

ORD 2022-12

**AN ORDINANCE TO APPROVE AND ADOPT THE 2023 BUDGET FOR THE
HACKETTSTOWN BUSINESS IMPROVEMENT DISTRICT, INC.**

WHEREAS, the Hackettstown Business Improvement District, Inc., has submitted the attached budget for the year 2023; 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 2023 budget of \$353,496 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 2023 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, 2022, all Tier II properties will be charged at .1198 of the assessed value of records as of August 1, 2022, 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 21, 2022, and that at a regular meeting of the same, to be held on December 28, 2022 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.

P.J. Reilly, Town Clerk/Administrator

Hackettstown Business Improvement District Budget Worksheet

Income

	2023 Proposed
4000 - Assessments (Net)	\$ 214,846
4001 - Payroll Tax Refund	
4002 - Prior Years Uncollected	\$ 2,500
4003 - Checking Acct Interest	\$ 20
4004 - Savings Acct Interest	
4101 - Advertising General	
4102 - Maintenance-Clean Communities	\$ 3,500
4103 - Advertising Print	
4104 - BID Bucks	\$ 250
4105 - Autumn Lamplight Dinner	
4201 - Decorative throws & misc sales	
Need # - Spreadshirt income	\$ 300
Need # - BID Fundraiser	
4202 - Hometown Holiday	\$ 8,000
42034 - St Pats Vendors	\$ 600
42035 - St Patricks Day Bartender	\$ 1,500
4203 - St Patricks Day Parade	\$ 8,500
42032 - St Pats Reception	\$ 6,600
Total 4203 - St Patricks Day Parade	
4204 - Concert Series Sponsorships	
4205 - Street Fair	\$ 3,000
4207 - misc events	
4209 - Spring Festival	\$ 40,000
4211 - Refunds	
4212 - Maifest/International Day	\$ 4,000
4213 - Oktoberfest	\$ 10,000
4300 - Donation	
4400 - Grants	\$ 37,000
4500 - Outdoor Dining Tent	
4600 - Late Night Thursday Sponsorship	\$ 4,380
7213 - Summer Lawn Movie	\$ 1,500
Need # - Meet & Greet	\$ 3,500
Need # - Winterfest	\$ 3,500
Total Income	\$ 353,496

Expenses		
Police Coverage, Security & Tra	\$	9,000
Repairs & Maintenance/Snow Removal	\$	5,000
Trash & Disposal	\$	500
Entertainment	\$	5,000
Equipment Rental Port A Johns	\$	3,800
Professional fees		
Meeting & Conferences	\$	1,000
Miscellaneous Expenses	\$	4,000
Legal Fees		
Supplies		
Banners & Signs	\$	3,000
Licenses & Permits	\$	700
Bank/Finance Charges		
5000 - Advertising/ Marketing		
5001 - Digital-on-line	\$	5,000
5003 - Radio	\$	10,000
5005 - Print	\$	5,000
5000 - Advertising/ Marketing - Other	\$	500
Total 5000 - Advertising/ Marketing		
5006 - Marketing - CU Students		
5007 - BID BUCKS	\$	200
5008 - Business Recruitment	\$	32,000
5009 - Marketing - Misc	\$	250
5011 - Website Management	\$	1,000
5100 - VIP Grant	\$	5,000
5101 - Planter Program		
51012 - Hanging baskets	\$	1,900
51011 - Flower Pots	\$	1,900
5101 - Planter Program - Other		
Total 5101 - Planter Program		
5103 - Clean & Safe		
5104 - Misc - Maintenance	\$	500
5105 - Misc Office Exp	\$	1,500
5106 - Postage	\$	350
6000 - Payroll Expenses		
60001 - PT Administrative Assistant	\$	33,475
60002 - Maintenance Labor	\$	10,300
60003 - Flower Program	\$	2,000
60004 - Executive Director	\$	80,340
Grant Writer (new, need to assign #)	\$	500
Social Media (new, need to assign #)	\$	-
60005 - Health Care	\$	5,000
6000 - Payroll Expenses - Other		
Total 6000 - Payroll Expenses		\$ 97,093
6001 - Payroll Taxes BID	12,000	\$ 34,522
6002 - Insurance		
60022 - INS. Commercial Pkg.	\$	5,800
60023 - INS. D & O	\$	750
60021 - INS. Workers Com	\$	2,000
Total 6002 - Insurance		
6003 - Association Dues	\$	2,000
6004 - Travel Expenses	\$	1,000

6005 - Accountant	\$	6,000
6006 - Office Utilities	\$	1,600
6007 - Office Rent	\$	14,400
6008 - Payroll Fees	\$	2,000
6009 - Phone & Internet Expenses		
60091 - Internet	\$	1,000
60092 - Cell Phone	\$	600
60093 - Office Phone	\$	400
Phone - other		
Total 6009 - Phone & Internet Expenses		
6010 - Education - Seminars	\$	1,000
6011 - NJ State Filing Fees	\$	170
6500 - Subcontractor	\$	5,000
7100 - Autumn Lamplight Dinner Exp		
7200 - Craft & Fine Arts Festival		
7202 - Hometown Holiday Exp	\$	8,500
7203 - St Patricks Day Parade Exp	\$	16,000
7204 - Concert Series Exp		
7205 - Street Fair Exp		
7207 - Misc Events Exp	\$	500
7208 - Decorations Holiday EXP	\$	5,000
7209 - Spring Festival Carnival Exp	\$	19,691
7210 - Oktoberfest EXP	\$	8,000
7211 - Maifest Exp		
7212 - Late Night Thursdays/Farmers Mkt		
72121 - Marketing - LNT	\$	200
72122 - Bands - LNT	\$	3,000
72123 - Misc - LNT	\$	400
Total 7212 - Late Night Thursdays/Farm Mkt		
7213 - Summer Lawn Movies		
72131 - Licensing - SLM	\$	800
72132 - Marketing - SLM	\$	350
72133 - Misc - SLM	\$	50
7213 - Summer Lawn Movies - Other		
Total 7213 - Summer Lawn Movies		
7214 - Outdoor Dining Tent	\$	-
Winterfest (new, need to assign #)	\$	3,570
Valentines Day Sweet Deals (new, need to assign #)	\$	500
Easter Scavenger Hunt (new, need to assign #)	\$	500
Meet & Greet	\$	2,000
8000 - Depreciation		
Total Expense	\$	353,496
Net Income	\$	0