

2016

HACKETTSTOWN PARKING Authority Budget

www.hackettstown.net/parking-authority
(Authority Web Address)

Department Of



**Community
Affairs**

Division of Local Government Services

2016 AUTHORITY BUDGET

Certification Section

2016

**HACKETTSTOWN PARKING
AUTHORITY BUDGET**

FISCAL YEAR: FROM JANUARY 1, 2016 TO DECEMBER 31, 2016

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

2016 PREPARER'S CERTIFICATION


HACKETTSTOWN PARKING

AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2016 TO: DECEMBER 31, 2016

It is hereby certified that the Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Vincent M. Montanino		
Title:	Auditor		
Address:	P.O. Box 397 Mount Arlington, New Jersey 07856		
Phone Number:	(973)770-5491	Fax Number:	(973)770-5494
E-mail address	<u>VM_ASSOCIATES@MSN.COM</u>		

2016 APPROVAL CERTIFICATION

HACKETTSTOWN PARKING

AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2016 TO: DECEMBER 31, 2016

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Hackettstown Parking Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 5th day of October, 2015.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Kathleen Block		
Title:	Secretary		
Address:	P.O. Box 216, Hackettstown, New Jersey 07840		
Phone Number:	(908)852-8660	Fax Number:	(908)852-5728
E-mail address	blockkathy@ymail.com		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	<u>www.hackettstown.net/parking-authority</u>
---------------------------------	---

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- ☒ A description of the Authority's mission and responsibilities
- ☒ Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☒ Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- ☐ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority. ***Not Applicable.***

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance Kathleen Block

Title of Officer Certifying compliance Secretary

Signature _____

2016 AUTHORITY BUDGET RESOLUTION

HACKETTSTOWN PARKING

FISCAL YEAR: FROM: JANUARY 1, 2016 TO: DECEMBER 31, 2016

WHEREAS, the Annual Budget and Capital Budget for the Hackettstown Parking Authority for the fiscal year beginning, January 1, 2016 and ending, December 31, 2016 has been presented before the governing body of the Hackettstown Parking Authority at its open public meeting of October 5, 2015; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$61,000.00, Total Appropriations, including any Accumulated Deficit if any, of \$88,200.00 and Total Unrestricted Net Position utilized of \$27,200.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$30,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Hackettstown Parking Authority, at an open public meeting held on October 5, 2015 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Hackettstown Parking Authority for the fiscal year beginning, January 1, 2016 and ending, December 31, 2016 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Hackettstown Parking Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 2, 2015.

(Secretary's Signature)

(Date)

Governing Body Member:	Recorded Vote				
	Aye	Nay	Abstain	Absent	
Claudia Conway	X				
Keith DeTombeur	X				
Christine Labadie					X
Tom Scott	X				
Arthur Sheldon	X				

2016 ADOPTION CERTIFICATION

HACKETTSTOWN PARKING

AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2016 **TO:** DECEMBER 31, 2016

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Hackettstown Parking Authority, pursuant to N.J.A.C. 5:31-2.3, on the 2nd day of November, 2015.

Officer's Signature:			
Name:	Kathleen Block		
Title:	Secretary		
Address:	P.O. Box 216, Hackettstown New Jersey 07840		
Phone Number:	(908)852-8660	Fax Number:	(908)852-5728
E-mail address	blockkathy@ymail.com		

2016 ADOPTED BUDGET RESOLUTION

HACKETTSTOWN PARKING

AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2016 TO: DECEMBER 31, 2016

WHEREAS, the Annual Budget and Capital Budget/Program for the Hackettstown Parking Authority for the fiscal year beginning January 1, 2016 and ending December 31, 2016 has been presented for adoption before the governing body of the Hackettstown Parking Authority at its open public meeting of November 2, 2015; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$61,000.00, Total Appropriations, including any Accumulated Deficit, if any, of \$88,200.00 and Total Unrestricted Net Position utilized of \$27,200.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$30,000.00 and Total Unrestricted Net Position planned to be utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Hackettstown Parking Authority, at an open public meeting held on November 2, 2015 that the Annual Budget and Capital Budget/Program of the Hackettstown Parking Authority for the fiscal year beginning January 1, 2016 and, ending December 31, 2016 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

(Date)

Governing Body
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

Claudia Conway
Keith DeTombeur
Christine Labadie
Tom Scott
Arthur Sheldon

2016 AUTHORITY BUDGET

Narrative and Information Section

2016 AUTHORITY BUDGET MESSAGE & ANALYSIS

HACKETTSTOWN PARKING

AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2016 TO: DECEMBER 31, 2016

Answer all questions below. Attach additional pages and schedules as needed.

1. Complete a brief statement on the 2016 proposed Annual Budget and make comparison to the 2015 adopted budget for each operation. Explain any variances over +/-10% for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.

The Town of Hackettstown Parking Authority proposes a budget totaling \$88,200 for fiscal year 2016 compared to the \$98,200.00 budgeted for fiscal year 2015. The major decrease is in the funding of the Renewal and Replacement Reserve and the increase in Administration Professional Services is for an Attorney and Engineer.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% from the current year adopted budget.

The proposed Annual Budget for fiscal year 2016 will have no impact on the customer charges. Revenues to support the Budget are derived from metered and permit parking at various lots and streets within the Town of Hackettstown. The use of Unrestricted Net Position has decreased from \$39,200 in 2015 to \$29,200 in 2016.

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

The Town's economy continues to recover and will continue to have a major impact on the proposed Annual Budget as the Authority will continue using its Unrestricted Net Position to balance its Budget.

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

Unrestricted Net Position is being used in the 2016 fiscal year budget to balance the budget.

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

This is not applicable for the Authority.

2016 AUTHORITY BUDGET MESSAGE & ANALYSIS (CONTINUED)

HACKETTSTOWN PARKING

AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2016 TO: DECEMBER 31, 2016

6. The proposed budget must not reflect an anticipated deficit from 2016 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

This is not applicable for the Authority.

7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

There are no changes to the Authority's existing rate structure.

8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include sewer and water billings; parking rents and collections; number of customers; number of available parking spaces; etc. See Local Finance Notice 2014-9 for more information.

This is not applicable for the Authority.

AUTHORITY CONTACT INFORMATION

2016

Please complete the following information regarding this Authority. All information requested below must be completed.

Name of Authority:	HACKETTSTOWN PARKING AUTHORITY		
Federal ID Number:	22-2286374		
Address:	P.O. Box 216		
City, State, Zip:	HACKETTSTOWN	NJ	07840
Phone: (ext.)	(908)852-8660	Fax:	(908)852-5728

Preparer's Name:	VINCENT M. MONTANINO		
Preparer's Address:	P.O. BOX 397		
City, State, Zip:	MOUNT ARLINGTON	NJ	07856
Phone: (ext.)	(973)770-5491	Fax:	(973)770-5494
E-mail:	VM_ASSOCIATES@MSN.COM		

Executive Director:			
Phone: (ext.)		Fax:	
E-mail:			

Chief Financial Officer:			
Phone: (ext.)		Fax:	
E-mail:			

Name of Auditor:	SEE PREPARER ABOVE		
Name of Firm:			
Address:			
City, State, Zip:			
Phone: (ext.)		Fax:	
E-mail:			

AUTHORITY INFORMATIONAL QUESTIONNAIRE

HACKETTSTOWN PARKING AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2016 TO: DECEMBER 31, 2016

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 3
- 2) Provide the amount of total salaries and wages for calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$32,347
- 3) Provide the number of regular voting members of the governing body: 5
- 4) Provide the number of alternate voting members of the governing body: NONE
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? NO *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? YES *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? NO *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? NO
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? NO
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NO*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. NO *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract.
- 11) Did the Authority pay for meals or catering during the current fiscal year? NO. *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? NO *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*

AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED) HACKETTSTOWN PARKING AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2016 TO: DECEMBER 31, 2016

- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel NO
 - b. Travel for companions NO
 - c. Tax indemnification and gross-up payments NO
 - d. Discretionary spending account NO
 - e. Housing allowance or residence for personal use NO
 - f. Payments for business use of personal residence NO
 - g. Vehicle/auto allowance or vehicle for personal use NO
 - h. Health or social club dues or initiation fees NO
 - i. Personal services (i.e.: maid, chauffeur, chef) NO
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? YES *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses.*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? NO *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? NO *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? NOT APPLICABLE – NO DEBT. *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? NO *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? NO *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

HACKETTSTOWN PARKING AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2016 TO: DECEMBER 31, 2016

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and all related entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and related entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2016, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2016, with 2015 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period January 1, 2016 to December 31, 2016
HACKETTSTOWN PARKING AUTHORITY

Reportable Compensation from Authority (W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Commissioner		Officer		Key Employee		Highest Compensated Employee		Former		Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
									Base Salary/ Stipend	Bonus											
1 Kathleen Block	Secretary	20		X									\$ 9,092	NONE	\$ 9,092	NONE					\$ 9,092
2 Claudia Conway	Commissioner	2	X										NONE	NONE	-	NONE					-
3 Keith DeTombour	Commissioner	2	X										NONE	NONE	-	NONE			5,657		5,657
4 Christine Labadie	Commissioner	2	X										NONE	NONE	-	NONE					-
5 Arthur Sheldon	Commissioner	2	X										NONE	NONE	-	NONE					-
6 Tom Scott	Commissioner	2	X										NONE	NONE	-	NONE					-
7															-						-
8															-						-
9															-						-
10															-						-
11															-						-
12															-						-
13															-						-
14															-						-
15															-						-
Total:												\$ 9,092	\$ -	\$ -	\$ -	\$ 9,092	\$ 5,657	\$ -	\$ -	\$ 14,749	

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed: 0

Schedule of Health Benefits - Detailed Cost Analysis - NOT APPLICABLE

HACKETTSTOWN PARKING AUTHORITY

For the Period January 1, 2016 to December 31, 2016

Annual Cost											
	# of Covered Members (Medical & Rx) Proposed Budget	Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)			
Active Employees - Health Benefits - Annual Cost											
Single Coverage			\$	-		\$	-	#DIV/0!			
Parent & Child				-			-	#DIV/0!			
Employee & Spouse (or Partner)				-			-	#DIV/0!			
Family				-			-	#DIV/0!			
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!			
Subtotal	0			-	0		-	#DIV/0!			
Commissioners - Health Benefits - Annual Cost											
Single Coverage				-			-	#DIV/0!			
Parent & Child				-			-	#DIV/0!			
Employee & Spouse (or Partner)				-			-	#DIV/0!			
Family				-			-	#DIV/0!			
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!			
Subtotal	0			-	0		-	#DIV/0!			
Retirees - Health Benefits - Annual Cost											
Single Coverage				-			-	#DIV/0!			
Parent & Child				-			-	#DIV/0!			
Employee & Spouse (or Partner)				-			-	#DIV/0!			
Family				-			-	#DIV/0!			
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!			
Subtotal	0			-	0		-	#DIV/0!			
GRAND TOTAL											
	0		\$	-	0	\$	-	#DIV/0!			

Is medical coverage provided by the SHBP (Yes or No)?
Is prescription drug coverage provided by the SHBP (Yes or No)?

Schedule of Accumulated Liability for Compensated Absences

HACKETTSTOWN PARKING AUTHORITY

For the Period

January 1, 2016

to

December 31, 2016

Complete the below table for the Authority's accrued liability for compensated absences.

*Legal Basis for Benefit
(check applicable items)*

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
NONE					
Total liability for accumulated compensated absences at beginning of current year		\$ -			

Schedule of Shared Service Agreements

HACKETTSTOWN PARKING AUTHORITY

January 1, 2016 to December 31, 2016

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

[illegible]

2016 AUTHORITY BUDGET

Financial Schedules Section

2016 Budget Summary

HACKETTSTOWN PARKING AUTHORITY

For the Period January 1, 2016 to December 31, 2016

	Proposed Budget						Adopted Budget		\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Operation	Operation	Operation	Operation	Operation	Operation	Total All	All Operations		
	PARKING	#2	#3	#4	#5	#6	Operations	Operations		
REVENUES										
Total Operating Revenues	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 58,000	\$ 2,000	3.4%
Total Non-Operating Revenues	1,000	-	-	-	-	-	1,000	1,000	-	0.0%
Total Anticipated Revenues	61,000	-	-	-	-	-	61,000	59,000	2,000	3.4%
APPROPRIATIONS										
Total Administration	31,300	-	-	-	-	-	31,300	26,300	5,000	19.0%
Total Cost of Providing Services	41,900	-	-	-	-	-	41,900	41,900	-	0.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Operating Appropriations	73,200	-	-	-	-	-	73,200	68,200	5,000	7.3%
Total Interest Payments on Debt	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	15,000	-	-	-	-	-	15,000	30,000	(15,000)	-50.0%
Total Non-Operating Appropriations	15,000	-	-	-	-	-	15,000	30,000	(15,000)	-50.0%
Accumulated Deficit	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	88,200	-	-	-	-	-	88,200	98,200	(10,000)	-10.2%
Less: Total Unrestricted Net Position Utilized	27,200	-	-	-	-	-	27,200	39,200	(12,000)	-30.6%
Net Total Appropriations	61,000	-	-	-	-	-	61,000	59,000	2,000	3.4%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

2016 Revenue Schedule

HACKETTSTOWN PARKING AUTHORITY

For the Period January 1, 2016 to December 31, 2016

	<i>Proposed Budget</i>						<i>Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	<i>PARKING</i>	<i>Operation #2</i>	<i>Operation #3</i>	<i>Operation #4</i>	<i>Operation #5</i>	<i>Operation #6</i>	<i>Total All Operations</i>	<i>Total All Operations</i>	<i>All Operations</i>
OPERATING REVENUES									
<i>Service Charges</i>									
Residential							\$ -	\$ -	#DIV/0!
Business/Commercial							-	-	#DIV/0!
Industrial							-	-	#DIV/0!
Intergovernmental							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Service Charges	-	-	-	-	-	-	-	-	#DIV/0!
<i>Connection Fees</i>									
Residential							-	-	#DIV/0!
Business/Commercial							-	-	#DIV/0!
Industrial							-	-	#DIV/0!
Intergovernmental							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Connection Fees	-	-	-	-	-	-	-	-	#DIV/0!
<i>Parking Fees</i>									
Meters	43,300						43,300	40,000	3,300 8.3%
Permits	3,000						3,000	3,000	- 0.0%
Fines/Penalties	9,100						9,100	10,000	(900) -9.0%
Other	4,600						4,600	5,000	(400) -8.0%
Total Parking Fees	60,000	-	-	-	-	-	60,000	58,000	2,000 3.4%
<i>Other Operating Revenues (List)</i>									
Other Revenue 1							-	-	#DIV/0!
Other Revenue 2							-	-	#DIV/0!
Other Revenue 3							-	-	#DIV/0!
Other Revenue 4							-	-	#DIV/0!
Total Other Revenue	-	-	-	-	-	-	-	-	#DIV/0!
Total Operating Revenues	60,000	-	-	-	-	-	60,000	58,000	2,000 3.4%
NON-OPERATING REVENUES									
<i>Grants & Entitlements (List)</i>									
Grant #1							-	-	#DIV/0!
Grant #2							-	-	#DIV/0!
Grant #3							-	-	#DIV/0!
Grant #4							-	-	#DIV/0!
Total Grants & Entitlements	-	-	-	-	-	-	-	-	#DIV/0!
<i>Local Subsidies & Donations (List)</i>									
Local Subsidy #1							-	-	#DIV/0!
Local Subsidy #2							-	-	#DIV/0!
Local Subsidy #3							-	-	#DIV/0!
Local Subsidy #4							-	-	#DIV/0!
Total Local Subsidies & Donations	-	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits</i>									
Investments	1,000						1,000	1,000	- 0.0%
Security Deposits							-	-	#DIV/0!
Penalties							-	-	#DIV/0!
Other Investments							-	-	#DIV/0!
Total Interest	1,000	-	-	-	-	-	1,000	1,000	- 0.0%
<i>Other Non-Operating Revenues (List)</i>									
Other Non-Operating #1							-	-	#DIV/0!
Other Non-Operating #2							-	-	#DIV/0!
Other Non-Operating #3							-	-	#DIV/0!
Other Non-Operating #4							-	-	#DIV/0!
Other Non-Operating Revenues	-	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Revenues	1,000	-	-	-	-	-	1,000	1,000	- 0.0%
TOTAL ANTICIPATED REVENUES	\$ 61,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,000	\$ 59,000	\$ 2,000 3.4%

2015 Adopted Revenue Schedule

HACKETTSTOWN PARKING AUTHORITY

	Adopted Budget						
	PARKING	Operation #2	Operation #3	Operation #4	Operation #5	Operation #6	Total All Operations
OPERATING REVENUES							
<i>Service Charges</i>							
Residential							\$ -
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Service Charges	-	-	-	-	-	-	-
<i>Connection Fees</i>							
Residential							-
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	-	-	-	-	-	-	-
<i>Parking Fees</i>							
Meters	40,000						40,000
Permits	3,000						3,000
Fines/Penalties	10,000						10,000
Other	5,000						5,000
Total Parking Fees	58,000	-	-	-	-	-	58,000
<i>Other Operating Revenues (List)</i>							
Other Revenue 1							-
Other Revenue 2							-
Other Revenue 3							-
Other Revenue 4							-
Total Other Revenue	-	-	-	-	-	-	-
Total Operating Revenues	58,000	-	-	-	-	-	58,000
NON-OPERATING REVENUES							
<i>Grants & Entitlements (List)</i>							
Grant #1							-
Grant #2							-
Grant #3							-
Grant #4							-
Total Grants & Entitlements	-	-	-	-	-	-	-
<i>Local Subsidies & Donations (List)</i>							
Local Subsidy #1							-
Local Subsidy #2							-
Local Subsidy #3							-
Local Subsidy #4							-
Total Local Subsidies & Donations	-	-	-	-	-	-	-
<i>Interest on Investments & Deposits</i>							
Investments	1,000						1,000
Security Deposits							-
Penalties							-
Other Investments							-
Total Interest	1,000	-	-	-	-	-	1,000
<i>Other Non-Operating Revenues (List)</i>							
Other Non-Operating #1							-
Other Non-Operating #2							-
Other Non-Operating #3							-
Other Non-Operating #4							-
Other Non-Operating Revenues	-	-	-	-	-	-	-
Total Non-Operating Revenues	1,000	-	-	-	-	-	1,000
TOTAL ANTICIPATED REVENUES	\$ 59,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,000

2016 Appropriations Schedule

HACKETTSTOWN PARKING AUTHORITY

For the Period January 1, 2016 to December 31, 2016

	Proposed Budget						Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Operation PARKING	Operation #2	Operation #3	Operation #4	Operation #5	Operation #6	Total All Operations	Total All Operations	All Operations
OPERATING APPROPRIATIONS									
<i>Administration - Personnel</i>									
Salary & Wages	\$ 13,500						\$ 13,500	\$ -	0.0%
Fringe Benefits	1,000						1,000	-	0.0%
Total Administration - Personnel	14,500	-	-	-	-	-	14,500	-	0.0%
<i>Administration - Other (List)</i>									
Office Expenses	5,500						5,500	-	0.0%
Professional Services	9,300						9,300	5,000	116.3%
Convention/Annual Meeting	2,000						2,000	-	0.0%
Other Admin Expense #4							-	-	#DIV/0!
Miscellaneous Administration*							-	-	#DIV/0!
Total Administration - Other	16,800	-	-	-	-	-	16,800	5,000	42.4%
Total Administration	31,300	-	-	-	-	-	31,300	5,000	19.0%
<i>Cost of Providing Services - Personnel</i>									
Salary & Wages	18,000						18,000	-	0.0%
Fringe Benefits	3,500						3,500	-	0.0%
Total COPS - Personnel	21,500	-	-	-	-	-	21,500	-	0.0%
<i>Cost of Providing Services - Other (List)</i>									
Insurance and Uniforms	1,500						1,500	-	0.0%
Snow Removal, Lot & Meter Maintenance	13,000						13,000	-	0.0%
Public Events	5,000						5,000	-	0.0%
Training and Education	500						500	-	0.0%
Miscellaneous COPS*	400						400	-	0.0%
Total COPS - Other	20,400	-	-	-	-	-	20,400	-	0.0%
Total Cost of Providing Services	41,900	-	-	-	-	-	41,900	-	0.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-	-	#DIV/0!
Total Operating Appropriations	73,200	-	-	-	-	-	73,200	68,200	7.3%
NON-OPERATING APPROPRIATIONS									
Total Interest Payments on Debt	-	-	-	-	-	-	-	-	#DIV/0!
Operations & Maintenance Reserve							-	-	#DIV/0!
Renewal & Replacement Reserve	15,000						15,000	30,000	(15,000)
Municipality/County Appropriation							-	-	#DIV/0!
Other Reserves							-	-	#DIV/0!
Total Non-Operating Appropriations	15,000	-	-	-	-	-	15,000	30,000	(15,000)
TOTAL APPROPRIATIONS	88,200	-	-	-	-	-	88,200	98,200	(10,000)
ACCUMULATED DEFICIT									
							-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	88,200	-	-	-	-	-	88,200	98,200	(10,000)
UNRESTRICTED NET POSITION UTILIZED									
Municipality/County Appropriation	-	-	-	-	-	-	-	-	#DIV/0!
Other	27,200						27,200	39,200	(12,000)
Total Unrestricted Net Position Utilized	27,200	-	-	-	-	-	27,200	39,200	(12,000)
TOTAL NET APPROPRIATIONS	\$ 61,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,000	\$ 59,000	\$ 2,000

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$3,660.00 \$ - \$ - \$ - \$ - \$ - \$ - \$ 3,660.00

2015 Adopted Appropriations Schedule

HACKETTSTOWN PARKING AUTHORITY

	Adopted Budget						
	Operation	Operation	Operation	Operation	Operation	Total All	
	PARKING	#2	#3	#4	#5	#6	Operations
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 13,500						\$ 13,500
Fringe Benefits	1,000						1,000
Total Administration - Personnel	14,500	-	-	-	-	-	14,500
<i>Administration - Other (List)</i>							
Office Expenses	5,500						5,500
Professional Services	4,300						4,300
Convention/Annual Meeting	2,000						2,000
Other Admin Expense #4							-
Miscellaneous Administration*							-
Total Administration - Other	11,800	-	-	-	-	-	11,800
Total Administration	26,300	-	-	-	-	-	26,300
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	18,000						18,000
Fringe Benefits	3,500						3,500
Total COPS - Personnel	21,500	-	-	-	-	-	21,500
<i>Cost of Providing Services - Other (List)</i>							
Insurance and Uniforms	1,500						1,500
Snow Removal, Lot & Meter Maintenance	13,000						13,000
Public Events	5,000						5,000
Training and Education	500						500
Miscellaneous COPS*	400						400
Total COPS - Other	20,400	-	-	-	-	-	20,400
Total Cost of Providing Services	41,900	-	-	-	-	-	41,900
Total Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-
Total Operating Appropriations	68,200	-	-	-	-	-	68,200
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	-	-	-	-	-	-	-
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve	30,000						30,000
Municipality/County Appropriation							-
Other Reserves							-
Total Non-Operating Appropriations	30,000	-	-	-	-	-	30,000
TOTAL APPROPRIATIONS	98,200	-	-	-	-	-	98,200
ACCUMULATED DEFICIT							-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	98,200	-	-	-	-	-	98,200
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other	39,200						39,200
Total Unrestricted Net Position Utilized	39,200	-	-	-	-	-	39,200
TOTAL NET APPROPRIATIONS	\$ 59,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,000

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$3,410.00 \$ - \$ - \$ - \$ - \$ - \$ - \$ 3,410.00

5 Year Debt Service Schedule - Principal

HACKETTSTOWN PARKING AUTHORITY

	Fiscal Year Beginning in							Total Principal	
	Current Year (2015)	2016	2017	2018	2019	2020	2021	Thereafter	Outstanding
PARKING									
Debt Issuance #1				NOT APPLICABLE					\$
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
Operation #2									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
Operation #3									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
Operation #4									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
Operation #5									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
Operation #6									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Principal	-	-	-	-	-	-	-	-	-
TOTAL PRINCIPAL ALL OPERATIONS	\$	\$	\$	\$	\$	\$	\$	\$	\$

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

Bond Rating	Moody's	Fitch	Standard & Poors
Year of Last Rating			

5 Year Debt Service Schedule - Interest

HACKETTSTOWN PARKING AUTHORITY

Fiscal Year Beginning in

	Current Year (2015)	2016	2017	2018	2019	2020	2021	Thereafter	Total Interest Payments Outstanding
PARKING									
Debt Issuance #1				NOT APPLICABLE					\$
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
Operation #2									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
Operation #3									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
Operation #4									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
Operation #5									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
Operation #6									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
Operation #6									
Debt Issuance #1									-
Debt Issuance #2									-
Debt Issuance #3									-
Debt Issuance #4									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
TOTAL INTEREST ALL OPERATIONS	\$	\$	\$	\$	\$	\$	\$	\$	\$

2016 Net Position Reconciliation

HACKETTSTOWN PARKING AUTHORITY

For the Period January 1, 2016 to December 31, 2016

	Proposed Budget					
	Operation #2	Operation #3	Operation #4	Operation #5	Operation #6	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)						
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 397,741					\$ 397,741
Less: Restricted for Debt Service Reserve (1)	248,887					248,887
Less: Other Restricted Net Position (1)	39,293					-
Total Unrestricted Net Position (1)	109,561	-	-	-	-	39,293
Less: Designated for Non-Operating Improvements & Repairs						109,561
Less: Designated for Rate Stabilization						-
Less: Other Designated by Resolution						-
Plus: Accrued Unfunded Pension Liability (1)						-
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)						-
Plus: Estimated Income (Loss) on Current Year Operations (2)	6,000					6,000
Plus: Other Adjustments (attach schedule)						-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	115,561	-	-	-	-	115,561
Unrestricted Net Position Utilized to Balance Proposed Budget	27,200	-	-	-	-	27,200
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	27,200	-	-	-	-	27,200
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	\$ 88,361	\$ -	\$ -	\$ -	\$ -	\$ 88,361

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County

	\$	3,660	\$	-	\$	-	\$	-	\$	3,660
--	----	-------	----	---	----	---	----	---	----	-------

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2016

HACKETTSTOWN PARKING

**AUTHORITY
CAPITAL
BUDGET/
PROGRAM**

2016 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

HACKETTSTOWN PARKING AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2016 TO: DECEMBER 31, 2016

☒ It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Hackettstown Parking Authority, on the 5th day of October, 2015.

OR

☐ It is hereby certified that the governing body of the _____ Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): _____

Officer's Signature:			
Name:	Kathleen Block		
Title:	Secretary		
Address:	P.O. Box 216, Hackettstown, New Jersey 07840		
Phone Number:	(908)852-8660	Fax Number:	(908)852-5728
E-mail address	blockkathy@ymail.com		

2016 CAPITAL BUDGET/PROGRAM MESSAGE

HACKETTSTOWN PARKING AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2016 TO: DECEMBER 31, 2016

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program?

YES

2. Has each capital project/project financing been developed from a specific capital improvement plan or report; does it include full lifecycle costs; and is it consistent with appropriate elements of Master Plans or other plans in the jurisdiction(s) served by the authority?

YES

3. Has a long-term (10-20 years) infrastructure needs assessment or other capital plan with a horizon beyond six years been prepared?

NO

4. Describe the projected impact of the proposed capital projects, including impact on the schedule of rates, fees, and service charges and the impact on current and future year's schedules.

The Authority foresees no additional impact on parking rates for the proposed 2016 Capital Budget.

5. Please indicate which capital projects/project financings are being undertaken in the Metropolitan or Suburban Planning Areas as defined in the State Development and Redevelopment Plan.

NONE

6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for that Center/Endorsed Plan.

NONE

Add additional sheets if necessary.

2016 Proposed Capital Budget

HACKETTSTOWN PARKING AUTHORITY

For the Period January 1, 2016 to December 31, 2016

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
PARKING						
LOT REPAVING	\$ 30,000		\$ 30,000			
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	30,000	-	30,000	-	-	-
Operation #2						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
Operation #3						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
Operation #4						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
Operation #5						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
Operation #6						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

5 Year Capital Improvement Plan

HACKETTSTOWN PARKING AUTHORITY

For the Period January 1, 2016 to December 31, 2016

Fiscal Year Beginning in

	Estimated Total Cost	Current Year Proposed Budget	2017	2018	2019	2020	2021
PARKING							
LOT REPAVING	\$ 30,000	\$ 30,000					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	30,000	30,000	-	-	-	-	-
Operation #2							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
Operation #3							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
Operation #4							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
Operation #5							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
Operation #6							
Project A Description	-	-					
Project B Description	-	-					
Project C Description	-	-					
Project D Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

5 Year Capital Improvement Plan Funding Sources

HACKETTSTOWN PARKING AUTHORITY

For the Period January 1, 2016 to December 31, 2016

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
PARKING						
LOT REPAVING	\$ 30,000		\$ 30,000			
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	30,000	-	30,000	-	-	-
Operation #2						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
Operation #3						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
Operation #4						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
Operation #5						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
Operation #6						
Project A Description	-					
Project B Description	-					
Project C Description	-					
Project D Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 30,000					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.