

City of Hoboken CY 2018 Introduced Budget Budget Workshop

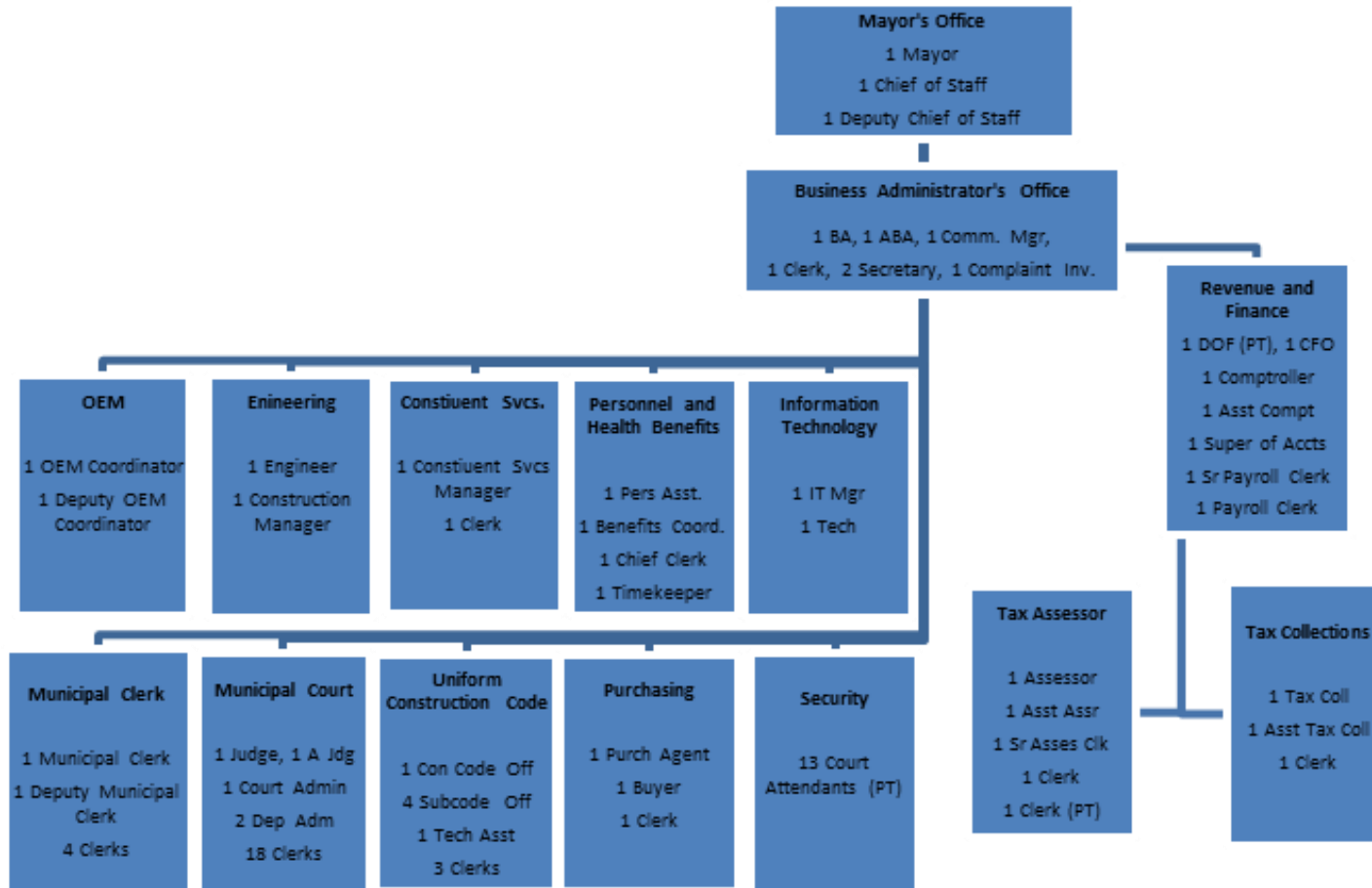
Department of Administration
Including Revenue & Finance

Prepared by:
Stephen Marks, Business Administrator
Linda Landolfi, Dir. Revenue and Finance

Department of Administration Overview

- Mayor's Office
- Business Administrator's Office
- Information Technology
- Personnel and Health Benefits
- Constituent Services
- Engineering
- OEM
- Security
- Purchasing
- Uniform Construction Code
- Municipal Court
- Municipal Clerk
- Revenue and Finance
 - Tax Collections
 - Tax Assessor

Department of Administration Organizational Chart



Department of Administration Headcount

	2015		2016		2017		2018	
	FT	PT	FT	PT	FT	PT	FT	PT
Mayor's Office	3		3		3		3	
Ba's Office	4	1	5		5		7	
Information Tech	1		1		2		2	
Personnel & Benefits	4	1	4		4		4	
Constituent Services							2	
Engineering							2	
OEM	3		3		3		2	
Security				11		11		13
Purchasing	3	1	3	1	3	1	3	
Construction Code	10		11	1	9		9	
Municipal Court	21		22		24		23	
Clerk	7		7		7		6	
Revenue & Finance	6	1	6	1	6	1	6	1
Tax Collection	4		3		3		3	
Tax Assessor	4	1	4	1	4	1	4	1
Total	60	5	62	4	63	3	69	15

Department of Administration

Headcount Changes

- City Engineer and Construction Manager
- Constituent Services Manager and 1 support staff
- Security staff
- Deputy Chief of Staff

Department of Administration Improvements, Implementations

- Spatial Data Logic (SDL) – Increased departments and users
- Acella – Agenda management software
- Microsoft Outlook / Office 360 – cloud based, remote access
- Shortel IP Phone System – reduced cost, increased functionality

Coming in 2018

- Redesigned city website
- Security upgrades
- Employee ID and access upgrades

Department of Administration

Budget – Salaries and Wages

	2017 Budget	2017 Expended	2018 Requested	Budget Difference
Mayor	\$298,108	\$282,571	\$323,850	\$25,742
BA	\$496,106	\$493,021	\$762,905	\$266,799
Info Tech	\$128,513	\$74,828	\$134,849	\$6,336
Personnel	\$293,632	\$258,042	\$267,123	(\$26,509)
Engineering	\$0	\$0	\$135,385	\$135,385
OEM	\$608,168	\$587,700	\$280,658	(\$327,510)
Security	\$0	\$0	\$532,600	\$532,600
Purchasing	\$224,948	\$216,886	\$204,825	(\$20,123)
Construction	\$722,196	\$715,098	\$720,876	(\$1,320)
Court	\$1,189,751	\$991,625	\$1,255,047	\$65,296
Clerk	\$567,923	\$556,281	\$537,547	(\$30,376)
Rev & Finance	\$694,113	\$650,843	\$700,966	\$6,853
Tax Assessor	\$387,463	\$386,868	\$390,848	\$3,385
Tax Collector	\$272,286	\$270,482	\$276,815	\$4,529
Total	\$5,883,207	\$5,484,245	\$6,524,294	\$641,087

Department of Administration

Budget – Other Expenses

	2017 Budget	2017 Expended	2018 Budget	Budget Difference
Mayor	\$26,160	\$15,303	\$26,160	\$0
BA	\$160,000	\$160,000	160,000	\$0
Info Tech	\$133,000	\$129,815	\$103,000	(\$30,000)
Personnel	\$8,000	\$7,796	\$10,000	\$2,000
Engineering	\$350,000	\$271,000	\$250,000	(\$100,000)
OEM	20,000	\$18,737	\$20,000	\$0
Security	\$0	\$0	\$10,000	\$10,000
Purchasing	\$8,500	\$5,996	\$6,500	(\$2,000)
Construction	\$361,000	\$316,416	\$356,000	(\$5,000)
Court	\$167,950	\$126,044	\$169,300	\$1,350
Clerk	\$170,200	\$143,829	\$170,200	\$0
Rev & Finance	\$220,000	\$171,574	\$193,600	(\$26,400)
Tax Collector	\$47,500	\$37,355	\$45,650	(\$1,850)
Tax Assessor	\$274,545	\$199,591	\$261,000	(\$13,545)
Total	\$1,946,855	\$1,603,456	\$1,781,410	(\$165,445)

Unclassified/Misc. Lines

	2017 Budget	2017 Expended	2018 Budget	Budget Difference
Maintenance of Library	\$5,042,739	\$5,042,739	\$5,475,754	\$433,015
Reserve for Uncollected Taxes	\$3,300,000	\$3,300,000	\$3,300,000	\$0
Reserve for Tax Appeals	\$1,000,000	\$1,000,000	\$700,000	-\$300,000
Street Lighting	\$750,000	\$599,239	\$750,000	\$0
Anticipated Terminal Leave	\$600,000	\$419,906	\$900,000	\$300,000
Electricity	\$375,000	\$289,300	\$400,000	\$25,000
Communications	\$335,000	\$319,856	\$385,000	\$50,000
Gasoline	\$300,000	\$241,265	\$275,000	-\$25,000
PILOT Payments	\$275,000	\$179,053	\$280,000	\$5,000
Postage	\$125,000	\$83,800	\$100,000	-\$25,000
Master Plan	\$100,000	\$100,000	\$100,000	\$0
Settlement of Claims	\$10,000	\$5,000	\$110,000	\$100,000
Salary Adjustments	\$100	\$0	\$870,000	\$869,900

Statutory Lines

	2017 Budget	2017 Expended	2018 Budget	Budget Difference
PFRS	\$6,912,612	\$6,912,611	\$7,413,269	\$500,657
PERS	\$1,432,095	\$1,358,118	\$1,601,576	\$169,481
DCRP	\$100,000	\$45,122	\$50,000	-\$50,000
Consolidated PFRS	\$25,000	\$15,504	\$25,000	\$0
Social Security	\$1,525,000	\$1,513,479	\$1,575,000	\$50,000
Unemployment	\$50,000	\$23,260	\$75,000	\$25,000

Employee Medical Benefits (2016 Claims Summary)

2016	Horizon Claims	UMR Claims	Stop Loss	Admin Fee	UMR CRS Fee	Total Incurred	Cumulative Incurred
January	\$ 796,029.67		\$ 62,133.12	\$ 44,188.79		\$ 902,351.58	\$ 902,351.58
February	\$ 962,834.92		\$ 61,146.88	\$ 43,686.55		\$ 1,067,668.35	\$ 1,970,019.93
March	\$ 1,316,485.34		\$ 61,146.88	\$ 43,357.62		\$ 1,420,989.84	\$ 3,391,009.77
April	\$ 1,235,503.07		\$ 61,023.60	\$ 43,896.00		\$ 1,340,422.67	\$ 4,731,432.44
May	\$ 1,066,279.15		\$ 62,133.12	\$ 44,249.99		\$ 1,172,662.26	\$ 5,904,094.70
June	\$ 745,482.81	\$ 2,877.81	\$ 61,393.44	\$ 3,581.07		\$ 813,335.13	\$ 6,717,429.83
July	\$ 402,640.24	\$ 420,778.94	\$ 61,023.60	\$ 33,361.08		\$ 917,803.86	\$ 7,635,233.69
August	\$ 67,059.98	\$ 805,743.53	\$ 61,146.88	\$ 33,361.08	\$ 14,640.51	\$ 981,951.98	\$ 8,617,185.67
September	\$ 30,018.35	\$ 1,039,755.97	\$ 61,270.16	\$ 34,406.38	\$ 19,582.82	\$ 1,185,033.68	\$ 9,802,219.35
October	\$ 42,403.74	\$ 1,155,684.56	\$ 61,208.52	\$ 33,900.00	\$ 33,917.33	\$ 1,327,114.15	\$ 11,129,333.50
November	\$ 33,192.79	\$ 1,024,473.49	\$ 61,701.64	\$ 34,238.70	\$ 41,095.08	\$ 1,194,701.70	\$ 12,324,035.20
December	\$ 33,563.27	\$ 1,182,241.94	\$ 71,776.16	\$ 33,798.39	\$ 88,125.43	\$ 1,409,505.19	\$ 13,733,540.39
2016 Total	\$ 6,731,493.33	\$ 5,631,556.24	\$ 747,104.00	\$ 426,025.65	\$ 197,361.17	\$ 13,733,540.39	

Employee Medical Benefits (2017 Claims Summary)

Three Tiered		Chapter 78 Rates	Expected Rates	COBRA Rates	Maximum Rates
Single	404	\$ 549.72	\$ 588.67	\$ 560.71	\$ 726.70
Parent + Children	89	\$ 1,109.19	\$ 1,187.79	\$ 1,131.38	\$ 1,466.29
Family	508	\$ 1,499.49	\$ 1,605.74	\$ 1,529.48	\$ 1,982.24
Monthly Total	1001	\$ 1,082,545.15	\$ 1,159,249.63	\$	\$ 1,431,064.61
		\$ 12,990,541.77	\$ 13,910,995.51	\$	\$ 17,172,775.28

2017	Horizon Claims	UMR Claims	IAA Claims	Stop Loss	Stop Loss Recov.	Admin Fee	UMR CRS Fee	Total Incurred
January	\$ 16,157.22	\$ 1,181,682.67		\$ 71,416.56		\$ 33,188.73	\$ 64,934.53	\$ 1,367,379.71
February	\$ 70,443.61	\$ 1,868,972.94		\$ 72,135.76		\$ 34,137.09	\$ 62,345.51	\$ 2,108,034.91
March	\$ 18,973.32	\$ 1,798,694.20		\$ 71,488.48		\$ 33,692.78	\$ 96,251.88	\$ 2,019,100.66
April	\$ 8,354.83	\$ 921,020.55		\$ 72,567.28		\$ 34,407.35		\$ 1,036,350.01
May	\$ 16,056.77	\$ 1,037,975.10		\$ 71,128.88		\$ 33,147.86		\$ 1,158,308.61
June	\$ 2,698.94	\$ 1,499,485.52		\$ 70,841.20		\$ 59,338.21	\$ 28,973.45	\$ 1,661,337.32
July	\$ 31,034.43	\$ 1,100,917.15		\$ 71,776.16	\$ (46,632.21)	\$ 33,827.26	\$ 51,152.85	\$ 1,242,075.64
August	\$ 26,299.74	\$ 1,766,475.12		\$ 70,841.20		\$ 3,636.95	\$ 24,863.64	\$ 1,892,116.65
September	\$ (22,367.14)	\$ 2,012,668.30		\$ 71,920.00		\$ 23,895.00	\$ 76,719.16	\$ 2,162,835.32
October	\$ 2,781.52	\$ 1,381,453.14		\$ 71,704.24		\$ 23,823.39	\$ 126,469.11	\$ 1,606,231.40
November	\$ 15,955.70	\$ 1,736,443.50		\$ 71,920.00	\$ (435,500.15)	\$ 23,895.00	\$ 110,337.46	\$ 1,523,051.51
December	\$ 38,215.42	\$ 1,638,137.95		\$ 69,989.77		\$ 24,038.22	\$ 88,827.49	\$ 1,859,208.85
2017 Total	\$ 224,604.36	\$ 17,943,926.14		\$ 857,729.53	\$ (482,132.36)	\$ 361,027.84	\$ 730,875.08	\$ 19,636,030.59

Employee Medical Benefits (2018 YTD Claims Summary)

Three Tiered		Chapter 78 Rate	Expected Rates	COBRA Rates	Maximum Rates
Single	405	\$761.38	\$806.75	\$776.61	\$945.92
Parent + Children	88	\$1,536.27	\$1,627.82	\$1,567.00	\$1,908.62
Family	512	\$2,071.52	\$2,194.96	\$2,112.95	\$2,572.62
Monthly Total	1,005	\$1,504,170	\$1,593,802		\$1,868,238
Annual Total @	1,005	\$18,050,040	\$19,125,624		\$22,418,856

Three Tiered		Chapter 78 Rates	Expected Rates	COBRA Rates	Maximum Rates
Single	403	\$ 715.64	\$ 814.49	\$ 729.96	\$ 1,005.27
Parent + Children	88	\$ 1,443.99	\$ 1,643.44	\$ 1,472.87	\$ 2,028.38
Family	510	\$ 1,948.78	\$ 2,217.96	\$ 1,987.76	\$ 2,737.47
Monthly Total	1001	\$ 1,409,354.01	\$ 1,604,021.05	\$ 1,979,730.22	\$ 2,737.47
		\$ 16,912,248.16	\$ 19,248,252.59	\$ 23,756,762.61	

2018	Horizon Claims	UMR Claims	IAA Claims	Stop Loss	Stop Loss Recov.	Admin Fee	UMR CRS Fee	Total Incurred
January	\$ (743.88)	\$ 1,848,567.32		\$ 70,062.51	\$ (5,392.50)	\$ 24,085.96	\$ 65,189.05	\$ 2,001,768.46
February	\$ 1,113.22	\$ 2,089,490.23	\$ 129,539.25	\$ 73,804.28	\$ (27,424.94)	\$ 52,695.00	\$ 76,754.00	\$ 2,395,971.04
March								\$ -
April								\$ -
May								\$ -
June								\$ -
July								\$ -
August								\$ -
September								\$ -
October								\$ -
November								\$ -
December								\$ -
2017 Total	\$ 369.34	\$ 3,938,057.55	\$ 129,539.25	\$ 143,866.79	\$ (32,817.44)	\$ 76,780.96	\$ 141,943.05	\$ 4,397,739.50

Department of Administration Construction Code Activity

	2015	2016	2017	2018 Projected
Permits Issued	1991	1748	1837	
Updates Issued	254	217	357	
Inspections	2758	3328	3984	
Revenue	\$2,047,588	\$1,531,930	\$2,600,397	\$2,406,000

Change in the Ratable Base

2017 Ratable Base	\$ 11,360,951,986
Reductions for Residential Appeals	\$ (15,786,400)
Reductions for Other Appeals	\$ (20,157,736)
New Construction/Renovations	\$ 338,460,870
Other (Demo/Fire/Condo Conversion)	\$ (10,063,400)
2018 Ratable Base	\$ 11,653,405,320
Change in Ratable Base	+ \$292.4M (2.5%)

Major New Ratables for 2018

Address	# Units	2017 Assessed Value	2018 Assessed Value	Increase
1400 Hudson	236	\$47,202,000	\$191,940,700	\$144,738,700
1316 - 1330 Willow	141	\$5,483,000	\$52,500,000	\$47,017,000
1200 Clinton	163	\$856,300	\$35,879,300	\$35,023,000
600 Newark	12	\$765,600	\$14,859,200	\$14,093,600
600 Harrison	46	\$3,750,000	\$10,846,600	\$7,096,600

Reserve for Tax Appeal History

Year	Opening Balance	Appropriated	Expended	Closing Balance
2011	\$ 1,759,000	\$ 1,400,000	\$ (555,000)	\$ 2,604,000
2012	\$ 2,604,000	\$ -	\$ (1,013,000)	\$ 1,591,000
2013	\$ 1,591,000	\$ 1,000	\$ (534,000)	\$ 1,058,000
2014	\$ 1,058,000	\$ 1,000,000	\$ (1,441,000)	\$ 617,000
2015	\$ 617,000	\$ 1,500,000	\$ (1,231,000)	\$ 886,000
2016	\$ 886,000	\$ 2,000,000	\$ (536,000)	\$ 2,350,000
2017	\$ 2,350,000	\$ 1,000,000	\$ (511,000)	\$ 2,861,000

2018 Introduced Budget Appropriation - \$700,000

Levy Cap Summary

For the actual calculation, see the Levy Cap Calculation Worksheet (Sheet 3b-1) in the Budget document.

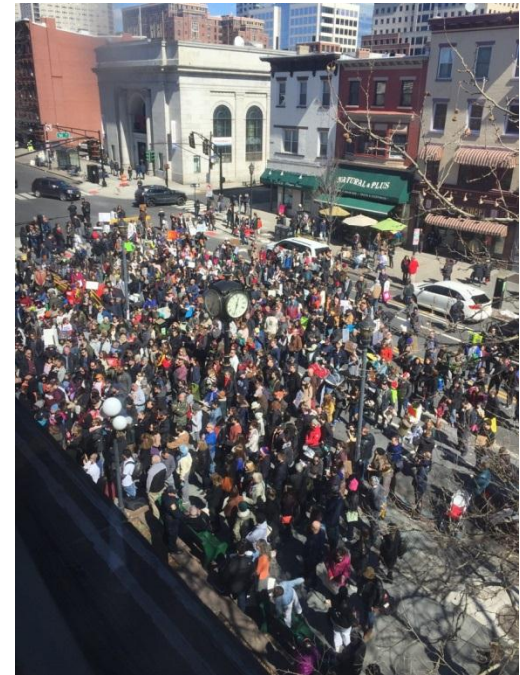
2018 Capital Program - Highlights

Project Category	Estimated Total	Capital Imp Fund
Union Dry Dock Acquisition	\$ 13,100,000	\$ -
SW Park Expansion (BI 10)	\$ 5,900,000	\$ -
Water Main Replacement	\$ 5,200,000	\$ -
Improvements to City Hall and other Municipal Bldgs	\$ 1,600,000	\$ 55,000
Road Resurfacing & Trans Imp.	\$ 2,200,000	\$ 55,000
Fire Apparatus	\$ 625,000	\$ 31,250
Various Park Improvements (Madison St.)	\$ 500,000	\$ 25,000
Total	\$ 29,125,000	\$ 166,250

Fund Balance History (\$000's)

	2014	2015	2016	Unaudited 2017
January 1 Fund Balance	22,454	21,411	22,473	22,748
Budget Revenue	(9,838)	(9,000)	(10,000)	(10,000)
Results of Operations	8,795	10,062	10,275	11,360
December 31 Fund Balance	21,411	22,473	22,748	24,108
Total Appropriations	110,512	108,416	113,319	113,265
Fund Balance % of Budget	19.4%	20.7%	20.1%	21.3%

What Keeps Me Up At Night?



Thank You

- Questions, Comments, Concerns