



CITY COUNCIL

CITY COUNCIL MEETING

Pedro "Pete" M. Sanchez, Mayor
Mike Hudson, Mayor Pro-Tem
Jane Day
Sam Derting
Michael A. Segala

First and Third Tuesday
Every Month

A G E N D A

REGULAR MEETING OF THE SUISUN CITY COUNCIL, REDEVELOPMENT AGENCY AND HOUSING AUTHORITY

TUESDAY, DECEMBER 6, 2011

7:00 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

(Next Ord. No. – 721)
(Next City Council Res. No. 2011 – 95)
(Next Redevelopment Agency Res. No. RA2011 – 27)
(Next Housing Authority Res. No. HA2011 – 05)

ROLL CALL

Council / Board Members
Pledge of Allegiance
Invocation

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

PUBLIC COMMENT

(Requests by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3 allowing 3 minutes to each speaker).

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

City Council

1. Council Adoption of Resolution No. 2011-___: Authorizing the Recruitment of an Administrative Assistant I at the City's Corporation Yard – (Kasperson).
2. Council Adoption of Resolution No. 2011-___: Authorizing the City Manager to Execute Additional Construction Contract Change Orders not to Exceed \$14,000 for the Chyrl Way Rehabilitation Project – (Kasperson).

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340
REDEVELOPMENT AGENCY 421-7309 FAX 421-7366

Joint City Council / Redevelopment Agency / Housing Authority

3. Council/Agency/Commission Approval of the Minutes of the Regular and Special Meetings of the Suisun City Council, Redevelopment Agency Board and Housing Authority Board held on November 1, 2011 and November 15, 2011 – (Hobson).

GENERAL BUSINESS

Joint City Council / Redevelopment Agency

4. Fiscal Year 2010-11 Yearend Budget Analysis and Rebudgeting of Unexpended Prior-Year Projects and Programs – (Anderson).
 - a. Council Adoption of Resolution No. 2011-___: Adopting the 21st Amendment to the Annual Appropriations Resolution No. 20010-53 to Appropriate Funds for Unanticipated FY 2010-11 Expenditures.
 - b. Agency Adoption of Resolution No. RA 2011-___: Adopting the 9th Amendment to the Annual Appropriations Resolution No. RA 2010-16 to Appropriate Funds for Unanticipated FY 2010-11 Expenditures.
 - c. Council Adoption of Resolution No. 2011-___: Adopting the 4th Amendment to the Annual Appropriation Resolution No. 2011-62 to Rebudget City Projects and Programs from FY 2010-11.
5. Council Reauthorization and Continuation of the Suisun City Historic Waterfront Business Improvement District – (Garben).
 - a. Council Adoption of Resolution No. 2011-___: Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District.
 - b. Council Adoption of Resolution No. 2011-___: Accepting the 2011 Annual Report, and Approving the Proposed Calendar Year 2012 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.

PUBLIC HEARINGS:

REPORTS: (Informational items only.)

6. City Manager/Executive Director/Staff
7. Mayor/Council -Chair/Boardmembers

CLOSED SESSION

City Council

Pursuant to California Government Code section 54950 the Suisun City Council will hold a Closed Session for the purpose of:

8. CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: Suzanne Bragdon, City Manager, Ron Anderson, Assistant City Manager, and Tim Mattos, Police Commander.

Employee organization: Suisun City Police Officers' Association (SCPOA).

9. CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: Suzanne Bragdon, City Manager, Ron Anderson, Assistant City Manager, and Dan Kasperson, Building & Public Works Director.
Employee Organization: Suisun City Employees' Association (SCEA).

10. CONFERENCE WITH LABOR NEGOTIATOR

Agency negotiator: Suzanne Bragdon, City Manager, Ron Anderson, Assistant City Manager, and Jason Garben, Economic Development Director.
Employee organization: Suisun City Management and Professional Employees' Association (SCMPEA).

CONVENE OPEN SESSION

Announcement of Actions Taken, if any, in Closed Session.

ADJOURNMENT

A complete packet of information containing Staff Reports and exhibits related to each item for the open session of this meeting are available for public review at least 72 hours prior to a Council /Agency/Authority Meeting Agenda related writings or documents provided to a majority of the Council/Board/Commissioners fewer than 72 hours prior to a Council/Agency/Authority meeting regarding any item on this agenda will be made available for public inspection during normal business hours. An agenda packet is available for review in the City Manager's Office during normal business hours. The City may charge photocopying charges for requested copies of such documents.

PLEASE NOTE:

1. The City Council hopes to conclude its public business by 11:00 P.M. Ordinarily, no new items will be taken up after the 11:00 P.M. cutoff and any items remaining will be agendaized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. City Council agendas are posted at least 72 hours in advance of regular meetings at:

City Hall	Fire Station	Senior Center
701 Civic Center Boulevard	621 Pintail Drive	318 Merganser Drive

AGENDA TRANSMITTAL

MEETING DATE: December 6, 2011

CITY AGENDA ITEM: Consider Adoption of Council Resolution No. 2011-___: Authorizing the Recruitment of an Administrative Assistant I at the City's Corporation Yard.

FISCAL IMPACT: The combination of the filling of this vacant position along with the related reorganization of the clerical staffing would save approximately \$40,000 per year in the General Fund.

BACKGROUND: In June of 2011, the FY 2011-12 Annual Budget as presented and approved by the City Council included the filling of the then-vacant Management Analyst (MA) position in the Building & Public Works Department. The importance of the MA position was recognized as being critical to the mission of the department and the City. Also as part of the budget adoption, the City Council approved a general hiring freeze. All new hires must be approved on a case-by-case basis by the Council before recruitment. In November 2011, the recruitment process for the MA position was completed and Amanda Dum, formerly Administrative Assistant I in the Public Works Maintenance Division was appointed. As a result there is now a vacant full-time permanent Administrative Assistant I position in the Building & Public Works Department. This position is critical to the operation of the City's Corporation Yard, as otherwise that office would be unattended. The staff member in this position relays requests for service to staff members in the field, and processes all paperwork associated with the operations.

STAFF REPORT: In consideration of the intent expressed by the Council in its imposition of the hiring freeze, staff has performed an analysis of clerical staffing needs. The results of that analysis indicate that reorganization is possible to facilitate a reduction in clerical staffing while still recognizing that clerical support is critical for the operation of the Corporation Yard office. Staff is requesting approval to perform an in house recruitment to fill the currently vacant Admin Assistant position in the Building & Public Works Department and will commit to a reallocation of clerical resources throughout the organization. This reorganization is expected to result in an ongoing savings of approximately \$40,000 per year, which will be reflected in the FY 2012-13 Annual Budget.

RECOMMENDATION: It is recommended that the City Council Adopt Council Resolution No. 2011-___: Authorizing the Recruitment of an Administrative Assistant I at the City's Corporation Yard.

ATTACHMENTS:

1. Adoption of Council Resolution No. 2011-___: Authorizing the Recruitment of an Administrative Assistant I at the City's Corporation Yard.

PREPARED BY:

Daniel Kasperson, Building & Public Works Director

REVIEWED/APPROVED BY:

Suzanne Bragdon, City Manager

RESOLUTION NO. 2011-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE RECRUITMENT OF AN ADMINISTRATIVE ASSISTANT I AT
THE CITY'S CORPORATION YARD**

WHEREAS, through direction of City Council a hiring freeze has been established requiring specific approval by the City Council on a case-by-case basis prior to the hiring of any employee; and

WHEREAS, a vacant Administrative Assistant I position has been created in the Building & Public Works Department by the promotion of the incumbent to the position of Management Analyst; and

WHEREAS, staff has performed a staffing analysis that indicates that the filling of the now vacant Administrative Assistant I position is warranted if it is accompanied by a reorganization of duties within the department and the elimination of the full-time temporary Administrative Assistant I position; and

WHEREAS, staff recommends that the vacant Administrative Assistant I position in the Building & Public Works Department be filled.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City authorizes the City Manager to take such measures as are necessary to recruit and hire an Administrative Assistant I in the Building & Public Works Department.

PASSED AND ADOPTED by a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 6th of December 2011, by the following vote:

AYES:	COUNCILMEMBERS	_____
NOES:	COUNCILMEMBERS	_____
ABSTAIN:	COUNCILMEMBERS	_____
ABSENT:	COUNCILMEMBERS	_____

WITNESS my hand and the seal of the City of Suisun City this 6th of December 2011.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: December 6, 2011

CITY AGENDA ITEM: Council Adoption of Resolution No. 2011-___: Authorizing the City Manager to Execute Additional Construction Contract Change Orders not to Exceed \$14,000 for the Chyrl Way Rehabilitation Project.

FISCAL IMPACT: FY 2011-12 Annual Budget includes an appropriation of \$855,000 for this project. The proposed Change Order can be funded within the current budget appropriation.

STAFF REPORT: In general, this Project involves replacing water service lines, replacing sanitary sewer main pipeline, reconnecting the sanitary sewer laterals, rehabilitating the pavement, including replacing curbs, gutters, and curb ramps. The street surface will be removed and reconstructed with new asphalt pavement. The Project area includes the full width of Chyrl Way between Blossom Avenue and Humphrey Drive. The award amount for the construction contract was 18% below the engineer's estimate.

All funds required for the recommended action are available in the Project budget. A total of \$855,000 was appropriated for the Chyrl Way Rehabilitation Project in the FY 2011-2012 Capital Improvement Project Budget. A total of \$405,000 is funded through Suisun-Solano Water Authority (SSWA) funds and \$450,000 is funded through Fairfield Suisun Sewer District (FSSD) funds. This project is funded through SSWA funds and through FSSD funds. On August 16, 2011, Council awarded Ghilotti Construction the construction contract for the Project in the base contract amount of \$671,912 and authorized the City Manager to execute change orders up to 10 percent of the base contract amount (\$67,191) for a total of \$739,103. The project is expected to be completed well under budget. The recommended action would allow more of the Project budget to be available for use in the construction.

The City issued a Notice to Proceed to the Contractor on September 21, 2011. Through the course of construction work on this Project, two unforeseen situations have occurred. One is that the Solano Irrigation District (SID) mistakenly approved the wrong water meters for the Project, which caused \$10,000 worth of re-work and project delays. Additionally, during the course of reconstructing the street, areas of soft, unsuitable subgrade were uncovered. Remedial work for the unsuitable subgrade is estimated to cost \$60,000, which would be funded within the Contingency as adjusted by this proposed action.

PREPARED BY:

Amanda Dum, Management Analyst I

REVIEWED/APPROVED BY:

Daniel Kasperson, Building & Public Works Director

Suzanne Bragdon, City Manager

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2011-___: Authorizing the City Manager to Execute Additional Construction Contract Change Orders not to exceed \$14,000 for the Chyrl Way Rehabilitation Project.

ATTACHMENTS:

1. Resolution No. 2011-___: Authorizing the City Manager to Execute Additional Construction Contract Change Orders not to Exceed \$14,000 for the Chyrl Way Rehabilitation Project.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NO. 2011-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO EXECUTE ADDITIONAL
CONSTRUCTION CONTRACT CHANGE ORDERS NOT TO EXCEED \$14,000 FOR
THE CHYRL WAY REHABILITATION PROJECT**

WHEREAS, on August 16, 2011, the City Council adopted Resolution No. 2011-78, which authorized the City Manager to enter into a Construction Contract on behalf of the City with Ghilotti Construction Company for the Chyrl Way Rehabilitation Project (Project) in the amount of \$671,912, and to take any and all necessary and appropriate actions to implement the contract with contingencies not to exceed \$67,191; and

WHEREAS, on September 21, 2011, the City issued a Notice to Proceed to Ghilotti Construction for the Project and construction commenced shortly thereafter; and

WHEREAS, during the course of construction unforeseen conditions were discovered that would require extra work be performed to complete construction of the Project as originally planned. The cost to remedy these unforeseen conditions plus other contingency work would exceed the original contingency amount of \$67,191 authorized by the City Council by approximately \$14,000.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City authorizes the City Manager to execute additional contract change orders with Ghilotti Construction Company not to exceed \$14,000 for the Chyrl Way Rehabilitation Project as necessary and appropriate to complete the Project in accordance with the approved plans and specifications and to remedy the unforeseen conditions.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City duly held on Tuesday, the 6th day of December 2011, by the following vote:

AYES: Councilmembers: _____
NOES: Councilmembers: _____
ABSENT: Councilmembers: _____
ABSTAIN: Councilmembers: _____

WITNESS my hand and the seal of said City this 6th day of December 2011.

Donna Pock, CMC
Deputy City Clerk

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

TUESDAY, NOVEMBER 1, 2011

6:00 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

ROLL CALL

Maayor Sanchez called the meeting to order at 6:00 PM with Council Members Day, Derting, Hudson and Segala present.

Pledge of Allegiance was led by Mayor Pro Tem Hudson.

PUBLIC COMMENT - None

(Requests by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3 allowing 3 minutes to each speaker).

CONFLICT OF INTEREST NOTIFICATION - None

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

CLOSED SESSION

City Council

Pursuant to California Government Code section 54950 the Suisun City Council will hold a Closed Session for the purpose of:

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
Name of case: Kevin Page v. Suisun City Police Department Case #: #ADJ7571053
2. CONFERENCE WITH LABOR NEGOTIATOR
Agency negotiator: Suzanne Bragdon, City Manager, Ron Anderson, Assistant City Manager, and Dan Kasperson, Public Works and Building Director.
Employee Organization: SCEA (Suisun City Employees' Association).
3. CONFERENCE WITH LABOR NEGOTIATOR
Agency negotiator: Suzanne Bragdon, City Manager, Ron Anderson, Assistant City Manager, and Tim Mattos, Police Commander.
Employee organization: SCPOA (Suisun City Police Officers' Association)
4. CONFERENCE WITH LABOR NEGOTIATOR
Agency negotiator: Suzanne Bragdon, City Manager, Ron Anderson, Assistant City Manager, and Jason Garben, Economic Development Director.
Employee organization: SCMPEA (Suisun City Management and Professional Employees' Association)

6:01 PM – Mayor Sanchez recessed the City Council to closed Session.

CONVENE OPEN SESSION

Announcement of Actions Taken, if any, in Closed Session.

7:00 PM – Mayor Sanchez reconvened the City Council and stated no decision had been made in Closed Session.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the City Council meeting at 7:00 PM.

Linda Hobson, CMC
City Clerk

MINUTES

REGULAR MEETING OF THE SUISUN CITY COUNCIL, REDEVELOPMENT AGENCY AND HOUSING AUTHORITY

TUESDAY, NOVEMBER 1, 2011

7:00 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

ROLL CALL

Mayor / Chairman Sanchez called the meeting to order at 7:00 PM with Council / Board Members Day, Derting, Hudson and Segala present.

Pledge of Allegiance was led by Council Member Day.

Invocation was given by City Manager Bragdon.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

1. Presentation of Proclamation to Hampton Inn & Suites on Receiving the "Circle of Excellence Award" and Celebrating the Second Anniversary of Suisun City's Waterfront Hotel.

Mayor Sanchez read and Council Member Hudson presented the Proclamation to the new General Manager, Teresa Muniaerts

PUBLIC COMMENT

(Requests by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3 allowing 3 minutes to each speaker).

George Guynn expressed concern for the City subsidizing the BID, Mayor's comments in the newspaper, the Wal-Mart project, and redevelopment.

CONFLICT OF INTEREST NOTIFICATION - None

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

City Council

2. Council Adoption of Resolution No. 2011-91: Supporting the Renewal of the Designation of a Segment of State Highway Route 12 as a Safety Enhancement Double-Fine Zone – (Dadisho).
3. Council Adoption of Resolution No. 2011-92: Amending Salary Resolution No. 2011-49 to Modify Management Analyst I/II Salary Range Based on a Review Prior to Recruitment – (Anderson).

4. Council Adoption of Resolution No. 2011-93: Authorizing the Recruitment of a Police Sergeant, Police Officer, and Police Records and Communications Technician I/II-I, and Support for Police Reserve Program – (Anderson).

Joint City Council / Redevelopment Agency / Housing Authority

5. Council/Agency/Commission Approval of the Minutes of the Regular and Special Meetings of the Suisun City Council, Redevelopment Agency Board and Housing Authority Board held on September 20, 2011, October 4, 2011 and October 18, 2011 – (Hobson).

George Guynn expressed commented on speed not being the problem, but felt substance abuse was

Council Member Hudson requested Item 2 be pulled from the Consent Calendar.

Motioned by Council Member Day and seconded by Council Member Derting to approve Consent Calendar Items 3, 4 and 5. Motion carried unanimously.

Motioned by Council Member Day and seconded by Council Member Segala to approve Consent Calendar Item 2. Motion carried by the following vote:

AYES: Council Members Day, Derting, Segala, Sanchez

NOES: Council Member Hudson

GENERAL BUSINESS

6. Presentation and Council Discussion Regarding the Draft Solano Habitat Conservation Plan (HCP) – (Wooden).

Chris Lee, Principal Water Resources Specialist of the Solano County Water Agency, presented a report explaining what the Habitat Conservation Plan covers.

Council members expressed concern about being a part of the HCP and the effect it would have on Suisun City.

PUBLIC HEARINGS: - None

REPORTS: (Informational items only.)

7. City Manager/Executive Director/Staff

City Manager Bragdon announced Suisun City Police would be participating this Friday in the Tip a Cop supporting the kick off for the Red Kettle Campaign for the Salvation Army at La Cabana Restaurant in Suisun City; also announced the Fire Department's Boot Drive netted \$3,800 on Saturday for the Women's Health Center of North Bay.

- a. State Realignment of the Courts – (Dadisho) Delayed.

Mayor Sanchez advised the State Realignment Report was delayed.

8. Mayor/Council -Chair/Boardmembers

Council / Board Member Segala announced on November 11 the Veterans Parade at 12:30 PM, special veterans program that will be hosted by American Legion Post 182 would begin at 10:00 AM and encouraged everyone to attend

Council / Board Member Hudson encouraged people to attend the Veterans Day functions.

Mayor Sanchez reported presenting a Mayor's Proclamation at the Social Security Open House last week.

Council / Board Member Day congratulated and thanked the Fire Department.

Council / Board Member Derting thanked Chief O'Brien and the Fire Department for a successful Halloween Parade yesterday that was put on for about 400 children.

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the City Council meeting at 8:00 PM in memory of John Lucas, Suisun City Maintenance Worker, who passed away last night.

Linda Hobson, CMC
City Clerk

MINUTES

REGULAR MEETING OF THE SUISUN CITY COUNCIL, REDEVELOPMENT AGENCY AND HOUSING AUTHORITY

TUESDAY, NOVEMBER 15, 2011

7:00 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

ROLL CALL

Mayor / Chairman Sanchez called the meeting to order at 7:00 PM with Council / Board Members, Derting, Hudson and Segala present. Council / Board Member Day was absent. Pledge of Allegiance was led by Council Member Segala. Invocation was given by City Manager Bragdon

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

1. Presentation of Proclamation to Jonathan Harvey, Captain, The Salvation Army Proclaiming November 16, 2011 as "Very Cherry Red Kettle Kickoff Day" for the 2011 Campaign.

Mayor Sanchez read and Council Member Hudson presented the award to Captain Harvey.

2. Presentation of Proclamation to the Wednesday Club Recognizing 100 Years of Outstanding Dedication to the Community.

Mayor Sanchez read and Council Member Segala presented the award to

PUBLIC COMMENT

(Requests by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3 allowing 3 minutes to each speaker).

Chuck Kingeter asked if any staff member had been attending the State Supreme Court hearing regarding redevelopment and asked how much the City would charge him to run is camera at meetings and asked why agendas are erased after about five meetings.

George Guynn asked about seeing the Mayor's salary going to schools, expressed concern about Mayor representing only 62% of the citizens, and commented on the Mayor's travel expenses.

Mattie Sango expressed concern about the completion of Cheryl Way curb and gutter repairs.

CONFLICT OF INTEREST NOTIFICATION - None

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

City Council

3. Council Adoption of Resolution No. 2011-94: Authorizing the City Manager to Execute a Contract Amendment with Riechers Spence & Associates for the Design of the Grizzly Island Trail Project – (Kasperson).

Joint City Council / Redevelopment Agency / Housing Authority

4. Council/Agency/Commission Review and Accept the Financial Officer's Investment Report for the Quarter ending September 30, 2011 – (Anderson).

Joint City Council / Redevelopment Agency

5. Council/Agency Approval of the October 2011 Payroll Warrants inclusive in the amount of \$624,329.81. Council Approval of the October 2011 Payable Warrants inclusive in the amount of \$964,816.69 and Agency Approval of the October 2011 Payable Warrants inclusive in the amount of \$339,600.61 – (Finance).

Motioned by Council / Board Member Derting and seconded by Council / Board Member Segala to approve the Consent Calendar. Motion carried unanimously.

GENERAL BUSINESS

6. Budget Workshop II in Response to the State's Actions to Eliminate Redevelopment – (Bragdon/Anderson).

Lori Wilson commented on the importance of the 4th of July celebration.

Chuck Kingeter requested the Council appoint him to a budget committee and suggested money could be saved in the IT Department and doing City jobs more smartly.

George Guynn expressed concern about the community enhancement fee, commented on Solano Garbage contract, Vacaville Police Department took an 11.2% salary cut, suggested the cuts should start at the top.

8:06 PM – Council Member Hudson left the Council Chambers.

8:08 PM – Council Member Hudson returned to the Council Chambers.

Pete Dominguez, City maintenance, complimented the City Council on the job they do and the job being done by the City employees.

JoAnn Ledford, City code enforcement, commented on supporting the City employees and the City council and stated the City employees are a family.

Chuck Kingeter comented on staff not doing due-diligence.

PUBLIC HEARINGS: None

REPORTS: (Informational items only.)

7. City Manager/Executive Director/Staff
 - a. State Realignment of the Courts – (Dadisho)

8. Mayor/Council -Chair/Boardmembers

Council / Board Member Hudson asked about the Lawler Falls Park completion. Acting Public Works Director Kasperson reported it should be completed this week.

Council / Board Member Derting thanked the employees for attending the bud

Council / Board Member

Council / Board Member American Legion Post 182 post hosted the Veterans Day event and stated the event was very successful.

Mayor Sanchez stated on November 5 presented a proclamation to a new tenant, Nov 9

ADJOURNMENT

There being no further business, Mayor Sanchez adjourned the City Council meeting at 8:58 PM.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: December 6, 2011

JOINT AGENDA ITEM: Fiscal Year 2010-11 Yearend Budget Analysis and Rebudgeting of Unexpended Prior-Year Projects and Programs:

- a. **Council** Adoption of Resolution No. 2011-___: Adopting the 21st Amendment to the Annual Appropriation Resolution No. 2010-53 to Appropriate Funds for Unanticipated FY 2010-11 Expenditures;
- b. **Agency** Adoption of Resolution No. RA 2011-___: Adopting the 9th Amendment to the Annual Appropriation Resolution No. RA 2010-16 to Appropriate Funds for Unanticipated FY 2010-11 Expenditures; and
- c. **Council** Adoption of Resolution No. 2011-___: Adopting the 4th Amendment to the Annual Appropriation Resolution No. 2011-62 to Rebudget City Projects and Programs from FY 2010-11.

FISCAL IMPACT: Regarding final yearend budget amendments (a. and b. above) for both the City and the Agency, there would be no net impact, since they generally reflect the need to adjust final (unaudited) revenues and expenditures. Budget adjustments for the current fiscal year (c. above) reflect timing issues with capital projects and not cost variances. In the case of the General Fund, the actual carryover was \$191,300 larger than originally projected (\$7,343,800 versus \$7,152,500). Adjustments to this fund reflect carryover projects. There are no proposed adjustments for the Redevelopment Agency or the Housing Authority budgets at this time.

BACKGROUND: At the beginning of each fiscal year, staff reports to Council regarding yearend fund balances (and comparisons to what we estimated in the annual Budget), any initial budget adjustments for either revenue estimates or capital projects.

STAFF REPORT:

Fiscal Year 2010-11 Yearend

As a prelude to evaluating the current fiscal year, it is important to compare what we expected our yearend fund balances would be with the actual numbers. The table below offers the comparisons for our key funds.

Fund Name	FY 2011 Estimated	FY 2011 Actual	Variance
General Fund	\$7,152,500	\$7,343,817	\$191,317
Redevelopment Funds*	179,800	267,388	87,588
Housing Set-Aside Funds**	820,100	1,045,318	225,218

*Includes Funds 900, 908, 912, 920, 950, 951 & 953.

**Includes Funds 905 & 907

PREPARED BY:

Mark Joseph, Financial Services Manager

REVIEWED/APPROVED BY:

Ronald C. Anderson, Jr., Assistant City Manager

Suzanne Bragdon, City Manager

The additional carryover for the General Fund is due primarily to two projects from the RDA that was not completed at year's end: the Iconic Sign and the balance of the Business Loan program. They will need to be rebudgeted in the current fiscal year. The carryover would have been even larger, if the full amount of the transfer from the Redevelopment Agency had been completed. Approximately \$135,000 was not transferred due to the cash balance of the RDA funds. (At the special March 8, 2011 Council meeting, several transfers between the City and the Agency were adopted. For that specific objective, more liberal estimates were used to ensure the City's benefits were maximized).

The RDA/Housing Set-Aside Funds did better than expected, because we did not complete as many First-Time Homebuyer sales as we thought by fiscal year's end. They were finished up in the current year, and the program has been suspended, pending the outcome of the RDA Court case.

Detailed comparisons by object are provided for the General Fund and the Redevelopment Agency, as Attachments 1, 2 & 3. A table listing the yearend variances between budget and actual for all funds is added as Attachment 4.

Carryover Projects from FY 2010-11; Other Adjustments

There are a limited number of projects that need to be carried over into the current fiscal year. In the General Fund, it is the Iconic Sign and the balance of the Business Loan program. In Transportation, there is a \$275,000 carryover for the Main Street Repair Project. A \$24,800 roll over is included in the Senior Center Upgrade project (Fund 328). In addition, there was a delay in transferring the Cell Tower Lease to The Salvation Army (TSA). Revenues from this lease totaling approximately \$43,000 were paid over a two-year period to the City rather than TSA. The Non-Departmental budget needs to be adjusted, so that TSA can be paid what it is owed.

FY 2011-12 Overview

For the General Fund, staff is not recommending any changes at this time, other than noted above. Expenditures are roughly 25% at the end of the first quarter, but trends are better determined at mid-year.

For the Redevelopment funds, the situation is even more uncertain until the RDA Court case decision is made. No changes are proposed at this time, but Council has already held discussions regarding possible budget changes if the worse occurs.

RECOMMENDATION: It is recommended that the:

- 1. Council** adopt Resolution No. 2011-___: Adopting the 21st Amendment to the Annual Appropriation Resolution No. 2010-53 to Appropriate Funds for Unanticipated FY 2010-11 Expenditures; and
- 2. Agency** adopt Resolution No. RA 2011-___: Adopting the 9th Amendment to the Annual Appropriation Resolution No. RA 2010-16 to Appropriate Funds for Unanticipated FY 2010-11 Expenditures; and
- 3. Council** adopt Resolution No. 2011-___: Adopting the 4th Amendment to the Annual Appropriation Resolution No. 2011-62 to Rebudget City Projects and Programs from FY 2010-11.

ATTACHMENTS:

1. General Fund Fiscal Analysis.
2. Redevelopment Funds Fiscal Analysis.
3. RDA Housing Set-Aside Funds.
4. Budget to Actual Comparison by Fund/Department
5. Resolution No. 2011-___: Adopting the 21st Amendment to the Annual Appropriation Resolution No. 2010-53 to Appropriate Funds for Unanticipated FY 2010-11 Expenditures.
6. Resolution No. RA 2011-___: Adopting the 9th Amendment to the Annual Appropriation Resolution No. RA 2010-16 to Appropriate Funds for Unanticipated FY 2010-11 Expenditures.
7. Resolution No. 2011-___: Adopting the 4th Amendment to the Annual Appropriation Resolution No. 2011-62 to Rebudget City Projects and Programs from FY 2010-11.

GENERAL FUND FISCAL ANALYSIS

Attachment 1

Comparison of Adopted, Amended, Estimated and Actual (Unaudited) for Fiscal Year 2010-11

<u>Budget Activity</u>	Column 1	Column 2	Column 3	Column 4	Column 5
	FY 2010-11 <u>Adopted</u>	FY 2010-11 <u>Amended To Date</u>	FY 2010-11 <u>May Estimate</u>	FY 2010-11 <u>Actual</u>	Col 4 - Col 3 <u>Variance</u>
RESOURCES					
Beginning Balance	\$ 3,620,400	\$ 3,663,400	\$ 4,046,700	\$ 4,046,700	\$ -
Local Taxes					
Property Tax	\$ 987,500	\$ 987,500	\$ 998,000	\$ 1,000,436	\$ 2,436
Sales Tax	\$ 986,000	\$ 986,000	\$ 875,300	\$ 859,749	\$ (15,551)
TOT	\$ 225,000	\$ 225,000	\$ 200,000	\$ 194,401	\$ (5,599)
Other Taxes	\$ 808,500	\$ 808,500	\$ 844,800	\$ 844,941	\$ 141
Subtotal Taxes	\$ 3,007,000	\$ 3,007,000	\$ 2,918,100	\$ 2,899,527	\$ (18,573)
Licenses & Permits	\$ 406,100	\$ 406,100	\$ 324,500	\$ 342,746	\$ 18,246
Fines/Forfeits	\$ 197,000	\$ 197,000	\$ 236,500	\$ 202,756	\$ (33,744)
Use of Money/Interest Earnings	\$ 625,700	\$ 625,700	\$ 902,800	\$ 985,065	\$ 82,265
Intergovernmental	\$ 2,592,600	\$ 2,602,600	\$ 2,559,500	\$ 2,603,689	\$ 44,189
Service Charges	\$ 861,300	\$ 861,300	\$ 763,600	\$ 757,357	\$ (6,243)
Intragovernmental	\$ 547,400	\$ 547,400	\$ 547,400	\$ 513,247	\$ (34,153)
Misc. Revenues	\$ 17,200	\$ 17,200	\$ 695,800	\$ 703,960	\$ 8,160
Transfers In	\$ 1,278,000	\$ 4,638,600	\$ 4,638,600	\$ 4,470,767	\$ (167,833)
Subtotal Revenues & Transfers	\$ 9,532,300	\$ 12,902,900	\$ 13,586,800	\$ 13,479,114	\$ (107,686)
TOTAL RESOURCES	\$13,152,700	\$ 16,566,300	\$ 17,633,500	\$ 17,525,814	\$ (107,686)
EXPENDITURES					
Personnel Services					
Salaries & Wages	\$ 3,957,400	\$ 4,044,400	\$ 4,176,200	\$ 4,199,480	\$ 23,280
Overtime	\$ 271,300	\$ 253,300	\$ 232,900	\$ 190,833	\$ (42,067)
Employee Benefits	\$ 2,081,200	\$ 2,081,200	\$ 2,092,400	\$ 2,089,745	\$ (2,655)
Payroll Taxes	\$ 342,200	\$ 342,200	\$ 365,900	\$ 368,632	\$ 2,732
Subtotal Personnel Services	\$ 6,652,100	\$ 6,721,100	\$ 6,867,400	\$ 6,848,690	\$ (18,710)
Services & Supplies	\$ 1,920,100	\$ 1,918,100	\$ 1,841,900	\$ 1,924,358	\$ 82,458
Interdepartmental Charges	\$ 541,300	\$ 541,300	\$ 570,500	\$ 547,305	\$ (23,195)
Non-Recurring Charges	\$ 756,300	\$ 1,081,600	\$ 378,300	\$ 382,322	\$ 4,022
Subtotal Operating Expend.	\$ 9,869,800	\$ 10,262,100	\$ 9,658,100	\$ 9,702,675	\$ 44,575
Transfers Out*	\$ 456,300	\$ 462,300	\$ 429,700	\$ 433,837	\$ 4,137
Major CIP	\$ -	\$ 1,412,900	\$ 393,200	\$ 45,485	\$ (347,715)
Subtotal Non-Operating Exp.	\$ 456,300	\$ 1,875,200	\$ 822,900	\$ 479,322	\$ (343,578)
TOTAL EXPENDITURES	\$10,326,100	\$ 12,137,300	\$ 10,481,000	\$ 10,181,997	\$ (299,003)
RESERVES/ENDING BALANCES	\$ 2,826,600	\$ 4,429,000	\$ 7,152,500	\$ 7,343,817	\$ 191,317
Reserve Percentage	28.64%	43.16%	74.06%	75.69%	

Redevelopment Funds Fiscal Analysis*

Attachment 2

Comparison of Adopted, Amended, Estimated and Actual (Unaudited) for Fiscal Year 2010-11

Budget Activity	Column 1 FY 2010-11 Adopted	Column 2 FY 2010-11 Amended To Date	Column 3 FY 2010-11 May Estimate	Column 4 FY 2010-11 Actual	Column 5 Col 4 - Col 3 Variance
RESOURCES					
Beginning Balance	\$ 5,863,800	\$ 5,863,800	\$ 5,970,200	\$ 5,970,200	\$ -
Local Taxes	\$ 11,200,000	\$ 11,200,000	\$ 11,500,000	\$ 11,478,306	\$ (21,694)
Use of Money/Interest Earnings	\$ 210,000	\$ 210,000	\$ 219,800	\$ 228,769	\$ 8,969
Service Charges	\$ 66,000	\$ 66,000	\$ 82,300	\$ 78,267	\$ (4,033)
Transfers In	\$ 838,500	\$ 3,998,500	\$ 3,998,500	\$ 4,020,244	\$ 21,744
Misc. Revenues	\$ 21,000	\$ 21,000	\$ 1,000	\$ 1,000	\$ -
TOTAL RESOURCES	\$ 18,199,300	\$ 21,359,300	\$ 21,771,800	\$ 21,776,786	\$ 4,986
EXPENDITURES					
Personnel Services	\$ 878,900	\$ 878,900	\$ 836,400	\$ 842,687	\$ 6,287
Services & Supplies	\$ 413,400	\$ 413,400	\$ 517,600	\$ 590,828	\$ 73,228
Interdepartmental Charges	\$ 436,800	\$ 436,800	\$ 407,100	\$ 441,805	\$ 34,705
Non-Recurring Charges	\$ 53,100	\$ 53,100	\$ 70,300	\$ 90,552	\$ 20,252
<i>Subtotal Operating Expenditures</i>	<i>\$ 1,782,200</i>	<i>\$ 1,782,200</i>	<i>\$ 1,831,400</i>	<i>\$ 1,965,872</i>	<i>\$ 134,472</i>
Transfers Out:					
Pass-Thru's (including Hsg S/A)	\$ 5,648,000	\$ 5,648,000	\$ 5,766,000	\$ 5,743,658	\$ (22,342)
State-imposed SERAF	\$ -	\$ 1,200,000	\$ 1,178,300	\$ 1,178,305	\$ 5
To General Fund/Harbor Rd.	\$ 500,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ -
Other Transfers-Net	\$ 560,400	\$ 5,249,100	\$ 5,513,700	\$ 5,372,608	\$ (141,092)
<i>Subtotal Transfers Out</i>	<i>\$ 6,708,400</i>	<i>\$ 14,097,100</i>	<i>\$ 14,458,000</i>	<i>\$ 14,294,571</i>	<i>\$ (163,429)</i>
Debt Service	\$ 5,008,900	\$ 5,008,900	\$ 5,025,000	\$ 5,020,492	\$ (4,508)
Major CIP	\$ 511,000	\$ 300,200	\$ 277,600	\$ 228,463	\$ (49,137)
<i>Subtotal Non-Operating Exp.</i>	<i>\$ 12,228,300</i>	<i>\$ 19,406,200</i>	<i>\$ 19,760,600</i>	<i>\$ 19,543,526</i>	<i>\$ (217,074)</i>
TOTAL EXPENDITURES	\$ 14,010,500	\$ 21,188,400	\$ 21,592,000	\$ 21,509,398	\$ (82,602)
ENDING BALANCES	\$ 4,188,800	\$ 170,900	\$ 179,800	\$ 267,388	\$ 87,588

* Includes Funds 900, 908, 912, 920, 950, 951, and 953. Interfund Transfers are net of any transfers within these funds.

RDA Housing Set-Aside Funds*

Attachment 3

Comparison of Adopted, Amended, Estimated and Actual (Unaudited) for Fiscal Year 2010-11

<u>Budget Activity</u>	Column 1 FY 2010-11 <u>Adopted</u>	Column 2 FY 2010-11 <u>Amended To Date</u>	Column 3 FY 2010-11 <u>May Estimate</u>	Column 4 FY 2010-11 <u>Actual</u>	Column 5 Col 4 - Col 3 <u>Variance</u>
RESOURCES					
Beginning Balance	\$ 3,327,200	\$ 3,327,200	\$ 3,467,500	\$ 3,467,500	\$ -
Fines/Forfeits	\$ 1,200	\$ 1,200	\$ 1,200	\$ 960	\$ (240)
Use of Money/Interest Earnings	\$ 130,000	\$ 130,000	\$ 67,100	\$ 85,074	\$ 17,974
Service Charges	\$ 430,000	\$ 430,000	\$ 430,000	\$ 437,032	\$ 7,032
Misc. Revenues	\$ 14,000	\$ 14,000	\$ 65,200	\$ 52,332	\$ (12,868)
Transfers In	\$ 2,240,000	\$ 2,240,000	\$ 2,300,000	\$ 2,295,087	\$ (4,913)
TOTAL RESOURCES	\$ 6,142,400	\$ 6,142,400	\$ 6,331,000	\$ 6,337,985	\$ 6,985
EXPENDITURES					
Personnel Services	\$ 354,800	\$ 354,800	\$ 339,100	\$ 349,559	\$ 10,459
Services & Supplies	\$ 1,643,400	\$ 1,643,400	\$ 1,404,000	\$ 1,188,675	\$ (215,325)
Interdepartmental Charges	\$ 46,500	\$ 46,500	\$ 46,500	\$ 46,500	\$ -
Non-Recurring Charges	\$ 800	\$ 3,800	\$ 3,800	\$ 10,124	\$ 6,324
<i>Subtotal Operating Exp.</i>	<i>\$ 2,045,500</i>	<i>\$ 2,048,500</i>	<i>\$ 1,793,400</i>	<i>\$ 1,594,858</i>	<i>\$ (198,542)</i>
Transfers Out	\$ 557,300	\$ 3,717,300	\$ 3,717,300	\$ 3,697,632	\$ (19,668)
Major CIP	\$ 30,000	\$ 30,000	\$ 200	\$ 177	\$ (23)
Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Subtotal Non-Operating Exp.</i>	<i>\$ 587,300</i>	<i>\$ 3,747,300</i>	<i>\$ 3,717,500</i>	<i>\$ 3,697,809</i>	<i>\$ (19,691)</i>
TOTAL EXPENDITURES	\$ 2,632,800	\$ 5,795,800	\$ 5,510,900	\$ 5,292,667	\$ (218,233)
ENDING BALANCES	\$ 3,509,600	\$ 346,600	\$ 820,100	\$ 1,045,318	\$ 225,218

* Includes Funds 905, 907, and 966. Interfund Transfers are net of any transfers within these funds.

Listing of Budget-to-Actuals by Fund/Department
Fiscal Year 2010-11

Nbr.	Fund Name/Department	Column 1	Column 2	Column 3	Column 4	Notes
		FY 2010-11 Adopted	FY 2010-11 Amended To Date	FY 2010-11 Actual	Col 3 - Col 2 Variance	
010	General Fund					
	General Government	\$486,400	\$486,400	\$463,962	\$22,438	
	Administrative Services	\$725,900	\$725,900	\$701,417	\$24,483	
	Non-Department	\$680,800	\$680,800	\$651,305	\$29,495	
	Police	\$4,738,400	\$4,748,400	\$4,814,747	(\$66,347)	Unexpected fuel costs & higher leave payoffs; unexpected temp. help
	Fire	\$909,100	\$909,100	\$865,977	\$43,123	
	Bldg & Public Works	\$1,441,900	\$1,441,900	\$1,414,043	\$27,857	
	Planning	\$444,500	\$487,500	\$268,227	\$219,273	
	Recreation	\$899,100	\$1,169,400	\$956,838	\$212,562	
	RDA/Capital	\$0	\$1,440,300	\$45,485	\$1,394,815	
	Reserves	<u>\$2,826,600</u>	<u>\$4,326,600</u>	<u>\$0</u>	<u>\$4,326,600</u>	
	General Fund Total	\$13,152,700	\$16,416,300	\$10,182,001	\$6,234,299	
25	Asset Forfeiture Fund	\$7,400	\$7,400	\$0	\$7,400	
26	Police Donations Fund	\$8,500	\$8,500	\$3,155	\$5,345	
105	Gas Tax Fund	\$663,200	\$703,200	\$868,930	(\$165,730)	Fund 106 revenues now part of Gas Tax Fund
106	Traffic Congestion Relief Fund	\$364,400	\$364,400	\$196,451	\$167,949	
115	Transportation Capital Projects Fund	\$2,245,600	\$2,667,800	\$906,928	\$1,760,872	
120	Off-Site Street Improvement Program Fund	\$162,000	\$162,000	\$166,515	(\$4,515)	Closeout for Railroad & Sunset Road project
125	Traffic Safety Fund	\$105,000	\$105,000	\$105,000	\$0	
130	AB 939 Solid Waste Diversion Fund	\$36,000	\$36,000	\$34,240	\$1,760	
132	Recycling Containers Grant Fund	\$6,000	\$6,000	\$4,971	\$1,029	
134	Used Oil Recycling Grant Fund	\$7,500	\$7,500	\$6,059	\$1,441	
135	Energy Efficiency Block Grant Fund	\$150,300	\$150,300	\$7,867	\$142,433	
136	CEC/Energy Loans Grant Fund	\$0	\$0	\$1,466	(\$1,466)	Project started sooner than expected; offsetting grant revenues
139	Household Hazardous Waste Program Fund	\$5,000	\$5,000	\$5,000	\$0	
142	Boating Safety Grant Fund	\$50,600	\$77,600	\$74,568	\$3,032	
144	GREAT Anti-Gang Grant Fund	\$0	\$34,900	\$15,251	\$19,649	
147	Traffic Towing Fund	\$77,000	\$77,000	\$42,064	\$34,936	
150	BJA Safety Equipment Grant Fund	\$2,000	\$2,500	\$2,927	(\$427)	Safety Vest for new officer late in year; grant funds received
152	School Resource Officer Grant Fund	\$42,000	\$44,500	\$42,000	\$2,500	
153	Supplemental Law Enf. Services Grant Fund	\$100,000	\$100,000	\$100,000	\$0	
158	Alcohol Tobacco & Other Drugs Grant Fund	\$186,800	\$186,800	\$115,818	\$70,982	
161	Firefighter Assistance Grant Fund	\$0	\$51,400	\$31,841	\$19,559	
162	Click It or Ticket Grant Fund	\$0	\$2,400	\$741	\$1,659	
164	Community Emergency Response Team Fund	\$6,700	\$6,700	\$5,757	\$943	
165	OTS Traffic Safety Grant (AL1082) Fund	\$58,800	\$58,800	\$15,868	\$42,932	Grant wasn't renewed; actual was balance from original grant.
166	CHRP Police Grant Fund	\$107,100	\$107,100	\$95,970	\$11,130	
169	CDBG/Senior Housing Feasibility Study Fund	\$0	\$72,100	\$29,550	\$42,550	
171	Prop. 49 After-School Program Grant Fund	\$85,000	\$85,000	\$81,921	\$3,079	
172	2007 Workforce Housing Rewards Grant Fund	\$0	\$0	\$9,634	(\$9,634)	Closeout for the project
176	Safe Routes to School Grant Fund	\$89,100	\$89,100	\$59,147	\$29,953	
177	Justice Assistance Grant Fund	\$62,100	\$62,100	\$42,506	\$19,594	
178	Justice Assistance Grant No. 2 Fund	\$10,800	\$10,800	\$13,402	(\$2,602)	Offsetting grant revenues to cover the cost
180	Nuisance Abatement Fund	\$10,500	\$10,500	\$11,842	(\$1,342)	Offsetting service charges for additional costs
181	Neighborhood Stabilization Program Grant Fund	\$600,000	\$700,000	\$1,005,692	(\$305,692)	Two homes closed late in the year; offsetting program income

Listing of Budget-to-Actuals by Fund/Department
Fiscal Year 2010-11

Nbr.	Fund Name/Department	Column 1	Column 2	Column 3	Column 4	Notes
		FY 2010-11	FY 2010-11	FY 2010-11	Col 3 - Col 2	
		Adopted	Amended To Date	Actual	Variance	
185	Sewer Maintenance Fund	\$771,600	\$771,600	\$660,083	\$111,517	
190	Storm Drain & Flood Channel Maint. Fund	\$211,800	\$211,800	\$225,493	(\$13,693)	New Permitting requirements/costs; use of reserves required
210	North Bay Aqueduct Debt Service Fund	\$73,700	\$73,700	\$73,640	\$60	
211	Vehicle Acquisition Debt Service Fund	\$28,600	\$28,600	\$28,450	\$150	
222	Victorian Harbor II Debt Service Fund	\$54,200	\$54,200	\$52,690	\$1,510	
225	Civic Center Debt Service Fund	\$259,500	\$259,500	\$259,180	\$320	
231	Highway 12 Debt Service Fund	\$322,400	\$322,400	\$321,508	\$892	
234	Fire Ladder Truck Acquisition Fund	\$655,900	\$655,900	\$117,195	\$538,705	
300	Park Development Fund	\$98,000	\$126,200	\$111,091	\$15,109	
301	YMCA Capital Maintenance Fund	\$270,000	\$270,000	\$198,782	\$71,218	
302	Parks & Facilities Capital Projects Fund	\$0	\$0	\$31,884	(\$31,884)	Amount was the cash balance in the fund; transferred to Fund 320
320	Municipal Facilities Improvement Fund	\$101,500	\$151,500	\$103,670	\$47,830	
328	Senior Center Improvements Fund	\$0	\$735,000	\$2,170	\$732,830	
420	Lawler Ranch MAD Fund	\$552,200	\$552,200	\$237,157	\$315,043	
422	Marina Village Dredging MAD Fund	\$2,000	\$2,000	\$1,889	\$111	
425	Blossom Meadows MAD Fund	\$14,800	\$14,800	\$14,034	\$766	
430	Heritage Park MAD Fund	\$186,900	\$186,900	\$173,088	\$13,812	
435	Montebello Vista MAD Fund	\$42,100	\$42,100	\$41,737	\$363	
445	Peterson Ranch MAD Fund	\$183,900	\$183,900	\$153,819	\$30,081	
446	Peterson Ranch CFD No. 1 Fund	\$93,300	\$93,300	\$93,099	\$201	
448	Railroad Avenue MAD Fund	\$5,400	\$5,400	\$1,565	\$3,835	
449	Victorian Harbor Dredging MAD Fund	\$3,000	\$3,000	\$2,908	\$92	
453	Victorian Harbor MAD Zone A Fund	\$73,800	\$73,800	\$71,662	\$2,138	
454	Victorian Harbor MAD Zone B Fund	\$23,500	\$23,500	\$22,355	\$1,145	
455	Victorian Harbor MAD Zones C & D Fund	\$246,100	\$246,100	\$243,641	\$2,459	
458	Victorian Harbor MAD Zone E Fund	\$47,100	\$47,100	\$44,179	\$2,921	
459	Victorian Harbor MAD Zone F Fund	\$58,400	\$58,400	\$52,372	\$6,028	
460	Highway 12 Landscape Contract Fund	\$48,300	\$48,300	\$50,439	(\$2,139)	Slightly higher costs for maintenance; use of reserves required.
461	Suisun City CFD No. 2 Fund	\$363,200	\$363,200	\$364,550	(\$1,350)	Higher revenues received; funds transferred to General Fund
462	CFD No. 2 Tax Zone 2 (McCoy Creek) Fund	\$3,000	\$3,000	\$1,859	\$1,141	
464	McCoy Creek Parking Assessment District Fund	\$5,600	\$5,600	\$1,475	\$4,125	
465	CFD No. 2 Tax Zone 1 (Amberwood) Fund	\$10,600	\$10,600	\$7,659	\$2,941	
466	CFD No. 2 Tax Zone 3 (Peterson Ranch) Fund	\$1,200	\$1,200	\$1,051	\$149	
467	CFD No. 2 Tax Zone 5 (Summerwood) Fund	\$4,600	\$4,600	\$3,444	\$1,156	
705	Vehicle Maintenance Fund	\$137,800	\$137,800	\$135,193	\$2,607	
706	Vehicle Acquisition Fund	\$1,029,500	\$1,029,500	\$124,371	\$905,129	
710	Computer Network Maintenance Fund	\$285,100	\$285,100	\$210,521	\$74,579	
713	Public Works Maintenance Fund	\$1,265,300	\$1,265,300	\$1,185,534	\$79,766	
715	Liability Self-Insurance Fund	\$332,000	\$332,000	\$257,980	\$74,020	
721	Recreation Trust Fund	\$22,200	\$22,200	\$8,620	\$13,580	
750	Workers' Comp. Self-Insurance Fund	\$1,173,700	\$1,173,700	\$540,440	\$633,260	
765	Unemployment Self-Insurance Fund	\$46,300	\$46,300	\$18,122	\$28,178	
919	Marina Fuel Fund	\$89,900	\$89,900	\$58,219	\$31,681	
	CITY TOTALS	\$32,600,100	\$32,429,900	\$20,593,900	\$11,836,000	

Listing of Budget-to-Actuals by Fund/Department
Fiscal Year 2010-11

Nbr.	Fund Name/Department	Column 1 FY 2010-11 <u>Adopted</u>	Column 2 FY 2010-11 <u>Amended To Date</u>	Column 3 FY 2010-11 <u>Actual</u>	Column 4 Col 3 - Col 2 <u>Variance</u>	Notes
900	RDA Administration Fund	\$1,628,400	\$1,628,400	\$1,553,518	\$74,882	Econ. Dev. Admin. Budget added \$6200 for litigation costs
905	RDA Housing Set-Aside Fund	\$2,315,500	\$5,478,500	\$3,761,533	\$1,716,967	
907	RDA Almond Gardens Fund	\$317,300	\$317,300	\$353,067	(\$35,767)	Higher one-time maintenance costs
908	RDA Asset Management Fund	\$213,600	\$213,600	\$208,109	\$5,491	
909	RDA Marina Operations Fund	\$627,300	\$627,300	\$612,635	\$14,665	
912	RDA Acquisition & Disposition Fund	\$48,800	\$48,800	\$48,770	\$30	
920	RDA Capital Projects Fund	\$855,000	\$490,800	\$738,402	(\$247,602)	One-time transfers to reconcile RDA fund balances
950	RDA Tax Increment Fund	\$14,220,100	\$21,503,200	\$21,626,323	(\$123,123)	One-time transfers to reconcile RDA fund balances
951	RDA 1998 Bond Fund	\$0	\$0	\$769	(\$769)	Close out the fund; money transferred to Fund 950
953	RDA 2003-A Bond Fund	\$156,000	\$393,000	\$413,610	(\$20,610)	Close out the fund; money transferred to Fund 950
966	RDA Housing Set-Aside Projects Fund	\$1,325,000	\$1,325,000	\$850,822	\$474,178	
974	RDA Harbor Theater Fund	<u>\$44,000</u>	<u>\$44,000</u>	<u>\$526</u>	<u>\$43,474</u>	
	RDA TOTALS	\$21,751,000	\$32,069,900	\$30,168,084	\$1,901,816	
932	HA Section 8 Operating Fund	\$2,607,800	\$2,607,800	\$2,448,433	\$159,367	
937	HA HOME Rehabilitation Loan Fund	\$80,500	\$80,500	\$0	\$80,500	
945	HA Administration Fund	<u>\$1,255,700</u>	<u>\$1,855,700</u>	<u>\$1,015,766</u>	<u>\$839,934</u>	
	HOUSING AUTHORITY TOTALS	\$3,944,000	\$4,544,000	\$3,464,199	\$1,079,801	

RESOLUTION NO. 2011-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE 21ST AMENDMENT TO THE ANNUAL APPROPRIATION
RESOLUTION NO. 2010-53 TO APPROPRIATE FUNDS FOR UNANTICIPATED FY 2010-
11 EXPENDITURES**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUISUN CITY:

THAT Section 010 of Part III of the Annual Appropriation Resolution No. 2010-53 be and is hereby amended as follows:

		<u>Increase/ (Decrease)</u>
TO:	POLICE DEPARTMENT Police Operations	\$ 66,400
	NON-DEPARTMENTAL DEPARTMENT General Contingency	\$ <u>(66,400)</u>
	TOTAL Section 010	<u>\$ -</u>

THAT Section 105 of Part III of the Annual Appropriation Resolution No. 2010-53 be and is hereby amended as follows:

TO:	BUILDING & PUBLIC WORKS DEPARTMENT Street Maintenance	\$ <u>168,000</u>
	TOTAL Section 105	<u>\$ 168,000</u>

THAT Section 120 of Part III of the Annual Appropriation Resolution No. 2010-53 be and is hereby amended as follows:

TO:	ADMINISTRATIVE SERVICES DEPARTMENT Interfund Transfers	\$ <u>5,000</u>
	TOTAL Section 120	<u>\$ 5,000</u>

THAT Section 136 of Part III of the Annual Appropriation Resolution No. 2010-53 be and is hereby established as follows:

TO:	COMMUNITY DEVELOPMENT DEPARTMENT Capital Projects	\$ <u>1,500</u>
	TOTAL Section 136	<u>\$ 1,500</u>

THAT Section 150 of Part III of the Annual Appropriation Resolution No. 2010-53 be and is hereby amended as follows:

TO:	POLICE DEPARTMENT	\$ 500
	Police Operations	
	TOTAL Section 150	<u>\$ 500</u>

THAT Section 172 of Part III of the Annual Appropriation Resolution No. 2010-53 be and is hereby established as follows:

TO:	PUBLIC WORKS DEPARTMENT	\$ 9,700
	Capital Improvements	
	TOTAL Section 172	<u>\$ 9,700</u>

THAT Section 178 of Part III of the Annual Appropriation Resolution No. 2010-53 be and is hereby amended as follows:

TO:	POLICE DEPARTMENT	\$ 2,700
	Police Operations	
	TOTAL Section 178	<u>\$ 2,700</u>

THAT Section 180 of Part III of the Annual Appropriation Resolution No. 2010-53 be and is hereby amended as follows:

TO:	BUILDING & PUBLIC WORKS DEPARTMENT	\$ 1,500
	Foreclosure Maintenance	
	TOTAL Section 180	<u>\$ 1,500</u>

THAT Section 181 of Part III of the Annual Appropriation Resolution No. 2010-53 be and is hereby amended as follows:

TO:	BUILDING & PUBLIC WORKS DEPARTMENT	\$ 306,000
	Capital Improvements	
	TOTAL Section 181	<u>\$ 306,000</u>

THAT Section 190 of Part III of the Annual Appropriation Resolution No. 2010-53 be and is hereby amended as follows:

TO:	BUILDING & PUBLIC WORKS DEPARTMENT	\$ 13,700
	Storm Drain & Flood Control Maintenance	
	TOTAL Section 190	<u>\$ 13,700</u>

THAT Section 302 of Part III of the Annual Appropriation Resolution No. 2010-53 be and is hereby established as follows:

TO:	ADMINISTRATIVE SERVICES DEPARTMENT	\$ 31,900
	Interfund Transfers	
	TOTAL Section 302	<u>\$ 31,900</u>

THAT Section 460 of Part III of the Annual Appropriation Resolution No. 2010-53 be and is hereby amended as follows:

TO:	BUILDING & PUBLIC WORKS DEPARTMENT	\$ 2,200
	Public Works Maintenance	
	TOTAL Section 460	<u>\$ 2,200</u>

THAT Section 461 of Part III of the Annual Appropriation Resolution No. 2010-53 be and is hereby amended as follows:

TO:	ADMINISTRATIVE SERVICES DEPARTMENT	\$ 1,400
	Interfund Transfers	
	TOTAL Section 461	<u>\$ 1,400</u>

THAT account titles and numbers requiring adjustment by this Resolution are as follows:

		<u>Sources</u>	<u>Uses</u>
<u>General Fund</u>			
Appropriations:			
A/C No. 010-98900-1990	General Contingency/Non-Department	\$ -	\$ (66,400)
A/C No. 010-91445-2310	Chief's Office/Fuel	\$ -	\$ 23,000
A/C No. 010-90120-2350	Police Operations/Temporary Wages	<u>\$ -</u>	<u>\$ 43,400</u>
	Total General Fund	<u>\$ -</u>	<u>\$ -</u>
<u>Gas Tax Fund</u>			
Revenues:			
A/C No. 105-76128-6320	Gas Tax Sec. 2103/Maintenance	\$ 168,000	\$ -
Appropriations:			
A/C No. 105-85115-6320	Transfer to Fund 115/Transportation CIP	<u>\$ -</u>	<u>\$ 168,000</u>
	Total Gas Tax Fund	<u>\$ 168,000</u>	<u>\$ 168,000</u>

OSSIP Fund

Revenues:

A/C No. 120-00000-6515	Use of Retained Earnings	\$ 5,000	\$ -
------------------------	--------------------------	----------	------

Appropriations:

A/C No. 120-85115-6515	Transfer to Fund 115/Sunset & RR Project	\$ -	\$ 5,000
------------------------	--	------	----------

	Total OSSIP Fund	<u>\$ 5,000</u>	<u>\$ 5,000</u>
--	------------------	-----------------	-----------------

CEC Grant Fund

Revenues:

A/C No. 136-76950-3471	Grant Funds/Energy Conservation Program	\$ 1,500	\$ -
------------------------	---	----------	------

Appropriations:

A/C No. 136-90160-3471	Salary Transfers/CEC Program	\$ -	\$ 1,500
------------------------	------------------------------	------	----------

	Total CEC Fund	<u>\$ 1,500</u>	<u>\$ 1,500</u>
--	----------------	-----------------	-----------------

Boating Safety Grant Fund

Revenues:

A/C No. 150-76220-2407	Safety Vests Grant	\$ 500	\$ -
------------------------	--------------------	--------	------

Appropriations:

A/C No. 150-93120-2407	Field Equipment Under \$2500	\$ -	\$ 500
------------------------	------------------------------	------	--------

	Total Boating Safety Grant Fund	<u>\$ 500</u>	<u>\$ 500</u>
--	---------------------------------	---------------	---------------

Workforce Housing 2008 Fund

Revenues:

A/C No. 172-00000-9924	Use of Retained Earnings	\$ 9,700	\$ -
------------------------	--------------------------	----------	------

Appropriations:

A/C No. 172-85190-9924	Transfer to Fund 190/Storm Drainage Fund	\$ -	\$ 9,700
------------------------	--	------	----------

	Total Workforce Housing 2008 Fund	<u>\$ 9,700</u>	<u>\$ 9,700</u>
--	-----------------------------------	-----------------	-----------------

JAG #2 Grant Fund

Revenues:

A/C No. 178-76235-2421	JAG Grant/JAG #2 Administration	\$ 2,700	\$ -
------------------------	---------------------------------	----------	------

Appropriations:

A/C No. 178-93120-2421	Field Equipment/JAG #2	\$ -	\$ 2,700
------------------------	------------------------	------	----------

Total JAG #2 Grant Fund	\$ 2,700	\$ 2,700
-------------------------	----------	----------

Nuisance Abatement Fund

Revenues:

A/C No. 180-74210-6340	Service Charges/Weed Abatement	\$ 1,500	\$ -
------------------------	--------------------------------	----------	------

Appropriations:

A/C No. 180-91431-6340	Other Contract Services/Weed Abatement	\$ -	\$ 1,500
------------------------	--	------	----------

Total Nuisance Abatement Fund	\$ 1,500	\$ 1,500
-------------------------------	----------	----------

Neighborhood Stabilization Program (NSP) Grant Fund

Revenues:

A/C No. 181-75410-3481	NSP Program Income	\$ 306,000	\$ -
------------------------	--------------------	------------	------

Appropriations:

A/C No. 181-96310-3481	NSP Program/CIP Construction	\$ -	\$ 306,000
------------------------	------------------------------	------	------------

Total NSP Grant Fund	\$ 306,000	\$ 306,000
----------------------	------------	------------

Storm Drainage Fund

Revenues:

A/C No. 190-00000-6315	Use of Retained Earnings	\$ 6,300	\$ -
------------------------	--------------------------	----------	------

A/C No. 190-81172-6315	Transfer In from Fund 172/Workforce Hsg	\$ 9,700	\$ -
------------------------	---	----------	------

Appropriations:

A/C No. 190-91110-6315	Legal Fees		\$ 4,000
------------------------	------------	--	----------

A/C No. 190-91360-6315	Government Permits		\$ 2,900
------------------------	--------------------	--	----------

A/C No. 190-91435-6315	Field Supplies		\$ 4,700
------------------------	----------------	--	----------

A/C No. 190-92420-6315	Public Works Crews	\$ -	\$ 4,400
------------------------	--------------------	------	----------

Total Storm Drainage Fund	\$ 16,000	\$ 16,000
---------------------------	-----------	-----------

Parks CIP Fund

Revenues:

A/C No. 302-00000-9931 Use of Retained Earnings \$ 31,900 \$ -

Appropriations:

A/C No. 302-85320-9931 Transfer to Fund 320/Park Impact Fee \$ - \$ 31,900

Total Park CIP Fund \$ 31,900 \$ 31,900

Highway 12 Maintenance Fund

Revenues:

A/C No. 460-00000-6326 Use of Retained Earnings \$ 2,200 \$ -

Appropriations:

A/C No. 460-91435-6326 Field Supplies/Hwy. 12 Maintenance \$ 400

A/C No. 460-92420-6326 PW Crew Support/Hwy. 12 Maintenance \$ - \$ 1,800

Total Hwy. 12 Maintenance Fund \$ 2,200 \$ 2,200

CFD #2 Fund

Revenues:

A/C No. 461-72110-6461 Special Assessment Revenues \$ 1,400 \$ -

Appropriations:

A/C No. 461-85010-6461 Transfer to Fund 010/General Fund \$ - \$ 1,400

Total CFD #2 Fund \$ 1,400 \$ 1,400

THAT the purpose is to appropriate funds for yearend budget amendments identified prior to closing the City's books for the fiscal year ending June 30, 2011. Please see the associated staff report for details on each fund.

ADOPTED AND PASSED at a regular meeting of the City Council of the City of Suisun City duly held on the 6th day of December, 2011 by the following vote:

AYES: COUNCILMEMBERS
NOES: COUNCILMEMBERS
ABSENT: COUNCILMEMBERS
ABSTAIN: COUNCILMEMBERS

WITNESS my hand and seal of the said City this 6th day of December 2011.

Linda Hobson, CMC
City Clerk

RESOLUTION NO. RA 2011-__

**A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY
ADOPTING THE 9TH AMENDMENT TO THE ANNUAL APPROPRIATION RESOLUTION
NO. RA 2010-16 TO APPROPRIATE FUNDS FOR UNANTICIPATED FY 2010-11
EXPENDITURES**

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY:

THAT Section 900 of Part III of the Annual Appropriation Resolution No. RA 2010-16 be and is hereby amended as follows:

	Increase/ (Decrease)
TO: ECONOMIC DEVELOPMENT DEPARTMENT	\$ 6,200
Economic Development Administration	
TOTAL Section 900	<u>\$ 6,200</u>

THAT Section 907 of Part III of the Annual Appropriation Resolution No. RA 2010-16 be and is hereby amended as follows:

TO: ECONOMIC DEVELOPMENT DEPARTMENT	\$ 40,000
Affordable Housing	
TOTAL Section 907	<u>\$ 40,000</u>

THAT Section 920 of Part III of the Annual Appropriation Resolution No. RA 2010-16 be and is hereby amended as follows:

TO: ECONOMIC DEVELOPMENT DEPARTMENT	\$ 248,000
Capital Improvements	
TOTAL Section 920	<u>\$ 248,000</u>

THAT Section 950 of Part III of the Annual Appropriation Resolution No. RA 2010-16 be and is hereby amended as follows:

TO: ADMINISTRATIVE SERVICES DEPARTMENT	\$ 150,000
Interfund Transfers	
TOTAL Section 950	<u>\$ 150,000</u>

THAT Section 951 of Part III of the Annual Appropriation Resolution No. RA 2010-16 be and is hereby amended as follows:

TO:	ECONOMIC DEVELOPMENT DEPARTMENT	\$ 800
	Capital Improvements	
	TOTAL Section 951	<u>\$ 800</u>

THAT Section 953 of Part III of the Annual Appropriation Resolution No. RA 2010-16 be and is hereby amended as follows:

TO:	ECONOMIC DEVELOPMENT DEPARTMENT	\$ 21,000
	Capital Improvements	
	TOTAL Section 953	<u>\$ 21,000</u>

THAT account titles and numbers requiring adjustment by this Resolution are as follows:

		<u>Sources</u>	<u>Uses</u>
<u>RDA Administration Fund</u>			
Revenues:			
A/C No. 900-00000-3510	Use of Retained Earnings	\$ 6,200	\$ -
Appropriations:			
A/C No. 900-93905-3510	Litigation/Econ. Development Administration	<u>\$ -</u>	<u>\$ 6,200</u>
	Total RDA Administration Fund	<u>\$ 6,200</u>	<u>\$ 6,200</u>
<u>Almond Gardens Fund</u>			
Revenues:			
A/C No. 907-00000-3480	Use of Retained Earnings	\$ 40,000	\$ -
Appropriations:			
A/C No. 907-91415-3480	Contract Services/Other	\$ -	\$ 20,000
A/C No. 907-91525-3480	Water/Sewer Chareges	<u>\$ -</u>	<u>\$ 20,000</u>
	Total RDA/Almond Gardens Fund	<u>\$ 40,000</u>	<u>\$ 40,000</u>

RDA Capital Projects Fund

Revenues:

A/C No. 920-81950-9886 Transfer In from Tax Increment Fund (950) \$ 248,000 \$ -

Appropriations:

A/C No. 920-85010-9886 Transfer to General Fund/Gateway Signage \$ - \$ 248,000

Total RDA Capital Projects Fund \$ 248,000 \$ 248,000

RDA Tax Increment Debt Service Fund

Revenues:

A/C No. 950-81950-7509 Transfer In to Fund 950/Tax Increment \$ 150,000 \$ -

Appropriations:

A/C No. 950-85950-3500 Transfer Out to Fund 950/Tax Increment \$ - \$ 150,000

Total RDA Tax Increment Fund \$ 150,000 \$ 150,000

RDA/1998 Bond Proceeds Fund

Revenues:

A/C No. 951-00000-7540 Use of Retained Earnings \$ 800 \$ -

Appropriations:

A/C No. 951-85920-7540 Transfer to Fund 920/RDA CIP Projects \$ - \$ 800

Total RDA/1998 Bond Proceeds Fund \$ 800 \$ 800

RDA/2003 Bond Proceeds Fund

Revenues:

A/C No. 953-00000-7531 Use of Retained Earnings \$ 21,000 \$ -

Appropriations:

A/C No. 953-85950-7531 Transfer to Fund 950/Tax Increment \$ - \$ 21,000

Total RDA/2003 Bond Proceeds Fund \$ 21,000 \$ 21,000

THAT the purpose is to approve final yearend budget adjustments, many of which involve yearend fund transfers.

ADOPTED AND PASSED at a regular meeting of the Redevelopment Agency of the City of Suisun City duly held on the 6th of December, 2011 by the following vote:

AYES:	BOARD MEMBERS
NOES:	BOARD MEMBERS
ABSENT:	BOARD MEMBERS
ABSTAIN:	BOARD MEMBERS

WITNESS my hand and seal of the said Agency this 6th day of December, 2011.

Linda Hobson, CMC
Secretary

RESOLUTION NO. 2011-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING THE FOURTH AMENDMENT TO THE ANNUAL APPROPRIATION
RESOLUTION NO. 2011-62 TO REBUDGET CITY PROJECTS AND PROGRAMS FROM
FY 2010-11**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUISUN CITY:

THAT Section 010 of Part III of the Annual Appropriation Resolution No. 2011-62 be and is hereby amended as follows:

	<u>Increase/ (Decrease)</u>
TO: NON-DEPARTMENTAL Non-Departmental	\$ 43,000
NON-DEPARTMENTAL Capital Replacement Reserve	\$ (136,700)
ECONOMIC DEVELOPMENT DEPARTMENT Capital Improvements	<u>\$ 285,000</u>
TOTAL Section 010	<u>\$ 191,300</u>

THAT Section 115 of Part III of the Annual Appropriation Resolution No. 2011-62 be and is hereby amended as follows:

TO: BUILDING & PUBLIC WORKS DEPARTMENT Capital Improvements	<u>\$ 275,000</u>
TOTAL Section 115	<u>\$ 275,000</u>

THAT Section 328 of Part III of the Annual Appropriation Resolution No. 2011-62 be and is hereby amended as follows:

TO: BUILDING & PUBLIC WORKS DEPARTMENT Capital Improvements	<u>\$ 24,800</u>
TOTAL Section 328	<u>\$ 24,800</u>

THAT account titles and numbers requiring adjustment by this Resolution are as follows:

<u>General Fund</u>	<u>Sources</u>	<u>Uses</u>
Revenues:		
A/C No. 010-70101-0000 General Fund/Beginning Balance	\$ 191,300	\$ -

Appropriations:

A/C No. 010-93910-1910	Non-Departmental/Other Non-Recurring	\$	43,000	
A/C No. 010-98132-1990	General Contingency/CIP Reserves	\$	(136,700)	
A/C No. 010-96310-9886	Gateway Signage/CIP Construction	\$	197,000	
A/C No. 010-91920-9939	Business Loans Program/Payments	\$	-	\$ 88,000
	Total General Fund	\$	191,300	\$ 191,300

Transportation Capital Projects Fund

Revenues:

A/C No. 115-76325-9949	Federal Stimulus Dollars/Main St. Repairs	\$	275,000	\$ -
------------------------	---	----	---------	------

Appropriations:

A/C No. 115-96310-9949	CIP Construction/Main St. Repairs Project	\$	235,000	
A/C No. 115-96315-9949	In House CIP Labor	\$	20,000	
A/C No. 115-96320-9949	Construction Management/CIP	\$	-	\$ 20,000
	Total Transportation Capital Projects Fund	\$	275,000	\$ 275,000

CDBG Senior Center Improvements Fund

Revenues:

A/C No. 328-76310-9968	CDBG Housing Grants	\$	27,000	\$ -
A/C No. 328-81320-9968	Transfer In from Facilities Improvement Fee	\$	(2,200)	\$ -

Appropriations:

A/C No. 328-96310-9968	CIP Construction/Senior Center Upgrades	\$	-	\$ 24,800
	Total CDBG Sr. Ctr. Improvements Fund	\$	24,800	\$ 24,800

THAT the purpose is to appropriate funds for adjustments to the General Fund (carryover projects, revised revenue estimates); and re-budgeting for variances between estimated and actuals from FY 2010-11, for the Main Street Repair Project and the Senior Center Upgrade project.

ADOPTED AND PASSED at a regular meeting of the City Council of the City of Suisun City duly held on the 6th day of December, 2011 by the following vote:

AYES:	COUNCILMEMBERS
NOES:	COUNCILMEMBERS
ABSENT:	COUNCILMEMBERS
ABSTAIN:	COUNCILMEMBERS

WITNESS my hand and seal of the said City this 6th day of December, 2011.

Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: December 6, 2011

JOINT AGENDA ITEM: Reauthorization and Continuation of the Suisun City Historic Waterfront Business Improvement District:

- a. **Council** Adoption of Resolution No. 2011-__: Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District; and
- b. **Council** Adoption of Resolution No. 2011-__: Accepting the 2011 Annual Report, and Approving the Proposed Calendar Year 2012 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.

FISCAL IMPACT: An undetermined amount of City staff time would be incurred by the Administrative Services Department collecting assessments and disbursing funds, which would occur in association with the collection of the Business License Tax for each affected business in the District.

BACKGROUND: Per City Ordinance No. 667, enacted April 18, 2003, the Main Street Waterfront Business Improvement District, commonly known as the Suisun City Historic Waterfront Business Improvement District, (the “District”) was established. The District is a 501(c)(3) non-profit organization created at the request of downtown merchants to promote improved business conditions and marketing of downtown Suisun City. Under procedures described in the California Street and Highways Code, the City on behalf of the BID levies assessments on those businesses within the District area (see attached map) for use in various marketing and improvement activities, as determined beneficial by the District board. Each year since 2003, the Council has reauthorized the continued operation of the District.

STAFF REPORT: On October 6, 2011, the District board submitted its annual report and proposed budget for the 2012 calendar year for City Council review, and requested consideration of continuation of the District and its related assessment for 2012.

The process for continuing the District has changed this year based upon advice from the City Attorney in interpreting amendments to the pertinent sections of the California Street and Highways Code. With no new or increased assessment proposed, there is no requirement for the public hearing process used in previous years. However, the Suisun City Code directs the District “board to present an annual budget for City Council review and approval prior to the beginning of each fiscal year.” Therefore, staff has prepared resolutions to continue the District and annual assessment, and accept the District’s 2011 annual report and its 2012 operating budget.

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Scott T. Corey, Marketing Manager
Jason Garben, Economic Development Director
Suzanne Bragdon, City Manager

Consider Continuing the District

The City Council annually considers adoption of a resolution renewing the establishment of the District, as described in Ordinance 667. The resolution describes the boundaries of the District, the general purposes for which assessments may be used, and three benefit zones with associated assessment rates according to business type.

The District Board requested no changes to the District boundaries, uses of funds, benefit zones or assessment rates. Continuation of the District is necessary this month so the assessment can be collected as part of the annual Business License billing cycle.

Review and Approve the Proposed District Budget

City Code Section 3.40.110 directs the District “board to present an annual budget for City Council review and approval prior to the beginning of each fiscal year.” It further provides that the “City shall not adopt, modify or otherwise amend any fiscal year budget of the District that is inconsistent in any way with said fiscal year’s budget as agreed to and presented by the BID board except in the case of a written majority protest....”

On October 6, 2011, the District submitted its 2011 Annual Report and Proposed 2012 Budget. Over the past several years, the Council has requested additional supplemental financial information to assist in the deliberative process, which was collected by staff and provided to the Council.

The District financial information distributed to the City Council on November 10, 2011, and provided as part of this staff report were:

- The District’s 2011 Annual Report and Proposed 2012 Budget.
- Administrative Services Department analysis of the District budget.
- Twelve months of actual District expenditure detail beginning November 1, 2010, through October 31, 2011.
- Profit and loss statement comparing District’s 2011 budget to actual expenditures January-October 2011.
- Estimated District expenditures November through December 2011, and January 1 through March 31, 2012.
- Actual District budget for 2009.
- Actual District budget for 2010.

The Administrative Services Department provides a summary and an independent analysis of:

- Actual District spending for 2009 and 2010.
- Proposed, Year-to-Date, and Estimated budgets for 2011.
- Proposed 2012 budgets, with and without RDA matching funds.

After reviewing the District’s financial information, Financial Services Manager Mark Joseph found that “the BID is doing a good job of managing their operations, focusing on special events and promotions, as would be expected. They have added new events and have kept operating costs down. Further, they have offered two alternative budgets, recognizing the financial challenges for the City, particularly as it relates to our Redevelopment Agency.”

The City Council is empowered to approve or disapprove the District budget in its entirety. In the event that the City Council wishes to recommend changes in the budget, such direction should be

delineated and consideration of the budget resolution continued to allow the District board an opportunity to consider amending its budget accordingly. Though the District may not spend additional resources without an approved budget, renewal of the assessment would allow the Administrative Services Department to collect the assessments with the business license renewals, and hold the proceeds until such time as a District budget is approved.

Redevelopment Agency Matching Funds

In past years, the Redevelopment Agency has considered a companion resolution to provide matching funds to support District operations. The City's FY 2011-12 Annual Budget includes \$13,500 for this purpose, and which the District board has requested.

Since Governor Brown first proposed in January the elimination of Redevelopment Agencies, staff has regularly briefed the District Board, and advised that it create contingency plans including continued operations without any Agency matching funds. The District Board was very supportive of City efforts to preserve the Agency.

As part of the State's adoption of laws that significantly alter Agency operations, the Agency is prohibited from entering new contracts. The constitutionality of those laws was challenged, and a decision by the state Supreme Court is expected by January 15, 2012. Therefore, staff recommends delaying consideration of any RDA matching funds until after legal issues are settled.

District Highlights – 2011

In 2011, the District undertook several new initiatives and continued to build upon prior successes, including:

- Donating several bicycle racks for use by a growing number of cyclists using the Central County Bikeway Extension to access the Waterfront District (\$3,344 value).
- Launched Restaurant Week to bring diners to District restaurants during the traditionally slow month of January. All but one restaurant participated, and more than 5,000 menus were downloaded from the District web site.
- Sponsored the second annual Mother's Day Artisan Fair featuring more than 50 arts and crafts vendors (net event cost \$350).
- Sponsored the Waterfront Festival selling 670 wine tasting tickets during an event with an estimated 6,000 visitors enjoying more than 90 arts and crafts vendors (net event profit \$6,000).
- Sponsored Halloween merchant trick-or-treating after Firefighters Association Halloween Parade and Costume Contest.
- Sponsored Old World Christmas Market on Thanksgiving weekend and during the Christmas on the Waterfront event.
- Sponsored Festival of Trees auction with 100% of proceeds benefiting local non-profit charities.
- Funded production of 15,000 Waterfront District Dining and Business Directories, 9,000 of which were direct mailed to residents of American Canyon and Vallejo's Hiddenbrooke neighborhood in a targeted effort to expand the brand recognition and the customer base within neighboring communities.

District officers and board members will attend the Council meeting to make a brief presentation.

RECOMMENDATION: It is recommended that:

1. **Council** Adopt Resolution No. 2010-__: Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District; and
2. **Council** Adopt Resolution No. 2010-__: Accepting the 2011 Annual Report, and Approving the Proposed Calendar Year 2012 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.

ATTACHMENTS:

1. Resolution No. 2011-__: Reauthorizing and Continuing the Suisun City Historic Waterfront Business Improvement District and the Assessment Levy for the District.
2. Resolution No. 2011-__: Accepting the 2011 Annual Report, and Approving the Proposed Calendar Year 2012 Operating Budget for the Suisun City Historic Waterfront Business Improvement District.
3. Staff memo of November 10, 2011 conveying the following attachments:
 - a. The 2011 Annual Report and 2012 Proposed Budget of the District.
 - b. Administrative Services Department analysis of the District budget.
 - c. Twelve months of actual District expenditure detail beginning November 1, 2010, through October 31, 2011.
 - d. Profit and loss statement comparing District's 2011 budget to actual expenditures January-October 2011.
 - e. Estimated District expenditures November through December 2011, and January 1, 2012 through March 31, 2012.
 - f. Actual District budget for 2009.
 - g. Actual District budget for 2010.

RESOLUTION NO. 2011-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY REAUTHORIZING AND CONTINUING THE SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT AND THE ASSESSMENT LEVY FOR THE DISTRICT

WHEREAS, the California Streets and Highways Code Section 36500 *et seq.* authorizes cities to establish parking and business improvement areas for the purpose of promoting economic revitalization and physical maintenance of business districts in order to create jobs, attract new business and prevent erosion of the new business district; and

WHEREAS, the Main Street-Waterfront Business Improvement District, commonly known as the Suisun City Historic Waterfront Business Improvement District (District), was formed, at the request of the Main Street-Waterfront Business Improvement District Formation Committee (Committee), by City Council approval of City Ordinance No. 667 on April 18, 2003; and

WHEREAS, at the request of the Committee, Ordinance No. 667 established an annual special assessment on all businesses within the District, which said assessment must be renewed annually by City Council; and

WHEREAS, the District Board of Directors (Board) has requested the Suisun City Council renew the special assessment on all businesses within the District; and

WHEREAS, the assessment would continue at the same level established in 2003 by adoption of City Ordinance No. 667; and

WHEREAS, protests in writing from businesses in the District paying 50% or more of the proposed assessment have not been received; and

WHEREAS, this City Council has now determined to reauthorize the imposition of a benefit assessment for the District; and

WHEREAS, in the opinion of this City Council, the businesses within the District will be benefited by the expenditure of the funds raised by the assessments levied hereby in the manner prescribed herein; and

WHEREAS, the assessments or charges levied on businesses pursuant to this Ordinance shall be levied, to the maximum extent feasible, on the basis of the estimated benefit to the businesses within the District.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suisun City does hereby determine that:

1. The recitals set forth herein are true and correct.

2. The City Council does, at the request of the Board and pursuant to the California Streets and Highways Code, reauthorize and continue the “Main Street-Waterfront Business Improvement District,” commonly known as the “Suisun City Historic Waterfront Business Improvement District” (District).
3. The boundaries of the entire area included in the District, and the boundaries of each separate benefit zone within the District, are set forth in the Map, Exhibit A, incorporated herein by reference. A true and correct copy of the map is on file with the City Clerk of the City of Suisun City.
4. The types of improvements and activities proposed to be funded by the levy of assessments on businesses in the District are in Exhibit B hereto and incorporated by reference.
5. The City Council re-authorizes and renews the levy of an annual benefit fee on businesses in the District to pay for selected improvements and activities of the District.
6. All funds of the District shall be expended on improvements and activities within the District.
7. The method and the basis for levying the benefit fee on all the businesses within the District are set forth in the Exhibit C hereto, incorporated herein by reference.
8. This Resolution is effective on its adoption.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Suisun City duly held on the 6th day of December 2011 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

WITNESS my hand and the seal of said City this 6th day of December 2011.

Linda Hobson, CMC
City Clerk

EXHIBIT A (3)

**PROPOSED SUISUN CITY DOWNTOWN - WATERFRONT
BUSINESS IMPROVEMENT DISTRICT (BID)
BOUNDARY MAP**



EXHIBIT B

Purpose and Use of Benefit Assessments.

The types of improvements and activities proposed to be funded by the levy of assessments on businesses in the District are as follows:

a. The acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following improvements:

- (1) Benches.
- (2) Trash receptacles.
- (3) Decorations.
- (4) Signage.
- (5) Facade improvements.
- (6) Permanent landscaping.

b. Activities including but not limited to the following:

- (1) Promotion of public events which benefit businesses in the area and which take place on or in public places within the area.
- (2) Furnishing of music in any public place in the area.
- (3) Activities which benefit businesses located and operating in the area, including but not limited to commercial shopping and promotional programs.

c. Activities in support of the Suisun City Redevelopment Agency's proposed "Main Street West" plan.

EXHIBIT C

DISTRICT ASSESSMENT FORMULA Proposed 2012 Benefit Fee Formula Matrix:

	ZONE A	ZONE B	ZONE C
Retailers and Restaurants	\$400	\$300	\$200
Service Businesses	\$300	\$200	\$150
Lodging	\$ 10 per room	\$ 10 per room	\$ 10 per room
Professional Businesses	\$200	\$150	\$100
Financial Institutions	\$500	\$500	\$500

Business Type Definitions

Retail and Restaurant: Businesses that buy and resell goods, examples are clothing stores, shoe stores, office supplies as well as businesses that sell prepared foods and drinks.

Service Businesses: Businesses that sell services. Examples are beauty and barber shops, repair shops, most automotive-oriented businesses, entertainment businesses such as theaters, etc.

Lodging: Includes renting rooms by the day or week to community visitors.

Professional Businesses: Includes Architects, Engineers, Attorneys, Dentists, Doctors, Accountants, Optometrists, Realtors, Insurance Offices, Mortgage Brokers and most other businesses that require advanced and/or specialized licenses and/or advanced academic degrees.

Financial Institutions: Includes banking and savings and loan institutions as well as credit unions, etc.

RESOLUTION NO. 2010-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ACCEPTING THE 2011 ANNUAL REPORT AND APPROVING THE
PROPOSED CALENDAR YEAR 2012 OPERATING BUDGET
FOR THE SUISUN CITY HISTORIC WATERFRONT BUSINESS
IMPROVEMENT DISTRICT**

WHEREAS, the City Council has passed Ordinance No 667 establishing the Main Street-Waterfront Business Improvement District, commonly known as the Suisun City Historic Waterfront Business Improvement District (District); and

WHEREAS, said Ordinance requires the District to present an annual report and annual budget to the City of Suisun City for review and approval; and

WHEREAS, the City Council of the City of Suisun City has reviewed the proposed District budget; and

WHEREAS, the City Council desires to promote and assist the District to insure the success of the projects and programs of the District.

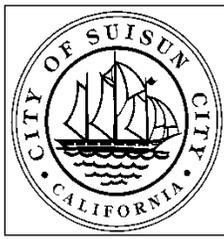
NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby accept the 2011 Annual Report, and does hereby approve the calendar year 2012 operating budget for the District.

PASSED AND ADOPTED at a joint meeting of the Suisun City Council and Redevelopment Agency duly noticed and held on the 6th day of December 2011 by the following City Council vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

WITNESS my hand and the seal of said City this 6th day of December 2011.

Linda Hobson, CMC
City Clerk



MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: SCOTT COREY, MARKETING MANAGER
SUBJECT: SUISUN CITY HISTORIC WATERFRONT BID BUDGET DOCUMENTS
DATE: 11/10/2011

The annual budget review and continuation of the Suisun City Historic Waterfront Business Improvement District (SCHWBID) is set to come before the Council on December 6, 2011.

When the Council has considered this matter in previous years, it requested several types of additional information to assist in the deliberative process. In accordance with those directives, the City Manager asked me to provide the attached information to you at this time:

1. The Annual Report and Summary Budget of the SCHWBID
2. Administrative Services Department analysis of the SCHWBID budget
3. 12 months of actual expenditure detail beginning Nov. 1, 2010 through Oct. 31, 2011 provided by the SCHWBID
4. Profit and Loss Statement comparing 2011 budget to actual expenditures Jan-Oct. 2011 provided by the SCHWBID
5. Estimated expenditures November through December 2011, and Jan. 1 – March 31, 2012 provided by SCHWBID
6. Actual budget for 2009 provided by SCHWBID
7. Actual budget for 2010 provided by SCHWBID

The Administrative Services Department analysis summarizes information provided by the SCHWBID in a format similar to the City's budget format, including two prior years of budget actuals, 2011 budget, 2011 year-to-date expenditures, estimated 2011 expenditures through Dec. 31, 2011, and two funding scenarios for 2012.

Documents No. 3-7 above provide supplemental information from the SCHWBID that the Council requested.

Staff will be happy to provide additional information or discussion in response to any Council questions.

CC: City Manager Suzanne Bragdon
Economic Development Director Jason Garben



SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT 2011 ANNUAL REPORT TO THE CITY COUNCIL

(Submitted to City of Suisun City staff on October 6, 2011)

Dear Mayor Sanchez, Suisun City Council Members and City Staff:

The Suisun City Historic Waterfront Business Improvement District is pleased to submit the attached annual report to the City Council. The report includes the following:

Executive Summary – Gives the highlights of SCHWBID's accomplishments in 2011.

SCHWBID End of Year Report 2011 – Recaps in detail our activities and accomplishments for 2011.

SCHWBID Proposed Program of Work for 2012 – Plans for marketing and events for 2012.

Detailed Profit and Loss Statement (Income and Expenditures) – This report will be submitted on **November 3, 2011** covering the period **November 1, 2010 through October 31, 2011**. Since the annual report was submitted on October 10, 2011, it is not possible to give, as previously requested by the council, a profit and loss statement for a full twelve month period that is through the month of October, which is our best fundraising month because of the Art, Wine and Chocolate event. You will receive this financial report prior to the public hearing on **November 15, 2011**.

Estimated Pending Income and Expenses from November 1, 2011 through April 1, 2012. This report will also be submitted on **November 3, 2011**. As this is an active period for SCHWBID because of the Christmas on the Waterfront activities, we will need to carry over funds to be able to pay expenses for the period of January 1, 2012 to April 1, 2012 (we usually receive BID fees and the city supplement around the end of March each year).

Proposed 2012 SCHWBID Budget – We have provided two budgets for 2012. One budget shows continued financial support from the City of Suisun City and the other budget shows no financial support from the City of Suisun City.

In previous years the financial support from the City of Suisun City has come from the city's redevelopment funds. As we all are awaiting the California Supreme Court decision regarding the elimination of redevelopment, we would request that should the court rule in favor of reinstating all redevelopment agencies, that the city would also reinstate the same contribution of \$13,500 as they did in 2011.

Both budgets provide the basis for SCHWBID's request for renewal of the business improvement district.



Executive Summary

SCHWBID continues to provide service and benefits to its members, the City of Suisun City, and the community at large in its capacity as one of the key organizational, management, leadership, and advocacy organization for the Waterfront District in the Suisun City community.

Key initiatives for the past year that supported this goal include:

- ❑ Continued member outreach by board members and contracted staff
- ❑ Continued marketing efforts to strengthen the Waterfront District's position within the region
- ❑ Strengthened community relations with other organizations, including the Fairfield-Suisun Chamber of Commerce and the Matt Garcia Foundation
- ❑ Solicitation of sponsorships for events with businesses both within and outside the Waterfront District
- ❑ Planned and executed Waterfront District events that attracted residents from throughout the city and visitors from the surrounding communities, including the addition of our new Restaurant Week event in 2011
- ❑ Continued work with city staff on issues affecting the Waterfront District economic development
- ❑ Purchased five bicycle racks that were installed by city staff

During 2011, the SCHWBID board of directors again evaluated all SCHWBID programs, special events and marketing programs and made recommendations on their effectiveness for the organization.

SCHWBID thanks and appreciates the City's continued commitment to and investment in the organization, since our original Memorandum of Understanding dated June 5, 2003 for financial support. This support enables SCHWBID to carry out its marketing objectives to bring attention to the Waterfront District. The need for continued City financial support is expected for the next few years at minimum as the SCHWBID pursues increasing its special event income and pursues alternate income sources.



SCHWBID End of the Year Report 2011

Over the past eight years, the Suisun City Historic Waterfront Business Improvement District has continued to strengthen its vision for the Waterfront District area.

At the 2011 annual board retreat and strategic planning session, our vision statement, mission statement and organization's goals were reaffirmed as follows:

Vision Statement

Suisun City's Waterfront is a vibrant destination for dining, cultural experiences and waterfront activities for all ages.

Mission Statement

The mission of the Suisun City Historic Waterfront B.I.D. is to promote the physical and financial health of the Waterfront District as a unique business, social and cultural center of the City of Suisun City.

Organizational Goals

1. Increase awareness and cooperation among existing businesses
2. Expand name recognition for Suisun City Waterfront District
3. Improve and promote commercial and social activity
4. Encourage new development
5. Maintain a wholesome and safe community
6. Increase awareness of Suisun City's history
7. Provide benefit for all members of the District
8. Serve as advocate and liaison between members and city government

Committees

Budget Committee – Oversees income and expenditures of SCHWBID.

Membership Committee – Oversees member benefits and member relations; does member outreach, gathers information about members for website, brochures, etc.

Organization Committee – Reviews by-laws, city ordinances, beautification issues.

Marketing/Events – Oversees marketing of the district and special events.

Member involvement is critical to the organization, however, as in many BID organizations throughout the state, only a small percentage of BID members actually participate in meetings and special events. The organization would not be able to move forward without the help of some very dedicated volunteers who monetarily sponsor, volunteer their time away from their businesses, and support our numerous endeavors.

Even though many members are not involved with the planning of events and the marketing of the district because of time restrictions within their business, many of these businesses have been generous with monetary and gift donations to the district.



SCHWBID continued its contracted employee agreement with Laura Cole-Rowe, a Waterfront District resident and SCHWBID member to help with the day-to-day business of the district. Ms. Cole-Rowe has more than 23 years of experience working with business improvement districts, downtowns and cities. She works with the BID on contract on an hourly basis at a fraction of her regular consulting rate. Her duties include email and written correspondence, member database upkeep, procuring of insurance coverage for the district, writing content for both the website and the SCHWBID Dining and Business Guide, press releases, social media and e-newsletter, paid 10/03/11 advertising content and design, distribution of Passport to Savings cards to businesses, and website changes and involvement with some special events for the Waterfront District. She also does the bookkeeping, financial reporting and bill paying for SCHWBID for \$100 monthly.

Summary and Highlights of 2011 Activities

Overview Status of 2011 Budget

A total of \$16,320 in BID fees was received for 2011 as of October 1, 2011; the City of Suisun contributed matching funds of \$13,500. This year SCHWBID's Marketing and Events Committee solicited sponsorships for their events from both its membership and other local businesses. A total of \$2,100 in cash sponsorships was received by October 3, 2011. SCHWBID's 2011 budget was based on \$49,375 in total income, including revenue from the Waterfront Festival (Art, Wine and Chocolate). A detailed breakdown of income and expenses will be included in the financial report to be submitted on November 3, 2011.

Board of Directors

The Board of Directors is responsible to receive committee reports, make decisions on committee recommendations, and take positions on issues that will directly or indirectly affect the SCHWBID, and set new objectives. The board meets regularly, holds an annual meeting and an annual board retreat. SCHWBID members are strongly encouraged to attend the monthly board meetings. When there are pressing issues, the board will schedule an additional meeting.

After having been given direction by the Board, the committees are responsible for research, discussion and recommendations to the Board of Directors for action.

Each board member is involved with, and has knowledge of, ongoing SCHWBID projects. Board members are asked to actively participate on one committee each.

The SCHWBID Board of directors is comprised of nine business owners/representatives, with three representatives from each zone, ensuring diversity on the board.



2011 Accomplishments

Member Benefits

The SCHWBID provides the following benefits to all members.

- *SCHWBID website* – Each member is entitled to a free directory page, free business announcements, free advertising, free e-mail through the SCHWBID website (www.suisunwaterfront.com) and member-to-member discounts. All businesses are listed on the website, and if they have a website address, a link is provided from the SCHWBID website.
- *Suisun City Waterfront District Dining & Business Directory Brochure* – Each SCHWBID member is listed in the brochure at no cost.
- *Advertising in S&J's Advertising's The Breeze* – SCHWBID runs a monthly full-page ad in this publication; each SCHWBID member's business is listed once during the year at no charge.

Organization Committee

The Organization Committee reviewed and updated SCHWBID's by-laws this year, and established policy and fees for SCHWBID associate membership.

Marketing and Branding

SCHWBID has concentrated on marketing the Waterfront District in Suisun City as a regional destination, as well as a local destination. The committee has undertaken the following marketing projects for 2011:

1. **Waterfront District Dining and Business Directory Brochure** – 15,000 copies of the Waterfront District Dining and Business Directory Brochure were updated and printed in August 2011. These brochures are racked in businesses and other public places, and are sent with the City of Suisun City's marketing packages. Approximately 9,000 newly updated brochures will be mailed to American Canyon and Hiddenbrook (Vallejo) residents on November 10, 2011. All Waterfront District businesses are listed in the brochure, at no charge to the business. The brochure is also available on SCHWBID's website.
2. **Passport to Savings Card** – Perhaps one of our most successful programs, more than 10,000 of this credit card sized marketing piece have been distributed in the local market since November 2008. Cardholders go to the SCHWBID website where they are directed to a page listing each of the current offers from participating businesses. Non-cardholders are instructed to visit any participating business to receive their Passport to Savings Card. Unlike other loyalty cards with printed offers on cards from businesses, our card gives the opportunity for any SCHWBID member (new businesses) to join at any time, and change or add offers as often as they wish. More SCHWBID members are participating in this program this year, and the Hampton Inn Waterfront Suites gives the



passport card to all their guests, encouraging dining and services within the Waterfront District.

3. **Miscellaneous Opportunity Marketing** – SCHWBID has placed ads with KUIC and local newspapers to promote events, and has continued its cooperative advertising program with KUIC. Since June 2008, SCHWBID has placed a full-page ad each month in *The Breeze*. Six to eight member businesses are mentioned in each issue at no cost to the business, and it features six business ads, again, at no cost to the member. The *Daily Republic* and the *Vacaville Reporter* have been especially generous in running publicity articles for our events.
4. **Website** – Our website, www.suisunwaterfront.com, has been active since June 2006 and is continuously updated / refreshed with new articles of interest and information on special events. All Waterfront District businesses are listed on the website, and links to businesses' websites are provided. The website includes a searchable database to find a business, and has sections on history, events, news, a map, and redevelopment news. Our contract employee can make changes easily on both the database and other pages. Website statistics show an average of 1,607 unique monthly visitors to the site in 2011, which is up more than 20% from 1,241 unique monthly visitors to the site in 2010 with an average of about 15,706 pages accessed monthly. Site activity increases during times of special events such as the Restaurant Week, Waterfront Festival, Fourth of July and Christmas.
5. **Historical Walking Tour Booklet** – In December 2009, 7,500 self-guided historical walking tour booklets that highlight historic buildings, both commercial and residential within the SCHWBID district were published. The City of Suisun City and SCHWBID have been distributing these popular booklets in Waterfront businesses, the Solano History Center, the Harbormaster building, and in city hall.
6. **Newsletters** – SCHWBID sends out two different newsletters – members' newsletter and a visitors' newsletter. The members' newsletter focuses on member involvement, upcoming events, business news, and SCHWBID marketing programs and opportunities, while the visitors' newsletter mailing list (more than 500 active email addresses) focuses on the visitor, with listings of new businesses and events that are going on in the Waterfront District. SCHWBID members are encouraged to share what is happening with their businesses for both newsletters. New visitors to SCHWBID's website can sign up for the free newsletter through a portal on the SCHWBID website.
7. **SCHWBID Booth** – We show a presence at our special events with an information booth, displaying and distributing informational brochures from various Waterfront businesses as well as our own marketing materials such as walking tour booklets, dining and business guides and Passport to Savings cards.
8. **Social Media** – SCHWBID has been promoting events and new business through Facebook and Twitter.



Special Events

Our most visible activities are the special events that SCHWBID sponsors or co-sponsors with other entities, including the City of Suisun City. These special events are the focus of Suisun City's community celebrations, including those staged at Halloween and the winter holiday season. Many SCHWBID businesses support these special events by donating cash, product or gift certificates – for the Art, Wine and Chocolate portion of the Waterfront Festival, we had many businesses participate – including volunteering for the event, taking the opportunity to have a free booth at the event, giving prize donations for our annual Bake-Off, and taking advantage of overall sponsorship of the event.

Our events continue to be image promotions. Image promotions may not necessarily encourage sales of goods or services on the day of the promotion, but they establish a positive image of the Waterfront District to the visitor and help position it as an active, vital area. If customers have a positive introduction to the Waterfront District through an event, it is likely they will return later to shop, dine or procure a service in the district. We have had positive feedback from Waterfront restaurants; they have told us that they have been extremely busy on event days; other businesses that are open during an event have also reported an increase in sales.

A synopsis of these events for 2010/2011 is as follows:

Restaurant Week – Twelve out of 13 Waterfront restaurants participated in our first Restaurant Week, Friday, January 14 through Sunday, January 23, 2011. The purpose of this promotion is to highlight the wonderful and diverse restaurants that the Waterfront District has to offer, expose new customers to the area, and give a “boost” to our restaurants in the traditional slower month of January. Each restaurant offered a *prix-fixe menu* (A *prix fixe menu* is type of limited menu that has a fixed price and a set list of dishes), and set their own prices for their special. SCWHBID placed their menus on the SCWHBID website, advertised the event heavily through press releases, radio spots, print ads, posters, postcards, direct mail local magazines and social media. Feedback from the participating restaurants was very positive, and more than 5,000 menus were downloaded from the website.

Mother's Day Artisan Fair – The second year of this event at Harbor Plaza had more than 50 vendors featuring unique handcrafted wares and music. This event was intended to attract visitors to the Waterfront District as well as visits from those who were already in the district to have breakfast, brunch or lunch with their Mom. We also promoted the local artists at the Lawler House Gallery during the event. SCHWBID again contracted with Brenda Mossa to coordinate this event.

Annual Waterfront Festival 2011 – An estimated 6,000 people attended the Art, Wine and Chocolate event on October 1, with approximately 670 tickets sold for wine tasting (up from 600 in 2010). SCHWBID again contracted with Brenda Mossa to coordinate this event; there were a total of 91 vendors at the event; which has grown substantially since its inception.

Halloween Trick-or-Treat Promotion 2010 – SCHWBID held merchant's trick or treating in the district following the city's Halloween event. This is an event that brings together a cross-section



of Waterfront District businesses and includes professional, service, and retail participants. We estimate that more than 500 children came down for this event to trick-or-treat after the parade and costume contest.

Christmas on the Waterfront 2010 – SCHWBID continued to partner with the Suisun Business Group to hold a “Festival of Trees” where local non-profit organizations decorate trees donated by SCHWBID and the Suisun Business Group. The trees are put up for auction to the public during the Christmas on the Waterfront event, and bid on by event attendees. Proceeds from each decorated tree are given back to the local non-profit. Business members participated in merchant’s open houses also held during the Christmas on the Waterfront event.

The Old World Christmas Market was held the weekend of November 27 and 28, as well as the weekend of December 4 and 5 in conjunction with the Christmas on the Waterfront event on Saturday, December 5. Vendors sold Christmas type items including ornaments, gift items, prepackaged holiday candy or prepackaged holiday cookies. Booths were located near the skating rink so that parents can shop while their children skated. Unfortunately the Snow Days event on November 27 had to be cancelled the day before the event because of rain.

Membership Outreach And Communication

SCHWBID undertakes the following activities to keep member businesses informed:

General Meeting – One general meeting was held this year that included a presentation on the benefits and accomplishments of SCHWBID, and board elections.

Board and Committee Meetings – SCHWBID regularly invites members, by newsletter, email and personal contact, to attend board and committee meetings so they can be more informed about the organization and activities and projects in the Waterfront District.

New Business Orientation Program - SCHWBID continued their orientation program this year with personal delivery of a gift basket to new district businesses with items donated by Waterfront District businesses, a welcome letter and a packet of member benefit information.

Events and Marketing Projects - SCHWBID notifies businesses of the opportunity to participate in special events and marketing projects as appropriate by mail and e-mail.

Internal Marketing Brochure – An updated internal marketing brochure to communicate the SCHWBID’s purpose and benefits was mailed to all members in 2011, and is given to new members as part of their welcome package.



2011 Proposed Budget

Budget Process – The budget is developed through the Budget Committee and the Board of Directors. The Budget Committee met in September and worked on the 2011 budget; the Board of Directors approved the budget on October 3, 2011.

2011/2012 Proposed Program of Work

Marketing and Branding

SCHWBID will continue to concentrate on marketing the Waterfront District of Suisun City as a regional and a local destination and will continue to fund these programs in the remainder of 2011 and 2012:

- **Waterfront District Dining and Business Directory Brochure** – Depending upon SCHWBID's fundraising efforts, we are likely to update and print more of the Waterfront District Dining and Business Directory brochures in 2012.
- **Passport to Savings Card** – Should the existing inventory of this credit card sized marketing piece be depleted (4,500 are currently in stock), we would again consider ordering more of the cards to keep the program going, pending feedback from the participating businesses.
- **Miscellaneous Opportunity Marketing** – We would continue radio ads with KUIC and monthly advertising with The Breeze should there be matching funds from the city, but these would be eliminated (with the exception of \$1,000 of advertising already contracted with KUIC for Restaurant Week) if there were no matching funds.
- **Website/Social Networking** – Our website, www.suisunwaterfront.com, will continue in 2012 with more updated content, including more news releases, and continue social networking.
- **Historical Walking Tour Booklet** – SCHWBID will look into the option of reprinting the booklet when inventory from SCHWBID's and the city's supply has been depleted. SCHWBID also will look into the option of an audio/video podcast that can be put on the SCHWBID website and downloaded.
- **Newsletters** – SCHWBID will continue to send out two different newsletters to its members and to visitors, and continue encourage members to share what is happening with their business for both newsletters.
- **SCHWBID Booth** – SCHWBID will continue to participate in various events, using a booth to display and distribute informational brochures from various Waterfront businesses and



our own marketing materials.

Special Events

- **Christmas on the Waterfront 2011** – SCHWBID will hold the “Festival of Trees” and the Old World Christmas Market in 2011. The dates for the event are Friday, November 25 through Sunday, November 27, and on Saturday, December 3 in conjunction with the city’s Christmas on the Waterfront.
- **Restaurant Week 2012** – SCHWBID will hold the second Restaurant Week for Suisun City Waterfront restaurants the week of Friday, January 13 through Sunday, January 22, 2012. We have set aside \$2,000 to pay for the promotion, plus \$1,000 in radio ads; there will be no fee for a Waterfront District restaurant to participate.
- **Mother's Day Artisan Fair** – SCHWBID will continue this event.
- **Annual Waterfront Festival (Art, Wine and Chocolate)** – SCHWBID will continue this event in October 2012.
- **Halloween Trick-or-Treat Promotion** – SCHWBID will continue holding merchant’s trick or treating in the district following the city’s Halloween event and costume contest.
- **Christmas on the Waterfront 2012** – SCHWBID would eliminate “Festival of Trees” and the Old World Christmas Market in 2012 if the City of Suisun City does not hold a Christmas event.

We look forward to working with the City of Suisun City again in the coming year on various projects, including marketing and special events. The City’s investment in past years has dramatically enhanced the Waterfront District. SCHWBID is pleased to provide input for these projects, as well as input on private projects in the district. The Waterfront District/Downtown Suisun City is a special place in the Suisun City community and hopes to remain economically viable in years to come. SCHWBID looks forward to continuing its efforts to enhance it to the benefit of all involved.

Suisun Historic Waterfront BID							
2012 Budget							
			Actual Jan 1, 2011 - Oct. 6, 2011	2011 Budget	Over/Under Budget	2012 Budget with City Contribution	2012 Budget w/o City Contribution or City Events
	Ordinary Income/Expense						
	Income						
	REVENUE						
		Associate Membership	75.00	500.00	-425.00	150.00	150.00
		Mothers Day Event fees	1,020.00	775.00	245.00	1,000.00	1,000.00
		Christmas Vendor Fees	0.00	1,000.00	-1,000.00	1,000.00	0.00
		Business Assessments	16,320.00	18,500.00	-2,180.00	17,000.00	17,000.00
		City Match - Assessments	13,500.00	13,500.00	0.00	13,500.00	0.00
		Festival of Trees	1,141.00			1,000.00	0.00
		Heritage Collection Book	50.00	100.00	-50.00	100.00	100.00
		Sponsorship	2,000.00	2,500.00	-500.00	2,000.00	2,000.00
		Waterfront Festival Revenue	17,067.90	12,500.00	4,567.90	12,500.00	12,500.00
		Total REVENUE	51,173.90	49,375.00	1,798.90	48,250.00	32,750.00
		Total Income	51,173.90	49,375.00	1,798.90	48,250.00	32,750.00
	Expense						
	Advertising Expense						
		Electronic Media	650.00	7,000.00	-6,350.00	7,000.00	1,000.00
		Print Media	9,038.97	7,700.00	1,338.97	8,775.00	5,775.00
		Advertising Expense - Other	0.00	0.00	0.00	0.00	0.00
		Total Advertising Expense	9,688.97	14,700.00	-5,011.03	15,775.00	6,775.00
		Bicycle Racks	3,344.50			0.00	0.00

Eliminates radio ads - except Rest Week as part of existing contract
Eliminates Breeze - keeps brochures w/postage & passport

	Event Expenses						
	Art, Wine & Chocolate Festival	11,111.88	12,500.00	-1,388.12	12,500.00	12,500.00	
	Christmas In Old Town	118.50	6,500.00	-6,381.50	6,500.00	0.00	
	Halloween	0.00	100.00	-100.00	100.00	100.00	
	Mothers Day Craft Faire	1,366.84	1,500.00	-133.16	1,400.00	1,400.00	
	Restaurant Week	2,512.30	2,900.00	-387.70	2,000.00	2,000.00	
	Event Expenses - Other	0.00			0.00	0.00	
	Total Event Expenses	15,109.52	23,500.00	-8,390.48	22,500.00	16,000.00	
	Operating Expenses						
	Accounting Fees	900.00	1,200.00	-300.00	1,200.00	1,200.00	
	Bank Charges	0.00	25.00	-25.00	25.00	25.00	
	Conference, convention, meeting	0.00	500.00	-500.00	0.00	0.00	
	Contract Labor	2,220.00	5,000.00	-2,780.00	4,800.00	4,800.00	
	Insurance	776.00	1,250.00	-474.00	1,250.00	1,250.00	Directors' E&O Due in 2012
	Miscellaneous Expenses	111.79	500.00	-388.21	500.00	500.00	
	Office Supplies	236.64	600.00	-363.36	500.00	500.00	
	Postage, shipping, delivery	168.54	500.00	-331.46	500.00	500.00	
	Suscriptions & Memberships	495.00	600.00	-105.00	500.00	500.00	
	Tax Preparation	510.00	900.00	-390.00	600.00	600.00	
	Taxes	87.57	100.00	-12.43	100.00	100.00	
	Total Operating Expenses	5,505.54	11,175.00	-5,669.46	9,975.00	9,975.00	
	Total Expense	33,648.53	49,375.00	-15,726.47	48,250.00	32,750.00	
	Net Ordinary Income	17,525.37	0.00	17,525.37			
	Net Income	17,525.37	0.00	17,525.37			

MEMORANDUM

Date: November 10, 2011

To: Scott Corey, Marketing Manager

From: Mark Joseph, Financial Services Manager

Subject: Review and Comments regarding the Suisun Historic Waterfront BID Budget

I have reviewed the attached budget summary, based on the information we received from the Suisun Historic Waterfront BID (BID). My comments can be grouped in terms of the budget and cash flow.

Budget

The BID operates on a calendar year basis. We have actual revenues and expenses for calendar years 2009 and 2010, as well as the first ten months of 2011. On the revenue side, the Waterfront Festival is quickly becoming the BID's largest fund raiser, actually exceeding the amount of BID assessments and the City's match. In the current calendar year, BID assessments dropped by about \$2000, and the City's match was reduced by \$4500. Other revenues are relatively stable, although the Mother's Day Event is growing and the Christmas-related activities are actually declining.

On the expenditure side, Special Events and Advertising continue to be the primary costs, as would be expected. Operating costs have been scaled back from almost \$10,000 in 2010 to just under \$7500 in the current year.

Overall, the BID spent \$9600 more than it raised in 2009, mostly due to the one-time cost of "Crafter Buildings" for the Christmas in Old Town program. A modest surplus occurred in 2010 and the current year projects a deficit of just over \$3000.

The BID also put together two budgets for 2012, based on a City match of \$13,500 (the amount approved by Council in 2011), and one without. Without the City's match, advertising and promotions would be cut back by almost two-thirds, and "Christmas in Old Town" would be eliminated. Revenues and Expenditures would drop to \$48,250 and \$32,750, respectively.

Cash Flow

Based on the timing for submitting their financial information to the Council, the BID appears to have a healthy cash balance at the end of October. This is mainly due to the fact that they have just finished their successful Waterfront Festival and have not yet paid for the Christmas programs. As can be seen in 2009 and 2010, the actual year-end balances are not as positive.

Furthermore, the BID has operating costs in the first three months before they receive any significant amounts of cash. This is similar to the City, in which we spend considerably more than we bring in during the first five months of the fiscal year.

Because it can be misleading to look at the BID during their mid-year, staff requested, and the BID provided staff, with projections through the end of calendar year 2011. The attached schedule provides the detailed estimates for the last two months of 2011, as well as the first three months of 2012.

Summary

Based on staff's review of the BID reports, the BID is doing a good job of managing their operations, focusing on special events and promotions, as would be expected. They have added new events and have kept operating costs down. Further, they have offered two alternate budgets, recognizing the financial challenges for the City, particularly as it relates to our Redevelopment Agency.

Suisun Historic Waterfront BID
Budget Analysis, Calendar Year 2009 through 2012

Budget Activity	CY 2009	CY 2010	CY 2011	CY 2011	CY 2011	CY 2012 Budget	
	Actual	Actual	Budget	YTD (Oct.)	Estimated	With City	Without
REVENUES							
Associate Membership	\$0	\$0	\$500	\$75	\$75	\$150	\$150
Mother's Day Event fees	\$0	\$775	\$775	\$1,020	\$1,020	\$1,000	\$1,000
Christmas Vendor Fees	\$2,075	\$1,000	\$1,000	\$0	\$500	\$1,000	\$0
Business Assessments	\$16,250	\$18,570	\$18,500	\$16,320	\$16,320	\$17,000	\$17,000
City Match - Assessments	\$16,250	\$18,000	\$13,500	\$13,500	\$13,500	\$13,500	\$0
Festival of Trees	\$1,395	\$1,385	\$0	\$1,141	\$1,141	\$1,000	\$0
Hardship	\$300	\$300	\$0	\$0	\$0	\$0	\$0
Heritage Collection Book	\$20	\$90	\$100	\$50	\$50	\$100	\$100
Sponsorship	\$2,500	\$2,700	\$2,500	\$2,000	\$2,000	\$2,000	\$2,000
Walking Tour Book Ads	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0
Waterfront Festival Revenue	<u>\$11,236</u>	<u>\$14,150</u>	<u>\$12,500</u>	<u>\$17,068</u>	<u>\$17,068</u>	<u>\$12,500</u>	<u>\$12,500</u>
TOTAL REVENUES	<u>\$51,026</u>	<u>\$56,970</u>	<u>\$49,375</u>	<u>\$51,174</u>	<u>\$51,674</u>	<u>\$48,250</u>	<u>\$32,750</u>
EXPENDITURES							
<u>Advertising Expense</u>							
Electronic Media	\$4,404	\$6,174	\$7,000	\$4,007	\$7,007	\$7,000	\$1,000
Print Media	\$16,042	\$17,137	\$7,700	\$12,958	\$13,558	\$8,775	\$5,775
Advertising Expense - Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Advertising Expense	<u>\$20,446</u>	<u>\$23,311</u>	<u>\$14,700</u>	<u>\$16,965</u>	<u>\$20,565</u>	<u>\$15,775</u>	<u>\$6,775</u>
Bicycle Racks	\$0	\$0	\$0	\$3,345	\$3,345	\$0	\$0
Walking Tour Brochure	\$3,750	500.00	\$0	\$0	\$0	\$0	\$0
<u>Event Expenses</u>							
Art, Wine & Chocolate Festival	\$13,029	\$12,592	\$12,500	\$12,821	\$13,321	\$12,500	\$12,500
Christmas In Old Town							
Christmas Vendor Rebate	\$2,075	\$0	N/A	N/A	N/A		
Crafter buildings	\$3,310	\$490	N/A	N/A	N/A		
Festival of Trees Disbursement	\$1,425	\$1,240	N/A	N/A	N/A		
Christmas In Old Town - Other	\$4,258	\$5,669	N/A	N/A	N/A		
<i>Christmas In Old Town</i>	<u>\$11,068</u>	<u>\$7,398</u>	<u>\$6,500</u>	<u>\$344</u>	<u>\$6,194</u>	<u>\$6,500</u>	<u>\$0</u>
City Events Enhancement	\$2,000	\$850	\$0	\$0	\$0	\$0	\$0
Halloween	\$1,260	\$194	\$100	\$38	\$38	\$100	\$100
Mother's Day Craft Faire	\$0	\$1,327	\$1,500	\$1,367	\$1,367	\$1,400	\$1,400
Restaurant Week	\$0	\$0	\$2,900	\$2,512	\$2,512	\$2,000	\$2,000
Event Expenses - Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Event Expenses	<u>\$27,357</u>	<u>\$22,360</u>	<u>\$23,500</u>	<u>\$17,081</u>	<u>\$23,431</u>	<u>\$22,500</u>	<u>\$16,000</u>
<u>Operating Expenses</u>							
Accounting Fees	\$1,300	\$1,200	\$1,200	\$1,000	\$1,200	\$1,200	\$1,200
Bank Charges	\$0	\$0	\$25	\$0	\$0	\$25	\$25
Conference/convention/meeting	\$0	\$0	\$500	\$0	\$0	\$0	\$0
Contract Labor	\$4,600	\$4,150	\$5,000	\$2,760	\$3,560	\$4,800	\$4,800
Insurance	\$1,286	\$2,009	\$1,250	\$776	\$776	\$1,250	\$1,250
Miscellaneous Expenses	\$273	\$213	\$500	\$112	\$112	\$500	\$500
Office Supplies	\$473	\$526	\$600	\$237	\$412	\$500	\$500
Postage, shipping, delivery	\$319	\$387	\$500	\$169	\$257	\$500	\$500
Subscriptions & Memberships	\$495	\$362	\$600	\$495	\$495	\$500	\$500
Tax Preparation	\$300	\$875	\$900	\$510	\$510	\$600	\$600
Taxes	\$35	\$134	\$100	\$88	\$88	\$100	\$100
Subtotal Operating Expenses	<u>\$9,081</u>	<u>9,855.66</u>	<u>\$11,175</u>	<u>\$6,146</u>	<u>\$7,409</u>	<u>\$9,975</u>	<u>\$9,975</u>
TOTAL EXPENDITURES	<u>\$60,634</u>	<u>\$56,027</u>	<u>\$49,375</u>	<u>\$43,537</u>	<u>\$54,750</u>	<u>\$48,250</u>	<u>\$32,750</u>
NET ORDINARY INCOME (LOSS)	<u>(\$9,608)</u>	<u>\$943</u>	<u>\$0</u>	<u>\$7,637</u>	<u>(\$3,076)</u>	<u>\$0</u>	<u>\$0</u>

SCHWBID Estimated Income/Expenses 11-1-11/12-31-11 and 1-1-12 thru 3-31-12

SCHWBID Estimated Expenses 11-1-11/12-31-11	Amount	Accounting Category
Bookkeeping Nov 11 - Dec 11	\$ 200.00	Accounting Fees
KUIC Radio thru 12/10 - Christmas	\$ 3,000.00	Advertising: Electronic Media
Advertising in the Breeze Dec 11	\$ 600.00	Advertising: Print Media
Contract Labor Nov 11 - Dec 11	\$ 800.00	Contract Labor
Pending Winery invoice for Waterfront Festival	\$ 500.00	Events: Art, Wine & Choc
Signage for Christmas Events; Banners	\$ 400.00	Events: Christmas
Cash Awards for Tree Decorations	\$ 350.00	Events: Christmas
Advertising of Christmas Event & Craft Fair	\$ 1,700.00	Events: Christmas
Repair of wooden structures for Christmas	\$ 400.00	Events: Christmas
Decorating expense for tree tent and village	\$ 200.00	Events: Christmas
Entertainment for Christmas Event	\$ 500.00	Events: Christmas
Artificial Christmas Trees for auction	\$ 1,750.00	Events: Christmas
Supplies for Christmas Event	\$ 200.00	Events: Christmas
Portable Toilets for Christmas Event	\$ 350.00	Events: Christmas
Office Supplies and printing	\$ 175.00	Office supplies
Postage for remainder of year	\$ 88.00	Postage, Shipping, Delivery
Total of estimated expenses through 12-31-11	\$ 11,213.00	
Estimated Income		
Income from booth space for village	\$ 500.00	Revenue: Christmas Craft Faire
Total Estimated Income	\$ 500.00	
Balance in Account as of 10-31-11	\$ 23,613.58	
Estimated income through 12-31-10	\$ 500.00	
Estimated Expenses through 12-31-11	\$ 11,213.00	
Balance to operate through Mar. 31, 2012	\$ 12,900.58	
SCHWBID Estimated Expenses 1-1-12/3-31-12		
Bookkeeping Jan 11 - Mar 11	\$ 300.00	Accounting Fees
Advertising in the Breeze Jan 11 - Mar 11 (contract)	\$ 1,800.00	Advertising: Print Media
KUIC Advertising January (contract) for Rest. Week	\$ 1,000.00	Advertising: Electronic Media
Contract Labor Jan 11 - Mar 11	\$ 750.00	Contract Labor
General Meeting Expense	\$ 100.00	Miscellaneous
Mother's Day Postcard advertising - sent in March	\$ 400.00	Event Expenses: Mothers Day
Restaurant Promotion	\$ 2,000.00	Event Expenses: Restaurant Week
Membership - California Downtown Association	\$ 250.00	Subscriptions & Membership
Postage	\$ 45.00	Postage, Shipping, Delivery
Tax Preparation	\$ 600.00	Tax Preparation
P.O. Box fee	\$ 70.00	Postage, Shipping, Delivery
Taxes	\$ 100.00	Taxes
Total estimated expenses thru 3-31-12	\$ 7,415.00	

11/01/11

Suisun Historic Waterfront BID Profit and Loss Detail November 2010 through October 2011

Type	Date	Num	Name	Memo	Amount	Balance
Ordinary Income/Expense						
Income						
REVENUE						
Associate Membership						
Deposit	08/19/11			Delta Breeze A...	75.00	75.00
Total Associate Membership					75.00	75.00
Mothers Day Event fees						
Deposit	05/12/11			Crafters Fees	1,020.00	1,020.00
Total Mothers Day Event fees					1,020.00	1,020.00
Christmas Vendor Fees						
Deposit	12/07/10			Crafters fees	1,000.00	1,000.00
Total Christmas Vendor Fees					1,000.00	1,000.00
Business Assessments						
Deposit	01/17/11			2010 BID asse...	350.00	350.00
Deposit	04/07/11			2011 BID Fees	15,570.00	15,920.00
Deposit	08/19/11			2011 BID fees	400.00	16,320.00
Total Business Assessments					16,320.00	16,320.00
City Match - Assessments						
Deposit	04/07/11			City Match	13,500.00	13,500.00
Total City Match - Assessments					13,500.00	13,500.00
Festival of Trees						
Deposit	12/07/10			Cash payment...	1,210.00	1,210.00
Deposit	04/13/11			Suisun Busine...	1,141.00	2,351.00
Total Festival of Trees					2,351.00	2,351.00
Heritage Collection Book						
Deposit	11/09/10			Sale of Heritag...	40.00	40.00
Deposit	07/13/11	1029	Solano History Center	Sale of 10 books	50.00	90.00
Total Heritage Collection Book					90.00	90.00
Sponsorship						
Invoice	11/08/10	1245	La Cabana	Sponsorship fo...	500.00	500.00
Invoice	02/21/11	1246	Athenian Grill	2010 SCHWBI...	100.00	600.00
Deposit	04/26/11			Joy of Eating, ...	300.00	900.00
Deposit	05/09/11			Learning w/o Li...	200.00	1,100.00
Deposit	05/12/11			Solano Garbage	1,000.00	2,100.00
Deposit	07/13/11	22371	Sheldon Oil	Sponsor 2011	100.00	2,200.00
Deposit	08/19/11			Treasures by Y...	100.00	2,300.00
Invoice	08/25/11	1247	Athenian Grill	2011 Sponsors...	100.00	2,400.00
Deposit	10/03/11			La Cabana	100.00	2,500.00
Total Sponsorship					2,500.00	2,500.00
Waterfront Festival Revenue						
Deposit	11/09/10			Zippy Pets Inc...	50.00	50.00

11/01/11

Suisun Historic Waterfront BID Profit and Loss Detail November 2010 through October 2011

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	10/03/11		Deposit	Art, Wine, Cho...	8,200.00	8,250.00
Deposit	10/04/11		Deposit	Art, Wine, Cho...	6,001.00	14,251.00
Deposit	10/06/11		Deposit	\$1006.90 ticket...	2,866.90	17,117.90
Total Waterfront Festival Revenue					17,117.90	17,117.90
Total REVENUE					53,973.90	53,973.90
Total Income					53,973.90	53,973.90
Expense						
Advertising Expense						
Electronic Media						
Check	11/08/10	2362	Coast Radio Company...	Waterfront Fes...	2,100.00	2,100.00
Check	11/15/10	2366	Lauracolerowe Consul...	1 year renewal...	204.00	2,304.00
Check	12/06/10	2374	Coast Radio Company...	Old World Chri...	910.00	3,214.00
Check	02/10/11	2409	Coast Radio Company...	Restaurant We...	650.00	3,864.00
Check	10/09/11	2469	Coast Radio Company...	8-29-11/9-25-1...	3,000.00	6,864.00
Check	10/31/11	2475	Lauracolerowe Consul...	1 year renewal...	357.00	7,221.00
Total Electronic Media					7,221.00	7,221.00
Print Media						
Check	11/22/10	2368	S & J Advertising Inc.	invoice for Dec...	600.00	600.00
Check	01/02/11	2398	S & J Advertising Inc.	invoice for Jan ...	600.00	1,200.00
Check	01/31/11	2408	S & J Advertising Inc.	Invoice for Feb...	600.00	1,800.00
Check	02/28/11	2415	S & J Advertising Inc.	Invoice for Mar...	600.00	2,400.00
Check	03/01/11	2416	Lauracolerowe Consul...	reimb for pass...	544.00	2,944.00
Check	04/06/11	2418	S & J Advertising Inc.	Invoice for Apri...	600.00	3,544.00
Check	04/27/11	2423	S & J Advertising Inc.	Invoice for May...	600.00	4,144.00
Check	06/14/11	2432	S & J Advertising Inc.	Invoice for Jun...	600.00	4,744.00
Check	07/01/11	2436	S & J Advertising Inc.	Invoice for July...	600.00	5,344.00
Check	08/01/11	2439	S & J Advertising Inc.	Invoice for Aug...	600.00	5,944.00
Check	08/19/11	2443	S & J Advertising Inc.	Invoice for Sep...	600.00	6,544.00
Check	09/15/11	2450	WG Design Group	15,000 dining/...	2,494.97	9,038.97
Check	09/29/11	2457	S & J Advertising Inc.	Invoice for Oct...	600.00	9,638.97
Check	10/09/11	2470	M2 Mail Inc.	postage for 8,4...	3,319.31	12,958.28
Check	10/28/11	2474	S & J Advertising Inc.	Invoice for Nov...	600.00	13,558.28
Total Print Media					13,558.28	13,558.28
Advertising Expense - Other						
Check	03/08/11	2417	Fairfield and Suisun P...	VOID: Californi...	0.00	0.00
Total Advertising Expense - Other					0.00	0.00
Total Advertising Expense					20,779.28	20,779.28
Bicycle Racks						
Check	01/12/11	2401	Park Pacific	Bike rack dona...	3,344.50	3,344.50
Total Bicycle Racks					3,344.50	3,344.50
Event Expenses						

11/01/11

Suisun Historic Waterfront BID Profit and Loss Detail November 2010 through October 2011

Type	Date	Num	Name	Memo	Amount	Balance
Art, Wine & Chocolate Festival						
Check	11/22/10	2369	Ehler Vineyard	Wine for Art, W...	146.25	146.25
Check	12/20/10	2392	Vacaville Reporter	Art, Wine & Ch...	0.00	146.25
Check	12/20/10	2393	Vacaville Reporter	Art, Wine & Ch...	175.00	321.25
Check	08/01/11	2440	BB&B Business Group	Advertising for ...	275.00	596.25
Check	08/25/11	2445	Solano County	Art, Wine & Ch...	224.00	820.25
Check	09/15/11	2448	Maury Donnelly & Parr...	Liability covera...	800.00	1,620.25
Check	09/15/11	2449	The Daily Republic	Art wine choc ...	285.00	1,905.25
Check	09/16/11	2451	Brenda L. Mossa	Reimb. of DR, ...	1,017.86	2,923.11
Check	09/20/11	2452	Ken's Pro Sound	Sound System ...	725.00	3,648.11
Check	09/26/11	2453	King Security Services...	Event Security	300.00	3,948.11
Check	09/26/11	2454	Bounce Around Jump...	2011 Art Wine ...	100.00	4,048.11
Check	09/28/11	2455	Randy Rowe	Broadway Stre...	500.00	4,548.11
Check	09/28/11	2456	WILHELM MEYER	INNERSOUL - ...	1,600.00	6,148.11
Check	09/30/11	2461	Made In The Shade T...	rental	2,579.00	8,727.11
Check	09/30/11	2461	Virgil's Ice House	Art, Wine & Ch...	185.00	8,912.11
Check	10/03/11	2462	Jennifer Feins	corkscrews	8.59	8,920.70
Check	10/03/11	2463	Clear Image Sign Co.	signs	991.13	9,911.83
Check	10/03/11	2464	Debbie Douglas Desig...	702 wine glass...	1,017.59	10,929.42
Check	10/05/11	2465	Athenian Grill	reimbursement...	144.08	11,073.50
Check	10/05/11	2466	Purple Pearl Vineyard...	Wine	291.00	11,364.50
Check	10/05/11	2467	Brenda L. Mossa	signs, tickets, ...	68.63	11,433.13
Check	10/09/11	2468	Le Grand Courtage LLC	Wine purchase	240.00	11,673.13
Check	10/09/11	2471	Sunset Cellars	wine purchase	1,051.75	12,724.88
Check	10/09/11	2472	Monvera Glass Decor	wine glass prin...	417.50	13,142.38
Total Art, Wine & Chocolate Festival					13,142.38	13,142.38
Christmas In Old Town						
Festival of Trees Disbursement						
Check	12/07/10	2378	Big Brothers, Big Siste...	Tree Auction	125.00	125.00
Check	12/07/10	2379	Armijo Peace Jam	Tree Auction	115.00	240.00
Check	12/07/10	2380	Solano Parents of Twi...	Tree Auction	65.00	305.00
Check	12/07/10	2381	Cub Scout Pack #252	Tree Auction	105.00	410.00
Check	12/07/10	2382	Greater Vallejo Jack &...	Tree Auction	140.00	550.00
Check	12/07/10	2383	Suisun Marsh Natural ...	Tree Auction	100.00	650.00
Check	12/07/10	2384	Greater California Ger...	Tree Auction	150.00	800.00
Check	12/07/10	2385	Missouri Street Theatre	Tree Auction	90.00	890.00
Check	12/07/10	2386	Fairfield Civic Theatre	Christmas Tre...	100.00	990.00
Check	12/07/10	2387	Regents of the Univer...	Tree Auction	250.00	1,240.00
Total Festival of Trees Disbursement					1,240.00	1,240.00
Christmas In Old Town - Other						
Check	11/08/10	2363	Weekender Magazine	Ad for Art Wine...	750.00	750.00
Check	11/08/10	2364	Solano County	Christmas Hea...	322.00	1,072.00
Check	11/11/10	2365	Maury Donnelly & Parr...	Insurance Exp...	382.00	1,454.00
Check	11/30/10	2370	Clear Image Sign Co.	Invoice 1303 - ...	291.56	1,745.56
Check	12/07/10	2375	Armijo Softball Booste...	First Prize	200.00	1,945.56
Check	12/07/10	2376	Relay for Life, Papa J...	Second Prize	100.00	2,045.56
Check	12/07/10	2377	National Breast Cance...	Third Prize	50.00	2,095.56
Check	12/07/10	2388	Brenda L. Mossa	Reimb. of DR -...	180.00	2,275.56
Check	12/07/10	2389	Linda Feins	Booth material...	151.48	2,427.04

11/01/11

Suisun Historic Waterfront BID Profit and Loss Detail November 2010 through October 2011

Type	Date	Num	Name	Memo	Amount	Balance
Check	12/15/10	2391	Linda Feins	Extention Cords	78.93	2,505.97
Check	12/20/10	2392	Vacaville Reporter	Old World Mar...	0.00	2,505.97
Check	12/20/10	2393	Vacaville Reporter	Old World Mar...	200.00	2,705.97
Check	01/25/11	2403	Clear Image Sign Co.	Inv. #11030 re...	118.50	2,824.47
Check	10/09/11	2473	Solano County	Old World Chri...	225.00	3,049.47
Total Christmas In Old Town - Other					3,049.47	3,049.47
Total Christmas In Old Town					4,289.47	4,289.47
Halloween						
Check	11/01/10	2360	Shelly Kontogiannis	reimbursement...	139.90	139.90
Check	10/31/11	2475	Lauracolerowe Consul...	helium tank	37.57	177.47
Total Halloween					177.47	177.47
Mothers Day Craft Faire						
Check	02/21/11	2413	Clear Image Sign Co.	Inv. #11073- si...	63.94	63.94
Check	04/07/11	2421	Solano County	Mother's Day ...	225.00	288.94
Check	04/14/11	2422	Amber Snider	Entertainment	400.00	688.94
Check	05/12/11	2430	Brenda L. Mossa	Reimb. of DR, ...	567.90	1,256.84
Check	06/14/11	2433	City of Suisun	Artisan Faire st...	110.00	1,366.84
Total Mothers Day Craft Faire					1,366.84	1,366.84
Restaurant Week						
Check	01/02/11	2400	Lauracolerowe Consul...	restaurant wee...	101.41	101.41
Check	01/12/11	2402	Clear Image Sign Co.	Invoice 11009 ...	291.56	392.97
Check	01/25/11	2404	Clear Image Sign Co.	Inv. #11009- si...	95.33	488.30
Check	02/10/11	2409	Coast Radio Company...	Restaurant We...	350.00	838.30
Check	02/10/11	2410	The Daily Republic	Restaurant We...	800.00	1,638.30
Check	02/10/11	2411	Vacaville Reporter	Restaurant We...	874.00	2,512.30
Total Restaurant Week					2,512.30	2,512.30
Event Expenses - Other						
Check	04/29/11	2425	Event Marketing Works	Hops & Grapes	5,000.00	5,000.00
Deposit	08/19/11			Refund of spon...	-5,000.00	0.00
Total Event Expenses - Other					0.00	0.00
Total Event Expenses					21,488.46	21,488.46
Operating Expenses						
Accounting Fees						
Check	11/30/10	2371	Lauracolerowe Consul...	Nov 2010 Boo...	100.00	100.00
Check	12/31/10	2395	Lauracolerowe Consul...	December 201...	100.00	200.00
Check	01/31/11	2406	Lauracolerowe Consul...	Bookkeeping J...	100.00	300.00
Check	02/28/11	2414	Lauracolerowe Consul...	Bookkeeping F...	100.00	400.00
Check	04/06/11	2419	Lauracolerowe Consul...	March 2011	100.00	500.00
Check	05/08/11	2429	Lauracolerowe Consul...	Bookkeepng A...	100.00	600.00
Check	06/14/11	2434	Lauracolerowe Consul...	May 2011	100.00	700.00
Check	07/01/11	2438	Lauracolerowe Consul...	June 2011 boo...	100.00	800.00
Check	08/01/11	2441	Lauracolerowe Consul...	July 2011 book...	100.00	900.00
Check	08/31/11	2446	Lauracolerowe Consul...	Aug 2011 book...	100.00	1,000.00

11/01/11

Suisun Historic Waterfront BID Profit and Loss Detail November 2010 through October 2011

Type	Date	Num	Name	Memo	Amount	Balance
Check	09/30/11	2459	Lauracolerowe Consul...	Sept. bookkee...	100.00	1,100.00
Check	10/31/11	2475	Lauracolerowe Consul...	Oct. bookkeepi...	100.00	1,200.00
Total Accounting Fees					1,200.00	1,200.00
Contract Labor						
Check	11/30/10	2372	Lauracolerowe Consul...	Nov 2010 Serv...	250.00	250.00
Check	12/07/10	2390	Lauracolerowe Consul...	BID renewal re...	300.00	550.00
Check	12/31/10	2394	Lauracolerowe Consul...	December 201...	250.00	800.00
Check	01/31/11	2406	Lauracolerowe Consul...	Contract Jan 2...	630.00	1,430.00
Check	02/28/11	2414	Lauracolerowe Consul...	Contract Feb 2...	270.00	1,700.00
Check	04/06/11	2419	Lauracolerowe Consul...	4 hours March ...	120.00	1,820.00
Check	06/14/11	2434	Lauracolerowe Consul...	1/2 of retreat fee	150.00	1,970.00
Check	08/01/11	2441	Lauracolerowe Consul...	Balance on retr...	150.00	2,120.00
Check	08/01/11	2441	Lauracolerowe Consul...	April - July 201...	540.00	2,660.00
Check	08/31/11	2446	Lauracolerowe Consul...	12 hours Augu...	360.00	3,020.00
Check	10/31/11	2475	Lauracolerowe Consul...	Sept/Oct hours...	540.00	3,560.00
Total Contract Labor					3,560.00	3,560.00
Insurance						
Check	01/02/11	2396	The Hartford	General Liab Ins	101.00	101.00
Check	07/01/11	2435	CNA Insurance	liability insuran...	500.00	601.00
Check	07/01/11	2437	ACE USA	Volunteer Acci...	199.00	800.00
Deposit	07/13/11	30422...	The Hartford	refund of ins	-24.00	776.00
Total Insurance					776.00	776.00
Miscellaneous Expenses						
Check	02/21/11	2412	La Cabana	general meetin...	81.80	81.80
Check	08/19/11	2444	Subway Sandwiches ...	Board retreat d...	29.99	111.79
Total Miscellaneous Expenses					111.79	111.79
Office Supplies						
Check	11/01/10	2361	Lauracolerowe Consul...	supplies for ev...	145.07	145.07
Check	11/22/10	2367	Lauracolerowe Consul...	supplies for ev...	20.57	165.64
Deposit	12/07/10			refund for offic...	-4.88	160.76
Check	05/03/11	2426	VSC PRESS-PRINTIN...	Invoice 14965 ...	92.12	252.88
Check	06/14/11	2434	Lauracolerowe Consul...	paper for pass...	7.36	260.24
Check	09/02/11	2447	Lauracolerowe Consul...	Logo Tablecloth	98.61	358.85
Check	09/30/11	2459	Lauracolerowe Consul...	borchure holders	38.55	397.40
Total Office Supplies					397.40	397.40
Postage, shipping, delivery						
Check	12/03/10	2373	United States Postal S...	roll of stamps	44.00	44.00
Check	12/15/10	2391	Linda Feins	Check mailing ...	8.80	52.80
Check	01/31/11	2405	United States Postal S...	roll of stamps	44.00	96.80
Check	01/31/11	2406	Lauracolerowe Consul...	postage	4.95	101.75
Check	04/06/11	2420	United States Postal S...	Box fee - annual	70.00	171.75
Check	08/01/11	2442	United States Postal S...	roll of stamps	44.00	215.75
Check	09/02/11	2447	Lauracolerowe Consul...	Certified Mail t...	5.59	221.34
Total Postage, shipping, delivery					221.34	221.34

11/01/11

Suisun Historic Waterfront BID Profit and Loss Detail November 2010 through October 2011

Type	Date	Num	Name	Memo	Amount	Balance
Suscriptions & Memberships						
Check	01/02/11	2399	California Downtown ...	Membership re...	200.00	200.00
Check	06/14/11	2431	Fairfield Suisun Cham...	Chamber dues...	295.00	495.00
Total Suscriptions & Memberships					495.00	495.00
Tax Preparation						
Check	01/31/11	2407	Laurel Larson	Tax forms 201...	70.00	70.00
Check	05/08/11	2427	Laurel Larson	Tax forms 201...	440.00	510.00
Total Tax Preparation					510.00	510.00
Taxes						
Check	01/02/11	2397	Franchise Tax Board	Tax fee	57.57	57.57
Check	04/27/11	2424	Lauracolerowe Consul...	reimbursement...	20.00	77.57
Check	05/08/11	2428	Franchise Tax Board	Tax fee	10.00	87.57
Total Taxes					87.57	87.57
Total Operating Expenses					7,359.10	7,359.10
Total Expense					52,971.34	52,971.34
Net Ordinary Income					1,002.56	1,002.56
Net Income					1,002.56	1,002.56

Suisun Historic Waterfront BID						
Profit and Loss Budget vs. Actual						
January 1, 2011 through October 31, 2011						
				Jan - Oct '11	Budget	Over/Under Budget
			Ordinary Income/Expense			
			Income			
			REVENUE			
			Associate Membership	75.00	500.00	-425.00
			Mothers Day Event fees	1,020.00	775.00	245.00
			Christmas Vendor Fees	0.00	1,000.00	-1,000.00
			Business Assessments	16,320.00	18,500.00	-2,180.00
			City Match - Assessments	13,500.00	13,500.00	0.00
			Festival of Trees	1,141.00		
			Heritage Collection Book	50.00	100.00	-50.00
			Sponsorship	2,000.00	2,500.00	-500.00
			Waterfront Festival Revenue	17,067.90	12,500.00	4,567.90
			Total REVENUE	51,173.90	49,375.00	1,798.90
			Total Income	51,173.90	49,375.00	1,798.90
			Expense			
			Advertising Expense			
			Electronic Media	4,007.00	7,000.00	-2,993.00
			Print Media	12,958.28	7,700.00	5,258.28
			Advertising Expense - Other	0.00		
			Total Advertising Expense	16,965.28	14,700.00	2,265.28
			Bicycle Racks	3,344.50		
			Event Expenses			
			Art, Wine & Chocolate Festival	12,821.13	12,500.00	321.13
			Christmas In Old Town	343.50	6,500.00	-6,156.50
			Halloween	37.57	100.00	-62.43
			Mothers Day Craft Faire	1,366.84	1,500.00	-133.16
			Restaurant Week	2,512.30	2,900.00	-387.70
			Event Expenses - Other	0.00		
			Total Event Expenses	17,081.34	23,500.00	-6,418.66
			Operating Expenses			
			Accounting Fees	1,000.00	1,200.00	-200.00
			Bank Charges	0.00	25.00	-25.00
			Conference, convention, meetings	0.00	500.00	-500.00
			Contract Labor	2,760.00	5,000.00	-2,240.00
			Insurance	776.00	1,250.00	-474.00
			Miscellaneous Expenses	111.79	500.00	-388.21
			Office Supplies	236.64	600.00	-363.36
			Postage, shipping, delivery	168.54	500.00	-331.46
			Suscriptions & Memberships	495.00	600.00	-105.00
			Tax Preparation	510.00	900.00	-390.00
			Taxes	87.57	100.00	-12.43
			Total Operating Expenses	6,145.54	11,175.00	-5,029.46
			Total Expense	43,536.66	49,375.00	-5,838.34
			Net Ordinary Income	7,637.24	0.00	7,637.24

SCHWBID Estimated Income/Expenses 11-1-11/12-31-11 and 1-1-12 thru 3-31-12

SCHWBID Estimated Expenses 11-1-11/12-31-11	Amount	Accounting Category
Bookkeeping Nov 11 - Dec 11	\$ 200.00	Accounting Fees
KUIC Radio thru 12/10 - Christmas	\$ 3,000.00	Advertising: Electronic Media
Advertising in the Breeze Dec 11	\$ 600.00	Advertising: Print Media
Contract Labor Nov 11 - Dec 11	\$ 800.00	Contract Labor
Pending Winery invoice for Waterfront Festival	\$ 500.00	Events: Art, Wine & Choc
Signage for Christmas Events; Banners	\$ 400.00	Events: Christmas
Cash Awards for Tree Decorations	\$ 350.00	Events: Christmas
Advertising of Christmas Event & Craft Fair	\$ 1,700.00	Events: Christmas
Repair of wooden structures for Christmas	\$ 400.00	Events: Christmas
Decorating expense for tree tent and village	\$ 200.00	Events: Christmas
Entertainment for Christmas Event	\$ 500.00	Events: Christmas
Artificial Christmas Trees for auction	\$ 1,750.00	Events: Christmas
Supplies for Christmas Event	\$ 200.00	Events: Christmas
Portable Toilets for Christmas Event	\$ 350.00	Events: Christmas
Office Supplies and printing	\$ 175.00	Office supplies
Postage for remainder of year	\$ 88.00	Postage, Shipping, Delivery
Total of estimated expenses through 12-31-11	\$ 11,213.00	
Estimated Income		
Income from booth space for village	\$ 500.00	Revenue: Christmas Craft Faire
Total Estimated Income	\$ 500.00	
Balance in Account as of 10-31-11	\$ 23,613.58	
Estimated income through 12-31-10	\$ 500.00	
Estimated Expenses through 12-31-11	\$ 11,213.00	
Balance to operate through Mar. 31, 2012	\$ 12,900.58	
SCHWBID Estimated Expenses 1-1-12/3-31-12		
Bookkeeping Jan 11 - Mar 11	\$ 300.00	Accounting Fees
Advertising in the Breeze Jan 11 - Mar 11 (contract)	\$ 1,800.00	Advertising: Print Media
KUIC Advertising January (contract) for Rest. Week	\$ 1,000.00	Advertising: Electronic Media
Contract Labor Jan 11 - Mar 11	\$ 750.00	Contract Labor
General Meeting Expense	\$ 100.00	Miscellaneous
Mother's Day Postcard advertising - sent in March	\$ 400.00	Event Expenses: Mothers Day
Restaurant Promotion	\$ 2,000.00	Event Expenses: Restaurant Week
Membership - California Downtown Association	\$ 250.00	Subscriptions & Membership
Postage	\$ 45.00	Postage, Shipping, Delivery
Tax Preparation	\$ 600.00	Tax Preparation
P.O. Box fee	\$ 70.00	Postage, Shipping, Delivery
Taxes	\$ 100.00	Taxes
Total estimated expenses thru 3-31-12	\$ 7,415.00	

Suisun Historic Waterfront BID			
Actual Profit and Loss			
January through December 2009			
		Jan. 1, 2009 - Dec. 31, 2009	
Ordinary Income/Expense			
Income			
REVENUE			
Christmas Vendor Fees		2,075.00	
Business Assessments		16,250.00	
City Match - Assessments		16,250.00	
Festival of Trees		1,395.00	
Hardship		300.00	
Heritage Collection Book		20.00	
Sponsorship		2,500.00	
Walking Tour Book Ads		1,000.00	
Waterfront Festival Revenue		11,236.00	
Total Income		51,026.00	
Expense			
Advertising Expense			
Electronic Media		4,404.00	
Print Media		16,041.72	
Total Advertising Expense		20,445.72	
Event Expenses			
Art, Wine & Chocolate Festival		13,029.22	
Christmas In Old Town			
Christmas Vendor Rebate		2,075.00	
Crafter buildings		3,310.08	
Festival of Trees Disbursement		1,425.00	
Christmas In Old Town - Other		4,257.52	
Total Christmas In Old Town		11,067.60	
City Events Enhancement		2,000.00	
Halloween		1,260.00	
Total Event Expenses		27,356.82	
Operating Expenses			
Accounting Fees		1,300.00	
Bank Charges		0.00	
Conference, convention, meeting		0.00	
Contract Labor		4,600.00	
Insurance		1,286.00	
Miscellaneous Expenses		273.43	
Office Supplies		472.52	
Postage, shipping, delivery		319.26	
Suscriptions & Memberships		495.00	
Tax Preparation		300.00	
Taxes		35.00	
Total Operating Expenses		9,081.21	
Walking Tour Brochure		3,750.00	
Total Expense		60,633.75	
Net Ordinary Income		-9,607.75	

Suisun Historic Waterfront BID				
Actual Profit and Loss				
January through December 2010				
			Jan. 1, 2010 - Dec. 31, 2010	
	Ordinary Income/Expense			
	Income			
	REVENUE			
	Mothers Day Event fees	775.00		
	Christmas Vendor Fees	1,000.00		
	Business Assessments	18,570.00		
	City Match - Assessments	18,000.00		
	Festival of Trees	1,385.00		
	Hardship	300.00		
	Heritage Collection Book	90.00		
	Sponsorship	2,700.00		
	Waterfront Festival Revenue	14,150.00		
	Total Income	56,970.00		
	Expense			
	Advertising Expense			
	Electronic Media	6,174.00		
	Print Media	17,136.53		
	Total Advertising Expense	23,310.53		
	Event Expenses			
	Art, Wine & Chocolate Festival	12,591.53		
	Christmas In Old Town			
	Crafter buildings	489.95		
	Festival of Trees Disbursements	1,240.00		
	Christmas In Old Town - Other	5,668.51		
	Total Christmas In Old Town	7,398.46		
	City Events Enhancement	850.00		
	Halloween	193.50		
	Mothers Day Craft Faire	1,326.99		
	Total Event Expenses	22,360.48		
	Operating Expenses			
	Accounting Fees	1,200.00		
	Bank Charges	0.00		
	Conference, convention, meeting	0.00		
	Contract Labor	4,150.00		
	Insurance	2,009.00		
	Miscellaneous Expenses	213.25		
	Office Supplies	525.70		
	Postage, shipping, delivery	386.80		
	Suscriptions & Memberships	361.67		
	Tax Preparation	875.00		
	Taxes	134.24		
	Total Operating Expenses	9,855.66		
	Walking Tour Brochure	500.00		
	Total Expense	56,026.67		
	Net Ordinary Income	943.33		