

**PINELANDS COMMISSION
OPERATING BUDGET REVENUES
GENERAL FUND
FISCAL YEAR 2024**

Revenue Source	FY2021 Unaudited	FY2022 Unaudited	FY2023 Unaudited	FY2024 Anticipated	Notes
State Appropriation	3,099,000	3,249,000	3,399,000	3,549,000	1
State Supplemental Funding (Fringe Benefits)	687,000	687,000	687,000	687,000	2
Interest Income	4,000	4,000	6,500	75,000	3
NPS - Long Term Environmental Monitoring	144,000	155,400	145,055	138,975	4
NPS - Long Term Economic Monitoring	156,000	142,600	152,945	159,025	4
EPA - Micro	125,000	95,000	0	0	
EPA - Kingsnake	160,000	225,000	85,000	92,500	5
NJDEP Box Turtle	0	0	0	90,000	6
Wetlands Permitting	1,000	1,000	6,000	5,000	7
Pinelands Application Fees	380,000	500,000	650,000	700,000	8
TOTAL REVENUE	4,756,000	5,059,000	5,131,500	5,496,500	
Microfilm Reserve Anticipated	3,650	3,650	0	0	
Computer Reserve Anticipated	18,420	18,420	0	0	
Fenwick Manor Painting Reserve Anticipated	120,000	120,000	120,000	120,000	9
Energy Conservation Reserve	0	0	500,000	375,000	10
Regulatory Programs Shelving Reserve	0	0	0	10,000	11
Administrative Assessment (PCF)	60,000	60,000	60,000	9,000	12
Undesignated Fund Balance Anticipated	957,004	705,132	688,078	886,395	13
TOTAL OTHER INCREASES	1,159,074	907,202	1,368,078	1,400,395	
TOTAL REVENUE AND OTHER INCREASES	5,915,074	5,966,202	6,499,578	6,896,895	

PINELANDS COMMISSION
OPERATING BUDGET EXPENDITURES
GENERAL FUND
FISCAL YEAR 2024

Expenditure Account	FY2021 Unaudited	FY2022 Unaudited	FY2023 Unaudited	FY2024 Anticipated	Notes
PERSONNEL					
Salaries & Wages	3,050,972	3,021,984	3,374,398	3,783,408	14
Fringe Benefits	1,904,593	1,910,905	2,188,901	2,250,922	15, 16
TOTAL PERSONNEL	4,955,565	4,932,889	5,563,299	6,034,330	
SUPPLIES					
Printing & Office Supplies	35,275	26,420	34,040	36,675	17
Vehicular Supplies	6,900	10,900	11,400	12,600	18
Household Supplies	10,800	10,400	18,420	12,100	19
Fuel & Utilities	42,500	42,500	47,500	50,000	20
Other Supplies	33,309	41,492	36,842	30,246	21
TOTAL SUPPLIES	128,784	131,712	148,202	141,621	
SERVICES					
Travel	4,445	5,925	4,190	10,713	22
Telephone	40,500	45,120	46,120	45,900	23
Postage	3,650	2,175	1,725	1,750	24
Insurance	55,136	59,225	64,260	72,760	25, 26
Information Processing	85,082	108,861	126,835	135,847	27
Household Services	2,600	2,600	4,600	3,700	28
Professional Services	485,652	462,728	222,500	259,540	29
Other Services	24,901	35,717	35,147	27,313	30
TOTAL SERVICES	701,966	722,351	505,377	557,523	
MAINTENANCE & RENT					
Maintenance - Buildings & Grounds	47,000	94,000	75,500	81,000	31
Maintenance - Equipment	21,850	21,350	23,500	26,400	32
Maintenance - Vehicular	6,720	6,720	9,720	5,720	33
Rent - Other	8,050	10,550	10,350	8,900	34
TOTAL MAINTENANCE & RENT	83,620	132,620	119,070	122,020	
IMPROVEMENTS & ACQUISITIONS					
Acquisitions - Equipment	20,730	10,130	106,630	10,300	35
Acquisitions - Information Processing Equipment	24,408	36,500	57,000	31,100	36
TOTAL IMPROVEMENTS & ACQUISITIONS	45,138	46,630	163,630	41,400	
TOTAL EXPENDITURES	5,915,074	5,966,202	6,499,578	6,896,895	37,38,39

PINELANDS COMMISSION
OPERATING BUDGET
FISCAL YEAR 2024 NOTES
August 29, 2023

1. The Governor's budget includes a FY 2024 State Appropriation to the Commission in the amount of \$3,549,000.
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 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. No increase in funding occurred between FY 2016-FY 2023. The FY 2024 budget once again anticipates receipt of only \$687,000.
3. Interest Income is earned in the Commission's checking account and the cash management fund designated for general use. Interest income for 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. FY 2024 will see an increase in interest due to the Federal Reserve's continued rate increases that began in June of 2022.
4. The Commission is entering its 28th 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 the prior year, which are reimbursed in full.
5. The EPA Kingsnake Study remains an active grant; staff will continue their work in Fiscal Year 2024.
6. The Commission anticipates receiving grant funding from NJDEP for the continuation of the Box Turtle study that began in FY 2022.
7. 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.
8. Application Fees of \$700,000 are anticipated to be received during FY 2024, based on an average of the past five years of application fee revenue. 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.

9. The Fenwick Manor Painting Reserve was established in FY 2015 to earmark funds for exterior painting of Fenwick Manor. Funds were added annually as follows: \$40,000 in FY 2015; \$40,000 in FY 2016; \$20,000 in FY 2017 and \$20,000 in FY 2018. A total of \$120,000 remains available in the reserve, of which \$75,000 is earmarked as a match toward New Jersey Historic Trust 2023 Preserve New Jersey Capital Improvement Grant.
10. FY 2024 will be the second year of the Commission's Energy Conservation Reserve. This reserve will be for projects and capital expenditures that foster the Commission's mission toward energy conservation and sustainability. Some of the projects earmarked are installation of an electric vehicle charging station; retention of a solar facility expert to assess the feasibility of installing a solar energy facility on the Commission's property; development of a long-term plan for replacement of the Commission's existing HVAC systems; and other initiatives recommended in the Local Government Energy Audit reports or by the Pinelands Climate Committee. Grants available to state agencies will also be pursued.
11. FY 2024 will see the establishment of the Regulatory Programs Shelving Reserve. The current automated shelving has reached its life expectancy of twenty years. This reserve will prepare the Commission for when the shelving needs to be replaced.
12. In April 2005, the Commission adopted a financial plan for the Pinelands Conservation Fund, which was amended in 2014. Included in the plan is an annual assessment of \$20,000 from three of the programs in the Fund (see Pinelands Conservation Fund budget note #3). FY 2024 will see a reduction of the \$60,000 administrative assessment to \$9,000 due to efficiency measures made by both the MIS and Business Services.
13. The projected amount needed from the Undesignated Fund Balance to balance the FY2024 budget deficit is \$886,395.
14. 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 22 unfilled full time equivalent positions, or more than 33% of the authorized staffing level. The FY 2024 salaries and wages budgets (Operating and Pinelands Conservation Fund) finance only 44 of the 66 authorized full time equivalent positions.
15. The fringe benefits budget includes expenditures for the employer's share of Social Security (\$225,000), Medicare (\$65,000), disability insurance (\$1,000), flexible savings accounts (\$1,500) and miscellaneous administrative charges (\$500). The employer liability of pension related funds is estimated at \$650,000. The Commission's escalating health benefit premiums for active and retired employees are estimated at \$1,250,000 with a \$210,000 reduction for coinsurance payments from staff members. Also included is \$13,000 for dental insurance premiums and \$500 for participation in the Employee Advisory Service.

16. Upon Commission approval of the FY 2024 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 \$290,000.
17. 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 staff and Commissioner service awards. Grant-related expenses account for \$5,100 of this budget.
18. 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.
19. 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.
20. The fuel and utilities budget covers expenditures for heating fuel, electricity, water and sewer.
21. 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 98%) of this account, totaling \$29,546 for FY 2024.
22. The travel budget covers reimbursements to Commissioners and staff for business mileage on their personal vehicles, tolls and parking, and meal allowances.
23. The telephone budget includes basic service, toll charges, the service cost of a data circuit, conference calls, and cellular phone service.
24. 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 letters, reports, and public outreach materials.
25. The insurance budget covers estimated premiums for automobiles, general liability, fire, theft, workers compensation, volunteers, and the umbrella liability policy.
26. Upon Commission approval of the FY 2024 Operating Budget, the Executive Director will be authorized to pay the State's insurance broker an amount not to exceed the budgeted funding of \$72,760 to cover the Commission's insurance premiums.
27. The FY 2024 budget for information processing includes \$117,347 for software maintenance agreements and data purchases, \$6,500 for payroll processing, \$3,000 for database administration services and \$1,000 for online legal services. Over \$8,000 of this budget is reimbursable through grants or special revenue.

28. The household services budget covers trash removal, alarm (security and fire) monitoring, and exterminating services.
29. 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; \$75,000 for labor counsel and \$7,500 for publication of the Commission's rulemaking documents by the Office of Administrative Law. Grant related technical services totaling \$15,240 are budgeted.
30. Expenditures in the other services budget include annual subscriptions (\$2,800), required memberships and professional licenses (\$4,783); meeting expenses (\$1,900); advertising (\$2,775), research related fees (\$600), training (\$13,805), and banking fees (\$650).
31. The maintenance buildings and grounds budget for FY 2024 includes an estimated cost for implementation of Energy Efficiency measures and installation of an Electric Vehicle Charging Station (the cost of which may be partially offset by grant funding). The remaining amount is available for minor maintenance services (plumbing, electrical, HVAC, Tree Trimming, etc.).
32. The maintenance - equipment budget provides for the inspection, maintenance and repair of certain building systems and other equipment.
33. The maintenance vehicular budget finances routine maintenance, vehicular fees, and repairs, including any needed body work not performed by the Commission's Maintenance Technician.
34. The FY 2024 budget includes \$300 for the postage meter, \$6,000 for the lease of (2) black and white copiers, and \$100 for excess copy charges. Leasing of a Large Format Scanner for \$2,500 per year is also included to facilitate scanning and saving of site plans and zoning maps.
35. The acquisitions - equipment budget contains \$8,300 for scientific equipment supporting grant related projects and \$2,000 for unanticipated telephone system expenses
36. The acquisitions - information processing equipment budget includes the replacement of outdated computers and servers.
37. The total estimated Operating Budget expenditures for FY 2024 equal \$6,896,895. 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 and the Pinelands Conservation Fund do not exceed \$4,319,632.

36. 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 \$200,000 (OMB 23-09-DPP). These consist of employee health benefits; the employer liability assessed by the Division of Pensions and the Commission's attorney (DAG) fees.

37. Upon Commission approval of the FY 2024 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
PINELANDS CONSERVATION FUND
FISCAL YEAR 2024 BUDGET**

Revenue Source	FY2021 Unaudited	FY2022 Unaudited	FY2023 Unaudited	FY2024 Anticipated	Notes
Interest Income - Land Acquisition	1,640	1,050	5,100	45,000	1
Interest Income - Conservation Planning & Research	3,200	1,800	5,000	30,000	1
Interest Income - Community Planning & Design	1,600	900	2,800	25,000	1
Interest Income - Education & Outreach	620	1,100	950	5,000	1
SJTA - MOA	500,000	500,000	500,000	500,000	2
Total Revenue	507,060	504,850	513,850	605,000	
Cancellation of Prior Year Encumbrances	0	0	0	0	
Reserves for Pinelands Conservation Activities	323,556	538,782	446,981	359,866	
Total Revenue/Other Sources Anticipated	830,616	1,043,632	960,831	964,866	

Expenditure Account	FY2021 Unaudited	FY2022 Unaudited	FY2023 Unaudited	FY2024 Anticipated	Notes
<u>Land Acquisition</u>					
Salaries & Wages	16,800	20,000	5,000	12,000	
Fringe Benefits	7,896	10,600	2,650	8,160	
Land Acquisition	0	0	0	0	
Printing & Office Supplies	0	0	600	600	
Travel	0	0	100	300	
Total Land Acquisition Expenditures	24,696	30,600	8,350	21,060	4

<u>Conservation Planning and Research</u>					
Salaries & Wages	232,346	363,812	372,616	365,224	
Fringe Benefits	109,203	192,820	191,937	248,352	
Printing & Office Supplies	0	0	0	4,250	
Other Supplies	15,125	15,500	35,150	25,610	
Travel	3,100	5,421	7,421	4,100	
Information Processing	1,410	500	1,110	1,110	
Technical Services	5,300	5,300	0	0	
Professional Services	90,868	88,199	67,647	0	
Other Services	100	75	330	6,230	
Acquisitions - Equipment	3,000	3,400	6,800	3,000	
Administrative Assessment	20,000	20,000	20,000	3,000	3
Total Conservation Planning/Research Expenditures	480,452	695,027	703,011	660,876	5

<u>Community Planning and Design</u>					
Salaries & Wages	129,000	101,000	90,000	94,000	
Fringe Benefits	60,630	53,530	42,370	63,920	
Printing & Office Supplies	100	100	200	50	
Travel	0	0	0	110	
Postage	500	500	500	600	
Information Processing	618	250	750	250	
Other Services	300	275	250	100	
Administrative Assessment	20,000	20,000	20,000	3,000	3
Total Community Planning/Design Expenditures	211,148	175,655	154,070	162,030	6

<u>Education and Outreach</u>					
Salaries & Wages	60,000	75,000	40,000	65,000	
Fringe Benefits	28,200	39,750	21,200	44,200	
Printing & Office Supplies	0	0	2,000	0	
Travel	100	100	100	100	
Other Supplies	1,320	1,600	4,500	7,200	
Other Services	4,700	5,000	7,600	1,400	
Acquisitions - Equipment		900	0	0	
Administrative Assessment	20,000	20,000	20,000	3,000	3
Total Education and Outreach	114,320	142,350	95,400	120,900	7

Total Expenditures	830,616	1,043,632	960,831	964,866	
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PINELANDS COMMISSION
PINELANDS CONSERVATION FUND
FISCAL YEAR 2024 BUDGET NOTES
August 29, 2023

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 2024 estimated interest income totals are anticipated to reach \$105,000 and are comprised of interest income from the four cash accounts. All interest income stays within the particular program and is available to help fund the associated projects. The Federal Reserve has been consistently raising interest rates since June of 2022.
2. This revenue results from the SJTA MOA Amendment executed in April of 2019, under which SJTA is required to contribute a total of \$3,000,000 for land acquisition in the Pinelands Area. The Pinelands Commission will receive six annual payments of \$500,000.00. Payment #6 will be made in FY2024.
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 included a \$20,000 annual assessment from each program to cover administrative expenses as described in Operating Budget note #12. The Commission amended the PCF policies in 2014 to include a fourth program, Education & Outreach, from which a \$20,000 annual administrative assessment was also to be drawn. The annual assessment from the Land Acquisition program was eliminated in FY 2019. This year's budget reflects a reduced administrative assessment of \$3,000 from each of the other three programs.
4. The Land Acquisition program budget for FY 2024 totals \$21,060. Personnel costs (salaries/wages and fringe benefits) are estimated at \$20,160 in support of the Commission's permanent land protection initiatives, which include development of updated PCF acquisition priorities and funding policies, a new round of land acquisition, PCF deed restriction monitoring and the second annual permanent land protection summit. An additional \$900 is included to coverage mileage and meeting supplies.
5. The Conservation Planning and Research program budget for FY 2024 totals \$660,876. Personnel costs (salaries/wages and fringe benefits) are estimated at \$613,576 to support the following initiatives and special projects: landfill closure assessments; continued implementation of the alternate septic system pilot program; completion of rulemaking and implementation of the Kirkwood-Cohansey aquifer water management amendments; rulemaking related to the Electric Transmission Right of Way Maintenance Pilot Program; rulemaking associated with protection of the Black Run Watershed; and data maintenance and reporting related to permanent land protection. In addition, the Science Office will be continuing to conduct Corn Snake and King Snake research, now having the ability to perform pit tag implants in-house. In FY2024, the Science Office's research related to box turtles will also be partially funded from this account. An additional \$42,500 is included for

other expenses (supplies, services, software maintenance, printing, mileage, training and legal advertising) to support these initiatives. Rounding out the budget is the \$3,000 administrative assessment mentioned above.

6. The Community Planning and Design program budget for FY 2024 totals \$162,030. Personnel costs (salaries/wages and fringe benefits) are estimated at \$157,920 to support the following initiatives and special projects: proposal of CMP amendments related to Forest and Rural Development Area clustering, solar energy facilities and the use of Pinelands Development Credits; maintenance of updated PDC supply and demand estimates; administrative responsibilities supporting the Pinelands Development Credit Bank; and administration of the Pinelands Infrastructure Trust Fund. Also reflected in the budget are funds to support a variety of climate change initiatives and efforts, including support for the Pinelands Climate Committee, participation on the state's Interagency Council on Climate Resilience, completion of the management area boundary assessment, coordination with NJBPU on their dual-use solar program and research to support future CMP amendments. A total of \$1,110 is budgeted for expenses related to legal advertising, mileage, postage, software maintenance and office supplies. Rounding out the budget is the \$3,000 administrative assessment mentioned above.

7. The Education and Outreach program budget for FY 2024 totals \$120,900. Personnel costs (salaries/wages and fringe benefits) are estimated at \$109,200 to support the two annual Pinelands Short Courses, the World Water Monitoring Challenge and other outreach programs. Also included is a total of \$4,200 for supplies related to the Visitors Center, the World Water Monitoring Challenge and maintenance of the bog garden, as well as \$3,000 for services and supplies associated with the Commission's on-line store. Miscellaneous expenses (honoraria for participants in the Pinelands Speakers Series and mileage) supporting the program equal \$1,500. Rounding out the budget is the \$3,000 administrative assessment mentioned above.

PINELANDS COMMISSION
Fenwick Manor Preservation Budget
FISCAL YEAR 2024 BUDGET

Revenue	FY 2024 Anticipated	Notes
State Aid Received	500,000	
Fund Balance Anticipated	75,000	
Total Reserve Anticipated	575,000	1

Expenditure Account	FY 2024 Anticipated	Notes
Partial Exterior Restoration	330,850	2
Structural Reinforcement/Maintenance	101,150	2
Partial Interior Restoration	92,700	2
Non Construction Cost	50,300	3
Total Expenditures	575,000	

**PINELANDS COMMISSION
FENWICK MANOR PRESERVATION FUND
FISCAL YEAR 2024 BUDGET NOTES
August 29, 2023**

1. The anticipated Fund Balance includes the \$500,000 in State Aid provided to the Commission in the State of New Jersey FY 2023 Budget (Pages 79-80 of P.L. 2022, Chapter 49) as well as \$75,000 from the Commission's Fenwick Manor Reserve. The total of \$575,000 is the funding available to satisfy the 50% match requirement for a New Jersey Historic Trust 2023 Preserve New Jersey Capital Improvement Grant for Fenwick Manor. The Commission applied for the grant in April 2023. Grant awards will be announced in late September 2023. If the grant is received, significantly more work will be able to be completed and a budget revision is anticipated.
2. Costs associated with Exterior Restoration, Structural Reinforcement/Maintenance and Interior Restoration are based on the estimates provided in the Fenwick Manor Preservation Plan prepared by the Commission's consultant, Connolly & Hickey.
3. Non-construction related costs include engineering services, design development, and contract administration.