

ORD 2021-14

**AN ORDINANCE TO APPROVE AND ADOPT THE 2022 BUDGET FOR THE
HACKETTSTOWN BUSINESS IMPROVEMENT DISTRICT, INC.**

WHEREAS, the Hackettstown Business Improvement District, Inc., has submitted the attached budget for the year 2022; and

WHEREAS, N.J.S.A. 40:56-84 requires the approval of the special improvement district by the Town governing body; and

WHEREAS, the ordinance creating the special improvement district requires, in paragraph 6, the approval of the annual budget by the Town governing body.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Common Council of the Town of Hackettstown, in the County of Warren and State of New Jersey, as follows:

Section One: The attached 2022 budget of \$324,270 of the Hackettstown Business Improvement District is approved.

Section Two: The Ordinance of the Town of Hackettstown entitled "An Ordinance to Approve and Adopt the 2022 Budget for the Hackettstown Business Improvement District, Inc." is supplemented and amended to approve the attached tier system for the district. All Tier I properties will be charged at .152 of the assessed value of records as of August 1, 2021, all Tier II properties will be charged at .1198 of the assessed value of records as of August 1, 2021, all Tier III properties will be charged \$4,575.00 annually and all Tier IV properties will be charged \$8,668.00 annually.

Section Three: The Town Clerk is directed to post a copy of this Ordinance on the bulletin board of the Municipal Building.

Section Four: A copy of the line by line Budget is available in the office of the Town Clerk on weekdays from 9:00 A.M. to 5:00 P.M.

Section Five: Adoption of this Ordinance shall require approval by a majority of the full membership of the governing body.

Section Six: This Ordinance shall take effect upon the publication of notice of final adoption as provided by law.

NOTICE

Notice is hereby given that the aforesaid ordinance was introduced at a regular meeting of the Common Council of the Town of Hackettstown, New Jersey, held on November 8, 2021, and that at a regular meeting of the same, to be held on December 9, 2021 at the Municipal Building, 215 Stiger Street, Hackettstown, New Jersey, at the hour of 7:00 p.m., the said Common Council will conduct a public hearing and will consider the final passage of said ordinance.

WILLIAM W. KUSTER, JR. Town
Clerk/Administrator

Hackettstown Business Improvement District 2022 Budget Proposal

	2022 Budget Proposal	2022 Subtotals	Jan - Sept 2021 Actuals	2021 Budget	2020 FY Actuals	2020 Budget
Income						
4000 - Assessments (Net)	205,000.00		175,247.79	205,000.00	199,548.68	205,000.00
4003 - Checking Acct Interest	20.00		12.45	20.00	12.41	20.00
4300 - Donation			0.00	500.00	29,077.00	130.00
42034 - St Pats Vendors		0.00				
42035 - St Patricks Day Bartender		1,500.00				
4203 - St Patricks Day Parade		15,000.00				
42032 - St Pats Reception		5,000.00				
Total 4203 - St Patricks Day Parade	21,500.00		0.00	21,500.00	6,972.00	22,500.00
4202 - Hometown Holiday	6,500.00		2,500.00	5,000.00	1,000.00	6,500.00
4104 - BID Bucks	250.00		100.00	250.00	180.00	250.00
4102 - Maintenance-Clean Communities	3,500.00		3,500.00	3,500.00	0.00	3,500.00
4400 - Grants	7,500.00		28,000.00	5,000.00	1,000.00	0.00
4002 - Prior Years Uncollected	5,000.00		8,616.23	4,000.00	3,344.82	5,000.00
4213 - Oktoberfest	10,000.00		2,000.00	7,500.00	0.00	10,000.00
4208 - Spring Festival	48,000.00		0.00	43,000.00	3,075.00	50,000.00
4105 - Autumn Lamplight Dinner	0.00		0.00	9,000.00	0.00	9,500.00
4205 - Street Fair	3,000.00		0.00	3,000.00	700.00	4,000.00
4212 - Mafest	5,000.00		0.00	5,000.00	0.00	5,000.00
4500 - Outdoor Dining Tent	0.00		0.00	0.00	4,000.00	0.00
4600 - Late Night Thursday Sponsorship	2,500.00		400.00	4,000.00	0.00	0.00
7213 - Summer Lawn Movie	1,500.00		0.00	1,500.00	0.00	0.00
Winterfest	5,000.00		0.00	5,000.00	0.00	0.00
Total Income	324,270.00		220,376.47	322,770.00	248,687.81	321,400.00
Expenses						
Police Coverage, Security & Tra	10,000.00		7,200.00		600.00	
Repairs & Maintenance/Snow Removal	5,000.00		11,808.75			
NJ State Filing Fees	170.00		0.00	170.00	55.65	170.00
Consultant	0.00		0.00	0.00	25,987.55	0.00
Postage	350.00		0.00	350.00	148.75	350.00
Subcontractor					4,689.48	
Website Management	500.00			500.00	1,097.68	467.00
Meeting & Conferences	500.00		130.94			
Miscellaneous Expenses	750.00		474.77		95.88	
Supplies	200.00		20.26			
Licenses & Permits	1,500.00		187.00		133.00	
Bank/Finance Charges	0.00		35.00	0.00	94.03	
5007 - BID BUCK	250.00		200.00		327.00	
5101 - Planter Program						
51012 - Hanging baskets		4,000.00				
51011 - Flower Pots		3,500.00				
5101 - Planter Program - Other						
Total 5101 - Planter Program	7,500.00		4,063.00	6,500.00	2,764.07	4,000.00
5104 - Misc - Maintenance	1,000.00		116.42	1,000.00	444.09	1,000.00
5105 - Misc Office Exp	2,500.00		1,498.18	2,500.00	4,256.81	2,000.00
6000 - Payroll Expenses						
60001 - PT Administrative Assistant		29,900.00	4,827.63	20,000.00	10,382.63	28,000.00
60002 - Maintenance Labor		9,200.00	8,473.40	10,000.00	3,686.65	10,000.00
60003 - Flower Program		3,000.00	1,686.00	5,000.00	1,959.25	5,000.00
60004 - Executive Director		71,780.00	32,386.02	75,000.00	56,435.54	75,000.00
Grant Writer (new, need to assign #)		5,000.00	0.00	8,000.00	3,195.00	8,000.00
Social Media (new, need to assign #)		0.00	0.00	8,000.00	2,728.41	8,000.00
60005 - Health Care		7,000.00	3,749.94	5,000.00	3,332.28	5,000.00
6000 - Payroll Expenses - Other						
Total 6000 - Payroll Expenses	125,980.00					
6001 - Payroll Taxes BID	9,640.00		14,861.12	12,000.00	20,679.11	12,000.00
6005 - Accountant	8,000.00		4,000.00	9,000.00	5,305.00	3,500.00
6004 - Travel Expenses	1,500.00		0.00	500.00	0.00	750.00
6006 - Office Utilities	2,000.00		1,186.47	1,800.00	2,109.37	1,600.00
6007 - Office Rent	14,400.00		18,800.00	14,400.00	14,400.00	14,400.00
6008 - Payroll Fees	2,000.00		734.31	2,000.00	7,115.84	1,700.00
6010 - Education - Seminars	3,547.50		0.00	100.00	0.00	100.00
7100 - Autumn Lamplight Dinner Exp	0.00		548.39	7,000.00	0.00	7,000.00
7202 - Hometown Holiday Exp	6,500.00		0.00	6,500.00	1,777.36	7,000.00
7204 - Concert Series Exp	1,500.00		400.00	0.00	0.00	3,000.00
7206 - Spring Festival Carnival Exp	26,000.00		700.00	28,000.00	525.00	26,000.00
Winterfest (new, need to assign #)	5,000.00			5,000.00	0.00	0.00
Valentines Day Sweet Deals (new, need to assign #)	500.00					
Easter Scavenger Hunt (new, need to assign #)	500.00					
7210 - Oktoberfest EXP	10,000.00		200.00	10,000.00	0.00	10,000.00
7211 - Mafest Exp	5,000.00		0.00	5,000.00	0.00	5,000.00
7212 - Late Night Thursdays/Farm Mkt						
72121 - Marketing - LNT		800.00	938.10	800.00	2,200.00	0.00
72122 - Bands - LNT		3,200.00	1,550.00	3,200.00	2,835.00	0.00
72123 - Misc - LNT		800.00			56.34	0.00
Total 7212 - Late Night Thursdays/Farm Mkt	4,900.00					
7213 - Summer Lawn Movies						
72131 - Licensing - SLM		950.00	885.00	950.00	805.00	0.00
72132 - Marketing - SLM		500.00	239.81	500.00	508.89	0.00
72133 - Misc - SLM		50.00	13.87	50.00	0.00	0.00
7213 - Summer Lawn Movies - Other			14.90		0.00	0.00
Total 7213 - Summer Lawn Movies	1,500.00					
7214 - Outdoor Dining Tent	0.00		0.00	0.00	4,129.49	0.00
7208 - Decorations Holiday EXP	7,500.00		7,300.00	8,000.00	5,025.00	6,000.00
7207 - Misc Events Exp	700.00		1,432.09	1,000.00	3,888.77	2,000.00
7203 - St Patricks Day Parade Exp	20,000.00		817.36	21,300.00	8,278.23	18,800.00
6009 - Phone & Internet Expenses						
60091 - Internet		1,000.00	842.40	1,000.00	790.08	1,000.00
60092 - Cell Phone		800.00	450.00	600.00	550.00	600.00
60093 - Office Phone		400.00	282.17	400.00	527.73	400.00
Total 6009 - Phone & Internet Expenses	2,000.00					
6003 - Association Dues	2,500.00		250.00	2,500.00	425.00	2,500.00
6002 - Insurance						
60022 - INS. Commercial Pkg.		5,520.00	4,967.00	5,520.00	5,024.58	4,800.00
60023 - INS. D & O		1,380.00	2,425.28	1,380.00	1,003.80	1,200.00
60021 - INS. Workers Com		1,380.00	291.00	1,380.00	698.00	1,200.00
Total 6002 - Insurance	8,280.00					
5008 - Marketing - Misc	0.00		489.61	0.00		0.00
5005 - Business Recruitment	4,000.00		82.84		28.52	4,000.00
5000 - Advertising/ Marketing						
5001 - Digital-on-line		5,000.00	682.37	5,000.00	2,003.00	16,000.00
5003 - Radio		11,500.00	8,400.00	10,000.00	2,300.00	12,000.00
5005 - Print		3,772.50		3,272.50	1,225.00	5,000.00
5000 - Advertising/ Marketing - Other		500.00	676.89		800.00	4,800.00
Total 5000 - Advertising/ Marketing	20,772.50					
Total Expense	324,270.00		139,287.72	307,972.50	217,879.98	319,337.00
Net Income	0.00		81,088.75	14,797.50	31,007.83	2,063.00

Assessment Rate Calculations

2022 Budget Rate Calculations

	# of Propertie	Gross RE Value	Rate	*Flat Fee	Assessment amount
Tier I	88	43,869,900.00	0.00152		66,682.25
Tier II	165	92,816,350.00	0.001198		111,193.99
Tier III	7	38,084,900.00		4,575.00	\$32,025.00
Tier IV	1	25,000,000.00		8,668.00	\$8,668.00
		<u>199,771,150.00</u>			
			Gross Revenue		<u>218,569.24</u>
			Uncollected		<u>8,618.23</u>
			Net Revenue		<u>209,951.01</u>

Savings account 9/30/2021 \$5,041.83

Real Estate Values as per Tax Assessor Report dated 8/30/21

2021 Budget Rate Calculations

	# of Properti	Gross RE Value	Rate	* Flat fee	Assessment amount
Tier 1	88	\$43,882,200.00	0.00152		\$66,700.94
Tier II	159	\$86,134,350.00	0.001198		\$103,188.95
Tier III	7	\$38,084,900.00		\$ 4,575.00	\$32,025.00
Tier IV	1	\$25,000,000.00		\$ 8,668.00	\$8,668.00
		<u>\$193,101,450.00</u>			
			Gross Revenue		<u>\$210,582.90</u>
			Uncollected		<u>\$5,070.21</u>
			Net Revenue		<u>\$205,512.69</u>

Savings account 9/30/2020 \$ 5,037.63

Real Estate Values as per Tax Assessor Report dated 10/1/21

2020 Budget Rate Calculations

	# of Properti	Gross RE Value	Rate	* Flat fee	Assessment amount
Tier 1	88	\$43,780,800.00	0.00152		\$66,546.82
Tier II	160	\$85,835,050.00	0.001198		\$102,830.39
Tier III	7	\$38,084,900.00		\$ 4,575.00	\$32,025.00
Tier IV	1	\$25,000,000.00		\$ 8,668.00	\$8,668.00
		<u>\$192,700,750.00</u>			
			Gross Revenue		<u>\$210,070.21</u>
			Uncollected		<u>\$5,070.21</u>
			Net Revenue		<u>\$205,000.00</u>

Savings account 10/4/2020 \$ 5,040.80

Real Estate Values as per Tax Assessor Report dated 8/13/2019