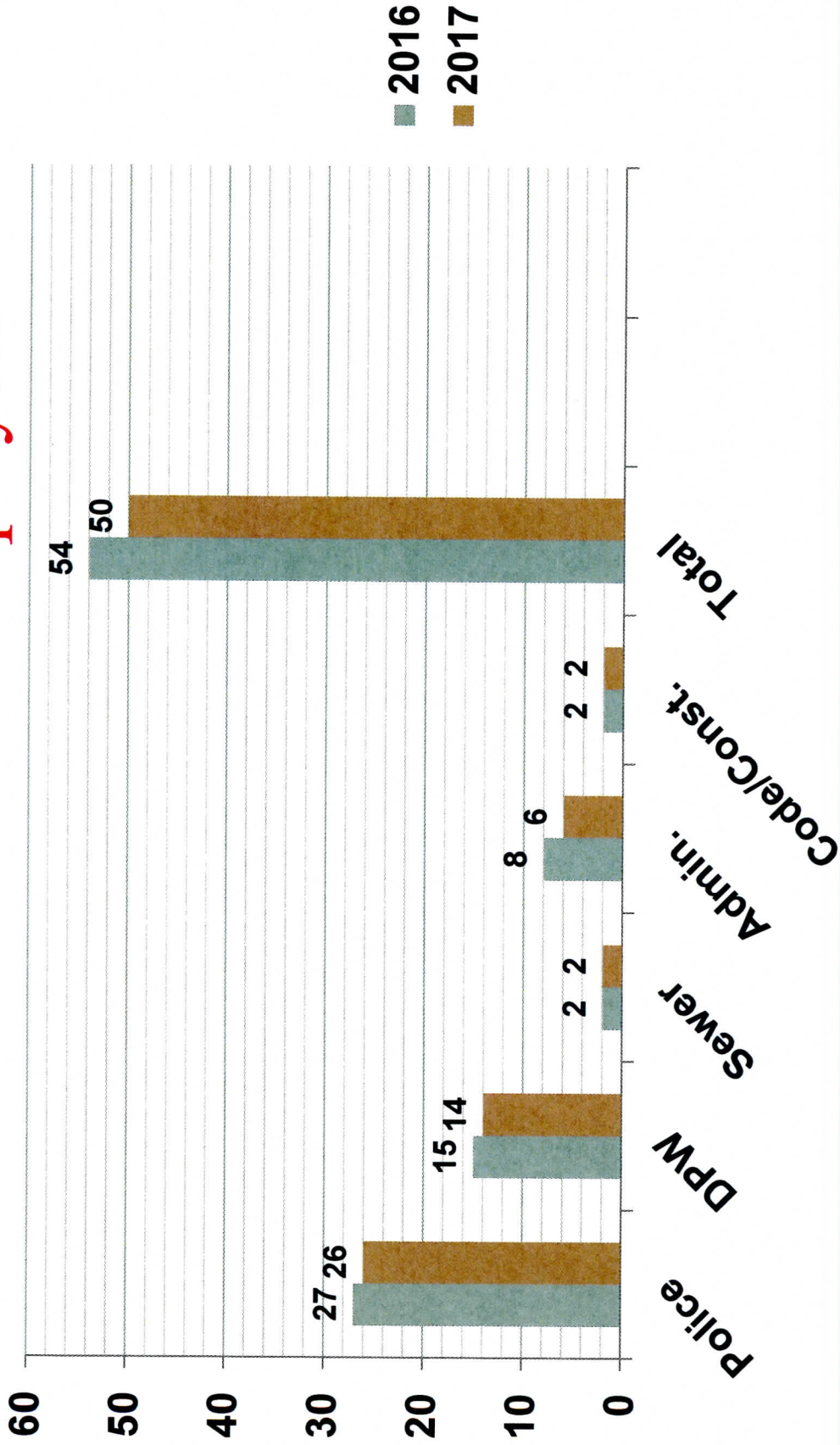


<u>Fire Departmental Detail</u>		
Vehicle & Apparatus Mntc.	43,000	29.64%
Fire Equipment/Gear	24,500	16.89%
Training/Education	\$ 22,475	15.49%
Uniforms/clothing allowance	15,500	10.68%
Water Rescue Team Exp.	11,700	8.06%
Other Staff Related Expenses	9,650	6.65%
Equipment Certification	7,750	5.34%
Other Materials & Supplies	8,000	5.53%
Software Mntc. Contract	<u>2,500</u>	<u>1.72%</u>
Total	\$ 145,075	100.0%



Total 2017 Full Time Employees: 50

Reduction of 4 Full Time Employees



Reduction in Full Time Staff – 4 Total

2016:

- 1 – Patrol Officer retired, not backfilled
- 1 – DPW Foreman retired, not backfilled
- 1 – Administrative Assistant resigned – filled with 2 part-time positions, no benefits (Tax Collection & Recreation)

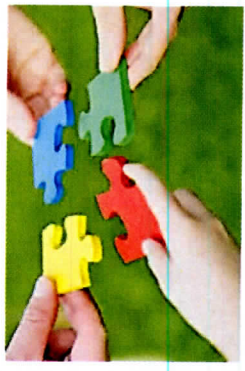
2017:

- 1 - Borough Clerk/Treasurer/Payroll (as of 04/01/17)
(Position to be filled with Part-Time Borough Clerk and impending Shared Service Agreement for Finance, Payroll, Accounting services)

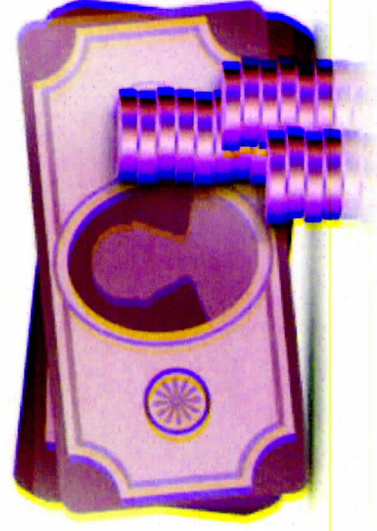
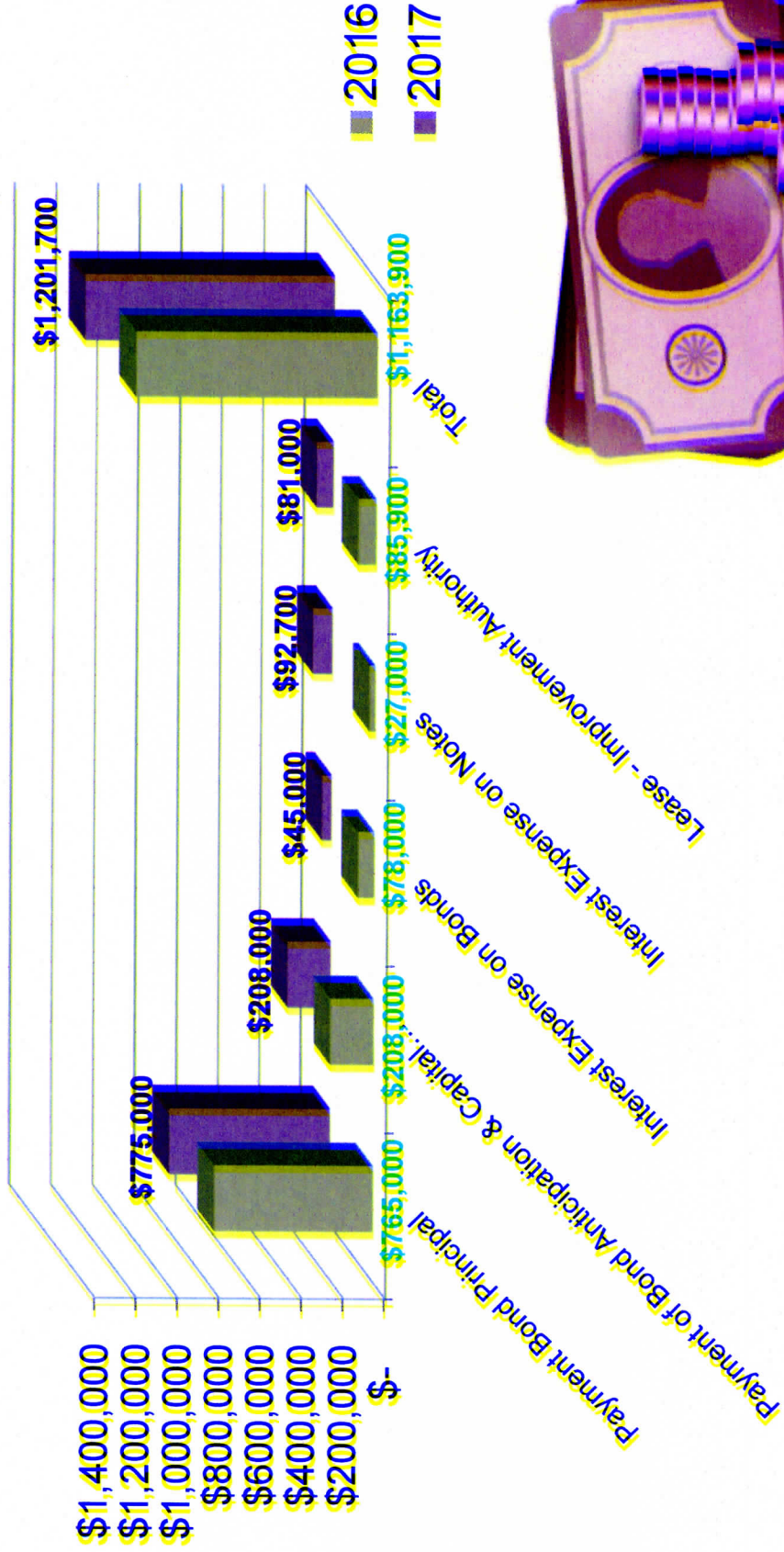
**Shared Service Agreements – a great way to
save money & share resources...**

- **Somerset County Health Services** \$ 78,828
- **Animal Control (Bridgewater Twsp & SoCo)** 49,506
- **Tax Assessor Services with Raritan Borough** 45,780
- **Municipal Court Services – Hillsborough Twsp** 122,400
- **Financial Services – Montgomery Twsp** 54,000

(impending agreement for CFO, Payroll & Accounting services)



Total Municipal Debt Payments - 2017



Debt Service Detail

Outstanding General Serial Bonds

- **05/05/2004 Pension Refunding Bonds - Series 2004**

Original Issue = \$915,000, interest rate 5.750%

Balance December 31, 2016 = \$125,000

Payoff 04/01/2017

- **06/15/2006 General Improvement Bonds**

Original Issue = \$5,173,000, interest rate 4.1250%

Balance December 31, 2016 = \$1,298,000

Payoff 04/01/2018



Debt Service Detail

Outstanding Bond Anticipation Notes

Notes were issued by the Borough for various public improvements and the acquisition & demolition of 4 flood properties. The Borough will receive the funding back once demolition is completed for these notes.

As of 12/31/2016, the Borough has \$4.9 million in outstanding "Notes".

Notes have shorter terms and, therefore, lower interest rates.

The \$4.9 million noted will mature in June, 2017. Rates of interest are 2.0% and 1.35%.



Capital Outlay

- No Debt Issuance Policy in place until long-term, existing bonds are paid down.
- **05/05/2004 Pension Refunding Bonds - Series 2004**
 - Payoff 04/01/2017
- **06/15/2006 General Improvement Bonds**
 - Payoff 04/01/2018
- **2018 – Possible General Improvement Bond Issue**

Capital Plan

Highlights – Department of Public Works

- Road Improvements – highest priority roads to be addressed in years 1 and 2: \$423,000
- Dump Trucks with Plows – R29 & R34 – 1995: \$365,000
- Pick Up Trucks – R1 & R2 – 2001: \$80,000
- Toro Mower 580 – 2001: \$72,000

Total Equipment: \$517,000

Total Road Improvements: \$423,000



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Capital Plan

Highlights – Police Department



PD Air Conditioner (6 separate units):

\$ 22,100

Chevy Tahoe 4WD Vehicles (2):

\$100,000

L-3 In-Car Video Cameras (3):

\$ 14,400

L-3 Mobile Vision Server:

\$ 10,500

Stalker Radar Units Dual Antenna (3):

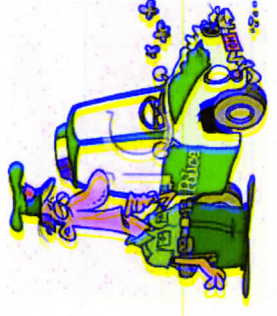
\$ 8,400

Datalux MDTs with LTE Modems (3):

\$ 19,800

Total Years 1-3:

\$175,200



2017 Sewer Utility Fund Overview

Revenues – Sewer Use Charges

	2016	2017
	\$1,886,000	\$1,789,085

Expenditures - Sewer Utility

	2016	2017
	\$1,925,300	\$1,829,085

The Sewer Utility continues to lose surplus. After 2017, there will be a deficit in operations = \$27,000.