



State of New Jersey Local Government Services

Year: **Municipal User Friendly Budget**

MUNICIPALITY:

Municode: **Filename:** 1104_fbi_2016.xlsm

Website:

Phone Number:

Mailing Address:

[Email the UFB if not using Outlook](#)

Municipality: HIGHTSTOWN **State:** NJ **Zip:** 08520

Mayor

First Name	Middle Name	Last Name	Term Expires	Business Email
LAWRENCE	D	QUATTRONE	12/31/2018	quattrone@hightstownborough.com

Chief Administrative Officer

HENRY		UNDERHILL		adminstrator@hightstownborough.com
-------	--	-----------	--	------------------------------------

Chief Financial Officer

GEORGE	J	LANG		glang@hightstownborough.com
--------	---	------	--	--

Municipal Clerk

DEBRA		SOPRONYI		clerk@hightstownborough.com
-------	--	----------	--	-----------------------------

Registered Municipal Accountant

WILLIAM	E	ANTONIDES		
---------	---	-----------	--	--

Governing Body Members

First Name	Middle Name	Last Name	Term Expires	Business Email
DENISE		HANSEN	12/31/2016	Hansen@hightstownborough.com
SUSAN		BLUTH	12/31/2018	Bluth@hightstownborough.com
SETH	A	KURS	12/31/2018	Kurs@hightstownborough.com
STEVEN		MISIURA	12/31/2016	Misiura@hightstownborough.com
CONNOR		MONTFERRAT	12/31/2017	Montferrat@hightstownborough.com
CHARLES	LEE	STULTS	12/31/2017	Stults@hightstownborough.com

USER FRIENDLY BUDGET SECTION - PROPERTY TAX BREAKDOWN

<u>2015 Calendar Year Property Tax Levies - ALL entities levying property taxes</u>					<u>Current Year 2016 Budget</u>		
	<u>Calendar Year</u>	<u>Calendar Year</u>	<u>% of</u>	<u>Avg Residential</u>	<u>Taxes</u>	<u>Actual/Estimated</u>	<u>Tax Levy</u>
	<u>Tax Rate</u>	<u>Tax Levy</u>	<u>Total Levy</u>	<u>Taxpayer Impact</u>			
Municipal Purpose Tax	1.162	\$4,525,716.00	28.61%	\$2,473.82	Municipal Purpose Tax	ESTIMATED	\$4,595,167.00
Municipal Library			0.00%	\$0.00	Municipal Library		
Municipal Open Space			0.00%	\$0.00	Municipal Open Space		
Fire Districts (avg. rate/total levies)			0.00%	\$0.00	Fire Districts (total levies)		
Other Special Districts (total levies)			0.00%	\$0.00	Other Special Districts (total levies)		
Local School District			0.00%	\$0.00	Local School District		
Regional School District	2.197	\$8,559,326.00	54.11%	\$4,677.26	Regional School District	ESTIMATED	\$8,600,000.00
County Purposes	0.615	\$2,397,320.45	15.16%	\$1,309.29	County Purposes	ESTIMATED	\$2,435,000.00
County Library	0.059	\$231,098.50	1.46%	\$125.61	County Library	ESTIMATED	\$250,000.00
County Board of Health			0.00%	\$0.00	County Board of Health		
County Open Space	0.027	\$103,623.49	0.66%	\$57.48	County Open Space	ESTIMATED	\$115,000.00
Other County Levies (total)			0.00%	\$0.00	Other County Levies (total)		
Total (Calendar Year 2015 Budget)	4.060	\$15,817,084.44	100.00%	\$8,643.46	Total ESTIMATED amount to be raised by taxes		\$15,995,167.00
Total Taxable Valuation as of October 1, 2015 <u>\$390,467,348.00</u> (To be used to calculate the current year tax rate)					Revenue Anticipated, Excluding Tax Levy <u>2,192,173.10</u>		
Current Year Average Residential Assessment <u>\$212,893.00</u>					Budget Appropriations, before Reserve for Uncollected Taxes <u>6,312,340.10</u>		
<u>Prior Year to Current Year Comparison</u>					Total Non-Municipal Tax Levy <u>\$11,400,000.00</u>		
<u>Comparison - Municipal Purposes Tax Rate</u>					Amount to be Raised by Taxes - Before RUT <u>\$15,520,167.00</u>		
Prior Year	Current Year	% Change (+/-)			Reserve for Uncollected Taxes (RUT) <u>\$475,058.19</u>		
1.162	1.177	1.29%			Total Amount to be Raised by Taxes <u>\$15,995,225.19</u>		
<u>Comparison - Municipal Purposes Tax Levy</u>					% of Tax Collections used to Calculate RUT <u>97.03%</u>		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		If % used exceeds the actual collection % then reference the statutory exception used		
\$4,525,716.00	\$4,595,167.00	1.53%	\$69,451.00		<u>Tax Collections - ACTUAL as of Prior Year</u>		
<u>Comparison - Impact on Avg. Residential Tax Payment (Municipal Purposes Only)</u>					Total Tax Revenue, Collections CY 2015 <u>15,544,799.40</u>		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		Total Tax Levy, CY 2015 <u>15,839,644.32</u>		
\$2,473.82	\$2,505.75	1.29%	\$31.93		% of Taxes Collected, CY 2015 <u>98.14%</u>		
					Delinquent Taxes - December 31, 2015 <u>\$263,460.09</u>		

USER FRIENDLY BUDGET SECTION - ANTICIPATED REVENUE SUMMARY (ALL OPERATING FUNDS)

FCOA		% Difference Current vs. Prior Year	\$ Difference Current vs. Prior Year	Total Realized Revenue (Prior Year)	Total Anticipated Revenue (Current Year)	General Budget	Open Space Budget	Water-Sewer Utility	Utility	Utility	Utility	Utility	Utility
08	Surplus	3.65%	\$25,000.00	\$685,000.00	\$710,000.00	\$610,000.00		\$100,000.00					
08	Local Revenue	-2.41%	(\$86,248.72)	\$3,578,748.72	\$3,492,500.00	\$442,500.00		\$3,050,000.00					
09	State Aid (without offsetting appropriation)	0.00%	\$0.00	\$503,550.00	\$503,550.00	\$503,550.00							
08	Uniform Construction Code Fees	-62.27%	(\$99,042.00)	\$159,042.00	\$60,000.00	\$60,000.00							
	Special Revenue Items w/ Prior Written Consent												
11	Shared Services Agreements	-47.04%	(\$111,899.65)	\$237,899.65	\$126,000.00	\$126,000.00							
08	Additional Revenue Offset by Appropriations	#DIV/0!	\$0.00		\$0.00								
10	Public and Private Revenue	-90.90%	(\$50,451.18)	\$55,502.28	\$5,051.10	\$5,051.10							
08	Other Special Items	19.48%	\$26,913.53	\$138,158.47	\$165,072.00	\$165,072.00							
15	Receipts from Delinquent Taxes	-12.36%	(\$39,500.39)	\$319,500.39	\$280,000.00	\$280,000.00							
	Amount to be raised by taxation												
07	Local Tax for Municipal Purposes	-2.53%	(\$119,377.31)	\$4,714,544.31	\$4,595,167.00	\$4,595,167.00							
07	Minimum Library Tax	#DIV/0!	\$0.00		\$0.00								
54	Open Space Levy Tax	#DIV/0!	\$0.00		\$0.00								
07	Addition to Local District School Tax	#DIV/0!	\$0.00		\$0.00								
08	Deficit General Budget	#DIV/0!	\$0.00		\$0.00								
	Total	-4.37%	(\$454,605.72)	\$10,391,945.82	\$9,937,340.10	\$6,787,340.10	\$0.00	\$3,150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

USER FRIENDLY BUDGET SECTION - APPROPRIATIONS SUMMARY (ALL OPERATING FUNDS)

FCOA	Budgeted Full-Time	Positions Part-Time	% Difference Current v. Prior Year	\$ Difference Current v. Prior Year	Total Modified Appropriation for Service Type (Prior Year)	Total Appropriation for Service Type (Current Year)	General Budget	Public&Private Offsets	Open Space Budget	Water-Sewer Utility	Utility	Utility	Utility	Utility	Utility
20	4.00	8.00	2.74%	\$17,325.00	\$631,217.00	\$648,542.00	\$648,542.00								
21		1.25	-2.00%	(\$1,085.00)	\$54,300.00	\$53,215.00	\$53,215.00								
22	1.75	5.00	4.97%	\$8,054.00	\$162,055.00	\$170,109.00	\$170,109.00								
23			-5.29%	(\$42,500.00)	\$803,000.00	\$760,500.00	\$760,500.00								
25	12.00	4.00	-8.08%	(\$141,379.81)	\$1,749,704.81	\$1,608,325.00	\$1,608,325.00								
26	7.00	1.00	5.85%	\$41,512.94	\$709,100.16	\$750,613.10	\$745,562.00	\$5,051.10							
27	1.00	1.00	1.73%	\$1,268.00	\$73,488.00	\$74,756.00	\$74,756.00								
28	1.00	1.00	-29.47%	(\$25,150.00)	\$85,350.00	\$60,200.00	\$60,200.00								
29			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
30	16.00	17.00	-0.17%	(\$3,869.00)	\$2,219,042.00	\$2,215,173.00	\$105,058.00			\$2,110,115.00					
31			-9.59%	(\$22,685.00)	\$236,600.00	\$213,915.00	\$213,915.00								
32			0.00%	\$0.00	\$206,000.00	\$206,000.00	\$206,000.00								
35			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
36			6.48%	\$43,271.00	\$667,527.00	\$710,798.00	\$564,626.00			\$146,172.00					
37			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
42			-2.43%	(\$7,204.00)	\$296,226.00	\$289,022.00	\$289,022.00								
43	2.00	2.00	-1.48%	(\$2,339.31)	\$157,672.31	\$155,333.00	\$155,333.00								
44			-30.43%	(\$17,500.00)	\$57,500.00	\$40,000.00	\$40,000.00								
45			3.60%	\$52,263.00	\$1,453,576.00	\$1,505,839.00	\$612,126.00			\$893,713.00					
46			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
48			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
50			2.15%	\$10,000.00	\$465,000.00	\$475,000.00	\$475,000.00								
55			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
Total	44.75	40.25	-0.90%	(\$90,018.18)	\$10,027,358.28	\$9,937,340.10	\$6,782,289.00	\$5,051.10	\$0.00	\$3,150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

ASSESSED PROPERTY VALUATIONS - EXEMPT PROPERTY - PROPERTY TAX APPEAL DATA

Property Tax Assessments - Taxable Properties (October 1, 2015 Value)				Property Tax Assessments - Exempt Properties (October 1, 2015 Value)				
	# of Parcels	Assessed Value	% of Total		# of Parcels	Assessed Value	% of Total	
1 Vacant Land	79	\$3,121,500.00	0.80%	15A Public Schools	5	\$48,900,100.00	33.20%	
2 Residential	1,459	\$310,610,300.00	79.55%	15B Other Schools	9	\$60,192,100.00	40.87%	
3A/3B Farm	0	\$0.00	0.00%	15C Public Property	34	\$14,805,800.00	10.05%	
4A Commercial	99	\$57,167,600.00	14.64%	15D Church and Charities	26	\$15,293,400.00	10.38%	
4B Industrial	6	\$3,149,400.00	0.81%	15E Cemeteries & Graveyards	5	\$1,877,500.00	1.27%	
4C Apartments	6	\$13,043,900.00	3.34%	15F Other Exempt	13	\$6,206,700.00	4.21%	
5A/5B Railroad	0	\$0.00	0.00%					
6A/6B Business Personal Property	1	\$3,374,648.00	0.86%					
Total	1,650	\$390,467,348.00	100.00%	Total	92	\$147,275,600.00	100.00%	
Average Ratio (%), Assessed to True Value				94.65%	Percentage of Exempt vs. Non-Exempt Properties			37.72%
Equalized Valuation, Taxable Properties				\$412,538,138.40				
Total # of property tax appeals filed in 2015		County Tax Board	10.00					
		State Tax Court	0.00					
Number of 2015 County Tax Board decisions appealed to Tax Court				0.00				
Number of pending property tax appeals in State Tax Court				0.00				
Amount paid out by municipality for tax appeals in 2015				\$989.37				

Prior Budget Year's Payments in Lieu of Tax (PILOT) - 5 Year Exemptions/Abatements				
	# of Parcels	PILOT Billing/Revenue	Assessed Value	Taxes if Billed in Full 2015 Total Tax Rate
G Commercial/Industrial Exemption	NONE			
I Dwelling Exemption				
J Dwelling Abatement				
K New Dwelling/Conversion Exemption				
L New Dwelling/Conversion Abatement				
N Multiple Dwelling Exemption				
O Multiple Dwelling Abatement				
Total 5 Yr Exemptions/Abatements	0	0.00	0.00	0.00

**USER FRIENDLY BUDGET SECTION
BUDGETED PERSONNEL COSTS**

Organization / Individuals Eligible for Benefit	# of Full-Time Employees	# of Part-Time Employees	Total Personnel Cost	Base Pay	Overtime and other Compensation	Pension (Estimate)	Health Benefits Net of Cost Share	Employment Taxes and Other Benefits
Governing Body	0.00	7.00	28,420.00	\$26,400.00	\$0.00		\$0.00	\$2,020.00
Supervisory Staff (Department Heads & Managers)	9.00	6.00	691,292.00	\$528,915.00	\$0.00	\$46,040.00	\$74,024.00	\$42,313.00
Police Officers (Including Superior Officers)	12.00	1.00	1,711,273.00	\$1,053,860.00	\$137,500.00	\$279,626.00	\$223,012.00	\$17,275.00
Fire Fighters (Including Superior Officers)	0.00	0.00	0.00					
All Other Union Employees not listed above	17.00	0.00	1,115,375.00	\$692,206.00	\$62,200.00	\$86,249.00	\$214,368.00	\$60,352.00
All Other Non-Union Employees not listed above	5.00	14.00	767,563.00	\$465,365.00	\$14,000.00	\$44,790.00	\$205,059.00	\$38,349.00
Totals	43.00	28.00	4,313,923.00	\$2,766,746.00	\$213,700.00	\$456,705.00	\$716,463.00	\$160,309.00

Is the Local Government required to comply with NJSA 11A (**Civil Service**)? - YES or NO

NO

Note - **Base Pay** is the annualized rate of pay to which overtime (if eligible) and/or pension is calculated. Either calculation is fine at the discretion of the Local Unit. Overtime and other compensation is any other item that is charged as a salary and wage expense but not included in Base Pay.

USER FRIENDLY BUDGET SECTION - HEALTH BENEFITS

	Current Year # of Covered Members (Medical & Rx)	Current Year Annual Cost Estimate per Employee	Total Current Year Cost	Prior Year # of Covered Members (Medical & Rx)	Prior Year Annual Cost per Employee (Average)	Total Prior Year Cost
Active Employees - Health Benefits - Annual Cost						
Single Coverage	14.00	\$11,873.04	\$166,222.56	13.00	\$11,384.04	\$147,992.52
Parent & Child	5.00	\$21,252.84	\$106,264.20	6.00	\$19,183.44	\$115,100.64
Employee & Spouse (or Partner)	7.00	\$23,745.84	\$166,220.88	5.00	\$22,901.76	\$114,508.80
Family	10.00	\$33,125.88	\$331,258.80	15.00	\$30,803.16	\$462,047.40
Employee Cost Sharing Contribution (enter as negative -)			(\$99,100.00)			(\$73,700.00)
Subtotal	36.00		\$670,866.44	39.00		\$765,949.36
Elected Officials - Health Benefits - Annual Cost						
Single Coverage			\$0.00			\$0.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)			\$0.00			\$0.00
Family			\$0.00			\$0.00
Employee Cost Sharing Contribution (enter as negative -)						
Subtotal	0.00		\$0.00	0.00		\$0.00
Retirees - Health Benefits - Annual Cost						
Single Coverage			\$0.00			\$0.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)			\$0.00			\$0.00
Family			\$0.00			\$0.00
Employee Cost Sharing Contribution (enter as negative -)						
Subtotal	0.00		\$0.00	0.00		\$0.00
GRAND TOTAL	36.00		\$670,866.44	39.00		\$765,949.36

Note - other health insurances such as dental and vision are not included in this analysis unless included in the employees total premium. Therefore, the total from this sheet may not agree with the budgeted appropriation.

Is medical coverage provided by the SHBP (Yes or No)?

Yes

Is prescription drug coverage provided by the SHBP (Yes or No)?

Yes

USER FRIENDLY BUDGET SECTION - OUTSTANDING DEBT; PER CAPITA AND BUDGET IMPACT

			Current Year	2017	2018	All Additional Future	
Gross Debt	Deductions	Net Debt	Budget	Budget	Budget	Years' Budgets	
Local School Debt		\$0.00	Utility Fund - Principal	\$773,141.00	\$570,000.00	\$310,000.00	\$1,000,000.00
Regional School Debt	\$3,980,950.55	\$0.00	Utility Fund - Interest	\$120,572.00	\$101,628.90	\$80,535.86	\$394,231.92
Utility Fund Debt			Bond Anticipation Notes - Principal	\$163,100.00			
Water-Sewer	\$6,714,017.73	\$0.00	Bond Anticipation Notes - Interest	\$17,100.00			
0		\$0.00	Bonds - Principal	\$340,000.00	\$360,000.00	\$375,000.00	\$1,230,000.00
0		\$0.00	Bonds - Interest	\$82,000.00	\$70,950.00	\$59,250.00	\$93,750.00
0		\$0.00	Loans & Other Debt - Principal	\$7,475.00	\$7,625.00	\$7,778.26	\$54,978.60
0		\$0.00	Loans & Other Debt - Interest	\$2,451.00	\$2,300.47	\$2,147.21	\$11,826.08
0		\$0.00					
0		\$0.00					
Municipal Purposes			Total	\$1,505,839.00	\$1,112,504.37	\$834,711.33	\$2,784,786.60
Debt Authorized	\$2,958,565.27	\$2,958,565.27	Total Principal	\$1,283,716.00	\$937,625.00	\$692,778.26	\$2,284,978.60
Notes Outstanding	\$2,849,646.00	\$2,814,646.00	Total Interest	\$222,123.00	\$174,879.37	\$141,933.07	\$499,808.00
Bonds Outstanding	\$2,305,000.00	\$2,305,000.00	% of Total Current Year Budget	15.15%			
Loans and Other Debt	\$124,394.81	\$124,394.81					
Total (Current Year)	\$18,932,574.36	\$10,729,968.28	Description	Debt Not Listed Above			
Population (2010 census)	5,494		Total Guarantees - Governmental	NONE			
Per Capita Gross Debt	\$3,446.05		Total Guarantees - Other				
Per Capita Net Debt	\$1,493.01		Total Capital/Equipment Leases				
3 Yr. Average Property Valuation		\$413,259,463.00	Total Other				
Net Debt as % of 3 Year Avg Property Valuation		1.98%	Bond Rating	Moody's	Standard & Poors	Fitch	
			Rating	A1	N/A	N/A	
			Year of Last Rating	2008			
			Mark "X" if Municipality has no bond rating				

