

**PINELANDS COMMISSION
OPERATING BUDGET REVENUES
GENERAL FUND
FISCAL YEAR 2020**

Revenue Source	FY2017 Audited	FY2018 Unaudited	FY2019 Unaudited	FY2020 Anticipated	Notes
State Appropriation	2,799,000	2,649,000	2,799,000	2,949,000	1
State Supplemental Funding (Fringe Benefits)	687,000	687,000	687,000	687,000	2
Miscellaneous Income		600	200	40	
Interest Income	16,700	5,000	25,000	50,000	3
MTMUA Hydrologic Monitoring		0	0	0	
CCMUA Hydrologic Monitoring	9,361	8,000	10,330	0	
EPA Buffer Grant		0	0	0	
NPS - Long Term Environmental Monitoring	142,448	329,750	313,271	192,000	4
NPS - Long Term Economic Monitoring	26,252	328,750	326,058	191,000	4
Drexel - DWRF		0	322,003	0	
EPA - Micro		0	140,379	100,000	
Stockton College MOA		20,000	20,000	0	
Vehicle Auction Proceeds		0	0	0	
Wetlands Permitting		2,000	10,000	4,000	5
Pinelands Application Fees	341,778	340,000	430,000	690,000	6
Utility Companies ROW Program	59,200	59,200	59,200	0	
TOTAL REVENUE	4,081,739	4,429,300	5,142,441	4,863,040	
Microfilm Reserve Anticipated	3,650	3,650	3,650	3,650	7
Computer Reserve Anticipated	18,420	18,420	18,420	18,420	8
Fenwick Manor Painting Reserve Anticipated	80,000	100,000	120,000	120,000	9
Administrative Assessment (Pnlds. Conserv. Fund)	80,000	80,000	60,000	60,000	10
Undesignated Fund Balance Anticipated	370,442	394,468	570,563	849,964	11
TOTAL OTHER INCREASES	552,512	596,538	772,633	1,052,034	
TOTAL REVENUE AND OTHER INCREASES	4,605,671	5,025,838	5,915,074	5,915,074	

**PINELANDS COMMISSION
OPERATING BUDGET EXPENDITURES
GENERAL FUND
FISCAL YEAR 2020**

Expenditure Account	FY2017 Audited	FY2018 Unaudited	FY2019 Unaudited	FY2020 Anticipated	Notes
PERSONNEL					
Salaries & Wages	2,473,235	2,691,781	3,031,731	3,094,758	12
Fringe Benefits	1,392,996	1,594,542	1,808,212	1,822,822	13, 34
TOTAL PERSONNEL	3,866,231	4,286,323	4,839,943	4,917,580	
SUPPLIES					
Printing & Office Supplies	18,866	18,080	31,860	28,705	14
Vehicular Supplies	4,649	6,250	5,750	7,525	15
Household Supplies	7,278	8,450	8,900	9,300	16
Fuel & Utilities	25,725	42,350	42,350	43,000	17
Other Supplies	3,074	5,930	16,599	14,503	18
TOTAL SUPPLIES	59,593	81,060	105,459	103,033	
SERVICES					
Travel	-470	14,900	11,500	6,350	19
Telephone	24,708	30,305	36,325	36,800	20
Postage	5,083	6,650	7,150	6,150	21
Insurance	49,157	51,900	58,200	61,225	22, 34
Information Processing	58,328	77,471	77,410	77,325	23
Household Services	1,881	2,250	2,400	2,600	24
Professional Services	207,979	278,715	630,582	541,333	25, 34
Other Services	22,930	28,640	31,526	30,558	26
TOTAL SERVICES	369,598	490,831	855,093	762,341	
MAINTENANCE & RENT					
Maintenance - Buildings & Grounds	5,341	92,000	42,500	46,500	27
Maintenance - Equipment	7,028	17,700	27,050	21,250	28
Maintenance - Vehicular	1,362	5,750	5,750	5,720	29
Rent - Other	5,872	6,950	6,750	8,050	30
TOTAL MAINTENANCE & RENT	19,603	122,400	82,050	81,520	
IMPROVEMENTS & ACQUISITIONS					
Improvements - Buildings & Grounds	0	0	0	0	
Acquisitions - Vehicles	0	0	0	0	
Acquisitions - Equipment	734	4,619	10,528	28,600	31
Acquisitions - Information Processing Equipment	18,842	40,605	22,000	22,000	32
TOTAL IMPROVEMENTS & ACQUISITIONS	19,576	45,224	32,528	50,600	
TOTAL EXPENDITURES	4,334,601	5,025,838	5,915,074	5,915,074	33

**PINELANDS COMMISSION
OPERATING BUDGET
FISCAL YEAR 2020 NOTES
September 13, 2019**

1. The Governor's budget includes a FY 2020 State Appropriation to the Commission in the amount of \$2,949,000. This is an increase from the FY2019 Appropriation.

2. State Supplemental Funding (Fringe Benefits) totaling \$687,000 helps to offset the Commission's health and pension costs. Since FY 2004, the Department of the Treasury has agreed to help the Commission finance its escalating health benefits premiums through an Interdepartmental Account. Beginning in FY 2009, the amount of assistance was calculated using projected health and pension costs not funded through other sources. Using this calculation, the Commission requested \$838,218 in FY 2012, \$837,927 in FY 2013, \$844,809 in FY 2014 and \$840,455 in FY 2015 but was only approved to receive \$687,000. In FY 2016, only \$687,000 was received and this amount was consistent for FY 2017, FY 2018, FY 2019 and will be for FY 2020.

3. Interest Income is earned in the Commissions checking account and the cash management fund designated for general use. Interest income for the Kirkwood Cohansey Aquifer Study and the Pinelands Conservation Fund is reflected in the budgets for those programs. Interest rates have fluctuated in recent years and have greatly affected interest income over several years and will continue to do so in FY 2020.

4. The Commission is entering its 25th year of the Environmental and Economic Long Term Monitoring programs. This anticipated revenue from the National Park Service is based upon that program's projected expenses during the fiscal year and unspent funds from prior years, which are reimbursed in full.

5. The anticipated revenue from the NJDEP Wetlands Permitting program that the Commission helps to administer reflects the estimated permit fees to be received and is authorized through language in the Appropriations Act.

6. Application Fees of \$690,000 are anticipated to be received during FY 2020. This important component of the Commission's Operating Budget fluctuates tremendously from month to month. This funding source will be closely monitored throughout the fiscal year.

7. The \$3,650 anticipated revenue from the Microfilm Reserve equals the amount being recommended in the expenditure accounts for items relating to permanent record storage, including microfilming and document imaging. The remaining balance in the Microfilm Reserve account will be held in reserve to sustain the future costs of the long term records management project.

8. The FY 2020 anticipated revenue from the Computer Reserve estimated at \$18,420 for Replacement Computers and Replacement Printers.

9. The Fenwick Manor Painting Reserve has been established to earmark funds for the future painting of Fenwick Manor. Funds will be added annually until the project is complete. The current total consists of \$40,000 from FY 2015; \$40,000 from FY 2016; \$20,000 from FY 2017 and \$20,000 from FY 2018. The Project will be moving forward during FY 2020.

10. In April 2005, the Commission adopted a financial plan for the Pinelands Conservation Fund. Included in the plan is an annual assessment of \$20,000 from each of the three programs (see Pinelands Conservation Fund budget note #3). This \$60,000 administrative assessment will finance costs associated with cash management activities, accounting services, procurement services and centralized support services.

11. The projected amount needed from the Undesignated Fund Balance to balance the FY2020 budget deficit is \$849,964.

12. The Commission's authorized staffing level is 66 full time equivalent positions (FTEs). Since FY 2007, unfilled vacancies have steadily increased to a total of 23 unfilled full time equivalent positions, or more than 35% of the authorized staffing level. The FY 2020 salaries and wages budgets (Operating, Kirkwood Cohansey Study and Pinelands Conservation Fund) finance only 43 of the 66 authorized full time equivalent positions.

13. The fringe benefits budget includes expenditures for the employer's share of Social Security (\$197,000), Medicare (\$50,000), disability insurance (\$2,000), flexible savings accounts (\$1,500) and miscellaneous administrative charges (\$1,000). The employer liability of pension related funds is estimated at \$425,000. The Commission's escalating health benefit premiums for active and retired employees are estimated at \$1,250,000 with a \$154,000 reduction for coinsurance payments from staff members. Also included is \$15,000 for dental insurance premiums and \$900 for participation in the Employee Advisory Service. Lastly, \$200,691 of the total fringe benefits budget is projected to be funded by the Kirkwood Cohansey Study (\$13,000) and the Pinelands Conservation Fund (\$187,691) as shown in those budgets.

Upon Commission approval of the FY 2020 Operating Budget, the Executive Director will be authorized to pay the employer share of Social Security and Medicare at an amount not to exceed the budgeted funding of \$247,000.

14. The printing and office supplies budget includes expenditures for printing; office, computer, mailing, copying, and meeting supplies; office and computer equipment with an item cost of less than \$1,000; reference materials; scientific report printing/publication; and service awards. Grant-related expenses account for \$11,000 of this budget.

15. The majority of the vehicular supplies budget covers gasoline for Commission vehicles. Other costs budgeted in this account include replacement tires, supplies used for routine vehicular maintenance and other miscellaneous supplies such as keys, mats, scrapers and first aid kits. In FY 2010, the Commission's fleet was reduced from seven to five vehicles. However, high gasoline prices have offset some of the savings of a smaller fleet.

16. The household supplies budget provides for the purchase of materials to perform minor buildings and grounds maintenance, cleaning supplies, household paper products, basic kitchen supplies, household equipment costing less than \$2,000 and other operating supplies.

17. The fuel and utilities budget covers expenditures for heating fuel, electricity, water and sewer. During the latter part of FY 2016, the Commission was accepted into the State's cooperative purchasing for electricity and heating fuel.

18. The other supplies budget covers expenditures for supplies and equipment (less than \$1,000) supporting map-making, scientific research, fieldwork, and photographic needs. Grant related expenditures are a significant portion (over 96 %) of this account, totaling \$14,303 for FY 2020.

19. The travel budget covers reimbursements to the staff for business mileage on their personal vehicles, tolls and parking, and meal allowances. The majority of the travel budget is used to reimburse Commissioners for business mileage and tolls.

20. The telephone budget includes basic service, toll charges, the service cost of a data circuit, conference calls, and cellular phone service and toll charges.

21. The postage budget finances general postage fees, parcel delivery charges and post office box rental charges. Over the last several years, this account has decreased as more correspondence is sent electronically including public outreach.

22. The insurance budget covers estimated premiums for automobiles, general liability, fire, theft, workers compensation, volunteers and the umbrella liability policy. Through the years, the Commission has realized premium savings by participating in the States Tort Claims Fund and by including the Commission's buildings under the States property insurance.

Upon Commission approval of the FY 2020 Operating Budget, the Executive Director will be authorized to pay the State's insurance broker an amount not to exceed the budgeted funding of \$61,225.00 to cover the Commission's insurance premiums.

23. The FY 2020 budget for information processing includes \$57,475 for software maintenance agreements and data purchases, \$5,000 for payroll processing, \$2,600 for database administration services and \$1,000 for online legal services and \$1,500 for hardware maintenance. Over \$9,750 of this budget is reimbursable through grants or special revenue.

24. The household services budget covers trash removal, alarm (security and fire) monitoring, and exterminating services.

25. The professional services account covers expenditures for legal fees, technical and consulting services, and other miscellaneous services. Estimated costs include \$75,000 for legal fees associated with DAG services, \$150,000 for labor counsel, \$3,000 for the Office of Administrative Law assessment fees. Grant related technical services totaling \$281,732 are budgeted.

26. Expenditures in the other services budget include annual subscriptions (\$1,820), required memberships (\$4,482), and meeting expenses (\$2,500); advertising (\$3,500), research related fees (\$1,356), training (\$15,700), and banking fees (\$1,200).
27. The maintenance buildings and grounds budget for FY 2020 includes Repairs to the Barn Roof, Gutter replacement/repairs and Handicap Parking paver replacement. The remaining amount is available for minor maintenance services (plumbing, electrical, HVAC, etc.).
28. The maintenance - equipment budget provides for the inspection, maintenance and repair of certain building systems and other equipment.
29. The maintenance vehicular budget finances routine maintenance, vehicular fees, and repairs, including any needed body work not performed by the Commission's Maintenance Technician.
30. Since FY 2011, several changes in the rent other budgets have occurred. In FY2011 a smaller postage machine was rented saving thousands in acquisition, rental and maintenance expenses. The FY 2020 budget includes \$500 for the postage meter, \$7,200 for the lease of (2) black and white copiers, \$100 for excess copy charges, and \$250 for the safe deposit box.
31. The acquisitions - equipment budget contains \$26,600 for scientific equipment supporting grant related projects and \$2,000 for unanticipated telephone system expenses.
32. The acquisitions - information processing equipment budget includes the replacement computers and replacement Printers anticipated to be installed in FY 2020.
33. The total estimated Operating Budget expenditures for FY 2020 equal \$5,915,074. During the fiscal year, certain unforeseen and/or emergency expenditures may become necessary. The Personnel and Budget Committee has discussed this issue and recommends that the Executive Director be authorized to exceed the budget of an expenditure category (personnel, supplies, services, maintenance/rent, improvements/acquisitions) by no more than 10% provided that funds are available in other expenditure categories to ensure that the total Operating Budget is not exceeded and provided further that the combined salary budgets for the Operating Fund, Kirkwood-Cohansey Study and the Pinelands Conservation Fund do not exceed \$3,471,141.
34. Several expenditure account budgets include funding for various services and benefits that are reimbursed to the State of New Jersey and are over the Executive Director's authorized contracting limit of \$40,000. These consist of employee health benefits; the employer liability assessed by the Division of Pensions and the Commission's attorney (DAG) fees. Upon Commission approval of the FY 2020 Operating Budget, the Executive Director will be authorized to pay the State of New Jersey for the aforementioned items in an amount not to exceed the budgeted funding.

**PINELANDS COMMISSION
KIRKWOOD COHANSEY AQUIFER ASSESSMENT STUDY
FISCAL YEAR 2020 BUDGET**

	FY2017 Audited	FY2018 Unaudited	FY2019 Unaudited	FY2020 Anticipated	Notes
REVENUE PROJECTIONS					
Interest Income	120	1,000	1,000	2,000	1
Total Revenue	120	1,000	1,000	2,000	
K/C Study Fund Balance Anticipated	48,931	162,792	114,270	68,000	2
Total Revenue/Reserve Anticipated	49,051	163,792	115,270	70,000	

Expenditure Account	FY2017 Audited	FY2018 Unaudited	FY2019 Unaudited	FY2020 Anticipated	Notes
PERSONNEL					
Salaries & Wages	31,974	32,100	26,000	26,000	3
Fringe Benefits	16,627	16,692	13,260	13,000	4
TOTAL PERSONNEL	48,601	48,792	39,260	39,000	
SUPPLIES					
Printing & Office Supplies	-	500	500	-	
Vehicular Supplies	-	-	-	-	
TOTAL SUPPLIES	-	500	500	-	
SERVICES					
Travel	-	50	50	-	
Training	-	-	5,000	-	
Information Processing	450	450	460	-	
Professional Services	-	114,000	70,000	31,000	5
Other Services	-	-	-	-	
TOTAL SERVICES	450	114,500	75,510	31,000	
Total Expenditures	49,051	163,792	115,270	70,000	

PINELANDS COMMISSION
KIRKWOOD COHANSEY AQUIFER ASSESSMENT FUND
FISCAL YEAR 2020 BUDGET NOTES
September 13, 2019

1. The funds provided from the Water Supply Fund to prepare the Kirkwood Cohansey Aquifer Assessment and Report are kept in a separate cash account. The interest income estimated at \$2,000 stays within the program and is available to help fund the project. This amount is an increase from the last few years due to interest rates slowly rising. The cumulative interest earnings are accounted for as Fund Balance.
2. It is likely that any remaining Fund Balance existing at the end of the fiscal year will be used to support the Commission's development of water supply policies and/or regulations.
3. The FY 2020 salaries and wages budget finances salary expenses of employees who spend time working on this project and are estimated at \$26,000.
4. The fringe benefits budget represents the chargeable benefits calculated using the OMB issued "Employee Benefit" reimbursement rates for FY 2019. (Rates for FY19 have been made available in Circular Letter 19-04-OMB). The Rates for FY 2020 have not been published at this time.
5. The professional services budget of \$31,000 represents the continued work of USGS needed in preparation of the final report and associated Programming Services.

**PINELANDS COMMISSION
KATIE TRUST FUND
FISCAL YEAR 2020 BUDGET**

Revenue	FY 2018 Unaudited	FY 2019 Unaudited	FY 2020 Anticipated	Notes
Katie Trust Fund Balance Anticipated	20,638	15,000	15,000	1
Total Reserve Anticipated	20,638	15,000	15,000	

Expenditure Account	FY 2018 Unaudited	FY 2019 Unaudited	FY 2019 Anticipated	Notes
Ground Supplies				
Plants & Fencing	9,638	4,000	4,000	2
Total Supplies	9,638	4,000	4,000	
Services				
Professional Services	10,000	10,000	10,000	3
Total Services	10,000	10,000	10,000	
Improvements & Acquisitions				
Acquisitions - Furniture	1,000	1,000	1,000	4
Total Improvements & Acquisitions	1,000	1,000	1,000	
Total Expenditures	20,638	15,000	15,000	

**PINELANDS COMMISSION
KATIE TRUST FUND
FISCAL YEAR 2020 BUDGET NOTES
September 13, 2019**

1. This is the anticipated Fund Balance needed to complete the Garden Project.
2. The Ground Supplies budget of \$4,000.00 represents the estimated cost of the plants is \$3,000.00 and Split Rail fencing added between the Garden and Springfield Road to create a perimeter. The estimated cost for the fence is \$1,000.00.
3. The Professional Services budget of \$10,000 represents the New Path in Concrete, Exposed Aggregate or Flagstone.
4. The Acquisitions – Furniture budget is for 2 Memorial Benches that will be purchased.

**PINELANDS COMMISSION
PINELANDS CONSERVATION FUND
FISCAL YEAR 2020 BUDGET**

Revenue Source	FY2017 Audited	FY2018 Unaudited	FY2019 Unaudited	FY2020 Anticipated	Notes
EPA Grant - Intermittent Ponds	0	0	0	0	
EPA Grant - Natural and Created Wetlands	0	0	0	0	
Interest Income - Land Acquisition	1,500	5,000	6,000	15,000	1
Interest Income - Conservation Planning & Research	4,000	15,000	25,000	70,000	1
Interest Income - Community Planning & Design	1,500	5,000	10,000	34,000	1
Interest Income - Education & Outreach	1,000	5,000	8,000	22,000	1
Total Revenue	8,000	30,000	49,000	141,000	
Cancellation of Prior Year Encumbrances	0	0	0	0	
Reserves for Pinelands Conservation Activities	1,808,792	1,252,675	814,397	477,255	2
Total Revenue/Other Sources Anticipated	1,816,792	1,282,675	863,397	618,255	

Expenditure Account	FY2017 Audited	FY2018 Unaudited	FY2019 Unaudited	FY2020 Anticipated	Notes
<u>Land Acquisition</u>					
Salaries & Wages	10,758	12,000	5,000	5,750	
Fringe Benefits	10,319	6,240	2,550	2,875	
Information Processing	275	225	0	0	
Professional Services	0	0	0	0	
Land Acquisition	93,500	500,000	276,457	0	
Administrative Assessment	20,000	20,000	0	0	3
Total Land Acquisition Expenditures	134,852	538,465	284,007	8,625	4

Conservation Planning and Research

Salaries & Wages	204,498	231,000	157,000	207,133	
Fringe Benefits	99,074	120,120	80,070	103,566	
Printing & Office Supplies		250	0	0	
Household Supplies (clothing)				17,872	
Other Supplies				2,227	
Travel		4,175	1,702	728	
Information Processing		6,628	5,538		
Technical Services		54,353	70,000		
Professional Services	17,246				
Other Services	9,271	2,100	300	200	
Acquisitions - Equipment					
Acquisitions - Information Processing Equipment					
Administrative Assessment	20,000	20,000	20,000	20,000	3
Total Conservation Planning/Research Expenditures	350,089	438,626	334,610	351,726	5

Community Planning and Design

Salaries & Wages	54,082	65,000	62,000	85,000	
Fringe Benefits	28,123	33,800	31,620	42,500	
Printing & Office Supplies	100	125	385	500	
Other Supplies					
Travel		25	154	54	
Postage	250	200	250	500	
Information Processing	2,228	923	500	500	
Other Services	150	21,200	200	550	
State Aid and Grants					
Administrative Assessment	20,000	20,000	20,000	20,000	3
Total Community Planning/Design Expenditures	104,933	141,273	115,109	149,604	6

Education and Outreach

Salaries & Wages	0	48,500	45,000	55,000	
Fringe Benefits	0	25,220	22,950	27,500	
Printing & Office Supplies	0	650	500	500	
Other Supplies	0	1,450	900	500	
Information Processing	0				
Other Services	391,031	84,891	40,321	4,800	
Administrative Assessment	20,000	20,000	20,000	20,000	3
Total Education and Outreach	411,031	180,711	129,671	108,300	7

Total Expenditures	1,000,905	1,299,075	863,397	618,255	
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**PINELANDS COMMISSION
PINELANDS CONSERVATION FUND
FISCAL YEAR 2020 BUDGET NOTES
September 13, 2019**

1. The funds provided from Atlantic City Electric (formerly Conectiv) and other related revenue sources are kept in four separate cash accounts, one for each program of the Fund. The FY 2020 estimated interest income totals \$141,000 and is comprised of interest income from the four cash accounts. All interest income stays within the particular program and is available to help fund the various projects.
2. The difference between the revenues and expenditures for the year, estimated at \$477,255 is financed from the Reserves for Pinelands Conservation Activities. Each of the four programs (Land Acquisition, Conservation Planning and Research, and Community Planning and Design, Education and Outreach) has its own reserve account.
3. The financial plan that designated the three original programs within the Fund (Land Acquisition, Conservation Planning & Research and Community Planning & Design) was approved by the Commission in April 2005 and includes a \$20,000 annual assessment from each program to cover administrative expenses as described in Operating Budget note #10. The Commission amended the PCF policies in 2014 to include a fourth program, Education & Outreach, from which a \$20,000 annual administrative assessment is also drawn. FY 2020 will continue to see the removal of the annual assessment from the Land Acquisition program.
4. The Land Acquisition program budget for FY 2020 totals \$8,625. Personnel costs (salaries/wages and fringe benefits) are estimated at \$8,625 in support of the Commission's permanent land protection initiatives.
5. The Conservation Planning and Research program budget for FY 2020 totals \$351,726. Personnel costs (salaries/wages and fringe benefits) are estimated at \$310,699 to support the following initiatives and special projects: implementation of the rapid landfill assessment, implementation of the alternate septic system pilot program / septic system management, the roadside plants management project, management of threatened and endangered species data and rule making for the Black Run watershed. Rounding out the budget is the \$20,000 administrative assessment mentioned above.
6. The Community Planning and Design program budget for FY 2020 totals \$149,604. Personnel costs (salaries/wages and fringe benefits) are estimated at \$127,500 to support the following initiatives and special projects: review and implementation of the Forest and Rural Development Area clustering rules, proposal of the Pinelands Development Credit enhancement rules, administrative responsibilities supporting the Pinelands Development Credit Bank and administration of the Pinelands Infrastructure Trust Fund. Miscellaneous expenses (software, postage, printing, supplies, meeting expenses and legal advertisements)

supporting the program equal \$2,104. Rounding out the budget is the \$20,000 administrative assessment mentioned above.

7. The Education and Outreach program budget for FY 2020 totals \$108,300. Personnel costs (salaries/wages and fringe benefits) are estimated at \$82,500 to support the opening/operation of the Ashmun Exhibit Center and the Pinelands Short Course. Also included is \$5,700 for supplies related to the Exhibit Center. Miscellaneous expenses (supplies and mileage) supporting the program equal \$100. Rounding out the budget is the \$20,000 administrative assessment mentioned above.