

Transitional Aid Application for Calendar Year 2016
Division of Local Government Services
Department of Community Affairs

General Instructions: This application must be submitted in its entirety by March 21, 2016 for funding consideration under this program. Information contained in the application is subject to independent verification by the Division. Refer to Local Finance Notice 2016-4 when preparing this application for specific instructions and definitions, and review the Submission Checklist on Page 7 of the Local Finance Notice.

Name of Municipality:		Asbury Park		County:	Monmouth
Contact Person:		Michael Capabianco		Title:	City Manager
Phone:	732-502-5757	Fax:	732-502-5199	E-mail:	Michael.capabianco@cityofasburypark.com

I. Aid History

List amount of Transitional Aid received for the last three years, if any:

CY 2015	CY 2014	CY 2013
\$1,500,000	\$2,300,000	\$3,450,000

II. Aid Request for Application Year: (All municipalities currently operating under a Transitional Aid MOU are advised that a decrease from prior year funding is likely.)

Amount of aid requested for the Application Year:	\$1,275,000
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If not seeking a decrease, a letter from the Mayor is required. See Local Finance Notice 2016-4.

III. Submission Requirements

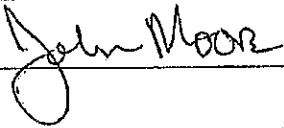
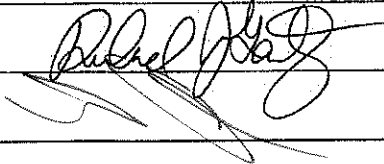

The following items must be submitted with, or prior to, submission of this application. Indicate date of submission of each.

Item	Date Submitted to DLGS
2015 Annual Financial Statement	3-8-16
2014 Annual Audit	8-26-15
2014 Corrective Action Plan	9-23-15
Application Year Introduced Budget	3-16-16
Budget Documentation Submitted to Governing Body	3-16-16

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IV. Application Certification

The undersigned herewith certify that they he or she has reviewed this application and, to his or her knowledge, believe the contents to be accurate true and represent it accurately portrays the circumstances regarding the municipality's fiscal practices and need for financial assistance. By submitting the application, the municipality acknowledges that the law provides that the decision of the Director regarding aid awards is final and not subject to appeal.

Official	Signature	Date
Mayor/Chief Executive Officer		3/21/16
Governing Body Presiding Officer		
Chief Financial Officer		3/21/16
Chief Administrative Officer		3/21/16

V-A. Explanation of Need for Transitional Aid

Explain the circumstances that require the need for Transitional Aid in narrative form. Include factors that result in a constrained ability to raise sufficient revenues to meet budgetary requirements, and if such revenues were raised, how it would substantially jeopardize the fiscal integrity of the municipality.

As we do with all of our applications, we would like to express our sincere gratification to the State of New Jersey for its continued Transition Aid to the City.

The City has an inordinate amount of tax exempt properties. The 2016 Total Assessed Value of the City is \$1,295,329,500. Class I properties (vacant land) total 645 for a total valuation of \$73,045,900. Under code 15 (exempt) there are 571 properties totaling \$566,001,600. All told, approximately 25% of the properties in the City fall under these two code. This significantly reduces the base on which property taxes can be raised and is a permanent liability for the City.

The City has a structural deficiency in its Worker's Compensation and Liability insurance practices. Currently, the City has deductibles of \$75,000 or \$95,000 (dependent on type of claim) for its WC&L coverages. This is extraordinary high. The awards for these insurances increased approximately \$100,000 in 2015 over 2014 to roughly \$2.5 million dollars. To combat this, the City has hired a new insurance broker to work with the JIF to reduce these costs. These rising insurance costs and liabilities must be abated to ensure financial stability moving forward.

Over the past years the City has reduced costs, reorganized departments for maximum efficiency including reduction of staff, entered into shared services agreements, pursued regionalization of services in the County, increased fees, established new revenue producing programs, and aggressively pursued economic development. Even with these actions, the City's ratable base is still insufficient to meet the demand for municipal services and the City is still in need of Transitional Aid to balance the FY16 budget. The FY16 budget indicates that an average assessed home is 4240,646. The municipal tax rate would be 1.288 which would equate to \$3,100.46 in municipal taxes on the average home. The City is utilizing more Surplus in the FY16 budget than ever before to offset the tax increase.

Discuss deferred charges

The City currently has outstanding liens held in an approximate balance of \$250,000 In FY16 the City has begun aggressively reviewing liens to identify better usage of the property. Additionally, a review of all City owned property has begun to identify if any parcels can be sold and placed back on the tax rolls. These actions are still "small change" within the realm of the City's budget and will not add any major value for a few years as properties will slowly be redeveloped.

As the data in Section VI demonstrates, the City appropriation increases are largely out of the City's control in FY16. Staff salaries increased by roughly \$673,000 WHILE the general appropriations increased by approximately \$800,000. This further demonstrates that the City operates on the barest of bones.

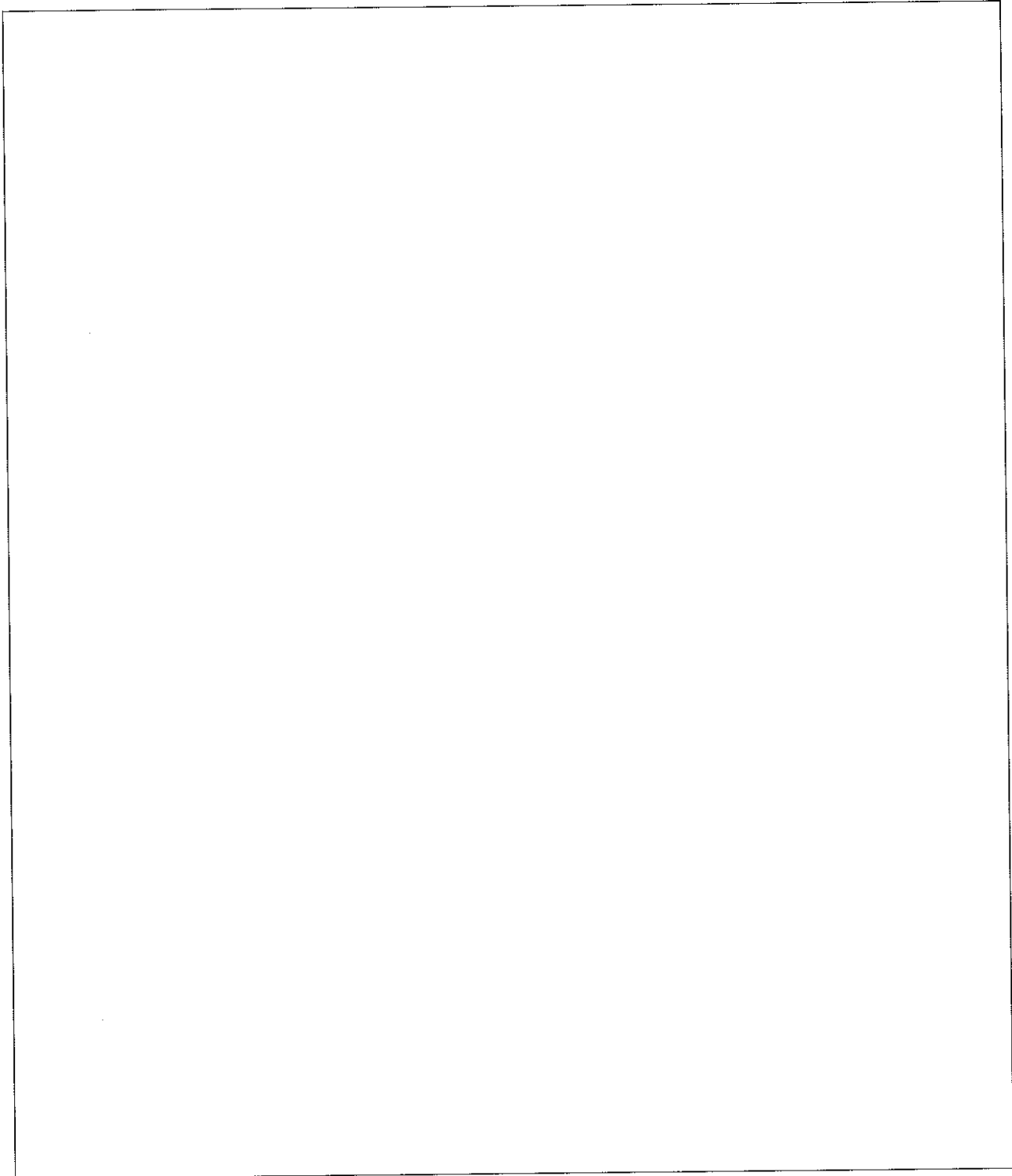
Vacant positions remain unfilled. Past Transitional Aid applications mentioned the short staffing in the Police Department in a City with the highest crime rate in the County. This shortage has not changed in FY16. Additionally, the Department of Public Works is down three (3) staff from a few years ago, a Fire Department staffing report demonstrates that Department is down five (5) fire fighters – and that is in a Department this doubles as the First Aid squad. Finally, Code Enforcement, responsible for inspecting approximately 5,500 is down two (2) inspectors. The FY16 Introduced Budget proposed replacing the lost Code Inspectors. Why? Because an increase in abating housing enforcement violations will increase the value of the housing stock, in turn, raising additional revenues.

As redevelopment activities continue to flourish, the incoming revenue has not "overtaken" the basic City expenses. The City will be able to reduce structurally imbalances within the next few years, but presently more work will continue to "balance" the budget without the need of Transitional Aid.

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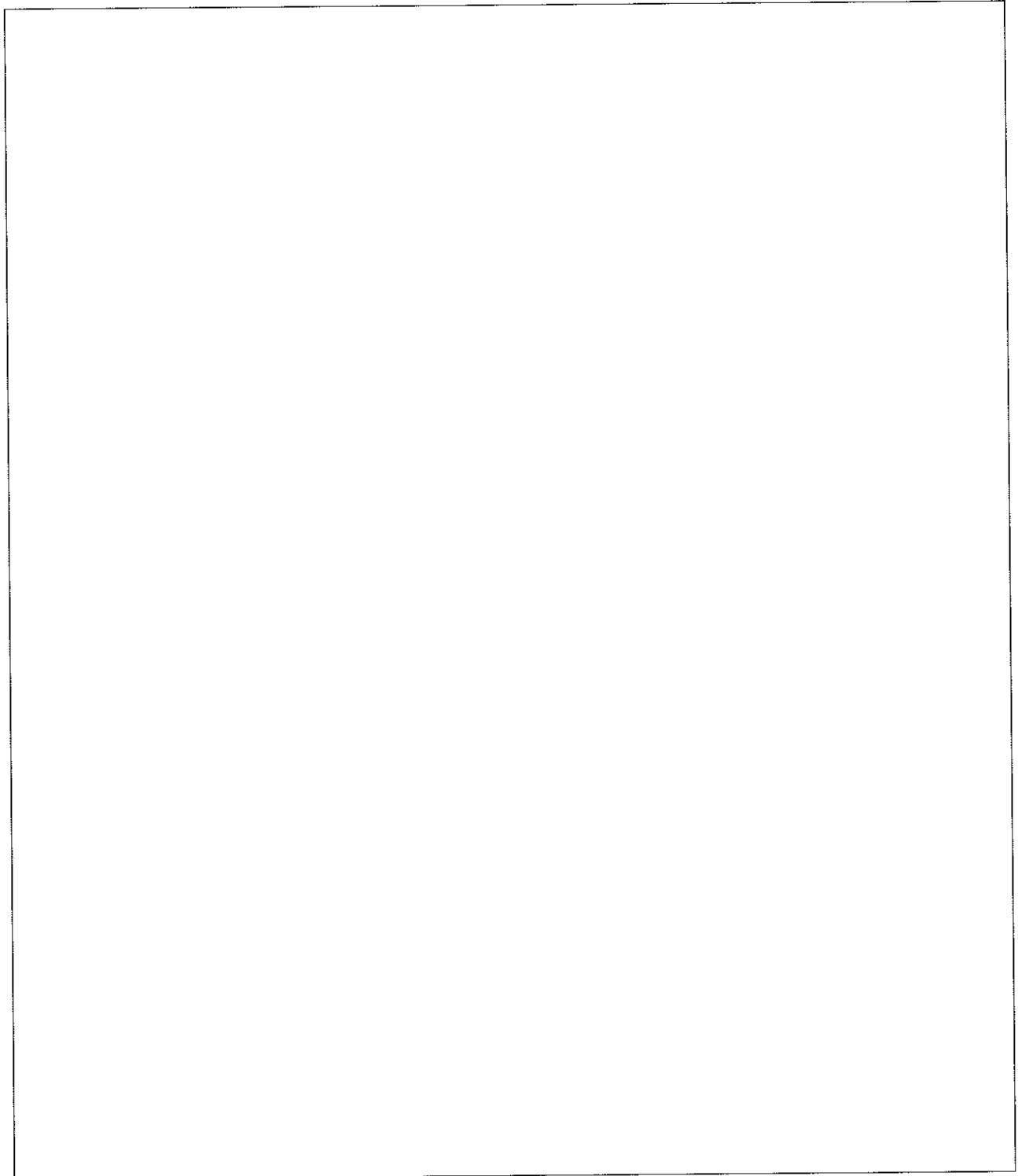
County:



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Municipality:

County:



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V-B. Demonstration of Revenue Loss/Substantial Cost Increase

Show: (1) specific, extraordinary revenue losses, but not as the aggregate of many revenue line items; and (2) specific, extraordinary increases in appropriations, but not as the aggregate of many appropriation line items. Describe the item on the cell below each entry. If applicable, indicate in the description of the extraordinary increase in expenditure if the increase was the result of a policy decision made by the municipality (i.e. a back-loaded debt service schedule, deferred payment, costs associated with additional hires, etc.)

Revenue or Appropriation	2015 Value	2016 Value	Amount of Loss/Increase
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			

V-C. Actions to Reduce Future Need for Aid

Detail the steps the municipality is taking to reduce the need for aid in the future. Include details about long-term cost cutting and enhanced revenue plans, impact of new development, potential for grants to offset costs, and estimated short and long-term annual savings. Use additional pages if necessary. (Items included in a Transition Plan submitted by a current recipient need not be repeated here.)

While items included in a Transition Plan submitted by a current recipient need not to be repeated here, the City would like to provide a brief summary of activities for 2016:

1. Aggressively remove properties that have been "struck off" to the City in tax sale to private entities for development; resulting in cash to the City and a sustainable tax base
2. Work with the Master Developer to expand development opportunities in the Waterfront Redevelopment Area for lot by lot development
3. Amend all existing redevelopment plans to ensure growth and interest (Note: Previous Transitional Aid applications provided detailed reviews of each Plan. This is not included for brevity as no structural changes have been made).
4. Implement internal controls for efficiency to ensure all licensing and permits are obtained by customers are required by law
5. Continue to explore and implement shared services
6. Reduction in staff
7. Continue with the Vacant Property Ordinance and Abandoned Property Ordinance programs to ensure a viable housing stock
8. Update existing codes and regulations (for example update the City's existing 1999 BOCA Code to the 2012 or 2015 International Property Maintenance Code) to ensure a viable and safe housing stock
9. Enhance payment methods of taxes by implementing online payments (WIPP from Edmunds)
10. Utilize Class I and Class II Special Police officers in more avenues to reduce reliance of "regular" police officers
11. Continue to market the City as a tourism and destination place; work with the Chamber of Commerce and newly formed Business Committee to ensure commercial needs are met for expansion

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12. Remarket and rebrand the UEZ

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V-D. Discussion of Health Benefits

Skip this section if using SHBP. If not using SHBP, explain why the health benefit plan being used is cheaper, or what reasons exist for failing to move to SHBP. Additionally, list all brokers (primary broker or risk manager, all co-brokers, and sub-brokers) together with their compensation for the current and prior two fiscal years. Compensation must be disclosed in this section whether provided directly by the municipality or as a commission from the insurance provider. It is the municipality's right, and obligation, to determine whether the broker is compensated with commission in order to fully complete this section. If commissions are being earned, provide both how the commission is calculated (percentage of premium or self-insurance) and the actual \$ value of the commission received in each year.

The City is enrolled in the SHBP.

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VI. Historical Fiscal Statistics

Item	2014	2015	Introduced Application Year
1. Property Tax/Budget Information			
Municipal tax rate	\$1.249	\$1.261	\$1.252
Municipal Purposes tax levy	\$14,791,261	\$15,346,949	\$16,221,681
Municipal Open Space tax levy	\$0	\$0	\$0
Total general appropriations	\$40,569,789	\$42,899,593	\$42,226,128
2. Cash Status Information			
% Of current taxes collected	99.57%	99.64%	%
% Used in computation of reserve	98.92%	98.92%	98.92%
Reserve for uncollected taxes	\$277,193	\$290,810	\$304,768
Total year end cash surplus	\$3,412,800	\$3,675,298	
Total non-cash surplus	\$1,207,733	\$1,047,070	
Year end deferred charges	\$369,528	\$275,000	
3. Assessment Data			
Assessed value (as of 1/10)	\$1,184,771,700	\$1,216,903,600	\$1,295,329,500
Average Residential Assessment	\$214,282	\$226,831	\$240,646
Number of tax appeals granted			
Amount budgeted for tax appeals	\$0	\$0	\$0
Refunding bonds for tax appeals	\$0	\$0	\$0
4. Full time Staffing Levels			
Uniformed Police - Staff Number	89	90	90
Total S&W Expenditures	\$8,695,704	\$8,995,000	\$9,250,000
Uniformed Fire - Staff Number	48	48	48
Total S&W Expenditures	\$4,567,483	\$4,750,000	\$5,100,000
All Other Employees - Staff Number	81	79	84
Total S&W Expenditures	\$4,444,110	\$4,383,950	\$4,725,200
5. Impact of Proposed Tax Levy			
			Amount
Current Year Taxable Value			\$1,295,329,500
Introduced Tax Levy			\$16,221,681
Proposed Municipal Tax Rate	\$1.252	Average Res. Value (#4 above)	\$240,646
Current Year Taxes on Average Residential Value (#4 above)			\$3,012.89
Prior Year Taxes on Average Residential Value			\$2,860.34
Proposed Increase in average residential taxes			\$152.55

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VII. Application Year Budget Information

A. Year of latest revaluation/reassessment

2014
100%

A1. Most current equalized ratio

B. Proposed Budget – Appropriation Cap Information

- Item**
- Was an appropriation cap index rate ordinance adopted last year?
If YES: % that was used
 - Amount of appropriation cap bank available going into this year
 - Is the Application Year budget at (appropriation) cap?
If NO, amount of remaining balance
 - Does the Application Year anticipate use of a waiver to exceed the appropriation cap?
If YES, amount:

	Yes	No
		X
%		
\$2,173,008		
		X
\$1,833,219		
		X
\$		

C. List the five largest item appropriation increases:

Appropriation	Prior Year Actual	Application Year Proposed	\$ Amount of Increase
Employee Group Health Insurance	\$5,250,000	\$5,680,000	\$430,000
Fire – Salaries and Wages	\$4,750,000	\$5,100,000	\$350,000
Police and Fire Retirement System	\$3,011,785	\$3,224,460	\$212,675
Streets and Roads – Salaries and Wages	\$1,100,000	\$1,300,000	\$200,000
Administration – Other Expenses	\$88,000	\$213,200	\$125,200

D. List all new property tax funded full-time positions planned in the Application Year:

Department/Agency	Position	Number	Dollar Amount
Construction Code	Building/Sub Code Inspector	2	\$80,000
Code Enforcement	Code Enforcement Officer	2	\$70,750
Streets and Roads	Mechanic	1	\$75,000

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E. Display projected tax levies, local revenues (not grants), anticipated (gradually reduced) Transitional Aid, total salary and wages, and total other expenses projected for the three post-application years:

	Tax Levy	Local Revenues	Transitional Aid	Total S&W	Total OE
First year	\$16,708,330	\$9,732,784	\$700,000	\$19,456,704	\$21,177,254
Second year	\$17,209,580	\$10,533,414	\$0	\$19,845,838	\$21,390,000
Third year	\$17,725,865	\$10,429,587	\$0	\$20,044,296	\$21,604,000

VIII. Financial Practices

A. Expenditure controls and practices:

Question	Yes	No
1. Is an encumbrance system used for the current fund?	X	
2. Is an encumbrance system used for other funds?	X	
3. Is a general ledger maintained for the current fund?	X	
4. Is a general ledger maintained for other funds?	X	
5. Are financial activities largely automated? If so, please identify system being used.	X	
6. Does the municipality operate the general public assistance program?		X
7. Are expenditures controlled centrally (Yes) or de-centrally by dept. (No)?	X	
8. At any point during the year are expenditures routinely frozen?	X	
9. Has the municipality adopted a cash management plan?	X	
10. Have all negative findings in the prior year's audit report been corrected? If not, be prepared to discuss why not in your application meeting.	X	

B. Risk Management: Indicate ("x") how each type of risk is insured.

Coverage	JIF/HIF	Self	Commercial
General liability	X		
Vehicle/Fleet liability	x		
Workers Compensation	x		
Property Coverage	x		
Public Official Liability	x		
Employment Practices Liability	x		
Environmental	x		
Health	SHBP		
	X		

C. 1) Salary and Employee Contract Information (when more than one bargaining unit for each category, use average):

Question	Police	Fire	Other Contract	Non-Contract
Year of last salary increase	2016	2016	2016	
Average total cost percentage increase	2.5%	1.6%	1.5%	%
Last contract settlement date	2014	2013	2015	
Contract expiration date	12/31/17	12/31/17	12/31/17	

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2) Explain, if any, actions that have been taken or are under consideration for the Application Year:

Action	Police	Fire	Other Contract	Non-Contract
Furloughs (describe below)				
Wage Freezes (describe below)				
Layoffs (describe below)				

D. Tax Enforcement Practices:

Question	Yes	No
1. Did the municipality complete its accelerated tax sale by December 31, if included in 2015 budget? If not, please include a letter from the tax collector explaining why he/she failed to complete the sale in a timely manner and what the impacts were on cash flow and lost investment earnings.	X	
2. When was the last foreclosure action taken or tax assignment sale held: Date:	Six plus years ago	
3. On what dates were tax delinquency notices sent out in 2015: Date:	Quarterly	
4. Date of last tax sale: Date:	12.22.15	

E. Specialized Service Delivery:

If the answer to either question is "Yes," provide (as an appendix) a cost justification of maintaining the service without changes.

Service	Yes	No
Sworn police or firefighters are used to handle emergency service call-taking and dispatch (in lieu of civilians)		X
The municipality provides rear-yard solid waste collection through the budget		X

F. Other Financial Practices

1. Amount of interest on investment earned in:

2014	\$10,590	2015	\$21,908	Anticipated Application Year:	\$0
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2. List the instruments in which idle funds are invested:

Various sweep funds	

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3. What was the average return on investments during 2015?

0.20%

4. Left Blank Intentionally

5. The name and firm of the municipality's auditor?

David Kaplan, Wiss & Co.

6. When was the last time the municipality changed auditors?

2007

G. Status of Collective Negotiation (Labor) Agreements: List each labor agreement by employee group, contract expiration date, and the status of negotiations of expired contracts.

Employee Group	Expiration Date	Status of Negotiations of Expired Agreement
Fire	12/31/17	NA
Police	12/31/17	NA
Non-Supervisors (B&W)	12/31/17	NA
Supervisors (ASFCME)	12/31/17	NA

H. Tax Abatements. Please provide a detailed discussion of any short-term or long-term tax abatements that are currently in place or are currently being negotiated including the following information:

See attached ↓

Project Name/Property	Type of Project	2015 PILOT Billing	2015 Assessed Value	2015 Taxes If Billed in Full at 2015 Total Tax Rate	Term of Tax Abatement

LONG TERM TAX EXEMPTIONS

USER FRIENDLY BUDGET SECTION

Prior Budget Year's Exemptions In Lieu of Tax (PILQTY) - Long Term Tax Exemptions						Prior Budget Year's Exemptions In Lieu of Tax (PILQTY) - Long Term Tax Exemptions						Prior Budget Year's Exemptions In Lieu of Tax (PILQTY) - Long Term Tax Exemptions						Prior Budget Year's Exemptions In Lieu of Tax (PILQTY) - Long Term Tax Exemptions					
Project Name	Type of Project (use drop-down for data entry)	PILQTY Billing	Assessed Value	Taxes (Full)	In Full	Project Name	Type of Project (use drop-down for data entry)	PILQTY Billing	Assessed Value	Taxes (Full)	In Full	Project Name	Type of Project (use drop-down for data entry)	PILQTY Billing	Assessed Value	Taxes (Full)	In Full	Project Name	Type of Project (use drop-down for data entry)	PILQTY Billing	Assessed Value	Taxes (Full)	In Full
SHOREVIEW CENTER	Other	0	\$0	\$0	\$0																		
VITA CENTER	Other	0	\$0	\$0	\$0																		
CENTRAL JHS	Other	0	\$0	\$0	\$0																		
LANCERS	Other	0	\$0	\$0	\$0																		
AMERICAN YOUTH	Other	0	\$0	\$0	\$0																		
WEST WINDSOR	Other	0	\$0	\$0	\$0																		
VASA CENTER	Other	0	\$0	\$0	\$0																		
SPRINGFIELD	Other	0	\$0	\$0	\$0																		
TOTAL		0	\$0	\$0	\$0																		
Total Long Term Exemptions - Column Total						Total Long Term Exemptions - Column Total						Total Long Term Exemptions - Column Total						Total Long Term Exemptions - Column Total					
3,366,573						3,366,573						3,366,573						3,366,573					
Total Long Term Exemptions - GRAND TOTAL						Total Long Term Exemptions - GRAND TOTAL						Total Long Term Exemptions - GRAND TOTAL						Total Long Term Exemptions - GRAND TOTAL					
3,366,573						3,366,573						3,366,573						3,366,573					

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IX-A. List actions that limited Salary and Wage costs: i.e., layoffs, furloughs, freezes, contract concessions, etc. (See item C-3 in Local Finance Notice for details)

S&W Line Item	Prior Year Actual	Application Year Proposed	Explanation of Change

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IX-B. List actions that limited or reduced Other Expense costs: i.e., reductions, changes, or elimination of services, procurement efficiencies or restraint. Include changes in spending policies that reduce non-essential spending.

Line Item	Prior Year Actual	Application Year Proposed	Explanation of Change

IX-C. Evaluate existing local revenues, as to whether or not the rates or collections can be increased or imposed, and if so, how changes will be implemented.

Local Revenues and services provided through the General/Current Fund	Check if services is provided	Are fees charged to cover the costs of the program?	If fees do not cover costs, what is the amount of subsidy?	If there is a subsidy, explain why fees cannot be increased to reduce or eliminate subsidy.
Recreation programs	<input checked="" type="checkbox"/>	X		
Sewer Fees	<input checked="" type="checkbox"/>	X		
Water Fees	<input type="checkbox"/>			
Swimming Pool	<input type="checkbox"/>			
Uniform Construction Code	<input checked="" type="checkbox"/>	X		
Uniform Fire Code	<input checked="" type="checkbox"/>	X		
Land Use Fees	<input type="checkbox"/>			
Parking Fees	<input checked="" type="checkbox"/>	X		
Beach Fees	<input checked="" type="checkbox"/>	X		
Special Events	<input checked="" type="checkbox"/>	X		
Land Use Escrow fees for in-house staff	<input checked="" type="checkbox"/>	X		
Land Use Escrow fees for independent contractors	<input checked="" type="checkbox"/>	X		
Mercantile	<input checked="" type="checkbox"/>	X		

X. Service Delivery

List all services that the municipality contracts to another organization: i.e., shared services with another government agency, including formal and informal shared services, memberships in cooperative purchasing program, private (commercial), or non-profit organization.

Service	Name of Contracted Entity	Estimated Amount of Contract	Year Last Negotiated (as applicable)
911 Dispatch	Monmouth County Sheriff's Department	\$650,000	
Vehicle Repairs	County (Deal Township in FY16 as approved in March 2016 by City Council and Neptune City as approved in February 2016)		
Gasoline	County Coop		
Road Salt	County Coop		
Road Pretreatment before storms	County		
Asbury Park Fire Department (APFD)	Bills for EMS and lockout services		
APFD	Mutual Aid with Rapid Response Intervention Team		
DPW	Sharing of beach equipment		
DPW	Sharing of licensed staff with other municipalities		
Social Services	Training to other entities, both public and private		
Social Services	Emergency Response Team		
DPW	Repaying contract with the County		
DPW	Jet vac services to other municipalities		
DPW	Passaic Valley coop for disposal of sewer plant sludge		

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Section XI – Impact of Limited or No Aid Award

Describe in complete detail the actual impact if aid is not granted for the current fiscal year; this priority setting requires that the municipality will maintain a minimum level of essential services. List the appropriate category of impact if the aid is not received. Rank each item from both lists as to the order in which elimination will take place. If across the board cuts will be made, indicate under service. For rank order purposes, consider the two sections as one list. The cuts outlined here are one that the municipality is committing to make if they do not receive aid.

Rank Order	Department	# of Layoffs	Effective Date	2014 Full Time Staffing	2015 Full Time Staffing	\$ Amount to be Saved
	Various Departments					
	Police					
	Fire/EMS					

If services will be reduced, describe the service, impact and cost savings associated with it.

Rank Order	Service	Cost Savings	Impact on Services
1	Various other departments		There would be a negative impact on the health and welfare of the community; processing of applications would become stagnant; the City would become more inattentive to the needs of the business and residential community
2	Police		With the highest crime rate in the County, this would be catastrophic. Years of economic gain would be lost. Threat to the general safety and welfare of the residents.
3	Fire/EMS		As EMS calls have increased, this would impose a direct threat on the health and safety on residents and visitors; as well as the

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			mutual aid that is provided

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XII. Agreement to Improve Financial Position of Municipality

If aid is granted, the municipality will be required to submit to certain reporting conditions and oversight as authorized by law and a new Memorandum of Understanding will need to be signed. Please mark each box below indicating that the applicant understands, and agrees to comply with these broad reporting and oversight provisions.

	Yes	No
1. Allow the Director of Local Government Services to assign management, financial, and operational specialists to assess your municipal operations.	X	
2. Implement actions directed by the Director to address the findings of Division staff.	X	
3. Enter into a new Memorandum of Understanding and comply with all its provisions, without exception.	X	

XIII. Certification of Past Compliance for Municipalities Currently Operating Under a Transitional Aid MOU:

The undersigned certify that the municipality is in substantial compliance with the conditions and requirements of the 2015 MOU and is moving in good faith to correct those area of noncompliance that have been identified, including, but not limited to, the following: establishment of a pay to play ordinance; termination of longevity pay for officers and employees not contractually entitled to longevity pay; termination of health benefits for part time officers and employees; receipt of signed approval forms as required prior to hiring personnel and contracting with professional service vendors.

Mayor: *James Moore* Date: 3/21/16
 Chief Financial Officer: *[Signature]* Date: 3/21/16
 Chief Administrative Officer: *[Signature]* Date: 3/21/16

XIV. CAMPS Certification (County and Municipal Personnel System - Civil Service municipalities only)

For Civil Service municipalities, the undersigned, being knowledgeable thereof, hereby certify that the municipality has placed the names of all current civil service employees in NJ "CAMPS".

Human Resources or Personnel Director: *[Signature]* Date: 3/21/16
 Chief Administrative Officer: *[Signature]* Date: 3/21/16

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XV. CERTIFICATION OF APPLICATION FOR TRANSITIONAL AID

The undersigned acknowledges the foregoing requirements with which the municipality must comply in order to receive aid as outlined above. In addition, included with this application is a copy (printed or electronic) of the budget documentation that supports the budget calculation that was provided to the governing body.

Mayor: John Moor Date: 3/21/16
 Chief Financial Officer: Richard Young Date: 3/21/16
 Chief Administrative Officer: [Signature] Date: 3/21/16