State of New Jersey
Local Government Services

Year: 2019 **Municipal User Friendly Budget**

MUNICIPALITY: 0512 West Cape May Borough - County of Cape May

Adopted

Municode: 0512

Filename: 0512_fba_2019.xlsm

Website: www.westcapemay.us

Phone Number: 1-609-884-1005

Mailing Address: 732 Boardwaay

Email the UFB if not using Outlook

Municipality: West Cape May **State:** NJ **Zip:** 08204

Mayor

First Name	Middle Name	Last Name	Term Expires	Business Email
Carol	E	Sabo	12/31/2022	csabo@westcapemay.us

Chief Administrative Officer

Carol	E	Sabo	csabo@westcapemeay.us

Chief Financial Officer

Frank		Donato III	fdonato@westcapemay.us

Municipal Clerk

Suzanne		Schumann	sschumann@westcapemay.us

Registered Municipal Accountant

Leon		Costello	lcostello@ford-scott.com

Governing Body Members

First Name	Middle Name	Last Name	Term Expires	Business Email
Peter	C.	Burke	12/31/2022	pburke@westcapemay.us
John	H.	Francis III	12/31/2022	jfrancis@westcapemay.us

USER FRIENDLY BUDGET SECTION - PROPERTY TAX BREAKDOWN

2018 Calendar Year Property Tax Levies - ALL entities levying property taxes

	Calendar Year Tax Rate	Calendar Year Tax Levy	% of Total Levy	Avg Residential Taxpayer Impact
Municipal Purpose Tax	0.357	$1,712,725.65	28.23%	$1,631.14
Municipal Library			0.00%	$0.00
Municipal Open Space			0.00%	$0.00
Fire Districts (avg. rate/total levies)			0.00%	$0.00
Other Special Districts (total levies)			0.00%	$0.00
Local School District	0.247	$1,186,000.00	19.55%	$1,128.55
Regional School District	0.382	$1,835,277.00	30.25%	$1,745.37
County Purposes	0.233	$1,118,441.34	18.43%	$1,064.58
County Library	0.035	$164,813.86	2.72%	$159.92
County Board of Health			0.00%	$0.00
County Open Space	0.011	$49,912.61	0.82%	$50.26
Other County Levies (total)			0.00%	$0.00
Total (Calendar Year 2018 Budget)	1.265	$6,067,170.46	100.00%	$5,779.82

Total Taxable Valuation as of October 1, 2018 $481,063,324.00
(To be used to calculate the current year tax rate)

Current Year Average Residential Assessment $456,903.00

Prior Year to Current Year Comparison

Comparison - Municipal Purposes Tax Rate

Prior Year	Current Year	% Change (+/-)
0.357	0.359	0.56%

Comparison - Municipal Purposes Tax Levy

Prior Year	Current Year	% Change (+/-)	$ Change (+/-)
$1,712,725.65	$1,762,569.63	2.91%	$49,843.98

Comparison - Impact on Avg. Residential Tax Payment (Municipal Purposes Onl

Prior Year	Current Year	% Change (+/-)	$ Change (+/-)
$1,631.14	$1,640.28	0.56%	$9.14

Current Year 2019 Budget

Taxes	Actual/Estimated	Tax Levy
Municipal Purpose Tax	ESTIMATED	$1,762,569.63
Municipal Library		
Municipal Open Space		
Fire Districts (total levies)		
Other Special Districts (total levies)		
Local School District	ESTIMATED	$1,200,000.00
Regional School District		
County Purposes	ESTIMATED	$1,900,000.00
County Library		$1,500,000.00
County Board of Health		
County Open Space		
Other County Levies (total)		
Total ESTIMATED amount to be raised by taxes		$6,362,569.63

Revenue Anticipated, Excluding Tax Levy	948,719.53
Budget Appropriations, before Reserve for Uncollected Taxes	2,424,973.53
Total Non-Municipal Tax Levy	$4,600,000.00
Amount to be Raised by Taxes - Before RUT	$6,076,254.00
Reserve for Uncollected Taxes (RUT)	$286,315.63
Total Amount to be Raised by Taxes	$6,362,569.63
% of Tax Collections used to Calculate RUT	95.50%

If % used exceeds the actual collection % then reference the statutory exception used

Tax Collections - ACTUAL as of Prior Year

Total Tax Revenue, Collections CY 2018	6,063,144.22
Total Tax Levy, CY 2018	6,160,130.75
% of Taxes Collected, CY 2018	98.43%
Delinquent Taxes - December 31, 2018	$105,163.69

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

FCOA		Budgeted Positions Full-Time	Budgeted 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	Utility	Utility	Utility	Utility	Utility	Utility
20	General Government			7.81%	$34,600.00	$442,800.00	$477,400.00	$477,400.00								
21	Land-Use Administration			2.94%	$500.00	$17,000.00	$17,500.00	$17,500.00								
22	Uniform Construction Code			7.73%	$4,200.00	$54,300.00	$58,500.00	$58,500.00								
23	Insurance			9.33%	$21,000.00	$225,078.00	$246,078.00	$246,078.00								
25	Public Safety			-29.77%	($70,300.00)	$236,150.00	$165,850.00	$165,850.00								
26	Public Works			2.80%	$4,300.00	$153,700.00	$158,000.00	$158,000.00								
27	Health and Human Services			-29.41%	($3,000.00)	$10,200.00	$7,200.00	$7,200.00								
28	Parks and Recreation			0.00%	$0.00	$800.00	$800.00	$800.00								
29	Education (including Library)			#DIV/0!	$0.00	$0.00	$0.00									
30	Unclassified			0.00%	$0.00	$1,500.00	$1,500.00	$1,500.00								
31	Utilities and Bulk Purchases			-6.31%	($7,000.00)	$111,000.00	$104,000.00	$104,000.00								
32	Landfill / Solid Waste Disposal			0.00%	$0.00	$159,500.00	$159,500.00	$159,500.00								
35	Contingency			-79.14%	($13,964.47)	$17,645.00	$3,680.53	$3,680.53								
36	Statutory Expenditures			-2.91%	($3,229.00)	$111,139.00	$107,910.00	$107,910.00								
37	Judgements			#DIV/0!	$0.00		$0.00									
42	Shared Services			2.00%	$9,725.00	$486,230.00	$495,955.00	$495,955.00								
43	Court and Public Defender			-14.83%	($14,900.00)	$100,500.00	$85,600.00	$85,600.00								
44	Capital			-83.39%	($251,000.00)	$301,000.00	$50,000.00	$50,000.00								
45	Debt			50.26%	$95,500.00	$190,000.00	$285,500.00	$285,500.00								
46	Deferred Charges			#DIV/0!	$0.00		$0.00									
48	Debt - Type 1 School District			#DIV/0!	$0.00		$0.00									
50	Reserve for Uncollected Taxes			5.82%	$15,742.98	$270,572.65	$286,315.63	$286,315.63								
55	Surplus General Budget			#DIV/0!	$0.00		$0.00									
	Total	0.00	0.00	-6.16%	($177,825.49)	$2,889,114.65	$2,711,289.16	$2,711,289.16	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

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	Utility	Utility	Utility	Utility	Utility	Utility
08	Surplus	-10.64%	($69,968.75)	$657,768.75	$587,800.00	$536,000.00		$51,800.00					
08	Local Revenue	12.24%	$130,536.00	$1,066,200.00	$1,196,736.00	$201,736.00		$995,000.00					
09	State Aid (without offsetting appropriation)	0.00%	$0.00	$89,303.00	$89,303.00	$89,303.00							
08	Uniform Construction Code Fees	#DIV/0!	$0.00		$0.00								
	Special Revenue Items w/ Prior Written Consent												
11	Shared Services Agreements	#DIV/0!	$0.00	$0.00	$0.00	$0.00							
08	Additional Revenue Offset by Appropriations	#DIV/0!	$0.00		$0.00								
10	Public and Private Revenue	-91.34%	($17,728.35)	$19,408.88	$1,680.53	$1,680.53							
08	Other Special Items	-100.00%	($124,718.00)	$124,718.00	$0.00								
15	Receipts from Delinquent Taxes	0.00%	$0.00	$120,000.00	$120,000.00	$120,000.00							
	Amount to be raised by taxation												
07	Local Tax for Municipal Purposes	2.91%	$49,843.98	$1,712,725.65	$1,762,569.63	$1,762,569.63							
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	-0.85%	($32,035.12)	$3,790,124.28	$3,758,089.16	$2,711,289.16	$0.00	$1,046,800.00	$0.00	$0.00	$0.00	$0.00	$0.00

USER FRIENDLY BUDGET SECTION
STRUCTURAL BUDGET IMBALANCES

Revenues at Risk	Non-recurring appropriation reductions	Future Year Appropriation Increases	Structural Imbalance Offsets	**Line Item.** Put "X" in cell to the left that corresponds to the type of imbalance.	**Amount**	**Comment/Explanation**

ASSESSED PROPERTY VALUATIONS - EXEMPT PROPERTY - PROPERTY TAX APPEAL DATA

Property Tax Assessments - Taxable Properties (October 1, 2018 Value)

		# of Parcels	Assessed Value	% of Total
1	Vacant Land	97	$16,152,100.00	3.29%
2	Residential	951	$433,582,500.00	88.29%
3A/3B	Farm	17	$3,521,800.00	0.72%
4A	Commercial	38	$36,753,700.00	7.48%
4B	Industrial			0.00%
4C	Apartments	2	$1,066,100.00	0.22%
5A/5B	Railroad			0.00%
6A/6B	Business Personal Property			0.00%
	Total	1,105	$491,076,200.00	100.00%

Average Ratio (%), Assessed to True Value	91.55%
Equalized Valuation, Taxable Properties	$536,402,184.60

Total # of property tax appeals filed in 2018	County Tax Board	1.00
	State Tax Court	0.00
Number of 2018 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 2018	$774.18

Property Tax Assessments - Exempt Properties (October 1, 2018 Value)

		# of Parcels	Assessed Value	% of Total
15A	Public Schools	2	$1,937,900.00	18.54%
15B	Other Schools	0		0.00%
15C	Public Property	36	$6,353,400.00	60.77%
15D	Church and Charities	1	$532,800.00	5.10%
15E	Cemeteries & Graveyards	1	$459,300.00	4.39%
15F	Other Exempt	4	$1,171,200.00	11.20%
	Total	44	$10,454,600.00	100.00%

Percentage of Exempt vs. Non-Exempt Properties 2.13%

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 2018 Total Tax Rate
G	Commercial/Industrial Exemption				
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
Long Term Tax Exemptions

Prior Budget Year's Payments in Lieu of Tax (PILOT) - Long Term Tax Exemptions

Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2018 Total Tax Rate
Total Long Term Exemptions - Column Total		0.00	0.00	0.00
Mark "X" if Grand Total				

Prior Budget Year's Payments in Lieu of Tax (PILOT) - Long Term Tax Exemptions

Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2018 Total Tax Rate
Total Long Term Exemptions - Column Total		$0.00	$0.00	$0.00

Prior Budget Year's Payments in Lieu of Tax (PILOT) - Long Term Tax Exemptions

Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2018 Total Tax Rate
Total Long Term Exemptions - Column Total		$0.00	$0.00	$0.00

Prior Budget Year's Payments in Lieu of Tax (PILOT) - Long Term Tax Exemptions

Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2018 Total Tax Rate
Total Long Term Exemptions - Column Total		$0.00	$0.00	$0.00
Total Long Term Exemptions - GRAND TOTAL		$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		3.00	51,672.00	$48,000.00		$0.00		$3,672.00
Supervisory Staff (Department Heads & Managers)	4.00		290,832.16	$186,370.00		$26,296.81	$63,908.05	$14,257.31
Police Officers (Including Superior Officers)			0.00					
Fire Fighters (Including Superior Officers)			0.00					
All Other Union Employees not listed above			0.00					
All Other Non-Union Employees not listed above	5.00	15.00	516,067.26	$358,424.71		$50,573.73	$79,649.33	$27,419.49
Totals	9.00	18.00	858,571.42	$592,794.71	$0.00	$76,870.53	$143,557.38	$45,348.80

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	2.00	$11,631.48	$23,262.96	1.00	$11,222.88	$11,222.88
Parent & Child	2.00	$21,710.52	$43,421.04	1.00	$19,738.56	$19,738.56
Employee & Spouse (or Partner)	2.00	$23,118.96	$46,237.92	3.00	$22,445.88	$67,337.64
Family	2.00	$33,626.64	$67,253.28	2.00	$31,312.08	$62,624.16
Employee Cost Sharing Contribution (enter as negative -)						
Subtotal	8.00		$180,175.20	7.00		$160,923.24
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	8.00		$180,175.20	7.00		$160,923.24

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
ACCUMULATED ABSENCE LIABILITY

Organization/Individuals Eligible for Benefit	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Legal basis for benefit (check applicable items): Approved Labor Agreement	Local Ordinance	Individual Employment Agreement
BALTZ, BARBARA	2.00	$331.98			YES
BASILE, GREGORY	65.00	$13,775.24			YES
CARRICK, DAVID	151.00	$31,946.13			YES
ENTEADO, THERESA	28.00	$3,562.55			YES
FRANCO,MATTHEW	13.00	$1,620.00			YES
MITCHELL, CAROLE	7.00	$2,755.66			YES
MULLIGAN,MICHELLE	7.00	$591.95			YES
SHEAROUSE, BERNARDINE	13.00	$3,387.60			YES
SCHUMANN, SUZANNE	12.00	$2,477.00			YES
VITELLI, LAUREN	10.00	$1,825.75			YES
ISAAC, WILLIAM	14.00	$1,962.00			YES
Totals	322.00	$64,235.86			
Total Funds Reserved as of end of 2018					
Total Funds Appropriated in 2019					

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

	Gross Debt	Deductions	Net Debt
Local School Debt	$0.00	$0.00	$0.00
Regional School Debt	$640,573.46	$640,573.46	$0.00
Utility Fund Debt			
0	$3,650,301.33	$3,650,301.33	$0.00
0			$0.00
0			$0.00
0			$0.00
0			$0.00
0			$0.00
Municipal Purposes			
Debt Authorized	$66,798.00		$66,798.00
Notes Outstanding	$2,850,000.00	$133,398.51	$2,716,601.49
Bonds Outstanding	$0.00		$0.00
Loans and Other Debt			$0.00
Total (Current Year)	$7,207,672.79	$4,424,273.30	$2,783,399.49

Population (2010 census)	1,024
Per Capita Gross Debt	$7,038.74
Per Capita Net Debt	$2,718.16
3 Yr. Average Property Valuation	$494,189,522.00
Net Debt as % of 3 Year Avg Property Valuation	0.56%

	Current Year Budget	2020 Budget	2021 Budget	All Additional Future Years' Budgets
Utility Fund - Principal	$0.00	$0.00	$0.00	
Utility Fund - Interest	$0.00	$0.00	$0.00	
Bond Anticipation Notes - Principal	$200,000.00			
Bond Anticipation Notes - Interest	$85,500.00			
Bonds - Principal				
Bonds - Interest				
Loans & Other Debt - Principal				
Loans & Other Debt - Interest				
Total	$285,500.00	$0.00	$0.00	$0.00
Total Principal	$200,000.00	$0.00	$0.00	$0.00
Total Interest	$85,500.00	$0.00	$0.00	$0.00
% of Total Current Year Budget	10.53%			

Description	Debt Not Listed Above			
Total Guarantees - Governmental				
Total Guarantees - Other				
Total Capital/Equipment Leases				
Total Other				

Bond Rating	Moody's	Standard & Poors	Fitch
Rating			
Year of Last Rating			

Mark "X" if Municipality has no bond rating x

Sheet UFB-10

USER FRIENDLY BUDGET SECTION - SHARED SERVICES PROVIDED AND RECEIVED

Providing or Receiving Services?	Providing Services To/Receiving Services From	Type of Shared Service Provided	Notes (Enter more specifics if needed)	Begin Date	End Date	Amount to be Received/Paid
Receiving	CAPE MAY CITY	EMS	AUTOMATIC YEARLY RENEWAL	3/1/1998	2/28/1999	BILLED PER RUN
Receiving	CAPE MAY CITY	POLICE	RENT DEDUCTED QUARTERLY	1/1/2009		$495,955.00

USER FRIENDLY BUDGET SECTION - LIST OF AUTHORITIES AND FIRE DISTRICTS

Please set forth below the names of all authorities and fire districts that serve your municipality

USER FRIENDLY BUDGET SECTION - Notes

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