



# State of New Jersey Local Government Services

**Year:**  **Municipal User Friendly Budget**

**MUNICIPALITY:**

**Municode:**  **Filename:** 1409\_fba\_2018.xlsm

**Website:**

**Phone Number:**

**Mailing Address:**

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

**Municipality:**  **State:**  **Zip:**

**Mayor**

First Name	Middle Name	Last Name	Term Expires	Business Email
James	P.	Dodd	12/31/2019	jdodd@dover.nj.us

**Chief Administrative Officer**

Donald	J.	Travisano		dtravisano@dover.nj.us
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**Chief Financial Officer**

Kelly	N.	Toohey		<a href="mailto:ktoohey@dover.nj.us">ktoohey@dover.nj.us</a>
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**Municipal Clerk**

Tara		Pettoni		tpettoni@dover.nj.us
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**Registered Municipal Accountant**

John	J.	Mooney		jmooney@nisivoccia.com
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**Governing Body Members**

First Name	Middle Name	Last Name	Term Expires	Business Email
Cynthia		Romaine	12/31/2019	cromaine@dover.nj.us
James		Visioli	12/31/2019	jvisioli@dover.nj.us
Steven		Toth	12/31/2019	stoth@dover.nj.us
William		O'Connor	12/31/2019	wocannon@dover.nj.us
Carolyn		Blackman	12/31/2018	cblackman@dover.nj.us
Michael		Picciallo	12/31/2018	mpicciallo@dover.nj.us
Ronald		Camacho	12/31/2018	rcamacho@dover.nj.us
Thomas		MacDonald	12/31/2018	tmacdonald@dover.nj.us



**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 Utility	Parking Utility	Utility	Utility	Utility	Utility
08	Surplus	14.37%	\$247,797.00	\$1,724,797.00	\$1,972,594.00	\$1,450,000.00		\$497,662.00	\$24,932.00				
08	Local Revenue	1.44%	\$97,673.01	\$6,798,826.99	\$6,896,500.00	\$2,991,000.00		\$3,580,000.00	\$325,500.00				
09	State Aid (without offsetting appropriation)	0.00%	\$0.00	\$1,264,622.00	\$1,264,622.00	\$1,264,622.00							
08	Uniform Construction Code Fees	-22.23%	(\$85,746.14)	\$385,746.14	\$300,000.00	\$300,000.00							
	<b>Special Revenue Items w/ Prior Written Consent</b>												
11	Shared Services Agreements	-84.68%	(\$283,778.87)	\$335,136.38	\$51,357.51	\$51,357.51							
08	Additional Revenue Offset by Appropriations	#DIV/0!	\$0.00		\$0.00								
10	Public and Private Revenue	49.31%	\$209,385.30	\$424,652.70	\$634,038.00	\$634,038.00							
08	Other Special Items	124.54%	\$856,915.25	\$688,084.75	\$1,545,000.00	\$1,545,000.00							
15	Receipts from Delinquent Taxes	8.81%	\$44,134.41	\$500,865.59	\$545,000.00	\$545,000.00							
	<b>Amount to be raised by taxation</b>												
07	Local Tax for Municipal Purposes	4.49%	\$649,310.53	\$14,456,567.50	\$15,105,878.03	\$15,105,878.03							
07	Minimum Library Tax	1.85%	\$8,197.54	\$443,354.85	\$451,552.39	\$451,552.39							
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								
	<b>Total</b>	<b>6.45%</b>	<b>\$1,743,888.03</b>	<b>\$27,022,653.90</b>	<b>\$28,766,541.93</b>	<b>\$24,338,447.93</b>	<b>\$0.00</b>	<b>\$4,077,662.00</b>	<b>\$350,432.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**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 Utility	Parking Utility	Utility	Utility	Utility	Utility	
20	General Government	16.00	13.00	-7.23%	(\$150,773.00)	\$2,086,106.00	\$1,935,333.00	\$1,935,333.00								
21	Land-Use Administration	4.00	0.00	10.01%	\$28,300.00	\$282,744.00	\$311,044.00	\$311,044.00								
22	Uniform Construction Code	2.00	3.00	22.93%	\$54,925.00	\$239,494.00	\$294,419.00	\$294,419.00								
23	Insurance	0.00	0.00	5.01%	\$200,500.00	\$4,002,700.00	\$4,203,200.00	\$4,203,200.00								
25	Public Safety	52.00	21.00	1.78%	\$103,836.00	\$5,845,291.00	\$5,949,127.00	\$5,949,127.00								
26	Public Works	18.00	0.00	4.52%	\$68,148.00	\$1,508,514.00	\$1,576,662.00	\$1,576,662.00								
27	Health and Human Services	6.00	4.00	2.90%	\$47,747.00	\$1,649,178.00	\$1,696,925.00	\$1,696,925.00								
28	Parks and Recreation	3.00	0.00	35.52%	\$111,815.00	\$314,823.00	\$426,638.00	\$426,638.00								
29	Education (including Library)	1.00	9.00	1.94%	\$8,608.00	\$443,355.00	\$451,963.00	\$451,963.00								
30	Unclassified	12.00	2.00	10.65%	\$449,452.30	\$4,220,113.95	\$4,669,566.25	\$795,123.00	\$639,878.25	\$3,003,948.00	\$230,617.00					
31	Utilities and Bulk Purchases	0.00	0.00	2.45%	\$10,000.00	\$408,500.00	\$418,500.00	\$418,500.00								
32	Landfill / Solid Waste Disposal	0.00	0.00	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
35	Contingency	0.00	0.00	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
36	Statutory Expenditures	0.00	0.00	8.97%	\$181,108.00	\$2,018,465.00	\$2,199,573.00	\$1,975,222.00		\$200,000.00	\$24,351.00					
37	Judgements	0.00	0.00	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
42	Shared Services	0.00	0.00	-83.90%	(\$267,642.49)	\$319,000.00	\$51,357.51	\$51,357.51								
43	Court and Public Defender	5.00	2.00	54.25%	\$149,751.00	\$276,014.00	\$425,765.00	\$425,765.00								
44	Capital	0.00	0.00	420.00%	\$1,050,000.00	\$250,000.00	\$1,300,000.00	\$1,150,000.00		\$150,000.00						
45	Debt	0.00	0.00	3.13%	\$58,119.50	\$1,859,693.50	\$1,917,813.00	\$1,098,635.00		\$723,714.00	\$95,464.00					
46	Deferred Charges	0.00	0.00	-21.47%	(\$14,999.99)	\$69,880.54	\$54,880.55	\$54,880.55								
48	Debt - Type 1 School District	0.00	0.00	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
50	Reserve for Uncollected Taxes	0.00	0.00	11.69%	\$92,527.56	\$791,248.06	\$883,775.62	\$883,775.62								
55	Surplus General Budget	0.00	0.00	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
	<b>Total</b>	<b>119.00</b>	<b>54.00</b>	<b>8.21%</b>	<b>\$2,181,421.88</b>	<b>\$26,585,120.05</b>	<b>\$28,766,541.93</b>	<b>\$23,698,569.68</b>	<b>\$639,878.25</b>	<b>\$0.00</b>	<b>\$4,077,662.00</b>	<b>\$350,432.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>







**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	9.00	222,904.43	\$201,450.00	\$0.00	\$6,043.50	\$0.00	\$15,410.93
Supervisory Staff (Department Heads & Managers)	11.00	2.00	1,424,771.19	\$1,110,629.00	\$0.00	\$118,387.87	\$110,791.20	\$84,963.12
Police Officers (Including Superior Officers)	37.00	3.00	3,841,242.19	\$2,813,394.00	\$0.00	\$769,463.26	\$217,590.72	\$40,794.21
Fire Fighters (Including Superior Officers)	10.00	1.00	1,099,666.47	\$743,269.00	\$0.00	\$203,284.07	\$132,336.00	\$20,777.40
All Other Union Employees not listed above	49.00	9.00	3,507,143.67	\$2,315,303.00	\$0.00	\$301,294.67	\$640,571.92	\$249,974.08
All Other Non-Union Employees not listed above	12.00	30.00	1,251,330.16	\$1,027,649.00	\$0.00	\$76,996.49	\$68,069.52	\$78,615.15
<b>Totals</b>	<b>119.00</b>	<b>54.00</b>	<b>11,347,058.11</b>	<b>\$8,211,694.00</b>	<b>\$0.00</b>	<b>\$1,475,469.86</b>	<b>\$1,169,359.36</b>	<b>\$490,534.89</b>

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

**YES**

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**

	<b>Current Year # of Covered Members (Medical &amp; Rx)</b>	<b>Current Year Annual Cost Estimate per Employee</b>	<b>Total Current Year Cost</b>	<b>Prior Year # of Covered Members (Medical &amp; Rx)</b>	<b>Prior Year Annual Cost per Employee (Average)</b>	<b>Total Prior Year Cost</b>
<b><u>Active Employees - Health Benefits - Annual Cost</u></b>						
Single Coverage	33.00	\$11,101.09	\$366,335.97	26.00	\$10,844.31	\$281,952.06
Parent & Child	12.00	\$16,896.00	\$202,752.00	10.00	\$17,388.00	\$173,880.00
Employee & Spouse (or Partner)	15.00	\$25,788.00	\$386,820.00	10.00	\$26,568.00	\$265,680.00
Family	35.00	\$30,360.00	\$1,062,600.00	35.00	\$31,160.57	\$1,090,619.95
Employee Cost Sharing Contribution (enter as negative - )			(\$432,877.44)			(\$432,000.00)
<b>Subtotal</b>	<b>95.00</b>		<b>\$1,585,630.53</b>	<b>81.00</b>		<b>\$1,380,132.01</b>
<b><u>Elected Officials - Health Benefits - Annual Cost</u></b>						
Single Coverage	0		\$0.00	0	\$0.00	\$0.00
Parent & Child	0		\$0.00	0	\$0.00	\$0.00
Employee & Spouse (or Partner)	0		\$0.00	0	\$0.00	\$0.00
Family	0		\$0.00	0	\$0.00	\$0.00
Employee Cost Sharing Contribution (enter as negative - )						
<b>Subtotal</b>	<b>0.00</b>		<b>\$0.00</b>	<b>0.00</b>		<b>\$0.00</b>
<b><u>Retirees - Health Benefits - Annual Cost</u></b>						
Single Coverage	22	\$21,101.45	\$464,231.90	32	\$15,381.00	\$492,192.00
Parent & Child	4	\$7,065.67	\$28,262.68	3	\$13,512.00	\$40,536.00
Employee & Spouse (or Partner)	38	\$29,162.53	\$1,108,176.14	34	\$29,469.00	\$1,001,946.00
Family	15	\$35,501.60	\$532,524.00	14	\$36,990.86	\$517,872.04
Employee Cost Sharing Contribution (enter as negative - )						
<b>Subtotal</b>	<b>79.00</b>		<b>\$2,133,194.72</b>	<b>83.00</b>		<b>\$2,052,546.04</b>
<b>GRAND TOTAL</b>	<b>174.00</b>		<b>\$3,718,825.25</b>	<b>164.00</b>		<b>\$3,432,678.05</b>

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)?**

<b>NO</b>
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**Is prescription drug coverage provided by the SHBP (Yes or No)?**

<b>NO</b>
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**USER FRIENDLY BUDGET SECTION - OUTSTANDING DEBT; PER CAPITA AND BUDGET IMPACT**

	Gross	Deductions	Net	Current Year	2019	2020	All Additional Future	
	Debt		Debt	Budget	Budget	Budget	Years' Budgets	
Local School Debt	\$5,350,000.00	\$5,350,000.00	\$0.00	Utility Fund - Principal	\$570,000.00	\$581,575.00	\$500,000.00	\$5,577,175.00
Regional School Debt			\$0.00	Utility Fund - Interest	\$167,857.18	\$136,812.18	\$150,460.00	\$749,647.50
Utility Fund Debt				Bond Anticipation Notes - Principal	\$0.00			
Water	\$9,701,341.98	\$9,701,341.98	\$0.00	Bond Anticipation Notes - Interest	\$54,625.00			
Parking	\$998,685.00	\$998,685.00	\$0.00	Bonds - Principal	\$845,000.00	\$865,000.00	\$650,000.00	\$5,775,000.00
0			\$0.00	Bonds - Interest	\$199,010.00	\$180,060.00	\$171,460.00	\$682,117.50
0			\$0.00	Loans & Other Debt - Principal	\$39,046.04	\$44,075.04	\$44,157.04	\$422,988.35
0			\$0.00	Loans & Other Debt - Interest	\$5,624.86	\$5,345.60	\$4,906.76	\$22,144.78
0			\$0.00	<b>Total</b>	<b>\$1,881,163.08</b>	<b>\$1,812,867.82</b>	<b>\$1,520,983.80</b>	<b>\$13,229,073.13</b>
<u>Municipal Purposes</u>				<b>Total Principal</b>	<b>\$1,454,046.04</b>	<b>\$1,490,650.04</b>	<b>\$1,194,157.04</b>	<b>\$11,775,163.35</b>
Debt Authorized	\$2,850,449.00	\$5,866.48	\$2,844,582.52	<b>Total Interest</b>	<b>\$427,117.04</b>	<b>\$322,217.78</b>	<b>\$326,826.76</b>	<b>\$1,453,909.78</b>
Notes Outstanding	\$12,750,000.00		\$12,750,000.00	<b>% of Total Current Year Budget</b>	<b>6.54%</b>			
Bonds Outstanding	\$8,365,000.00		\$8,365,000.00	<b>Description</b>	<b>Debt Not Listed Above</b>			
Loans and Other Debt			\$0.00	Total Guarantees - Governmental				
<b>Total (Current Year)</b>	<b>\$40,015,475.98</b>	<b>\$16,055,893.46</b>	<b>\$23,959,582.52</b>	Total Guarantees - Other				
Population (2010 census)	<u>18,157</u>			Total Capital/Equipment Leases				
Per Capita Gross Debt	<u>\$2,203.86</u>			Total Other				
Per Capita Net Debt	<u>\$1,319.58</u>			<b>Bond Rating</b>	<u>Moody's</u>	<u>Standard &amp; Poors</u>	<u>Fitch</u>	
3 Yr. Average Property Valuation		<u>\$1,327,055,471.00</u>		Rating		AA-		
Net Debt as % of 3 Year Avg Property Valuation		<u>1.81%</u>		Year of Last Rating		2016		
				<b>Mark "X" if Municipality has no bond rating</b>				





**USER FRIENDLY BUDGET SECTION - Notes**

(Press ALT-Enter to go to a new line in each cell)

In UFB-2 Revenue Summary, the Water Utility local revenue includes rents and miscellaneous. The Parking Utility local revenue includes parking meters and miscellaneous.

In UFB-3 Appropriations Summary, Prior Year Unclassified includes Prior Year Public and Private offsets and Unclassified Current Fund Line Items. The current year Public & Private Offsets, Water Utility operations and Parking Utility operations are listed separately.

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