

RESOLUTION NO. 2016-_____

A RESOLUTION AUTHORIZING A GRANT AGREEMENT
WITH THE VINELAND DOWNTOWN IMPROVEMENT
DISTRICT FOR PAYROLL PROCESSING FOR THE
DISTRICT FOR C.Y. 2016.

WHEREAS, the City of Vineland desires to utilize funding from the Vineland Downtown Improvement District to cover the salaries and wages of a part-time position for Calendar Year 2016; and

WHEREAS, the Vineland Downtown Improvement District agrees to provide funding through a grant award in the amount of \$21,576.75 to the City to cover the salaries and wages and associated fringe benefits of a part-time employee(s) of the District for said period; and

WHEREAS, the City agrees to utilize the funding provided to process the District's payroll based upon the District's budget for said employee(s) and other related costs such as taxes and pension benefits;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that the Mayor and City Clerk are hereby authorized and directed to execute an agreement with the Vineland Downtown Improvement District accepting funding through a grant award in the amount of \$21,576.75 to the City to cover the salaries and wages and associated fringe benefits of the part-time employee(s) of the District for the period January 1, 2016 through December 31, 2016.

Adopted:


President of Council

ATTEST:

City Clerk



Memo

To: Bob Dickenson, Wands Rejd
From: Sandy Forosisky 
Date: December 21, 2015
Re: VDID Budget

Please be advised that the Vineland Downtown Improvement District will be providing a grant to the City of Vineland in the amount of \$21,576.75 to cover the position of a part-time receptionist. A resolution must be prepared for the City to accept this grant.

VINELAND DOWNTOWN IMPROVEMENT DISTRICT/MAIN STREET VINELAND

OPERATING INCOME	2016 SID ASSESSMENT	2016 FUNDRAISING	2016 RENTAL INCOME	2016 SAVINGS ACCOUNT	2016 TENANT REIMBURSE	2016 UEZ FUNDS	2016 TOTAL
Special Improvement Assessment	\$51,700.00						\$51,700.00
Fundraising and Sponsorships		\$34,000.00					\$34,000.00
Rental Income			\$20,460.00				\$20,460.00
Savings account				\$182,499.43			\$182,499.43
Tenant reimbursement for occupancy expenses					\$2,809.00		\$2,809.00
UEZ funds						\$150,000.00	\$150,000.00
Total Budget	\$51,700.00	\$34,000.00	\$20,460.00	\$182,499.43	\$2,809.00	\$150,000.00	\$441,468.43
OPERATING EXPENSES	2016 SID ASSESSMENT	2016 FUNDRAISING	2016 RENTAL INCOME	2016 SAVINGS ACCOUNT	2016 TENANT REIMBURSE	2016 UEZ FUNDS	2016 TOTAL
Administrative Expenses							
Salary - Executive Director	\$51,700.00					\$23,700.00	\$75,400.00
Salary - Maintenance Man (Part time)						\$23,010.00	\$23,010.00
Salary - Seasonal Maintenance Man (Part time)						\$4,000.00	\$4,000.00
Salary - Business Development (Part time)						\$19,500.00	\$19,500.00
Salary - Assistant (Part time)				\$19,500.00		\$0.00	\$19,500.00
Salary - Receptionist (Part time)						\$19,500.00	\$19,500.00
Salary - 53rd Week						\$3,094.00	\$3,094.00
Total Salaries	\$51,700.00	\$0.00	\$0.00	\$19,500.00	\$0.00	\$92,804.00	\$164,004.00
Social Security							
Social Security - Executive Director						\$4,674.80	\$4,674.80
Social Security - Maintenance Man						\$1,426.62	\$1,426.62
Social Security - Seasonal Maintenance Man						\$248.00	\$248.00
Social Security - Business Development						\$1,209.00	\$1,209.00
Social Security - Assistant				\$1,209.00			\$1,209.00
Social Security - Receptionist						\$1,209.00	\$1,209.00
Social Security - 53rd week						\$191.83	\$191.83
Total Social Security				\$1,209.00		\$8,959.25	\$10,168.25
Medicare							
Executive Director						\$1,093.30	\$1,093.30
Maintenance Man						\$333.65	\$333.65
Seasonal Maintenance Man						\$58.00	\$58.00
Business Development						\$282.75	\$282.75
Assistant				\$282.75		\$0.00	\$282.75
Receptionist						\$282.75	\$282.75
Medicare - 53rd week						\$44.88	\$44.88
Total Medicare				\$282.75		\$2,095.31	\$2,378.06
Pension							
Executive Director						\$2,262.00	\$2,262.00
Previous Executive Directors (2 yr. lag on payment)						\$10,800.00	\$10,800.00
Maintenance Man						\$690.30	\$690.30
Business Development						\$585.00	\$585.00
Assistant						\$585.00	\$585.00
Receptionist				\$585.00		\$0.00	\$585.00
Pension - 53rd week						\$92.82	\$92.82
Total Pension				\$585.00		\$15,015.12	\$16,600.12
Fringe Benefits							
Fringe Benefits - Executive Director							
Health Benefits - Aetna Freedom 10 Family							\$0.00
Fringe Benefits - Maintenance Man							\$0.00
Health Benefits - Aetna Freedom 10 HW							\$0.00
Delta Dental Flagship							\$0.00
Prescription - Couple							\$0.00
Total Fringe Benefits	\$0.00					\$0.00	\$0.00
Total Administrative Expenses	\$51,700.00	\$0.00	\$0.00	\$21,578.75	\$0.00	\$118,873.66	\$192,150.43
Occupancy Expenses							
Property taxes			\$9,928.00		\$2,809.00		\$12,737.00
Water				\$500.00			\$500.00
Sewer				\$900.00			\$900.00
Electric				\$9,909.00			\$9,909.00
Gas				\$2,000.00			\$2,000.00
Property maintenance				\$2,000.00			\$2,000.00
Property management			\$0.00	\$0.00			\$0.00
Total Occupancy Expenses			\$9,928.00	\$15,309.00	\$2,809.00		\$26,046.00
Loan Repayment - Restaurant Row							
Bakery expansion				\$5,649.00			\$5,649.00
Total Loan Repayment				\$5,649.00			\$5,649.00
Professional Services							
Insurance				\$9,000.00			\$9,000.00
Legal				\$5,554.81		\$353.19	\$5,908.00
Audit				\$2,650.00			\$2,650.00
Graphic Design				\$5,000.00			\$5,000.00
Public Relations				\$6,000.00			\$6,000.00
Social Media Coordinator				\$3,000.00			\$3,000.00
Total Professional Services	\$0.00			\$31,204.81		\$353.19	\$31,558.00
Operating Expenses							
Bank Fees				\$600.00			\$600.00
Computer software						\$250.00	\$250.00
Office equipment/furniture			\$1,400.00				\$1,400.00
Office equipment repair			\$500.00				\$500.00
Office supplies			\$3,000.00				\$3,000.00
Telephone/fax			\$0.00	\$3,200.00			\$3,200.00
Postage			\$2,332.00				\$2,332.00
Dues/subscriptions			\$800.00				\$800.00
Professional development			\$500.00				\$500.00
Travel and conferences				\$5,026.87		\$973.13	\$6,000.00
Temporary office/maintenance help			\$2,000.00				\$2,000.00
Total Operating Expenses			\$10,532.00	\$8,826.87		\$1,223.13	\$20,582.00
Advertising/Marketing/Team Expenses							
Miscellaneous Adv. and Mktg. expenses				\$10,000.00			\$10,000.00
Design Team		\$5,500.00					\$5,500.00
Economic Restructuring Committee		\$5,500.00					\$5,500.00
Organization Team		\$6,500.00					\$6,500.00
Promotions Team		\$11,000.00		\$7,433.00			\$18,433.00
Millennial Advisory Team		\$5,500.00					\$5,500.00
Branding Consultant		\$7,500.00					\$7,500.00
Economic Restructuring Business Recruitment		\$100,000.00					\$100,000.00
Total Advertising/Marketing Expenses		\$34,000.00		\$124,933.00		\$0.00	\$168,933.00
Maintenance Expenses							
Gas/oil						\$700.00	\$700.00
Vehicle repair						\$250.00	\$250.00
Tool repair						\$300.00	\$300.00
Tool replacement/purchase						\$300.00	\$300.00
Public Works reimbursement - trolley driver						\$2,000.00	\$2,000.00
Miscellaneous maintenance expenses						\$1,000.00	\$1,000.00
Total Maintenance Expenses						\$4,550.00	\$4,550.00
GRAND TOTAL	\$51,700.00	\$34,000.00	\$20,460.00	\$207,499.43	\$2,809.00	\$125,000.00	\$441,468.43

RECEIVED

DEC 21 2015

CONTRACT AGREEMENT

BY AND BETWEEN
THE CITY OF VINELAND
AND
VINELAND DOWNTOWN IMPROVEMENT DISTRICT

THIS AGREEMENT, entered into as of this ____ day of _____, 2016, by and between the CITY OF VINELAND, NEW JERSEY, hereinafter sometimes called "City", and the VINELAND DOWNTOWN IMPROVEMENT DISTRICT, hereinafter sometimes called "District;"

WITNESSETH THAT:

WHEREAS, the parties desire to enter into an agreement providing for the payment of the salaries and wages and associated fringe benefits of a part-time employee(s) of the District effective January 1, 2016; and

WHEREAS, the funding as identified in this Agreement is for the specific purpose of meeting budgeted items of expense as identified on Exhibit "A " attached hereto and made a part hereof;

NOW, THEREFORE, THE PARTIES TO THE CONTRACT DO MUTUALLY AGREE TO THE FOLLOWING:

1. The District agrees to provide funding through a grant award in the amount of \$21,576.75 to the City to cover the salaries and wages and associated fringe benefits of employee(s) of the District for the period January 1, 2016 through December 31, 2016. The City agrees to utilize the funding provided to process the District's payroll based upon the District's budget for said part-time employee(s) and other related costs such as taxes and pension benefits, as shown on Exhibit "A" attached hereto.
2. The District assumes the duties and responsibilities as Appointing Authority for its employees. The care and custody of District personnel records is the responsibility of the District as Appointing Authority. The City shall maintain informational files only.
3. The District is responsible for implementation of employee policies of the District including vacation, personal and sick days and for certifying the earned and eligible time of employees and informing the Personnel Office of such. The District shall furnish a complete set of its policies to the City of Vineland. Receipt of policies is necessary to insure that the payroll is processed according to said policies (i.e. sick leave, vacation schedules, etc.).
4. If applicable, the District shall be responsible for advising the Personnel Office of the City in a timely manner of an employee who is eligible for pension enrollment, holding the City harmless for any errors or delays in such notification to the Personnel Office.
5. The District shall obtain its own insurance coverage, including but not limited to: General Liability, Automobile Insurance, Workers Compensation, Disability Insurance, etc.
6. Any penalties as a result of errors or omissions by the District shall be the sole responsibility of the District. Any over-expenditure or retroactive pay requirement shall also be the responsibility of the District.
7. If the payroll is presented with any inconsistencies with said policies, the payroll will be disallowed for processing until resolved to the satisfaction of the City.

8. The District agrees to hold the City harmless from any errors in or delays in time documentation required for appropriate processing of either wages or benefits.
9. Upon the expiration of this agreement, the City shall transfer to the District any funds on hand at the time of expiration and any accounts receivable attributable to the use of the funds granted hereunder.
10. Notices pursuant to this Agreement shall be given in writing by ordinary mail to the parties at the following addresses:

A. If to the City, c/o:

Robert E. Dickenson, Jr., Assistant Business Administrator
City of Vineland
City Hall
P. O. Box 1508
640 E. Wood Street
Vineland, New Jersey 08360-1508

B. If to the Corporation, c/o:

Sandy Forosisky, Economic Development Director
City of Vineland
City Hall
P. O. Box 1508
640 E. Wood Street
Vineland, New Jersey 08360-1508

C. Or to such other address as the parties may hereafter designate by notice given in accordance with the terms and conditions of this Section.

IN WITNESS WHEREOF, the City of Vineland and the District have executed this Agreement as of the date and year first above written.

CITY OF VINELAND

By _____
Ruben Bermudez, Mayor

ATTEST:

City Clerk

VINELAND DOWNTOWN
IMPROVEMENT DISTRICT

By _____

ATTEST:
