

TOWNSHIP OF BYRAM

NEW JERSEY

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TO: Township Council
FROM: Joseph W. Sabatini, Township Manager
DATE: August 28, 2013
RE: DRAFT (ESTIMATED) 2014 Municipal Budget

Disclaimer:

I have started the 2014 Budget Process with the Township Department Heads. The Department Heads were instructed not to request any changes to departmental operating expenses. I have populated the Salary and Wages using contractual obligations and started to populate other categories of expenses based on prior year experiences. It is too early in the budget process to provide an accurate view of the budget since most of budget line items will not be known until the end of this year or early 2014.

(Please Note: All calculations are still subject to verification of Township CFO.)

Summary of Estimated Expenses:

- Applied Changes to Departmental Salary and Wages:
 - All Union Employees contractually receive an increase of 1.5% in 2014. The same increase was applied to non-union employees.
 - Accounted for changes in longevity (PBA) and contract steps (PBA & DPW).
 - Police Salary and Wages:
 - ✓ Does Not include budgeting for replacement of police officer that retired 12/31/12.
 - ✓ Made no change to Police Overtime.
 - ✓ Salary and Wages kept flat from 2013.
 - ✓ Actual salaries for 2014 calculated as \$1,601,000.
 - DPW and Buildings & Grounds Salary and Wages:
 - ✓ Made no change to DPW Overtime.
 - ✓ Transferred \$10,000 (Summer Temp. Help) from Fleet Maintenance that was transferred in 2013 to cover major expense for fire engine.
 - ✓ Salary and Wages flat from 2013.
 - ✓ Actual salaries for 2014 calculated as \$613,000.
- Applied increase of 10% to 2013 total for Group Insurance (Medical/Rx Increase, Dental, Life, LTD and AD&D):
 - 2014 NJHIF rates are not expected until November.
 - Dental Insurance: Renewal August 1, 2014
 - Standard Insurance (LIFE, LTD AD&D): Renewal August 1, 2014
- General Liability and Workers' Compensation Insurance – applied a 2% increase.

- Garbage Contract and Tipping Fee:
 - Reduced \$20,000:
 - ✓ Lowered based on 2013 actual and projected estimates for solid waste tonnage.
 - ✓ Assumes no increase in solid waste tipping fee - SCMUA rate hearing in November.
- Pensions:
 - 2013 pension amounts for PERS and PFRS increased 7.1% (\$10,088) and 11.4% (\$42,115) respectively. Not knowing what to expect for 2014, I have applied a 5% increase for PERS and a 10% increase for PFRS.
- I APPLIED NO CHANGES TO UTILITIES.

Summary of Estimated Revenues:

- NEW REVENUE: Recycling – anticipate \$12,000 (have not yet applied to anticipated budget revenues)
- Fund Balance committed to 2013 budget totaled \$1,240,102. For now, assumed no change
- Made NO changes to miscellaneous revenues and anticipated the same amounts in the adopted 2013 Municipal Budget.
 - Assuming same level of State Aid.
 - Municipal Court Revenues – PROJECTED AS A \$22,000 SHORTFALL FOR 2013
 - Uniform Construction Fees - PROJECTED AS A \$10,000 SHORTFALL FOR 2013
- Increased amount to be raised by taxes - \$217,321 – which is the amount of the total estimated increases in expenses.

	2014 Budget Amounts			2013 Budget Amounts			Change	%	Budget SW & OE	%
	S&W	O&E	Total	S&W	O&E	Total				
MAYOR/COUNCIL	\$17,500	\$9,500	\$27,000	\$17,500	\$9,500	\$27,000	\$0	0.00%	0.24%	
ADMINISTRATIVE & EXECUTIVE	\$203,500	\$68,150	\$271,650	\$215,500	\$68,150	\$283,650	-\$12,000	-4.23%	2.43%	
CLERK	\$76,500	\$0	\$76,500	\$75,500	\$0	\$75,500	\$1,000	1.32%	0.69%	
ELECTIONS	\$0	\$7,500	\$7,500	\$0	\$7,500	\$7,500	\$0	0.00%	0.07%	
FINANCE ADMINISTRATION	\$106,000	\$37,411	\$143,411	\$98,800	\$37,411	\$136,211	\$7,200	5.29%	1.29%	
COLLECTION OF TAXES	\$43,500	\$7,300	\$50,800	\$43,500	\$7,300	\$50,800	\$0	0.00%	0.46%	
TAX ASSESSMENT	\$76,000	\$38,570	\$114,570	\$75,500	\$38,570	\$114,070	\$500	0.44%	1.03%	
AUDIT FEES	\$0	\$28,980	\$28,980	\$0	\$28,980	\$28,980	\$0	0.00%	0.26%	
LEGAL SERVICES & COSTS	\$0	\$115,000	\$115,000	\$0	\$115,000	\$115,000	\$0	0.00%	1.03%	
ENGINEERING SERVICES	\$0	\$40,000	\$40,000	\$0	\$40,000	\$40,000	\$0	0.00%	0.36%	
PLANNING BOARD	\$20,500	\$41,350	\$61,850	\$20,000	\$41,350	\$61,350	\$500	0.81%	0.55%	
ZONING	\$29,800	\$500	\$30,300	\$29,500	\$500	\$30,000	\$300	1.00%	0.27%	
CONSTRUCTION OFFICIAL	\$131,500	\$7,475	\$138,975	\$130,000	\$7,475	\$137,475	\$1,500	1.09%	1.25%	
ENVIRONMENTAL COMMISSION	\$0	\$2,600	\$2,600	\$0	\$2,600	\$2,600	\$0	0.00%	0.02%	
BOARD OF HEALTH	\$0	\$400	\$400	\$0	\$400	\$400	\$0	0.00%	0.00%	
ANIMAL CONTROL	\$9,500	\$9,250	\$18,750	\$9,500	\$9,250	\$18,750	\$0	0.00%	0.17%	
MUNICIPAL COURT	\$72,500	\$10,100	\$82,600	\$71,500	\$10,100	\$81,600	\$1,000	1.23%	0.74%	
MUNICIPAL PROSECUTOR	\$0	\$25,000	\$25,000	\$0	\$25,000	\$25,000	\$0	0.00%	0.22%	
TOTAL GEN GOVT.	\$786,800	\$449,086	\$1,235,886	\$786,800	\$449,086	\$1,235,886	\$0	0.00%	11.08%	25.09%
POLICE DEPARTMENT	\$1,836,500	\$127,525	\$1,964,025	\$1,836,500	\$126,250	\$1,962,750	\$1,275	0.06%	17.60%	
EMERGENCY SQUAD	\$0	\$25,500	\$25,500	\$0	\$25,500	\$25,500	\$0	0.00%	0.23%	
EMERGENCY MANAGEMENT	\$0	\$3,000	\$3,000	\$0	\$3,000	\$3,000	\$0	0.00%	0.03%	
FIRE DEPARTMENT	\$0	\$88,525	\$88,525	\$0	\$88,525	\$88,525	\$0	0.00%	0.79%	
FIRE PREVENTION	\$2,400	\$1,500	\$3,900	\$2,400	\$1,500	\$3,900	\$0	0.00%	0.03%	
(911) RADIO COMMUNICATIONS	\$0	\$176,500	\$176,500	\$0	\$176,500	\$176,500	\$0	0.00%	1.58%	
TOTAL PUBLIC SAFETY	\$1,838,900	\$422,550	\$2,261,450	\$1,838,900	\$421,275	\$2,260,175	\$1,275	0.06%	20.27%	45.91%
PUBLIC WORKS DEPARTMENT	\$739,950	\$281,250	\$1,021,200	\$729,950	\$281,250	\$1,011,200	\$10,000	0.99%	9.15%	
IMPROVEMENTS TO STREETS & ROADS	\$0	\$70,000	\$70,000	\$0	\$70,000	\$70,000	\$0	0.00%	0.63%	
BUILDINGS AND GROUNDS	\$66,800	\$33,000	\$99,800	\$55,500	\$33,000	\$88,500	\$11,300	12.77%	0.89%	
RECYCLING	\$5,800	\$10,000	\$15,800	\$5,700	\$10,000	\$15,700	\$100	0.64%	0.14%	
FLEET MAINTENANCE	\$0	\$113,500	\$113,500	\$0	\$123,500	\$123,500	-\$10,000	-8.10%	1.02%	
TOTAL PUBLIC WORKS	\$812,550	\$507,750	\$1,320,300	\$791,150	\$517,750	\$1,308,900	\$11,400	0.87%	11.83%	26.80%
RECREATION	\$67,000	\$6,150	\$73,150	\$66,000	\$6,150	\$72,150	\$1,000	1.39%	0.66%	
SENIOR CITIZEN CONTRIBUTION	\$0	\$9,000	\$9,000	\$0	\$9,000	\$9,000	\$0	0.00%	0.08%	
SENIOR CITIZEN TRANSPORTATION	\$23,000	\$976	\$23,976	\$22,500	\$976	\$23,476	\$500	2.13%	0.21%	
CELEBRATION OF PUBLIC EVENTS	\$0	\$2,000	\$2,000	\$0	\$2,000	\$2,000	\$0	0.00%	0.02%	
TOTAL COMMUNITY PROGRAMS	\$90,000	\$18,126	\$108,126	\$88,500	\$18,126	\$106,626	\$1,500	1.41%	0.97%	2.20%
TOTAL COMMUNITY PROGRAMS	\$3,528,250	\$1,397,512	\$4,925,762	\$3,505,350	\$1,406,237	\$4,911,587	\$14,175	0.29%	44.15%	100.00%

